



Irish Athletic Boxing Association

Vetting Policy:

Introduction:

The Irish Athletic Boxing Association relies heavily on the time and commitment freely given by volunteers, and without this the opportunities for children and young people to participate in boxing would not exist. However we have a duty to protect those in our sport and therefore have engaged in a programme of vetting as part of our commitment to safeguarding. Vetting will make our organisation and clubs better protected against possible perpetrators of child abuse by helping to identify and deter any individual who is unsuitable from working with children or vulnerable adults.

There are two types of vetting checks available to the Irish Athletic Boxing Association – Garda Vetting and Access NI; both processes are applicable to IABA members and personal engaged in IABA activities.

The Irish Athletic Boxing Association is registered with the National Vetting Bureau and has an appointed Authorised Signatory/s who will submit applications. The IABA is also registered with Access NI and has an appointed designated signatory.

The decision to engage in vetting for existing members and as part of the recruitment and selection process is in line with the best practice safeguarding advice to protect the welfare of children and vulnerable adults within the organisation. It is also a minimum expectation of many parents and society as a whole that the IABA are doing all we can to ensure no-one with a history of harming children/vulnerable adults has access to them through our sport. Failure to successfully complete the process may result in disqualification from appointment to a position within the IABA. No person under 18 years of age may undergo a vet, unless accompanied by signed parental permission. All vets will be carried out in line with the Code of Practice for ANI (NI) and the NVB (ROI).

It should be noted that the National Vetting Bureau and Access NI do not provide 'clearance' for applicants to work with children and/or vulnerable adults; the IABA receives relevant information and decides on the suitability of the applicant. IABA is committed to equal opportunities for all and does not preclude applicants with criminal convictions. Applicants whose vet returns information in relation to their criminal record will be judged on a case-by-case basis and positive disclosures do not necessarily preclude a person from taking a

role within the Association. Applicants may be contacted to discuss relevant risks so that the Association can reach a safe and fair recruitment decision.

In Northern Ireland it is an offence to knowingly offer employment to or to allow someone to continue working in regulated activity, when they are barred by the Disclosure and Barring Service (<http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/services/dbs-referrals/>).

In the Republic of Ireland new legislation for Garda Vetting commenced on 29th April 2016 through the implementation of the New National Vetting Bureau (Children and Vulnerable Persons) Act 2012-2016. The National Vetting Bureau Act provides a legislative basis for the mandatory vetting of individuals who wish to undertake certain work and activities, either in a paid or voluntary capacity, relating to children or vulnerable persons. In essence any person who engages with children or vulnerable persons on a **regular basis** must have received confirmation from the IABA that they are 'deemed acceptable' to fill the position from a National Vetting perspective. Under the National Vetting Bureau Act it is an offence to engage with children or vulnerable adults on a regular, ongoing basis in the absence of vetting from the IABA.

Legislation:

Legislation and information relating to Garda Vetting checks:

- Civil Service Commissioners Act 1956
- Child Care Act 1991 – Sections 5; 61; 65
- Data Protection Act 1998/2003
- Children's Act 2001 - Section 258
- Private Security Authority Act 2004
- National Vetting Bureau (Children and Vulnerable Persons) Act 2012-2016

Legislation and Information relating to Access NI checks:

- Access NI Code of Practice
- Part V of the Police Act 1997
- The Rehabilitation of Offenders (NI) 1978
- Safeguarding Vulnerable Groups (NI) Order 2007
- Disclosure and Barring Service
- Protection of Freedoms Act 2012
- The Justice Act (NI) 2015

Why undertake Vetting?

Vetting is a measure now incorporated into our recruitment and selection procedure for recruitment of personnel with access to children and vulnerable adults within the Irish Athletic Boxing Association at local, regional and national level.

Who will be required to be vetted?

All members with regular access to children and vulnerable adults, either in a direct supervisory role or in a management role of those working directly with children will be required to partake of the vetting process. These positions are referred to as **regulated positions/regulated activity**- see list below for examples. See appendix 1 for more detail of vetting criteria in NI.

The IABA has a policy that members are to be re-vetted after 5 years – this may change where legislation requirements are amended.

The time taken to complete the vetting process is dependent on the prompt return of accurately completed forms and must be allowed for when recruiting staff/volunteers.

The vetting process does not provide clearance for people to work with children, it is only one aspect of the safe recruitment process. Clubs should also insist that members sign code of behaviour and self declaration forms as well as encouraging members to partake in safeguarding and child protection training.

New Members taking up regulated positions:

The requirement for vetting must be included in any job description/volunteer role for a regulated activity position. This policy details the vetting process and those prosecutions/convictions which may affect the employment position must also be available to prospective employees at the time of application.

Once an applicant is successful through the interview stage of a recruitment/appointment process the completed vetting form should be submitted to the IABA for processing. Any appointment is subject to the completion of the vetting process.

Re-vetting:

All individuals will undergo re-vetting after 5 years or as determined by the IABA.

Any individual may be re-vetted if information that would affect a decision concerning an individual's suitability to work with children comes to the attention of a Club, Region or the National body.

Residency Abroad:

Any individual who has been a resident for less than one year (taken from the date of the initial vetting application) in either Ireland or Northern Ireland will need to be re-vetted one year after their initial vetting.

The Irish Athletic Boxing Association Vetting Policy:

The IABA is committed to equal opportunity for all applicants/volunteers including those with criminal convictions. Information concerning criminal convictions is requested in order to assist the selection process and will be taken into account only when the conviction is considered relevant to the position. Any disclosure will be seen in the context of the role/job criteria, the nature of the offence and the responsibility for the care of existing members, volunteers and employees.

The disclosure of criminal history information will not debar a person from a paid/volunteer role unless the IABA Vetting Review Panel considers that the information renders that person unsuitable for the role applied for. In reviewing a person's record the Vetting Review Panel will use the information available only to form an opinion as to whether a person would present a risk to children or vulnerable adults.

In making this decision the IABA Vetting Review Panel will consider the nature of the offence/caution, how long ago it was committed and what age the person was at the time and other factors which may be relevant. This information will be verified through an appropriate Access NI Enhanced Disclosure or GCVU check. If an individual is currently facing prosecution for a criminal offence they should also bring this to attention of the IABA children's officer.

The Irish Athletic Boxing Association Vetting Review Panel – Terms of Reference:

Objective & Roles

The Vetting Review Panel will consider and make recommendations with respect to vetting applications and returns referred to it by the Irish Athletic Boxing Association's Authorised Signatory.

The IABA's Authorised Signatory will refer the following vetting applications and returns to the panel;

- Any applications with declared convictions identified as of concern in the IABA's Vetting Policy
- Any vetting returns with an undeclared prosecutions or convictions.
- Any vetting returns with prosecutions or convictions identified as of concern in the IABA's Vetting Policy.

The Panel shall consist of no more than 3 members, the IABA's National Children's Officer, and two members of the Association nominated and selected by the National Children's Officer. If there is a requirement for a sub-committee (i.e. separate Vetting Review Panel for another jurisdiction) this too will be nominated and selected by the National Children's Officer.

The Panel is appointed annually by the IABA's National Children's Officer.

The group shall meet as requested by the Authorised Signatory or National Children's Officer.

Documentation relating to the vetting process may be copied and/or retained by members of the panel where identified as a requirement under the IABA's procedures.

Where appropriate decisions may be made or ratified by telephone or email.

Minutes of all decisions and/or recommendations made by the Panel will be retained by the Association.

Applicants whose positive disclosures have been risk assessed by the Vetting Review Panel may be asked to enter into a probationary vetting agreement with the Association. The terms and length of this agreement will be specified by the Vetting Review Panel and must be agreed on and signed by both the applicant and their club. The National Children's Officer will monitor the progress of the applicant throughout the period of probation. All applicants subject to probationary agreements must be re-vetted at the end of their probationary period. The IABA reserves the right to terminate the agreement at any time during the probationary period if the applicant is seen as in violation of its terms.

Appendix 1

What is regulated activity - for those working with children and young people?

The following is a summary of regulated activity relevant to those working with children in the voluntary sports sector.

Working in a paid or voluntary capacity with children is regulated activity if:

- (a) It is one of the activities listed; and
 - (b) is done "regularly", with the exception of health care and relevant personal care which is regulated activity even if carried out once; or
 - (c) It is carried out in a specified place.
- (a) The activities include:

- Teaching, training or instruction;
- Care or supervision, including health care and relevant personal care;
- Advice or guidance provided wholly or mainly for children relating to their physical, emotional or educational well-being;
- moderating a public electronic interactive communication service likely to be used wholly or mainly by children;
- driving a vehicle being used only for conveying children and carers or supervisors.

Day to day management or supervision on a regular basis of a person carrying out one of the activities listed above is also a regulated activity.

Activities that are excluded from the definition of regulated activity are:

- Activity or participation of children that is merely incidental to what would normally be an adult activity;
- “supervised activity”* - an individual who is under reasonable day to day supervision by another person engaging in regulated activity (see below for guidance); and
- activity by a person in a group assisting or acting on behalf of, or under direction of, another person engaging in regulated activity in relation to children. This is the “peer exemption”.

(b) ‘Regularly’ is defined as: carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30-day period, or overnight**.

(c) The Safeguarding Vulnerable Groups (NI) Order 2007 lists specified places, including schools and day care premises, where an activity with children is a regulated activity if it is carried out regularly by the same person in connection with the purposes of the place where it is carried out. This could include, for example, sports coaching in a school. The supervised exemption also applies in a specified place but only where the activity is carried out by a volunteer.

*Please Note: Not all regulated activities are now exempt when supervised – the exemption applies to teaching, training or instructing and caring or supervising and only unpaid posts in specified places; but there is no exemption for care that constitutes relevant personal care, health care, advice or guidance; moderating a public electronic interactive communication service; and driving a vehicle used only for conveying children and carers.

**Definition of “overnight” - In relation to teaching, training or instruction; care or supervision; or advice or guidance, it is also regulated activity if carried out (even once) at

any time between 2am and 6am and with an opportunity for face-to-face contact with children.