



**Child Protection and Safeguarding Policy
&
Child Safeguarding Statement and Risk Assessment**

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Child Protection & Safeguarding Policy

Introduction

Sport can have a very powerful and positive influence on young people. Not only can it provide opportunities for personal enjoyment and development, it can also help to develop valuable qualities such as self-esteem, leadership, teamwork and hopefully a lifelong passion for their chosen sport.

The INSS Child Safeguarding Policy is an integral component of the Irish National Sailing and Powerboat School's overall Code of Ethics & Conduct which includes all of the Irish National Sailing and Powerboat School's policies and procedures relating to ethics, conduct, disciplinary, and appeal procedures.

1. Guiding Principles

The Service We Provide

The Irish National Sailing & Powerboat School provides various sailing activities and opportunities for young people through participation in sailing, watersports and other educational activities.

Nature of Service and Principles to Safeguard Children from Harm

The Irish National Sailing & Powerboat School is committed to safeguarding children and by working under the guidance of Irish Sailing 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.

1. Beliefs, Values, and Codes

All young people should be treated in an equitable and fair manner irrespective of age, gender, religion, race, ability, social or ethnic background, or political persuasion, and have the right to protection at all times from physical, emotional or sexual abuse.

The Irish National Sailing and Powerboat School is committed to creating a child-centred ethos within its organisation which ensures that participation, competition and specialisation are kept in their appropriate place. The Irish National Sailing and Powerboat School is committed to maintaining the highest possible standards of behaviour and conduct during all Irish National Sailing and Powerboat School activities.

All those involved in the Irish National Sailing and Powerboat School are expected to respect the rights, dignity and worth of every person, treating everyone equally. In particular, they must be aware of the special needs of young people and the need to maintain their well-being.

All those involved in the Irish National Sailing and Powerboat School have a responsibility to ensure that every young person involved in sailing is able to participate in an enjoyable and safe environment and to be protected from any form of abuse.

Our guiding principles are underpinned by *Children First: National Guidance for the Protection and Welfare of Children*, Tusla's *Child Safeguarding: A Guide for Policy, Procedure and Practice*, the United Nations Convention on the Rights of the Child and current legislation such as the Children First Act 2015, Child Care Act 1991, Protections for Persons Reporting Child Abuse Act 1998 and the National Vetting Bureau Act 2012.

2. Commitment To Legislative Compliance And Review Of Principles

The Irish National Sailing and Powerboat School is committed to ensuring that all sailing activities, organised under the auspices of the Irish National Sailing and Powerboat School, operate to the highest standards and in an environment that promotes safety, equality, and fairness.

The Irish National Sailing and Powerboat School is committed to compliance with the latest Child Safeguarding Legislation, and will undertake an ongoing review of its Child Safeguarding Policies and Procedures.

The Irish National Sailing and Powerboat School will also undertake an ongoing review of its Guiding Principles in order to ensure they are compliant with best practice under the most recent *Children First: National Guidance for the Protection and Welfare of Children*.

The Irish National Sailing and Powerboat School accepts that it has a duty of care to take all reasonable steps to ensure the safety of any person involved in sailing activities run by the Irish National Sailing School.

The Irish National Sailing and Powerboat School will maintain an ongoing risk assessment policy that will

contribute to ensuring that the Irish National Sailing and Powerboat School makes every effort to minimise all risks involved at all participation levels within the INSS. All instructors should have a clear understanding of operating with an appropriate code of ethics, awareness of what their “duty of care” is, and how this duty relates to their position of being responsible for others.

3. Who these guiding principles are for

Our guiding principles apply to all paid staff, volunteers, and students on work placement within our organisation. All staff, volunteers and students must sign up to and abide by these guiding principles and our child safeguarding procedures.

[2. Key Roles in Safeguarding](#)

1. Named Person

This person is responsible for leading the development of the Irish National Sailing and Powerboat School’s guiding principles and child safeguarding procedures, and for ensuring that policies and procedures are consistent with best practice as detailed in *Children First: National Guidance for the Protection and Welfare of Children*.

They should liaise with all key workers and volunteers who have relevant roles and responsibilities.

The named person will also assist with the review of the Irish National Sailing and Powerboat School’s guiding principles and child safeguarding procedures.

The Named Person of the Irish National Sailing and Powerboat School is

2. Designated Liaison Person

The welfare and protection of children and young people should be the concern of all staff members at all times.

In the context of the sailing school, the welfare and protection of young people is the responsibility of all individuals irrespective of their role within the school.

A Designated Liaison Person must be appointed by the Irish National Sailing and Powerboat School.

Role of the Designated Liaison Person

This person will have responsibility for liaising with the Senior Management on issues relating to child safety, welfare, and protection.

This person is responsible for ensuring that reporting procedures within your organisation are followed, so that child welfare and protection concerns are referred promptly to Tusla.

This person should record all concerns or allegations of child abuse brought to his or her attention, and the actions taken in relation to a concern or allegation of child abuse.

If this person decides not to report a concern to Tusla, the following steps should be taken:

- The reasons for not reporting should be recorded
- Any actions taken as a result of the concern should be recorded
- The employee or volunteer who raised the concern should be given a clear written explanation of the reasons why the concern is not being reported to Tusla
- The employee or volunteer should be advised that if they remain concerned about the situation, they are free to make a report to Tusla or An Garda Síochána

The Designated Liaison Person of the Irish National Sailing and Powerboat School is **Kenneth Rumball**

4. Mandated Persons

Under the *Children First Act 2015*, mandated persons have a statutory obligation to report concerns which meet or exceed a particular threshold and to cooperate with Tusla in the assessment of mandated reports, where requested to do so.

The mandated person of Irish Sailing is Ciarán Murphy, available at 01 2800239 / 087 8800744
ciaran.murphy@sailing.ie

5. Relevant Persons

The relevant person is the first point of contact in relation to the Child Safeguarding Statement; their name and contact details should be included in the Child Safeguarding Statement.

The relevant person of the Irish National Sailing and Powerboat School is Muriel Rumball.

3. Responding to or Reporting Child Welfare Concerns

1. Procedures for Reporting Child Protection/Welfare Concerns

The role of the Designated Liaison Person is to receive child protection and welfare concerns from workers/volunteers and to report concerns which meet the threshold of 'reasonable grounds for concern' to Tusla.

Reasonable Grounds for Concern

Children First: National Guidance for the Protection and Welfare of Children lists the following as reasonable grounds for concern:

- Evidence, for example an injury or behaviour, that is consistent with abuse and is unlikely to have been caused in any other way;
- Any concern about possible sexual abuse;
- Consistent signs that a child is suffering from emotional or physical neglect;
- A child saying or indicating by other means that he or she has been abused;
- Admission or indication by an adult or a child of an alleged abuse they committed;
- An account from a person who saw a child being abused.

Categories and Indicators of Abuse

Neglect

Child neglect is the most frequently reported category of abuse, both in Ireland and internationally. Ongoing chronic neglect is recognised as being extremely harmful to the development and well-being of the child and may have serious long-term negative consequences.

Neglect occurs when a child does not receive adequate care or supervision to the extent that the child is harmed physically or developmentally. It is generally defined in terms of an omission of care, where a child's health, development or welfare is impaired by being deprived of food, clothing, warmth, hygiene, medical care, intellectual stimulation or supervision and safety. Emotional neglect may also lead to the child having attachment difficulties.

The extent of the damage to the child's health, development or welfare is influenced by a range of factors. These factors include the extent, if any, of positive influence in the child's life as well as the age of the child and the frequency and consistency of neglect.

Neglect is associated with poverty but not necessarily caused by it. It is strongly linked to parental substance misuse, domestic violence, and parental mental illness and disability.

A reasonable concern for the child's welfare would exist when neglect becomes typical of the relationship between the child and the parent or carer. This may become apparent where you see the child over a period of time, or the effects of neglect may be obvious based on having seen the child once.

The following are features of child neglect:

- Children being left alone without adequate care and supervision Malnourishment, lacking food, unsuitable food or erratic feeding Non-organic failure to thrive, i.e. a child not gaining weight due not only to malnutrition but also emotional deprivation
- Failure to provide adequate care for the child's medical and developmental needs, including intellectual stimulation
- Inadequate living conditions – unhygienic conditions, environmental issues, including lack of adequate heating and furniture
- Lack of adequate clothing
- Inattention to basic hygiene
- Lack of protection and exposure to danger, including moral danger, or lack of supervision appropriate to the child's age
- Persistent failure to attend school
- Abandonment or desertion

Emotional Abuse

Emotional abuse is the systematic emotional or psychological ill-treatment of a child as part of the overall relationship between a caregiver and a child. Once-off and occasional difficulties between a parent/carer and child are not considered emotional abuse. Abuse occurs when a child's basic need for attention, affection, approval, consistency and security are not met, due to incapacity or indifference from their parent or caregiver. Emotional abuse can also occur when adults responsible for taking care of children are unaware

of and unable (for a range of reasons) to meet their children's emotional and developmental needs. Emotional abuse is not easy to recognise because the effects are not easily seen.

A reasonable concern for the child's welfare would exist when the behaviour becomes typical of the relationship between the child and the parent or carer.

Emotional abuse may be seen in some of the following ways:

- Rejection
- Lack of comfort and love
- Lack of attachment
- Lack of proper stimulation (e.g. fun and play)
- Lack of continuity of care (e.g. frequent moves, particularly unplanned) Continuous lack of praise and encouragement
- Persistent criticism, sarcasm, hostility or blaming of the child
- Bullying
- Conditional parenting in which care or affection of a child depends on his or her behaviours or actions
- Extreme overprotectiveness
- Inappropriate non-physical punishment (e.g. locking child in bedroom) Ongoing family conflicts and family violence
- Seriously inappropriate expectations of a child relative to his/her age and stage of development

There may be no physical signs of emotional abuse unless it occurs with another type of abuse. A child may show signs of emotional abuse through their actions or emotions in several ways. These include insecure attachment, unhappiness, low self-esteem, educational and developmental underachievement, risk taking and aggressive behaviour.

It should be noted that no one indicator is conclusive evidence of emotional abuse. Emotional abuse is more likely to impact negatively on a child where it is persistent over time and where there is a lack of other protective factors.

Physical Abuse

Physical abuse is when someone deliberately hurts a child physically or puts them at risk of being physically hurt. It may occur as a single incident or as a pattern of incidents. A reasonable concern exists where the child's health and/ or development is, may be, or has been damaged as a result of suspected physical abuse.

- Physical abuse can include the following:
- Physical punishment
- Beating, slapping, hitting or kicking

- Pushing, shaking or throwing
- Pinching, biting, choking or hair-pulling
- Use of excessive force in handling
- Deliberate poisoning
- Suffocation Fabricated/induced illness
- Female genital mutilation

The Children First Act 2015 includes a provision that abolishes the common law defence of reasonable chastisement in court proceedings. This defence could previously be invoked by a parent or other person in authority who physically disciplined a child.

The change in the legislation now means that in prosecutions relating to assault or physical cruelty, a person who administers such punishment to a child cannot rely on the defence of reasonable chastisement in the legal proceedings.

The result of this is that the protections in law relating to assault now apply to a child in the same way as they do to an adult.

Sexual Abuse

Sexual abuse occurs when a child is used by another person for his or her gratification or arousal, or for that of others. It includes the child being involved in sexual acts (masturbation, fondling, oral or penetrative sex) or exposing the child to sexual activity directly or through pornography.

Child sexual abuse may cover a wide spectrum of abusive activities. It rarely involves just a single incident and in some instances occurs over a number of years. Child sexual abuse most commonly happens within the family, including older siblings and extended family members.

Cases of sexual abuse mainly come to light through disclosure by the child or his or her siblings/friends, from the suspicions of an adult, and/or by physical symptoms.

Examples of child sexual abuse include the following:

- Any sexual act intentionally performed in the presence of a child
- An invitation to sexual touching or intentional touching or molesting of a child's body whether by a person or object for the purpose of sexual arousal or gratification
- Masturbation in the presence of a child or the involvement of a child in an act of masturbation
- Sexual intercourse with a child, whether oral, vaginal or anal
- Sexual exploitation of a child, which includes:
 - Inviting, inducing or coercing a child to engage in prostitution or the production of child pornography [for example, exhibition, modelling or posing for the purpose of sexual arousal, gratification or sexual act, including its recording (on film, videotape or other media) or the manipulation, for those purposes, of an image by computer or other means]
 - Inviting, coercing or inducing a child to participate in, or to observe, any sexual, indecent or obscene act
 - Showing sexually explicit material to children, which is often a feature of the 'grooming' process by perpetrators of abuse Exposing a child to inappropriate or abusive material through information and communication technology
- Consensual sexual activity involving an adult and an underage person

An Garda Síochána will deal with any criminal aspects of a sexual abuse case under the relevant criminal justice legislation. The prosecution of a sexual offence against a child will be considered within the wider objective of child welfare and protection. The safety of the child is paramount and at no stage should a child's safety be compromised because of concern for the integrity of a criminal investigation.

Complicating factors and circumstances which may make children more vulnerable to harm

Complicating factors are features of the child or young person's circumstances that are known to be associated with heightened risk to health, development and welfare.

Parent or Carer Factors

- Drug and alcohol misuse
- Addiction, including gambling
- Mental health issues
- Parental disability issues, including learning or intellectual disability
- Conflictual relationships
- Domestic violence
- Adolescent parents

Child Factors

- Age
- Gender
- Sexuality
- Disability
- Mental health issues, including self-harm and suicide
- Communication difficulties
- Trafficked/Exploited
- Previous abuse
- Young carer

Community Factors

- Cultural, ethnic, religious or faith-based norms in the family or community which may not meet the standards of child welfare or protection required in this jurisdiction
- Culture-specific practices, including:
 - Female genital mutilation
 - Forced marriage
 - Honour-based violence
 - Radicalisation

Environmental Factors

- Housing issues
- Children who are out of home and not living with their parents, whether temporarily or permanently
- Poverty/Begging
- Bullying
- Internet and social media-related concerns

Poor motivation or willingness of parents/guardians to engage

- Non-attendance at appointments
- Lack of insight or understanding of how the child is being affected
- Lack of understanding about what needs to happen to bring about change
- Avoidance of contact and reluctance to work with services
- Inability or unwillingness to comply with agreed plans

Procedure for Responding to Concerns

There is no time limit to the submission of allegations or incidents of a child safeguarding nature, however the Irish National Sailing and Powerboat School encourages reporting concerns as quickly as practicable.

The Designated Liaison Person, in consultation with the person who raised the concern, will decide if reasonable grounds for concern exist.

If reasonable grounds for concern exist, the Designated Liaison Person will report to the Mandated Person of Irish Sailing, the Irish National Sailing and Powerboat School's National Governing Body.

If the DLP decides not to make a report, the staff member with reasonable concern is still entitled to make a report to Tusla under Children First: National Guidance for the Protection and Welfare of Children, should they wish to do so. The staff member has protections under the Protection for Persons Reporting Child Abuse Act 1998, should they report independently.

The Irish National Sailing and Powerboat School recognises that concerns which do not initially meet reasonable grounds for concern may, upon review, show patterns or clusters which may heighten the level of concern. For this reason, concerns which do not initially meet reasonable grounds for concern will be recorded by the DLP, and will be available to Tusla under the Children First Act 2015. If the Designated Liaison Person is unsure as to whether a concern meets reasonable grounds for concern, Tusla can provide advice in this regard, with relevant contact details available on Tusla's website.

Procedure for Reporting Concerns

If the Designated Liaison Person decides that reasonable grounds for concern exist, they shall adhere to the following procedure:

1. The DLP must determine if the concern reaches or exceeds the threshold for 'harm' as defined under Children First Legislation.
2. The DLP must record the details of the concern and the decisions and actions taken.
3. The DLP will then report to the Mandated Person of Irish Sailing.
4. The DLP and MP must determine whether there is thought to be an immediate risk to the child, and decide if there is any actions necessary in this regard.
5. With regards to informing parents, the DLP and MP will inform parents/guardians that a report is being made, unless if by doing so the child will be placed at further risk, or if the family's knowledge of the report could impair Tusla's ability to carry out an assessment, or the person making the report to Tusla reasonably believes it may place them at risk of harm from the family.
6. A mandated report will be made jointly by the MP and the DLP to Tusla regarding the concern. In the event of an allegations of abuse made against another child, reports should be made to Tusla for both children.

It is the MP and DLP's responsibility to complete a Child Protection and Welfare Report form or a Retrospective Abuse Report Form and forward it to the Tusla Duty Social Worker. The forms are available on Tusla's website, www.tusla.ie

Note that DLPs and MPs cannot report to Tusla anonymously. Non-professionals who are reporting concerns in good faith who ask to remain anonymous will be so as much as possible, but Tusla cannot guarantee absolute confidentiality.

Information Sharing and Record Keeping

Information passed to the statutory authorities must be as helpful as possible, hence the necessity for making a detailed record at the time of the disclosure/concern.

Written confidential records of all complaints should be safely and confidentially kept in accordance with GDPR Guidelines.

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 .

For further information on this please contact the National Children's Officer or info@dataprotection.ie

The Irish National Sailing & Powerboat School reserves the right to retain any information pertaining to child protection and safeguarding matters indefinitely.

Confidentiality

Confidentiality will be maintained as much as practicable 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.

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, staff members) 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 for specific queries.

The requirements of the GDPR Law from 25th May 2018 will be adhered to.

Responding to a child who discloses abuse

A child or young person may disclose to a worker or volunteer that they have been or are being harmed or abused. Children/young people will often have different ways of communicating that they are being abused. If a child or young person hints at or tells a worker or volunteer that he or she is being harmed by someone, be it a parent/carer, another adult or by another child/young person (peer abuse), it should be treated in a sensitive way.

Remember, a child/young person may disclose abuse to you as a trusted adult at any time during your work with them. It is important that you are aware and prepared for this.

- Be as calm and natural as possible.
- Remember that you have been approached because you are trusted and possibly liked. Do not panic.
- Be aware that disclosures can be very difficult for the child/young person.
- Remember, the child or young person may initially be testing your reactions and may only fully open up over a period of time.
- Listen to what the child/young person has to say. Give them the time and opportunity to tell as much as they are able and wish to.
- Do not pressurise the child/young person. Allow him or her to disclose at their own pace and in their own language.
- Conceal any signs of disgust, anger or disbelief.
- Accept what the child or young person has to say – false disclosures are very rare.
- It is important to differentiate between the person who carried out the abuse and the act of abuse itself. The child/young person quite possibly may love or strongly like the alleged abuser while also disliking what was done to them. It is important therefore to avoid expressing any judgement on, or anger towards the alleged perpetrator while talking with the child/young person
- It may be necessary to reassure the child/young person that your feelings towards him or her have not been affected in a negative way as a result of what they have disclosed.
- Reassure the child/young person that they have taken the right action in talking to you.

When asking questions:

- Questions should be supportive and for the purpose of clarification only.
- Avoid leading questions, such as asking whether a specific person carried out the abuse. Also, avoid asking about intimate details or suggesting that something else may have happened other than what you have been told. Such questions and suggestions could complicate the official investigation

At the earliest opportunity, tell the child/young person that:

- You acknowledge that they have come to you because they trust you.
- You will be sharing this information only with people who understand this area and who can help. There are secrets which are not helpful and should not be kept because they make matters worse. Such secrets hide things that need to be known if people are to be helped and protected from further on-going hurt. By refusing to make a commitment to secrecy to the child/young person, you do run the risk that they may not tell you everything (or, indeed, anything) there and then. However, it is better to do this than to tell a lie and ruin the

child/young person's confidence in yet another adult. By being honest, it is more likely that the child/young person will return to you at another time.

At the earliest possible opportunity:

- Record in writing, in a factual manner, what the child/young person has said, including, as far as possible, the exact words used by the child/young person.
- Inform the DLP immediately and agree measures to protect the child/young person, e.g. report the matter directly to Tusla.
- Maintain appropriate confidentiality.

Following a disclosure by a child/young person, it is important that the worker/volunteer continues in a supportive relationship with the child/young person. Disclosure is a huge step for a child/young person.

Workers/volunteers should continue to offer support, particularly by:

- Maintaining a positive relationship with the child/young person;
- Keeping lines of communication open by listening carefully to the child/young person;
- Continuing to include the child/young person in the usual activities.

Any further disclosure should be treated as a first disclosure and responded to as indicated above. Where necessary, immediate action should be taken to ensure the child/young person's safety.

Responding to adults who disclose childhood abuse

Where such a disclosure is made it is essential to establish whether there may be current risk to any child or young person who may be in contact with the alleged abuser revealed in the disclosure. This is important even where the children/young people about whom there may be a concern are still to be identified.

If any risk is deemed to exist to a child/young person who may be in contact with an alleged abuser, follow the procedures for reporting concerns.

2. Responding to Allegations of Abuse Made Against Staff Members

An allegation of abuse may relate to a person who works with children who has:

- Behaved in a way that has or may have harmed a child/young person;
- Possibly committed a criminal offence in relation to a child/young person;
- Behaved towards a child/young person or children/young people in a way that indicates they may pose a risk of harm to a child/young person;
- Behaved in a way that is contrary to the organisation's code of behaviour for workers and volunteers;
- Behaved in a way that is contrary to professional practice guidelines.

If an allegation is made against a staff member of the Irish National Sailing and Powerboat School, it must be ensured that everyone involved is dealt with appropriately and in accordance with the Irish National Sailing and Powerboat School's guiding principles and child safeguarding procedures, the

rules of natural justice, and any relevant employment law. The Irish National Sailing and Powerboat School has a dual responsibility in respect of both the child/young person and the staff member.

Reporting allegations of abuse made against staff members to Tusla

The Irish National Sailing and Powerboat School's reporting procedure should always be followed by the DLP.

In addition:

- Senior Management must be alerted to the allegation by the DLP
- The first priority is for the safety of the child/young person
- Management must make sure no child or young person is exposed to unnecessary risk
- Parents/guardians should be informed of any action planned while having regard to the confidentiality rights of others, such as the person against whom the allegation has been made.

Tusla's *National Policy and Procedure for Responding to Allegations of Abuse and Neglect* will be applied by Tusla when assessing allegations of abuse made against staff members.

Internal Personnel Procedures for dealing with staff members

In the context of an allegation of abuse against a staff member, the Irish National Sailing and Powerboat School's disciplinary procedures should be followed in order to ensure that fair procedure is followed and take account of the employment contract as well as the rules of natural justice.

The additional following points should also be considered:

- In making an immediate decision about the worker's/volunteer's presence in the organisation, Senior Management will, as a matter of urgency take any measures necessary to protect the child/young person. These should be proportionate to the level of risk to the child/young person. These protective measures do not presume guilt of the person involved.
- Senior Management will privately inform the staff member that an allegation has been made against them, and the nature of the allegation made.
- The staff member should be afforded an opportunity to respond. Senior Management should note the response and pass on this information if making a formal report to Tusla. The staff member should be offered the option to have representation at this stage, and should be informed that any response may be shared with Tusla.
- Senior Management should ensure that actions taken do not frustrate or undermine any investigations or assessments undertaken by Tusla or An Garda Síochána. The Irish National Sailing and Powerboat School should liaise closely with the investigating bodies to ensure this.

Whistleblowing

Staff members are made aware of the appropriate authorities outside of the Irish National Sailing and Powerboat School to whom they should report if they are inhibited in reporting an incident internally or where they are dissatisfied with the internal response.

Staff members are reminded that if they raise a concern, which, through the process of investigation, has not been validated, they have not been in any way wrong in their initial action to report. Such responsible action is encouraged in the Irish National Sailing and Powerboat School, and whistleblowers should feel confident in their support from the Irish National Sailing and Powerboat School.

4. Working Safely with Children and Young People

1. Safe Recruitment and Selection of Staff

Procedures for recruiting and selecting staff

Introduction

All reasonable steps should be taken to ensure unsuitable people are prevented from working with young people. It is essential that the same procedures are used consistently for all posts whether full-time or part-time.

Advertising

If any form of advertising is being used to recruit individuals, it should reflect the:

1. key responsibilities of the role;
2. level of experience and/or qualification required;
3. the school's open and positive stance on child safeguarding and equal opportunities.

Pre-Application Information

Pre-application information sent to interested or potential applicants should contain:

1. a job description, including roles and responsibilities;
2. a person specification (e.g. stating qualifications and/or experience required);
3. an application form.

Recruitment Application Forms

All applicants, whether for full-time or part-time positions, should complete an application form. An application form should be designed to elicit all the necessary information.

The application form will contain a declaration section which allows individuals to self-declare any relevant information in relation to their suitability to work with children or young people.

A minimum of two written references should be taken up, only when the position has been offered to an applicant. References must include their last employer and should be followed up either by phone or in person.

Short-listing

Short-listing by a designated committee should be made for each post in accordance with the application form and the relevant person specification.

Interview, disclosure and induction

A formal interview is always required for positions involving working with young people. The interview should be carried out according to acceptable protocol and recommendations. All staff, should undergo a formal induction in which;

1. their qualifications / experience are substantiated;
2. they are reminded that they have agreed to abide by the Code of Conduct outlined in INSS Child Safeguarding Policy, and they may face disciplinary action if there is an allegation that the Code has been broken;
3. the expectations, roles, and responsibilities of the position are clarified.
4. child protection policy and implementation procedures are explained and training needs established;

5. if practicable, the new recruit should be mentored by an experienced person.

Training

Checks are only part of the process to protect young people from possible poor practices and/or abuse. Appropriate training will enable individuals to recognise their responsibilities with regard to their own good practise and the reporting of suspected poor practice / concerns of possible abuse.

Monitoring and appraisal

At regular intervals (or following a particular programme), the opportunity should exist to receive formal (e.g. through an appraisal) or informal feedback, to identify training needs and set new goals. The Irish National Sailing and Powerboat School should be sensitive to any concerns about poor practice or abuse and act on them at an early stage following the guidelines in this document.

Vetting by the National Vetting Bureau

Under the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, all people working with children and vulnerable adults are required to undergo vetting.

The Irish National Sailing and Powerboat School must vet applicants who will be working directly with children with the National Vetting Bureau prior to appointment and commencement of work.

In line with data protection legislation, information from the National Vetting Bureau should only be retained when necessary and must be stored securely with secured access.

Criteria for re-vetting is outlined as follows:

2. Child Safeguarding Training Strategy

It is a requirement of all staff members who are expected to be in direct contact with children as part of their work to have completed a Safeguarding 1 – Child Welfare & Protection Basic Awareness Course, and hold the relevant certificate as such. This course educates participants on the implementation of best practice in protecting the welfare of children involved in sport, and is applicable to services provided in the Irish National Sailing and Powerboat School.

The Designated Liaison Person and the Deputy Designated Liaison Person are expected to have completed the Safeguarding 1 Course and also to have completed the Designated Liaison person 3-hour workshop.

It is usual that the Designated Liaison Person and the Children's Officers of the Irish National Sailing and Powerboat School will be the similar person. If this happens to not be the case, a Children's Officer will be expected to have completed the 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 sailing school and support the implementation of best practice in the sailing school.

Ensuring Safeguarding Training is Consistent with Children First

All safeguarding training accessed by or delivered to staff members of the Irish National Sailing and Powerboat School will be consistent with *Children First, National Guidance for the Protection and Welfare of Children* and the Children First Act 2015.

Keeping Training Records

The Irish National Sailing and Powerboat School aims to keep up-to-date records on all qualifications and training provided to its staff.

Copies of Safeguarding certificates are kept along with other staff qualification copies in hard copy form, which detail the tutor and the date of completion of the relevant course.

Safeguarding certificates are also monitored on a database of staff qualifications, and allow for rapid inspection of the validity of a person's safeguarding training.

Annual audits and regular refreshes to the hard copy folders ensure that all staff's records are up-to-date.

3. Procedures to Ensure Safe Management of Activities

Keeping a register of children and young people

All relevant information of students of the Irish National Sailing and Powerboat School is collected and stored in accordance with the General Booking Procedure.

Maintaining Good Record-Keeping

Irish National Sailing and Powerboat School office staff shall keep up-to-date records of the following

- Attendance of courses
- Accident Reports
- Incident Reports
- Consent Forms
- Complaints

Health and Safety Responsibilities

The Irish National Sailing and Powerboat School is committed to ensure that all services are provided in an environment that is as safe and healthy as possible.

We shall ensure that:

- All buildings being used meet required standards
- Toilets, shower areas, washing facilities, and changing rooms are to standard
- Fire precautions are in place and staff are aware of these precautions
- First Aid facilities and equipment are adequate
- There is access to a phone
- Equipment is checked regularly
- Insurance cover is adequate

Accidents and Incidents

Following the Accident and First Aid Procedure will allow accidents and incidents to be recorded and followed up on in an efficient manner.

Safe Supervision of Children

The Irish National Sailing and Powerboat School recognises that children are less likely to experience accidents or incidents if they are supervised properly, and organises its activities to maximise participation, fun, and learning in a way that minimises risk. Following the procedures laid out in the Supervision Policy helps us to achieve these aims.

Ensure Safe Adult-Child Ratios

It is extremely important for instructors to operate in accordance with the Royal Yachting Association recommended ratios in order to provide a safe environment for both children and instructors.

Using External Facilities – Whose reporting procedures apply?

The Irish National Sailing and Powerboat School makes use of external facilities due to our partnership with Poolbeg Yacht and Boat Club. The agreement of this arrangement is that the Irish National Sailing and Powerboat School's guiding principles and child safeguarding procedures will be followed.

Use of Photography, Video, and/or Social Media

The Online Policy of the Irish National Sailing and Powerboat School outlines the procedures with respect to:

- Consent for filming and photography and use of same
- Use of the Irish National Sailing and Powerboat School's information, including information about children, on social media sites
- Expectations around the conduct of staff and service users when using social media sites
- Use of mobile phones while in the service

4. Management of Staff

The Irish National Sailing and Powerboat School Code of Behaviour for the Safeguarding of Children

This Irish National Sailing and Powerboat School Code of Behaviour for the Safeguarding of Children applies to all those involved in Irish National Sailing and Powerboat School. All such individuals have a responsibility to act according to the highest standards of integrity, and to ensure that the reputation of the Irish National Sailing and Powerboat School is beyond reproach. Allegations of a child safeguarding concern relating to the breaking of the Code of Behaviour for the Protection of Children must follow the Reporting Procedures.

All those involved in the Irish National Sailing and Powerboat School must respect the rights and choices of young people, treating everyone equally and sensitively regardless of their gender, ethnic origin, cultural background, sexual orientation, religion, or political affiliation.

The Irish National Sailing and Powerboat School is opposed to discrimination of any form and will promote measures to prevent discrimination, in whatever form, from being expressed. The following codes of behaviour must be adhered to at all times so the sailing can be enjoyed by all young people.

Instructors

All Irish National Sailing and Powerboat School Instructors **MUST WORK** within the INSS Code of Behaviour for Child Safeguarding. The term "Instructor" is taken to include all instructors whether they have achieved a recognised / accredited qualification or not.

Relationships

An Irish National Sailing and Powerboat School Instructor is concerned with:

- the safety, wellbeing and protection of all young people in their charge, ensuring that all training demands are not detrimental to the individual;
- encouraging independence though guiding participants to accept responsibility for their own behaviour and performance with training;
- ensuring their behaviour is not misconstrued or open to allegations of favouritism, misconduct or impropriety, particularly where physical contact between instructor and participant is necessary;
- ensuring participants and relevant people are aware of their qualifications and experience, respecting the rights of participants;
- refraining from public criticism of other instructors.

Integrity

An Irish National Sailing and Powerboat School Instructor:

- abides by the rules of the Irish National Sailing and Powerboat School;
- follows fair play and ethical guidelines;
- ensures all practices are suitable and relevant dependent upon the age, maturity, experience and ability of participants;
- must accurately present and evidence, upon request, details of their training qualifications and services;
- if claiming an affiliation, sponsorship or accreditation with any organisation should do so in a truthful and accurate manner;
- must declare, to the appropriate body, any criminal convictions.

Personal Standards

An Irish National Sailing and Powerboat School Instructor must not attempt to exert undue influences and pressures in order to obtain personal benefit or reward. Instructors must display high personal standards that project a favourable image of the Irish National Sailing and Powerboat School including:

- good personal appearance that projects an image of health, cleanliness and functional efficiency;
- refraining from smoking in the sporting environment;
- refraining from drinking alcohol to the extent that it:
 - is obvious they have been drinking;
 - affects their instructing competence
 - compromises a participant's safety.

Competence

- All instructors must be appropriately qualified as per the requirements of the Irish National Sailing and Powerboat School.
- Instructors should regularly seek ways of increasing their personal and professional development.
- Instructors must be receptive to employing systems of evaluation that include self-evaluation and also external in an effort to assess the effectiveness of their work.

Safety

Within the limits of their control Instructors have a responsibility to:

- establish a safe working environment;
- ensure as far as possible the safety of the participants with whom they work;
- protect young people from harm or abuse;
- fully prepare their participants for activities and make them aware of their personal responsibility in terms of safety;
- ensure all activities undertaken are suitable for the experience and ability of the participants and in keeping with approved practices as determined by the Irish National Sailing and Powerboat School.
- Report to the Designated Liaison Person any concerns they have relating to the behaviour of any other staff member. If their concerns relate to the behaviour of the Designated Liaison Person, then the concern must be reported to Senior Management.

Supervision and Support of Staff

At regular intervals (or following a particular programme), the opportunity should exist to receive formal (e.g. through an appraisal) or informal feedback, to identify training needs and set new goals. The Irish National Sailing and Powerboat School should be sensitive to any concerns about poor practice or abuse and act on them at an early stage following the guidelines in this document.

5. Dealing with a Concern About Another Staff Member

If a staff member has a concern about the behaviour of another staff member, it is essential that they report these concerns to the Designated Liaison Person. Where the concern relates to the Designated Liaison person, reports should be made to Senior Management.

The DLP will determine if the concern constitutes a child safeguarding concern, and if so they will follow the Reporting Procedures for Child Safeguarding/Welfare Concerns. It will also be necessary to follow the Irish National Sailing and Powerboat School's Procedures for responding to allegations of abuse made against staff members.

Where the staff member feels that their concerns have not been given due regard within the Irish National Sailing and Powerboat School, they should contact Tusla or An Garda Síochána directly.

If the concern does not meet the reasonable grounds for concern, it may still need to be addressed by the DLP with the staff member in question. Such a case would occur when the concern relates to poor practice rather than abusive behaviour.

Such behaviours by a staff member that may cause such concern include when the staff member:

- Is secretive and evasive about their activities and time spent with children and young people;
- Creates opportunities to spend significant amounts of time away from other workers/volunteers and with a single child or children/young people on a regular basis
- Seeks out vulnerable children and young people;
- Sidesteps one-to-one supervision and management of work;
- Has an unusual amount of physical contact with a child or children;
- Touches a child or children in an inappropriate way;
- Talks to a child or children in an inappropriate way;
- Excludes a particular child or children from activities;
- Disciplines a child or children inappropriately or punishes a child or children harshly;
- Handles children/young people roughly;
- Teases, taunts, insults or makes derogatory remarks about or to a child/young person;
- Restrains a child/young person as a way of punishment;
- Sexually harasses or uses sexual innuendo;
- Humiliates and/or embarrasses children/young people;
- Deprives children/young people of their basic rights;
- Inappropriately uses social media;
- Bullies children/young people.

6. Disciplinary Procedures

Disciplinary procedures may be instituted when:

- There is a complaint made about a worker or volunteer;

- There is an alleged breach of the code of behaviour;
- There is an allegation of abuse made against a worker or volunteer

Generally in all situations involving safeguarding allegations, the accused involved should be suspended pending the outcome of any investigation by the statutory authorities.

The accused should be afforded an opportunity to respond to the allegation. His/her response should be noted and passed to the statutory authorities.

Appeals

The Irish National Sailing and Powerboat School Appeals Procedure is available to anyone as part of natural justice.

Irrespective of the findings of the statutory authorities, an INSS Appeals Panel will assess all individual cases to decide whether the person under investigation can be reinstated and how this can be sensitively handled. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the Gardaí. In such cases, an Irish National Sailing and Powerboat School Appeals Panel must reach a decision based upon the available information, which could suggest that on a balance of probability it is more likely than not that the allegation is true.

The welfare of young people should always remain paramount in any decision made by the Appeals Panel.

5. Procedures for Sharing Guiding Principles & Safeguarding Procedures, and Involving Parents, Guardians, Families, and Children

1. Sharing our Guiding Principles and Safeguarding Procedures

Our guiding principles and safeguarding procedures are available on request from parents.

2. Empowering Children to Claim Their Rights

In an effort to make sure that the voices of students at the Irish National Sailing and Powerboat School are heard:

- We ensure that children know to speak to their instructor if they feel unsafe or unhappy about something
- We train our instructors how to effectively listen to and communicate with children
- We send out feedback forms to parents in order to gain insight into how the children felt while receiving our services

3. Anti-Bullying Policy

Policy Objectives

The objectives of this policy are:

- To nurture a friendly and caring environment for students to learn to sail and enjoy themselves on the water
- To recognise our responsibility towards to welfare of these students in providing such an environment.

Implementation

The Irish National Sailing & Powerboat School has adopted the following anti-bullying policy to prevent bullying from taking place and to stop it when it does happen.

The Irish National Sailing & Powerboat School recognises the very serious nature of bullying and the negative impact it can have and is therefore fully committed to following principles of best practise of preventing and tackling bullying behaviour:

- Ensuring a Positive Culture and Climate which;
 - Is welcoming of differences and diversity and is based on inclusivity
 - Encourages students to disclose and discuss incidents of bullying behaviour with their instructor
 - Promotes respectful relationships across the Irish National Sailing & Powerboat School
- Ensure Effective Management and Leadership
- Ensure a shared understanding of what bullying is and its importance
- Implementation of prevention strategies
- Effective supervision and monitoring of students at all times
- Consistent recording, investigation and follow up of bullying behaviour (including intervention strategies)
- Commitment to ongoing evaluation of the effectiveness of the anti-bullying policy

Definition of Bullying

The Irish National Sailing & Powerboat School considers bullying as an unwanted, negative behaviour of a verbal, psychological or physical nature conducted by an individual or group, against a person (or persons) which is repeated overtime.

Examples of such include, but are not limited to:

- Verbal
- Physical
- Behaviour
- Cyber
- Racial
- Sexual
- Homophobic
- Political
- Religious

Reporting & Investigation

The relevant staff for dealing with bullying are:

- Group Head Instructor
- Area Senior Instructor
- Junior Co-ordinator
- Children's Officer
- Senior Leadership Team Members
- Manager

How to tell

- Students should tell which ever member of the instructing of administrative staff they fell comfortable talking with

Noting and recording

- The initial complaint, subsequent investigation and outcomes will be noted on an Incident Report Form.
- Student's names will be used for identification purposes and records will be held in the Irish National Sailing & Powerboat School's main office.

Procedures to deal with reported incidents

- The instructor who takes the complaint should:
 - Inform the student it is being dealt with
 - Pass on this information to their group head instructor
- The student should be monitored by instructors
- Confidentiality can be maintained
- Group Head Instructor should pass the information onto the Area Senior Instructor
- The incident should then be investigated by the Area Senior Instructor & Junior Co-ordinator.
- Action should be taken as detailed in the flow diagram "Bullying Behaviour Management Plan".

Bullying Behaviour Management Plan

Initial Report		
Action Taken	Procedure	Support and/or Sanction
<ul style="list-style-type: none"> Senior Instructor Liaising with Instructors Report or Call Home? 	<ul style="list-style-type: none"> Speak to all students involved separately to resolve the issue Fill in incident report form (including follow up actions) Possible further investigation through observation and monitoring 	<p>All instructors</p> <ol style="list-style-type: none"> Challenge the behaviour <p>Area Senior Instructor</p> <ol style="list-style-type: none"> Serious Talk with students to point out inappropriate behaviour and effect of this behaviour Verbal Warning Seek Verbal Agreement about future behaviour Outline a fair outcome if appropriate e.g. Apology, property returned <p>JUNIOR CO-ORDINATOR:</p> <ol style="list-style-type: none"> Contact Parents if required
Subsequent Report		
Action Taken	Procedure	Support and/or Sanction
<ul style="list-style-type: none"> Senior Instructor to investigate Senior Instructor to contact Junior Co- Ordinator 	<p>SENIOR INSTRUCTOR TO INVESTIGATE:</p> <ul style="list-style-type: none"> Speak to all students involved separately to resolve the issue Fill in incident report form (including follow up actions) Possible further investigation through observation and monitoring 	<p>JUNIOR COORDINATOR</p> <p>Possible Options:</p> <ol style="list-style-type: none"> Written Agreement about future behaviour and consequences Loss of Privileges e.g. sit with instructors at lunch Perpetrator Move Group Perpetrator separated from student being bullied at all times
Where Bullying Persists		
Action Taken	Procedure	Support and/or Sanction
<p>- Junior Co- Ordinator to Contact Manager</p>	<ul style="list-style-type: none"> Meet Parents 	<p>Possible Options:</p> <ol style="list-style-type: none"> Off course

4. Guidelines for Working in Partnership with Parents and Children

Working in Partnership with Parents and Families

In order to ensure that parents or guardians of a child are involved in the safeguarding of their child, they will be consulted if a concern arises about their child, or before information is passed on to another agency about a concern. This does not apply in cases of which the child is reasonably thought to be at risk of further harm by informing the parents/guardians that a report is going to be made to Tusla.

Parents are also encouraged to give feedback on the services we provide to their children through an online feedback form sent to parents upon the child's completion of their course.

Communications Strategy

The Irish National Sailing and Powerboat School Child Safeguarding Statement is made available online for families to read, which communicates the Key Roles in safeguarding and their contact details.

The identity of our DLP, our Deputy DLP, and the Mandated Person for Irish Sailing are made available on a sign at reception.

5. Complaints Policy

Defining a Complaint

No organisation is immune from the risk of complaint. Unresolved complaints jeopardise organisational standing and credibility. Prudent organisations take action to reduce the risk by ensuring that all those individuals likely to be in contact with the public are fully conversant and compliant with:

- The organisation's aims, objectives and operational ethos.
- Organisational policies, procedures, rules and regulations.
- The requirement to share relevant information with all who need to know on a timely basis and the communication mechanisms/routes within the organisation.
- The organisation's Complaints Policy and procedures.

Complaints may arise in response to:

- An alleged breach of the code of behaviour by a worker/volunteer;
- A particular practice issue;
- Perceived poor attitude of a worker/volunteer;
- A child/young person feeling unhappy about an incident or an event;
- A parent/guardian feeling unhappy about an incident or event involving their child;
- Dissatisfaction in relation to an aspect of the service being provided.

Experience in the management of complaints shows that, the earlier the intervention after a complaint is received and the more sincere, timely and complete the response, the higher the chance of successfully satisfying the complainant and retaining their confidence in and loyalty to the organisation. The procedure that follows is based on these principles.

Procedure - Receiving a Complaint

Record details of complaint on "incident report form" including contact details of complainant. Generally, do not admit fault at this stage, however, assure the complainant that it will be fully investigated, and we will be in contact with them expediently.

- Listen.
- Find out what the problem is, clarifying any ambiguities so that the true nature of the issue is beyond doubt.
- Apologise immediately for any obvious mistake or failing in the standard of service provided.
- Confirm that the person wishes to make a complaint.
- Ascertain the complainant's name and address.
- Offer to correct the error stating clearly what action is proposed and when it will be carried out. Make sure the complainant is satisfied with the action proposed.
- Ensure that any undertaking is honoured in full.

Pass form to senior staff to investigate incident. Once investigated, contact the complainant with to discuss what the outcomes. Please note, it may not be appropriate to share all the details. Thank the complainant for bringing this to our attention. Record all of these details on the "incident report form".

Who investigates what?

There is no hard rule for this. Depending on the severity, it may be an office staff member, Junior Co-Ordinator, senior leadership team member or principal.

6. Implementation, Monitoring, and Review of Guiding Principles and Procedures

The Irish National Sailing and Powerboat School is committed to proper implementation of the above policies in the best interests of child safeguarding and welfare. In order to ensure that the above policies are met and procedures followed, each member of staff will be made aware of the procedures and their importance.

The Irish National Sailing and Powerboat School will also undertake regular reviews of its Guiding Principles and Safeguarding Procedures. Along with addressing any potential issues that may arrive during the day-to-day operations in the sailing school, an evaluation of procedures will be undertaken with any update to legislation or best practice.

Child Safeguarding Statement and Risk Assessment

Child Safeguarding Statement

The Service We Provide

The Irish National Sailing & Powerboat School provides various sailing activities and opportunities for young people through participation in sailing, watersports and other educational activities.

Nature of Service and Principles to Safeguard Children from Harm

The Irish National Sailing & Powerboat School is committed to safeguarding children and by working under the guidance of Irish Sailing 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.

Risk Assessment

The Irish National Sailing & Powerboat School 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 are contained in the following categories:

1. School and Instruction Practices
2. Complaints & Discipline
3. Reporting Procedures
4. Use of Facilities
5. Recruitment
6. Communications and Social Media
7. General Risk of Harm

	Risk Identified	Likelihood of Risk Occurring (Low-Medium-High)	Procedures in place to manage this risk	Further actions to be taken to further mitigate this risk
1	<i>School and Instruction Practices</i>			
	Lack of Staff's Necessary Qualifications	Low	All necessary qualifications must be submitted during the recruitment process	Regular upkeep of a qualifications database with an added annual audit
	Lack of Student Supervision	Medium	Supervision Policy	Staff are trained in group control to ensure that all students can be kept under their supervision
	Unauthorised Photography and Recording Activities	Medium	Social Media, Photographs, and Online Policy: Children's Photographs; Parents and other People Taking Photographs	
	Behavioural Issues	High	Staff are trained with minimum Safeguarding Level 1 Anti-Bullying Policy Complaints Policy	
	Lack of Gender Balance Amongst Staff	Low	Equality Policy	Ensuring to the best of our abilities that there is always one member of staff of each sex within the school
	Lack of Adherence with Procedures in the Safeguarding Policy	Low	Disciplinary Procedures	
2	<i>Complaints and Discipline</i>			
	Lack of Awareness of a Complaints or Disciplinary Policies	Medium	Ensuring staff have read the most up to date Operating Manual	Communication with all staff with updates to the Complaints or Disciplinary Policies

	Difficulty in Raising an Issue by child and/or parent	Medium	Complaints Policy	
	Complaints not being dealt with seriously	Low	Complaints Policy	Repeated reminders to staff of the contents of the Complaints Policy
3	<i>Reporting Procedures</i>			
	Lack of knowledge of organisational and statutory reporting procedures	Low	Recruitment Procedures: ensuring all staff are aware of the contents of the Operating Manual	Reminders to staff to regularly revisit the Operating Manual. Announce any updates to the Operating Manual to staff.
	No Mandated Person appointed	Low	Child Safeguarding Policy and Procedures	
	No Designated Liaison Person Appointed	Low	Child Safeguarding Policy and Procedures Section 5: Designated Liaison Person	
	Concerns of abuse or harm not reported	Medium	Reporting Procedures	Encourage communication between students and staff
	Young Person unclear of who to report or talk to	Low	Reporting Procedures Publicise names and contact details of DLP	Encourage communication between students and staff
4	<i>Use of Facilities</i>			
	Unauthorised access to designated children's changing rooms, toilets, showers, etc.	Low	Supervision Policy Security measures to regulate the admission of people into the sailing school building and subsequently these facilities. Signage in place to prevent unauthorised entry to facilities.	
	Unauthorised exit from the sailing school	Low	Supervision Policy Staff trained in group control to minimise this risk	Security Measures in place to prevent this risk.

	Photography, filming , or recording in prohibited areas	Low	Safeguarding Policies and Procedures Section 3: Promoting Good Practices with Young People – Changing rooms.	
	Missing or found child on site	Low	Supervision Policy Regular roll calls and head counts of groups performed by staff	Security measures to prevent the unauthorised exit from site
	Children sharing facilities with adults	Low	Safeguarding Policies and Procedures Section 3: Promoting Good Practices with Young People – Changing rooms The above policy and procedures prohibits this from occurring.	
5	<i>Recruitment</i>			
	Recruitment of Inappropriate People	Low	Recruitment Policy Disciplinary Procedures	
	Lack of Clarity on roles	Low	Recruitment Policy	Communication between staff and senior management
	Unqualified or untrained people in role	Low	Recruitment policy Continuous Professional Development for staff	Regular upkeep of staff qualifications database and supplementary annual audit
6	<i>Communications and Social Media</i>			
	Lack of awareness of 'risk of harm' with members and visitors	Medium	Publication of Child Safeguarding Statement online Designated separate facilities and areas for adult and junior participants.	Members encouraged to be aware of such risk of harm
	No communication of Child Safeguarding Statement or Code of Behaviour to members or visitors	Medium	Publication of Child Safeguarding Statement and Code of Behaviour Online Adhering to the Code of Behaviour is included as condition for involvement in our services	Encourage members to read our Child Safeguarding Statement

7	<i>General Risk of Harm</i>			
	Harm not being recognised	Low	Safeguarding Policy All staff holding Safeguarding Level 1 qualification	
	Harm Caused By: <ul style="list-style-type: none"> • Child to child • Instructor to Child • Member to Child 	<ul style="list-style-type: none"> • Low • Low • Low 	Safeguarding Policy Supervision Policy Disciplinary Procedures Code of Behaviour Anti-Bullying Policy	
	General Behaviour Issues	Low	Code of Behaviour Supervision Policy Staff Training to deal with Poor Behaviour	

Procedures

Our Child Safeguarding Statement has been developed in line with requirements under the Children First Act 2015, the *Children First: National Guidance*, and Tusla's *Child Safeguarding: A Guide for Policy, Procedure and Practice*.

In addition to the procedures listed in our risk assessment, the following procedures support our intention to safeguard children while they are availing of our service:

- Procedure for the management of allegations of abuse or misconduct against workers/volunteers of a child availing of our service
- Procedure for the safe recruitment and selection of workers and volunteers to work with children
- Procedure for provision of and access to child safeguarding training and information, including the identification of the occurrence of harm
- Procedure for the reporting of child protection or welfare concerns to Tusla
- Procedure for maintaining a list of the persons (if any) in the relevant service who are mandated persons
- Procedure for appointing a relevant person for the purposes of the Act

All of the above procedures listed are available upon request.

The Mandated Person for our National Governing Body, Irish Sailing, is Ciarán Murphy, contactable at 087 8800744 or ciaran.murphy@sailing.ie

Implementation

We recognise that implementation is an ongoing process. Our service 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 service. This Child Safeguarding Statement will be reviewed on the 1st of May 2020, or as soon as practicable after there has been a material change in any matter to which the statement refers.

Signed: _____ Date: _____

For queries on this Child Safeguarding Statement, please contact 01 2844195 or email sailing@inss.ie