



## **Safeguarding Requirements to become a Manager / Coach / Volunteer in DLR Waves**

As per legislation all individuals above the age of 16 must become Garda vetted to work with Children. As DLR Waves players are signed to the club any underage player could be called up to the Senior Squad so all Coaches and Managers need to be Garda vetted and Safeguarded. As DLR Waves FC are an affiliated club of the FAI all vetting has to proceed through the FAI.

Any person who wants to volunteer with the club and has access to Children will also have to be Garda vetted and Safeguarded. This is a club policy to protect not only our players but the volunteer. It is also a requirement of the FAI Club Mark.

DLR Waves will temporarily accept Garda vetting from other FAI affiliated clubs on the understanding that an application for Garda vetting has been sent in for the DLR Waves. The process takes between 1 – 3 months.

'The National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 provide a statutory basis for the vetting of persons carrying out relevant work with children or vulnerable persons. The Act stipulates that a relevant organisation shall not permit any person to undertake relevant work or activities on behalf of the organisation, unless the organisation receives a vetting disclosure from the National Vetting Bureau of the Garda Síochána in respect of that person. Garda vetting is conducted on behalf of registered organisations only and is not conducted for individual persons on a personal basis. The Act creates offences and penalties for organisations who fail to comply with its provisions'.

*Please find the current guidance for garda vetting below. In relation to Garda Vetting applications, there is also guidance on the FAI website [Garda vetting | Football Association of Ireland \(fai.ie\)](#)*

Step 1. On the FAI website you will find the forms you need to download. Please pay attention to the proof of ID required.

The Validation form must be signed by an authorized person. You can email the forms to me – [emilyhourican@gmail.com](mailto:emilyhourican@gmail.com) along with proof of ID – and I will sign and return.

Step 2. Once the forms are completed and the proof of ID gathered, you will need to upload to the FAI's new management system, FAIconnect.

Anybody who wishes to enroll in a course (including Garda Vetting and Safeguarding), must have their own MyComet account which can be created here [Book a Course - FAI Connect Support](#) .

At the bottom of the page is a pdf giving guidance on How to register and book a course. This is a useful step-by-step guide.

Step 3. Please send me an update once you have registered and submitted your application. And please keep an eye on your email because there are further stages to the process.

Step 4. You should get a response within three weeks from the FAI to say your application is all in order (or otherwise) and sent to the National Vetting Bureau.

Step 5. After another three-four weeks, you will get a link from the NVB asking you to input every address where you have ever lived.

Step 6. You will get an email saying the process is complete, and a 'disclosure has been made.

Step 7. The complete vetting letter will arrive. Please email this to the club.

**Please do not contact the club about a vetting application after it has sent it in as the club has no involvement in the process due to data protection.**

*If you are not Garda vetted through the FAI, or your previous vetting has expired, you should not undertake any work in a paid or voluntary capacity with children or vulnerable persons in football. This is in line with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, FAI Handbook, and the FAI Child Welfare and Safeguarding Policy and Children First: National Guidance for the Protection and Welfare of Children.*

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