**Club Safeguarding Self- Assessment Audit 2021-2022**



**Guidance Document**

The following document is designed to help clubs complete the Sport Ireland Safeguarding Audit.

The **Sport Ireland Safeguarding Audit Club Self-Assessment 2021 – 2022 is compulsory for all clubs** North and South that are affiliated with IABA

(This is an On-line audit therefor do not fill in this information document in place of the online version.)

|  |  |
| --- | --- |
| **Step 1** | Click the link sent supplied by your NGB |
| **Step 2** | Click “create an account/login” and enter an email address and password for your club  |
| **Step 3** | Before beginning the questionnaire you will be asked to enter some information relating to your club |
| **Step 4** | Once you have submitted this initial information you will be able to begin the self-assessment |
| **Step 5** | To complete the questionnaire, you will be asked to indicate if you have “fully met; partially met or not met” each stated requirement. Once you tick the relevant box you are then required to provide supporting evidence / further detail relevant to your response. |
| **Step 6** | After completing the questions in each section, there is a space to take note of relevant actions – this is optional. |
| **Step 7** | You will be able to save your progress as you move through the questionnaire and return to it later if you wish. To access your form again click the link sent to you by your NGB, click “create an account/login” and enter your email address and password. |
| **Step 8** | Once you have completed all fields press “submit” to submit your self- assessment |
| **Step 9** | You can make changes to your submission at any time by logging in to your account, and saving any changes made |

**Step by Step Actions - Clubs**

**Sport Ireland Safeguarding Audit**

**(Please watch the above video to assist you with the process)**

Purpose:

Support National Governing Bodies to strengthen adherence to safeguarding policies and procedures thereby ensuring that children and young people partaking in sport are protected.

Benefits from the Audit:

Clubs (Relevant service):

* Self-assess adherence to Safeguarding Policies and procedures
* Identify Gaps and actions areas

IABA:

* Overview of Safeguarding Adherence
* Identify any issues of non-compliance
* Identify supports required

Sport Ireland:

* Overview of safeguarding adherence at grassroots level across all sports
* Identify any issues of non-compliance
* Identify supports required

Areas covered:

* Key Safeguarding Roles
* Safeguarding Training
* Child Safeguarding policies and procedures
* Additional policies, procedures and Guidance
* Volunteer Recruitment & Support
* Behaviour & Equality
* Communication

Timeline for completion:

**January 27th, 2022:** The IABA advisory on Sport Ireland Club Safeguarding Self-Assessment Audit 2021-2022 issued to all affiliated clubs.

**January 28th, 2022:** The IABA provides audit access links to all clubs

**January 30th, 2022:** The IABA begins its series of online Sport Ireland Club Safeguarding Self-Assessment Audit online information briefings

**March 20th, 2022:** Deadline for completion of the Sport Ireland Club Safeguarding Self-Assessment Audit 2021-2022

|  |  |
| --- | --- |
| **Name & Address of club** |  |
|  |
| **Name of Contact Person:** |  |
| **Name of Relevant Person\*:** |  |
| **Date** |  |
| **Type Of Club\*\*** |  |
| **Phone Number** |  |

Are you are provider of a relevant service\*\* Yes No

\*  *the Relevant Person is the first point of contact in respect of the club’s Child Safeguarding Statement (both of these roles can be filled by the same person)*

*\*\* “Organisations that have statutory responsibilities under the Children First Act 2015 are those that provide a relevant service to children and young people. The types of organisations and services to which the legislation applies include.....Any work or activity which involves providing: Educational, research, training, cultural, recreational, leisure, social or physical activities to children...”1*

1 Children First National Guidance for the Welfare and Protection of Children 2017, page 31: https://assets.gov.ie/25844/b90aafa55804462f84d05f87f0ca2bf6.pdf

**1. Key Safeguarding Roles (Suggested examples as evidence)**

***1.1.  All key Safeguarding roles have been filled, including a Relevant Person, Club Children’s Officer (CCO), Designated Liaison Person (DLP)/Deputy DLP (where needed).***

**Evidence:**

|  |  |
| --- | --- |
| Fully Met | Yes – our club has appointed Safeguarding Officer and a Designated Liaison Person. We have also noted the IABA Mandated Person on our Club Safeguarding Statement. |
| Partially Met | We are in the process of appointing a Safeguarding Officer, however we have an appointed who is the Chair of the Club |
| Not Met | We have not yet appointed a Safeguarding Officer or a DLP for our club as we are only getting back up and running. |

***1.2.  In line with our NGB’s guidelines, we clearly outline the role & responsibilities of the CCO & DLP/Deputy DLP.***

|  |  |
| --- | --- |
| Fully Met | Yes - these are outlined in the IABA safeguarding children and the young people in boxing policy which our club recognises in our affiliation process. |
| Partially Met | We have a draft description of the role which have yet to be agreed by our committee. The officers are aware of their primary responsibilities relating to the safeguarding of children. |
| Not Met | We are not clear on what the roles and responsibilities of our Children’s officer and DLP are. |

**Evidence:**

***1.3. Our CCO & DLP are known throughout the club & their contact details are available.***

|  |  |
| --- | --- |
| Fully Met | Our club Children’s officer and DLP are known throughout the club with parents coaches’ children and Committee members. They provide ongoing information and support in the area of safeguarding to all these stakeholders. |
| Partially Met | Our club Children’s officer and DLP provide their details through our club safeguarding statement. |
| Not Met | We do not inform our members of our club Children’s officer and our DLP. |

**Evidence:**

***1.4. Our DLP has access to external advice, information and support i.e. National Designated Liaison Person, Tusla Child & Family Agency, & An Garda Síochána.***

**Evidence:**

|  |  |
| --- | --- |
| Fully Met | Our club children’s officer and DLP are in regular communication with the National Safeguarding Manager in the IABA on safeguarding matters. They are also supported by a provincial safeguarding officer they have access to details of TUSLA through the safeguarding workshop programme |
| Partially Met | Our Children’s officer and DLP has access to TUSLA and An Garda Siochana locally and understands the reporting procedures of the IABA. |
| Not Met | Our Children’s officer or DLP does not have any available support or external advice available to them. |

***1.5. We have a written Child Safeguarding Statement (CSS) that is publicly available and prominently displayed.***

**Evidence:**

|  |  |
| --- | --- |
| Fully Met | Our club has a child risk assessment and child safeguarding statement which are reviewed every two years. This is available upon request.  |
| Partially Met | Our club risk assessment is completed and are in the process of completing the child safeguarding statement. |
| Not Met | Our club has not completed the child risk assessment or child safeguarding statement as we are only in the process of setting up the club post covid. |

***1.6. When engaging or contracting other service providers, we ensure compliance with our NGB’s Safeguarding requirements is mandatory.***

|  |  |
| --- | --- |
| Fully Met | Our coaches must be qualified vetted and have completed the relevant safeguarding training as power the IABA safeguarding policies. This is checked by the club children’s officer. |
| Partially Met | Our club make sure that those who have access to children and vulnerable adults are vetted. |
| Not Met | Our club does not check on compliance against the IABA safeguarding policies. |

**Evidence:**

**2. Safeguarding Training (Suggested examples as evidence)**

***2.1. We ensure all relevant club members attend the appropriate Safeguarding training before taking up a role with the club.***

**Evidence:**

|  |  |
| --- | --- |
| Fully Met | As per the IABA Safeguarding Young People in Boxing policy, our club strives to ensure the protection of children by ensuring our coaches, parents and committee members avail of the safeguarding training supplied by the IABA and our local sports partnership. |
| Partially Met | We do checks on occasional basis depending on our needs in relation to safeguarding training accessibility to courses can sometimes be an issue |
| Not Met | We do not cheque club members safeguarding training status |

***2.2. We follow our NGBs requirements with regard to keeping a secure record of all club members who have completed Safeguarding training***

**Evidence:**

|  |  |
| --- | --- |
| Fully Met | We now keep record of the members safeguarding training qualifications through the IABA affiliation system where we can do reports on this compliance. |
| Partially Met | We check at the start of the season only that all persons have valid safeguarding training and that and at that point have access to children and vulnerable adults. |
| Not Met | We do not check or keep log of safeguarding training we leave that to the individuals themselves. |

**3. Child Safeguarding Policies & Procedures**

***3.1. We have a comprehensive Safeguarding policy, which includes a clear statement on the importance of Safeguarding children & young people and their right to be protected.***

**Evidence:**

|  |  |
| --- | --- |
| Fully Met | Our club abides by the IABA safeguarding policies. |
| Partially Met | We are aware of the IABA safeguarding policy and have completed our child safeguarding statement. |
| Not Met | We have not agreed a safeguarding policy in our club and are not sure of the IABA policy. |

***3.2. Our reporting procedures provide step-by-step guidance on what action to take if there are concerns about a child or young person.***

**Evidence:**

|  |  |
| --- | --- |
| Fully Met | Our club follows the reporting procedures outlined in the IABA Safeguarding Children and young people in boxing policy. |
| Partially Met | Our club know to contact TUSLA or on An Garda Siochana if there is a child safeguarding concern |
| Not Met | Our club is not aware of reporting procedures in terms of any welfare concerns relating to children. |

***3.3. Our reporting procedures provide step-by-step guidance on what action to take if there are concerns about someone working or volunteering with children/young people, including how to report these concerns.***

**Evidence:**

|  |  |
| --- | --- |
| Fully Met | Yes. This is evidenced in the reporting procedures as outlined in the IABA Safeguarding Children and Young People in Boxing Policy |
| Partially Met | our coaches and club members are told to inform our DLP or children’s officer if they have concerns about a child. |
| Not Met | Our club does not provide step by step guidance to our members on reporting procedures. |

***3.4. Our Safeguarding policies & procedures are easy to interpret/access and are available on request.***

**Evidence:**

|  |  |
| --- | --- |
| Fully Met | Our club’s safeguarding policy is the policy produced by the IAB a full stop it is freely available on the website. |
| Partially Met | We send out the policy to everyone at the start of the season. |
| Not Met | We don't know where the policy is. |

4. **Additional Policies, Procedures, & Guidance**

**The question below refers to the specified procedures contained within a club’s Child Safeguarding Statement AND essential areas such as disciplinary procedures, anti-bullying policy, code of conduct for best practice, transport & general supervision, overnight & away trips, and safety etc.**

4.1. We have signed up to or implemented all relevant NGB Safeguarding policies & procedures. (If not complete, please expand) Complete [ ]  Not complete [ ]

**Evidence:**

We do this through our affiliation of membership and all members are made aware of these policies at this point.

**5. Volunteer Safe Recruitment & Support (Suggested examples as evidence)**

***5.1. In line with our NGB’s Safe Recruitment policies & procedures all persons in relevant roles engaging with children have attended safeguarding and any other necessary qualifications/skills workshops for their role(s).***

**Evidence:**

|  |  |
| --- | --- |
| Fully Met | Yes. All our club members are required to attend safeguarding workshops in order to work with children. |
| Partially Met | All our club members are advised where to go to attend safeguarding workshop. |
| Not Met | None of our club members undergo safeguarding training. Our committee needs assistance in where to source the relevant training. |

***5.2. Those responsible for recruiting/appointing club members in relevant roles are aware of our NGB’s safe recruitment practices.***

**Evidence:**

|  |  |
| --- | --- |
| Fully Met | Our club committee is fully aware of the IABA safe recruitment policy and are all trained to safeguarding level 1. |
| Partially Met | Our club committee are aware of the IABA safe recruitment policy. |
| Not Met | our club committee does not know anything about the IABA safe recruitment policy. |

***5.3. Where required, club members must complete the vetting process as per the National Vetting Bureau /Access NI.***

**Evidence:**

|  |  |
| --- | --- |
| Fully Met | All club members, coaches working with children in our club most be vetted as per the IABA vetting policy. |
| Partially Met | We vet our coaches that work with children. |
| Not Met | We do not vet any of the adults that work with children in our club. |

***5.4. We adhere to re-vetting procedures in line with our NGB’s Vetting policy.***

**Evidence:**

|  |  |
| --- | --- |
| Fully Met | All club members are checked at the start of the season to ensure their vetting remains valid for the season ahead. |
| Partially Met | Our club members are to ensure they have their vetting up to date and the club will keep a record of when their vetting expires. |
| Not Met | We do not seek club members, coaches to re-vet |

***5.5. We have a process to risk assess concerns arising from vetting returns in line with our NGB policy.***

**Evidence:**

|  |  |
| --- | --- |
| Fully Met | The IABA conduct the vetting cheques in line with their policy and our club makes informed decisions based on this to the applicant’s suitability to a role in our club having access to children and vulnerable adults. |
| Partially Met | Our committee will always make decisions regarding club members in the best interests of the child. |
| Not Met | We do not have a process to risk assess concerns arising from vetting returns |

**6. Behaviour & Equality (Suggested examples as evidence)**

***6.1. We have specific Codes of Conduct that all of our club members & young people must sign up to.***

**Evidence:**

|  |  |
| --- | --- |
| Fully Met | We apply the various IABA codes of conduct within our club which all our members are signed up to and abide by. |
| Partially Met | We have a code of conduct which cover’s our competitive boxers. |
| Not Met | We do not abide or promote a code of conduct in our club. |

***6.2. We have a comprehensive disciplinary process for all our members in place, in line with NGB policy.***

**Evidence:**

|  |  |
| --- | --- |
| Fully Met | We abide by the IABA discipline policy and will seek advice from them in such circumstances. |
| Partially Met | We would hear any disciplinary matters using an independent body of people to make a decision in such a matter. |
| Not Met | We do not follow any disciplinary process and would seek assistance with same should an issue arise. |

***6.3. We have guidance, in line with our NGB, about the unacceptability of discrimination on the grounds of a person’s gender, ethnicity, sexual orientation, disability, or religion.***

**Evidence:**

|  |  |
| --- | --- |
| Fully Met | We are a fully inclusive club and have sought guidance from the IAB a in the past on these areas. |
| Partially Met | We have contacted the IABA to seek advice on such issues. |
| Not Met | We do not know what to do in these areas and need to contact the IABA for their assistance |

**7. Communication (Suggested examples as evidence)**

***7.1.  We promote the importance of Safeguarding policies and procedures to all our members, including contact details for Statutory Agencies.***

**Evidence:**

|  |  |
| --- | --- |
| Fully Met | Yes. We actively promote through communication from both the IABA and our club children's officer |
| Partially Met | We ensure all members are aware of these policies and procedures at the start of the season. |
| Not Met | We do not promote the importance of these policies. |

***7.2.  Our policies and procedures inform children & young people of their right to be protected, consulted & treated with respect.***

|  |  |
| --- | --- |
| Fully Met | We abide by the IAB S safeguarding policies which covered these aspects of safeguarding. |
| Partially Met | We know of some of the policies which the IAB a has but not all of them. |
| Not Met | We know very little of the policies and procedures expected by the IABA. |

**Evidence:**

***7.3.  The information we provide is age appropriate and available in different formats if required, for example, for those with specific communication needs.***

**Evidence:**

|  |  |
| --- | --- |
| Fully Met | We provide regular information on safeguarding and other topics both in person and via our communication channels and social media. |
| Partially Met | We provide some information via our communication channels to our members which we deem relevant. |
| Not Met | We do not provide any up-to-date information other than updates on competitions. |