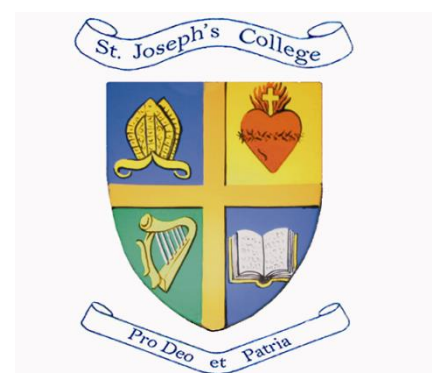


# St. Joseph's Patrician College, Galway.

## 'THE BISH'



## EXTERNAL SPORTS COACHES Policy

Revision Number	Date:	Approved by BOM
1	June 8 <sup>th</sup> 2023	June 8 <sup>th</sup> 2023
2		
3		

**Review Date:** June 2026, or as required.

This policy is in keeping with the Child Protection Procedures as adopted by the Board of Management. Teachers are reminded that they are mandated persons and must be familiar with their obligations with reference to the Children First: National Guidance for Protection and Welfare of Children 2017 and the Children First Act 2015

This policy was developed by the Board of Management following a risk assessment review as part of child safe guarding in St. Joseph's College February 2023.

### **Responsibilities of the school principal:**

The Principal and/or designated teacher:

- Assesses the suitability of the external coach to work with students by ensuring that the external coach works within the guidelines documented by the Code of Ethics (Irish Sports Council, 2000) and Children First – National Guidance for the Protection and Welfare of Children 2017.
- Ensures that all coaches will be vetted as per Circular 0031/2016. It is permissible for two or more organisations to agree in writing that one organisation will have the person vetted, e.g. the school could agree with the GAA that the GAA will have the person vetted. In such a case, the school must receive written confirmation from the other organisation that the person has been vetted and the school should require a copy of the vetting disclosure from the person who has been vetted by the organisation with which the school has entered into a written agreement.
- Ensures that coaches have completed one of the Tusla and PDST online e-learning Programmes in Child Protection. (Appendix 2) In cases where the coach is a paid employee of a sporting governing body and as part of their day to day activities involves coaching children it is taken that they have completed an appropriate programme in child protection. The Principal will check this in advance of any coaching taking place.
- Ensures that the external coach is suitably qualified in their particular activity.
- Ensures that the external coach is covered by the school's insurance policy
- Evaluates the contribution of the external coach within the context of the school's extracurricular plan on a regular basis.
- Provides induction for the external coach regarding school policies, especially Code of Responsibility and Behaviour, Anti-Bullying and Child Safeguarding Statement, procedures and expectations.

### **Guidelines for Designated staff member (Does not apply to Rowing Club)**

- External coaches should be supervised by a designated staff member / and should not be in a position where they are the only person coaching a group of pupils.

Parent(s) / Guardian(s) will be notified in advance of any external coach involvement.

### **Guidelines for external Sports Coaches:**

- Coaches are expected to adhere to the school's Code of Responsibility Behaviour.
- All performance and conduct will be reviewed regularly.
- As part of the induction process, the external coach should sign a written agreement undertaking that they will comply with all applicable School and National Governing Body policies and that they have completed an e-learning module on Child Protection. (See Appendix 1)
- St. Joseph's Patrician College reserves the right to terminate the coaching, when deemed necessary.

### **Induction of coaches:**

Coaches will, prior to commencing their work, be provided with an orientation to the key personnel, ethos and work of the school. This orientation shall involve coaches being provided with an information pack that will include details of key school policies, in particular the school's Student Code of Responsibility and Behaviour, Anti-Bullying Policy, Child Protection and Health and Safety.

### **Professional Conduct:**

All coaches shall;

- Be professionally presented in terms of attire, appearance and deportment in the area where coaching takes place.
- Be punctual and remain with the assigned group for the duration of the coaching session.

### **Accreditation:**

- All coaches shall be suitably qualified
- All coaches shall be recognized and accredited by an official sporting and/or appropriate sporting body that is approved by COACHING IRELAND (e.g. IRFU, GAA, BASKETBALL IRELAND etc)

### **Communication of the External Coach Policy to the school community:**

- A copy of the External Coach Policy is made available to school personnel.
- The policy is readily accessible to parents on request.
- A copy of the Policy will be published on the school website.

### **Rowing Club:**

The Board of Management have delegated to the Rowing Club committee responsibility for ensuring the following. (This will be reviewed on an annual basis):


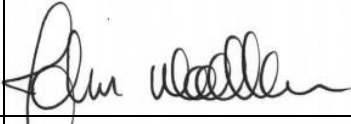
- Coaches associated with St Joseph's Patrician College Rowing club must be fully Garda vetted (Vetting happens through the Principal of the school) and approved by the Rowing Club Committee.
- The Rowing Club committee must have in place a robust safeguarding plan that deals with:
  - Recruitment of coaches, Coach induction and education, Supervision.

**Reporting to Board of Management:**

The Principal will provide an annual report to the Board of Management of all external coaches involved in the school. **(Appendix 3)**

**Policy Review:**

As with the majority of school policies this External Coaches Policy will be reviewed on a three-yearly cycle. However, the Board of Management will review the policy on a shorter interval in the event of significant legislative changes or significant incidents that warrant an immediate policy review.

The Board of Management ratified this policy on the:	DATE: <b>June 8<sup>th</sup> 2023</b>
	Signed:
<b>Chairperson Kieran Kavanagh.</b>	
<b>John Madden Secretary of the BOM</b>	
Date of next review: Before June 2026.	As Required

## Appendix 1:

### AGREEMENT BETWEEN ST JOSEPH'S PATRICIAN COLLEGE AND EXTERNAL SPORTS/ACTIVITIES COACH

St Joseph's Patrician College  
Nuns' Island,  
Galway  
Date:  
Coach's Name  
Coach's Address

Dear [Coach's Name],

This Agreement ("Agreement") is entered into between **St Joseph's Patrician College.** and [Coach's Name] \_\_\_\_\_ ("the Coach") on this [Date]\_\_\_\_\_ (the "Effective Date").

#### **1. Code of Responsibility and Behaviour:**

The Coach agrees to abide by the Code of Responsibility and Behaviour established by St Joseph's Patrician College. The Coach acknowledges that they have received a copy of the Code and understand its contents.

#### **2. Anti-Bullying Policy:**

The Coach agrees to adhere to the Anti-Bullying Policy of St Joseph's Patrician College. The Coach understands their responsibility to create a safe and inclusive environment for all participants and to promptly report any incidents of bullying to the appropriate authorities within St Joseph's Patrician College, in the first instance, the staff member they are liaising with.

#### **3. Child Protection and Child Protection Statement:**

The Coach acknowledges the importance of child protection and agrees to comply with all relevant laws and regulations regarding child protection.

The Coach understands that while they are not a mandated person under Irish law they should report any concerns to the designated staff member they are working with and the Designated Liaison Person (DLP) The Coach will familiarise themselves with St Joseph's Patrician College's Child Protection Statement and implement the necessary measures to ensure the safety and well-being of all children involved in the sports/activities.

#### **4. Safeguarding Guidance for Children and Young People in Sport in Ireland:**

The Coach agrees to follow the Safeguarding Guidance for Children and Young People in Sport in Ireland as outlined by the relevant governing body. The Coach will ensure that all interactions with children and young people are conducted in a respectful, safe, and appropriate manner. The Coach also confirms that they have completed one of the Tusla and PDST online modules in Child Protection, and have provided certification of same to the Principal

#### **5. Health and Safety:**

The Coach acknowledges their responsibility to prioritise the health and safety of all participants. The Coach agrees to comply with St Joseph's Patrician College's Health and Safety policies and procedures and take necessary precautions to prevent injuries or accidents during sports/activities.

#### **6. Term and Termination:**

This Agreement shall remain in effect from the Effective Date until either party provides written notice of termination. Either party may terminate this Agreement immediately on receipt of written confirmation of same.

#### **7. Confidentiality:**

The Coach agrees to maintain the confidentiality of any personal information or sensitive data they may come across during their

engagement with St Joseph's Patrician College. The Coach shall not disclose such information to any third party without the explicit consent of St Joseph's Patrician College.

### **8. Voluntary Nature of the Role:**

The Coach acknowledges and understands that this role is voluntary and that there is no remuneration associated with it. The Coach agrees to provide coaching willingly, without any expectation of monetary compensation.

Please sign below to indicate your acceptance of the terms and conditions outlined in this Agreement. Upon receipt of your signed agreement, we will provide you with a countersigned copy for your records.

Thank you for your cooperation and commitment to ensuring a safe and positive environment for our students.

Yours sincerely,

John Madden

**Principal. Secretary of Board of Management**

**St Joseph's Patrician College.**

I have read, understood, and agreed to the terms and conditions outlined in this Agreement:

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[Coach's Name]

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Date



## **Appendix 2:**

Links to online Child Protection Course:

External Coaches will complete one of those listed and provide written confirmation of successful completion of same

### **1. Tusla Children First E-Learning Programme:**

<https://www.tusla.ie/children-first/children-first-e-learning-programme/>

### **2. PDST CHILD PROTECTION E-LEARNING PROGRAMME**

<https://pdst.ie/sites/default/files/ChildProtection2017AllPersonnel/story.html>

**Appendix 3:**

**Register of External Coaches:**

School Year \_\_\_\_\_

For reporting to BOM:

	<b>Name</b>	<b>Garda Vetting: (Y/N)</b>	<b>Written Contract (Y/N)</b>	<b>Confirmation of online Tulsa / PDST Child protection training or similar</b>	<b>Dates of Operation (From/To)</b>	<b>Contact Details (Mobile)</b>	<b>Email</b>
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