



RCN: 20205818

www.dublinsoutharchclub.ie

1. Child and Vulnerable Adult Protection Practice.

It is the policy of the Dublin South Arch Club to safeguard the well-being of all children and vulnerable adults by protecting them from physical, sexual, emotional harm and neglect.

The wellbeing of our members in all situations is of paramount importance. To this end our Child and Vulnerable Adults Protection Policy provides guidelines for good practice and procedures in the following areas:

1. Safe Practices
2. Code of Behaviour
3. Anti Bullying Code
4. Recruitment Procedure
5. Accidents and Complaints Reporting
6. Dealing with Disclosures
7. Reporting Procedures

2. Confidentiality Statement

Confidentiality is about managing information in a respectful, professional and purposeful manner. Confidentiality should be maintained in respect of all issues and people involved in concerns about the welfare of a child or bad practice within a club. It is important that the rights of both the child and the person about whom the complaint has been made are protected.

- Every effort should be made to ensure that confidentiality is maintained for all concerned.
- All information regarding concern of child abuse should be shared on a “need to know” basis in the interests of the child.
- No undertaking regarding secrecy can be given.
- Giving information to others for the protection of a child is not a breach of confidentiality.
- Information that is gathered for one purpose must not be used for another without consulting the person who provided that information.

Any records of concerns, complaints, or disclosures will be kept in a confidential file in a secure place with access only to designated people i.e. child protection officer and/or club chairperson.

Parents, volunteers and all club members will be made aware that all such records are kept strictly confidential.

3. Safe Practices

For the safe day to day running of the club and to minimize opportunities for accidents or harm to happen to the members the following are club policy:

Good Management:

1. Careful attention is given to application of criteria for admission of new members, volunteers or workers.(ie supply of Atlanto-axial clearance, volunteer references etc., before admission to club.)
2. Careful attention is given to the gathering, recording and sharing of necessary information about children's needs, abilities, medical conditions etc.,(ie parents or carer must attend club with child for first 6 visits, emergency nos. for each child recorded etc.,)
3. Careful attention is given to the necessary preparation, support or training of all workers/volunteers.(people rostered for duty will have been given orientation training with necessary information about children, activities, emergency information, first aid box etc.)
4. Activities will be chosen that are age and ability appropriate.

Supervision of Children:

- Children should not be left unattended.
- Adults on duty know at all times where children are and what they are doing.
- Adults on duty are clearly identifiable.
- 6 adults/volunteers are on duty for each meeting unless reduced attendance requires fewer. Equally, where circumstances require increased adult:child/vulnerable adult ratio such as on outings etc will apply.
- Some children / vulnerable adults require one to one supervision and this need will be reviewed and identified before a meeting/ outing.

Attention to Health and Safety:

- Attention is paid to the general condition and safety of the physical environment, equipment and transport used during club activities.
- Access to areas that may be considered unsafe (i.e. kitchen), may be restricted.

Administration of Medicines

- Adults/Volunteers are not authorised to administer medicines

4. Code of Behaviour for Interaction Between Members and Co-ordinators/ Volunteers

It is important that our behaviour reflects the child-centred ethos of our club.

All parents, workers, volunteers, children and vulnerable adults will be given guidance on what is expected and what is not accepted with respect to behaviour within the club.

- Physical contact is a valid way of comforting, reassuring and showing concern for children but it should only take place when it is acceptable to all concerned.
- Parents/Volunteers should be sensitive to the risks involved in participating in contact sports or other activities.
- Parents/Volunteers should never physically punish or be in any way verbally abusive to a child or vulnerable adult. All members, i.e. children, vulnerable adults and parents are requested to note club policy of no slapping, shouting, name calling or ridiculing of any sort.
- Parents/Volunteers should not use language of a sexual nature in the presence of children or vulnerable adults
- Parents/Volunteers should encourage children and vulnerable adults to report cases of bullying to either the Designated Liaison Person or an adult they trust of their choice.
- No child or vulnerable adult should be taken alone in a car.

- No child or vulnerable adult should be left alone at the end of the club day. Two co-ordinators should stay with the child/vulnerable adult until the parent/designated person arrives to collect the member.

Never

- Engage in rough physical games that make a child uncomfortable, including horseplay, even in structured sports activities.
- Allow or engage in inappropriate touching of any form.
- Allow children, vulnerable adults or other adults to use inappropriate language unchallenged
- Allow children, vulnerable adults or other adults to use inappropriate physical force unchallenged.
- Let allegations made by a child or vulnerable to go unrecorded.
- Do things of a personal nature for children or vulnerable adults that they can do for themselves.
- Show favoritism

Behaviour Management

- The club expects a standard of behaviour from all involved in the club. This is governed by our Code of Behaviour which is published on our website www.dublinsoutharchclub.ie

5. Anti-Bullying Policy

- Dublin South Arch Club takes bullying seriously and our policy is published on our website www.dublinsoutharchclub.ie

6. Recruitment Policy

The majority of people who apply to help in the running of Dublin South Arch Club are either parents or people interested, well motivated and suitable for the various tasks involved. It is, nonetheless, essential that we, as a group, take all reasonable steps to ensure that only suitable people are recruited to work with young people. We have a selection procedure as follows:

Each new applicant should

- Be garda vetted and all documentation and procedures should be followed to be compliant with all safe guarding requirements
- Be briefed on their duties and responsibilities.
- They must be given a copy of our Child Protection Policy and they must sign up to our Code of Behaviour
- Documentation must be received confirming the identity of the applicant, such as a long birth cert or a passport or driving licence.
- All new comers to help in the running of the club, should have a short informal chat with a co-ordinator on their first day so that they understand what is expected and to have knowledge of the club's Code of Behaviour and Child and Vulnerable Adult Protection Policy.

8. Complaints Procedure

Who can make a complaint?

- Children and vulnerable adults involved with the Dublin South Arch Club
- Their parents/carers
- Youth Workers/Volunteers

How to make a complaint

- If the complaint is in relation to the safety and welfare of children the complaint should be made to the Designated Liaison Person .
- Complaints of any other nature should be made to a committee member, and/or Chairperson.
- If a complaint is made about a club member/volunteer that person will be informed by the chairperson.

Information you need to Provide:

- The name and address of the child affected
- If the complaint is being made by a parent/guardian or other adult the name and address of the parent/guardian or other adult.
- Exactly what you are dissatisfied with
- The names of the Official(s) who dealt with you
- If your complaint is complicated, you may find it best to put it in writing so that no important detail is overlooked. Remember to send in copies of all relevant documentation/correspondence that you have

Our Standards for Dealing with Complaints:

- If the complaint relates to the safety and welfare of a child, it will be examined in accordance with good practice in relation to the safety and welfare of children.
- We will treat your complaint properly, fairly and impartially and in the best interests of the child.
- We promise that making your complaint will have no implications for your dealings with the Dublin South Junior Arch Club.
- A member appointed by the committee other than those originally involved will examine your complaint.
- We will examine and review your complaint and send a reply to you within 20 working days of the receipt of your complaint. Where it is not possible to meet this target, we will inform you and continue to do so until the matter is resolved.
- We will apologize for any fault on the part of the club, explain what happened and put it right wherever possible.
- We will change the way we do things to avoid making the same mistakes in future.

9. Dealing with Disclosures

- This will be dealt with in accordance with our Child and Vulnerable Adult Safeguarding Policy which is governed by our legal obligations under the Children First Act 2015.

11. Allegations Against Volunteers

- This will be dealt with in accordance with our Child and Vulnerable Adult Safeguarding Policy which is governed by our legal obligations under the Children First Act 2015.

12. Accident Procedure

- Emergency Numbers of Parents/Carers to be kept in the Attendance Book in the club.
- First Aid Box must be kept in storage with club equipment and be taken out for every session.

- An incident book will be kept with the First Aid Box.
- All accidents must be recorded in the Incident Book – Date, time, nature of accident, procedures followed etc.,

13. Procedure on Trips Away

- Full list of all in attendance (Including volunteers and parents)
- Contact details for parents of members
- Contact details of venue given to parents
- Relevant medical details of members should be supplied.
- First Aid Box must be at hand

Recognising Abuse

The ability to recognise child abuse or the abuse of a vulnerable adult depends as much on a person's willingness to accept the possibility of its existence as it does on knowledge and information. It is important to note that abuse is not always readily visible, and may not be as clearly observable as the "text book" scenarios outlined in these guidelines suggest. The recognition of abuse normally runs along three stages:

- i) Considering the possibility – if a child appears to have suffered an inexplicable and suspicious looking injury, seems distressed without obvious reason, displays unusual behavioural problems or appears fearful in the company of parents/carers.
- ii) Observing signs of abuse – a cluster or pattern of signs is the most reliable indicator of abuse. Children or vulnerable adults may make direct or indirect disclosures, which should always be taken seriously. Less obvious disclosures may be gently explored with a child, without direct questioning (which may be more usefully carried out by the health board or An Garda Síochána). Play situations such as drawing or story telling may reveal significant information. Indications of harm must always be considered in relation to the person's social and family context, and it is important to always be open to alternative explanations.
- iii) Recording of information – it is important to establish the grounds for concern by obtaining as much detailed information as possible. Observations should be recorded and should include dates, times, names, locations, context and any other information which could be considered relevant or which might facilitate further assessment/investigation.