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## HOWTH CELTIC AFC RECRUITMENT POLICY

Howth Celtic AFC will take all reasonable steps to ensure that Coaches/Managers and volunteers are suitable to work with children and young people.

All Coaches, Managers and volunteers are required to complete an application/self declaration form, giving the names of two referees who will then be contacted; written references will then be verified and kept on file.

All Coaches/Managers and volunteers are subject to Garda clearance (when available).

All appointments are subject to approval and ratification by the Executive Committee of Howth Celtic AFC.

All Coaches/Managers and volunteers will be subject to a sign up procedure in which they undertake to abide by Howth Celtic AFC Code of ethics and Policies and Procedures.

The Executive Committee of Howth Celtic AFC will deal solely with team Managers concerning team matters.

All appointments will be for a four Month probationary period initially.

## **Responsibility to Report**

*Any person, who suspects that a child is being abused, or is at risk of abuse, has a responsibility to report their concerns to the Health Board.*

The following examples would constitute reasonable grounds for concern:

- (i) a specific indication from a child that (s)he was abused;
- (ii) a statement from a person who witnessed abuse;
- (iii) an illness, injury or behaviour consistent with abuse;
- (iv) a symptom which may not in itself be totally consistent with abuse, but which is supported by corroborative evidence of deliberate harm or negligence;
- (v) consistent signs of neglect over a period of time.

*A suspicion, which is not supported by any objective signs of abuse, would not constitute a reasonable suspicion, or reasonable grounds for concern.*

In some situations, coaches/volunteers/parents may receive information about adults who are not involved with their own organisation, but who are in contact with children through other organisations. It is important that these organisations should be made aware of any concerns. The statutory agencies will give advice on how this should be handled.

Children First recommends that: If the designated person, on behalf of an organisation, decides that reasonable grounds for reporting the incident or suspicion to the Health Board or An Garda Síochána do not exist, the individual who referred the matter should be given a clear written statement of the reasons why the club/organisation is not taking action.

**The coach/volunteer/parent should be advised that, if they remain concerned about the situation, they are free to consult with, or report to, the Health Board or An Garda Síochána themselves.**

## **Standard Reporting Procedure**

If child abuse is suspected or alleged, the following steps should be taken by professionals and members of the public who come into contact with children

- ❖ a report should be made to the Health Board in person, by phone or in writing. Each Health Board Area has a duty social worker who is available each day to meet with or talk on the telephone to persons wishing to report child protection concerns.
- ❖ it is generally most helpful if personal contact is made with the duty social worker by the person who first witnessed or suspected the alleged child abuse.
- ❖ in the event of an emergency or the non-availability of health board staff, a report may be made to the Gairdai at any Garda Station.

**The Protection for Persons Reporting Child Abuse Act, 1998** makes provision for the protection from civil liability of persons who have reported child abuse 'reasonably and in good faith'.

This protection applies to organisations as well as individuals. It is considered therefore that, in the first instance, it is organisations (in this case leagues or clubs) that employ staff or use volunteers that should assume responsibility for reporting child abuse to the appropriate authorities.