



Club policies and safeguarding guide

Updated July 2024

Affiliation to Fencing Ireland (including insurance for private clubs) is dependent on compliance with Fencing Ireland Safeguarding and Child Protection Policies. Please note that every club which has or accepts underage members (including university clubs accepting members aged 17 years or younger) must be compliant and affiliated to Fencing Ireland.

We have outlined below some guidelines and explanations that should assist in your club completing their governance compliances.

We have included policy templates which may be adjusted in accordance with your club details; however, each template must bear the minimum standard policy set in place by Fencing Ireland.

Key roles needed for your club

Each club accepting underage member must appoint a **Club Children's Officer** and a **Designated Liaison Person**. These two roles can be filled by the same person, but should be separate from the coach.

Club Children's Officer:

The key role of a Club Children's Officer is to ensure the implementation and promotion of Safeguarding Policies and Codes of Conduct so that young fencers can participate and enjoy fencing in a safe and enjoyable environment.

Designated Liaison Person:

The Designated Liaison Person will be responsible at the initial stage for dealing with any concerns relating to child welfare or possible abuse of underage fencers as reported or made known to them.

Key requirements for your club

There are 3 mandatory requirements for volunteers, coaches and any other person in your club that would be in **involved in underage fencing as a responsible adult**.

1. **Garda Vetting** – vetting is required every 3 years – for forms and details please contact - nualamcgarrrity@gmail.com
2. **Safeguarding course** - Depending on your role within your clubs Safeguarding levels 1, 2, and 3 may need to be completed as follows:
Coaches and Volunteers – Safeguarding 1 – Most local sports partnerships are running these courses on line every few weeks (Approximately 3 hours €20)
Club Children Officer (CCO) – Safeguarding 1 and 2 – Most local sports partnerships are running these courses on line every few weeks (Approximately 3 hours €20) All clubs must appoint a CCO.
Designated Liaison Person (DLP) – Safeguarding 1, 2, and 3 - Most local sports partnerships are running these courses on line every few weeks (Approximately 3 hours €20)
A club may appoint the same person to both the CCO and DLP positions however best practice advises they try keep as separate roles.
3. **Code of conduct-coaches, club officials, parent & fencers** – must be read and signed **every season** in accordance with the requirements of Children First Act 2015 see links below for Fencing Ireland samples:

Code of conduct for coaches and officials

<https://www.fencingireland.net/wp-content/uploads/Code-of-Conduct-for-Coaches-and-Club-Officials.pdf>

Code of conduct for parents

<https://www.fencingireland.net/wp-content/uploads/CODE-OF-CONDUCTS-FOR-PARENTS-FI-1.pdf>

Code of conduct for young fencers

<https://www.fencingireland.net/wp-content/uploads/Code-of-Conduct-for-Young-Fencers.pdf>

Child safeguarding statement

All clubs must have their own child safeguarding statement. This statement must be available for your members to read on your website, or distributed by mail to each member at the beginning of the season and should be visible at your training site.

Fencing Ireland's most recent statement is available here as an example: <https://www.fencingireland.net/wp-content/uploads/Child-Safeguarding-Statement-Jan-2022.pdf>

You can also use the following template to help you create a child safeguarding statement for your club: <https://www.fencingireland.net/wp-content/uploads/Child-Safeguarding-Statement-template.docx>

Other policies and documents

There are other policies that need to be in place and available for your members. Fencing Ireland will advise on when it may be necessary to review these policies. Below are links to sample policies and templates as examples to help your club have all the necessary policies in place. The templates cover the majority of the policies required in the affiliation form. If you require guidance regarding forms which are not covered, please get in touch via email.

Anti-discrimination & anti-harassment/Bullying policy

www.fencingireland.net/wp-content/uploads/Anti-discrimination-anti-harassment-template.docx

Away trips & tournament travel policy

www.fencingireland.net/wp-content/uploads/Away-Trips-Template.docx

Photography policy

www.fencingireland.net/wp-content/uploads/Photography-policy-template.docx

Use of Technology and social media policy

www.fencingireland.net/wp-content/uploads/Social-Media-Policy-Template.docx

Child Safeguarding policy

<https://www.fencingireland.net/wp-content/uploads/Child-Protection-policy-template.docx>

Complaints, investigating & escalation incl. Whistleblowing policy

<https://www.fencingireland.net/wp-content/uploads/Complaints-policy-template.docx>

Accident report form

www.fencingireland.net/wp-content/uploads/Accident-report-form-template.docx

Governance for your club

Every club should have an accident report system, or book in place

All affiliated clubs have limited insurance under the umbrella of Fencing Ireland. However, it is advised that you invest in your own insurance as a coach/owner of a club.

It would be advised that you have a safeguarding risk assessment in place

It would be advised that you develop a small management group to help with the governance and safeguarding of your club.

Club check list

- ✓ Policies in place that should be distributed members, parent, coach volunteer annually
- ✓ Code of conduct for Coaches and club officials
- ✓ Code of conduct for Fencer
- ✓ Code of conduct for Parent/Guardian
- ✓ Are all your coaches GARDA Vetted?
- ✓ Have all responsible adults completed the necessary level of safeguarding course (as required for their role)?