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**Tummery Athletic Football Safe Recruitment Policy**

Tummery Athletic Football Club adopts the Irish FA’s Safe Recruitment guidelines and, as a minimum, we will ensure:

1. We meet with potential volunteer(s), ascertain their motivation for taking up their prospective role and interview people before appointing them
2. Ask for and follow up with appropriate references before appointing volunteers as necessary
3. We communicate their full role and responsibilities within our club prior to them taking up a role
4. Volunteers complete an AccessNI Enhanced Disclosure vetting check before commencing their role, to

assess their suitability for working with children and young people

1. Volunteers complete a Disclosure of Criminal Convictions form detailing past convictions or impending

cases

1. Volunteers attend a Safeguarding Children and Young People in Football Safeguarding workshop arranged by

the Safeguarding Team within six months of taking up post

1. Volunteers abide by the Club’s Code of Conduct for coaches and volunteers, and sign a pro-forma

agreeing to this.

1. Provide training opportunities in line with their role, e.g., coach qualifications, first aid, etc.

If there are concerns regarding the appropriateness of an individual who is already involved in affiliated youth football or who has approached us to become part of our football club, guidance will be sought from the Irish FA.

Our Club recognises its responsibility to ensure that all coaches/volunteers providing football opportunities for children and young people are appropriately selected, supported and have the necessary safeguarding knowledge to help them in their roles.

In order to comply with the Children’s NI Order (1995) and the rules of the IFA, it is required that all Committee Members/Coaches/Supervisor of Children/Volunteers in Tummery Athletic Football Club are fully vetted. It is a requirement of the IFA that each member is vetted regardless that you may have previously completed this through your employment or in any other voluntary position that you may hold.

The process is straightforward and is in 2 steps:

**Stage 1**

Start your application online via this link <https://www.nidirect.gov.uk/services/apply-online-enhanced-check-through-registered-body> Use code **957015** when prompted. Note your 10-digit AccessNI reference number on the front of the form provided.

**Stage 2**

1. The Designated Child Safeguarding Officer will issue a hard copy of the AccessNI application form. All parts of the form should be completed including the self-declaration outlining any relevant cautions and/or convictions. It should be returned to the DCSO along with 3 pieces of identification for identity checking. This can be sent via email (provided below) or in person. The DCSO will complete the Identity Check section of the form and forward to the IFA. Please return all completed documentation **within one week of receipt**
2. IFA approve the form and the ID and send to Access NI. They will receive notification from AccessNI outlining:

(i) Nothing to disclose

(ii) Certificate Issued (previous cautions and/or convictions)

(iii) Further information required from the applicant

The Irish FA will conduct a thorough risk assessment on any disclosures. Our club volunteers will provide the Irish FA with the original disclosure certificate and a detailed explanation of any disclosures identified by the AccessNI check. The Irish FA may be required to obtain third party information and/or share information with our club. This will only be done with the consent of the volunteer.

Our club will engage fully in this process and comply with any decision will be taken by the Irish FA Case Management Panel.

**The above two stages MUST BE COMPLETED WITHIN 3 MONTHS OF EACH OTHER otherwise the application will be rejected. Access NI checks must be updated every 3 years.**

**Safeguarding Training**

All our coaches/volunteers will attend the Irish FA Safeguarding Children and Young People in Football training course within 3 months of taking up their role. This will cover:

• Basic awareness and understanding of safeguarding issues

• Recognising a child protection concern including guidance on how to respond to, record and report concerns in line with Irish FA guidelines

• Volunteers responsibility to safeguard children and young people who participate in Irish FA programmes

• Awareness of the Irish FA Safeguarding Children and Young People Policy and Procedures – including its codes of conduct

Volunteers will be required to attend refresher training in safeguarding on a 3-yearly basis either via face-to-face training or online learning. Face to face training must be completed after 9 years.

**Designated Child Safeguarding Officer**: Grainne Goodman

**email**: [grainne.goodman@hotmail.com](mailto:grainne.goodman@hotmail.com)

**mobile no**: 07876617886