



## **Child Safeguarding Policy**

## Index

### **Section 1 Declaration of Guiding Principals**

- 1.1 Our Mission Statement
- 1.2 Our Vision
- 1.3 Our Values
- 1.4 Services Provided

### **Section 2 Key Roles in Safeguarding**

- 2.1 Named Person
- 2.2 Club Children's Officers
- 2.3 Designated Liaison Person
- 2.4 Role & Responsibilities of DLS
- 2.5 Mandated Persons

### **Section 3 Responding to and reporting child protection or welfare concerns**

- 3.1 Definition of Abuse
- 3.2 Identifying reasonable grounds for concern
- 3.3 Guidelines for recognition
- 3.4 Children with additional vulnerabilities
- 3.5 Reporting Procedure
- 3.6 Reporting Procedures - Mandated Persons Only
- 3.7 Information sharing and record – keeping
- 3.8 Confidentiality
- 3.9 Responding to a child / young person who discloses abuse
- 3.10 Responding to a Retrospective Disclosure by an Adult of abuse as a child
- 3.11 Responding to allegations of abuse made against a volunteer

### **Section 4 Working Safely with children and young people**

- 4.1 Recruitment of volunteers
- 4.2 Volunteer Supervision
- 4.3 Code of behaviour volunteers
- 4.4 Dealing with a concern re volunteer
- 4.5 Disciplinary procedures
- 4.6 Provision and access to safe guarding training and information
- 4.7 Procedure for Safe management of activities
- 4.8 Use of Photography, Video and/or Social / Digital Media

### **Section 5 Implementing, monitoring and reviewing**

## **1.0 Declaration of Guiding Principals**

### **1.1 Our Mission Statement:**

To promote and provide basketball programs for all levels and ages of participants that stimulate their health, development, and enjoyment in a safe environment while developing fitness, wellness, social interaction, team work, fair play and leadership

### **1.2 Our Aims & Objectives:**

- To offer coaching and competitive opportunities in basketball
- To promote the club within the local community
- To teach discipline, commitment, respect and life-long skills outside of Basketball within the local community
- To raise awareness of healthy living through actively engaging in Basketball
- To ensure a duty of care to all members of the club.
- To encourage, promote, develop and provide an environment of fair play and enjoyment to members, coaches and volunteers.
- To develop Players, Coaches, Team Managers, Table Officials and Referees.
- To Ensure high standards of sporting behaviour for Players, Coaches, Team Managers, Parents and Supporters.
- To administer the funds of the Club and to ensure that Annual Income is sufficient to meet Annual Operating Costs.
- To maintain the rules and regulations of the Club. These rules should be in accordance with Dublin Ladies Basketball Board (DLBB) and Basketball Ireland (BI) and in line with FIBA regulations.  
Ensure that RESPECT is always maintained between the Executive Committee, Coaches, Team Managers, Players and Parents

### **1.3 Our Values:**

Dublin Raiders Basketball Club aspires to act in a responsible manner by demonstrating leadership in all that we do. We promote respect, integrity, inclusivity, fun and excellence in every aspect of the Club

### **1.4 Activities Provided:**

Dublin Raiders Academy is open to younger players aged 6 – 12years, where they receive weekly coaching in basketball skills including passing, shooting and dribbling. Our aim is to develop their skills so they can transition into a team.

Dublin Raiders have the following teams competing in the Dublin's ladies & men's basketball leagues:

U12 Girls; U13 Girls & Boys; U14 Girls & Boys; U 15 Girls & Boys; U16 Girls; U17 Girls; U18 Girls; Senior Women Divisions 2 & 5 and Senior Men Divisions 2 & 5

All our teams have qualified experienced Coaches supported by a Team Manager.

## **2.0 Key Roles in Safeguarding**

### **2.1 Named Person:**

The Club's Executive Committee in conjunction with the Club's Children's Officers and Designated Liaison Person are responsible for leading the development of guiding principles and child safeguarding procedures and for ensuring that policies and procedures are consistent with best practice including liaising with all key personnel regarding their roles and responsibilities. They will also assist with the review process in conjunction with the Club's Designated Liaison Person

### **2.2 Clubs Children's Officers:**

Claire McEntee and Sandra Devine are Dublin Raiders Basketball Club's Children's Officers who have the primary responsibility of establishing of a child and youth centred ethos within Dublin Raiders which is to be viewed as the link between the children/young people in the Club and the adults. It is also the responsibility of the Children's Officers to regularly report on how Club policy and procedures impact on the welfare and safeguarding of underage players and their coaches.

The Club Children's Officers will:

- Promote greater awareness within Dublin Raiders Basketball Club of the Child Safeguarding policy.
- Assist and ensure that all coaches within Dublin Raiders Basketball Club have completed Safe Guarding Level 1 training and any other appropriate training in consultation with the Club's Designated Person.
- Ensure, in as far as possible, that all Players, Coaches/Team mentors, Parents / Guardians, Officials and Spectators adhere to the Child Safeguarding Policy.
- Promote greater consultation with under age players and participation by them in club activities and planning
- Encourage the involvement of parents/guardians in organising Club activities and to co-operate with parents in ensuring that every young person enjoys his/her involvement with the Club.
- Liaise with coaches and volunteers to ensure that a child centred ethos is being adhered to through coaching and games development.
- Develop good practice procedures in the recruitment and selection of persons working with young people in the club.
- Assist, or oversee the distribution of Garda Vetting in the club.
- Monitor, in association with team coaches, any significant drop out rates, lack of attendance or club transfers of underage players and report accordingly to Executive Committee.

Dublin Raiders Basketball Club's Children's Officers do not have the responsibility to investigate or validate child protection allegations or concerns within the Club. The Designated Liaison Person appointed by the Club is responsible for this area.

### **2.3 Designated Liaison Person:**

Lorraine Torpey is Dublin Raiders Basketball Club's Designated Liaison Person and can be contacted at Ph: 087 296 9588

## 2.4 Role & Responsibilities of Designated Liaison Person:

- Be fully familiar with Dublin Raiders Basketball Club's duties in relation to the safeguarding of children who attend the Club
- Have a good knowledge of Dublin Raiders Basketball Club's Guiding Principles and child safeguarding procedures.
- To ensure the Dublin Raiders Basketball Club's reporting procedure is followed so that any child protection and welfare concerns are referred promptly to Tusla
- To receive child protection and welfare concerns from volunteers and consider if reasonable grounds for reporting to Tusla exists
- Consult informally with a with Tusla Duty Social Worker if necessary
- Where appropriate, make a formal report of a child protection or welfare concern to Tusla on behalf of Dublin Raiders Basketball Club's, using the Child Protection and Welfare Report Form
- Inform the child's parent / guardian that a report is to be submitted to Tusla or An Garda Síochána, unless:
  - Informing the parent / guardian is likely to endanger the child or young person
  - Informing the parent / guardian may place you as the reporter at risk of harm from the family
  - The family's knowledge of the report could impair Tusla's ability to carry out an assessment
- Record all concerns or allegations of child abuse brought to your attention as well as any actions / inaction taken in response to these concerns.
- Ensure that a secure system is in place to manage confidential records.
- Provide feedback to the referrer, as appropriate
- Act as a liaison with Tusla and An Garda Síochána, as appropriate
- Where requested, jointly report with a mandated person.

### **Mandated Persons**

The Children First Act 2015 places a legal obligation on certain professionals, to report child protection concerns at or above a defined threshold to Tusla - Child and Family Agency. These mandated persons must also assist Tusla, on request, in its assessment of child protection concerns about children who have been the subject of a mandated report.

#### *Mandated persons have two main legal obligations under the Children First Act 2015*

- To report harm of children, above a defined threshold, to Tusla
- To assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report

## 2.5 Mandated Reporting

- Mandated Persons have a legal responsibility to report if a child is being harmed, has been harmed or is at risk of being harmed, to the point where the child's health, development or welfare have been or are being seriously affected, or are likely to be seriously affected, or where a child believes that he/she has been harmed, is being harmed, or is at risk of being harmed, and discloses this belief to a Mandated Person.
- 'Harm' is defined in the Children First Act 2015 as -

- (a) assault, ill-treatment or neglect of the child in a manner that seriously affects, or is likely to seriously affect the child's health, development or welfare, or,
- (b) sexual abuse of the child.

- Mandated reports should be submitted to Tusla using the required report form, on which they should indicate that their report is a mandated report. If the concern does not reach the above threshold for mandated reporting, but they still have reasonable grounds for concern about the welfare or protection of a child, they should still report that concern to Tusla but do not tick the mandated report box.
- All mandated persons should be aware that the legal obligations under the Children First Act 2015 to report mandated concerns rest with them and not anyone else. You may make a report jointly with any other person who has concerns about the same child.

### **Mandated Assisting**

- Tusla may request assistance from mandated persons when assessing a concern which has been the subject of a mandated report, regardless of who made the report.
- Assistance will be relevant where a mandated person's existing knowledge of a child and/or their family are essential to the assessment or where a mandated person's professional expertise is required to ensure that the child's best interests are met.
- It may be that a verbal telephone report is sufficient or that the mandated person is asked for copies of existing reports, records or correspondence. Tusla may also request that a mandated person contributes their own professional report to the overall social work assessment

## **3.0 Responding to and reporting child protection or welfare concerns**

### **3.1 Definitions of Abuse**

#### **Neglect**

Neglect can be defined in terms of an omission, where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, and/or medical care

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 normally to be found in the relationship between a parent/carer and a child rather than in a specific event or pattern of events. It occurs when a child's developmental need for affection, approval, consistency and security are not met. Unless other forms of abuse are present, it is rarely manifested in terms of physical signs or symptoms.

The following are examples of emotional abuse:

- 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

### **Physical Abuse**

Physical abuse of a child is that which results in actual or potential physical harm from an interaction, or lack of interaction, which is reasonably within the control of a parent or person in a position of responsibility, power or trust. There may be single or repeated incidents.

The following are examples of physical abuse:

- 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

### **Sexual Abuse**

Sexual abuse occurs when a child is used by another person for his or her gratification or sexual arousal, or for that of others.

The following are examples of child sexual abuse:

- 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

### **3.2 Identifying reasonable grounds for concern**

Reasonable grounds for a child protection or welfare concern include:

- 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 the child being abused

### **3.3 Guidelines for recognition**

The ability to recognise child abuse can depend as much on a person's willingness to accept the possibility of its existence as it does on their knowledge and information.

There are commonly three stages in the identification of child neglect or abuse:

- considering the possibility;
- looking out for signs of neglect or abuse;
- recording of information.

#### **Stage 1: Considering the possibility**

The possibility of child abuse should be considered if a child appears to have suffered a suspicious injury for which no reasonable explanation can be offered. It should also be considered if the child seems distressed without obvious reason or displays persistent or new behavioural problems. The possibility of child abuse should also be considered if the child displays unusual or fearful responses to parents/carers or older children. A pattern of ongoing neglect should also be considered even when there are short periods of improvement.

#### **Stage 2: Looking out for signs of neglect or abuse**

Signs of neglect or abuse can be physical, behavioural or developmental. They can exist in the relationships between children and parents/carers or between children and other family members/other persons. A cluster or pattern of signs is more likely to be indicative of neglect or abuse. Children who are being abused may hint that they are being harmed and sometimes make direct disclosures. Disclosures should always be taken very seriously and should be acted upon, for example, by informing the HSE Children and Family Services. The child should not be interviewed in detail about the alleged abuse without first consulting with the HSE Children and Family Services. This may be more appropriately carried out by a social worker or An Garda Síochána. Less obvious signs could be gently explored with the child, without direct questioning. Play situations, such as drawing or story-telling, may reveal information.

Some signs are more indicative of abuse than others and include:

- disclosure of abuse by a child or young person;
- age-inappropriate or abnormal sexual play or knowledge;
- specific injuries or patterns of injuries;
- absconding from home or a care situation;
- attempted suicide;
- underage pregnancy or sexually transmitted disease;
- signs in one or more categories at the same time. For example, signs of developmental delay, physical injury and behavioural signs may together indicate a pattern of abuse.

Many signs of abuse are non-specific and must be considered in the child's social and family context. It is important to be open to alternative explanations for physical or behavioural signs of abuse.

### **Stage 3: Recording of information**

If neglect or abuse is suspected and acted upon, for example, by informing the HSE Children and Family Services, it is important to establish the grounds for concern by obtaining as much information as possible. Observations should be accurately recorded and should include dates, times, names, locations, context and any other information that may be relevant. Care should be taken as to how such information is stored and to whom it is made available.

### **3.4 Children with additional vulnerabilities**

Certain children are more vulnerable to abuse than others. Such children include those with disabilities, children who are homeless and those who, for one reason or another, are separated from their parents or other family members and who depend on others for their care and protection. The same categories of abuse – neglect, emotional abuse, physical abuse and sexual abuse – are applicable, but may take a slightly different form. For example, abuse may take the form of deprivation of basic rights, harsh disciplinary regimes or the inappropriate use of medications or physical restraints.

### **3.5 Reporting Procedure**

All volunteers, including a Mandated Persons, should follow the procedures in this section when they have a concern that a child has been, is being, or is at risk of being abused, harmed or neglected.

- If a disclosure is made to you as volunteer, please record in writing what was said as soon as possible. Give factual information including quotes where possible. Sign and date the document
- Report to the Designated Liaison Person in the Club. Whereby the Designated Liaison Person is not available report to the Deputy Designated Liaison Person.
- The Designated Liaison Person will collate all information provided and a written record will be made.
- If there are reasonable grounds for concern the Designated Liaison Person will complete the Standard Report Form (see appendix 1) and send it to the Duty Social Work Team in the Child and Family Agency.
- If the concern is urgent and the child is in immediate danger, the report to the Child and Family Agency will be made by telephone and followed up with the completed Standard Report Form.
- **In the event of an emergency** and the unavailability of a Duty Social Worker, the Designated Liaison Person will contact An Garda Síochána. Under no circumstances should a child be left in a situation that exposes him or her to harm or risk pending Child and Family Agency intervention.
- The Designated Liaison Person may use the process of informal consultation with the Duty Social Worker to discuss the response to a child protection and welfare concern and whether or not it warrants reasonable grounds for concern. Informal consultation is carried out without providing the name of the family or the child. If advised to do so, a formal report will be made.
- The Designated Liaison Person will record information about the concern, informal consultation (if carried out) and details regarding if and when the parents were informed.

Contact	Address	Phone
<b>Tusla Duty Social Worker</b>	Our Lady's Clinic, Patrick Street, Dun Laoghaire, Co. Dublin	(01) 2808403
<b>An Garda Síochána</b>	34/35 Corrig Rd, Glasthule, Dun Laoghaire, Co. Dublin	(01) 666 5000

### 3.6 Reporting Procedures - **Mandated Persons Only**

Under the *Children First Act 2015* Mandated Persons are legally required to report any knowledge, belief or reasonable suspicion that a child has been harmed, is being harmed, or is at risk of being harmed to Tusla. Mandated Persons should bring any child protection concerns to the attention of the Designated Liaison Person (DLP) without delay

- If the child protection concern reaches the threshold for harm as defined in the *Children First Act 2015* it is a mandated report. The Mandated Person may seek advice and guidance from the DLP in relation to the child protection concern and the threshold of harm.
- Mandated reports will be made **jointly** by the Mandated Person (who raised the concern) and the DLP, using the Child Protection and Welfare Report Form

(available on [www.tusla.ie](http://www.tusla.ie)). The form must clearly indicate that the report is a Mandated Report.

- If the child protection concern requires a more urgent intervention to make the child safe, the *Children First Act 2015* allows Mandated Persons to alert Tusla of the concern, by telephone or in person, in advance of submitting a written report. The mandated report must then be submitted to Tusla using the Child Protection and Welfare Report Form within 3 days.
- The statutory obligation of Mandated Persons to report under the *Children First Act 2015* **must be discharged by the Mandated Person** and cannot be discharged by the DLP on their behalf.
- Mandated Persons can however, report jointly with another person.
- Where the Mandated Person or DLP is unsure if the report meets the threshold of harm as outlined in the *Children First Act 2015* advice and guidance should be sought through informal consultation with Tusla Duty Social Work.
- If a child protection concern does not meet the criteria for a mandated report, it may meet 'reasonable grounds for concern' for a report to Tusla and this possibility must be considered. If 'reasonable grounds for concern' exist a report to Tusla will be made by the DLP.
- The Mandated Person may submit the report to Tusla solely, however, the DLP must be informed that the report has been made and be given a copy of the Child Protection and Welfare Report Form.
- If a child protection concern has come to the attention of a number of Mandated Persons, the report may be submitted jointly by a number of Mandated Persons.
- Mandated Persons are not required to make a report to Tusla where the sole basis of their knowledge, belief or suspicion of harm is of a result of becoming aware that another Mandated Person has made a report to Tusla.

### 3.7 Information sharing and record – keeping

- Accurate and up to date records in relation to children, volunteers and service provision must be kept. Records should be factual and include details of contacts, consultations and any actions taken
- Parents may have access to the files and records of their own children on request but may not have access to information about any other child.
- Only volunteers involved with a particular child should have access to confidential files.
- Where there are child protection or welfare concerns, observations/records will be kept on an ongoing basis and information shared with the Child and Family Agency as appropriate. These records will be stored in a locked filing cabinet
- Dublin Raiders Basketball Club will retain these files for a period of 3 years
- Parents and children have a right to know if personal information is being shared, unless doing so could put the child at further risk.
- All agencies dealing with children must cooperate in the sharing of records with Tusla where a child protection or welfare issue arises. An example of this could be information needed for a Child Protection Conference or Strategy Meeting or information important for the assessment of risk to a child

### 3.8 Confidentiality

- All information regarding a concern or assessment of child abuse or neglect must be shared on 'a need to know' basis in the interests of the child with the relevant statutory authorities.

- No undertakings regarding secrecy can be given. Those working with a child and family must make this clear to all parties involved, although they can be assured that all information will be handled taking full account of legal requirements.
- It must be clearly understood that information gathered for one purpose must not be used for another without consulting the person who provided that information.

### **3.9 Responding to a child / young person who discloses abuse**

A child or young person may disclose to a 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.

#### **Key points to remember:**

- 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.
- 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.
- 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.
- Do not promise to keep secrets, 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.

- Do not make promises you cannot keep
- 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.

Things to say	Things not to say
I want to listen to what you have to say	Wait until I get my manager, so you can tell him / her too
I am going to o my best to help you	I can't do anything
You did the right thing by telling me, this is what I am going to do next.....	I can't believe it, I'm shocked
You are not to blame	This is your fault
Is there anything else you want to share	Don't tell me any more

### 3.10 Responding to a Retrospective Disclosure by an Adult of abuse as a child

In relation to retrospective disclosures, it is imperative that all child protection concerns are examined and addressed. An increasing number of adults are disclosing abuse that took place during their childhood. If a volunteer becomes aware of a retrospective concern they should follow the reporting procedure and speak with the Designated Liaison Person. Information about relevant support services may be provided to the adult if appropriate.

### 3.11 Responding to allegations of abuse made against a volunteer

- All volunteers in Dublin Raiders Basketball Club should contact the Designated Liaison Person should they become aware of an allegation of abuse or neglect against any volunteer in the Club.
- If the concern meets the reasonable grounds for reporting, then it should be referred without delay to the Child & Family Agency. Informal consultation with the Child & Family Agency may be used to determine if reasonable grounds are present.
- The Designated Liaison Person is responsible for reporting the matter to the Child & Family Agency and/or An Garda Síochána.
- If a disclosure is made by a child, a written record of the disclosure should be made as soon as possible by the person receiving it. Where an allegation of abuse or neglect is made by an adult, a written record of the allegation should be made, and a written statement should be sought from this person.
- The Club's Executive Committee is responsible for addressing issues regarding the volunteer including privately informing them that an allegation has been made against him / her and the nature of the allegation
- The volunteer should be afforded the opportunity to respond, the response should be noted and passed onto the Child & Family Agency with the formal report.
- All stages of the process should be recorded.

- The Designated Liaison Person should maintain regular and close liaison with the Child & Family Agency and/or An Garda Síochána and ensure that no action by the service frustrates or undermines any investigation.

#### **4.0 Working safely with children and young people**

##### **4.1 Recruitment of volunteers**

Dublin Raiders Basketball Club commits to take all reasonable steps to ensure only suitable people are recruited to work within the Club. Volunteers positions are open to all over the age of 15 years of age. If a volunteer is under 18 years old, they must submit a consent form signed by either their parent or guardian.

All applications undergo the following recruitment process:

- Completion of the Volunteer application form
- Informal interview with the volunteer outlining their role and responsibilities within the Club
- Mandatory reference checks from two non-family referees
- If working directly with members under 18 years of age, all relevant forms including Garda Clearance must be completed and returned to Executive Committee, before commencing direct work with service users
- Probationary period for volunteers is 6 months

##### **4.2 Volunteer Supervision**

Each volunteer will be appointed to a session leader who is responsible for supervising them within the area where they are volunteering

##### **4.3 Code of behaviour for volunteers**

Dublin Raiders Basketball Club recognises the importance of a Code of Behaviour between volunteers and children as recommended in Our Duty to Care. Our Code of Behaviour is kept under regular review. The Code of Behaviour supports volunteers to have a clear understanding of what is acceptable with respect to their behaviour with children.

We recognise that children have an equal right to our service provision in line with the Equal Status Act and the National Disability Strategy.

We are committed to:

- Valuing and respecting all children as individuals
- Listening to children
- Involving children in decision making as appropriate
- Encouraging children to express themselves
- Working in partnership with parents
- Promoting positive behaviour
- Valuing difference
- Implementing and adhering to all relevant policies to keep children safe

All Volunteers should be sensitive to the risks involved in participating in activities that require physical contact with children.

While Dublin Raiders Basketball Club recognises that physical contact with children is sometimes necessary as part of the teaching and learning basketball, volunteers should ensure that such contact is no more than is absolutely necessary in the circumstances.

While physical contact is a valid way of comforting, reassuring and showing concern for children, it should only take place when it is acceptable to all persons concerned.

While we recognise that sometimes it is appropriate for volunteers to work on a one to one basis with a child, volunteers should not spend excessive amounts of time alone with an individual child. When an adult is required to meet with a child alone, another adult will be informed of the meeting; and parent/caregiver should remain in the vicinity

It is recommended that volunteers do not socialise with children/young people outside of structured Club activities.

Permission to take and use images of children and young people can be requested as part of their registration process for an activity, programme or event. Refusal of consent should not limit a child's participation in activities

#### **4.4 Dealing with a concern re volunteer**

Should a volunteer have a concern regarding the behaviour of another volunteer they should report these concerns to the Designated Liaison Person. Where the concern relates to the Designated Liaison Person, reports should be made to Club's Executive Committee. The Designated Liaison Person / Executive Committee will consider if the concern constitutes a child protection concern and if so must follow the procedures detailed above

#### **4.5 Disciplinary procedures**

Dublin Raiders Basketball Club operates a fair disciplinary process which is clearly detailed in the Club's Volunteer Policy.

#### **4.6 Provision and access to safe guarding training and information**

Dublin Raiders Basketball Club is committed to deliver activities inline with Children's First; National guidance for the Protection and Welfare of Children, the Children's First Act 2015 and Tusla's Best Practice Principles for Organisations in Developing Children First Training Programme.

All volunteers including the Club's Executive Committee will complete Tusla's Introduction to Children First on-line training.

Dublin Raiders Basketball Club is committed to compiling and retaining a record of Volunteer training information including

- Date and name of training programme delivered
- Name of volunteers, attended and their position within the Club
- Details of volunteers who did not receive training be who need to complete it

- Number of volunteers trained
- Training programmes completed
- The names of the trainers who delivered the programme and the organisations they were from
- A signed receipt of all volunteers who have been given a copy of the organisation's declaration of guiding principles and child safeguarding procedures.

#### **4.7 Procedure for safe management of activities**

Dublin Raiders Basketball Club to open to all children and young people who wish to play basketball.

All members details are stored on a secure computer system including their name, DOB, address, family details and medical details.

Dublin Raiders Basketball Club is committed to maintaining good record keeping including:

- Attendance
- Accidents
- Incidents
- Consent forms
- Any complaints or grievances

Dublin Raiders Basketball Club is committed to ensuring all health and safety responsibilities are adhered to including:

- Sports hall meets required standards
- Provision of sufficient heating and ventilation
- Toilets meeting accessibility requirements for all members
- Fire precautions are in place
- First aid facility and equipment are adequate and in place
- Phone access
- Equipment is checked and cleaned regularly
- Insurance cover is adequate
- Accidents and incidents procedures are in place and adhered to. Parent / guardian will be notified by the appropriate person of any injury or illness which occurred while the child / young person participated in an activity
- Incidents and accidents are recorded. Please note incidents are recorded separately from accidents

#### **Safe Supervision of children & young people**

Dublin Raiders Basketball Club acknowledges that children / young people are less likely to experience accidents or incidents if they are supervised properly. All programmes / workshops are organised to maximise participation, fun and learning in a way that minimised risk. Dublin Raiders Basketball Club ensures the following:

- Children / young adults will not be left unattended
- Adequate numbers of volunteers are available to supervise basketball programmes and activities
- Volunteers know at all times where the children / young adults are and what they are doing

- Dangerous behaviour is never allowed.

**Volunteer – child ratios:**

Following best practice guideline, Dublin Raiders Basketball Club aims to have a ratio of 1:10

**Code of behaviour for Members:**

Dublin Raiders Basketball Club is committed to providing a high level of coaching to our members and expects members to agree to the following code.

- To always act in a way that brings respect to themselves, their families and Dublin Raiders Basketball Club
- When wearing Dublin Raiders Basketball Club branded clothing, the player must always act in an appropriate and respectful manner.
- To learn and follow the rules of the activity they are taking part in
- To listen and ask questions when they do not understand something
- To always try their best
- Not to use bad language
- Not to swear or insult other members or volunteers
- Not to fight with other members or volunteers
- Not make any inappropriate or unwanted physical, verbal or sexual advances towards others
- Not use mobile phone during an activity

**4.8 Use of Photography, Video and/or Social / Digital Media**

Dublin Raiders Basketball Club will not use any photographs, videos or other means for promotional uses without prior written consent of the child / young person's parent / guardian.

Children and young adults who are in the care of the State cannot be included in photographs, video footage recorded for publicity purposed by the Dublin Raiders Basketball Club without the express permissions of Tusla and the Courts or the child's birth parents.

Please refer to Dublin Raiders Basketball Club Social Media Policy for further information

**5.0 Implementing, monitoring and reviewing**

Dublin Raiders Basketball Club commits to ensuring that all volunteers are aware of and adhere to this policy.

Enacted: April 2019

Reviewed & Amended: May 2021