

# Section 20

## UCD Sport, UCD Sport and Fitness, and UCD Student Centre

### Keeping Children Safe Policy

# 20

Although the vast majority of student club members will be over 18 years of age, every year a small number will register in UCD that are 17 years old. In order to create a happy and safe environment for all club members (including those aged 17) and coaches/leaders, the AUC has in place a number of procedures to ensure that it complies with best practice in child safety. Full details of the procedures are provided in the [UCD Sport, UCD Sport and Fitness, and UCD Student Centre - Keeping Children Safe Policy](#).

Each UCD sports club has a Children's Officer as part of their committee. This officer is responsible for creating a child-centered environment, promoting child safeguarding policies, influencing club practices, and ensuring parental consent for minors. They also act as a resource for coaches and report to the club committee. The requirements and responsibilities of the Children's Officer is outlined in [Section 5.1.8](#).

#### 20.1 Recruitment and selection

Clubs must implement good recruitment and selection practices for club coaches and leaders. This involves thorough background checks to assist in the safety of all children. This includes contacting references, ensuring coaches and leaders have Safeguarding training, vetting and the appropriate qualifications for their role.

#### 20.2 Training

All coaches, leaders, managers, Children's Officers must have completed the Sport Ireland Safeguarding 1 - Child Welfare & Protection Basic Awareness Workshop. The course provides a good basic understanding of child protection legislation and educates participants on the implementation of best practice in protecting the welfare of children involved in sport.

See our [Training & Development](#) section for Safeguarding course dates for 2024-25.

Please note:

- The course must be refreshed every 3 years. The initial course must always be a face-to-face course.
- Just before the 3 years has passed the individual can complete the Sport Ireland Safeguarding 1 Online Refresher [Safeguarding 1 Online Refresher](#).
- Once the individual completes this online course they must save the digital certificate, this certificate, along with the original certificate, must be uploaded as part of submitting the coaching pack or code of conduct for sports club committee members (Children's Officers).
- The individual will need to submit both as evidence for the next 3 years to the AUC if still involved with a UCD club in any of the aforementioned roles.
- Before the total 6-year period has passed the individual will need to attend the face-to-face course again. Do not let your Safeguarding 1 certificate expire, complete your training again BEFORE the 3 year period expires.

#### 20.3 Garda Vetting (via Ireland Active)

Vetting is required for all coaches, team managers, leaders and Children's Officers. Hard copy [Ireland Active Vetting Forms](#) must be returned to the UCD Sport Office for the attention of Paula Cashman. Ireland Active will not accept photocopies of this form.

The validity period for vetting is 3 years. Towards the end of the three year period the individual must re-apply for vetting and a disclosure must be returned to the AUC in

order for the person to continue in their role. Do not let your vetting expire, complete it again in advance of the three year validity period.

Only those coaches/managers/leaders who have a valid vetting number and following review of the vetting disclosure are deemed suitable for the role by the AUC are permitted to work/volunteer with a UCD club.

### 20.3.1 Vetting Process & How to Complete the Form

- Coaches, leaders and Children's Officers, should choose the role 'Children's Sports Coach' on the **Ireland Active Vetting Form**.
- Complete section 1 (Personal Information) and section 2 (Additional Information).
- When completing section 2:
  - Add 'UCD Sport' for the 'Name of Facility'.
  - Ensure you tick the box.
  - Ensure you sign and date the form.
- Section 3 is completed by UCD Sport but you will find the List of Acceptable Documents on this page.
- Return the completed form, with copies of identification documents attached, to the UCD Sports Office (adjacent to the Performance Gym entrance), or post them to Paula Cashman, Sports Development Officer, UCD Sport, UCD Sports Centre, Belfield, Dublin 4. Please include the name of the club your role is with.
- It is the individual's responsibility to ensure that the Identification Documents submitted equates to 100 points. Note that the paper format driving licence carries significantly less points than the credit card style licence.
- Once the form is received and processed by Ireland Active, the applicant will receive an online vetting invitation from the National Vetting Bureau, which they must complete within 30 days of receipt of the invitation. This will be sent to the email address you supplied on the vetting form.
- Please note that you are only deemed to be vetted once the Athletic Union Council receives confirmation of their vetting number from the National Vetting Bureau and a vetting disclosure via Ireland Active. Paula Cashman will send an email to the coach and the club once this confirmation is received.
- Only individuals who have a valid vetting number and following review of the vetting disclosure are deemed suitable for the role by the AUC are permitted to work/volunteer with a UCD sports club.

### 20.4 Membership Registration for Under 18's

A Parental Consent Form must be completed and signed for each UCD student who is 17 years of age and under who wishes to join your club. The parent and child must complete/sign the parental consent form. These forms are available on the **UCD Sport website**. To register a UCD student who is 17 years of age and under, your club you must:

- Give the student who is 17 years and under the parental consent to sign and have signed by a parent.
- Upload the completed and signed form to the Club Document Upload system.
- Inform UCD Sport of the uploaded form for verification.
- Once UCD Sport has verified the consent form the club can upload the member to SISWeb.

### 20.5 Away Trips

All clubs must adhere to the AUC Trip Rules for overnight trips, whilst the full document is available in **Appendix 12**, key rules include, the club:

- Must indicate that all members who are 17 years of age and under are participating in the trip on the online Travel Form.
- Ensure parental consent forms are on file for all members who are 17 years of age and under
- Where it is practicable, assign members who are 17 years and under to same sex accommodation rooms.

### 20.6 Safeguarding Risk Assessment

All UCD sports clubs must complete a child Safeguarding Risk Assessment as part of their Safety Manuals. This process helps clubs proactively identify, assess, and mitigate potential risks, fostering a safe environment for children. Training on how to complete this risk assessment can be found within the UCD AUC Club Officer Training and the UCD AUC Safety Session, both online courses can be accessed via the **Training and Development Section** on the UCD Sport Website.