



# Schull Harbour Sailing Club

## Child Safeguarding Policy

June 2021



# SHSC Safeguarding Policy

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## SHSC Safeguarding Policy

### **Underlying Principles**

Schull Harbour Sailing Club is a sailing club, we encourage junior sailors to get on the water and start sailing. The mission of the club is based on the following principles that ensure the safety and positive well-being of all its participants by including the following principles:

- Children and Young People's experience of sport should be guided by what is best for the young person.
- The stages of development and the ability of the young person should guide the types of activity provided.
- Adults need to have a basic understanding of the needs of young people, including physical, emotional and personal.

### **Safety**

Young people participating in water sports have a right to expect that those organising and running the activity will do all they can to ensure the safety and well-being of those participating.

### **Integrity in relationships:**

Adults interacting with young people in sport should do so with integrity and respect for the child. There is a danger that sporting contexts can be used to exploit or undermine children. All adult actions in sport should be guided by what is best for the child and in the context of quality, open working relationships. Verbal, physical, emotional or sexual abuse of any kind is unacceptable within the sports we provide.

### **Quality atmosphere and ethos**

Sport for young people should be conducted in a safe, positive and encouraging atmosphere. A child-centred ethos will help to ensure that competition and specialisation are kept in their appropriate place.

### **Equality**

All children should be treated in an equitable and fair manner regardless of age, ability, sex, gender, religion, social and ethnic background or political persuasion. Children with disability should be involved in sports activities in an integrated way, thus allowing them to participate to their potential alongside other children.

### **Fair Play:**

Fair play should be the guiding principle when organising and participating in children's sport.

Fair Play is "much more than playing within the rules". It incorporates the concepts of friendship, respect for others and always playing with the right spirit. Fair play is defined as a way of thinking, not just behaving. It incorporates issues concerned with the elimination of opportunities, excessive commercialisation and corruption.

(European Sports Charter and Code of Ethics, Council of Europe, 1993).

### **Competition**

A balanced approach to competition can make a significant contribution to the development of young people, while at the same time providing fun, enjoyment and satisfaction. Leaders and parents must be aware that when competitive demands are placed on children too early, it may result in excessive levels of pressure on them. This can contribute to an elevated level of drop out from sport. The welfare of the child must be placed first and competitive standards second. A child-centred approach will help to ensure that competition and specialisation are kept in their appropriate place.



# SHSC Safeguarding Policy

## Roles & Responsibilities

### Club Children's Officer

Schull Harbour Sailing Club's Children's Officer is **Alan Dwyer** and has as his primary aim the establishment of a child centred ethos within the Schull Harbour Sailing Club.

- They provide a link between the children represented by the Club and those adults running it.
- They are responsible for monitoring and reporting to the committee of Schull Harbour Sailing Club, how policy decisions etc. impact on children and those working with them.
- They act as a resource for members of the Club and the Board regarding children's issues.

The role also involves;

- the promotion of the values, attitudes and structures which make Schull Harbour Sailing Club's water sports safe and enjoyable for all children
- circulation of all relevant information and resource materials on children's sport to clubs and affiliates of the sports organisations
- communication with Irish Sailing's National Children's Officers Ciarán Murphy to ensure the widespread dissemination of the ISA Code of Ethics and Good Practice and adherence to the National Guidelines of Irish Sailing and Sport Ireland.
- familiarisation with Children First and Our Duty to Care to ensure they can act as an information source to other members of the organisation
- commitment to attendance at training as required to act as a resource to members in relation to children's needs
- co-ordination of training for others, as appropriate

The Club Children's Officer (CCO) does not have responsibility for investigating or validating child protection concerns within the Club. These roles are filled by the statutory authorities as outlined in "Children First Our Duty to Care". In the event of the CCO becoming aware of child protection concerns they should pass the information on to the Club's Duty Liaison Person (DLP) for reporting to the statutory authority, TUSLA or Gardai

The Club's Children's Officer for Schull Harbour Sailing Club is **Alan Dwyer** and can be contacted at: [adwyer@eurostyle.ie](mailto:adwyer@eurostyle.ie) or **086 2409249**

### Organisation Leader

Within Schull Harbour Sailing Club affiliated clubs this is usually the Commodore. The organisation leader is ultimately responsible for all the actions in or by their organisation including the implementation of appropriate policies, procedures and actions to protect and care for children participating in activities organised or run by their organisation.

### Designated Liaison Person

The Designated Liaison Person (DLP) is the person within the organisation is responsible for reporting suspected statutory abuse to the relevant authorities. They are usually the same person as the organisation leader. The DLP should ensure that they are aware of the contact details for local Social Work departments and what constitutes statutory abuse.

The Designated Liaison Person for Schull Harbour Sailing Club is **Sean Norris** and can be contacted at [schullhsc@gmail.com](mailto:schullhsc@gmail.com) or **087 2371084**



# SHSC Safeguarding Policy

## SHSC General Supervision

Probably the most critical element to ensuring children's wellbeing both on and off the water is the provision of appropriate adult supervision. The number of adults required and the skill or competencies they will have, will depend on the nature of the activity, the age of the participants and any special needs of the group.

- The guideline ratio for safety boat cover at training or activity events is 1 safety boat : 10 sailing boats
- Otherwise, a ratio of 1:8 for under 12 years of age and 1:10 for participants over 12 years of age would normally be considered adequate for training purposes.
- Of course, all of these are guides or maximums and will change depending on the circumstances, e.g. environment, conditions, participants with special needs etc.

Apart from the numbers, organisers should also consider the following when deciding on appropriate supervision;

- Leaders should be competent. For on the water activities this would typically mean they hold an Irish Sailing instructor or coaching qualification. Safety boat drivers should hold the appropriate powerboat certificate.
- Leaders should try to have more than one adult present.
- Where there are mixed groups there should be leaders of both genders if possible.
- Clearly state time for start and end of training sessions or competitions, leaders should not be left alone with young people at the end of sessions. If there are late collections leaders should remain in pairs until participants have left.
- Keep attendance records and record of any incidents / injuries that arise
- Ask parents to stay and supervise sessions, (for safety and supervision, not necessarily for their 'technical' expertise)



# SHSC Safeguarding Policy

## SHSC General Safety

Schull Harbour Sailing Club adheres to the policies and procedures set in the SHSC General Safety Statement and in addition, SHSC will;

- Ensure activities are suitable for age and stage of development of participants
- Keep a record of any specific medical conditions of the participants
- Keep a record of emergency contact numbers for parents / guardians
- Ensure any necessary protective equipment, particularly personal floatation devices, are of a correct type, in good condition, properly fitted and properly used.
- Ensure First Aid kit is close at hand with access to qualified first-aider
- Know the contact numbers of emergency services
- Have available appropriately stocked first aid kit(s).
- Ensure easy access to medical personnel if needed and have an emergency plan
- If an incident occurs, make a brief record of injury and action taken. Make a brief record of the problem/action/outcome. Contact the participant's parents and keep them informed of all details
- Officials and leaders should ensure that participants conduct themselves properly.
- Participants should know and keep the rules of their sport, keeping in mind that many rules are there for safety
- Instructors & coaches should hold appropriate qualifications required by the governing body
- Ensure there is adequate insurance cover for all activities
- Ensure parents / guardians are present at finishing time of sessions or events

## SHSC Transport

Schull Harbour Sailing Club does not go on any trips nor does it bring any transport any young people to any venues.

## SHSC Overnight & Away trips

SHSC does not organise any overnight or away trips for young people.



# SHSC Safeguarding Policy

## SHSC Physical Contact

Physical contact during sailing activities should always be intended to meet the child's needs, NOT the adults. The adult will probably use appropriate contact when the aim is to assist in development of the skill or for safety reasons. Examples where adults may need to make physical contact with a child to support them are as follows:

- First Aid situations where the casualty may need to be moved or supported into a position or may need their wetsuit / raingear taken off for CPR/ AED access and will abide by the UN Convention of "Assumed Consent" to conduct basic life support to the casualty.
- Spotting a trainee on a trapeze simulator in case they sailor slips off the deck, it is important to be standing in a secure stance with an open hand-held between the shoulder blades to prevent the person from hitting their head-first on to the ground.
- Assisting a person to zip up the back of the wetsuit or assisting with a heel hook to get the wetsuit off the ankle when someone is too cold post water activity. This should be done in an open area where others can support the child if needed.
- Lifting, pulling or dragging a person over the side of a rescue boat or dinghy in a man overboard recovery scenario, when the person asks or needs assistance to get back into or onto the vessel. It is important to ensure your own safety first and apply correct lifting techniques as per manual handling training and where possible utilise equipment such as hoists, slings, ladders, ropes to assist first.
- Physical movement or manipulation of the trainee to demonstrate how to perform a manoeuvre using kinaesthetic methodology such as lifting a person's foot to feel the power affecting a windsurfing board or turning a hand with a tiller exercise.

There are many other examples and variations of the above that involve physical contact which occur as part of the sport and the following considerations should always be followed:

- All contact should be in an open environment with the permission and understanding of the participant, when not possible another adult or some other children should attend to support and bare witness as appropriate facilitating the persons privacy and dignity
- Contact should be determined by the age and developmental stage of the participant - Don't do something that a child can do for themselves
- Never engage in inappropriate touching such as touching of groin, genital areas, buttocks, breasts or any other part of the body that might cause a child distress or embarrassment

## Toileting/Intimate Care

Children with specific toileting/intimate care needs: Where a child or young person is considering attending at or participating at any activities or sailing camps organised by SHSC that has specific toileting needs, it may be necessary that prior to such attendance or participation, that a meeting is held between the Children's Officer, Senior Instructor/ Member, the child or young person wishing to attend along with the child's parents/guardians where the needs of the child should be addressed and agreement reached that those needs can be met. SHSC accepts that it is fundamental to those who may be involved with the intimate care of the child, agree practices which are acceptable to the club/centre, the child and the parents/guardian. While it may be feasible for the child concerned to have a personal care assistant, practices agreed should be sufficiently flexible to cover unforeseen situations, e.g. if personnel care assistant involved in assisting the child are absent.



## SHSC Safeguarding Policy

### SHSC Guidelines for Young People

Schull Harbour Sailing Club wishes to provide the best possible environment for all young people involved in the sport. Young people deserve to be given enjoyable, safe sporting opportunities, free of abuse of any kind. These participants have rights, which must be respected, and responsibilities that they must accept. Young people should be encouraged to realise that they have responsibilities to treat other participants and sports leaders with fairness and respect.

#### SHSC Young participants are entitled to:

- Participate on an equal basis.
- Be treated with dignity.
- Be happy, have fun and enjoy the Club both on the water and ashore.

#### SHSC Code of Conduct for Young People

#### SHSC participants should always:

- Show respect for Club property and the property of others.
- Show respect to fellow sailors, instructors and volunteers helping to run racing, sailing and events.
- Ensure I am familiar with all Club Policies.
- Obey all race officials and instructors' directions, event rules on and off the water Club rules.
- Attend each day on time and participate fully.
- Dress appropriately: i.e. wetsuits booties, buoyancy aid and keg.

#### Young players should never:

- Steal, use or remove any gear that does not belong to me.
- Break laws relating to alcohol, non-prescribed drugs and tobacco.
- Cheat, bully, spread rumours, name-call or exclude others. Take banned substances

See also code of conduct declaration that all participants in activities are required to sign in the Appendix to this document.



# SHSC Safeguarding Policy

## SHSC Guidelines for Parents

Schull Harbour Sailing Club believes that parents should....

- Be a role model for their child and maintain the highest standards of conduct when interacting with children, other parents, with officials and organisers.
- Always behave responsibly and not seek to unfairly affect the competition.
- Never intentionally expose any young participant to embarrassment or disparagement using flippant or sarcastic remarks
- Always recognise the value and importance of the volunteers who provide sporting/recreational opportunities for their child.
- Not publicly question the judgement or honesty of officials, coaches or organisers. Respect coaches, organisers and other players.
- Encourage their child to play by the rules. Teach their child that honest endeavour is as important as winning and do all they can to encourage good sportsmanship.
- Set a good example by recognising achievement and encouraging mutual respect for other participants, teammates and opponents.
- Support all efforts to remove abusive behaviour and bullying behaviour in all its forms.

## SHSC Code of Conduct for Parents:

1. I will respect the rules and procedures set down in Schull Harbour Sailing Club Safeguarding Policy for Children's Activities.
2. I will respect my child's fellow participants, leaders, (e.g. Instructors coaches, officials, judges), and parents including those against which my child is competing or partaking in activities.
3. I will encourage my child to treat other participants, coaches, selectors, and managers with respect.
4. I will give encouragement and recognise only positive accomplishments whether from my child, their fellow participants, their opponents or the officials.
5. I will respect my child's leader(s) and support their efforts
6. I will respect the officials and their authority during sessions and events
7. I will never demonstrate threatening or abusive behaviour or use foul language.



# SHSC Safeguarding Policy

## SHSC Guidelines for Leaders

Leaders in the Schull Harbour Sailing Club must strive to create a positive environment for the children in their care. They have an overall responsibility to take the necessary steps to ensure that positive and healthy experiences are provided.

Schull Harbour Sailing Club recognises the key role leaders (instructors, coaches, junior organisers, team managers, etc.) play in the lives of children in sport.

All Leaders must have as their first priority the children's safety and enjoyment of the sport and should adhere to the guidelines and regulations set out in our organisations own policies & procedures.

Leaders must respect the rights, dignity and worth of every child and must treat everyone equally, regardless of sex, ethnic origin, religion or ability.

Leaders working with young people in water sports should be suitable and appropriately qualified. Leaders should go through appropriate recruitment and selection procedures that apply to all persons with substantial access to young people, whether paid or unpaid. References should be required and must be followed up.

The appointed/reappointed leaders must agree to abide by the ISA *Code of Ethics and Good Practice for Children in Sport* and to the policies and code of our Club.

Leaders are made aware of the club's code of Safeguarding Policy and they are made aware of the procedures contained within it.

Once appointed the Leader must act as a role model and promote the positive aspects of water sports and maintain the highest standards of personal conduct.

The use of drugs, alcohol and tobacco must be actively discouraged as being incompatible with a healthy approach to sporting activity.

Leaders should remember that their behaviour to participants, other officials, and opponents will influence the participants in your care.

Leaders should be generous with praise and never ridicule or shout at participants for making mistakes or for losing a game. All young participants are entitled to respect.

Leaders should be careful to avoid the "star system". Each child deserves equal time and attention.

Care must be taken not to expose a child intentionally or unintentionally to embarrassment or disparagement by use of sarcastic or flippant remarks about the child or his/her family.

Physical punishment or physical force must never be used. Never punish a mistake - by verbal means, physical means, or exclusion.

Leaders should insist that participants in their care respect the rules, participate fairly and ensure participants are aware that they will not tolerate cheating or bullying behaviour.

Young participants are there to have fun and enjoyment and that skill development and personal satisfaction have priority over highly structured training or competition. Never make winning or achieving the only objective.

Encourage the development of respect for opponents, officials and other coaches and avoid criticism of fellow instructors and coaches.

Leaders are responsible for setting and monitoring the boundaries between a working relationship and friendship with players. It is advisable for Instructors and coaches not to involve young players in their personal life. Visits to coach's home or overnight stays etc.



## SHSC Safeguarding Policy

### SHSC Guidelines for Leaders (Continued)

Leaders should avoid working alone and ensure there is adequate supervision for all activities. Where this does occur, it must be with the knowledge and approval of the child's parents or guardian.

It is important to realise that certain situations or friendly actions could be misinterpreted by the participant or by outsiders.

When approached to take on a new participant, ensure that any previous coach-student relationship has been ended by the student/others in a professional manner.

When young participants are invited into adult groups/courses, it is advisable to get agreement from a parent/carer.

Boundaries of behaviour in adult groups are normally different from the boundaries that apply to junior groups/courses.

Leaders who become aware of a conflict between their obligation to their participants and their obligation to the club or governing body must make explicit the nature of the conflict and the loyalties and responsibilities involved, to all parties concerned.

Leaders should communicate and co-operate with medical and ancillary practitioners in the diagnosis, treatment and management of their participant's medical or related problems. Avoid giving advice of a personal or medical nature if you are not qualified to do so. Any information of a personal or medical nature must be kept strictly confidential unless the welfare of the child requires the passing on of this information

The nature of the relationship between leader and a participant can often mean that a leader will learn confidential information about a participant or participant's family. This information must be regarded as confidential and except where abuse is suspected, must not be divulged to a third party without the express permission of the participant/family

Set realistic goals for the participants and do not push young participants. Create a safe and enjoyable environment

Do not criticise other leaders, (officials, instructors and coaches). You are the role model for the children in your care

Leaders should avoid the use of alcohol, before coaching, during events, on trips with young players

- Avoid being alone with one participant, if you need to talk separately do so in an open environment, in view of others



# SHSC Safeguarding Policy

## SHSC Leader's Code of Conduct

*SHSC Leaders should be*

- Positive during session, praise and encourage effort as well as results
- Plan and prepare appropriately
- Putting the welfare of young participants first, strike a balance between this and winning / results
- Encouraging fair play, treat participants equally
- Recognising, and being sympathetic to, developmental needs
- Qualified and up-to-date with knowledge and skill of sport for young people
- Involving parents where possible and inform parents when problems arise
- Keeping records of attendance at training
- Keeping a brief record of injury(s) and action taken
- Keeping a brief record of problem/action/outcomes, if behavioural problems arise

*Where possible SHSC Leaders should avoid:*

- Spending excessive amounts of time with children away from others
- Taking sessions alone
- Taking children to your home
- Taking children on journeys alone in their car

*SHSC Leaders should not:*

- Use any form of punishment or physical force on a child
- Exert undue influence over a participant in order to obtain personal benefit or reward
- Engage in rough physical games, sexually provocative games or allow or engage in inappropriate touching of any kind, and /or make sexually suggestive comments about, or to a child
- Take measurements or engage in certain types of fitness testing without the presence of another adults
- Undertake any form of therapy (hypnosis etc.) in the training of children

A copy of ISA Instructors and Coaches Charter should be read, agreed and signed by all leaders, instructors, and coaches completing training courses and activities on an annual basis.



# SHSC Safeguarding Policy

## SHSC Disciplinary, Complaints and Appeals Procedure

Schull Harbour Sailing Club implements the following complaints procedure, which allows all members or participants who are dissatisfied to register their complaint in a formal way.

They are as follows:

- On receiving a complaint, SHSC will appoint a 3 person disciplinary committee to resolve problems relating to the conduct of its members. This will include bullying. The complaint should be in writing to the secretary or Club Children's Officer and should be responded to within 5 working days. The committee should consist of a representative from the Management Committee, the Club Children's Officer and ordinary registered members of the club.
- If the complaint involves suspected abuse or a criminal offence the Club's Designated Liaison Person should be consulted, and the disciplinary committee disbanded. The statutory authorities must then be informed and a report of the offence sent to Irish Sailing's Mandated Person / National Children's Officer – Ciarán Murphy [ciaran.murphy@sailing.ie](mailto:ciaran.murphy@sailing.ie) 01 2800239
- The disciplinary committee should review any relevant paper work and hold any necessary meetings with all parties to proceed with complaints into any incident of suspected misconduct that does not relate to child abuse. It should, as soon as possible, inform the Management Committee of the progress of the disciplinary process. This should be done within 10 working days
- The disciplinary committee should furnish the individual with the nature of the complaint being made against him/her and afford him/her the opportunity of providing a response either verbally or in writing, but usually at a meeting with the disciplinary committee
- Written confidential records of all complaints should be safely and confidentially kept in accordance with GDPR Guidelines and club compliance procedures should be defined for the possession of such records if the data must be stored indefinitely. Some data will be exempt from GDPR compliance with regards to the period of time data is stored and may be exempt from Subject Access Request (SAR) as outlined in the Restrictions on Data Requests on the Data Commissioner's website [www.dataprotection.ie](http://www.dataprotection.ie). For further information on this please contact the National Children's Officer or [info@dataprotection.ie](mailto:info@dataprotection.ie)
- Where it is established that an incident of misconduct has taken place, the disciplinary committee should notify the member of any sanction being imposed. The notification should be made in writing, setting out the reasons for the sanction. If the member is under 18 years of age, correspondence should be addressed to the parents/guardians
- If the person against whom the complaint was made is unhappy with the decision of the disciplinary committee s/he should have the right to appeal the decision to an appeals committee (independent of the disciplinary committee). Any appeal must be made in writing within 10 days of the decision of the disciplinary committee. The chairperson of the appeals committee should be a member of the Management Committee
- If any party is not satisfied with the outcome of the Appeal, the matter can be referred to Irish Sailing for mediation or arbitration. However, efforts to resolve the issue at local level should be exhausted before Irish Sailing is engaged in attempts to resolve the matter



# SHSC Safeguarding Policy

## **SHSC Recruitment and Selection of Leaders.**

Schull Harbour Sailing Club take all reasonable steps to ensure that leaders and coaches are appropriately qualified and suitable to work with young people in the Club. These procedures apply to all persons with substantial access to young people, whether paid or unpaid.

The responsibilities of the role and the level of experience/qualifications required will vary pending on the type of course but will always adhere to the criteria set out by the governing body for the various sports and activities.

Applicants must complete an application form which will include a self-declaration section / form. (See Appendices)

Copies of all relevant qualifications should be requested and if necessary validated with Irish Sailing Training Department at [training@sailing.ie](mailto:training@sailing.ie)

Formal Garda Vetting procedures must be availed of.

References should be verified and reports recorded by the management committee from previous employers or with Clubs where the person was involved previously.

A probationary period is advisable and should be established through an informal interview, which can be used to assess the leader's commitment and interest to the club

Every effort should be made to manage and support appointed Leaders, including awareness of the code of conduct. Adequate supervision should be provided; a leader should not have to work alone.

A decision to appoint a Leader is the responsibility of the club management team and not of any one individual within it. The club management committee will ratify all recommendations for appointment.

Information in relation to applicant's information will be treated as sensitive and confidential. It should be kept in a secure place that is only accessible to nominated officers.



# SHSC Safeguarding Policy

## SHSC Bullying Policy

### What is Bullying?

Bullying can be defined as repeated aggression be it verbal, psychological, physical or cyber conducted by an individual or group against others.

It is behaviour that is intentionally aggravating and intimidating and occurs mainly in social environments such as online, schools, clubs and other organisations working with children and young people. It includes behaviours such as teasing, taunting, threatening, hitting and extortion behaviour by one or more children against a victim.

The acronym STOP – Several Times On Purpose - can help you to identify bullying behaviour.

### How would you know if a child is being bullied?

All bullies operate using furtiveness, threats and fear. Bullying can therefore only survive in an environment where the victim does not feel empowered to tell someone who can help or in which it is not safe to do so.

The following indicators are warning signs that a young person might be getting bullied.

- Reluctance to come to a venue or take part in activities
- Physical signs (unexplained bruises, scratches, or damage to belongings)
- Stress-caused illness – headaches, and stomach aches which seem unexplained
- Fearful behaviour (fear of walking to a meeting, going different routes, asking to be driven)
- Frequent loss of, or shortage of, money with vague explanations
- Changes in behaviour (withdrawn, stammering, moody, irritable, upset, distressed)
- Attempting suicide or hinting at suicide
- Anxiety (shown by nail-biting, fearfulness, tics)

*There are other possible reasons for many of the above*

### Who should deal with bullying?

While the more extreme forms of bullying would be regarded as physical or emotional abuse and are reported to TUSLA or An Garda Síochana, dealing with bullying behaviour is normally the responsibility of all Leaders within this club.

### How can it be prevented?

- Ensure that all members follow the code of conduct, which promotes the rights and dignity of each member.
- Deal with any incidents as they arise.
- Use a whole group policy or 'no-blame approach', i.e., not 'bullying the bully' but working with bullies and the group of young people, helping them to understand the hurt they are causing, and so make the problem a 'shared concern' of the group, (see below)
- Reinforce that there is a 'permission to tell' culture rather than a 'might is right'
- Encourage young people to negotiate, co-operate and help others, particularly new or different children
- Offer the victim immediate support and put the 'no blame approach' into operation
- Never tell a young person to ignore bullying, they can't ignore it, it hurts too much

### What is the 'No Blame' Approach?

#### Step 1 – Interview with the victim

If you find that there has been an incident of bullying, first talk to the victim. At this stage find out who was involved and what the victim is now feeling. Try asking the following questions:

- Was it verbal or physical intimidation?
- How hurt is the victim?
- Was it within his/her own peer group?



# SHSC Safeguarding Policy

## SHSC Bullying Policy (Continued)

- Ensure the victim that his/her name will not come out in the investigation
- Actively listen

### Step 2 – Meet with all involved

Arrange to meet with all those involved; this should include some bystanders, those who may have colluded, those who joined in and those who initiated the bullying.

- Have a maximum of six to eight in the group – keep the number controllable
- Make a point of calling a ‘special’ meeting
- Ensure the severity of the topic is understood by all
- Speak only of the hurt caused in general terms with no reference to the victim
- Play on the conscience of all – ask questions like: How would you feel? Would you like it done to you?

### Step 3 – Explain the problem

The distress being suffered as a result of the bullying incident is explained. At this stage the details of the incident or the allocation of the blame is not discussed. Explain the feelings of loneliness, feeling left out, rejected, laughed at. Try asking questions:

- Would they like it if it happened to them?
- “Someone here in this group was bullied by someone within the group, what could we do to see it does not happen again?”
- Listen, watch out for reactions, and pick up on any without isolating anyone

### Step 4 – Share the responsibility

Explain what steps / controls may have to be introduced to prevent further incidents and how everyone will lose out as a result

### Step 5 – Ask the group for their ideas

At this stage the group is encouraged to suggest ways that would make the victim feel happier. All positive responses are noted. Use phrases “if it were you” to encourage a response. Listen to all suggestions and note them

### Step 6 – Leave it to them

Now the problem has been identified, solutions suggested, the problem is now handed over to the group to solve. Arrange to meet again in a week’s time. Pass responsibility over to the group and give a time frame within which something must be done

### Step 7 – Meet them again

Each member of the group, including the bully, discuss how things are going, who is doing what and have there been other incidents. This allows for continual monitoring and keeps all involved in the process.

Again, enforce the idea of the ‘team’ looking after each other at regular intervals to ensure it is known that bullying or intimidating behaviour will not be tolerated.



# SHSC Safeguarding Policy

## SHSC use of Photographic and Mobile Equipment

Schull Harbour Sailing Club adopt a policy compliant with GDPR in relation to the use of images of participants on their websites and other publications, as there have been concerns about the risks posed directly and indirectly to children and young people. Adults and sports leaders need to work together to prevent those wishing to cause such harm to young people. Remember having photographic and filming guidelines is not about preventing parents from taking pictures, it is to ensure that only those who have a right to take photographs do so. Anyone concerned about photography taking place at events or training sessions can contact the children's officer/ designated person and ask them to deal with the matter.

The purpose is to reduce the risk of inappropriate, unsolicited attention from people within and outside the sport. Group photographs where the organisation is identified rather than individuals are good for publicity without creating a risk to those in the photographs. As a guide SHSC will do its best to ensure the following: -

- If the participant is named, avoid using their photograph.
- If a photograph is used, avoid naming the participant.
- Ask for the participant's permission to use their image to ensure that they are aware of the way the image is to be used to represent the sport.
- Ask for parental permission to use the participant's image to ensure that parents are aware of the way the image is to be used to represent the sport. A permission form opting in must be used or make an announcement at the start of an event or promotional campaign.
- To reduce the risk of inappropriate use, only use images of participant's in suitable dress. The content of the photograph should focus on the activity not on a particular child.
- Talk to national children's officer or Club DLP if you are worried about use of images

Photographers/film/video operators wishing to record an event or practice session should seek accreditation with the organisations children's officer, event organiser or leader of session. Permission forms should be available on site.

To ensure spectators and participants are informed of the policy, the club should display appropriate information prior to the start of an event or activity.

## Working in Partnership to protect young people

Photographs, when used with personal information, can be used as a means of identifying children. This practice can make a child vulnerable to an individual who may wish to "groom" that child for abuse. Furthermore, the content of the photo can be used or adapted for inappropriate use. There is evidence of this adapted material finding its way onto child pornography sites. Adults and sports leaders need to work together to prevent those wishing to cause such harm to young people.

## SHSC Mobile Phones

Mobile phones are often given to children for security, enabling parents to keep in touch and make sure they are safe. Young people value their phones highly as it offers them a sense of independence. In addition, mobile phones allow quick and easy contact, which can make a safe and efficient way to carry out club business. However, such technology has also allowed an increase in direct personal contact with young people, in some cases used to cross personal boundaries and cause harm to young people. Within SHSC there is a need to encourage responsible and secure use of mobile phones by adults and young people.

As a young person in SHSC remember

- If you receive an offensive photo, email or message, do not reply, save it, make a note of times and dates and tell a parent or the Clubs Children's Officer/ Designated Liaison Person.
- Be careful about who you give your phone number to and don't respond to unfamiliar numbers
- Change your phone number in cases of bullying or harassment
- Don't use the phone in certain locations; inappropriate use of your camera phone may cause upset or offence to another person, e.g. changing rooms
- Treat your phone as you would any other valuable item so that you guard against theft



# SHSC Safeguarding Policy

## SHSC Mobile Phones (Continued)

As a Leader within SHSC please remember

- Use group texts for communication among participants and teams and inform parents of this at the start of the season
- It is not appropriate to have constant communication with individual participants.
- Be aware that inappropriate use of your camera phone may cause upset or offence to another person.
- Avoid using a mobile phone in certain locations e.g. changing rooms
- Avoid taking, retaining or disseminating pictures / videos of individual children without appropriate permissions & precautions. (Parents & child)

## SHSC Website and Social Media

When promoting our organisation and encouraging our members / clients to interact through our website or our social network such as Facebook or Snapchat, there are a few issues to bear in mind in relation to children and young people:

- follow Schull Harbour Sailing Club guidance on the use of images of children (see Photography section above)
- ensure that the content and language on our site or page, including contributions to blogs, forums etc, is not inappropriate for younger visitors and does not link directly to unsuitable material on other sites
- provide a clear process for parents and others to report inappropriate content or online bullying and to request that content is removed
- have a robust procedure for handling and assessing such a report or request and acting promptly to remove the offending content.

Schull Harbour Sailing Club does not knowingly use social media as a means of communicating directly with children and young people.



# SHSC Safeguarding Policy

## SHSC Child Welfare and Protection Procedures

If there are grounds for concern, about the safety or welfare of a young person you should react to the concern. Persons unsure about if certain behaviours are abusive and therefore reportable, should contact the duty social worker in the local Tusla Social Care Worker or social services department where they will receive advice. Grounds for concern include a specific indication from a child, a statement from a person who witnessed abuse or an illness, injury or behaviour consistent with abuse.

Any report made by any member, participant or employee of an Schull Harbour Sailing Club should be passed on to the Club DLP. They may in turn should pass the concern to the local Statutory Authorities. It is not the responsibility of anyone working within Schull Harbour Sailing Club, in a paid or voluntary capacity, or those working in affiliated organisations, to take responsibility or decide if child abuse is taking place. That is the job of the local statutory authorities. However, there is a responsibility to protect children by assisting the appropriate agencies so that they can then make enquiries and take any necessary action to protect the young person.

Everyone should follow both procedures outlined below, firstly the procedure for responding to a child in distress and secondly the procedure for reporting the concern.

### SHSC Response to a Child Disclosing Abuse

When a young person discloses information of suspected abuse you should:

- (a) deal with any allegation of abuse in a sensitive and competent way through listening to and facilitating the child to tell about the problem, rather than interviewing the child about details of what happened
- (b) stay calm and not show any extreme reaction to what the child is saying. Listen compassionately, and take what the child is saying seriously
- (c) understand that the child has decided to tell something very important and has taken a risk to do so. The experience of telling should be a positive one so that the child will not mind talking to those involved in the investigation
- (d) be honest with the child and tell them that it is not possible to keep information a secret
- (e) make no judgmental statements against the person whom the allegation is made
- (f) not question the child unless the nature of what s/he is saying is unclear. Leading questions should be avoided. Open, non-specific questions should be used such as "Can you explain to me what you mean by that"
- (g) check out the concerns with the parents/guardians before making a report unless during so would endanger the child or compromise an investigation
- (h) give the child some indication of what would happen next, such as informing parents/guardians, health service executive or social services. It should be kept in mind that the child may have been threatened and may feel vulnerable at this stage.
- (i) Carefully record the details
- (j) Pass on this information to the organisations Designated Person
- (k) Reassure the child that they have done the right thing in telling you



# SHSC Safeguarding Policy

## SHSC Reporting Suspected or Disclosed Child Abuse

The following steps should be taken in reporting child abuse to the statutory authorities:

- (a) Observe and note dates, times, locations and contexts in which the incident occurred, or suspicion was aroused, together with any other relevant information
- (b) Report the matter as soon as possible to the designated person with responsibility for reporting abuse. If the DLP has reasonable grounds for believing that the child has been abused or is at risk of abuse, they will make a report to Tusla/social services who have statutory responsibility to investigate and assess suspected or actual child abuse
- (c) In cases of emergency, where a child appears to be at immediate and serious risk and the DLP is unable to contact a duty social worker, the police authorities should be contacted. Under no circumstances should a child be left in a dangerous situation pending intervention by the Statutory Authorities
- (d) If the DLP is unsure whether reasonable grounds for concern exist they can informally consult with the local health board/social services, they will be advised if the matter requires a formal report.

Our DLP reporting suspected or actual child abuse to the Statutory Authorities will first inform the family of their intention to make such a report, unless doing so would endanger the child or undermine an investigation

The Protection for Persons Reporting Child Abuse Act, 1998 provides immunity from civil liability to persons who report child abuse ‘reasonably and in good faith’ to the Health Service Executive or the Gardaí. The main provisions of the Act are:

- 1) The provision of immunity from civil liability to any person who reports child abuse “reasonably and in good faith” to designated officers of Health Service Executive or any member of An Garda Siochána;
- 2) The provision of significant protections for employees who report child abuse. These protections cover all employees and all forms of discrimination up to and including, dismissal;
- 3) The creation of a new offence of false reporting of child abuse where a person makes a report of child abuse to the appropriate authorities “knowing that statement to be false”. This is a new criminal offence designed to protect innocent persons from malicious reports.



# SHSC Safeguarding Policy

## **SHSC Allegations Against Sports Leaders**

Schull Harbour Sailing Club has agreed procedures to be followed in cases of alleged child abuse against Leaders (Instructors, coaches, team managers, activity organisers or managers). If such an allegation is made against Leader working within the organisation, two procedures should be followed:

- 1) The reporting procedure in respect of suspected child abuse (reported by the designated person / children's officer), see previous page
- 2) The procedure for dealing with the Leader (carried out by the club Chair or senior officer, or a person not already involved with the child protection concern)

The safety of the child making the allegation should be considered and the safety of any other children who may be at risk. The club should take any necessary steps that may be necessary to protect children in its care

The issue of confidentiality is important. Information is on a need to know basis and the Sports Leader should be treated with respect and fairness.

### **The reporting procedure**

If the designated person has reasonable grounds for concern, the matter should be reported to the local health board / social services, following the standard reporting procedure.

### **The Leader**

While the DLP makes the report to Tusla, the Senior person within the organisation (commodore, owner, manager) should deal with the Leader in question.

The leader should be privately informed that: (a) an allegation has been made against him / her and (b) the nature of the allegation.

They should be afforded an opportunity to respond. His / her response should be noted and passed on to the health board / social services.

The leader should be asked to step aside pending the outcome of the investigation. When a person is asked to step aside it should be made clear that it is only a precautionary measure and will not prejudice any later disciplinary proceedings.

Schull Harbour Sailing Club should be informed by the DLP that the leader has been asked to stand aside

Schull Harbour Sailing Club may consider disciplinary action on the leader but will ensure that this does not interfere with the investigation of the Statutory Authorities. In doing so Schull Harbour Sailing Club will consider the outcome of the investigation and any implications it might have. The fact that the alleged abuser has not been prosecuted or been found guilty does not mean that they are appropriate to work with young people in the future.



# SHSC Safeguarding Policy

## SHSC Allegations Against Sports Leaders (Continued)

### Confidentiality

Confidentiality should be maintained in respect of all issues and people involved in cases of abuse, welfare or bad practice. It is important that the rights of both the child and the person about whom the complaint has been made are protected.

The following points should be kept in mind:

- A guarantee of confidentiality or undertakings regarding secrecy cannot be given, as the welfare of the child will supersede all other considerations
- All information should be treated in a careful and sensitive manner and should be discussed only with those who need to know
- Information should be conveyed to the parents / guardians of the child in a sensitive way
- Giving information to others on a 'need to know' basis for the protection of a child is not a breach of confidentiality
- All persons involved in a child protection process (the child, his/her parents/guardians, the alleged offender, his/her family, Sports Leaders) should be afforded appropriate respect, fairness, support and confidentiality at all stages of the procedure.
- Information should be stored in a secure place, with limited access only to designated people as per GDPR Guidelines and contact [info@dataprotection.ie](mailto:info@dataprotection.ie) for specific queries.
- The requirements of the GDPR Law from 25<sup>th</sup> May '18 should be adhered to and details of same may be found at [www.dataprotection.ie](http://www.dataprotection.ie)

### Anonymous Complaints

Anonymous complaints can be difficult to deal with but should not be ignored. In all cases the safety and welfare of the child/children is paramount. Any such complaints relating to inappropriate behaviour should be brought to the attention of the Designated Person/ Chief Executive Officer. The information should be checked out and handled in a confidential manner.

### Rumours

Rumours should not be allowed to hang in the air. Any rumours relating to inappropriate behaviour should be brought to the attention of the Designated Person, Club Management, and checked out without delay.



# SHSC Safeguarding Policy

## Garda Vetting Policy

### Introduction

In January 2013 the Government passed the “National Vetting Bureau (Children and Vulnerable Persons) Bill 2012”. This legislation makes it an offence under the act to knowingly employ / deploy someone to work with children or vulnerable adults who has not been Garda vetted.

Irish Sailing received confirmation that commencement orders for the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 had been signed. The Act was commenced on the 29th April 2016.

The Act provides a legislative basis for the mandatory vetting of persons who wish to undertake certain work or activities relating to children or vulnerable persons or to provide certain services to children or vulnerable persons.

An organisation shall not permit any person to undertake relevant work or activities on behalf of the organisation unless the organisation received a vetting disclosure from the National Vetting Bureau in respect of that person.

The National Vetting Bureau has set up a “*Frequently Asked Questions*” section on their website, <https://vetting.garda.ie/Help/FAQ>

The information below indicates Irish Sailing’s policy with respect to Garda Vetting and our provision of vetting services to our affiliated organisations.

Garda Vetting (eVetting) is available through Irish Sailing. The aim is to assist in the recruitment of suitable candidates to positions within Irish Sailing and our affiliated Clubs, Class Associations, and Training Centres. The system has been structured to:

- Protect children and vulnerable persons.
- Identify if candidates for a position or role have convictions or have been prosecuted for crimes which may mean that they are unsuitable for the position.
- Protect the rights of the candidates.
- Protect Irish Sailing affiliated organisations.

### eVetting Process

The required forms issued by the National Vetting Bureau:

1. Vetting Invitation Form (NVB1);
2. Parent/Guardian Consent Form (NVB 3) – for applicants aged 16 and 17; and
3. Garda Vetting Proof of Identity Form.



# SHSC Safeguarding Policy

All three documents are available to download and print from the Gardaí & Child section of Irish Sailing's Website Library, <http://www.sailing.ie/training/library/gardai-child/>

## 1. Vetting Invitation Form (NVB 1) - (Mandatory)

This form must be completed by the Applicant and submitted to Irish Sailing by the Applicant.

Best Practice: This form must be completed by the person who is applying for Garda Vetting Clearance.

The completed Vetting Form (NVB1) should be placed in a sealed envelope together with the completed Proof of Identity form and, where applicable, the Parent/Guardian Consent Form (NVB3), by the applicant; and

Posted directly to Nuala Healy, Authorised Liaison Person in Irish Sailing, marked Private & Confidential.

## 2. Proof of Identity Form - (Mandatory)

When conducting Garda Vetting the Irish Sailing Association is required to seek proof of identity from each applicant.

Each Garda Vetting Application Form (NVB 1) **must** be accompanied by the Garda Vetting Proof of Identity form signed by a Designated Person (Garda Vetting).

Details of the Designated Person (Garda Vetting) is listed below.

Details of the 100-point proof of identity are listed below.

## 3. Parent/Guardian Consent Form (NVB 3) – (For persons aged 16 & 17)

Persons aged 16 and 17 may be Garda Vetted. This form must be completed by the applicant's Parent/Guardian and attached to the Vetting Form

### Who is a Designated Person (Garda Vetting)?

#### *Irish Sailing's accredited Organisations - Designated Person (Garda Vetting):*

An Irish Sailing Club, Class Association or Training Centre should have an appointed Designated Person (Garda Vetting) who is responsible for authenticating and signing its members Garda Vetting Proof of Identity Forms.

This person can be a Committee Member, ISA Vetting Liaison Officer, Centre Principal, Training Centre Manager, Commodore, Vice-Commodore, Club Secretary, Junior Organiser, Club Children's Officer (Safeguarding 2), Designated Liaison Person (Safeguarding 3), or any other member of the organisation appointed by the Committee to this role.

#### *Irish Sailing's Designated Person (Garda Vetting):*

Within Irish Sailing any valid Instructor Trainer and/or Staff Member is authorised as a Designated Person (Garda Vetting) and can authenticate and sign the Proof of Identity Form.



# SHSC Safeguarding Policy

## *Role of Designated Person:*

To authenticate the documentation presented to them by the Applicant, to ensure they meet the 100-point criteria, and to verify that the forms presented belong to the person applying for Garda Vetting clearance.

The Designated Person (Garda Vetting) should not authenticate and sign documentation on behalf of their spouses or family members.

## **What is the 100 Point check?**

The **100-point** check is a personal identification system developed to support the Designated Person (Garda Vetting) and the Authorised Liaison Person (Nuala Healy, Irish Sailing) in verifying the identity of the Applicant, including date of birth and current residential address.

When authenticating documentation, the Designated Person (Garda Vetting), should ensure that they have sight of the originals of all proof documentation and that the documents presented meet the 100-point check.

## *Proof of Identity Documents*

One of the Proof of Identity Documents must be a Photo ID;

**AND**

One of the Proof of Identity Documents must show a current residential address.

Photocopies of the documents seen **must** be attached to the Proof of Identity Form.

## **Photo ID:**

- Irish Driving Licence or Learner Permit (new credit card format) **80 points**;  
OR
- Irish Driving Licence or Learner Permit (old paper format) **40 points**;  
OR
- Passport (from country of citizenship) **70 points**.

## **Current Residential Address:**

- Utility bill (issued within the last 6 months. Printed online bills are acceptable. Mobile phone bills are not acceptable) **35 points**;  
OR
- Bank Statement **35 points**;  
OR
- Correspondence from an educational institution/SUSI/CAO **20 points**;

## **Children Under 18 years (16 & 17) (any one of the following):**

- Birth Certificate **100 points**;  
OR



# SHSC Safeguarding Policy

- Passport **100 points**;  
OR
- Written statement by a Principal confirming attendance at educational institution on a letterheaded paper of that institution **100 points**.

If your Photo ID and Current Residential Address do not make up **100 points** there are additional documents which may be supplied.

A full list of additional acceptable forms of identity (to top up the documents supplied above) and the points they carry is listed on the next 2 pages and is available on the National Vetting Bureau's Website: <https://vetting.garda.ie/Help/FAQ - Verification of Identity>.

An Garda Síochána

As Gaeilge | Help

Home | Help > Frequently Asked Questions

## Frequently Asked Questions

Vetting Applicant | **Verification of Identity** | Organisation | Disclosures and Disputes | Specified Information | eVetting | IT Requirements

– How will Relevant Organisations verify the identity of a person?

The **100 point check** is a personal identification system, this information sheet has been developed to support organisations in verifying identity including date of birth and current address of vetting subjects (those applying to be Garda Vetted) as required. When conducting Garda Vetting, organisations should require vetting subjects to present identification totalling 100 points to ensure they are checking the correct person. At least one form of photographic evidence must be gathered.

Identification	Score Tick
Irish driving licence or learner permit (new credit card format)	80
Irish Public Services Card	80
Passport (from country of citizenship)	70
Irish certificate of naturalisation	50
Birth certificate	50
Garda National Immigration Bureau (GNIB) card	50
National Identity Card for EU/EEA/Swiss citizens	50
Irish driving licence or learner permit (old paper format)	40
Employment ID	
• ID card issued by employer (with name and address)	35
• ID card issued by employer (name only)	25
Letter from employer (within last two years)	
• Confirming name and address	35
P60, P45 or Payslip (with home address)	
Utility bill e.g. gas, electricity, television, broadband (must not be less than 6 months old. Printed online bills are acceptable. Mobile phone bills are not acceptable)	35
Public services card/social services card/medical card	
• With photograph	40
Bank/Building Society/Credit Union statement	



# SHSC Safeguarding Policy

	<b>Credit/debit cards/passbooks</b> (only one per institution)	<b>25</b>
	<b>National age card</b> (issued by An Garda Síochána)	<b>25</b>
	<b>Membership card</b>	
	• Club, union or trade, professional bodies	<b>25</b>
	• Educational institution	<b>25</b>
	<b>Correspondence</b>	
	• From an educational institution/SUSI/CAO	<b>20</b>
	• From an insurance company regarding an active policy	<b>20</b>
	• From a bank/credit union or government body or state agency	<b>20</b>
	<b>Children under 16 years (any one of the following)</b>	
	• Birth certificate	<b>100</b>
	• Passport	<b>100</b>
	• Written statement by a principal confirming attendance at educational institution on a letter head of that institution	<b>100</b>
	<b>Recent arrival in Ireland (less than 6 weeks)</b>	
	• <b>Passport</b>	<b>100</b>
	<b>Vetting Subject is unable to achieve 100 points**</b>	
	• <b>Affidavit witnessed by a Commissioner for Oaths</b>	<b>100</b>
	<b>TOTAL</b>	

\*This document was developed using information from the Volunteering Australia 100 Point Identification Check and from research conducted on verification of identity at Irish banking institutions, utility companies and the National Driver License Service.

\*\*An affidavit is a written sworn statement of fact voluntarily made by a person. It is a document that sets out in paragraph form the evidence that the witness wishes to give. Affidavits are usually written and prepared by a solicitor or a barrister after having obtained all the necessary information from the witness. The wording used in the affidavit will depend on the circumstances of the case. Your solicitor can give you more information on the wording that will be used.

When the affidavit is ready, the witness must go before a Commissioner for Oaths. The Commissioner for Oaths will check that the person swearing the oath has read the affidavit and fully understands the contents. The person will be asked to raise the Bible and to repeat the words of the oath. If the witness does not wish to swear an oath on the Bible, he or she may make an affirmation. He or she will then sign the affidavit.

The Commissioner for Oaths will verify that the affidavit was properly sworn by completing a *jurat* on the affidavit.



# SHSC Safeguarding Policy

## The eVetting Steps

1. The Applicant completes the Garda Vetting Form (NVB1), the Proof of Identity Form and, where appropriate, the Parent/Guardian Consent Form and get the Proof of Identity Form verified by a Designated Person (Garda Vetting). All documentation is then posted to Irish Sailing by the Applicant.
2. The Authorised Signatory, within Irish Sailing, checks and logs the forms. In the event of an incomplete form, the form and all documentation will be returned to the Applicant with a covering letter for resubmission.
3. Irish Sailing uploads details from the Garda Vetting Form (NVB1) on the National Vetting Bureau's website.
4. The Applicant receives an email from the National Vetting Bureau inviting them to verify their details, as entered by Irish Sailing, and to complete the eVetting process.
5. Once the Applicant completes the online eVetting process Irish Sailing are notified and asked to Review the application and submit it for processing to the National Vetting Bureau.
6. The National Vetting Bureau processes the application and advises Irish Sailing when the disclosure is available.
7. Irish Sailing determines the suitability or otherwise of the Applicant.
8. Irish Sailing write to the applicant notifying them of the result. The letter details the validity period of the vetting clearance.

### How are eVetting applications made and processed?

Applicants must fill in the forms and submit these to Irish Sailing for processing. Irish Sailing's Authorised Signatory checks the forms, registers the Applicant with the National Vetting Bureau who sends him/her an email with a link attached inviting him/her to verify their details and complete an online eVetting Application Form. Applications for Garda Vetting may only be submitted through organisations, like Irish Sailing, who are registered with the National Vetting Bureau. The NVB will not process applications made directly to them from individuals or organisations not registered with them.

Once Irish Sailing receives information from the NVB we review the information and make an assessment as to whether it makes a candidate unsuitable to work with children or vulnerable persons.

To protect the rights and privacy of the Applicant, details obtained from the National Vetting Bureau are not passed directly onto Irish Sailing's affiliate organisations.

If it is decided that an Applicant is unsuitable to work with children or vulnerable persons, they will be contacted by Irish Sailing.

Applicants do have the right to appeal the results of the vet if they believe that information provided by the NVB or the decision made by Irish Sailing is incorrect.

It is important to remember that a letter indicating that an Applicant has successfully completed vetting is not a certificate as it only looks at information available at the time of the check. Consideration needs to be given to when repeat vets are required as a person may have acquired convictions or specified information since any previous vets were completed.

### Who can be vetted?

Irish Sailing eVetting may be accessed by individuals who are members of Irish Sailing or members of an Irish Sailing affiliated Club, Class or Training Centre and actively engaged in the delivery of that organisation's activities or programmes.

All Irish Sailing Instructors, Coaches, Instructor Trainers, and Centre Principals must hold current valid Garda Vetting Clearance.



# SHSC Safeguarding Policy

## Who should be vetted?

Persons who wish to undertake certain work or activities relating to children or vulnerable persons, or to provide certain services to children or vulnerable persons more than four times in any month or overnight.

All Irish Sailing organisations running activities for children or vulnerable persons must have in place a policy stating who must be vetted and when. This would normally form part of the organisations recruitment policy.

As a guide, people in the following positions within Irish Sailing affiliated organisations should be vetted by the organisation as part of their recruitment process.

Youth Sports Leaders working in an ISA Organisation:

- Designated Liaison Persons (Safeguarding 3)
- Club Children's Officers (Safeguarding 2)
- Designated Persons (Garda Vetting)
- Junior Organisers
- Youth Team Managers
- Full time "Shore Parents"
- Staff and volunteers leading or working on activities or sessions where they will have contact with children or vulnerable persons more than four times in any month or overnight
- Senior / Chief Instructors \*
- Instructors and coaches running activities for children or vulnerable persons \*

\*Vetting for Irish Sailing Qualified Instructors and Coaches

All Irish Sailing Instructors and Coaches with valid qualifications issued after 1st October 2013 have passed vetting and do not need to be vetted as part of their recruitment process. The date their certificate was issued is printed on their certificate. This will also include a logo indicating the candidate has received vetting clearance on the certificate.

## Role Being Vetted For?

Applicants will be asked to indicate, on the Vetting Invitation Form (NVB1), which role they wish to be Garda Vetted for:

1. Irish Sailing Instructor / Coach;
2. Youth Sports Leaders working in an Irish Sailing Organisation (see list above).

## How long is Garda Vetting Valid for?

Irish Sailing Garda Vetting is valid for a period of 3 years from the date the search was conducted.



## SHSC Safeguarding Policy

However, Irish Sailing requests that any Instructor or Coach who attends a CPD Revalidation or attends an Advanced Instructor or Senior Instructor course, reapplies for Garda Vetting at that time. This second vetting clearance will then be valid for a period of 5 years to coincide with the validity period of the Instructorship.

### Vetting Persons Under 18 Years of Age

Section 13(6) of the Act provides for vetting of persons under 18 years of age.

The Act states that if a person in respect of whom an application for a vetting disclosure is made is under 18 years of age, a declaration of consent (Parent/Guardian Consent Form) is completed on his or her behalf by a parent or guardian of the person.

This form is available from Irish Sailing - Parent/Guardian Consent Form (NVB 3)

### What does it cost?

The cost of vetting is €56 per applicant (reduced price of €10 for Irish Sailing Members).

Irish Sailing may not process vetting applications submitted through organisations that have outstanding affiliation or accreditation fees.

### What is done with the information received?

The National Vetting Bureau informs Irish Sailing of the results of each vet. This information is kept in a secure store within Irish Sailing's Office to which only authorised members of staff have access.

Irish Sailing will not send the results of a vetting disclosure to anyone except the Applicant and the Irish Sailing Garda Vetting Review Panel.

Each application is logged on the Irish Sailing database. No information relating to the application or disclosure is recorded other than;

- The date the application was sent onto the NVB by Irish Sailing
- The date the result was received back by Irish Sailing from the NVB
- The result of the Vet (Positive or Negative).

### Can the results of a Garda Vetting Disclosure beAppealed?

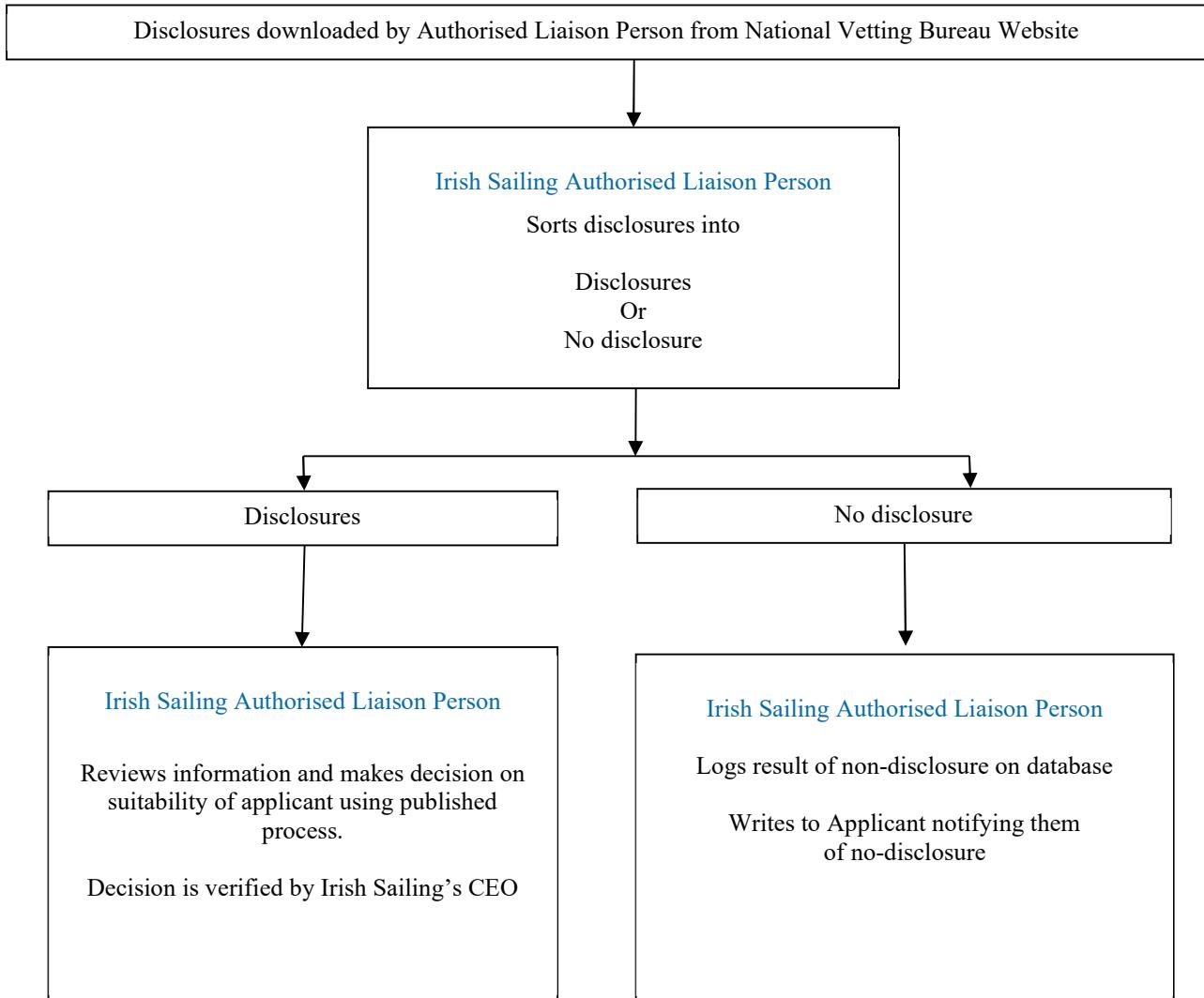
If an Applicant believes that the information provided by the NVB is incorrect then they should inform Irish Sailing's Authorised Liaison Person who will refer the matter back to the NVB.

If a candidate wishes to appeal the result of the vetting decision they may use Irish Sailing's Review Panel. Details on this process are available from Irish Sailing's Chief Executive Officer.



# SHSC Safeguarding Policy

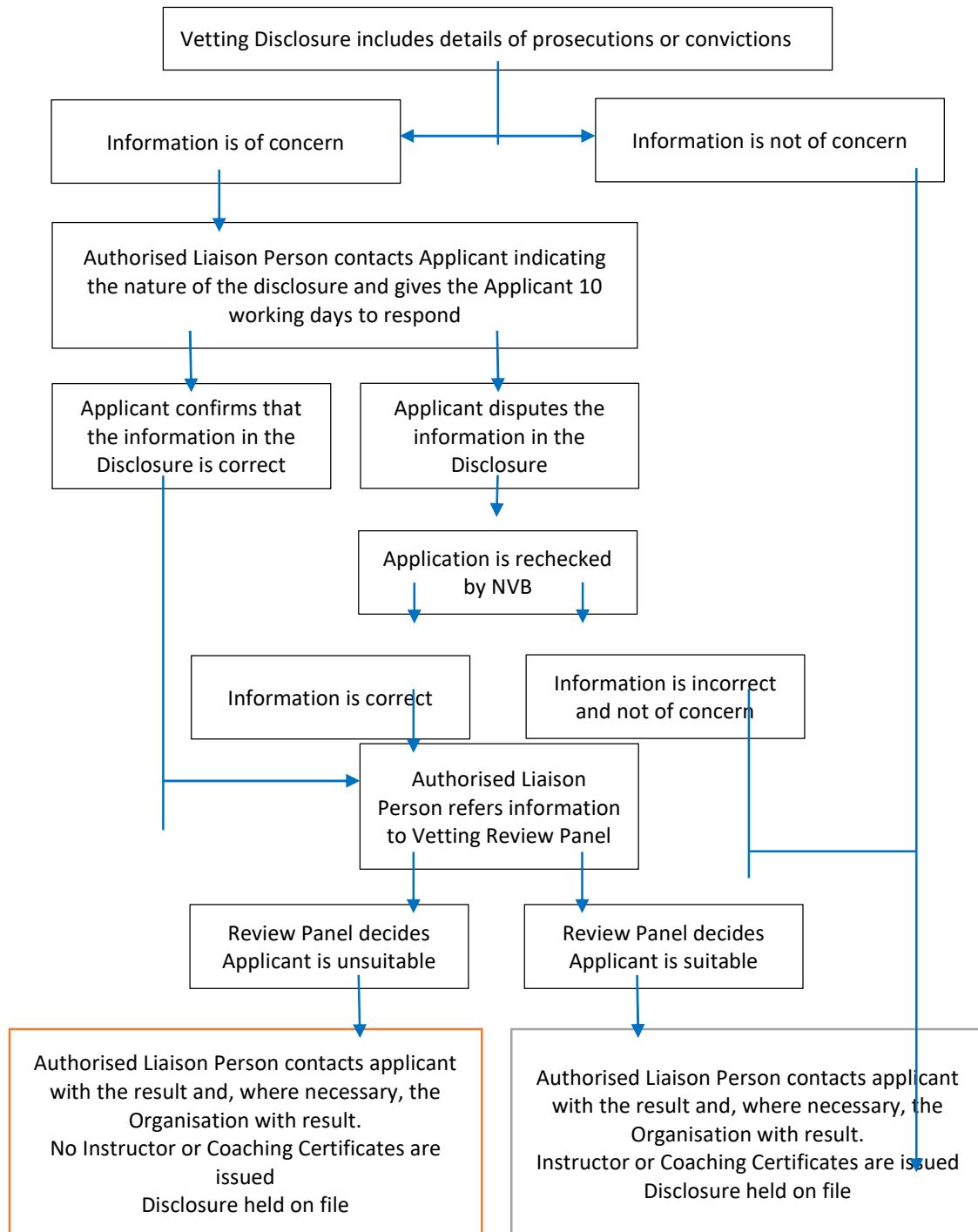
## Administrative Processes





# SHSC Safeguarding Policy

## Review Process for Vetting Disclosures from NVB





# SHSC Safeguarding Policy

## Irish Sailing Garda Vetting Policy

*Guidelines for ISA personnel processing returned vetting applications.*

**The following convictions or unresolved prosecutions may debar offender from holding a position where they will be in contact with children or vulnerable adults and will therefore be reviewed by Irish Sailing Vetting Review Panel.**

- Murder, manslaughter
- Rape, attempted rape
- Any crime/conviction against a child while an adult
- Any crime/conviction against a child while a child
- Possession of child pornography
- Illegal possession of fire arms or offensive weapon
- Domestic violence
- Any crime involving aggression/assault
- Dealing illegal or controlled drugs
- Possession of illegal or controlled drugs
- Fraud or dishonesty
- Shop lifting, credit card theft
- Crimes of deception
- Drink driving
- Dangerous driving

The Panel will also review "Specified Information" provided to Irish Sailing in the course of the vetting application.

In reviewing a person's record the Vetting Review Panel will use the information available only to form an opinion as to whether the person would present a risk to children or vulnerable persons.



# SHSC Safeguarding Policy

Garda Vetting & National Children's Officer Review Panel

## Objective / Role

The Garda Vetting & National Children's Officer Review Panel considers and makes recommendations with respect to vetting applications and returns referred to it by Irish Sailing's Garda Vetting Liaison Person or by the National Children's Officer.

Irish Sailing's Garda Vetting Liaison Person will refer the following vetting applications and returns to the Panel;

- Any applications with declared convictions identified as of concern in Irish Sailing's Garda Vetting Policy.
- Any vetting returns with un-declared prosecutions or convictions identified as of concern in Irish Sailing's Garda Vetting Policy.
- Any vetting returns resulting in the disclosure of "specified Information" to Irish Sailing.

Irish Sailing's National Children's Officer will refer issues of concern such as a Disciplinary Committee / Appeals Committee request or support with a Safeguarding Case which requires support or advice.

The Panel shall consist of no less than 3 members.

The Panel is appointed annually by Irish Sailing's President in consultation with the National Children's Officer.

The group shall meet as requested by Irish Sailing's Garda Vetting Liaison Person or the National Children's Officer.

No documentation relating to the Review Panel's process may be copied and / or retained by members of the panel except where identified as a requirement under Irish Sailing's procedures.

As far as reasonably possible the information provided to the panel will not include the identity of the applicant.

Where appropriate decisions may be made or ratified by telephone.

Minutes of all decisions / recommendations made by the Panel will be kept by Irish Sailing.

Members of the Panel should be offered and have attended appropriate training designed to assist them making appropriate, informed decisions.



# SHSC Safeguarding Policy

## Safeguarding Training Policy

### Introduction

The enactment of the Children First legislation raises specific requirements that all people responsible for working, coaching or generally engaging with children on a regular basis ("regular" defined as 4 times within 1 month or 1 night residential) are required to be educated on creating a child centred approach, recognising abuse and knowing what to do in response to a disclosure and your own legal obligations. Sport Ireland has designed a suite of Courses to ensure all sporting bodies are appropriately trained to comply with this Law and is called Safeguarding Training. To ensure Irish Sailing Training Centres and Clubs are compliant with the legislation Irish Sailing run over 20 of the Safeguarding 1-2-3 Level Courses per year. The details of the three stages of training are outlined here as follows:

#### 1. Safeguarding 1 - Child Welfare & Protection Basic Awareness Course

All Instructors, Coaches, Children's Officers and Designated Liaison Persons (DLP) must complete an Irish Sailing or LSP (if over 18yrs) 3-hour Child Welfare & Protection Basic Awareness Course. This course educates participants on the implementation of best practice in protecting the welfare of children involved in sport.

#### 2. Safeguarding 2 - Club Children's Officer (C.C.O)

A person appointed to the Club Children's Officer position in a club must have completed safeguarding 1 (Child Welfare & Protection Basic Awareness workshop) and should complete the **NEW Club Children's Officer 3-hour workshop**. This course will help the *Club Children's Officer* to carry out the function of their role in the club and support the implementation of best practice in the club. Participants will also receive a Club Children's Officer Action Planning document as part of the training.

#### 3. Safeguarding 3 - Designated Liaison Person(DLP)

A person appointed to the Designated Liaison Person position in a club must have completed the Child Welfare & Protection Basic Awareness Course and should complete the **NEW Designated Liaison Person 3-hour workshop**. A club may appoint the same person to both the CCO and DLP positions however best practice advises that they are kept as separate roles.

### Club Children's Officers

Club Children's Officers should be child centred in focus and have as the primary aim the establishment of a child centred ethos within the club. S/he is the link between the children and the adults in the club. S/he also takes responsibility for monitoring and reporting to the Club Management Committee on how club policy impacts on young people and Sports Leaders

### Designated Liaison Person

Every club/organisation should designate a person to be responsible for dealing with any concerns about the protection of children. The Designated Liaison Person is responsible for reporting allegations or suspicions of child abuse to TUSLA Child and Family Agency and/or An Garda Síochána. It is recommended that this person is a senior club person. However, if there is difficulty identifying a separate individual to take this role, the Club Children's Officer can be appointed as Designated Liaison Person once the club/organisation is clear about the responsibilities of each role. The organisation's child protection policy and procedures should include the name and contact details of the Designated Liaison Person and the responsibilities attached to the role.



# SHSC Safeguarding Policy

## Safeguarding Revalidation

The first Safeguarding 1 course a person attends must be the 3hr Classroom based course and this is valid for 5 years. This is the same for an Irish Sailing Instructor and / or Club Volunteer / Staff member. A person can attend another SG1 Classroom Course or do the Sport Ireland Online Refresher Course which will revalidate their Safeguarding Certificate for 5 more years.

## Other Safeguarding Courses:

Irish Sailing accepts other Sport Ireland Face to Face Classroom / Online Face to Face courses and Sport Ireland Online Refresher Courses (after initial attended class/online course) that can be run by Local Sport Partnerships, other Sport Ireland affiliated NGBs and Scouting Ireland Stage 3 Code of Ethics Courses.

Irish Sailing will accept Occupational Safeguarding Courses such as for Care workers in TUSLA, Physical Education Teachers in Dept of Education and Nursing in Dept. of Health where there is a valid certificate shown. However, we recommend that people should attend their Sport Specific Training Courses provided by Irish Sailing as best practice to understand the nuances of sailing in Ireland.

Irish Sailing cannot not accept RYA Safe 'n Fun Online courses or Tusla Online Courses as the primary course.

## Safeguarding for Assistant Instructors

The enactment of the Children First legislation raises specific policy issues with regard to the role of Assistant instructors in Training Centres. In order to ensure Irish Sailing Training Centres are compliant with the legislation the following policies are recommended.

### Assistant Instructors age 15yrs – 17yrs

Assistant instructors in this age group are generally preparing for their instructor training course. They must only work under the direct supervision of a qualified instructor and should never be left in charge of or responsible for the students. In this context they are not required to be Garda Vetted or complete Safeguarding 1. It is recommended that once they turn 16yrs, GV and Safeguarding 1 should be completed as part of their Instructor Training preparation.

### Assistant Instructors age 17yrs +

All Assistant Instructors aged 17yrs+ must be Garda Vetted and have completed Safeguarding 1. It is important to highlight that they are not qualified instructors and must still work with a fully qualified instructor who is responsible for the training and supervision of the students.

## Contact

If you have a specific query to Safeguarding Courses please contact our National Children's Officer:  
[ciaran.murphy@sailing.ie](mailto:ciaran.murphy@sailing.ie) 087 88007744



# SHSC Safeguarding Policy

## Disability Inclusion Policy

### Our Mission

The mission of SHSC is to value the ability and individuality of people with disabilities by providing each individual with the opportunities they need to reach their full potential as participants in sailing and within an inclusive ethos and culture.

At SHSC we will achieve disability inclusion by continually reviewing an approach that is implemented by the members and officers in consultation with people with disabilities and their families. This will ensure that the sport of sailing and our organisation is inclusive for everyone.

### Our Commitment

SHSC welcomes all members of the community, regardless of their abilities. We will include people with disabilities in our organisation in both participating and non-participative roles to the greatest extent that we can.

We will endeavour to make Irish Sailing as inclusive and accessible as possible, based on our commitment to comply with the Equal Status Acts 2000-2012, the Disability Act 2005 and Article 30.5 of the United Nations Convention on the Rights of Persons with Disabilities. We are also committed to fulfilling the requirement of the Sports Ireland Policy on Participation in Sport by People with Disabilities.

### Accessibility

We are committed to ensuring that as far as reasonably practicable, our organisational environment, clubs, training and education and physical facilities are accessible to people with disabilities. We are ready to consider all reasonable adjustments that would, over time, help us to achieve this aim more fully and effectively. In our efforts to deliver on this we will:

- Constantly update our training and education to reflect disability awareness/inclusion
- Adjust how we deliver/promote our information to people with disabilities
- Organise disability awareness/inclusion training for all our clubs, centres and members
- Ensure that all resources are produced in accessible formats
- Improve accessibility of all programmes and events that we organise
- Review all areas in line with health and safety requirements

### Participation

By developing our capacity and capabilities within our organisation we will strive to deliver inclusive programmes, promote and advocate for disability inclusion and increase the numbers of people with disabilities participating in our sport and organisation. In our efforts to deliver on this we will:

- Adopt an inclusive approach across all aspects of the entire organisation by consulting with our clubs, centres and members
- Consult with and listen to the voices of people with disabilities in all of our deliberations and programme development
- Work in partnership with other organisations and individuals who are advocates for the inclusion of people with disabilities
- Promote good governance across the entire organisation to ensure that participation of people with disabilities is delivered
- Acknowledge and support the contributions, achievements and successes of people with disabilities in our organisation



## SHSC Safeguarding Policy

### Support

In the development of a Disability Inclusion Policy, we understand that it requires a lot of support across all aspects of our organisation. We will endeavour to provide supports where they are needed and where financially and strategically possible



# SHSC Safeguarding Policy

## CONCUSSION POLICY

### What is concussion?

Concussion is a brain injury and can be caused by a direct or indirect blow to the sailor's head or body. Concussion typically results in an immediate onset of short-lived signs and symptoms. Most concussions occur without a loss of consciousness. However, in some cases, the signs and symptoms of concussion may evolve over a number of minutes or hours.

- Concussion must be taken very seriously.**
- Any sailor with a suspected concussion MUST be removed immediately from the session.**
- The sailor should be medically assessed.**
- They MUST not be left alone.**

### What causes concussion?

Concussions can be caused by a direct blow to the head or body that can occur when the sailor is hit by the boom or in the case of a high-performance sailing when the body or head collide with any part of the boat.

Immediately following a suspected concussion, the brain is susceptible to further significant damage in the event of another impact, therefore the sailor **MUST** be immediately removed from the water.

### What are the visible signs of suspected concussion? Presence of any one or more of the following signs & symptoms may suggest a concussion:

- Confusion**
- Amnesia/short term memory loss concerning what just happened**
- Blurred vision**
- Dazed or blank look**
- Dizziness**
- Clutching head**
- Pressure in head**
- Headache**
- Emotional/Sadness**
- Irritability**
- Suspected or confirmed loss of consciousness**
- Loss of responsiveness**
- Poor balance in the boat/ falling over**
- Nausea/vomiting**



# SHSC Safeguarding Policy

- Tiredness/low energy**
- Drowsiness**
- Stating they “Don’t feel right”**
- 

## Questions to ask

1. **“What venue are we at today?” or “Where are we now?”**
2. **“Approximately what time of day is it?”**
3. **“How did you get to here today?”**
4. **“What was your last competition?”**
5. **“What were you doing this time last week?”**

## RECOGNISE AND REMOVE

### What must happen the sailor after they have a suspected concussion?

- The sailor must be IMMEDIATELY REMOVED from the activity and must not return.**
- The sailor must not be left alone.**
- The sailor must always be in the care of a responsible adult who is informed of the sailor’s suspected concussion.**
- The sailor must not drive a vehicle.**
- The sailor should be medically assessed as soon as possible.**

### Considerations when running sessions. ‘Adult On Call’.

In order to implement correct procedure when running coaching sessions, the coach must have a system in place to ensure the safety of a sailor with suspected concussion.

- The coach must have the contact number of an assigned Adult who is ‘On call’ and nearby.**
- This Adult should have the medical consent forms of all sailors involved in the session.**
- When a sailor has suspected concussion the coach phones/radios the on-call adult and arranges to meet them at a designated rendezvous point on shore.**
- The adult on call should make arrangements for the sailor to receive further medical attention.**
- Always remembering to never leave the sailor alone.**
- The sailor must not return to the session, and specifically must not return to sailing on the same day of a suspected concussion.**

**In all cases of suspected concussion, it is recommended that the sailor is referred to a medical or healthcare professional for diagnosis and advice, even if the symptoms resolve.**



# SHSC Safeguarding Policy

## ONGOING MANAGEMENT OF A CONCUSSION OR SUSPECTED CONCUSSION

### **REST THE BODY, REST THE BRAIN**

**Rest is the cornerstone of concussion treatment. This involves**

- 1. resting the body, 'physical rest'**
- 2. Resting the brain, 'cognitive rest' Avoidance of:**
  - Physical activities such as running, cycling, swimming, some work activities etc.**
  - Cognitive activities, such as school work, homework, reading, television, video games etc.**
  - Students with a diagnosis of concussion may need allowance for impaired cognition during recovery, such as additional time for classwork, homework and exams**

**Anyone with a concussion or suspected concussion should not:**

- be left alone in the first 24 hours**
- consume alcohol in the first 24 hours, and thereafter should avoid alcohol until free of all concussion symptoms**
- drive a motor vehicle and should not return to driving until provided with medical or healthcare professional clearance or, if no medical or healthcare professional advice is available, should not drive until free of all concussion symptoms**

Most concussions resolve within 7-10 days, but it is advised that anybody who has had a suspected concussion is reviewed and assessed prior to returning to sailing, by a medical professional who has experience in dealing with

### **Adoption of The Safeguarding Policy**

This Document was adopted by Schull Harbour Sailing Club on June 9<sup>th</sup> 2021.

A handwritten signature in black ink that reads "Sean Norris". The signature is cursive and appears to be written in black ink on a white background.

Sean Norris  
Commodore  
For Schull Harbour Sailing Club

## **Appendices**

Appendix 1 Summer Taste of Sailing Booking form see  
[https://www.shsc.ie/docs/js\\_application.pdf](https://www.shsc.ie/docs/js_application.pdf)

Appendix 2 Code of Conduct Declaration see  
[https://www.shsc.ie/docs/js\\_conduct.pdf](https://www.shsc.ie/docs/js_conduct.pdf)

Appendix 3 Childrens Officer Poster example see  
<https://www.sailing.ie/Portals/0/documents/2020/Safeguarding/22-Child%20Officer%20Poster.docx>

Appendix 4 TUSLA Child Protection and Welfare Report See  
<https://www.sailing.ie/Portals/0/documents/2020/Safeguarding/14-TUSLA%20Child%20Protection%20and%20Welfare%20Report%20Form.docx> for TUSLA Child Protection & Welfare Report

Appendix 5 ISA Instructor and Coaches Charter Declaration See  
<https://www.sailing.ie/Portals/0/documents/2020/Safeguarding/25-Instructor%20%26%20Coach%20Charter%20Jan%202020.docx>