



**Club Self-Assessment
Guidance Document**
March 2021

Version 1

TABLE OF CONTENTS

INTRODUCTION	2
GENERAL INFORMATION	3
FORMSITE	4
STEP BY STEP ACTIONS - NGBs	5
STEP BY STEP ACTIONS - CLUBS	6
ADDITIONAL INFORMATION	7 - 8
FAQs	9 - 10

Introduction

The main purpose of the Sport Ireland Safeguarding Audit framework is to support National Governing Bodies to strengthen their adherence to safeguarding policies and procedures thereby ensuring that children and young people partaking in sport are protected.

The framework will also provide a mechanism and supports for NGBs in turn to audit their clubs in relation to the area of Safeguarding.

The purpose of this handbook is to provide guidance and information to support the successful roll out of the Club Self-Assessment Framework.

This handbook covers the following:

1. General information about the Framework,
2. Guidance on the use of Formsite,
3. Step-by-step information to support the roll out of the Framework,
4. Additional Information
5. FAQs

This is a live working document and may be reviewed and updated as required. Please ensure you are using the most up to date version of this document.

General Information

- ❖ The Club Self-Assessment questionnaire is being hosted on the Formsite website
- ❖ Clubs will be asked to complete a questionnaire to self-assess their adherence to safeguarding policies and procedures.
- ❖ The Club Self-Assessment Framework will be live for 12 months from March 2021 – March 2022.
- ❖ It is recommended that NGBs identify a suitable period of approximately 8 – 10 weeks to roll out the Framework.
- ❖ Clubs will indicate if they have fully met; partially met; or not met requirements in relation to legal obligations and best practice implementation in the area of safeguarding children and young people in sport.
- ❖ NGBs will be able to view submissions from their clubs and run a variety of reports.

Formsite

- ❖ The Self-Assessment Questionnaire is being hosted on the Formsite website
- ❖ All NGBs will have received username and login details from Sport Ireland in 2019. If you no longer have access to this information please contact the Ethics Unit and we will arrange to have your details reset.
- ❖ NGBs will receive instructional videos covering:
 - A series of videos covering user access, basic navigation, and the process of reviewing submissions and running reports
 - A step by step guide to navigating the questionnaire for use at club level
- ❖ NGBs will be able to review submissions as they are completed by clubs
- ❖ NGBs will be able to run a variety of reports to assess the completion rates and answers to specific questions
- ❖ If a club needs to amend/clarify any aspect of their submitted form they can do so and the NGB will be able to view the updated content

Step by Step Actions - NGB

Step 1	<p>NGBs Login to Formsite as a Sub User at the following link: https://fs4.formsite.com/wqEq6U/login.html</p> <p>**Please note this is not the same link as you would have used to complete the NGB audit in 2019. This link is specific to the Club Self Assessment**</p>
Step 2	<p>There is an option to reset your password if you do not remember it. If you need to change the email associated with your account or if you can't remember your login details please email ethics@sportireland.ie</p>
Step 3	<p>Review and familiarize yourself with questionnaire content (<i>Please note the content of sections 1 – 7 can not be amended</i>)</p> <p>**The instructional video covers aspects of navigating formsite**</p>
Step 4	<p>Determine if you wish to add additional sport-specific questions to section 8 – this is optional (<i>refer to pg 7 of this document for more info</i>)</p>
Step 4	<p>Determine a suitable time period to roll out the Framework, and draft a plan for delivery. Some examples of considerations include: resources required to implement, communication methods with clubs, timeframe and expectations for engagement, supports required etc (<i>refer to pg 7 of this document and Powerpoint presentation for more info</i>)</p>
Step 5	<p>Email ethics@sportireland.ie to advise of the planned time frame for delivery for your organisation</p>
Step 6	<p>To commence the process, copy the link from Formsite and email it to your clubs along with supporting documentation</p>

Step by Step Actions - Club

Step 1	Click the link sent supplied by your NGB
Step 2	Click “create an account/login” and enter an email address and password for your club
Step 3	Before beginning the questionnaire you will be asked to enter some information relating to your club
Step 4	Once you have submitted this initial information you will be able to begin the self-assessment
Step 5	To complete the questionnaire, you will be asked to indicate if you have “fully met; partially met or not met” each stated requirement. Once you tick the relevant box you are then required to provide supporting evidence / further detail relevant to your response.
Step 6	After completing the questions in each section, there is a space to take note of relevant actions – this is optional.
Step 7	You will be able to save your progress as you move through the questionnaire and return to it later if you wish. To access your form again click the link sent to you by your NGB, click “create an account/login” and enter your email address and password.
Step 8	Once you have completed all fields press “submit” to submit your self-assessment
Step 9	You can make changes to your submission at any time by logging in to your account, and saving any changes made

Additional Information

NGB-specific Questions

- ❖ As outlined during the Information Webinar, we have included the option for NGBs to add sport-specific questions to the end of the questionnaire for their clubs.
- ❖ It is recommended that the questions specifically relate to safeguarding.
- ❖ It is also recommended, where possible, that you format your questions to follow the same format of the previous 7 sections – i.e. A statement or question that clubs indicate they have fully, partially or not met; followed by an evidence box to supply further information.

For example:

“We have implemented XXX policy in our club in line with our NGB’s requirements”

- *Fully Met*
- *Not Met*
- *Partially Met*

Evidence:

- ❖ In order to ensure that the questionnaire does not become too lengthy for clubs, it is recommended that a maximum of 8 – 10 additional questions are submitted for inclusion.

Roll Out

- ❖ It is up to each NGB to determine a suitable period for rolling this out to their clubs based on the needs of each organisation.

- ❖ You may wish to give consideration to the capacity within your organisation to provide support to your clubs and to monitor engagement. You may also wish to consider the best timeframe for engagement based on your previous experiences, any other activities planned for 2021 and into 2022.
- ❖ It is recommended to identify a period of approximately 8 – 10 weeks to engage your clubs on this
- ❖ Depending on the number of clubs completing the Framework and the capacity and resources within your organisation, completing the process in 8 – 10 weeks may not be possible. Therefore, you may wish to consider:
 - A regional rollout
 - Grouping your clubs and rolling it out on a staggered basis over a number of months

FAQs

1. I can't remember my password

On the webpage where you enter your username and password click “forgot” and this will allow you to reset your password.

2. I can't remember what email address we use to access Formsite

If you can't recall or need to change the email address associated with your account, email ethics@sportireland.ie and we will arrange to have it changed.

3. I am getting an error message saying my details are incorrect

Please email ethics@sportireland.ie and we will look into it for you.

4. How long does our NGB have to roll out the Framework?

The Framework will be live for 12 months. All submissions must be received by 31st March 2022.

5. Is it compulsory?

Yes. All Sport Ireland recognised NGBs are required to engage with this process and ensure that all clubs complete the Framework.

6. Do all our clubs have to complete the process?

All clubs who have children or young people participating are expected to complete the Framework.

7. What do our clubs need to do?

Clubs will need to follow the steps outlined on page 6 and in the supporting instructional video to complete the process.

8. What does the NGB do with the submissions from clubs?

NGBs will be able to view the submissions received from their clubs to determine if there are issues where key legal obligations are not being met by their clubs and to take action accordingly. Additional information is provided in the instructional video for NGBs.

9. Can Sport Ireland view the submissions?

Sport Ireland will not have access to view the submissions through Formsite.

Should a situation arise where Sport Ireland consider it appropriate and necessary to review an individual club's submission, Sport Ireland will firstly inform the relevant NGB of their intention to seek this information, and will then submit a formal request to INEQE to provide Sport Ireland with a copy of the club's submission.

10. Do we have to submit additional questions for our clubs to answer?

No. This is an optional function for NGBs to avail of should they choose.

11. I want to submit additional questions for our clubs, how do I do this?

Please refer to page 7 of this document.

12. I would like more information about what will happen with the data submitted by clubs

The Data Privacy Notice is available to view on Formsite at the beginning of the questionnaire. If you have any additional questions or would like further information for your clubs, please email ethics@sportireland.ie

13. Our sport is all-island. Do our clubs in Northern Ireland have to complete the questionnaire?

This is a matter for each NGB. However, given that the purpose of the Framework is to assess adherence to safeguarding policies and procedures within your sport, Sport Ireland recommends that you require all clubs North and South to engage with this process.

If there are any questions not covered in this handbook or the supporting resources, please contact ethics@sportireland.ie
