

Safeguarding Training Policy

Safeguarding training is required by Children First Act 2015 (ROI) (Section 11(3)) and as a safeguarding standard for best practice where individuals are involved with young people in sport. This policy provides the safeguarding training guidance for individuals, members, regions and clubs.

There are accepted training courses for Ireland and Northern Ireland; some courses have certain pre-requisites for attendance and/or renewal of certification. Courses can be completed by attendance at workshops ('face to face') or conducted online where indicated.

Approved courses

Safeguarding 1 Workshop (ROI)

Safeguarding Children & Young People in Sport (NI)

These two courses are 'face to face' workshops.

Safeguarding 1 Refresher

This is an e-learning module conducted on-line, as a refresher course and can only be used to renew a 'face to face' course. Online course available at: <https://able.ineqe.com/apps/sportireland/coaches/>

Safeguarding 2 Club Children's Officer (ROI)

Designated Safeguarding Children's Officer (NI)

These are 'face to face' workshops. This course is mandatory for all Children's Officers.

Safeguarding 3 (Designated Liaison Person) (ROI)

This is a 'face to face' workshop. This course is mandatory (from September 2019) for all Children's Officers.

Courses are run by Swim Ireland, Sport Ireland/Sport NI and by Local Sports Partnerships. Other National Governing Bodies also provide safeguarding courses, and these are usually accepted in Swim Ireland. If there is any doubt, an individual should contact the Education or Membership department to verify the course is acceptable for Swim Ireland prior to attendance.

Safeguarding training requirements

Table 1 shows the safeguarding training requirements for the roles in Swim Ireland, including participants signing up to attend any of the education courses.

Table 1: Training required by role

Safeguarding 1 (ROI) Safeguarding C&YP (NI) Safeguarding 1 Refresher (renewal only)	Safeguarding 2 CCO (ROI) Designated Safeguarding Children's Officer (NI)	Safeguarding 3 DLP (ROI)
Coach / Teacher Licenced Coach / Teacher Sports Science Practitioner Committee Team Manager Licensed Official Children's Officer (also as DLP) Tutor Staff Mandated Person Attendee for certain educational courses**	Club Children's Officer Regional Children's Officer	Club Children's Officer (as DLP) * Regional Children's

*Mandatory from September 2019

**Certain safeguarding courses are a pre-requisite for attendance at educational courses; candidates should always check the requirements before applying.

For safeguarding courses registered with Swim Ireland the certificate of attendance will be uploaded to the participant's profile on the membership system following attendance. For courses attended outside Swim Ireland or where an online course is taken, a copy of the certificate must be uploaded to the individual's profile for approval by Swim Ireland. The certificate must be approved on the individual's profile on the membership system to be deemed valid and any courses not approved will be rejected. A Swim Ireland membership or license may become invalid without a current safeguarding certificate.

All safeguarding certificates are valid for four years and must be renewed to remain active. The four year period starts from the date the workshop was completed and the renewal must be completed before an expiry date for the certificate to remain valid. The safeguarding training record remains on the Swim Ireland database system according to our Data Retention policy.

Safeguarding courses – attendance and renewal

Some safeguarding courses have pre-requisites for attendance or for renewal and some courses can be renewed in a several ways. The validity of any renewal will be dependent on the type of course attended or taken i.e. if you hold a certificate for Safeguarding 2 and then complete an online refresher, this will only validate you for Safeguarding 1 when the certificate for Safeguarding 2 expires.

The following tables outline the pre-requisites, how long each course is valid for and how a certificate can be renewed for each of the approved courses.

Table 2. Safeguarding 1 Workshop (ROI) OR Safeguarding Children & Young People in Sport (NI)

Mandatory participants	Pre-requisite to Safeguarding 1	Valid for	Renewed by attendance at
Coach / Teacher Sports Science Practitioner Committee Team Manager Licensed Official Children's Officer Tutor Staff Mandated Person Designated Liaison Person Attendee for certain educational courses	None	Four years	Any approved Safeguarding course within validity period (face to face or online)

Table 3. Safeguarding 1 Refresher (online)

Participants	Pre-requisite to Refresher	Valid for	Renewed by attendance at
All roles Attendee for certain educational courses	Attendance at any approved face to face Safeguarding course within the last four years	Four years	Any approved face to face Safeguarding course within the validity period

NB: the online Safeguarding 1 Refresher cannot be used to renew a previous online course

Table 4. Safeguarding 2 Club Children’s Officer (ROI) OR Designated Safeguarding Children’s Officer (NI)

Mandatory participants	Pre-requisite to Safeguarding 2	Valid for	Renewed by attendance at
Children’s Officer	Attendance at any approved Safeguarding course within the last four years	Four years	Safeguarding 2 Club Children’s Officer (ROI) OR Designated Safeguarding Children’s Officer (NI) (both face to face courses)

Table 5. Safeguarding 3 (Designated Liaison Person):

Mandatory participants	Pre-requisite to Safeguarding 3	Valid for	Renewed by attendance at
Children’s Officer	Attendance at any approved Safeguarding course within the last four years	Four years	Safeguarding 3 Workshop (face to face course)

Children’s Officers upskilling requirements

Clubs and regions are required to appoint a fully trained CO i.e. each CO is required to hold valid Safeguarding 2 Club Children’s Officer (ROI) or Designated Safeguarding Children’s Officer (NI) and Safeguarding 3 (DLP) certificates. However, COs are also expected to attend the twice yearly CCO Forums delivered by the NCO. Clubs and regions should accommodate their COs attending these upskilling sessions and acknowledge this as an important contribution to reaching the safeguarding standards required.

Educational or Governance Training requirements

Other training or qualifications programmes required are detailed by the Education Department, this information is available on the Education area of the Swim Ireland website. The Membership Department will advise on additional training to meet the membership requirements for club or regional governance and for attaining Club Mark, as a quality standard for clubs.

Individuals taking up a role or requiring a licence in Swim Ireland should check what qualifications are needed, and how these may be obtained. It is the responsibility of each individual to ensure they have attended the correct and approved courses for their role or course. Regions and clubs also have the responsibility to ensure they do not appoint someone to a role or position without the necessary qualification or training.

All safeguarding training is available through Swim Ireland; lists of courses are published on the Swim Ireland website.