



## Gaelic Games Associations' – Child Safeguarding Risk Assessment 2021 – Clubs

### Frequently Asked Questions

#### Version 2 – 14<sup>th</sup> May 2021

*A Chairde,*

*As you have been made aware, all units must conduct a Risk Assessment & Child Safeguarding Statement to be submitted by 31<sup>st</sup> May 2021. Completed documents are to be uploaded here: [https://forms.office.com/Pages/ResponsePage.aspx?id=hrxFrNSvpUKfwz6H4bd\\_zky\\_0Lfg99NieH5bikZxqpUOVFIM0NOWEhTTIZCWEIzU0VCUkpMQ1A2RS4u](https://forms.office.com/Pages/ResponsePage.aspx?id=hrxFrNSvpUKfwz6H4bd_zky_0Lfg99NieH5bikZxqpUOVFIM0NOWEhTTIZCWEIzU0VCUkpMQ1A2RS4u)*

***Before submitting the Risk Assessment document, please ensure that your Child Safeguarding Statement is attached.***

*All responses must be submitted by **5.00pm May 31<sup>st</sup>, 2021.***

*Please note, the onus is on the Club completing the form to ensure that all information supplied through the Risk Assessment & Child Safeguarding Statement is true & accurate. Information supplied may be subject to quality assurance follow up by the Gaelic Games Associations or statutory authorities.*

*If your queries have not been answered in the below FAQ document, please do not hesitate to contact us at [safeguardingriskassessment@gaa.ie](mailto:safeguardingriskassessment@gaa.ie)*

*Le meas,*

*National Child Safeguarding Committee*



## Frequently Asked Questions

**Q1. I could not attend the Information webinar on 26<sup>th</sup> April. Is there anywhere I can view this?**

Please see webinar recording link below, however, please note that there have been a few minor changes since the webinar took place (i.e. – some ‘risks’ have been transferred to different sections)

<https://youtu.be/WEbY3wpNFmk>

**Q2. What is a Risk Assessment?**

A risk assessment is an exercise we carry out where our Clubs, County Committees, and each of our Associations at national level to examine all aspects of our service from a safeguarding perspective and establish whether there are any practices or features of the service, whether they be games, training, other activities for children, or the recruitment of coaches & mentors, that have the potential to put children at risk. A risk assessment is mandatory under the Children First Act and the Gaelic Games Code of Behaviour (Underage) and must be completed every two years.

**Q3. What is a Child Safeguarding Statement?**

A Child Safeguarding Statement that outlines the policies and procedures which are in place to manage and minimise the risks that have been identified. You may download the Gaelic Games Child Safeguarding Template Statement at <http://www.gaa.ie/the-gaa/child-welfare-and-protection/children-first>. The Child Safeguarding Statement must also be updated every 2 years.

**Q4. How often must we carry out a Risk Assessment & develop a Child Safeguarding Statement?**

All units are required to conduct a Risk Assessment & develop a new Child Safeguarding Statement every 2 years. The next Assessment will take place in early 2023.



**Q5. I am the Club Children's Officer, but I don't have an official Gaelic Games email address. How do I submit the form?**

Club Secretaries can submit the form if a Children's Officer does not have an official email.

**Q6. Where do Children's Officers get the official email address?**

GAA Club Children's Officer can avail of the official email address whereby their club chairperson or secretary can email [mail.support@gaa.ie](mailto:mail.support@gaa.ie) using their official GAA email address. The Children's Officer email address will then be created, and a temporary password issued which can be passed onto the club children's officer.

**Q7. Who completes the Risk Assessment & signs off on the Child Safeguarding Statement?**

The Risk Assessment must be discussed and adopted at a Club Executive Committee Meeting and must be signed by both the Club Chairperson & Club Children's Officer. Once completed, Clubs are required to develop a Child Safeguarding Statement to be put on prominent display (e.g., on Club social media, website, clubhouse etc.)

**Q8. There are 3 sections in my club – GAA, Camogie & LGFA. How many Risk Assessment/Child Safeguarding Statements must we produce?**

Within a Gaelic Games Club, i.e., where one overall Committee operates then you are only obliged to complete **one** risk assessment procedure and develop one Child Safeguarding Statement for that club.

Where a Club has more than one Committee, e.g., a GAA Executive Committee, and a Camogie or LGFA Executive Committee, then **each Committee (section)** must complete their own risk assessment and develop a Child Safeguarding statement.

**Q9. What about Independent teams?**

Where an Independent Team involving players registered with two or more Clubs exists, specific Governance Guidelines apply. Each Club Executive must agree to form a joint sub-committee of equal



membership to run the Independent team. They must also agree to appoint a Children's Officer for the Independent Team.

The appointed Children's Officer shall complete the current Child Safeguarding Risk Assessment process on behalf of the Independent Team and shall submit it along with a draft Child Safeguarding Statement for adoption to the sub-committee appointed to run the Team. The sub-committee shall be responsible for sharing the agreed Child Safeguarding Risk Assessment and the Child Safeguarding Statement with the relevant Club Executives who have players on the Independent Team(s).

**Q10. Can we amend the Risk Assessment and Child Safeguarding Statement to make it more relevant to our club?**

Clubs can, and are encouraged, to amend the Risk Assessment and/or Safeguarding Statement templates where applicable. However, please note that the Risk Assessment procedure relates to the potential risk of abuse & harm to children and not general Health & Safety risks

**Q11. How do we fill in the 'Likelihood of it happening Low/Medium/High' column?**

Clubs should discuss the 'Likelihood of it happening Low/Medium/High' column and identify if the likelihood of a risk of harm happening if your Club fails to adequately address the risks identified as High, Medium, or Low.

**Q12. I submitted the wrong document. Can I re-submit a new document?**

Yes, but please contact your County Children's Officer and make them aware that the first submission was incorrectly submitted and to only 'approve' the new and most up to date document.

**Q13. My club use the title Child Welfare Officer and not Children's Officer. Is this ok?**

Straight answer is that it is not ok. We do not have a role or an Officer titled Child Welfare Officer. Your Club may have been well meaning in using it, but it could send the wrong signals as the word 'welfare'



has a wider meaning not to mention the confusion it could cause with player welfare. We also do not use the title 'Youth Officer'.

**Q14. A new Code of Behaviour is being released in June 2021. Where can I find the most up to date Policy?**

The most up to date policy & guidance documents can be found here: <https://www.gaa.ie/the-gaa/child-welfare-and-protection/> The current Code of Behaviour (Underage) is the Code that is referred to throughout the Risk Assessment and Child Safeguarding process.

**Q15. What is a Mandated Person?**

A Mandated Person has a legal obligation to report harm of children as per legislation. There are 4 mandated persons employed for the purpose of performing the child welfare & protection functions within each of our Associations in accordance with their safeguarding employment roles :

**GAA/Rounders:** Gearóid Ó Maoilmhichíl - [mandatedperson@gaa.ie](mailto:mandatedperson@gaa.ie).

**LGFA:** Paula Prunty - [mandatedperson@lgfa.ie](mailto:mandatedperson@lgfa.ie)

**Camogie:** Roberta Farrell - [mandatedperson@camogie.ie](mailto:mandatedperson@camogie.ie)

**Handball:** John Kelly – [mandatedperson.handball@gaa.ie](mailto:mandatedperson.handball@gaa.ie)

As per the Children First Act and the requirements of our Child Safeguarding Statement, each Club is required to maintain a list of members who, if known, and in accordance with the Children First Act 2015 are specified as mandated persons, regardless of what role (if any), they hold in the Club (i.e., teachers, Gardaí etc.)

**Q16. Can I print the Child Safeguarding Statement on A4 size paper?**

The Child Safeguarding Statement must be printed in A3 size as not all content will fit on A4.



**Q17. Is there a new 'Maintaining appropriate levels of behaviour' booklet available?**

Yes. The new booklet is now titled 'Maintaining Good Practice and Behaviour' and forms part of the overall Code of Behaviour. It contains very useful information on the minimum levels of behaviour we expect from young players, coaches, parents, referees etc. and also has up to date information on adult to child ratios and what is required of underage coaches before they commence their roles.

**Q18. Can I get a record of Safeguarding Training records for my County/Club?**

Safeguarding Training Records are being circulated on a Province-by-Province basis over the next few weeks

**Q19. Can I get a record of Vetting records for my County/Club?**

Each County has been provided with a list of Vetting records for each club. Please contact your County Secretary or County Children's Officer to access this information

**Q20. How often is Garda Re-Vetting required?**

Garda Vetting is now required to be updated every three years

**Q21. When volunteers apply for Garda Vetting, does it matter if people apply through LGFA or the GAA?**

No, all completed vetting applications specific to Gaelic Games are recognised across all Gaelic Games Associations

**Q22. Are clubs expected to include re-vetting numbers in figures for 'Number of Personnel vetted since May 2019'?**

Yes, all Vetting that took place since May 2019 should be included in this figure.



**Q23. Our club is in the process of setting up a One Club Policy. Can we submit our Risk Assessment & Child Safeguarding Statements together?**

The policy adopted should reflect the current structure of the Club Executive i.e. if there are currently two Club Executives, two Risk Assessments should be conducted.

**Q24. Where can I access Risk Assessment template & Child Safeguarding Statement as Gaelige?**

Please contact [safeguardingriskassessment@gaa.ie](mailto:safeguardingriskassessment@gaa.ie) for templates as Gaelige

**Q25. In the risks already rated as 'H' in the Risk Assessment template, can we change this as all of our coaches have up to date safeguarding?**

Yes you can change the risk level as it would apply in your Club. The Risk Assessment is only a template and Clubs are encouraged to edit and amend as they see fit.

**Q26. Can sections of the Risk Assessment template be deleted if they are not relevant to our club, or have been addressed in different sections?**

Yes, the Risk Assessment is only a template and Clubs are encouraged to edit and amend as they see fit.

**Q27. Does the Risk Assessment & Child Safeguarding Statement need to be signed by relevant parties before submitting on the Microsoft form?**

For the purposes of this procedure, typed signatures will suffice where signatures cannot be obtained but it must be adopted at a meeting of the Club Executive. The Risk Assessment must be signed by the Club chairperson and by the Children's Officer while the Children's Officer signs the Statement.



**Q28. Our Camogie club is a sub-committee of the GAA executive committee – are we required to do our own Risk Assessment & Safeguarding Statement?**

No, as the Camogie section does not have its own independent structure its part of the one Club

**Q29. Our club is made up of 3 parishes who share the pitches of 3 local clubs. Do we need a separate Risk Assessment & Safeguarding Statement for each pitch?**

No, the Child Safeguarding Statement reflects the outcome of the Risk Assessment conducted in each club - not each pitch - as adopted by each Club Executive.

**Q30. Our club has a girls and a boys section. Are two Risk Assessment & Safeguarding Statements required?**

If there are two Club Executives, two Risk Assessments & Safeguarding Statements are required. If there is only one Club Executive, only one Risk Assessment & Safeguarding Statement is required.

**Q31. Who is responsible so as to ensure a Code of Behaviour Hearings Committee is established?**

It is the responsibility of the Club Executive Committee to ensure a Code of Behaviour Hearings Committee is in place. This link may be of assistance to Clubs when establishing their Code of Behaviour (Underage) Hearings Committee:

<https://www.gaa.ie/api/pdfs/image/upload/vwghntg0z6cmao9twzcz.pdf>

**Q32. Do clubs appoint a mandated person within the club?**

No, mandated persons have already been appointed at national level in accordance with the Children First Act – see relevant section on Safeguarding Statement template. (See more information in next question)

**GAA/Rounders:** Gearóid Ó Maoilmhichíl - [mandatedperson@gaa.ie](mailto:mandatedperson@gaa.ie).

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**Q33. Are clubs obligated to keep a list of people in the club who are by their profession mandated persons?**

Yes, each club must retain a list of members who, if known, are mandated persons in accordance with the Act. This list should be retained by the Club Children's Officer as the contact person for the Child Safeguarding Statement.

**Q34. Are coaches who are waiting to complete the face to face/practical element of Fundamentals training considered to have a coaching qualification?**

No, coaches who have yet to complete the practical element of a Coaching Course have not fully completed their course and are therefore considered not to have obtained the qualification.

**Q35. There are coaching assistants in our club who are waiting to complete Foundation courses when they become available. Can these assistants assist before their course takes place?**

No, Coaches who have not completed a minimum of a Foundation level course cannot assist in coaching as they are not qualified.

**Q36. What is the minimum course requirement to become a coach?**

At minimum, Coaches must complete a Foundation level course.

**Q37. Are there any Safeguarding 2 Courses coming up soon for Children's Officers?**

Children's Officer training will resume when face to face training is permitted.