



SAFEGUARDING TRAINING POLICY

FILE MANAGEMENT

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TABLE OF CONTENTS

1) Introduction.....	2
2) Scope.....	2
3) Purpose.....	2
4) Definitions	2
5) Policy Statement	3
6) Process	3
6.1 Role Requirements.....	4
6.2 Timelines.....	4
7) Responsibilities.....	4
8) Non-compliance	4

1) Introduction

Safeguarding training is required for Special Olympics Ireland (SOI) staff and volunteers in order to:

- Develop a basic awareness and understanding of safeguarding issues and roles within the organisation/club.
- Establish minimum standards of best practice and codes of conduct.
- Be able to identify, respond and report concerns.
- Obtain further information and sources of support.

2) Scope

This policy applies to all SOI volunteers and employees, including those on a permanent or fixed term contracts and work placement.

3) Purpose

The purpose of this policy is to set out the safeguarding training requirements for SOI staff and volunteers.

4) Definitions

- Safeguarding 1 (ROI) & Safeguarding Children and Young People (NI) are Child Welfare & Protection Basic Awareness Courses.

This course educates participants on the implementation of best practice in protecting the welfare of children involved in sport.

Validation period: 3 years, with an additional 3 years on completion of Safeguarding 1 Refresher E-module course. After this period, a face-to-face course must be completed. Certificate of attendance must be renewed after 6 years by attending a face to face Safeguarding 1 workshop.

- Safeguarding 2 (ROI) & Designated Safeguarding Officer (NI)

Before a person takes up the role of Club Safeguarding Officer they must have a valid certificate of attendance at Safeguarding 1 or Safeguarding Children and Young People training and attend Safeguarding 2 or Designated Safeguarding Officer training. This course will help the Club Safeguarding Officer to carry out their role and support the implementation of best practice in the club. Participants will also receive a Club Safeguarding Officer Action Planning document as part of the training.

Validation period: 3 years. A Safeguarding 2 certificate may only be renewed by attendance at a Safeguarding 2 or DSO face to face workshop.

- Safeguarding 3 - Designated Liaison Person (DLP)

Before a staff member or volunteer can take up the role of a Designated Liaison Person they must have a valid certificate of attendance at Safeguarding 1 training and attend Safeguarding 3 (ROI only) training. The Designated Liaison Person is responsible for reporting allegations or suspicions of child abuse to TULSA or Social Services (NI) and/or An Garda Síochána /PSNI. It is mandatory that the Chairperson of a club attends Safeguarding 3 (ROI) training before the club affiliation is confirmed in 2020.

Validation period: 3 years. A Safeguarding 3 certificate of attendance may only be renewed by attendance at a Safeguarding 3 face to face workshop.

- Safeguarding Online Refresher (ROI) or (NI)

This is the renewal option for anyone needing to renew their Safeguarding 1 compliancy.

Note: Safeguarding Training approved by Sport Ireland & Sport NI is available through Local Sports Partnerships (ROI), Sport NI approved providers (NI), Special Olympics Ireland and other Sport NGBs in the Republic and Northern Ireland.

5) Policy Statement

Special Olympics Ireland (SOI) is committed to promoting training standards that endeavour to achieve best practice for the protection of children and vulnerable adults in sport consistent with child welfare and protection guidance and relevant legislation.

It is the responsibility of the individual and affiliate club to ensure that a record is kept of the certificate number assigned to attendees at safeguarding training so it can be noted on the Special Olympics Ireland volunteer database and staff personnel files.

A club may not affiliate to Special Olympics Ireland unless their Club Management Team includes a Club Safeguarding Officer with a current certificate of attendance at Safeguarding 2 (ROI) or Designated Safeguarding Officer (NI) training.

The club's Chairperson must hold a current certificate of attendance at Safeguarding 3 training (ROI) or Designated Safeguarding Officer (NI).

The certificate of attendance number for the relevant safeguarding level must be included on the affiliation form and noted on the volunteer's profile on the Special Olympics Ireland database.

Certificates of attendance at any non-Special Olympics run course should be emailed to volunteer@specialolympics.ie for attachment to their volunteer profile.

Volunteers and staff may obtain their certificate of attendance at a course organised by Special Olympics Ireland, Sport NI, Sport Ireland or through their Local Sports Partnership (ROI) or by an approved training body (NI). Certificates of attendance at Sport NI or Sport Ireland approved safeguarding training obtained through other sporting bodies will also be accepted.

Where a vacancy occurs in a club for the role of Club Safeguarding Officer or Chairperson, the Regional Director must be informed immediately. The Regional Director/Regional Development Officer will assist in seeking safeguarding training opportunities for their successor(s) and will determine in the interim if it is possible for the club to continue to operate while the vacant safeguarding role(s) are waiting to be filled.

Staff from affiliated clubs that are Intellectual Disability Services Providers or Special Schools must adhere to the safeguarding training requirements in place for their sector.

6) Process

A list of typical roles which require safeguarding training are outlined below. A person assuming such a role is required to attend the level which is appropriate to their role.

Amendments 14 Sept 2020

Due to Covid-19, Face to Face training is not possible. In the interim the following measures will be in place:

- Volunteers in ROI can access Special Olympics Virtual Safeguarding 1 courses and Volunteers in NI can access Safeguarding Children and Young People Online Virtual Workshop
- Volunteers who are due for renewal and eligible to attend the Sport Ireland Online Refresher in order to achieve compliancy course should do so
- Please email certs to volunteers@specialolympics.ie

6.1 Role Requirements

Safeguarding 1 Training (ROI) or Safeguarding Children and Young People (NI)	Safeguarding 2 Training (ROI) or Designated Safeguarding Officer (NI) *	Safeguarding 3 Training (ROI only) *	Tusla Online (ROI) or Safeguarding Online Refresher (NI)
Staff ** New applicant volunteers ALL registered volunteers	Club Safeguarding Officer Club Chairperson (NI) Event Medical Coordinator Medical & Safeguarding Officer (Team travelling overnight) Staff **	Designated staff (Deputy Designated Liaison Person) Club Chairperson (ROI) (Designated Liaison Person) Programme Mandated Person Programme Designated Liaison Person Head of Delegation (HOD) Staff **	Applicant Volunteers 16/17 years Event volunteers for their first event if SG1 is not valid

*Please note Safeguarding 2 and 3 also come with a prerequisite to attend Safeguarding 1

** Staff will be informed by HR of Safeguarding requirements

6.2 Timelines

Requirement	Valid for	Timeframe
Safeguarding 1 or Safeguarding Children and Young People (NI)	3 years. Renewal can be done by attending a face to face refresher or completing the online refresher (ROI) or (NI) also valid for 3 years. If renewal is complete via online options the applicant will need to attend a face to face course for their next renewal	Before taking up role
Safeguarding 2 or Designated Safeguarding Officer (NI)	3 years. Renewal is done by attending Face to Face training	Before taking up role
Safeguarding 3 (ROI)	3 years. Renewal is done by attending Face to Face training	Before taking up role

7) Responsibilities

Applicant volunteers must attend relevant and SOI approved safeguarding training before their registration is confirmed.

Clubs must provide evidence that the relevant officers (Club Chairperson and Club Safeguarding Officer) have attended the required level of safeguarding training before their club's affiliation is accepted.

Other groups (Intellectual Disability Services Providers, special schools, charities affiliated to Special Olympics Ireland) must advise Special Olympics Ireland of the name of their "Designated Liaison Person" before their Club Affiliation Application is accepted.

8) Non-compliance

Volunteers who have not attended approved safeguarding training in advance of the Renewal of Registration process, as it pertains to the individual volunteer, will not have their registration renewed.