PART A **Sports / Community Club Suitability Assessment** **Community Sports Facilities Fund 2026 (CSFF)** **Shared Use of School Sports Facilities**			
PART A.2			
1	**Purpose and Legislative Context**		
	This assessment is carried out to ensure the proposed shared use arrangement: Protects the safety, welfare and rights of children, complies with Children First Act 2015, aligns with Children First: National Guidance, meets school safeguarding, health & safety and insurance requirements, meets school safeguarding, health & safety and insurance requirements, protects the Patron, property owner, Board of Management, staff and students from unnecessary risk. **Note: Where the Sports Club / Organisation is required to provide evidence, the Board of Management (BOM) is not validating the suitability of any evidence provided, they are acknowledging that the sports club or organisation have confirmed that they have stated that they are compliant.**		
2	**Details:**		
	School Roll No.:		
	Name & Address of School:		
	Name of Person completing Suitability Assessment:		
	Position of Person completing Suitability Assessment:		
	Name of Sports / Community Club:		
	Address of Sports / Community Club:		
	Sport(s) Proposed Use:		
	Proposed Facilities to be Shared: *i.e. Sports Hall* *Pitch/s* *Courts* *Changing Rooms* *Other*		
	Proposed Days / Times of Use:		
	Primary Club Contact Details:	**Name:**	
		Role:	
		Date:	

3	**Club Governance and Status**		
	Requirements	**Essential Documentation**	**Acceptable**
	Club constitution / rules.	Club / Community organisation to provide written confirmation of the requirements on headed paper and signed by someone with the appropriate authority	Yes / No
	Named officers (Chair, Secretary, Treasurer).		
	Affiliation to National Governing Body (NGB).		
	Compliance with NGB safeguarding code.		
	Club contact authorised to sign agreements.		
4	**Child Safeguarding Compliance (Core Requirement)**		
	This section is mandatory where children or young people may be present.		
	Requirements	**Essential Documentation**	**Acceptable**
	Written Child Safeguarding Statement.	Club / Community organisation to provide written confirmation of the requirements on headed paper and signed by someone with the appropriate authority	Yes / No
	Statement compliant with Children First Act 2015.		
	Risk Assessment associated with Safeguarding Statement.		
	Designated Liaison Person (DLP) named.		
	Procedures for reporting concerns to Tulsa.		
	Safeguarding training completed (Children First / NGB).		
	Code of Behaviour for children & adults.		
5	**Garda Vetting**		
	Vetting Requirement	**Essential Documentation**	**Acceptable**
	Garda vetting completed for relevant persons.	Club / Community organisation to provide written confirmation of the requirements on headed paper and signed by someone with the appropriate authority	Yes / No
	Vetting carried out via NGB / Registered Organisation.		
	Procedures for renewing vetting.		
	Supervision ratios appropriate.		

6	**Health & Safety Management**		
	Area	**Essential Documentation**	**Acceptable**
	Written risk assessment for activities.	Club / Community organisation to provide written confirmation of the requirements on headed paper and signed by someone with the appropriate authority	Yes / No
	Supervision by qualified coaches.		
	First aid provision in place.		
	Emergency and accident procedures.		
	Equipment safety and inspection.		
	Fire safety and evacuation awareness / procedures.		
7	**Insurance and Indemnity**		
	Insurance Requirements	**Essential Documentation**	**Acceptable**
	Public Liability Insurance €6.5m minimum limit of indemnity - Provide copy of policy cover.	Evidence to be provided for review and confirmation of adequacy by school insurers	Yes / No
	Employer's liability €13m minimum limit of indemnity (if staff employed) - provide copy of policy cover.	Evidence to be provided for review and confirmation of adequacy by school insurers	Yes / No
	Specific indemnity in favour of the School, CEIST and The Educena Foundation will be required agreement proceeds - Confirm indemnity will be provided if agreement proceeds.	Evidence to be provided for review and confirmation of adequacy by school insurers	Yes / No
	Professional indemnity (if applicable) provide copy of policy cover.	Evidence to be provided for review and confirmation of adequacy by school insurers	Yes / No / N/A
8	**Facilities Use, Access and Supervision**		
	Area	**Essential Documentation**	**Acceptable**
	Access arrangements and supervision procedures.	Club / Community organisation to provide written confirmation of the requirements on headed paper and signed by someone with the appropriate authority	Yes / No
	Restricted areas (classrooms, offices, etc.).		
	Key holding / alarm procedures .		

	Changing room supervision / procedures, as required.		
	Cleaning and waste management procedures,.		
	Equipment storage / procedures.		
	Parking / traffic management procedures.		
9	**Behaviour, Discipline and School Ethos**		
	Consideration	**Essential Documentation**	**Acceptable**
	Behaviour standards align with school Code of Behaviour.	Club / Community organisation to provide written confirmation of the requirements on headed paper and signed by someone with the appropriate authority	Yes / No
	Anti-bullying and respectful conduct.		
	Alcohol, drugs and smoking prohibited.		
	Mechanisms for complaints and concerns.		
	Concerns / Mitigation procedures.		
10	**Data Protection (GDPR)**		
	Area	**Essential Documentation**	**Acceptable**
	Club aware of GDPR obligations.	Club / Community organisation to provide written confirmation of the requirements on headed paper and signed by someone with the appropriate authority	Yes / No
	No access to school student data.		
	Secure handling of participant information.		