



Killaloe Sailing Club Child Protection Policy

Document approved by the Committee & signed
by the Commodore:

Name: John Callanan

Signed:

Date:

Revision History:

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| 2012 | Document created & signed off by the committee |
| Oct -16 | Document reviewed by Stefany Gorski (Child Protection Officer) & Liz Cooper |
| Feb-17 | Document updated by Sue Concannon |
| Jun-18 | Document updated by Aoise Ryan |
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Contents

| | |
|---|----|
| 1. POLICY STATEMENT | 3 |
| 2. PRINCIPLES | 3 |
| 3. THE CHILD PROTECTION OFFICER | 5 |
| 4. GENERAL SUPERVISION..... | 5 |
| Appendix A: Responsibility to Report | 7 |
| Sample Form to Report a Safeguarding Concern..... | 8 |
| Appendix B: Sample Reference Form | 9 |
| Appendix C: Sample Application Form for instructors..... | 10 |
| Appendix 4: Good Practice Guidelines for Instructors, Volunteers and Staff..... | 12 |
| Appendix E: Child Safeguarding Statement | 13 |

1. POLICY STATEMENT

Killaloe Sailing Club is fully committed to safeguarding the wellbeing of its members. Every individual in the Club should at all times, show respect and understanding for the rights, safety, and welfare of members, and conduct themselves in a manner that reflects the principles of the Club and the guidelines contained in the “The Code of Ethics and Good Practice for Children’s Sport in Ireland” and national safeguarding guidelines.

Copies of the Code of Ethics Good Practice for Children’s Sport in Ireland are available online from Irish Sports Council website www.irishsportsCouncil.ie and safeguarding documentation is available online from <http://safeguardingcommittee.ie/index.php/resources/>

2. PRINCIPLES

Killaloe Sailing Club has adopted “The Code of Ethics and Good Practice for Children’s Sport in Ireland” and endeavours to promote good practice by everyone involved in the Club, and to provide a safe, healthy, enjoyable environment for young members. Adults interacting with children in sailing are in a position of trust and influence. They should always ensure that they treat children with integrity and respect and that the self-esteem of children is enhanced. The trust implicit in adult-child relationships in sailing places a duty of care on all adults, voluntary or professional, to safeguard the health, safety and welfare of the child while engaged in their sailing activity. All adult actions in sailing will be guided by what is best for the child and carried out in the context of respectful and open relationships.

The following principles apply within the Club:

- Children’s involvement in sailing should be an enjoyable experience.
- The safety of children should always be the paramount concern of those adults responsible for providing sailing opportunities at whatever level an individual adult is involved.
- All adults have a responsibility to be aware of child protection as an issue.
- Instructors / volunteers will be properly recruited and managed and appropriate training will be made available to them. (Refer to Appendix 2, 3 and 4 of this document)
- Verbal, physical, emotional or sexual abuse of any kind or threat of such abuse is totally unacceptable.
- A Safeguarding Statement (Appendix E) is posted on noticeboard in KSC, in line with national standards, an available on website.
- The KSC Safeguarding Risk Assessment (Appendix E) should be reviewed at least every two years.
- All responsible adults who supervise children under the age of 18 more than four times in one month are recommended to be Garda Vetted and to be familiar with Safeguarding guidelines. This includes members who supervise children’s sessions from the shore, do base duty and those on the safety rota.
- All child specific events will be supervised by a responsible adult.

- Any away trips will have suitably qualified personnel (safeguarded and Garda Vetted) in situ. This does not include trips where each child is escorted for the duration of the trip by a parent/guardian.
- A photograph and details on how to contact the Child Protection Officer are posted on club noticeboard, club toilet facilities and changing rooms.
- Contact details for the DLP and DDLP are to be visibly available on site.

Changing Areas:

Gender and child specific events will facilitate child and gender specific changing areas for a period of time during such events. During these specified times, adults are not permitted to change in these areas.

Gender Balance

Employees and volunteers of children’s events will be gender balanced, to cater for the potential uptake of the event. This is subject to the availability of suitable employees.

Communication with Under 18s

- Children under the age of 18 may be contacted as a recipient of a generic or personal electronic address, only with parental consent.
- All electronic contact with children under the age of 18 should be made through a parent or with parental consent. A copy of all such communication should be included to a parent also.
- Contact made with employees age 16 – 18 may be made directly with the child, on condition it relates only to the relevant or potential employment.

Use of Photography and Images. A parent / guardian of each child must accept and sign a waiver concerning images being taken and a GDPR statement when signing any KSC forms. Sample statements are:

- “I agree for my personal data and the personal data of _____, for whom I am a parent / guardian, to be used and held by Killaloe Sailing Club and Irish Sailing, in accordance with the GDPR.”
- “I agree for images taken of my son /daughter / charge to be used, held and shared by Killaloe Sailing Club in keeping with Safeguarding guidelines.”

3. THE CHILD PROTECTION OFFICER

The Child Protection Officer acts as a first point of contact and resource for all members of Killaloe Sailing Club with regard to children's issues.

The Child Protection Officer is: **Reggie Quinn** (for phone number, see Club Notice Board)

Email: hartyq2@gmail.com

The role of the Child Protection Officer in Killaloe Sailing Club is to:

- Promote awareness of the "Code of Ethics and Good Practice for Children's Sport in Ireland" within the club and particularly among the children and their parents/guardians.
- Ensure that children have a voice in the running of their club and can talk freely about their experiences in their sailing activities.
- See that children know how to make their concerns known to instructors/ volunteers or members, adults or agencies.
- Encourage the involvement of parents/guardians in the club activities.
- Report as required to the Main Committee of Killaloe Sailing Club.
- Confidentially report any concerns to the Designated Liaison Person (DLP) and / or the Deputy Designated Liaison Person (DDLDP).

The Child Protection Officer, DLP and DDLP do not have the responsibility of investigating or validating child protection concerns within the club and have no counselling or therapeutic role. These roles are filled by the Statutory Authorities, the Department of Health and Children and the Gardáí, as outlined in Children First. It is, however, possible that child protection concerns will be brought to the attention of the Child Protection Officer. In this event, it is essential that any allegations or complaints are reported to the Child Protection Officer within Killaloe Sailing Club, whose responsibility it is, to refer on such allegations or complaints to the DLP / DDLP of KSC and/or Irish Sailing and potentially Statutory Authorities (for further information refer to Appendix A of this document). A sample form to report safeguarding concerns is also available in Appendix A.

4. GENERAL SUPERVISION

Probably the most critical element to ensuring children's wellbeing both on and off the water is the provision of appropriate adult (over 18yrs) supervision. The number of adults required and the skill or competencies they should have, will depend on the nature of the activity, the age of the participants and any special needs of the group.

- Specific ratios for on the water training and coaching activities are set out in Irish Sailing Training Centre Operating Requirements. These are a good guideline for *any* on the water activities and examples include – 1 to 3 for power boating or windsurfing, 1 to 6 for start sailing, 1 to 8 for instructor training and 1 to 12 for advanced sailing courses.
- The guideline ratio for safety boat cover at competition 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.
- Of course, all of these are guides or maximums and will change depending on the circumstances, e.g. environment, conditions, participants with special needs or away trips and must be set out and agreed prior to the event.

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
- In changing rooms, ask parents to take responsibility and supervise in pairs of appropriate gender. If parents are not available, leaders should provide this supervision. Beware of leaving groups unsupervised in changing rooms for any length of time as this is area / period where bullying is more likely to occur.
- 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)

Appendix A: Responsibility to Report

Any person, who suspects that a child is being abused, or is at risk of abuse, has a responsibility to report their concerns to the health board. This responsibility is particularly relevant to professionals such as teachers, child care workers and health professionals who have regular contact with children in the course of their work. It is also an important responsibility for staff and volunteers involved in sports clubs, parish activities, youth clubs and other organizations catering for children.

Recording Allegations or Suspicions

The following is a list of what should be recorded:

1. Details of Child.
2. Details of concern(s), allegation(s) or incident(s) dates, times, who was present, description of any observed injuries, parent's view(s), child's view(s) if known.
3. Details of person(s) allegedly causing concern in relation to the child.
4. Name and Address of other personnel or agencies involved with this child.
5. Are Parents/Legal Guardians aware of this referral to the Social Work Department?
6. Details of Person reporting concerns.
7. Details of Person compiling the complaint.

Child Protection and/or Welfare Concerns should be reported to:

Child Care Manager Department,
Tobartaoscain,
Ennis,
Co. Clare
Phone: 065 – 682392; Fax: 065 - 6823926

If you are unsure if you should report your concerns, please telephone the duty social worker and discuss your concerns with him/her.

A form is available to report any concerns within the club. These can be reported to the Child Welfare Officer or the Designated Liaison Person (DLP) or the Deputy Designated Liaison Person (DDL). The DLP / DDL should always be informed if a report is being made within KSC and/or to an external party.

**In case of Emergency or outside Health Board hours contact should be made
with An Garda Síochána**

Sample Form to Report a Safeguarding Concern

Date of report

Details of child:

Name:

Gender: Male / Female

Details of person reporting:

Name:

Telephone:

Address:

Relationship to child:

Is mother aware? Yes / No

Is father aware? Yes / No

Comment:

Details of report:

(Details of concern(s), allegation(s) or incident(s) dates, times, who was present, description of any observed injuries, parent's view(s), child's view(s) if known.)

Details of person allegedly causing concerns to the child:

Name:

Age:

Relationship to child:

Appendix B: Sample Reference Form

(Private and Confidential)

The person named below has expressed an interest in becoming an instructor/volunteer with Killaloe Sailing Club and has given your name as a referee. This post involves substantial access to children. As an organization committed to the welfare and happiness of children, we are anxious to know if you are satisfied that this person is suitable to work with children in a sailing capacity.

Name:

Address:

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How long have you known this person?

In what capacity?

Are you satisfied that the person named above is suitable to work with children in a sporting capacity?

| | | |
|-----|----|---------------|
| Yes | No | (Please tick) |
|-----|----|---------------|

If you have answered no, we may contact you in confidence

| | |
|--|--|
| | |
|--|--|

Signed :

Date:

Appendix C: Sample Application Form for instructors

Volunteers Instructors/Volunteers

Name:

Address:

Telephone Number:

Email address:

Previous experience/involvement with sailing? Please give details:

Reason for applying

Have you ever been asked to leave a sporting organisation in the past?

| | | |
|-----|----|---------------|
| Yes | No | (Please tick) |
|-----|----|---------------|

If you have answered yes, we will contact you in confidence

Do you agree to abide by the guidelines contained in the "Code of Ethics and Good Practice for Children's Sport in Ireland", and "Children First Guidelines" ?

| | | |
|-----|----|---------------|
| Yes | No | (Please tick) |
|-----|----|---------------|

Do you agree to abide by the rules of Killaloe Sailing Club and the ISA?

| | | |
|-----|----|---------------|
| Yes | No | (Please tick) |
|-----|----|---------------|

References:

Please supply the names of two responsible people whom we can contact and who from personal knowledge are willing to endorse your application. If you have had a previous involvement in sailing or any other sport one of these names should be that of an administrator/leader of your last club/place of involvement

Name 1:

Address 1:

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Telephone Number:

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Email address:

Name 2:

Address 2:

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Telephone Number:

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Email address:

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Signed :

Date:

Appendix 4: Good Practice Guidelines for Instructors, Volunteers and Staff

Based on ISA Policies and Procedures Manual (2005), p36.

The following guidelines are intended to promote best practice and in turn to reduce the potential for participants or staff to feel unsafe or uncomfortable. Be aware of situations that can generate the potential for misunderstandings and lead to allegations of abusive behaviour. One-to-one discussions should be conducted in a relatively open place, in view of others. Where the discussion is of a sensitive nature, a third party should be made aware beforehand of the nature of the discussion, and if possible be in attendance. Disciplinary matters should be dealt with according to a pre-determined code of discipline, not addressed in the heat of the moment.

Be aware of the potential for teasing, intimidation and bullying within any group. Participants on the summer training program will range from 8 years to older teenagers, and there may be a wide mix of ages within each level. Those participants who are shy could be overwhelmed by more assertive individuals. There may be pre-existing tensions among participants that could flare up in a new setting. Ensuring that participants are busy and occupied will minimize the opportunity for overt physical intimidation.

Where instructors, staff and volunteers interact in a respectful way when dealing with each other and with participants, this will encourage the participants to behave in a similar manner towards each other. The use of sexually suggestive language should be regarded as inappropriate at all times, both from a child protection perspective and an equality perspective. References to race, sexual orientation or other differentiating features should not be tolerated.

Where it is necessary to have physical contact with participants, e.g. pulling them into a rescue boat, be aware of how that contact could be misinterpreted by a worried parent later that evening. It may be advisable to tell the parent of the incident when they collect their child. For some participants, changing in and out of sailing gear in a communal changing room may be a source of tension, and it is imperative that males do not enter the female changing room or vice versa.

When recruiting personnel to assist in child specific events, appropriate documentation is recommended in line with specific roles, including but not limited to:

| | Garda Vetting | Safeguarding 1 | Safeguarding 2 / 3 | Safety Boat | First Aid | Reference |
|--|---------------|----------------|--------------------|-------------|-----------|-----------|
| Senior Instructor | Yes | Yes | | Yes | Yes | Yes |
| Sailing Instructor | Yes | Yes | | Yes | Yes | Yes |
| Assistant Sailing Instructor | Yes | Yes | | | | Yes |
| Safety Boat Personnel | Yes * | Yes | | Yes | Yes | |
| Duty Officer | Yes * | Yes * | | | | |
| Volunteer Supervisor | Yes * | Yes * | | | | |
| Child Welfare Officer | Yes | Yes | Yes | | | |
| Junior Organiser and Assistants | Yes | Yes | | | | |
| Centre Principal and Assistants | Yes | Yes | | | | |
| DLP and DDLP | Yes | Yes | Yes | | | |
| Committee Members | Yes | | | | | |

Note: * denotes recommendation for personnel volunteering for this role > 4 times / month.

Appendix E: Child Safeguarding Statement

Killaloe Sailing Club Child Safeguarding Statement

Section 1 – Killaloe Sailing Club Information

Killaloe Sailing Club is a sailing club offering the sport of sailing, and powerboat training in Co. Clare and it provides various sporting activities and opportunities for young people through participation in training, regional/provincial/national/events/regattas and regular sailing programme.

Killaloe Sailing Club details:

- Name: Killaloe Sailing Club (KSC)
- Sport: Sailing and Powerboating
- Location: Carrownakilly, Killaloe, Co Clare, V94 X226
- Size: 84 memberships (28 single; 54 family; 2 honorary) , and 7 instructors
- Activities: Training, Competition, Camping, Cruising

Section 2 - Principles to safeguard children from harm

KSC is committed to safeguarding children and by working under the guidance of our Safeguarding Policies our staff, both volunteers and employed, working with our young people, throughout the organisation, seek to create a safe environment for young people to grow and develop within sport. The following set of principles are adhered to:

- **Importance of childhood** - The importance of childhood is understood and valued by everyone involved in our sport.
- **Needs of the child** - All children's sport experiences is guided by what is best for children. This means that adults have a basic understanding of the emotional, physical and personal needs of young people.
- **Integrity in relationships** - Adults interacting with children in sport are in a position of trust and influence. They should always ensure that children are treated with integrity and respect, and the self-esteem of young people is enhanced.
- **Fair Play** - All children's sport should be conducted in an atmosphere of fair play. The principles of fair play should always be emphasised, and organisers should give clear guidelines regarding acceptable standards of behaviour.
- **Quality atmosphere & ethos** - Children's sport should be conducted in a safe, positive and encouraging atmosphere.
- **Competition** - Competition is an essential element of sailing and is encouraged in an age appropriate manner. A child centred ethos will help to ensure that competition and specialisation are kept in their appropriate place.
- **Equality** - All children are valued and treated in an equitable and fair manner regardless of ability, age, gender, religion, social and ethnic background or political persuasion.

Section 3 - Risk Assessment

Killaloe Sailing Club written Risk Assessment document indicates the areas of potential risk of harm, the likelihood of the risk occurring, and gives the required policy, guidance or process documents require to alleviate these risks. The list of risks identified and procedures to manage these risks are contained in the following categories: Club and Coaching Practices; Complaints & Discipline; Reporting Procedures; Use of Facilities; Recruitment; Communications; and General Risk of Harm.

| Risk Identified | Procedure in place to manage risk identified |
|--|--|
| <p>Club and Coaching Practices</p> <ul style="list-style-type: none"> — Lack of coaching qualification — Supervision issues — Unauthorised photography & recording activities — Behavioural Issues — Lack of gender balance amongst coaches — Lack of adherence with misc procedures in Safeguarding policy | <ul style="list-style-type: none"> — ISA Recruitment policy/KSC child protection policy — Instructor training policy /KSC child protection policy — KSC Photography & Use of Images policy — KSC Instructor Charter 2021/ Safeguarding 1-2-3/ KSC Complaints Procedure — KSC Child Protection Policy — KSC Child Protection Policy — KSC Complaints Procedure |
| <p>Complaints & Discipline</p> <ul style="list-style-type: none"> — Lack of awareness of a Complaints & Disciplinary policy. — Difficulty in raising an issue by child & or parent — Complaints not being dealt with seriously | <ul style="list-style-type: none"> — KSC Complaints Procedure — /Instructor briefing — KSC Complaints Procedure — KSC Complaints Procedure |
| <p>Reporting Procedures</p> <ul style="list-style-type: none"> — Lack of knowledge of organisational & statutory reporting procedures — No DLP appointed — Concerns of abuse or harm not reported | <ul style="list-style-type: none"> — Reporting procedures/policy / Instructor training policy / Code of Conduct/Behaviour. — DLP is Susan Coote. — Reporting procedures/policy / Child Safeguarding Training – Level 1-2-3 |

KSC Child Protection Policy

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| <ul style="list-style-type: none"> — Not clear who YP should talk to or report to | <ul style="list-style-type: none"> — Poster with name of CPO, Reggie Quinn, on notice board and in changing rooms — Safeguarding statement & risk assessment on noticeboard |
| <p>Use of Facilities</p> <ul style="list-style-type: none"> — Unauthorised access to designated children’s changing rooms, toilets etc..... — Unauthorised exit from children’s areas — Photography, filming or recording in prohibited areas — Children sharing facilities with adults e.g. dressing room, showers etc.... | <ul style="list-style-type: none"> — KSC Child Protection Policy — KSC Child Protection Policy — KSC Photography & Images Policy 2021 — Separate changing facilities for adults/instructors and children |
| <p>Recruitment</p> <ul style="list-style-type: none"> — Recruitment of inappropriate people — Lack of clarity on roles — Unqualified or untrained people in role | <ul style="list-style-type: none"> — ISA Recruitment policy — ISA Recruitment policy — ISA Recruitment policy |
| <p>Communications</p> <ul style="list-style-type: none"> — Lack of awareness of ‘risk of harm’ with members and visitors — No communication of Child Safeguarding Statement of Code of Behaviour to members or visitors — Unauthorised photography & recording of activities — Inappropriate use of social media & communications by under 18s | <ul style="list-style-type: none"> — Child Safeguarding Statement / Training Policy — Child Safeguarding Statement (displayed on noticeboard & available on request)/ Instructor Charter (distributed). — KSC Photography & Images Policy 2021 — Communications policy / Code of conduct |
| <p>General Risk of Harm</p> <ul style="list-style-type: none"> — Harm not being recognised. — Harm caused by: Child to Child Coach to Child | <ul style="list-style-type: none"> — KSC Child Protection Policy — ISA Child Safeguarding Training Plan — KSC Child Protection Policy — ISA Child Safeguarding Training Plan |

KSC Child Protection Policy

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| Volunteer to Child Member to Child Visitor to Child | |
| — General behavioural issues | — Code of Conduct. |
| — Issues of Bullying | — KSC Anti-Bullying policy/Code of Conduct- Instructors; Participants |
| — Vetting of staff/volunteers | — ISA Recruitment policy / ISA Vetting policy. |
| — Issues of Online Safety | — Social Media / Online Safety policy. |

The Risk Assessment was undertaken on 4th July 2021.


Anne Gleeson
Centre Principal
Killaloe Sailing Club

Section 4 – Procedures

Our Child Safeguarding Statement has been developed in line with requirements under the Children First Act 2015 The Children First: National Guidance, Sport Ireland's Safeguarding Guidance for Children & Young People in Sport and Irish Sailing's Safeguarding Policy Document.

In addition to our Risk Assessment document described above, there are further procedures that support our intention to safeguard children while they are availing of our activities.

KSC has the following procedures in place as part of our Safeguarding Policies:

- Procedures for the management of allegations of abuse or misconduct by staff or volunteers against a child availing of our activities.
- Procedures for the safe recruitment of staff and volunteers to work with children in our activities.
- Procedures for access to child safeguarding training and information, including the identification of the occurrence of harm.
- Procedure for reporting of child protection or welfare concerns to Statutory Authorities.
- Procedure for maintaining a list of the persons in the relevant service who are mandated persons.

Please note that all procedures listed are available on request.

The Child Protection Officer for KSC is Regina (Reggie) Quinn, 086 3971910.

Section 5 – Implementation

We recognise that implementation is an ongoing process. KSC is committed to the implementation of this Child Safeguarding Statement and the procedures that support our intention to keep children safe from harm while availing of our activities.


Please note the following:

- That all instructors have been furnished with a copy of this statement.

KSC Child Protection Policy

- This statement is available to parents/guardians, and members of the public on request.
- This statement will be displayed on our website and on public display in the club.

This Child Statement will be reviewed by 4th July 2024

Signed: 
Centre Principal
Name: Anne Gleeson

Date: 4th July 2022

Phone no: 086 3997611

