



UCD Sport, UCD Sport and Fitness and UCD Student Centre.

Child Safeguarding Statement, 2023





Revision Number:	Date:	Changes:
01	9 th June 2017	<ol style="list-style-type: none"> 1. Children First Act 2015 referred to throughout in place of the Children First Bill. 2. Children First Act 2015: Part 1 - Document name change to "Child Safe Guarding Statement" throughout. 3. Children First Act 2015: Part 1- Updated definitions to include or "Harm". 4. Children First Act 2015: Part 2- Section 11, requirement for a Risk Assessment to be completed and procedures in place to manage risks identified. 5. Children First Act 2015: Part 2 – Duties to furnish a copy of the provider’s child safeguarding statement— (a) to members of staff of the provider, and (b) on request— (i) to a parent or guardian, as the case may be, of a child availing of the relevant services, (ii) to the Agency, or (iii) to members of the public. 6. Part 3- Reporting duties of mandated persons. 7. Included definition of Mandated Person. 8. Updated legislation to include: National Vetting Bureau (Children and Vulnerable Persons) Act, 2012, and the Criminal Justice (Withholding of Information on Offences against Children and Vulnerable Persons) Act 2012 9. Amendment of Statement of Policy. 10. Updating of HSE Report forms to TUSLA reporting forms. 11. Updating of TUSLA contact names and numbers. 12. Updating of link to UCD Disciplinary Policy. 13. Updating of review date for at least every 24 months. 14. Risk Assessments – inclusion of strategy to deal with the legislative requirement to include risk assessments.
02	1 st August 2018	<ol style="list-style-type: none"> 1. Clarification of Recruitment of Coaches and Leaders as per Ireland Active’s procedures. 2. Updating of hyperlinks to various relevant third parties. 3. Revision of Recruitment Policies to reflect changes to Sports Clubs. 4. Clarification on Sports Clubs Child Protection training for Committee Members and Designated Officers. 5. Addition of Sports Clubs to include the Child Protection Policy of the National Governing Body (NGB) to their Safety Statement. 6. Revision of participation of children aged 17 and under in activities on and off campus. 7. Revision of policy on Communication with children aged 17 years and under. 8. Compilation of Risk Assessments with regard to UCD SSFSC.
03	23 October 2018	<ol style="list-style-type: none"> 1. Updating of Recruitment of Coaches and Leaders’ policy. 2. Revision of Coaches and Leaders’ Vetting Policy. 3. Minimum standards of Child Protection training for Coaches and Leaders and submission of this training to UCD. 4. Minimum standards of Child Protection training for Children’s Officers 5. Revision of participation of children aged 17 and under in activities on and off campus. 6. Review of Risk Assessments.



04	12 November 2018	<ol style="list-style-type: none">1. Revision to:<ol style="list-style-type: none">a. Chapter 2, Section 2.1, Advertising and Recruitment with regard to Sports Clubs.b. Chapter 2, Section 2.2, Points a,d,e,f, g and h.c. Organisational Chart.d. Appendix 3, Section 3.7, Policy on Away Trips, Tours and Away Games.e. Appendix 3, Section 3.8, UCD Sports Clubs and Activities: Members' Aged 17 and Under.2. Chapter 2, Section 2.3.6, insertion of Children's Officers' Role for Sports Clubs.3. Appendix 16 - insertion of Risk Assessment Template, Sports Clubs.
05	17 December 2018	<ol style="list-style-type: none">1. Revision to Paragraph 3.1 – Addition of revision to Children's Changing Policy (Private Changing Rooms).
06	01 October 2023	<ol style="list-style-type: none">1. Completely reviewed structure, presentation and content.2. Insertion of hyperlinks for supporting material.3. Review of and addition to Risk Assessments4. Inclusion of Cyberbullying Section.5. Away Trips revised.6. Referencing GDPR7. External Organisations using UCD SSFSC Facilities.8. Updated references to Ratios.9. Inserted Hyperlinks to Tusla in lieu of Neglect Section.10. Deletion of Saturday Morning Club references.11. Job titles amended to Pool Manager and Duty Manager.



Contents

1.Glossary	9
2.Introduction	11
2.1Scope of this Policy	11
2.2Legal Background	11
2.3Statement of Policy	11
2.4Guiding Principles	13
2.5Duties of UCD SSFSC	14
3.Key Roles	15
3.1 UCD Child Protection Hierarchy	15
a) Governing Authority.....	15
b) Board of UCD SSFSC	15
c) Designated Liaison Person (DLP)	16
3.2 Duties of the Designated Liaison Person (DLP).	16
a) Departmental Manager.....	17
b) Children’s Officer’s – UCD Sports Clubs.....	17
3.3 Departmental Person working with children	18
a) Obligations on Persons working with Children	19
b) Mandated People / Reporters	19
c) Obligations to assist the Child and Family Agency	19
d) UCD Child Protection Organisational Chart.	20
4.Responding to and Reporting Child Protection or Welfare Concerns.	21
4.1 Paramountcy	21
a) Protection for Persons Reporting Child Abuse Act 1998	21
b) Qualified privilege	21
c) Confidentiality Statement	21
4.2How can you raise concerns?	22
a) Guidelines for Reporting Allegations/ Incidents within UCD	22
b) What do you do after a child has confided in you?	22
4.3 Dealing with Allegations of Child Abuse	24



a) Who may be informed?	24
b) Basis for Reporting Alleged / Suspected Child Abuse	24
c) Who shall be informed in the case of an allegation within UCD SSFSC? 25	
d) UCD SSFSC Employee:	26
e) UCD Employee:	26
f) Reporting Procedures by a Worker about the Behaviour of an Adult who has Contact with Children.	27
g) Reporting Procedures by a Worker about Possible Abuse outside the Organisation	28
h) Upon receiving an allegation of child abuse or neglect:.....	29
i) Action against Employees accused of Child Abuse or Neglect	29
j) UCD Workers.....	29
k) UCD SSFSC Workers.....	29
l) Extreme Cases	29
m) Role of TUSLA in Reporting	30
4.4Recognising Abuse	30
a) Signs and Symptoms of Child Abuse	30
b) Signs and symptoms of emotional neglect and abuse	30
c) Signs and symptoms of physical abuse	30
d) Signs and symptoms of sexual abuse.....	30
e) Recognising child neglect or abuse	31
f) Children with additional vulnerabilities.....	31
g) Fatal child abuse.....	31
h) Points to remember regarding signs and symptoms of abuse	31
i) Record Keeping	32
4.5 Cyberbullying	32
a) Forms of cyberbullying.....	33



b) Actions to consider when a young person is the target of cyberbullying:	34
---	----

5.Working Safely with Children and Young People	34
--	-----------

5.1 Recruitment and Selection	34
-------------------------------	----

a) Recruitment and selection procedures for persons working with children and volunteers.	34
b) Job Description / Job Specification	34
c) Advertising and Recruitment.....	35
d) Application form.	35
e) Two independent references (not family members).....	35
f) Garda Vetting.....	36
g) Interviews.....	36
h) Appointments	36
i) Trial period:.....	36
j) Child Protection Training.....	37

6.Complaint Procedures	38
-------------------------------	-----------

7.External organisations using UCD SSFSC facilities.	38
---	-----------

8.Annual Review of the ‘Child Safeguarding Statement’.	39
---	-----------

9.Appendices	40
---------------------	-----------

9.1 Working with Children in UCD SSFSC – Best Practice	40
--	----

9.2 Garda Vetting	40
-------------------	----

9.3 Safe Management Practices and Policies	43
--	----

a) Developing Safe Management Practices & Policies.....	43
---	----

b) Safe Practices	43
-------------------------	----

10.Policies	47
--------------------	-----------

10.1Changing Policies in Dressing Rooms	47
---	----

10.2Policy on Swimming Protocol - Schools	47
---	----

10.3Changing for Games/PE/Swimming - Schools	47
--	----

10.4Policy on Children Arriving and Leaving UCD SSFSC (Non Pool Based Activity)	48
---	----

10.5Policy on Children Arriving and Leaving UCD SSFSC (Pool Based Activity)	48
---	----

10.6Vulnerable Children/ Young People with Disabilities	49
---	----



10.7	General Policy on Personal Needs for School Children with Special Needs and/or with Specific Toileting / Intimate Care Needs	49
10.8	Policy on Toileting Needs for Children	49
10.9	Policy on Use of Recording Equipment and Mobile Phone Camera Use	50
10.10	UCD Athletic Union Council Vetting Policy	51
	a) UCD AUC eVetting Steps	52
10.11	Policy on Away-Trips, Tours and Away-Games	56
10.12	Policy on Lost / Missing Children	58
10.13	Policies on Communicating by Text, Email or by Phone.	58
	a) Texting / WhatsApping.....	58
	b) Group Text Messages / WhatsApps.....	59
	c) Guidelines for Texting / WhatsApping Individual Young People	61
	d) E-mail	62
10.14	Mobile Phone Policy	63
10.15	Social Networking Policy for all Persons in a Position of Trust and Responsibility	63
10.16	Social Networking Policy for Coaches whose Own Children Train Where they Coach	64
10.17	Social Networking Policy for Persons who are Aged 17 and Under in UCD SSFSC	64
10.18	Social Networking Policy for SSFSC Users Aged 17 and Under	65
11.	Away Trips – Planning and Documentation.	66
11.1	Emergency procedures	67
11.2	Monitoring and evaluation of Trips	68
11.3	UCD Sports Clubs’ Activities for Members Aged 17 and Under.	68
	b) Parental Consent Form	69
	c) UCD Athletic Union Council Parental & Child Consent for Sports Club Participation	70
	d) Consent of Student Under 18 Years.....	72
	e) Overnight Trips Involving Children Aged 17 and Under.....	73
12.	Codes of Conduct	74
12.1	Code of Conduct for Parents / Guardians	74



12.2	Code of Conduct for Children / Young Children	75
12.3	Code of Conduct for Coaches	76
12.4	Spectators' Code of Conduct	78
12.5	Standard Report Form	80
13.	Legislation	82
14.	Recognising child neglect or abuse	83
14.1	Recognising child neglect or abuse	83
14.2	Guidelines for recognition as outlined in 'Children First'	83
14.3	Children with additional vulnerabilities	84
14.4	Fatal child abuse	84
14.5	Definitions of Child Abuse – TUSLA	86
15.	Complaint Procedures	87
15.1	Informal Approach	87
15.2	Formal Complaints	87
16.	Child Protection Training	88
16.1	Gap Analysis	88
16.2	Induction training	89
16.3	Child Protection Training	89
16.4	Child Protection - Training Strategy	90
17.	TUSLA Contact Numbers	92
18.	UCD Contact Numbers	94
19.	Risk Assessments	95
19.1	Sports Clubs Child Risk Assessment Template.	126
20.	Implementation	142



1. Glossary

‘Child Safeguarding Statement’: Under the legislation, prepared in accordance with section 11 of the Children First Act, 2015, an organisation is to have a statutory duty to develop and implement a child protection and reporting protocol (in accordance with the *Safeguarding Guidance for Organisations*) referred to as the ‘*Child Safeguarding Statement*’ (or referred to as ‘the plan’), to be approved at Board or equivalent level.

UCD: UCD refers to University College Dublin.

UCD SSFSC: Where UCD SSFSC is mentioned in this policy it shall be understood to include all services and facilities offered and organised by ‘UCD Sport’, ‘UCD Sport and Fitness’ and ‘UCD Student Centre’. UCD SSFSC includes any service, agency, club, group or association that works with or provides services to children, with or without remuneration, and employs persons with or without professional qualification, paid or unpaid, in any capacity of work for UCD SSFSC.

UCD SSFSC Legal Team: Where the UCD SSFSC Legal Team is referred to in this policy, this shall mean UCD SSFSC’s Legal Team which is a completely separate and distinct entity from the University Legal Team (The Office of Corporate and Legal Affairs). UCD SSFSC’s Legal Team is employed directly by the Board of UCD SSFSC to advise on operational legal matters which may come before it e.g. matters of child protection. UCD’s Legal Team (The Office of Corporate and Legal Affairs) is completely independent from UCD SSFSC’s disciplinary or reporting structures.

UCD Legal Team: The UCD Legal Team is the University’s ‘Office of Corporate and Legal Affairs’ and acts on a consultative basis for the University. This is a completely separate and independent entity from the UCD SSFSC Legal Team. The UCD Legal Team does not deal with any disciplinary or reporting structures which UCD SSFSC may have in place.

Child Abuse: Where the words “child abuse” are used in these guidelines they should be taken to include all four categories (neglect, emotional abuse, physical abuse and sexual abuse) as outlined in Chapter 3 of Children First and [Appendix 7](#) in this Child Safe Guarding Statement (Plan).

Harm: Where the word “harm”, in relation to a child, is used in these guidelines, refers to the meaning assigned to it under section 2 of the Children First Act, 2015 and it should be taken to include:

- 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
- Sexual abuse, whether caused by a single act, omission or circumstance or a series or combination of acts, omissions or circumstances, or otherwise.

Persons working with children: All persons who have any contact with children and young people, 17 years of age and under, shall comply with this policy. This includes (but is not limited to):

- All SSFSC personnel including contractors, visitors, sports personnel (e.g. trainers, referees, lifeguards, class instructors, coaches for camps etc.), teachers, support staff (e.g. cleaners, caterers, administration personnel, medical staff, accommodation assistants, maintenance personnel), religious and Special Needs Assistants.



- All those aged 18 years or more e.g. volunteers, third level students aged over 18 years,
- Clubs and Societies personnel and adults on work experience.
- All those who are legally responsible for children or young people aged 17 and under years e.g. this includes (but not limited to) parents, guardians and carers.

Child: For the purpose of these guidelines, a ‘child’ means anyone who is aged 17 years and under. In Ireland, the Child Care Act, 1991 defines a child as any person under the age of 18 years, excluding a person who is or who has been married. This definition encompasses the word ‘student’ aged 17 years and under, where it is used in this Child Safe Guarding Statement.

Young People: The Children Act 2001 does not distinguish between a child and a young person. Any provisions in earlier Acts distinguishing different classes of children (for example, young persons, minors, and child) no longer exist. However, for the sake of clarity, this ‘Child Safeguarding Statement’ may describe children who are aged 16 or 17 years of age as ‘Young People’.

Student: The Education Act 1998 defines a “student” in relation to a school as meaning “a person enrolled at school. In relation to UCD SSFSC it is understood to mean a person registered as a student in UCD. The guidelines in this Child Safeguarding Statement apply to students who satisfy the definition of “Child or Young Person”.

Employer: The employer is the appropriate UCD SSFSC company management authority or agent for UCD SSFSC workers (or UCD for UCD directly employed workers). In the case of UCD SSFSC, the nominated company is the employer. Therefore, in these guidelines, the phrase “the employer” is used to refer to the company’s management. However, it is noted that some workers working in UCD SSFSC are directly employed by UCD and different contractual agreements may apply.

School: As defined in the Education Act 1998 this includes Universities for education attended by children aged 17 years and younger.

Age of Consent: In law, any adult who engages in a sexual act with a child who is under the age of 17 years shall be guilty of an offence.

Designated Liaison Person (DLP): The DLP is the principal person nominated by UCD SSFSC, as the liaison person for UCD SSFSC in all dealings with TUSLA, An Garda Síochána and other parties in connection with allegations of and/or concerns about child abuse. The role of the DLP is outlined in this Child Safeguarding Statement. The DLP will typically liaise with the Departmental Manager on the most appropriate course of action in the event of an allegation of child abuse.

Departmental Manager: The Departmental Manager is the person employed by UCD SSFSC (or UCD) to manage his / her department within UCD SSFSC. S/he reports to the UCD SSFSC Designated Liaison Person (DLP) and the UCD SSFSC Board on all matters relating to child protection issues.

Mandated Person

A mandated person is someone who is specified in [Schedule 2](#) of the Children First Act 2015 and includes Designated Officers, medical practitioners, Gardaí, Creche Managers, teachers and youth



workers. Mandated persons have a duty to report, without delay, any child protection issues to the relevant authorities e.g. TUSLA.

2. Introduction

UCD SSFSC strives to create a happy, safe environment for all children and persons working with children but in particular for the children and young people using UCD SSFSC's facilities and services where they feel secure, knowing that if they have concerns, they will be listened to with understanding and respect and their concerns will be addressed. This Child Safeguarding Statement focuses on the UCD SSFSC and how it complies with best practice in child safety policies and procedures. This policy has been compiled as a working guide, for all UCD SSFSC workers, for implementing, monitoring and reviewing the Child Safeguarding Statement and is supplementary to UCD's Child Safeguarding Statement and Guidelines, which outline in detail the organisational approach to child protection, and which can be accessed on [here](#).

UCD SSFSC has referred to the Children First, National Guidance for the Protection and Welfare of Children, 2011 ([Children First, 2011](#)) Document and the current [Children First Act 2015](#), which puts the responsibilities of UCD SSFSC on a statutory footing.

This policy outlines how UCD SSFSC proposes to implement these guidelines in order to ensure the protection and welfare of all children and young people using the facilities and services.

2.1 Scope of this Policy

UCD SSFSC's 'Child Safeguarding Statement' applies specifically to UCD SSFSC and to each child and person working with children involved with any children's or young persons' activity within UCD SSFSC or taking place outside of UCD. This policy defines Child Abuse and Child Protection and outlines the key relevant legislation and approved codes of practices pertaining to enforcing Child Protection standards of best practice.

2.2 Legal Background

This policy on Child Protection and Welfare is formulated in accordance with '[Children First, 2011](#)', the current [Children First Act 2015](#), '[National Vetting Bureau \(Children and Vulnerable Persons\) Act, 2012](#), [Criminal Justice \(Withholding of Information on Offences against Children and Vulnerable Persons\) Act 2012](#) and is underpinned and supported by a range of relevant legislation. This Child Safeguarding Statement is a written expression of the organisation's commitment to ensuring that child safety is paramount and that it operates a safe business for children and young people. UCD SSFSC commits to adhering to its statutory responsibilities to formulate a 'Child Safeguarding Statement' and to report any information concerning child abuse / neglect to TUSLA and that it will follow any advice, guidance or directions given by TUSLA.

2.3 Statement of Policy

To each child and to each person working with children:



UCD SSFSC acknowledges that every child and young person who participates in the activities of UCD SSFSC should be able to participate in an enjoyable and safe environment and be protected from abuse. This is the responsibility of every person working with children involved in this organisation. It is recognised that child abuse is a very emotive and difficult subject; and it is important to understand the feelings involved but not to allow them to interfere with one's judgement about any action to be taken.

UCD SSFSC recognises its legal responsibility to safeguard the welfare of all children and young people by protecting them from physical, sexual or emotional abuse, neglect and bullying. It is determined to meet its obligation to ensure that UCD SSFSC provides opportunities for children and young people to use UCD SSFSC's facilities and services, with the highest possible standard of care.

UCD SSFSC will ensure that: -

- An assessment of any risks to a child is undertaken while the child is availing of its services in accordance with the [Children First Act 2015](#).
- The 'Child Safeguarding Statement' is reviewed at least every 24 months, or after any material change in what it relates to, in accordance with the [Children First Act 2015](#).
- The welfare of the child is paramount.
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs, family status and/or sexual identity, have the right to protection from abuse.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- All persons working with children (paid/unpaid) working in or on behalf of this organisation have a responsibility to report concerns to their Departmental Manager who shall liaise with the Designated Officer.
- A copy of this Child Safeguarding Statement will be available, and when requested, furnished to staff members, parents' guardians, TUSLA or members of the public.

The success of our policy depends on co-operation of all parties involved in UCD SSFSC. It is therefore important that this Document is communicated to all stakeholders; and that all persons working with children understand their role and the systems and procedures for implementing this policy. Finally, UCD SSFSC undertakes to attend, as required, at any formal child protection and welfare meetings as organised by TUSLA and to share any child protection information with TUSLA as required under legislation.



2.4 Guiding Principles

Aims and Objectives of UCD's SSFSC's Child Safeguarding Statement

Aims

The aim of UCD SSFSC's Child Safeguarding Statement is to advise persons on the required action to take in the event of an alleged case of child abuse or neglect.

In UCD SSFSC children may be accompanied by a responsible adult e.g. a parent, but in other circumstances they may also be unaccompanied while using the facilities or services.

The aims of UCD SSFSC's Child Safeguarding Statement include:

- a) 'Keeping Children Safe'.
- b) Encouraging best child protection practice.
- c) Supporting all persons and children.
- d) Providing consistency in how to respond to the issue of child protection.
- e) Meeting the specific needs of UCD SSFSC's target groups.
- f) Ensuring that all persons working with children, and in particular, those who have substantial unsupervised access to children are aware of, and familiar, with this 'Child Safeguarding Statement', the [Children First Act 2015](#), and the [DES guidelines](#) and procedures in relation to reporting concerns and/or disclosures of child abuse.
- g) Providing a framework for interdepartmental co-operation.

Objectives

Standards of Best Practice set by UCD SSFSC will be achieved by ensuring that UCD SSFSC:

- a) Ensures best practice in the recruitment of persons working with children, which includes Garda vetting, taking up of references, good Human Resource practices in interviewing, induction training, probation and on-going supervision and management.
- b) Ensures that persons working with children are aware of how to recognise signs of child abuse or neglect.
- c) Develops guidance and procedures for persons working with children who may have reasonable grounds for concern about the safety and welfare of children involved with the organisation.
- d) Identifies a DLP to act as a liaison with outside agencies and a resource person to any person working with children who has child protection concerns.



- e) Adopts and implements the *Children First: National Guidance Code of Good Practice, 2011* for use as an integral part of its policy on children in UCD SSFSC.
- f) Adopts and consistently applies a safe and clearly defined method of recruiting and selecting all personnel.
- g) Ensures best practice throughout UCD SSFSC by disseminating this 'Child Safeguarding Statement' and its procedures. A brief summary of UCD SSFSC's 'Child Safeguarding Statement' should also be posted in the building.
- h) Have in place procedures for dealing with a concern or complaint made to the Statutory Authorities against any UCD SSFSC personnel, persons working with children or an adult who has access to children.
- i) Ensures that the DLP reports to its own (UCD SSFSC) legal team (or UCD legal team if appropriate) on a regular basis when required.
- j) Develops effective procedures for responding to and recording accidents/ incidents.
- k) Ensures that any unusual activity (more than one complaint about an individual) is checked out and reported by the Departmental Manager to the DLP.
- l) Ensures that Child Protection is addressed at any management meetings and that all members of the management team are given adequate notice of AGMs and other meetings.
- m) Ensures that all minutes of all meetings (AGMs / EGMs / Committees) are recorded and safely filed.

This policy applies to all persons working with children and children involved in UCD SSFSC.

2.5 Duties of UCD SSFSC

UCD SSFSC shall ensure:

- The safety of all children and young people in its care at all times.
- Allegations made or concerns reported by children or others to SSFSC persons are dealt with appropriately and promptly by UCD SSFSC.
- All persons who work with children are subject to an agreed recruitment and selection procedure which includes an application process, the furnishing of references, the use of Garda vetting and an interview process.
- That investigations into reported concerns or allegations are carried out in a proper and timely manner.



- An Garda Síochána, the Health Services Executive and other relevant statutory agencies are kept informed where necessary of any allegations or concerns that relate to children or vulnerable adults.

Persons have a responsibility at all times to:

- Refrain from any inappropriate behaviour towards children or vulnerable adults.
- Avoid situations which could give rise to allegations of abuse.
- Report bullying of children or vulnerable people.
- Report disclosures, suspicions or concerns of abuse that relate to children or vulnerable adults.

Following a thorough investigation by the employer, TUSLA and the Gardaí, any person working on behalf of UCD SSFSC (or UCD) found to have committed any act of abuse towards a child or vulnerable person will be subject to disciplinary proceedings and that person may also be subject of criminal proceedings. UCD SSFSC and UCD share the same disciplinary process and information on the [disciplinary process](#).

In addition, any person working on behalf of UCD SSFSC and found by UCD SSFSC to have inappropriate images of children (or inappropriate verbal or electronic communications with children) will be subject to disciplinary proceedings and UCD SSFSC will inform the appropriate authorities.

3. Key Roles

3.1 UCD Child Protection Hierarchy

a) Governing Authority

UCD is a large organisation with many departments, outlets and people; and ultimately it is the Governing Authority which is responsible for guiding the strategic direction of UCD SSFSC. The Governing Authority consists of a cross-representative section of up to 40 people from within UCD and from outside, and included in its role, it ensures that performance measures are evaluated against external benchmarks (peer group and good practice). It is in this context that the Governing Authority shall ensure that UCD SSFSC formulates strategy to comply with all relevant Child Protection legislation, and operational best practice, and ensures that a robust monitoring system of risk management is in place to monitor this.

b) Board of UCD SSFSC

The board of UCD SSFSC is a separate legal entity from the University and is tasked with running the company which includes UCD Sport, UCD Sport and Fitness and the UCD Student Centre. The managers of the company are accountable to members of the UCD SSFSC board and in some cases the UCD VP for Finance and VP for Staff.



c) Designated Liaison Person (DLP)

In complying with legislation (Children First Act, 2015), UCD SSFSC has appointed a DLP. The DLP shall be appointed by, and accountable to the UCD SSFSC Board and the Governing Authority.

The DLP will act as a liaison with outside agencies and a resource person to any person working with children or volunteer that has child protection concerns. The DLP shall ensure that the standard reporting procedure is followed so that suspected cases of child neglect or abuse are referred promptly to the designated person in TUSLA, or in the event of an emergency, and in the unavailability of TUSLA to An Garda Síochána. In addition, the DLP shall keep the UCD Child Protection Officer and company board informed at all times of any on-going cases of alleged child abuse or neglect. **Currently the Director of Student Services, Mr Dominic O’Keeffe, has been appointed as the DLP.**

3.2 Duties of the Designated Liaison Person (DLP).

The DLP shall be required to put systems in place to assure that:

- All UCD SSFSC employees who have access to children have undergone Garda vetting, they are suitable to work with children, there is development and implementation of the Child Safeguarding Statement, and that support is provided to employees in relation to their obligations under the proposed legislation. The DLP shall endeavour to ensure the same eventually applies to UCD employees, where appropriate.
- Records are required for everyone in the organisation with access to children in the course of their work.
- Training is provided for employees and volunteers.
- The DLP is responsible for receiving concerns or allegations from employees or volunteers regarding the welfare of a child and for reporting in writing to TUSLA.
- UCD SSFSC’s own ‘Child Safeguarding Statement’ is to be made available to all persons working with children, children and parents/guardians.
- The DLP is to maintain records of all allegations or concerns reported to him/her.
- Reporting and non-reporting procedures are to be in line with the procedures outlined in this plan.
- The DLP and Departmental Managers have a duty to cooperate with TUSLA.
- UCD SSFSC persons working with children will be required to conduct an annual internal audit of compliance with legislative requirements. The internal auditors will be appointed by the Designated Liaison Person (DLP) but will act independently of him/her.
- The Children First Act, 2015 provides legislation for sanctions where a DLP fails to meet his or her obligations.
- The DLP shall keep the University Child Protection Officer informed of any events of child abuse allegations.



a) Departmental Manager

When a Departmental Manager becomes aware of an allegation of abuse against a person working with children s/he shall carry out any initial investigations. At this stage, it should be remembered that the first priority should be to ensure that no child is exposed to unnecessary risk. Following an investigation into an alleged allegation, if the Department Manager is satisfied that reasonable grounds exist for further more detailed investigations s/he will consult with the DLP. The Departmental Manager shall inform the DLP who may privately inform the person working with children of the following:

- the fact that an allegation has been made against him/her;
- the nature of the allegation;
- whether or not the matter has been reported to TUSLA.

The person working with children shall be given a copy of the written allegation, and any other relevant Documentation and should be requested to respond to the allegation in writing to the DLP within a specified period of time. The person working with children should be told that his/her explanation to the DLP will also have to be passed on to the UCD Child Protection Officer and TUSLA / Gardaí. In all cases, it is necessary for the Departmental Manager to inform, and keep informed as events unfold, the DLP who shall inform the UCD SSFSC Board of the matter.

At all meetings, the rules of natural justice shall apply where the alleged perpetrator is presumed innocent until proven guilty.

b) Children's Officer's – UCD Sports Clubs.

Each Club must appoint a Children's Officer, this person must have, at a minimum, attended a Safeguarding 1 - Child Welfare and Basic Awareness Course (or attend the Safeguarding 1 course provided by the AUC. This Children's Officer must also be Garda Vetted by the AUC. They should have as their primary objective the establishment of a child centred ethos within the club.

Other functions:

- To promote awareness of the Code of Ethics and Good Practice for Children's Sport in Ireland, the AUC's Code of Ethics and Conduct for Sports Coaches and the UCD Sport, UCD Sport and Fitness and UCD Student Centre Keeping Children Safe Plan within the club.
- To influence policy and practice within the club in order to prioritise children's needs.
- To provide an accessible resource to children through the creation of forums.
- To see that children, know how to make concerns known to appropriate adults or agencies.
- To encourage the involvement of parents/ guardians in the club activities.
- To act as an advisory resource to Sports Leaders on best practice in children's sport.
- To report regularly to the Club Executive Committee.



- To monitor changes in membership and follow up on any unusual dropout, absenteeism or club transfers by children or Sports Leaders.
- To ensure parental consent forms are provided to prospective student members aged 17 years of age and under.
- To upload signed parental consent forms to the Grant Document Upload for all student members aged 17 years of age and under.
- To review club trip lists to ensure that signed parental consent forms are in place for anyone traveling aged 17 years of age and under.
- To review accommodation arrangements for club trips ensuring that arrangements comply with the AUC's Trip Rules. Where they differ, the Children's Officer is to inform any parents of student members traveling who are aged 17 years and under of the alternate arrangements. Such parents are to be provided with the opportunity to make their own arrangements for their child.

Children's Officers do not have the responsibility of investigating or validating child protection concerns within the club and have no counselling or therapeutic role. These roles are filled by the Statutory Authorities as outlined in the "Children First and Our Duty of Care" publications. It is however possible that child protection concerns will be brought to the attention of the Children's Officer. In this event, it is essential that the correct procedures are followed i.e. that reports are passed on immediately to the designated person with responsibility for reporting to the Statutory Authorities (i.e. The Designated Officer, Dominic O'Keeffe) and the AUC Executive Secretary (Departmental Manager).

In order to ensure that all clubs have at least one person on their committee knowledgeable in this area, the AUC requires that evidence of attendance at a Safeguarding 1 (Child Welfare and Basic Awareness Course) be submitted with the grant application form. The AUC will also facilitate those who have previously attended the Code of Ethics course to access the Children's Officer course run by the Dun Laoghaire Local Sports Partnership. Furthermore, all club committee members and coaches are required to read and implement the UCD Sport Child Safeguarding Statement and the AUC's Code of Ethics and Conduct for Sports Coaches, which are available to download from www.ucd.ie/sport/clubs/getinvolved/runningyourclub

3.3 Departmental Person working with children

Persons working with children who form suspicions regarding the conduct of another person shall consult directly with their Departmental Manager in UCD SSFSC. If s/he fails to report any concern or allegation which should have been reported under the legislation s/he is to be treated in accordance with company disciplinary procedures. If the Departmental Manager and person working with children are satisfied that there are reasonable grounds for the suspicion, the Departmental Manager should report the matter to the DLP who will inform the UCD Child Protection Officer and TUSLA/Gardaí.



In the event that the person, about whom the allegations of child abuse concern, is the Departmental Manager, the UCD SSFSC person working with children should report his/her concerns directly to the DLP who shall inform the UCD Child Protection Officer.

If a person working with children has a complaint about the DLP s/he should report his or her concerns directly to TUSLA.

a) Obligations on Persons working with Children

1. Any concern or allegation of child abuse which come to a person's attention in the course of their employment is to be reported to the Department Manager and then the DLP.
2. A person working with children can report directly to TUSLA or Gardaí, without informing the DLP, if they believe it is in the best interest of the child to do so.
3. A person working with children is to report any known or believed breaches of the 'Child Safeguarding Statement' or 'Guidance for Reporting' to the DLP.
4. If a person working with children fails to report any concern or allegation which should have been reported under the legislation, they are to be treated in accordance with UCD SSFSC and University [disciplinary procedures](#). If a volunteer fails to report, they may be prohibited from working as a volunteer in the organisation. In addition, they may be guilty of an offence if they do not report and are classed as a Mandated Person.

b) Mandated People / Reporters

Under the Children First Act 2015, Mandated Reporters are persons who, by virtue of their training, responsibilities and experience, should have an awareness of issues relating to child protection. These professionals either work with children or young people or they are in service sectors that encounter adults or families and children where there is risk of abuse and neglect. Mandated reporters are required to report child abuse above a defined threshold which comes to their attention in the course of their professional or employment duties. They are also required to report any direct disclosures of abuse from a child.

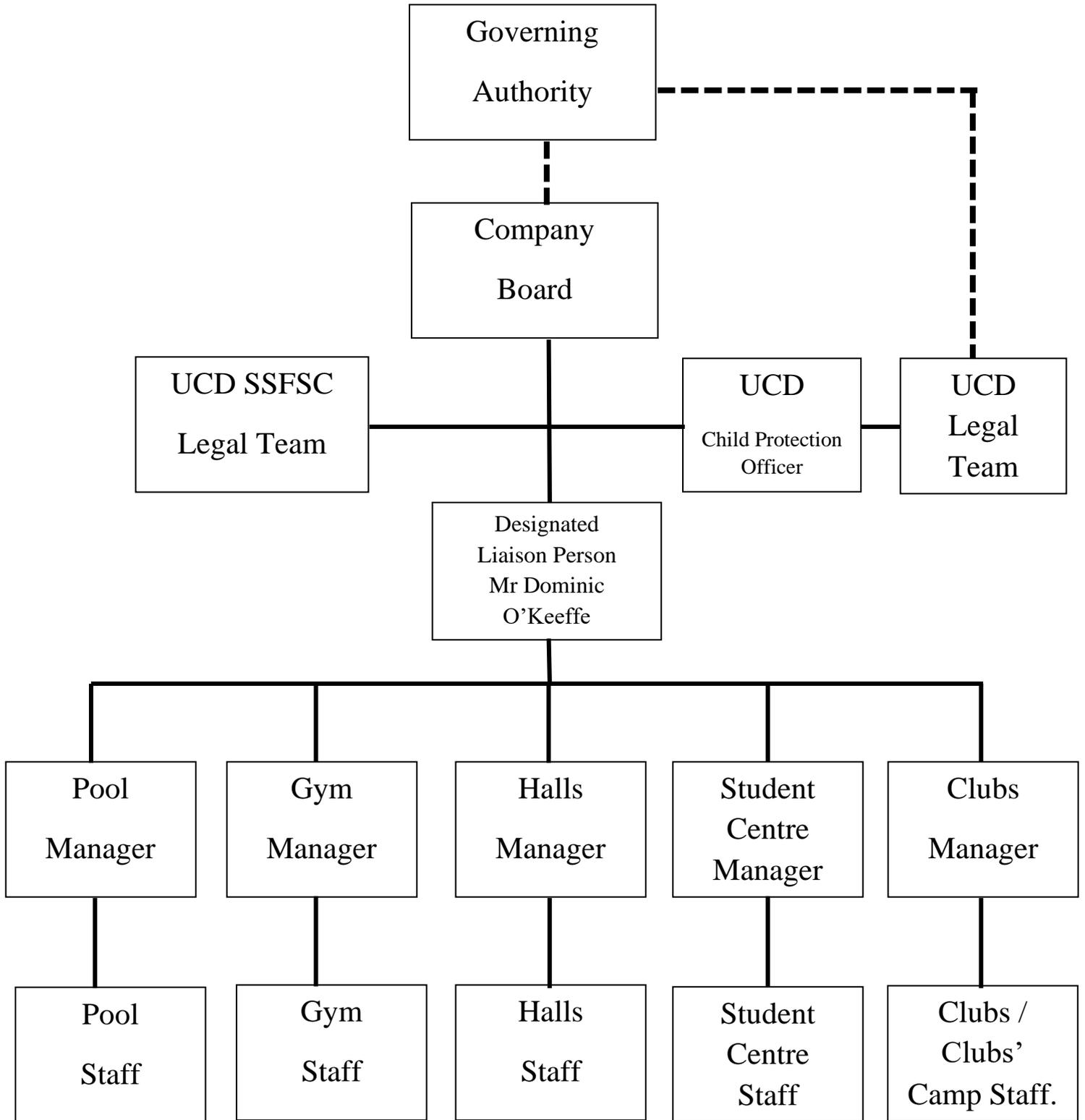
Mandated persons are listed in [Schedule 2](#) of the Children First Act, 2015 and include medical practitioners, teachers, Gardaí, manager of recreational school where children reside away from home, clergy, Designated Officers, creche managers etc. If requested, a mandated person must cooperate with TUSLA in matters concerning any reported child protected issues.

c) Obligations to assist the Child and Family Agency

Under the Children First Act 2015 legislation, mandated reporters may be required to cooperate with the Child and Family Agency (TUSLA), if requested, in relation to assessment by the Agency of child welfare and protection concerns arising from a mandated report.



d) UCD Child Protection Organisational Chart.





4. Responding to and Reporting Child Protection or Welfare Concerns.

Anybody that witnesses or suspects a case of child abuse, harm or neglect must, in the best interest of the child / children, take action. Failure to do so is a serious offence under law. Remember, if a person is reporting an alleged case of harm, abuse or neglect in good faith is protected by law – s/he cannot be sued or fired from his / her job.

The [Criminal Justice \(Withholding of Information on Offences against Children and Vulnerable Persons\) Act, 2012](#) details the offence of withholding information on certain offences against children and vulnerable persons.

4.1 Paramourncy

a) Protection for Persons Reporting Child Abuse Act 1998

Where a person working with children in UCD SSFSC, reports suspicions of child abuse reasonably and in good faith to the DLP, designated officers of the Health Service Executive or any member of An Garda Síochána, pursuant to the Protection of Persons reporting Child Abuse Act 1998 there are provisions in the Act protecting them from civil or criminal liability. The Act also creates a new offence of false reporting of child abuse where a person makes a report of child abuse to the appropriate authorities “knowing that statement to be false”. This is a new criminal offence designed to protect innocent persons from malicious reports.

b) Qualified privilege

While the legal protection outlined above applies only to reports made to the appropriate authorities (TUSLA or An Garda Síochána), this legislation does not alter the position of ‘*qualified privilege*’, which is a defence to a defamation action. [Qualified privilege](#) arises where the person making the communication has a duty to communicate the information, or interest in communicating it to protect the child; and the communication is made to a person with a duty to receive the information or an interest in receiving it. The person making the report, would be expected to act in the child’s best interests and, in making the report, would be regarded as acting in such a manner. If the person making the report is acting in good faith, and makes it to a person with a corresponding duty or interest, even if they are factually wrong, the communication is not actionable. Privilege will be displaced where it can be established that the person making the report acted maliciously.

Furthermore, those reporting the child’s disclosure or concerns about a child’s behaviour or welfare (e.g. the DLP, the Departmental Manager or a member of UCD SSFSC), are not regarded as making an allegation as a matter of charge but simply carrying out their duty of good faith. They are not accusing or bringing a charge.

c) Confidentiality Statement

UCD SSFSC recognises that the legal principle that the welfare of the child is paramount means that consideration of confidentiality should not be allowed to override the right of children to be protected from harm. Everyone in our organisation, including children, must be aware that they can never promise to keep secrets. However, information of a confidential nature will only be



communicated on a 'need to know' basis. UCD SSFSC insists that families and children in contact with our organisation are sure, for example, that personal and sensitive details which they have confided about their lives or their family situations will not be talked about or passed onto others without their consent.

4.2 How can you raise concerns?

a) Guidelines for Reporting Allegations/ Incidents within UCD

In the event of a case of alleged abuse the person working with children shall inform the Departmental Manager who shall inform the DLP.

b) What do you do after a child has confided in you?

If you are making an allegation of child abuse about an adult in charge of children, you (as an employee or volunteer) shall contact your Departmental Manager who shall contact the DLP. The DLP will then collate all the information and assist you in completing the standardised [TUSLA Reporting Form](#).

If the report/complaint is about the Departmental Manager, go straight to the DLP, or even another Departmental Manager within UCD SSFSC whom you trust. The important thing is that you report the event.

The DLP shall then inform UCD SSFSC legal team, the UCD Child Protection Officer and the local HSE/Social Services to decide on the most appropriate course of action to follow in order to protect the child or children affected and you – the person making the report.

The DLP shall then forward on your report to the necessary bodies, generally this will be TUSLA but outside of office hours it may be the local Gardaí.

If a person does not know who to turn to for advice or they are worried about sharing their concerns with a senior colleague, they should contact TUSLA directly.

- Please note –:
 - In the event of an allegation of child abuse against a member of UCD staff, the VP for Staff shall be informed; and in the event of an allegation against a student aged 18 or over, the Registrar shall be informed by the DLP.
 - You should never attempt to carry out an investigation of suspected or alleged abuse by interviewing people etc. – HSE/Social Services and Gardaí personnel are the people trained to do this – more damage could be caused and this could affect possible criminal proceedings. It is your duty to refer concerns on, not to investigate.
 - As soon as possible (and certainly the next working day) the DLP should refer the matter to the local HSE/Social Services (helped by the staff member's notes / Incident Form). The DLP shall follow their instructions about what to do next. The local HSE/Social Services will set up any necessary investigations and advise the DLP – that is their statutory role.



- Never think abuse is impossible in your organisation, department or group, or that an accusation against someone you know well and trust is bound to be wrong.

Children and young people often tell other young people, rather than staff or other adults, about abuse – UCD SSFSC shall ensure that young people know these points too (e.g. children aged 15 years or more) wherever possible e.g. induction packs, notice boards etc.

In the event of a child reporting an incident, it is advised that you:

DO:

- Stay calm
- Always stop and listen straight away to someone who wants to tell you about incidents or suspicions of abuse. Give the person time to say what they want, preferably in an area out of earshot of passers-by.
- Write brief notes of what they are telling you as soon as you can or while they are speaking but it is important to remember how the child may be feeling and it may actually be insensitive to be writing while they are talking unless you explain why you are doing it (these may help later if you have to remember exactly what was said). Keep your original notes, however rough and even if you wrote on the back of something else (it's what you wrote at the time that may be important later – not a tidier and improved version you wrote up afterwards!). If you do have the means to write at the time, make notes of what was said or observed as soon as possible afterwards.
- Reassure them that they have done the right thing in telling you and that it will be dealt with appropriately.
- Record in writing what was said as soon as possible.
- Immediately tell the person in charge of UCD SSFSC (unless they are themselves accused or suspected of abusing).
- Complete a copy of the standard [TUSLA Report Form](#) with the DLP) (Please see Appendices for a copy of this form).
- Keep a copy of the report.

DON'T

- Panic.
- Promise to keep secrets. *Never* make a promise that you will keep what is said confidential or secret – if you are told about abuse you have a responsibility to tell the right people to get something done about it. If asked, explain that if you are going to be told something very important that needs to be sorted out, you will need to tell the people who can sort it out, but you will only tell the people who absolutely need to know.



- Ask leading questions that might give your own ideas of what might have happened (e.g. “did he DLP x to you?”) – Just ask “what DLP you want to tell me?” or “is there anything else you want to say?” DLP not enquire into the details of the abuse.
- Make a child repeat the story unnecessarily.
- Tell other persons or young people what you have been told.

4.3 Dealing with Allegations of Child Abuse

UCD SSFSC recognises that the safety of each and every child under its care, on or off campus is paramount and commits to ensuring the safety of all children who use its facilities and services. UCD SSFSC recognises the Criminal Justice Act, 2006 (and the Criminal Justice (Withholding of Information on Offences against Children and Vulnerable Persons) Act 2012); and is aware that failure of any UCD SSFSC person working with children to act in the event of a case of alleged child abuse is an offence with a penalty of a fine with *no upper limit* and/or imprisonment for a term not exceeding 10 years.

a) Who may be informed?

In any situation where there is an allegation or suspicion of abuse, it is important that the rights of both the victim and the alleged perpetrator are protected by ensuring that only those who need to know are given the relevant information.

b) Basis for Reporting Alleged / Suspected Child Abuse

TUSLA must be informed when there are reasonable grounds for concern that a child may have been abused, is being abused, or is at risk of abuse.

The following examples would constitute reasonable grounds for concern:

- Specific indication or disclosure from the child that (s) he was abused.
- An account by a person who may have witnessed abuse taking place.
- Under-age pregnancy or sexually transmitted infection
- Attempted suicide
- Someone else (a parent, friend, co-person) may disclose that a young person has told them they are being abused, or may have witnessed the abuse themselves
- Evidence, such as injury or behaviour which is consistent with abuse and unlikely to be caused another way.
- There may be consistent indication, over a period of time that a young person is suffering from emotional or physical neglect
- An injury or behaviour that is consistent both with abuse and with an innocent explanation but where there are corroborative indicators supporting the concern that it may be a case of abuse. An example of this would be a pattern of injuries, and implausible explanations as to the cause of the injuries/injury.



- Other indicators of abuse, a dysfunctional behaviour.
 - Consistent indication, over a period of time that a child is suffering from emotional or physical neglect.
- c) Who shall be informed in the case of an allegation within UCD SSFSC?
- The person responsible for child protection in UCD SSFSC;
 - The UCD Child Protection Officer;
 - Where relevant, a statutory child protection agency;
 - The parent / guardian of the child (if appropriate e.g. not if parent is abusing);
 - The alleged perpetrator.

All information of a personal nature will be stored in a safe and secure setting. Those who will be given access to this information will be;

- The organisation's DLP.
- UCD Child Protection Officer.
- UCD SSFSC Board Members.
- UCD SSFSC Legal and HR team.
- Management team, where deemed necessary.
- Relevant adults for information relating to a child's ability to participate in an activity.

In the event of an allegation of child abuse being made against a UCD SSFSC person which has allegedly taken place in or outside of work the Departmental Manager shall inform the DLP.

At this stage, it should be remembered that the first priority should be to ensure that no child is exposed to unnecessary risk. The DLP should as a matter of urgency instruct the Departmental Manager to take any necessary protective measures. These measures should be proportionate to the level of risk and should not unreasonably penalise the person, financially or otherwise, unless necessary to protect children.

The Departmental Manager shall then, on the advice of UCD SSFSC legal team, whether the person is an employee of UCD or UCD SSFSC, privately inform the person of the following:

- i) the fact that an allegation has been made against him/her;
- ii) the nature of the allegation;



- iii) whether or not the matter has been reported to TUSLA or Gardaí by the DLP;
- iv) if the employee is to absence him or herself from UCD SSFSC while the case is being investigated.

The person shall be given a copy of the written allegation, and any other relevant Documentation. The person shall be requested to respond to the allegation in writing to the DLP, within a specified period of time. The person shall be told that his/her explanation to the DLP will also have to be passed on to TUSLA.

A meeting with the person (who may also be accompanied by another person) shall be held; and at this meeting the person on whom the abuse is being alleged should be offered an opportunity to present his/her case to the DLP.

Where the DLP is unsure as to whether the nature of the allegations warrants the absence of the person from UCD SSFSC while the matter is being investigated, he should consult with UCD SSFSC legal team, the Child Care Manager of TUSLA and/or An Garda Síochána for advice as to the action that those authorities would consider necessary. The UCD SSFSC legal team shall consider in detail the allegations which have been made against the person and the source of those allegations, the advice of TUSLA and/or An Garda Síochána in relation to the allegation and the written response of the employee to the allegations.

d) UCD SSFSC Employee:

Following those consultations, the DLP should consult the UCD SSFSC legal team who shall advise the DLP with due regard for the advice offered by TUSLA and/or Garda Síochána. If it is agreed that the nature of the allegation warrants immediate action, the UCD SSFSC company board and the DLP, in conjunction with UCD SSFSC HR shall direct the Departmental Manager to ensure that the person absent him/herself from UCD SSFSC with immediate effect.

e) UCD Employee:

In the event of an allegation being made against a UCD employee, the DLP should consult the UCD legal team who shall advise the DLP with due regard for the advice offered by TUSLA and/or Garda Síochána. If it is agreed that the nature of the allegation warrants immediate action, the UCD SSFSC company board and the DLP, in conjunction with UCD HR shall direct the Departmental Manager to invoke UCD's procedures to ensure that the person absent him/herself from UCD SSFSC with immediate effect.



f) Reporting Procedures by a Worker about the Behaviour of an Adult who has Contact with Children.

CLEAR EVIDENCE

YES

Is it serious poor practice / an alleged breach of the code of ethics & conduct?
(Refer to Code of Conduct in [Appendix 4](#))

Department Manager refers to the DO who shall deal with it as a misconduct issue

If concerns remain, the Departmental Manager refers back to the DO, who consults the relevant Human Resources (HR) and Legal Team.

Disciplinary Committee Investigation
(Relevant Human Resources & Legal Team)

Investigated
UCD
Worker

UCD
DO / HR / UCD
Child Protection
Officer

Appeals
UCD HR / DO / UCD
Child Protection
Officer

Investigated
UCD SSFSC
Worker

UCD SSFSC
DO / HR / UCD
SSFSC Legal team

Appeals
UCD SSFSC HR /
DO / Legal team

**POSSIBLE
OUTCOMES**

UNCLEAR EVIDENCE

Could it be child abuse?

Report concerns to your Departmental Manager

If allegation relates to your manager refer directly to the DO who will liaise with TUSLA & Gardaí.

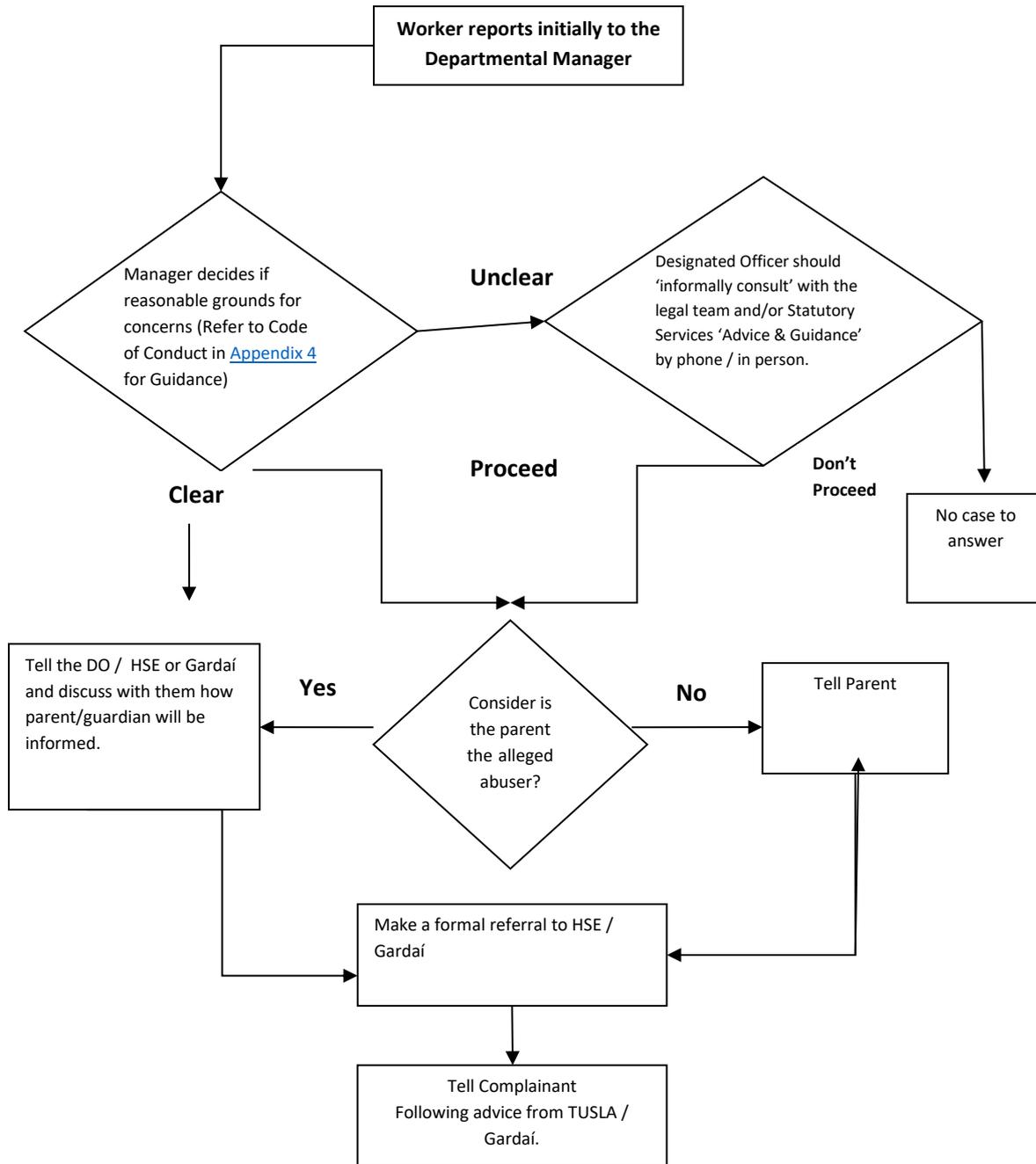
In all cases the UCD SSFSC HR and UCD Child Protection Officer gets a written report.

**POSSIBLE
OUTCOMES**

- No case to answer
- Warrants advice or warning as to future conduct or sanctions.
- Further training & support needed.
- Gardaí / HSE enquiry
- Joint protocol interview
- Criminal proceedings
- Referral to Disciplinary Committee



g) Reporting Procedures by a Worker about Possible Abuse outside the Organisation





h) Upon receiving an allegation of child abuse or neglect:

A report should be made to TUSLA in person, by phone or in writing. Each area has a social worker working with children on duty for a certain number of hours each day. The duty social worker working with children is available to meet with, or talk on the telephone, to persons wishing to report child protection concerns. (See [Appendix 9](#) for HSE contact details).

It is generally more helpful if persons wishing to report child abuse concerns make personal contact with the duty social worker working with children. This will facilitate the social worker working with children in gathering as much information as possible about the child and his or her parents/carers.

In the event of an emergency, or the non-availability of HSE staff, the report should be made to An Garda Síochána. This may be done at any Garda Station.

All Child Protection reporting to TUSLA or Gardaí must be submitted on the standard TUSLA reporting form, which can be accessed [here](#).

i) Action against Employees accused of Child Abuse or Neglect

During an investigation by UCD SSFSC into an alleged complaint of child abuse against an employee, an employee may be asked to take administrative leave of absence with pay. This will not be regarded as a suspension and such a leave of absence would not imply any degree of guilt on the part of the employee.

j) UCD Workers

Where such a leave of absence is invoked, for UCD workers UCD HR and the Governing Authority should be contacted with regard to:

- i) Formal approval for the paid leave of absence of the employee; and
- ii) The final outcome where the employee had been absent on administrative leave.

k) UCD SSFSC Workers

Where such a leave of absence is invoked, for UCD SSFSC workers, UCD SSFSC HR and the UCD SSFSC company board should be contacted with regard to:

- i) Formal approval for the paid leave of absence (if applicable) of the employee; and
- ii) The final outcome where the employee had been absent on administrative leave.

l) Extreme Cases

In extreme cases the Departmental Manager and the DLP following consultation with UCD Child Protection Officer and TUSLA, should as a matter of urgency take any necessary protective measures. These measures should be proportionate to the level of risk and should not unreasonably



penalise the person working with children, financially or otherwise, unless necessary to protect children. The principles of due process and natural justice must be adhered to.

If, in the Departmental Manager and the DLP's opinion, the nature of the allegation warrants immediate action, (following consultation with TUSLA), the DLP on behalf of UCD SSFSC should direct the Department Manager to ensure that the person working with children absent him/herself from UCD SSFSC with immediate effect, pending investigations.

m) Role of TUSLA in Reporting

TUSLA shall support organisations under the legislation by providing best practice guidance known as '*Safeguarding Guidance for Organisations*'. TUSLA shall provide information and advice to all DLPs to carry out their duties and responsibilities including advice on decisions on whether to report.

4.4 Recognising Abuse

a) Signs and Symptoms of Child Abuse

Children First states that child neglect, is the most common category of abuse and, can be the most harmful. A distinction can be made between 'wilful' neglect and 'circumstantial' neglect. Not only does neglect generally last throughout a childhood, it also has long-term consequences into adult life.

b) Signs and symptoms of emotional neglect and abuse

Emotional neglect and abuse is found typically in a home lacking in emotional warmth. It is not necessarily associated with physical deprivation. The emotional needs of the child are not met; the parent's relationship to the child may be without empathy and devoid of emotional responsiveness. Emotional neglect and abuse occurs 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 neglect and abuse is not easy to recognise because the effects are not easily observable e.g. lack of comfort, love, attachment, proper recreational stimulation or rejection.

c) Signs and symptoms of physical abuse

Unsatisfactory explanations, varying explanations, frequency and clustering for the following events are high indices for concern regarding physical abuse: bruises, fractures, swollen joints, burns, scalds, lacerations, poisonings, coma or death.

d) Signs and symptoms of sexual abuse

Child sexual abuse often covers a wide spectrum of abusive activities. It rarely involves just a single incident and usually occurs over a number of years. Child sexual abuse most commonly happens within the family e.g. non-contact sexual abuse, sexual contact, oral-genital sexual abuse, inter-femoral sexual abuse, penetrative or sexual exploitation.



e) Recognising child neglect or abuse

Child neglect or abuse can often be difficult to identify and may present in many forms. No one indicator should be seen as conclusive in itself of abuse. It may indicate conditions other than child abuse. All signs and symptoms must be examined in the context of the child's situation and family circumstances. 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.

f) 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.

g) Fatal child abuse

In the tragic circumstances where a child dies as a result of abuse or neglect, there are four important aspects to be considered: criminal, child protection, bereavement and notification.

h) Points to remember regarding signs and symptoms of abuse

The severity of a sign of abuse does not necessarily equate with the severity of the abuse. Severe and potentially fatal injuries are not always visible. Neglect and emotional and/or psychological abuse tend to be cumulative and effects may only be observable in the longer term. Explanations that are inconsistent with the signs should constitute a cause for concern.

Neglect is as potentially fatal as physical abuse. It can cause delayed physical, psychological and emotional development, chronic ill-health and significant long-term damage. It may place children at serious risk of harm. It may also precede, or co-exist with, other forms of abuse and must be acted upon.

While the impact of neglect is most profound on young children, it also adversely affects adolescents. Neglect renders young people liable to risk-taking behaviours, such as running away, early school leaving, anti-social behaviour, mental health and addiction problems, including the risk of suicide.

It is sometimes difficult to distinguish between indicators of child abuse and other adversities suffered by children and families. Deprivation, stress, addiction or mental health problems should not be used as a justification for omissions of care or commissions of harm by parents/carers. The child's welfare must be the primary consideration.

Working in the area of child abuse and neglect is dealing with uncertainty. Social workers working with children and other professionals should adopt a 'respectful uncertainty' on parental reporting of improvement until supported by clear evidence.

(Children First, 2011)



i) Record Keeping

When child abuse is suspected, it is most important to record the details of the allegation or reported incidents, regardless of whether or not a referral is subsequently made to the statutory authorities. Details of allegations or actual incidents of abuse must be recorded on the standard form used for reporting Child Protection and/or Welfare Concerns to TUSLA. The DLP shall ensure that proper records, dated and signed are retained on this standard [TUSLA Report form](#).

All records are highly confidential and are kept securely by the DLP in his office. However the DLP is required to record information for UCD SSFSC records as follows:

- The date and time of disclosure, allegation or actual abuse incident.
 - An indication of the parties involved (including third parties) including names and addresses.
 - Details of what action UCD SSFSC has taken (if any).
 - The report from the member of UCD SSFSC who received the information or has concerns.
 - Any suspicions consequent on the information and the factual grounds for such suspicions.
 - Decisions not to inform or to inform a parent/guardian together with the reason.
 - The response of the parents/guardians to the reported allegation.
 - Details (dates, times, people, place) of any subsequent meetings and communications of interested parties.
 - Decision re referral (or not) to TUSLA, or An Garda Síochána, including how, why, when and by whom the decision was taken.
- All incidents reported or observed will be recorded on an Incident Form ([Appendix 5](#)) by all observers or witnesses.
 - A copy of the Incident Form shall then be submitted to the Departmental Manager and the DLP.
 - The DLP shall then review the alleged complaint and shall inform UCD SSFSC legal team.
 - Ensure confidentiality - only "need to know basis" (reference confidentiality clause)

The Designated Officer will be responsible for storing any reports in a safe and secure environment.

4.5 Cyberbullying

Cyberbullying is defined as 'an aggressive, intentional act carried out by a group or individual, using electronic forms of contact, repeatedly, over time, against a victim who cannot easily defend him or herself' (DES 2013).



Debate surrounds the use of the word repeated in this definition of cyber-bullying, as in some instances one behavioural act can create an ongoing sense of intimidation for the victim (i.e. a single posting of a humiliating photo/video can be viewed by a large audience with long standing affects; therefore 'one post' can be multiplied online to equate with 'repeatedly').

Cyberbullying is the use of electronic and digital means, particularly mobile phones, personal computers, email and internet use to deliberately harass, ridicule or hurt another. It can be an extension of face-to-face bullying with Information Communication Technology (ICT) used to deliberately hurt someone else. Messages (text, email), photographs, videos can all be used to spread rumours, make threats or harass.

Cyberbullying differs from more traditional forms of bullying in a number of ways:

- The audience is now larger,
- There are no time or location barriers, it can happen 24/7
- The target's reaction is often not seen, leading to a reduction in feeling of empathy or guilt.
- It can be anonymous.

a) Forms of cyberbullying

Cyberbullying can be classified by the media through which the abuse occurs, (i.e. mobile phones, instant messenger, chat rooms, social networking sites, video/photo sharing sites/apps, and gaming sites, etc) and/or by the nature of the abuse itself (i.e. flaming, impersonation, harassment, etc).

Willard (2007) has identified the following seven forms of cyberbullying:

- 1. Flaming** – On-line 'fights' using electronic messages with angry and vulgar language.
- 2. Harassment** – Repeatedly sending nasty, mean, and insulting messages.
- 3. Denigration** – Intentionally setting out to damage a person's reputation or friendships by sending or posting derogatory comments, cruel gossip, or rumours about the person; creating a web page or web site devoted to insulting another person.
- 4. Impersonation** – Gaining access to someone's account, posing as that person, and sending messages to make the person look bad, get that person in trouble or danger, or damage that person's reputation or friendships. This behaviour is commonly referred to as 'fraping' when it occurs using Facebook.
- 5. Outing and Trickery** – Sharing someone's personal or embarrassing information or images online or via mobile phone or other electronic media, or tricking someone into revealing secrets or embarrassing information, which is then shared online.
- 6. Exclusion** – Intentionally excluding someone from an online group (i.e. a 'friend list', a gaming environment, or group chat). Within a gaming context the term 'griever' is often applied to a player who deliberately irritates and harasses other players within the game, using aspects of the game in unintended ways.
- 7. Cyberstalking** – Repeatedly sending messages that include threats of harm or that are highly intimidating, or engaging in other online activities that make a person afraid for his/her



safety. Another definition of cyberstalking is using the Internet or other electronic means as a way to harass, intimidate, threaten, monitor or make unwanted advances towards another. It can involve direct communications through e-mails, chat rooms, bulletin boards or social sites such as Facebook, the surreptitious gathering of information regarding the target, or covert observation.

b) Actions to consider when a young person is the target of cyberbullying:

- Confirm that you are dealing with bullying behaviour.
- Listen calmly and uncritically to the report the young person is making.
- Remind the young person that it is not their fault; it is the person who is doing the bullying that has the problem.
- Tell the young person not to respond to the bully as this can exacerbate the issue.
- Keep a copy of all correspondence between the young person and the bully.
- Encourage the young person to remove the cyber-bully as a 'friend' online and block them from his/her phone. Report the issue to the website and/or mobile phone company as appropriate.
- Serious issues should be reported to The Garda Síochána – legal issues include making inappropriate sexual suggestions, racist remarks or persistent bullying that is seriously damaging to the young person's wellbeing.

A number of laws may have relevance to specific cyberbullying behaviours, such as:

- Criminal Damage Act, 1991;
- Non-Fatal Offences Against the Person Act, 1997;
- Post Office Amendment Act, 1951
- European Communities (Electronics Communications Networks and Services) (Data Protection and Privacy) Regulations 2003 (S.I. No. 353 of 2003)
- Video Recordings Act 1989

Tusla.ie

5. Working Safely with Children and Young People

5.1 Recruitment and Selection

- a) Recruitment and selection procedures for persons working with children and volunteers.

UCD SSFSC shall ensure effective recruitment and selection procedures by having standard forms and procedures. All information in relation to applicants will be treated as sensitive and confidential.

- b) Job Description / Job Specification

UCD SSFSC / UCD shall provide a job/role description for each post that describes the range of duties that the role will involve. A Person Specification will be provided that describes the type of attributes the post-holder shall have and the skills required (e.g. their experience, qualifications and other requirements). This shall assist persons working with children in the organisation to have clarity about their role. UCD SSFSC HR and UCD HR shall confirm if Garda Vetting is a requirement of employment.



c) Advertising and Recruitment.

All vacancies shall be advertised and openly available to interested and qualified parties with roles advertised in national / local papers, website etc. An indication that the post may involve working with children, and that a Garda vetting check will be undertaken, shall be included in all advertisements, where feasible by UCD SSFSC. UCD SSFSC HR and UCD HR advertisements shall direct candidates to the UCD website for further information.

UCD Sports Clubs' Committee Members shall as a minimum ensure that:

- a) Coaches' qualifications are verified and shall keep employment reference checks on their Coaches on file.
- b) Ensure all Coaches are Garda vetted, via the AUC, before commencing work in UCD.
- c) Ensure all Coaches have Safeguarding 1 completed, at a minimum, with the Safeguarding 1 Certificate uploaded to the Grant System by 31st October annually.
- d) Their Club has a Children's Officer who has Safeguarding 1 completed, at a minimum, with the Safeguarding 1 Certificate uploaded to the Grant System by 31st October annually.

In addition, UCD Sports Clubs' Committee Members are requested to confirm, in writing, to the UCD Sports Development Manager that they:

- a) Understand their responsibility to comply with UCD AUC 'Coaches and Leaders'' recruitment process.
- d) Application form.

All prospective UCD SSFSC persons working with children shall complete the standard application form, which shall include a section allowing the individual to self-declare any convictions or relevant information. No blanks in employment etc. shall be left on the form. All applicants shall make available identification which includes name and address together with a signature or photograph. In addition, applicants shall agree to undergo Garda vetting checks and shall attend relevant Child Protection Training courses.

Prospective UCD employees shall apply through eRecruit, where no identification, signature requirements etc are required at the initial stages.

e) Two independent references (not family members)

UCD SSFSC shall obtain at least two references in writing. These should preferably include the applicant's last employer and not be family members. Ideally, references should be sought on all short-listed candidates and should be obtained before interview, if possible, taking GDPR regulations into account. Where possible, written references submitted by the candidates should be verified by telephone, letter or personal visit. Reference checks on candidates shall verify qualifications, experience and gaps in employment history. All references shall be verified by the relevant committee / manager and kept on file as a matter of record. The successful candidate's Employment Contract should outline the effect of references on their probationary period.



f) Garda Vetting

UCD SSFSC shall obtain a Garda vetting check on all appointees prior to commencement of their post, or if not possible, as soon as possible after starting; and ideally less than 8 weeks. Reasons for failing to allow Garda vetting checks to be carried out shall be investigated thoroughly and may ultimately be a barrier to employment by UCD SSFSC. All applicants must be Garda Vetted and deemed suitable to work or volunteer before they are permitted to start in their position.

The Garda Vetting Unit is the single point of contact in An Garda Síochána to conduct Garda Vetting. Garda vetting is conducted in respect of personnel working in a full-time, part-time, and voluntary or student placement capacity in a position in a registered organisation, through which they may have unsupervised access to children and/or vulnerable adults. Garda vetting is conducted **only** on behalf of registered organisations and is not conducted for individual persons on a personal basis. In the case of UCD SSFSC, Garda Vetting is carried out through Ireland Active and more information can be found [here](#).

For further information on Garda Vetting Procedures, please consult the Garda [website](#).

UCD AUC's Vetting Policy can be found [here](#) which includes an explanation of the steps involved in AUC eVetting and the process of formally notifying any applicants of the outcome of their application in addition to the requirement for Children's Officers to be vetted.

g) Interviews

UCD HR and UCD SSFSC HR shall ensure that prospective candidates who may work with children undergo the normal selection process which includes a formal interview. All gaps in the application form will be investigated; and confirmation that the applicant has the ability and commitment to meet the standards required in putting the 'Child Safeguarding Statement' into practice. Those recruiting shall verify the applicant's qualifications, experience and clarify any apparent gaps in employment. In addition, formal identification will be checked and kept on file.

h) Appointments

Where possible, all UCD SSFSC employee appointments shall involve at least two people e.g. the Department Manager and the HR Department and not by any one individual member of UCD SSFSC. (All successful applicants' for UCD Clubs shall be ratified by the committee and not by any one individual). All new employees or volunteers shall be issued a Contract of Employment or Volunteers' Letter of Engagement. This contract, or letter, shall include a statement that the employee shall comply with the UCD SSFSC's Child Safeguarding Statement. In addition, formal identification of the successful applicant shall be checked, with a copy kept on file.

i) Trial period:

All new recruits shall have to undergo a probationary/trial period as stated on his/her contract where they shall be managed and supported by their manager. Appointment shall be conditional on the successful completion of this trial period, (the length of which shall be decided at the outset). This gives an opportunity to assess the suitability of a new person working with children and his or her commitment to the organisation's policies on safe practices. UCD SSFSC will follow best practice in having a review at conclusion of the probationary/trial period.



All UCD employees shall be subject to the [UCD Probation Policy](#), and in the case where UCD employees, who have successfully completed their probationary period, transfer to UCD SSFSC there shall be no requirement for them to undergo any further probationary periods within UCD SSFSC.

j) [Child Protection Training](#)

UCD SSFSC shall ensure that all new recruits, and eventually all workers, who may have substantial unsupervised access to children attend Child Protection Training.

UCD Sports Club committee members shall ensure:

- a) That all new recruits shall successfully complete Safeguarding 1 Training and sign off on the UCD AUC Document '[Code of Ethics & Conduct for Sports Coaches](#)' form, which will be kept on file and uploaded to the Document Upload System.
- b) That all Coaches and Leaders will have attended, at a minimum, Safeguarding 1 or the equivalent recognised Child Protection training provided by their NGB (National Governing Body). Where they have not attended such training, the UCD AUC (Athletic Union Council) will provide access to Safeguarding courses.
- c) Copies of the Safeguarding Training courses' certificates shall be uploaded to the 'UCD Document Upload System' by the October 31st deadline.
- d) That if after the October 31st deadline, a Coach or Leader does not have the Safeguarding 1 training course, s/he will not be permitted to continue to coach/ lead in UCD.
- e) In the event that a Coach or Leader is leading a trip on or before the 31st October, they must have uploaded a copy of their Safeguarding Training Course, Level 1 to the UCD Document Upload System, before this date, in order to be permitted to lead the trip.
- f) All Sports Clubs shall have a Children's Officer who must have attended Safeguarding 1, or the equivalent, recognised Child Protection training provided by their NGB (National Governing Body).
- g) A copy of the Sports Clubs' Children's Officer's Child Protection training certificate shall be uploaded to the UCD Document Upload System by October 31st.
- h) That the Child Protection Policy of the National Governing Body (NGB) shall be reviewed when completing the Club's Safeguarding Risk Assessments.
- i) Every Club is advised to review their NGB guidelines with respect to their Child Safeguarding procedures and implement any further requirements where applicable.



6. Complaint Procedures

UCD SSFSC commits to adhering to the principles of the complaints' procedure outlined in the Health Act, 2004. All workers shall be informed of UCD SSFSC's complaint procedures (or UCD's complaint procedures – where applicable) at induction and through the website and notice boards.

Those who have made a complaint or have had a complaint made about them and *“believe that they have not been treated in accordance with fair and sound administrative practice or in a way that adversely affects or has affected a person may make a complaint”*.

All complaints regarding the handling of alleged child abuse or neglect allegations made shall be taken seriously.

7. External organisations using UCD SSFSC facilities.

This advice is based on the assumption that the external group is not providing services in conjunction with UCS SSFSC e.g. Room Hire to a school.

If the external group is using your facilities outside the hours your service operates (for example: your service operates 9am to 6pm and the external group is using your facilities after 6pm) you should ensure, where applicable:

- That the external group has appropriate insurance cover;
- That the group is aware of Children First and has confirmed it has appropriate policies in place and submits a copy of its Child Safeguarding Statement.
- That the group has informed parents/guardians of their agreement with your service and that there is a clear distinction between the two services. If the external group is using your facilities during the hours that your service operates you should ensure, where applicable:
- That you include this factor when carrying out a risk assessment of harm that may occur to children availing of your service if you are a provider of a relevant service under the Children First Act, 2015;
- That you have adequate policies and procedures in place to ensure the safeguarding of children while availing of your service;
- The group is aware of your guiding principles and child safeguarding procedures
- The group has appropriate insurance cover;
- The group is aware of your organisation's principles and values;



- There is a signed agreement between the two parties. If the group is delivering a service to children and families in partnership with your organisation, then it is essential that governance issues are clarified and agreed prior to the service commencing.

Tusla.ie

8. Annual Review of the 'Child Safeguarding Statement'.

UCD SSFSC shall strive to undertake an annual review of its 'Child Safeguarding Statement' and as prescribed by legislation, at two-year intervals as a minimum.

As part of the overall review process, the DLP shall also compare other Child Protection Policies, practices and activities, vis a vis their adherence to the principles of best practice in child protection and welfare and compare these to the standards and procedures that are set out in this 'Child Safeguarding Statement'.

Any changes that need to be made to the policy shall be communicated from the DLP to the UCD SSFSC legal team and all UCD SSFSC persons working with children.



9. Appendices

9.1 Working with Children in UCD SSFSC – Best Practice

All personnel shall demonstrate exemplary behaviour in order to protect children in their care and themselves from false allegations. The following are common sense examples of how to create a positive culture and climate within UCD SSFSC.

9.2 Garda Vetting

UCD SSFSC shall obtain a Garda vetting check on all persons who shall have substantial unsupervised access to children prior to commencement of their post, or if not possible, as soon as possible after starting; and ideally less than 8 weeks; and commits to adhering to the National Vetting Bureau (Children and Vulnerable Persons) Act 2012. UCD SSFSC is committed to revising and addressing its Garda Vetting procedures in light of the commencement of this Act.

The Garda Vetting Unit is the single point of contact in An Garda Síochána to conduct Garda Vetting. Garda vetting is conducted in respect of personnel working in a full-time, part-time, and voluntary or student placement capacity in a position in a registered organisation, through which they have unsupervised access to children and/or vulnerable adults. Garda Vetting is conducted **only** on behalf of registered organisations and is not conducted for individual persons on a personal basis. To ensure the protection of children, and justify public trust and confidence, UCD SSFSC is committed to ensuring that only suitable candidates are allowed to gain employment, whether paid or voluntary, in the organisation.

UCD SSFSC uses the Garda Central Vetting Unit (GCVU) vetting service, via [Ireland Active](#) to assess the suitability of such applicants, and may also require applicants to provide an 'Enhanced Disclosure' by the completion of an affidavit at the time of recruitment.

The following sections describe the details of the various stages that are involved in the Garda Vetting process.

Stage 1: Completion of Worker Application form.

Applicants who have been provisionally offered, and have accepted, a position in UCD SSFSC that has substantial unsupervised contact with children will be asked to complete a Garda Vetting Form. This Documentation highlights for applicants the importance of full disclosure. Where an applicant is under 18 years of age, they must complete an additional form 'Garda Vetting Parent/Guardian Consent Form'.

Stage 2:

Applicants complete the standard Application Form and acknowledge that if successful, their position is not complete until they have satisfied Garda Vetting requirements for the position.

Stage 3: Completion of Application form.

Applicants return their completed confidential form to the UCD SSFSC HR office or the Manager where the form is checked. Once HR or the Manager is satisfied that all sections of the form are duly



completed, the form is signed. Then the forms are sent to [Ireland Active](#) who forward them to the GCVU, on behalf of UCD SSFSC, who then forward them to the GCVU in Thurles.

Stage 4: Completion of Garda Central Vetting Unit section of the form

The GCVU responds to the vetting request by ticking and signing one of the relevant sections of the form: The form and any attached Documentation are returned in confidence to the DLP.

Stage 5: Confirmation of GCVU response by the UCD Authorised Signatory

Where the information supplied by the GCVU is inconsistent with the response from the applicant, the DLP will meet with the applicant to clarify if the information supplied by the GCVU is correct. If the applicant does not agree that the information supplied by the GCVU is correct, the DLP will request the GCVU to review their information and confirm or change their initial response.

Stage 6: Evaluation of information

Once the information has been confirmed, it is then reviewed by UCD SSFSC and classified as follows:

- No previous convictions recorded
- Minor Offence
- Serious Offence
- Very Serious Offence

Thereafter the information will be dealt with by UCD SSFSC as outlined in Stage 7 below.

Stage 7: UCD SSFSC response to information provided by GCVU.

(a) No previous convictions recorded

The names of all applicants where no previous convictions have been recorded are forwarded to the relevant Department Manager. Then the Department Manager sends a copy of this information to the applicant. If a conviction is recorded, or is pending, UCD SSFSC HR, the Manager and UCD SSFSC legal team meets with the DLP to consider the convictions.

For UCD employees, if a conviction is recorded, or is pending, UCD HR, the Manager and UCD legal team meets with the DLP to consider the convictions.

(b) Minor Offence

With regard to minor offences, i.e. offences which, within the absolute discretion of UCD SSFSC, are not considered to pose any risk to children or vulnerable adults, UCD SSFSC's response is different depending on whether or not the applicant openly disclosed the offence:

If the offence has been disclosed, the Department Manager will send a letter of notification to the applicant.



If the offence has not been disclosed the Department Manager will meet with the applicant to seek an explanation for the non-disclosure. If a satisfactory explanation is received the information will be provided to the DLP and to the applicant. If a satisfactory explanation is not received the offence will be deemed to be a *serious offence* and will be dealt with as for section (c) (ii) below.

(c) Serious Offence

With regard to serious offences, i.e. offences, the nature of which could potentially indicate a risk to children or vulnerable adults, UCD SSFSC's response will be different depending on whether or not the applicant openly disclosed the offence

(i) If the offence has been disclosed the Department Manager and DLP will meet with the applicant to discuss the circumstances of the offence:

- If there has been evidence of significant rehabilitation and/or evidence of appropriate behaviour modification by the applicant since the event took place, then the applicant will be advised that he/she will be allowed to continue with their employment application and that all departments that have substantial dealings with children, whether or not they request the information, will be advised of the offence.
- If there is no evidence of significant rehabilitation and/or evidence of appropriate behaviour modification by the applicant, the applicant will be advised that their offence is being treated as a *very serious offence* and the procedure outlined in section (d) below will be followed.

(ii) If the offence has not been disclosed the Department Manager and DLP will meet with the applicant. Other than in very exceptional circumstances, the applicant will be advised that their offence is being treated as a *very serious offence* and the procedure outlined in section (d) below will be followed.

(d) Very Serious Offence

With regard to very serious offences, i.e. offences, the nature of which could potentially indicate a serious risk to children and vulnerable adults or other members of the public, the applicant will be required to meet with the Department Manager, DLP and HR and advised that owing to the nature of their conviction(s) they cannot continue with their employment application procedure.

Following the meeting the applicant will be advised in writing of UCD SSFSC's decision. The applicant may, within two weeks of the date of the letter, make an appeal to the UCD SSFSC company board to have his/her case reviewed by an Appeal Committee on Garda Vetting comprising of the DLP, UCD SSFSC Legal and HR representatives.



Stage 8:

Applicants who have satisfactorily completed Garda Vetting (and any other requirements of the registration process) will be deemed to have satisfied the Garda vetting criteria for Child Protection required of workers of UCD SSFSC.

For further information please consult the Garda [website](#).

9.3 Safe Management Practices and Policies

a) Developing Safe Management Practices & Policies

The operation of thorough recruitment procedures, as outlined in the Child Safeguarding Statement, will help to keep children safe within the organisation, but other strategies should be put in place to minimise the possibility of children coming to harm.

b) Safe Practices

Safe management practices will not only enable UCD SSFSC to run smoothly and efficiently, but it will also help to minimise the opportunities for accidents or harm to happen to children. The following pointers should be considered by all persons:

a) Know the children in your care:

- Have defined criteria for membership of the organisation.
- Have a standard application form and a comprehensive registration system for each child.
- Keep a record on each child, including medical details, any special needs and emergency contact telephone numbers.

b) Keep records of and review periodically:

- Attendance.
- Accidents – keep a copy of all accident / incident forms and review regularly with any unusual patterns reported to senior management.
- Consent forms.
- Any complaints or grievances.
- A written record of any inappropriate body contact with a child is kept.

c) Know your Persons:

- Follow thorough recruitment, selection and review procedures.
- Have a work schedule displayed so that everyone knows who is on duty and keep on file.
- Respond promptly to any allegations or complaints made about persons.



- Make sure there are always sufficient persons of both genders to supervise activities.
- Involve Garda vetted parents/ guardians (e.g. for the responsibility of their children in the changing rooms). If groups have to be supervised in the changing rooms, always ensure supervisors work in pairs.
- Ensure that if mixed teams are taken away, they should always be accompanied by male and female leaders. Be aware of the potential for same gender abuse by male adults of boys and female adults of girls.
- Acquire completed application forms, interviews and pre-employment checks on all persons whether paid or voluntary.
- Maintain records on individuals in line with advice from the data protection agency i.e. only hold records on individuals that persons have a justifiable reason for holding. An accurate record should be kept for each child and young person participating in activities, including, but not limited to, attendance, programme details and medical information. This record should include a copy of the consent form or letter signed by the parent or guardian. It should also contain details of emergency contact numbers.
- Keep a written record of all persons and children in attendance at events, such as meetings, classes and sports activities.

d) Pay attention to health and safety matters making sure that:

- Any buildings being used are safe and meet required standards.
- There is sufficient heating and ventilation.
- Toilets, shower areas and washing facilities are up to standard.
- Fire precautions are in place.
- First aid facilities and equipment are adequate.
- There is access to a phone.
- Equipment is checked regularly and a log is kept of same.
- Insurance cover is sufficient.
- A first aider and first aid kit is on hand in event of an accident, with UCD SSFSC's standard accident / incident form being completed at every relatively serious accident. **NB** All accidents will be reported to parents/guardian/teacher at collection.
- Any accusations made against you or your colleagues are reported to the DLP.
- You avoid spending any time alone with children/ young people away from others.
- Never take children / young people to your home.



e) Supervising children in all activities

Children are less likely to experience accidents or other harms if they are supervised properly. Activities should be organised so that they maximise participation, fun and learning, but also safety. So it is important to ensure that:

- Children are not left unattended.
- Adequate numbers of persons of both sexes are available to supervise the activities.
- Persons know at all times where children are and what they are doing.
- Any activity using potentially dangerous equipment has constant adult supervision.
- Dangerous behaviour is not permitted.
- Persons always work in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment, e.g. no secrets).
- Persons use proper, recommended equipment including:
 - Sport specific safety equipment.
 - Identification markers/ cones, clearly visible.
 - Playing/coaching surfaces are free from debris always putting the welfare of each child / young person first, before winning or achieving goals.
- Use of equipment / facilities only when supervised by a coach/ sports leader.
- There is a clearly defined area of play/ in bounds, fenced and safe from vehicular traffic.

If the activities involve staying away from home overnight e.g. swimming galas, away-games etc, attention should also be paid to the following.

- Safe methods of transport.
- Adequate insurance, to cover all aspects of the trip.
- Written parental consent (for each individual trip).
- Any information about the children which may be relevant to staying away overnight, allergies, medical problems, or special needs etc.
- Appropriate and well supervised sleeping arrangements.
- Respect for the privacy of children and young people in dormitories, changing rooms, showers and toilets.

f) Being professional at all times



- Maintaining a safe and appropriate distance with children/ young people (e.g. it is not legal, appropriate or acceptable to have an intimate relationship with a child or to share a room, tent, shower/ bath or changing cubicles with them).
- Building balanced relationships based on mutual trust which empowers children to share in decision-making.
- Making sport fun, enjoyable and promoting fair play.
- Ensuring that if physical support is needed, talk aloud to the child/ young person explaining what you are doing and why. Any necessary contact should be in response to the needs of the child and it should be in an open environment with the understanding and permission of the young person where possible. Persons should never do something for the child that they can do themselves. Children/ young people should always be consulted before they are touched and their agreement gained. Parental/ guardian views about manual support should always be carefully considered.
- Keeping up to date with the technical skills, qualifications and insurance (group or individual) in the relevant sports offered.
- Ensuring that at tournaments or residential events, persons do not enter children's rooms, invite or permit children into their rooms or become involved in unobserved or unsupervised one-to-one situations with children and young people.
- Being an excellent role model – this includes persons not smoking, drinking alcohol, using foul language or taking drugs in the company of young people.
- Recognising the developmental needs and capacity of children/ young people, including those with a disability – avoiding excessive training or competition and not pushing them against their will.
- Assisting persons are expected to be extra vigilant regarding safety where young children (under 9 years old) are waiting to be collected by parents/guardians.
- You should try to ensure that you do not find yourself ever alone in a room with a child.
- Children are not to be left alone at any activity; there must be at least two adults in the room with the children aged 6 and under, and one adult per 15 children aged 7 years and over at all times.
- At all times children should be properly supervised.



10. Policies

10.1 Changing Policies in Dressing Rooms

If children / young people need to share changing facilities with adults:

- UCD SSFSC must have consent from parents / guardians that their child can share a changing room with adults in UCD SSFSC.
- The parents / guardians of the child / young person must be allowed to supervise/assist them changing if they so wish.
- Children should be supervised at all times in the changing rooms by their parents / guardians / teachers or designated persons.
- If any child / young person is uncomfortable changing or showering in public, no pressure should be placed on them to do so. In this instance, encourage them to change or shower in the changing cubicles or shower in the shower cubicles.
- If the activity is mixed gender, separate facilities or the Changing Village shall be made available.
- The Changing Village is available to all Children / young people aged 17 years and under, as they are not permitted to use the Private Changing Rooms (male or female changing rooms).

10.2 Policy on Swimming Protocol - Schools

Many primary and post primary schools avail of UCD SSFSC's swimming facilities. Consequently, school children will normally be brought by bus to the swimming pool. Children will line up in an orderly manner for the bus. Teachers or other school designated persons shall assist (in pairs) with supervision in the changing rooms in order to ensure the children's safety. All persons will act in 'loco parentis' (in place of parents) and as such will act as prudent parents in helping children to return to school as dry as possible. All supervisors will be briefed on the swimming procedures.

10.3 Changing for Games/PE/Swimming - Schools

Primary School pupils will generally be expected to dress and undress themselves for games / PE / swimming. Where assistance is needed this will be done in the communal areas and with the consent of parents. Under no circumstances will UCD SSFSC persons be expected to, or allowed to, dress/undress a child in a cubicle/private area. In such situations where privacy is required the parent/guardian of the child will be asked to assist the child. All persons e.g. parent volunteers for swimming lessons will be Garda Vetted and will be given a copy of the school's and UCD SSFSC's Child Safeguarding Statement and asked to read and sign that they have received a copy and understand it. There will also be a minimum of one male and one female person on duty for supervision in changing rooms at swimming lessons. Persons may only supervise groups of children of the same sex as themselves and shall have another Garda-vetted adult in attendance at the same time in the changing room.



Post primary school children will be expected to dress and undress themselves for games/PE/swimming. Teachers/designated others / parents etc are required to supervise those aged 16 and under in the changing rooms. Where assistance is required for individual children this will be done in the communal areas by the teachers / designated others with the consent of parents. In the event that parent volunteers for swimming lessons etc. are required, they will be Garda Vetted and will be given a copy of UCD SSFSC's Child Safeguarding Statement and asked to read and sign that they have received a copy and understand it.

10.4 Policy on Children Arriving and Leaving UCD SSFSC (Non Pool Based Activity)

The child's school and/or their parents/guardians are responsible for the child arriving and leaving UCD SSFSC safely. UCD SSFSC's persons are responsible for the supervision of the children from their arrival at UCD SSFSC, during the activity and until they leave under the supervision of their teacher, parent or guardian.

UCD SSFSC shall not be responsible for the transporting, arrival and departure of any children to or from an activity unless it is specifically organising the activity. However, no child will be permitted to leave UCD SSFSC with someone other than an authorised adult e.g. teacher, coach or parent/guardian unless express written confirmation has been given in writing in advance.

Normal practice is that children shall always be collected by parents / guardians unless alternative arrangements have been made by the parents or guardians and the school and UCD SSFSC has been informed.

10.5 Policy on Children Arriving and Leaving UCD SSFSC (Pool Based Activity)

The child's school and/or their parents/guardians are responsible for children arriving and leaving UCD SSFSC safely; and for their safety in the changing rooms. For pool-based activities UCD SSFSC's persons are responsible for the supervision of children from their arrival at the pool deck, during any pool activity and until the children are returned to the poolside entrance to the Changing Village. UCD SSFSC is not responsible for children in the Changing Village, this remains the responsibility of the parents/guardians or teachers.

UCD SSFSC shall not be responsible for the transporting, arrival and departure of any children to or from any pool activity unless it is specifically organising the activity. However, no child will be permitted to leave UCD SSFSC with someone other than an authorised adult e.g. teacher, coach or parent/guardian unless express written confirmation has been given in writing in advance.

Normal practice is that children shall always be collected by parents / guardians unless alternative arrangements have been made by the parents or guardians and the school and UCD SSFSC has been informed.



10.6 Vulnerable Children/ Young People with Disabilities

In advance of a vulnerable child or young person with disabilities availing of UCD SSFSC's services or facilities, the Manager shall discuss and agree with parent / guardian and child / young person the care they require and the physical contact that is necessary for them to participate in the activity.

- UCD SSFSC persons shall communicate with the child / young person about what they are doing and give choices where possible, particularly if involved in dressing / undressing outer clothing or if lifting / assisting a disabled child / young person.
- UCD SSFSC persons shall avoid taking on the responsibility of tasks for which they are not appropriately trained.

10.7 General Policy on Personal Needs for School Children with Special Needs and/or with Specific Toileting / Intimate Care Needs

In the event of a child, who has special needs, using any of the services or facilities of UCD SSFSC; the child's school and the child's parents shall decide on the best way to meet these needs. UCD SSFSC's representative shall then meet with the teacher and / or the parents and shall DLP everything reasonably practicable to accommodate this child. The purpose of the meeting will be to ascertain the specific needs of the child and to determine how the school, parents/ guardians and SSFSC can best meet those needs and UCD SSFSC shall cooperate with the teachers and parents/guardians.

UCD SSFSC advises that clean underwear and suitable clothing shall be provided by the parents to the schoolteachers / helpers and brought in to UCD SSFSC so that if a pupil has an 'accident' of this nature they will in the first instance be offered fresh clothing into which they can change. If the child for whatever reason cannot clean or change themselves and the parents/guardians cannot be contacted; the child may be assisted by UCD SSFSC persons familiar to the child if appropriate and acceptable to all persons including the child. In all such situations two UCD SSFSC persons should be present. A record of all such incidents will be kept; and the teachers will then be notified who shall notify the parents upon collection of the child.

Two persons will be present when dealing with intimate care/toileting needs. Any deviation from the agreed procedure will be recorded and notified to the DLP and the parents/guardians. For senior pupils, clean underwear and sanitary towels will be available; parents and teachers are responsible for these supplies. At all times the dignity and privacy of the child should be a priority.

10.8 Policy on Toileting Needs for Children

It shall be the responsibility of the parents / guardians of all children using UCD SSFSC, to look after the toileting needs of the children in their care.

Birthday Parties

In the case of children's birthday parties, it shall be the responsibility of the parent / guardian who made the booking to look after the toileting needs of the children in their care and to ensure the safety of these children at all times in UCD SSFSC.



Sports Camps

At sports camps UCD SSFSC staff will supervise all toilet breaks. When only one child needs to go to the bathroom s/he shall be accompanied by another child and a UCD SSFSC person. The UCD SSFSC person shall stand outside the main door of the toilet and shall not enter the toilet area. In the event that a child soils him or herself, the Children's Sports Programme Manager shall be contacted immediately, or in his / her absence the next in line (Duty Manager). The Children's Sports Programme Manager shall make contact with the child's parent / guardian and seek permission to change/clean the child should the child be not able to do so themselves. In the event that the parent/guardian refuses to grant permission, s/he shall be asked to come and collect their child immediately. While waiting for collection, the child must remain accompanied by another child in the changing facilities until his / her parent/guardian arrives.

Pool Activities

During pool-based activities, all children shall be supervised in the toilet area by their school/ club/ parents or guardians. In the event that a child soils him or herself, s/he shall be asked to leave the pool and shall be provided with a blanket on the pool bank. The Pool Manager shall be contacted immediately, or in their absence the next in line (Duty Manager). In the event that the child is incapable of cleaning and changing him / herself the child's parents/guardians shall be contacted and shall be responsible for changing/cleaning the child.

At all times the dignity and privacy of the child shall be a priority.

[10.9 Policy on Use of Recording Equipment and Mobile Phone Camera Use](#)

Within UCD SSFSC, it is not the intention to prevent parents / guardians from taking pictures, but to ensure that photographic practices are monitored and to reduce the risks of inappropriate photography / filming.

No one is permitted to photograph or record images in the following areas:

- changing areas, toilet areas, First Aid room or locker rooms, pool deck or pool viewing gallery.
- Participants and parents / guardians must be informed when a photographer will be attending an event.
- Permission will only be granted after the '*Filming Permission Form*' is completed.
- Professional Photographers will be required to have formal identification which must be worn at all times.
- Children's / young people's images will not be used for promotional or press releases unless parents / guardians have consented.
- Unsupervised access to participants or one-to-one photo sessions are prohibited.
- Photo sessions outside the event or at a participant's home are not allowed.



- Personal details which might make a child / young person vulnerable, for example, address, email address, phone number, should never be revealed.
- Any concerns regarding inappropriate or intrusive photography / filming reported to, or observed by, the event organiser must be followed up by them with the person in question. If concerns persist this person can be requested to leave the event.
- Use of video equipment is a legitimate coaching aid. Participants and parents / guardians should be made aware that this is part of the coaching programme. Care must be taken in the storing of these films.

10.10 UCD Athletic Union Council Vetting Policy

In order to comply with Children First Act 2015, UCD Sport has in place Child Safeguarding Statement. As per this Child Safeguarding Statement, all those working (whether paid or unpaid) with UCD Sports Clubs, who undertake activities that may bring them in to contact with children or vulnerable adults, must be Garda Vetted. Those working include but are not limited to coaches, managers, doctors, physiotherapists and massage therapists.

To ensure the protection of the public, promote public trust and confidence, the UCD Athletic Union Council (the governing body of clubs in UCD) is committed to ensuring that only suitable candidates are recruited by Clubs to work/volunteer. Consequently, all those seeking to work/volunteer with a club must first complete Garda Vetting and be deemed suitable by the UCD Athletic Union Council (AUC) to work/volunteer with a UCD club before they are permitted to commence work/volunteer with a UCD club.

It is understood that those individuals being put forward by a UCD club for vetting, have already been through a robust recruitment process undertaken by the respective UCD club (see AUC's Club Operation Manual for process). However, the appointment of any person to work with a UCD club, is conditional on the UCD AUC deciding that the vetting disclosure does not affect the suitability of the applicant for the position in question. Furthermore, the vetting subject acknowledges that UCD AUC's decision in this regard is final and consents that the offer of working/volunteering with a UCD club will be withdrawn if UCD AUC decides this is appropriate in the circumstances.

As the activities of the UCD AUC and its affiliate clubs are primarily operated in UCD Sport, UCD Sport & Fitness and UCD Student Centre; and as the UCD AUC cannot be registered as an Access Garda Vetting Facility nor are those engaged by clubs directly employed by the University, it has been agreed that the Ireland Active Access Garda Vetting Facility available to UCD Sport & Fitness will be utilised by the UCD AUC for the purposes of vetting those engaged by clubs.

As an affiliate organisation using this vetting facility, UCD Sport & Fitness has nominated a contact person who is authorised to deal with the National Vetting Bureau (NVB)

Information collected as part of this vetting process will be treated in confidence. The contents of a vetting disclosure shall not be used by UCD AUC or UCD Sport & Fitness other than to assess the suitability of the applicant for the position in question.



a) UCD AUC eVetting Steps

Step 1

The vetting subject completes an [Ireland Active eVetting Invitation](#) & ID Validation form. They then present their original ID's with photocopies to the AUC Executive Secretary for validation. The AUC Executive Secretary then gives the eVetting Invitation form along with photocopies of the ID used for the vetting subject to the contact person at UCD Sport & Fitness, who sends the eVetting Invitation form and photocopies of the ID to a liaison person in Ireland Active.

Step 2

Ireland Active then sends the vetting subject an e-mail inviting him/her to complete the online eVetting Application Form. The vetting subject will have 30 days to complete this vetting invitation.

Step 3

The vetting subject completes a eVetting Application Form online and submits it to Ireland Active.

Step 4

The Ireland Active Liaison Person reviews the Vetting Application Form and submits it to the NVB for processing.

Step 5

The NVB processes the application and forwards a vetting disclosure to the Ireland Active Liaison Person, who forwards this to the UCD Sport & Fitness contact person.

Step 6

Where a response other than a nil disclosure is returned, the UCD Sport & Fitness contact person provides the disclosure to the AUC Executive Secretary who reviews the vetting disclosure and as soon as is practicable provides a response to the vetting subject.

Where a Nil disclosure is returned the UCD Sport & Fitness contact person provides the AUC Executive Secretary with the vetting number of the individual and the individual receives an e-mail from the Executive Secretary accepting their suitability to work/volunteer with a UCD club.

2. AUC Executive Secretary - Validation of Applicant's Identity

The AUC Executive Secretary must check the identity of the applicant against an original valid form of identification as specified on the eVetting & ID Validation form. The AUC Executive Secretary must tick the appropriate box for the form of ID that was used to verify the identity of the applicant. The 100 point rule for ID validation must be observed - for example a driver's license (credit card type) carries 80 points and therefore must be accompanied by an additional form of ID totalling 100 points. Children under 18 may not have appropriate ID; therefore the 100 point rule is allocated differently. The AUC Executive Secretary completes the ID validation form and signs it confirming that they have verified the identity of the applicant.



3. Vetting for under 18's

Sports leaders aged 17 years or under may also be required to complete the vetting process. To apply for vetting there must be a completed parental consent form. This form is available from the AUC Executive Secretary. Vetting cannot be conducted for a person under the age of 16.

4. Disputes

In instances where a vetting subject disputes any detail contained on a Garda Vetting Disclosure, issued to the AUC Executive Secretary in respect of him/her, the following procedure will apply:

- The Vetting Subject should outline the exact basis of his/her dispute and submit it in writing to the AUC Executive Secretary.
- The AUC Executive Secretary will submit the applicant's submission in writing, with the original vetting form to the UCD Sport & Fitness contact person who will forward the Documentation to the Ireland Active liaison person for the NVB to review.
- If, following further checks, the applicant still disputes details of the disclosure, arrangements will be made for further validation procedures.
- At the conclusion of the dispute resolution process, decisions on the suitability of the applicant will be the responsibility of the Review Committee.

5. Risk Assessment Guidelines

A conviction, prosecution or case pending will not necessarily bar an applicant for consideration for engagement. The following criteria will be considered.

- The nature and number of any convictions
- The frequency of any convictions
- The post for which the person is seeking engagement.
- The self-disclosure of the conviction/case pending by the applicant.
- The time lapse since the conviction

6. The Review Committee

The AUC will employ a Natural Justice framework in dealing with any disclosures of convictions. In accordance with the guidelines issued by the NVB, the President of the AUC will establish a Decision Making Committee. This Committee is comprised of up to four officers of the AUC. A minimum of three must be present for any meeting. All applicants have a right to natural justice and can chose to waive their anonymity and meet the decision-making committee to present their case should they chose to DLP so.



7. Consideration of holding a Review Meeting

The NVB provide details of all prosecutions, successful or not, pending or completed, and/or convictions. Consideration for holding a review meeting will occur when an application is returned from the NVB with information which gives cause for concern attached. The AUC Executive Secretary will verify any information received from the NVB with the applicant.

Any assessment of suitability of an applicant depends on the relevance of any conviction/disclosed information to the position or role applied for, the self-disclosure of such information, the seriousness of the offence/disclosed information, the timing of the offence and any possible pattern of offences. The information disclosed is used for only the specific purpose for which it was obtained as part of a volunteering or recruitment process within UCD Athletic Union Council's affiliated clubs.

On receiving information that may potentially result in exclusion from taking up the regulated position any original Documentation is checked to ensure it is correct and that the disclosed information refers to the applicant. If the applicant has self-disclosed the information and this agrees with the disclosure from the vetting body a decision will be made depending on the type and nature of the offences disclosed.

If the applicant has not self-disclosed and information is received from the vetting body this will be checked with the applicant. The applicant will be asked to provide background information on all offences in writing as part of the risk assessment process.

Disclosure of certain types of convictions/prosecutions or specified information will automatically disqualify applicants from a position working with children, young people or vulnerable adults.

Examples of offences that will automatically disqualify an applicant are:

- Any offence of a sexual nature
- Any offence against a child or of child abuse or child abuse images
- An offence that causes grievous bodily harm
- Any offence of murder or manslaughter
- An offence of kidnapping
- A series of continuous offending that might cause concern for the well-being of children
- Any charge brought by the Director of Public Prosecutions (for Ireland and Northern Ireland) concerning abuse of a child or vulnerable person.

This is a guide and not a complete list of barring offences. All decisions on the suitability of an applicant are a matter for the Decision Making Committee of UCD Athletic Union Council. The NVB is not involved in such decisions.

All risk assessment decisions are made on an individual basis. Consideration is given to the nature of the disclosed information received from the respective vetting bodies and the initial self-disclosure, if



any, by the individual. Decisions will only be made on disclosed information that is verified and confirmed, preferably in writing.

If a decision is required that is not clearly dealt with in this vetting policy external advice is sought. In this case any identifying information on the disclosure will be removed. External advice may be sought from other regulatory bodies, e.g. UCD Legal, Participation Unit from Sport Ireland or Child Protection in Sport Unit from NSPCC.

Where the applicant is suitable for the position currently held or applied for, this is communicated to the individual by issuing an e-mail accepting suitability to volunteer/work within UCD Athletic Union Council clubs.

Where the information disclosed by the vetting organisation and/or self-disclosed by the applicant deems the individual to be unsuitable for the regulated position they are informed of such preferably in person, however this is not always possible. In the case where an individual cannot be informed in person they will be requested in writing to contact the AUC Executive Secretary as a matter of urgency. Once contact has been made by the applicant with the Executive Secretary, the club will then be informed that the person has been deemed unsuitable to work/volunteer with them, unless the applicant wishes to withdraw from seeking the role.

All applicants are allowed the opportunity to withdraw from seeking any role or position. Such withdrawal must be done in writing to the AUC Executive Secretary. The principles of natural justice concern procedural fairness and ensure a fair decision is reached by objective & unbiased decision makers at all times. GDPR Regulations will be adhered to, where relevant.

8. Retention and Disposal of Data

The NVB1 form and NVB3 form (if under 18) and copies of ID are submitted to Ireland Active by the contact person in UCD Sports & Fitness and are retained encrypted on file in a secure cabinet in the office for the period of re-vetting (two years) by UCD Sport & Fitness and then destroyed within 1 year thereafter as recommended by the Data Protection Commissioner. In exceptional circumstances a disclosure or any information pertaining to a disclosure may be retained for a longer period but only where warranted for a specific purpose. Thereafter they are disposed of in a secure manner.

The online vetting system which Ireland Active has access to for affiliates, and which is operated by the NVB, stores records of vetting applications for 7 years.

When the NVB1 form of NVB 3 forms are presented to the AUC Executive Secretary for validation, they are processed and stored in a locked cabinet until handed over to the UCD Sport & Fitness contact person. No copies of Documentation are held on file. A database including the name address, club, position, date of birth, email and vetting number is held by the AUC Executive Secretary of all those who have submitted and NVB1 Or NVB3 form. This file is password protected and personal details are held for the period of re-vetting (two years) by the AUC and then destroyed within 1 year thereafter as recommended by the Data Protection Commissioner. GDPR Regulations will be adhered to, where relevant.



9. Confidentiality

The Ireland Active Garda Access Vetting Facility is committed to protect Information collected as part of this vetting process will be treated in confidence.

The contents of a vetting disclosure shall not be used by UCD Athletic Union Council or UCD Sport and Fitness other than to assess the suitability of the applicant for the position in question.

The contents of the vetting disclosure will only be discussed with the vetting subject and the members of the Review Committee, where applicable.

10. Club Compliance

Clubs should be cognisant that all those engaged by the club must successfully complete vetting before they commence work (paid or voluntary) with the club. This is both a legal requirement and a requirement of the AUC.

Furthermore, a club's grant from the AUC shall be withheld and access to facilities withdrawn until all those the club wishes to engage successfully complete vetting.

All members of a club committee will be held liable for the adherence to this policy. Ignorance of this policy cannot be used a defense, and any breaches will be subject to the AUC's Disciplinary Process.

10.11 Policy on Away-Trips, Tours and Away-Games

Travelling to away games and having trips away from home should be safe and fun for children. It should be a chance for them to grow in confidence, self-esteem and skills. Parents / guardians will nearly always worry when their children are away, but careful planning and preparation should help to ease their worries, and demonstrate that UCD SSFSC has taken into account the various needs of their children and the potential dangers of a trip away.

- Safe and reliable methods of transport to be used.
- Adequate insurance in place to cover all aspects of the trip.
- Supervision and Ratios:
 - Adequate supervision must be provided if children and young people are taken on trips and tours.
 - Ratios: If the children are over 8 years of age there should always be two persons and a minimum of 1 adult to 10 children.
 - Three adults are required with younger children and a minimum of 2 adults to 10 children.
- [Athletics Ireland](#) proposes the following:



- Adult: Child ratios will depend on the nature of the activity, the age of the participants and any special needs of the group, a general guide might be 1:8 for under 12 years of age and 1:10 for over 12 years of age
 - There should be at least one adult of each gender with mixed parties.
 - Away trips will need higher rates of supervision and these should be checked out with the governing body, children and young people should be supervised at all times
- Parents and guardians must be notified and sign a consent form giving permission for their child to attend any trip, tour or away-game.
 - A senior person must be nominated as a point of contact on transported trips.
 - If parents and volunteers accompany any trip they will be under the direction of the senior UCD SSFSC person.
 - The use of parents / guardians shall not compromise person / child ratios.
 - Although parents / guardians have a valuable and crucial role, they should not be left alone with children who are not their own.
 - The senior UCD SSFSC person must have completed registration forms, a full and up to date first aid kit, medical notes, medicines and a mobile phone.
 - There should always be a qualified first aider.
 - Any medical doctor or hospital referrals must be relayed to parents / guardians immediately.
 - A complete list of all children and persons must be drawn up and heads counted on departure and arrival.
 - Appropriate and well supervised sleeping arrangements.
 - Respect for the privacy of children and young people in dormitories, changing rooms, showers and toilets.
 - All children should be seen to be picked up on return unless specifically told otherwise in writing and signed for by the parent / carer in advance. A verbal agreement is not acceptable.
 - In the event of a 'new' person being requested to collect a child, the parent must give written consent. At no time should a child be handed over without full confirmation by the parent / guardians.
 - If a parent / guardian fails to collect a child, two persons must be present and remain with the child / young person at all times. It is the duty of the senior UCD SSFSC person



to try and contact the parent / carer. If no parent / guardians arrives after one hour it is advisable to contact the Gardaí.

10.12 Policy on Lost / Missing Children

- On suspicion of a lost child the senior UCD SSFSC person will conduct a roll call without alarming the children.
- The senior UCD SSFSC person and one other SSFSC person will conduct a thorough search of the premises, any vehicles (e.g. buses used for transporting children) and the immediate vicinity.
- A UCD SSFSC person will be asked to supervise any hazardous areas to ensure that the lost child comes to no harm e.g. swimming pool, until the lost child has been found.
- UCD SSFSC persons conducting the search and remaining persons must ensure a calm manner and normal routines and behaviour shall be conducted.
- If the child is not found, the Gardaí and the child's parent / guardian will be contacted.
- The DLP will be informed, who will notify the relevant UCD SSFSC authorities.
- The relevant statutory authorities will be informed.
- SSFSC persons will work closely with the Gardaí and parents / guardians to ensure all relevant information is made available to aid the safe recovery of the child.
- The incident will be evaluated and fully discussed with all UCD SSFSC persons, DLP, HSE and the Gardaí.
- A full report will be produced and submitted to UCD SSFSC legal team.
- Procedures and policies will be reviewed and amended if necessary.

10.13 Policies on Communicating by Text, Email or by Phone.

a) Texting / WhatsApping

Text messaging can be inexpensive and one of the most direct forms of communication. Proper use of text messages may help to:

- Attract more young people to the sessions, activities and clubs.
- Improve retention rates.



- Effectively signpost young people to other high quality, accredited activities and sports clubs at the end of particular programmes.

For children and young people the safeguarding risks associated with texting include:

- Inappropriate access to, use or sharing of personal details (e.g. Names, mobile phone numbers).
- Unwanted contact with children/young people by adults with poor intent; text bullying by peers.
- Being sent offensive or otherwise inappropriate materials.
- Grooming for sexual abuse.
- Direct contact and actual abuse.

For persons sending texts, the involved risks include:

- misinterpretation of their communication with young people
- potential investigation (internal or by statutory agencies)
- potential disciplinary action

These guidelines will help to ensure that effective safeguarding measures are put in place to protect children and young people and to minimise risk.

b) Group Text Messages / WhatsApps

These guidelines primarily relate to the use of bulk (or bundled) texts i.e. the same text message being sent to several young people involved with a particular activity or programme.

(NB For the purpose of brevity, any reference to texts shall also include any other electronic communication methods e.g. WhatsApp messages, snapchats, Facebook etc.)

Bulk (or bundled) texting presents fewer opportunities for misuse and abuse than personal, one-to-one texting arrangements between persons and children which should be strongly discouraged.

UCD SSFSC, as a general rule, shall not send out bulk (or bundled) texts to children aged 17 and under years. However, it is recognised that there may be occasional cases when this is the quickest and best option to communicate last minute changes etc. Texts will only be sent to children whose parents have signed the Application Form and given permission.

Only persons that have been through relevant safeguarding checks (e.g. enhanced level checks and references) should use and have access to the text messaging system. These persons shall also have undertaken a recognised safeguarding training course (e.g. [Irish Sports Council Code of Ethics and Good Practice for Children in Sport](#)).



1. The numbers of persons with access to the system, particularly data relating to young people, should be kept to a practical minimum, and their details recorded and maintained by the Departmental Manager. A record should be made of the mobile phone number/s which will be used to send the texts – ideally this should be a single number used consistently. Some systems involve a commercial bulk/bundle texts provider actually issuing the text messages, but in other cases this may be undertaken by a UCD SSFSC person.
2. Communication arrangements shall be advised in the Parental Consent form where consent must be obtained prior to sending young people text messages. For young people aged 17 or under, specific consent must be obtained from their parents. Parents should be offered the option to be copied into any texts their child will be sent.
3. The young people’s mobile phone numbers should be stored in either a locked secure filing cabinet, or on an electronic system which is password protected, with access only available to the person identified in Point 1 above. (If an individual coach has children’s mobile numbers and names in his/her phone, this phone must be password protected in order to gain access, in the event of theft or loss). The mobile phone numbers should not be shared with anyone else, and should only be used for the purposes of the text messaging system as part of UCD SSFSC’s general communication system.
4. All text messages must be sent via a bundle to a group of young people i.e. the same standard text message being sent to every member of the group. The text messaging system should never be used to send text messages on an individual basis (i.e. to just one person), or to less than 5 people. In the case that an individual text is being sent, it must be sent to the child’s parents / guardian too.
5. All text messages sent must make it clear to the young people receiving it which organisation has sent the message, rather than simply giving the mobile phone number that the system uses to send the message.
6. Young people should not be given the opportunity to text back to the system. It should only be used as a one-way communication channel.
7. The text messages which are sent must never contain any offensive, abusive or inappropriate language, pictures or symbols.
8. All of the text messages sent should include a sentence at the bottom which provides the young people with the opportunity to unsubscribe from receiving any further text messages.
9. All text messages sent to young people shall also be sent to another adult e.g. parents / guardians etc. Hence, it is essential that the manager’s mobile phone number is included in every ‘communication group’ that is set up, and in every text messaging bundle that is sent out. This will help ensure that the manager will oversee texts being sent out and his / her role will be to ensure that the text system is being used appropriately, and to respond to any concerns arising.
10. Consideration will be given to initiating the organisation’s child protection and disciplinary procedures should any breaches of this protocol arise, including consultation with UCD SSFSC



legal team or referral to statutory agencies if indications of illegal activity (e.g. grooming for abuse) come to light.

11. All third party correspondence to be communicated by text must firstly pass through a member of UCD SSFSC's management team for approval.
12. UCD SSFSC shall at no time share any details on its database with any third party without first getting written consent of the individual/s concerned. Where the individual is a child, UCD SSFSC shall seek written consent from the child's parents or guardians.

c) Guidelines for Texting / WhatsApping Individual Young People

The use of text messaging to communicate with individual young participants increases the vulnerability of both the young person and (typically) the coach. However, there may be exceptional circumstances in which it is justified, subject to appropriate safeguarding considerations. For example, the coach of an elite athlete who is not part of a group of participants may need to pass on information about practical training arrangements or feedback on competition results.

In these circumstances the following guidelines will apply:

1. The coach should have been through relevant safeguarding checks (e.g. enhanced Garda checks and references) and have undertaken a recognised safeguarding training (e.g. Irish Sports Council Code of Ethics and Good Practice for Children in Sport).
2. The decision to use text messaging should not be made by a coach in isolation and should be discussed and agreed with the DLP. This will ensure that the organisation's safeguarding expectations and requirements can be clarified, and an undertaking given by the coach to comply with them.
3. The details of coaches using text messaging should be recorded and maintained by the manager. A record should be made of the mobile phone number/s which will be used to send the texts – ideally this should be a single number used consistently.
4. Communication arrangements shall be advised in the Parental Consent form where consent must be obtained prior to sending young people text messages. For young people aged 17 or under, specific consent must be obtained from their parents. Consent must be obtained prior to sending young people text messages. For young people aged 17 or under, specific consent must be obtained from their parents. NB Parents should be copied into any texts their child will be sent.
5. Although parental consent is not required for young people aged 18 and over, written consent must be obtained from these individuals themselves.
6. Information texted to young athletes and parents should include details of how any concerns arising from the use of text messaging can be reported in line with UCD SSFSC's Child Safeguarding Statement.



7. The young people's mobile phone numbers should be stored in either a locked secure cabinet, or on an electronic system which is password protected, with access only available to the person identified in point 1 above. The mobile phone numbers should not be shared with anyone else, and should only be used for the purposes of the specific sports programme.
8. The content should relate solely to sports activity. Messages should reflect the professional relationship between coach and athlete, and the coach's position of trust. Text messages and mobile phones must never be used for any other reason or in any other way.
9. The text messages which are sent must never contain any offensive, abusive or inappropriate language, and care must be taken to avoid over-familiarity or language that could be misinterpreted or misconstrued.
10. All text messages sent to young people should also be sent to one of UCD SSFSC's management team – preferably someone with designated safeguarding responsibility in UCD SSFSC. The manager's role will be to ensure that text messaging is being used appropriately in line with the organisation's procedures, and to respond to any concerns arising. No individual communication can be sent to the UCD student aged 17 or under unless the same communication is sent to their parent/guardian also. This includes, but is not limited to text messages, WhatsApp messages, e-mails etc.
11. Consideration will be given to initiating the organisation's child protection and disciplinary procedures should any breaches of this protocol arise, including consultation with or referral to statutory agencies if indications of illegal activity (e.g. grooming for abuse) come to light.
12. Young people should not be encouraged to text back; ideally it should only be used as a one-way communication channel. Young people should be made aware that if or when they choose or need to text the coach (for example to confirm attendance or advise on a travel delay), they should ensure that the content of messages relates only to matters relevant to the sports activity, and that they are (like the coach) required to copy in either a parent or the identified moderator (e.g. the DLP) to all communications.
13. All young people and parents should be given the opportunity to withdraw from receiving any further text messages.

d) E-mail

These guidelines are based on the principle that the same email is sent to several young people involved with a particular activity or programme – as this presents fewer opportunities for misuse and abuse than personal, one-to-one email arrangements between persons and children.

The guidelines for safe and responsible use of emails between persons and children are the same as for sending texts (outlined above). The numbers of UCD SSFSC persons with access to the system, particularly data relating to young people, should be kept to a practical minimum, and their details recorded and maintained by the DLP. A record should be made of the UCD SSFSC person responsible for sending out the emails, and of the computer which will be used – ideally this should be a single, secure, organisational (rather than a private) computer used consistently. Some systems may involve



the emails being issued by a commercial provider, but in other cases this may be undertaken by a UCD SSFSC person.

10.14 Mobile Phone Policy

The purpose of the policy is to provide a recommendation of best practice to all persons in UCD SSFSC regarding the following:

- Use of mobile phones whilst having responsibility for the supervision and safety of young people
- Communication between UCD SSFSC persons and child participants by phone.

Policy – Phones:

Phones are not allowed on any person on the pool deck. All persons shall leave their phones in their bag with their belongings.

UCD SSFSC persons shall not bring their mobile phones into changing rooms (other than the staff changing area for the purpose of leaving it with their belongings).

Photos of children should not be taken and the photographing / videoing and publishing of a photograph/video of any child participant aged 17 and under should only be done with the parent's / guardian's consent; and it should be noted parents and guardians have the right to refuse to have a child photographed. If a photograph is taken for publication, it should be a head and neck only photograph, or in full tracksuits if full length. Identifying details such as full name, place or residence or school attended should not be given alongside the photograph, unless authorised by the children's parents / guardians.

In the event of a child participant showing a UCD SSFSC person a text message or image, which is considered to be inappropriate for a child to have, the UCD SSFSC person must advise the DLP in UCD SSFSC.

10.15 Social Networking Policy for all Persons in a Position of Trust and Responsibility

UCD SSFSC's policy on Social Networking Usage shall be read and implemented in conjunction with the University's Social Media Policy.

UCD SSFSC persons in a position of trust should not be in contact with young people through social networking sites if they hold such a position in respect of that individual young person.

Should a young person request to become a named friend on a UCD SSFSC's person's Social Networking Page, or request that you become a named friend on the young person's Social Networking Page, you should decline especially if any of the below apply:



- You are in a position of responsibility in respect of that child.
- You hold a position of trust and responsibility in UCD SSFSC
- Your contact with the child is through UCD SSFSC **and** the parent/guardian of the child is not aware of and does not give their consent to such contact.

The social network site should never be used as a medium by which to abuse or criticise UCD SSFSC persons or any schools or clubs and to DLP so would be in breach of libel legislation.

The publishing of a photograph or video footage on a social networking site is governed by the same requirements as any other media.

UCD SSFSC persons shall not engage with any children on any social networking sites. If a child attempts to befriend a UCD SSFSC person, the person shall refuse or ignore the request; and if necessary, explain to the child that it is not appropriate for him or her to do so. The person shall inform The DLP of any invites made by children to socialise and their action.

10.16 Social Networking Policy for Coaches whose Own Children Train Where they Coach

In any activity where a parent is a coach; the coach can:

- Have children in UCD SSFSC on their Social Networking site s/he is accessing, providing UCD SSFSC's young people on the site are listed as friends of his / her child;
- The coach concerned does not have direct contact with those children through the social networking site.
- The coach does not accept such children as friends on his / her home site; and
- The coach should inform the Departmental Manager of this arrangement.

10.17 Social Networking Policy for Persons who are Aged 17 and Under in UCD SSFSC

UCD SSFSC recognises social networking sites can be a useful tool for persons to share information with other persons. If, however, the person is aged 17 and under, while they may be a colleague, they should not engage in this behaviour.

However, for young people working in UCD SSFSC, aged 16 or 17, it is the view of UCD SSFSC that to restrict the ability to share necessary professional information with them from other persons may be detrimental in their professional development in their role in UCD SSFSC e.g. new training techniques etc.



Therefore, in such cases if a young person who is in a position of responsibility and is aged 16/17 requests to have contact with an adult or coach for the purposes of sharing professional information relevant to their role UCD SSFSC should:

- Gain written consent of the parent/guardian and young person to have such contact naming the individual adult and social networking site concerned.
- The named adult must sign an agreement to keep the contact with the young person to the discussion of matters relevant to the young person's professional role in UCD SSFSC;
- All such communications should be shared with an identified third person (e.g. the young person's parent/guardian or DLP and
- If the young person or the adult is found to breach the above agreement, action must be taken by UCD SSFSC to address the concern and/or the breach referred to UCD SSFSC or the statutory agencies if appropriate.

10.18 Social Networking Policy for SSFSC Users Aged 17 and Under

- Do not ask your UCD SSFSC coach or teacher to be your social networking site friend – they are obliged to refuse and to accept would breach good practice.
- Use the internet positively and DLP not place yourself at risk.
- Consider who you are inviting to be your friend and follow the good advice of the social networking sites to ensure you are talking to the person you believe you are talking to.
- Always remember that anything you say including photos, pictures and video clips posted on your site may be shared with people other than those for whom it was intended.
- Never post or send any photographs, videos or make comments that may be:
 - hurtful, untrue and upsetting and you may regret sharing later on; or
 - may be used by other people in a way you did not intend or want.
- Photographs are not permitted to be taken within UCD SSFSC without first getting permission from one of the Duty Managers.

Always be aware that social networking sites are a method of communication like letter writing and the spoken word. They are bound by the same laws and rules. Such technology is instant and this allows you as the user to react in the 'heat of the moment', where in the past you would have been required to write a letter which would have taken time and allowed for you to think again before sending. So never place a comment on the internet that you would not put in writing or say to the individual concerned as to DLP so may not only breach UCD SSFSC Policy but also the law.



Inform the DLP if you have concerns.

As a user of a social networking site, whether you are a child or an adult, you may at some time have a concern about what you are seeing or being told about by another user. Concerns may range from negative or abusive comments, and cyber bullying to suspected grooming for sexual abuse. UCD SSFSC has drawn up a Reporting Policy where you can raise such concerns.

11. Away Trips – Planning and Documentation.

The following guidance is for workers/volunteers who are involved in organising residential/day trips away for children/young people.

- Ensure permission forms are signed and received from parents/guardians prior to departure.
- Ensure that all necessary medical forms are filled out detailing medical conditions, allergies and/or procedures that may need to be looked after during the trip.

Ensure you have adequate insurance cover for the trips and activities involved.

- The selection process for choosing the children/young people for the trip must be fair and transparent.
- Follow proper recruitment procedures when selecting workers/volunteers to go on the trip, allowing enough time for Garda vetting, police checks and reference checks which may be outside Irish jurisdiction.
- Ensure that all workers/volunteers have received adequate child safeguarding training and are aware of the organisation's guiding principles and child safeguarding procedures.
- Ensure that emergency contact phone numbers for parents/guardians are documented and available at all times.
- All workers/volunteers should be given clear roles and responsibilities for the trip.
- There should be one person appointed as the overall leader of the group who will have final decision making authority during the trip.
- Ensure that a risk assessment has been conducted in line with the organisation's policy and that this has considered safety from harm in online activities.

Accommodation

- In the planning stage check the proposed sleeping arrangements for participants, employees/volunteers and other support personnel.



- Check health and safety issues relating to the accommodation such as emergency evacuation for upstairs rooms, accessibility of rooms and corridors for mobility of the participants.
- Ensure that single-gender dormitories/rooms are used for children/young people.
- Ensure that only children/young people of similar age share sleeping accommodation.
- Ensure all workers/volunteers have a list of all the children/young people's accommodation allocation.
- Adults should never enter children's/young people's rooms without knocking first.

Preparing participants and programme

- Prepare an information pack for participants including the programme of activities, emergency information if necessary and a 'help me' card, particularly for foreign trips.
- It is essential that the children/young people are involved in every aspect of the process. This is an ideal opportunity for them to share the responsibility for the trip/activities that take place.
- A Code of Behaviour for the children/young people should be signed by the parents/guardian.
- Ensure one worker/volunteer is appointed group leader; they will have various responsibilities including making a report following the trip.
- There should be a plan for communication with parents/guardians and participants to inform them of travel and accommodation details, activities, special requirements, medical requirements, special dietary needs and any other necessary details. This can take the form of meetings or written correspondence.

11.1 Emergency procedures

- Have clear emergency procedures should you need to curtail your trip; have an emergency fund and know where the children/young people, workers and volunteers are at all times.
- Children/young people should be under reasonable supervision at all times and should never leave the venue or go unsupervised without prior permission.
- Have a back-up plan if the programme changes for any reason.
- Bring a medical/first aid kit with you.
- Workers/volunteers should ensure they have the contact details of senior management and the DLP with them while on the trip.



- For foreign trips, in particular, it is advisable to have an agreed contact person in the organisation who will be able to respond to emergencies if they occur at any time of the day or night. This may involve liaising with parents/guardians in difficult situations that can be hard to do over the phone. This person should ideally be the line manager responsible for the trip or activity and should have the full contact details of the group and the full itinerary for the trip.

11.2 Monitoring and evaluation of Trips

To put an effective monitoring and evaluation system in place, each of the following should be addressed:

- Systems for monitoring and evaluation should be developed prior to the trip and agreed among the team.
- Monitoring and evaluation should be carried out with the participants, employees and volunteers.
- There should be daily evaluations with the participants, employees and volunteers.
- Carry out a full and final evaluation which should be a real exercise to learn from. Review your risk assessment from the planning process to see if there are any areas that need to be addressed.
- Make sure there is a system for keeping records and reports during the trip.

11.3 UCD Sports Clubs' Activities for Members Aged 17 and Under.

- Trip Leaders and Activity Leaders must be Garda vetted, via the AUC, before engaging in any trips, tours or away-games.
- Trip Leaders and Activity Leaders must have Safeguarding 1 completed, at a minimum, with the Safeguarding 1 Certificate uploaded to the Grant System by 31st October annually. This certificate must be uploaded before 31st October if a trip, tour or away-game is taking place on or before this date.
- In each Club, it will be the responsibility of each Club's Children's Officer to ensure that Parental Consent Forms are completed and uploaded to the Club Document Upload system for each person aged 17 years and under, before the person commences any activity with the club.
- All UCD students aged 17 and under shall have completed a signed [Parental Consent](#) form and submit it to their Committee in order to partake in activities on and off campus. These Consent Forms shall be uploaded on to the Club Document Upload system by the Committee, for reference.



- No UCD student, aged 17 and under, shall be permitted to partake in any off-campus activities and to travel off-campus for any Sports Club activity unless they submit a signed Parental Consent form. (NB. The Boathouse in Islandbridge is deemed to be 'on-campus').
- In the event that a Club is going on away trips, a member of the Club Committee shall use the on-line [Travel Form](#) to register the details of any participants aged 17 and under and shall ensure that Parental Consent Forms for the trip is uploaded.
- All Club Committee members and children aged 17 years and under shall comply with the [AUC Trip Rules Policy](#), in particular for overnight events.
- Trip Leaders and Activity Leaders must be Garda vetted, via the AUC, before engaging in any trips, tours or away-games.
- Trip Leaders and Activity Leaders must have Safeguarding 1 completed, at a minimum, with the Safeguarding 1 Certificate uploaded to the Grant System by 31st October annually. This certificate must be uploaded before 31st October if a trip, tour or away-game is taking place on or before this date.
- In each Club, it will be the responsibility of each Club's Children's Officer to ensure that Parental Consent Forms are completed and uploaded to the Club Document Upload system for each person aged 17 years and under, before the person commences any activity with the club.

b) Parental Consent Form

The UCD Athletic Union Council (AUC, governing body for sports clubs in UCD) has a strong commitment to equal opportunities and works to ensure that all its club activities are open and available to all students. This includes students under the age of 18 years, who are legally considered minor.

In UCD our sports clubs are primarily run by student volunteer committees for students. Therefore, to ensure that the Athletic Union Council and its affiliated clubs fulfil their duty of care and provides adequate support for all members the following steps must be undertaken before anyone under the age of 18 can participate in the activities of any club:

- Parental Consent form must be signed by the parent / guardian of the student before the student can commence activity with the respective club. This form must be returned to the Children's Officer of the respective Club. The consent form will then be scanned and uploaded by the club to a UCD electronic Document depository where it can be accessed by the Club Committee, UCD AUC, UCD Sport and the UCD Safety Insurance Risk and Compliance Office.
- The UCD club must have a Children's Officer who has completed Safeguarding 1 training and is Garda Vetted. This Children's Officer is responsible for ensuring the completion of a parental consent form for those Under 18 years. Furthermore, they are responsible for ensuring the implementation of the AUC policies with regard to Under 18 year olds in the club.



- All club coaches and trip leaders are to be Garda Vetted and must complete [Safeguarding 1](#) training.
- All clubs are to complete a child risk assessment statement.
- All student members of clubs must adhere to the UCD Student Code of Conduct.
- Club committees organising away overnight trips must register such trips through the online Travel Form on the UCD Sport website. Those travelling who are Under 18 are to be flagged on this form and the club must confirm receipt of the parental consent form.
- All club trips must comply with the AUC's Away Trip Protocol for the inclusion of Under 18 year olds.
- All communication to those members under 18 should be in the form of an "all members communication". Where one to one communication is required from the committee, club coach or leader at least one other adult member of the club should also receive the communication.

c) UCD Athletic Union Council Parental & Child Consent for Sports Club Participation

Name of Student Under 18 Years of Age: _____

Date of Birth of Student: _____

Student Number: _____

UCD Club: _____

I, the undersigned certify that I am the parent/ legal guardian of the above-mentioned student. I hereby authorize my child named above to register as a member and participate in the activities of the above named UCD Club. Such activities to include:

- on and off-campus training,
- away fixtures and training camps,
- overnight trips,
- committee meetings,
- social and fundraising activities.

The above-named activities are to be undertaken in accordance with the clubs safety statement and policies and procedures of the AUC and the University.

Parent/Guardian Signature: _____



I understand that my child will be supervised by the club committee, club leaders and/or coaches for the duration of the sporting activity itself and where provided, transportation to/from said activity. However, the club committee, club leader and / or coaches will not supervise my child outside of these times, this includes but is not limited to social activities and supervision of accommodation when on away trips.

Parent/Guardian Signature: _____

Prior to the participation of my child, I acknowledge that there are certain risks associated with club activities, including, by way of example, physical injury due to activity related accidents, and physical injury due to transportation-related accidents, illness or in exceptional circumstances even death. Furthermore, in addition I acknowledge that there may be there risks inherent in these activities of which I may not be presently aware. Accordingly, I acknowledge that participation in such activities involves certain dangers and risks which may expose my child to hazards of bodily injury or property damage and which may result in my child being unable to contact me or be unable to receive immediate medical care and assistance if injury occurs.

Parent/Guardian Signature: _____

I hereby give the above named UCD club, UCD AUC, UCD Sport and the University the right and permission to photograph, digitally record, videotape or audio tape, my above named child while s/he is attending or participating in any club activity occurring on or off campus. I further agree that any or all of the material recorded may be used, in any form, in publications, including electronic publications, or in audio-visual presentations, promotional literature, advertising or in similar ways, and that such use shall be without payment of fees, royalties, special credit or other compensation. I understand that all such recordings, in whatever medium shall remain the property of the University.

Parent/Guardian Signature: _____

I recognize that there may be occasions where the above named child may be in need of first aid or emergency medical or dental treatment as a result of an accident, illness, or other health condition or injury. In the event that the club is unable to contact me or where there is a immediate risk to health, I authorize any club committee member, trip leader or coach to consent to any x-ray, examination, anesthetic, medical, surgical or dental diagnosis or treatment or hospital care for my child.

Parent/Guardian Signature: _____



d) Consent of Student Under 18 Years

Under 18's and parents/legal guardian have a responsibility to inform the respective club of any medical condition or previous injury, which might inhibit your participation in, or put at risk any other member of the club. This information will be passed onto the relevant coach and /or trip leader.

As a member of a sports club you may participate in activities, which involve an element of risk, in an environment where professional medical services and rescue services may not always be immediately available. Although the club, the AUC, UCD Sport and the University will take all necessary steps to ensure that your health and safety requirements are always met, it is your responsibility to ensure that you fully understand the exact nature of each activity you undertake, the risk involved, the skill levels required and the equipment needed for your participation. As a minor and club member you must also undertake the sporting activity under the reasonable direction/supervision of the club. You should be aware that the club is responsible for your supervision during the sporting activity itself and transportation to/from the activity where required. However, the club will not supervise you outside of these times. You should never participate in any activity if you are unsure of any of the above aspects.

Furthermore, while undertaking any club activity you are subject to the UCD Student Code of Conduct and must adhere to the terms therein. As a minor you are also reminded that you are not permitted to consume alcohol at any time.

Completing and signing the attached consent forms confirms that all information supplied is correct and that you:

- Have read, understood and agreed to act in accordance with the above statement
- Agree to act in accordance with the area policies and relevant risk assessments at all times.

Signature of the Child: _____



e) Overnight Trips Involving Children Aged 17 and Under.

- A completed Parental Consent form for any student Under 18 years of must be uploaded to the UCD Infohub Grant Document Upload System by the Children's Officer of the UCD club. This form must be signed by the parent and the student before the student can commence activity with the club, including but not limited to travel off-campus and overnight travel.
- All those travelling on the club trip must conduct themselves as directed by the Club Committee members and/or trip leader accompanying the group.
- Those designated by a club to lead any trip must have completed Garda Vetting with the AUC and must at a minimum have attended Safeguarding 1 training. Evidence of such training to be uploaded to the UCD Infohub Grant Document Upload System.
- All coaches in attendance on the trip must have completed Garda Vetting with the AUC and must at a minimum have attended Safeguarding 1 training. Evidence of such training to be uploaded to the UCD Infohub Grant Document Upload System.
- All off-campus over night travel must be registered on the on-line Travel Form available at <http://www.ucd.ie/sport/clubs/getinvolved/runningyourclub/>
- The trip leader before departure must verify with the Children's Officer if any of the members travelling are under 18 and that a parental consent form is in place.
- Trip leaders are responsible for the supervision of all club members whilst engaged in the respective sporting activity and during travel to/from such activity where travel is organised by the club. However, trip leaders will not be responsible for the supervision of any member including those under 18 years of age at any other time.
- Trip leaders will have access to emergency contact details of all those travelling.
- Any incidents/ accidents involving medical treatment must be reported to the AUC Executive Secretary upon return.
- Any concerns in relation to the Safeguarding of those under 18 should be reported to the UCD Designated Liaison Person or in the case where the child is in immediate danger the statutory authorities.
- All members are to be advised that while on an official UCD trip there are subject to the UCD Student Code of Conduct.
- Where it is practicable, those under 18 years should be assigned to same sex accommodation rooms. However, it is recognised that this is not always possible due to the nature of accommodation utilized and/or the location of the activity. For example the use of large room hostels by adventure sports clubs. Parents to be advised if a same sex room is not being provided in advance of the trip.



- Where a parent wishes they may make alternative accommodation and supervision arrangements for their child. The parent must advise the club committee of such arrangements in advance of the trip.

12. Codes of Conduct

12.1 Code of Conduct for Parents / Guardians

Parents / Guardians are expected to:

- Complete and return the Membership and Consent Form pertaining to their child's participation with UCD SSFSC.
- Deliver and collect the child punctually to and from coaching sessions/matches/games etc. where UCD SSFSC or school is not organising transport.
- Ensure their child is properly and adequately attired for the weather conditions of the time, including shorts, shirt, socks, tracksuit, sweat-tops, hat, gloves, swimming togs etc...
- Ensure that proper footwear and protective equipment are worn at **ALL** times in accordance with Health and Safety Regulations. Any child not in possession of the fundamental requirements will not be permitted to participate.
- Detail any health concerns pertaining to the child on the consent form, in particular breathing or chest conditions. Any changes in the state of the child's health should be reported to the coach / Duty Manager prior to coaching sessions.
- To inform the coach prior to departure from the field of play if child is to be collected early from a coaching session.
- Encourage their child to play by the rules and teach them that they can only DLP their best i.e. focus on effort rather than performance.
- Behave responsibly on the side-lines.
- Show appreciation and support the coach.
- Ensure their child is punctual.
- Be realistic.
- Provide their child with proper clothing and equipment.
- Ensure their child's hygiene and nutritional needs are met.
- Accept the official's judgement.



- Acknowledge the importance and role of UCD SSFSC's coaches who often provide their time free to ensure children's participation in UCD SSFSC.
- Promote their child's participation in playing sport for fun.
- Not ignore or dismiss complaints expressed by a child.
- Not to treat UCD SSFSC as a minding service.

Parents/Guardians have the right to:

- Know their child is safe.
- Be informed of problems or concerns relating to their children.
- Be informed if their child is injured.
- Have their consent sought for issues such as trips.
- Contribute to decisions within UCD SSFSC.
- Complain if they have concerns about the standard of coaching.

Any misdemeanours and breach of this code of conduct will be dealt with immediately by a UCD SSFSC manager. Persistent concerns or breaches will result in the parent/guardian being asked not to attend games if their attendance is detrimental to the child's welfare.

The ultimate action should a parent/guardian continue to breach the code of behaviour may mean UCD SSFSC manager regrettably asking the child to leave UCD SSFSC.

Adapted from www.tennisireland.ie

12.2 Code of Conduct for Children / Young Children

The athlete aged 17 and under shall:

- Play fairly and have fun.
- Abide by the rules set down by any UCD SSFSC persons and especially when travelling to away events.
- Behave in a manner that avoids bringing the sport, UCD SSFSC or their school into disrepute.
- Respect persons and accept their decisions.
- Talk to the DLP if you have concerns.
- Respect opponents and always shake hands at the end of a match, game or competition.
- Use his/her best efforts in competitive matches, games or competitions.



- Refrain from the use of bad language and inappropriate gestures.
- Refrain from ball/ racquet or any sports equipment abuse.
- Refrain from the use of coaching / instruction during competition.
- Never use unfair or bullying tactics to gain advantage during any match, game or competition.
- Never use bullying tactics to isolate another player.
- Never pass on gossip about another player or adult.
- Never make false allegations about another player or adult.
- Never keep secrets about anyone who has caused you harm.
- Win with grace and lose with dignity.

Every child has the right to:

- Be safe.
- Be listened to.
- Be respected.
- Privacy.
- Enjoy your sport in a protective environment.
- Be referred to professional help if needed.
- Be protected from abuse by other member or outside sources.
- Participate on an equal basis, appropriate to your ability.
- Experience competition and the desire to win.
- Be believed.
- Ask for help.

Adapted from www.tennisireland.ie

12.3 Code of Conduct for Coaches

- Ensure the safety of all children by careful supervision, proper pre- planning of coaching/ playing or sporting sessions, and using safe methods at all times.



- Actively encourage all children not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability.
- Emphasise fun and participation.
- Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour.
- Always be positive and to promote the objectives of UCD SSFSC at all times.
- Not let any allegations of abuse of any kind to go unchallenged or unrecorded if appropriate. Incidents and accidents to be recorded in the incident/accident book. Parents will be informed.
- Report accidents or incidents of alleged abuse to the designated person.
- Administer minor first aid in the presence of others and where required refer more serious incidents to UCD SSFSC's "first aider".
- Have access to telephone for immediate contact to emergency services if required.
- Foster team work to ensure the safety of youth members in their care.
- Ensure the rights and responsibilities of youth members are enforced.
- Report suspected abuse to the appropriate designated officer.
- Not abuse members verbally, physically, emotionally or sexually.
- Maintain confidentiality about sensitive information.
- Be a role model (disciplined / committed / time keeping), remember children learn by example.
- Refrain from smoking and consumption of alcohol during sporting activities or coaching sessions.
- Hold current coaches' insurance (where applicable).
- Never ask anyone to keep secrets of any kind.
- Ensure that car insurance is appropriate for transporting young people to and from events.
- Ensure that all those working with young people DLP so under the guidance of the coach.
- As a coach keep professional knowledge updated through the Continuous Professional Development.
- Protect themselves from false allegation by:
 - Not spending excessive amounts of time alone with children away from others.



- Avoid taking children alone in a car on journeys, however short.
- Never taking children to their home.
- Not administering First Aid involving the removing of children's clothing unless in the presence of others and is necessary for the treatment.

UCD SSFSC shall also ensure that all persons involved with UCD Athletic Union Council affiliated sports club shall comply with the [UCD AUC Code of Ethics and Conduct for Sports Coaches](#).

Any misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the designated person. Persistent breach of the code will result in dismissal from the organisation.

Dismissals can be appealed by the person with final decisions taken by the organisation appeals committee.

Adapted from www.tennisireland.ie

12.4 Spectators' Code of Conduct

A spectator will:

- Remember that participants should participate in sport for their enjoyment and not of the enjoyment of spectators.
- Applaud good performance and efforts from all individuals and teams and congratulate all participants on their performance regardless of the outcome.
- Respect officials' decisions and teach participants to do likewise.
- Never ridicule or yell at a participant for making a mistake or losing a competition.
- Condemn the use of violence in any form, whether it is by spectators, coaches, officials or competitors.
- Encourage competitors to follow the rules and the officials' decisions.
- Do not use foul language, sledge or harass other competitors, coaches or officials; and
- Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.
- Have a genuine, benign reason for attending the sport.
- Answer any questions that a member of staff may pose as to the veracity and intent of the spectator for attending the sport. If in the opinion, of the staff member that, the spectator's answers are not credible or appropriate the spectator may be discretely asked to accompany the staff member's manager to a private area where these concerns may be raised.



- Spectators shall not use any recording equipment e.g. mobile phones, video cameras etc of sportspeople, without first obtaining consent from management.



TUSLA		An Ghnóimhaireacht um Leanaí agus an Teaghlach Child and Family Agency		FORM NUMBER: CC01:01:01	
STANDARD REPORT FORM <i>(For reporting CP&W Concerns)</i>					
A. To Principal Social Worker/Designate: _____					
1. Date of Report <input type="text"/>					
2. Details of Child					
Name:	<input type="text"/>	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Address:	<input type="text"/>	DOB	<input type="text"/>	Age	<input type="text"/>
		School	<input type="text"/>		
Alias	<input type="text"/>	Correspondence address (if different)	<input type="text"/>		
Telephone	<input type="text"/>	Telephone	<input type="text"/>		
3. Details of Persons Reporting Concern(s)					
Name:	<input type="text"/>	Telephone No.	<input type="text"/>		
Address:	<input type="text"/>	Occupation	<input type="text"/>		
		Relationship to client	<input type="text"/>		
Reporter wishes to remain anonymous	<input type="checkbox"/>	Reporter discussed with parents/guardians	<input type="checkbox"/>		
4. Parents Aware of Report					
Are the child's parents/carers aware that this concern is being reported				- Mother	<input type="checkbox"/> Yes <input type="checkbox"/> No
				- Father	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comment	<input type="text"/>				
5. Details of Report					
<i>(Details of concern(s), allegation(s) or incident(s) dates, times, who was present, description of any observed injuries, parent's view(s), child's view(s) if known.)</i>					
<input type="text"/>					
10.13.7.13 (14 Jan '14) (unp)					



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

FORM NUMBER: CC01:01:01

STANDARD REPORT FORM

(For reporting CP&W Concerns)

6. Relationships

Details of Mother		Details of Father	
Name:		Name:	
Address: (if different to child)		Address: (if different to child)	
Telephone No's:		Telephone No's:	

7. Household composition

Name	Relationship	DOB	Additional Information e.g. School/ Occupation/Other:

8. Name and Address of other personnel or agencies involved with this child

	Name	Address
Social Worker		
PHN		
GP		
Hospital		
School		
Gardaí		
Pre-School/Crèche/YG		
Other (specify):		

9. Details of person(s) allegedly causing concern in relation to the child

Relationship to child:	Age	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Name:	Occupation		
Address:			

10. Details of person completing form

Name:	Occupation:
Address:	Telephone No's:
Signed	Date:

10.13.7.13 (14 Jan '14) (unp)



13. Legislation

1. [Criminal Justice Act 2006.](#)
2. [Reckless endangerment of children.](#)
3. [Criminal Law \(Sexual Offences\) Act, 2006.](#)
4. [Child Trafficking and Pornography Act 1998.](#)
5. [Children Act 2001.](#)
6. [Child Care Act 1991.](#)
7. [Domestic Violence Act 1996.](#)
8. [Protections for Persons Reporting Child Abuse Act 1998.](#)
9. [Data Protection Acts 1988 and 2003.](#)
10. [Education Act 1998.](#)
11. [Education \(Welfare\) Act 2000.](#)
12. [Non-Fatal Offences against the Person Act 1997.](#)
13. [Freedom of Information Acts 1997 and 2003.](#)
14. [Children First: National Guidance for the Protection and Welfare of Children.](#)
15. [Children First Act 2015](#)
16. [National Vetting Bureau \(Children and Vulnerable Persons\) Act, 2012,](#)
17. [Criminal Justice \(Withholding of Information on Offences against Children and Vulnerable Persons\) Act 2012](#)



14. Recognising child neglect or abuse

14.1 Recognising child neglect or abuse

Child neglect or abuse can often be difficult to identify and may present in many forms. No one indicator should be seen as conclusive in itself of abuse. It may indicate conditions other than child abuse. All signs and symptoms must be examined in the context of the child's situation and family circumstances.

14.2 Guidelines for recognition as outlined in 'Children First'

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:

1. Considering the possibility;
2. Looking out for signs of neglect or abuse;
3. 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 TUSLA. The child should *not* be interviewed in detail about the alleged abuse without first consulting with TUSLA,. This may be more appropriately carried out by a social worker working with children 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. These 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 TUSLA, 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.

14.3 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.

14.4 Fatal child abuse

In the tragic circumstances where a child dies as a result of abuse or neglect, there are four important aspects to be considered: criminal, child protection, bereavement and notification.

Criminal aspects: This is the responsibility of An Garda Síochána and they must be notified immediately. The Coroner must also be notified and his or her instructions complied with in relation to post-mortems and other relevant matters.

Child protection aspects: These will be particularly relevant if there are other children in the family/ in the same situation, and will therefore require immediate intervention by TUSLA to assess risk.

Bereavement aspects: The bereavement needs of the family must be respected and provided for and all family members should be given an opportunity to grieve and say goodbye to the deceased child.

Notification aspects: TUSLA should notify the death of a child to the National Review Panel and to the Health Information and Quality Authority in accordance with the HIQA's *Guidance*



for the Health Service Executive for the Review of Serious Incidents, including deaths of children in care (HIQA, 2010):

- all deaths of children in care, including natural causes;
- all deaths of children known to the child protection system;
- serious incidents involving a child in care or known to the child protection services.

Managers and staff shall cooperate fully with any review undertaken to establish the facts of the case and any actions that should be taken, to identify learning that will improve services in the future and to provide assurance to the public (*Chapter 5, Section 5.20, Children First National Guidance Document*).

Points to remember

The severity of a sign does not necessarily equate with the severity of the abuse. Severe and potentially fatal injuries are not always visible. Neglect and emotional and/or psychological abuse tend to be cumulative, and effects may only be observable in the longer term. Explanations that are inconsistent with the signs should constitute a cause for concern.

Neglect is as potentially fatal as physical abuse. It can cause delayed physical, psychological and emotional development, chronic ill-health and significant long-term damage. It may place children at serious risk of harm. It may also precede, or co-exist with, other forms of abuse and must be acted upon.

Experiencing recurring low-level abuse may cause serious and long-term harm. Cumulative harm refers to the effects of multiple adverse circumstances and events in a child's life. The unremitting daily impact of these circumstances on the child can be profound and exponential and diminish a child's sense of safety and well-being.

Child abuse is not restricted to any socio-economic group, gender or culture. All signs must be considered in the wider social and family context. Serious deficits in child safety and welfare transcend cultural, social and ethnic norms, and must elicit a response.

Challenging behaviour by a child or young person should not render them liable to abuse. Children in certain circumstances may present management problems. This should not leave them vulnerable to harsh disciplinary measures or neglect of care.

Exposure to Domestic violence is detrimental to children's physical, emotional and psychological well-being. The adverse effects of Domestic violence have been well established.

While the impact of neglect is most profound on young children, it also adversely affects adolescents. Neglect renders young people liable to risk-taking behaviours, such as running away, early school leaving, anti-social behaviour, mental health and addiction problems, including the risk of suicide.



It is sometimes difficult to distinguish between indicators of child abuse and other adversities suffered by children and families. Deprivation, stress, addiction or mental health problems should not be used as a justification for omissions of care or commissions of harm by parents/carers. The child's welfare must be the primary consideration.

Neglectful families may be difficult to engage. Research shows that families may be reluctant to seek help in response to experiencing the factors associated with neglect.

Families where neglect and abuse are prevalent may go to considerable lengths to deceive professionals. It is important for professionals to approach cases with a wary trustfulness, seek evidence to substantiate claims of improvement and speak with the children concerned individually.

Social worker working with children's need good observation and analytical skills in order to be able to understand the nature of the relationship between a parent and child, to understand signs of non-compliance, to work alongside a family and to come to safe and evidence-based judgements about the best course of action.

Working in the area of child abuse and neglect is dealing with uncertainty. Social worker working with children's and other professionals should adopt a 'respectful uncertainty' on parental reporting of improvement until supported by clear evidence.

(Children First, 2011)

14.5 Definitions of Child Abuse – TUSLA

Child abuse can be categorised into four different types: neglect, emotional abuse, physical abuse and sexual abuse. A child may be subjected to one or more forms of abuse at any given time. Abuse and neglect can occur within the family, in the community or in an institutional setting. The abuser may be someone known to the child or a stranger, and can be an adult, or another child. In a situation where abuse is alleged to have been carried out by another child, you should consider it a child welfare and protection issue for both children and you should follow child protection procedures for both the victim and the alleged abuser.

The important factor in deciding whether the behaviour is abuse or neglect is the impact of that behaviour on the child rather than the intention of the parent/carer.

The definitions of neglect and abuse presented in this section are not legal definitions. They are intended to describe ways in which a child might experience abuse and how this abuse may be recognised.

Click [here](#) for a link to this section on www.Tusla.ie



15. Complaint Procedures

15.1 Informal Approach

Child abuse is an extremely serious topic and as such must be taken seriously, however it is possible for minor misdemeanours to be misinterpreted e.g. a coach comforting an injured child by putting his / her arm around the child.

Complaints regarding child abuse or neglect may be taken by any worker whom a child trusts. When a complaint has been witnessed or communicated to any worker in UCD SSFSC, it shall be directed to the Departmental Manager who shall attempt to deal with the complaint informally. Informal discussion can frequently solve problems, but if the child (or his/her parents or guardians) wish for the complaint to be formally recorded and investigated from the outset, this is their right.

The Departmental Manager shall Document the complaint, keep a detailed record of this on file and shall inform the DLP.

Initially, the worker should raise the matter with his / her Departmental Manager either verbally or in writing, explaining the full nature and extent of the complaint. The worker may have somebody else present for support or as a witness to support their complaint. The Departmental Manager shall listen to the complaint and shall outline what s/he will do and by when. The Departmental Manager shall keep a written record of the complaint made and shall consult with the DLP.

The Departmental Manager shall revert within two working days. If the worker has not heard back within fifteen working days or is not satisfied with the outcome of the Departmental Manager's investigation, the worker should bring the matter formally to the UCD SSFSC Company Board. The outcome of all informal complaints shall be communicated to both parties and to the DLP.

15.2 Formal Complaints

If a child or his or her parents or guardians wish to make a formal complaint they must DLP so in writing. Written complaints should contain details of the person or persons against whom the complaint is being made and where possible, details of the alleged act or acts of child abuse or neglect. Assistance in making a formal written complaint can be sought. TUSLA's standard reporting form shall then be completed and submitted to TUSLA.

- All complaints should be clearly marked: **"Complaints Confidential"**
- All formal complaints will be recorded on TUSLA's standard [report form](#) and referred directly to the DLP.
- Formal complaints shall be brought to the attention of the DLP and the UCD SSFSC legal team, HSE and Gardaí as they occur and, if deemed necessary, the entire complaint may be handed over to TUSLA and / or Gardaí.
- All complaints will be investigated in a confidential manner and without undue delay.
- The DLP shall revert within fifteen working days, outlining the proposed course of action, having consulted with one or more of TUSLA, Gardaí, UCD SSFSC legal team and HR.



- The alleged perpetrator will be given a copy of the written formal complaint and afforded the opportunity to respond in writing.
- All investigations will be conducted in accordance with the principles of natural justice. Each party will have the right to present his or her side of the case and/or be represented by a person of his or her choice
- The DLP shall keep a written record of the complaint made and shall consult with the company board.
- Both parties will be advised of the outcome of the investigation once the DLP has made a report to UCD SSFSC legal team.

The DLP, UCD SSFSC legal team and UCD SSFSC HR may decide not to investigate or further investigate an action to which a complaint relates, if after carrying out a preliminary investigation into the action, or after proceeding to investigate such action it is of the opinion that: the subject-matter of the complaint is trivial, or the complaint is vexatious or not made in good faith.

All written records of UCD SSFSC legal team's decisions on complaints shall be compiled and stored by the DLP.

Because there can be sensitive and confidential aspects to such cases, the procedures have been designed to safeguard the rights, both of the complainant and the alleged harasser. All complaints will be dealt with promptly and treated with the utmost discretion. The outcome will be advised to both parties.

All reasonable steps will be taken to protect a child, student or member of staff, who files a complaint, or assists in an investigation on child abuse or neglect. Retaliating against someone who complains about harassment is a serious disciplinary offence. Malicious complaints will also be regarded seriously by UCD SSFSC and may result in disciplinary action.

16. Child Protection Training

16.1 Gap Analysis

For the development of an effective and appropriate training programme an assessment of the persons working with children' experience, how far their knowledge meets the requirements of the organisation and identification of the gaps that need to be filled will be carried out. It is recognised that the organisation has a responsibility to fill any shortcomings in training. UCD SSFSC recognises that good practice in training means keeping a record of training needs, any training provided, and a copy of the person working with children's evaluation of the training. UCD SSFSC shall have a person/s responsible for co-ordinating training.

When an applicant has been accepted, the training courses that they must do shall be communicated to them by their manager.



16.2 Induction training

If, following the application and interview process the applicant is accepted, s/he shall then be required to undertake an induction course. Induction shall be a planned programme that enables persons working with children to get to know the organisation, their colleagues, their job and other departments doing related work. It shall also cover expectations, conditions and procedures for dealing with discipline, grievances and allegations, and an overview of the organisation's 'Child Safeguarding Statement'. Induction training shall ensure that all persons working with children:

- Are familiar with and sign up to the organisation's 'Child Safeguarding Statement' and any local Child Protection Policies.
- Have either recently undertaken adequate training in safeguarding (if appropriate) in line with any relevant Child Protection requirements or now DLP so as soon as possible and no later than six months after taking up their post.
- Details shall be recorded: details of selection and induction shall be recorded, along with notes on any matters arising during any part of the process

16.3 Child Protection Training

UCD SSFSC shall ensure that initially all new recruits, and eventually all workers, who may have substantial unsupervised access to children attend Child Protection Training to enable them to:

1. Describe what is meant by safeguarding, protecting and promoting the welfare of children as outlined in the organisation's 'Child Safeguarding Plan'.
2. Be alert to potential indicators of abuse or neglect.
3. Be alert to the risks which individual abusers or potential abusers may pose to children.
4. Be able to report concerns in line with organisation's procedures.
5. To raise awareness and provide information about how to respond to suspicions or incidents of child abuse.

Workers shall have on-going support from their supervisors and managers by way of ongoing team meetings, and formal and informal supervision during the course of their work.

UCD SSFSC recognises that the subject of child abuse and neglect can be very troubling for most people, and it undertakes to offer all assistance and training wherever possible to ensure that all workers are sufficiently prepared and educated on the correct course of action to follow in the event of any suspected cases.

In the event of an employee having to report a suspected case of child abuse or neglect, the Departmental Manager shall fully support the worker making the allegation / report. The Departmental Manager shall confirm and reassure the worker that s/he is doing the correct thing morally and legally and shall explain the course of action that will be taken. The Departmental



Manager shall outline UCD SSFSC's policy and procedure towards reporting allegations of child abuse or neglect in detail, referring to this Child Safeguarding Statement.

The Departmental Manager shall support any worker making allegations throughout the entire process by treating the report in total confidence and by accompanying and supporting the worker in any meetings or discussions with the Designated Officer, Governing Authority, UCD SSFSC legal team, Gardaí or HSE officials.

Following the entire process, if the worker making the allegation requires any counselling or support services the Departmental Manager shall liaise with the relevant departments and organise the required support.

16.4 Child Protection - Training Strategy

UCD SSFSC shall ensure all workers who have on-going substantial unsupervised access to children shall undergo child protection training at a level, relevant to their role and position in the organization.

Child Protection courses include:

Basic-Level Training

Basic-level training in child protection and welfare should aim to equip personnel with knowledge of the relevant child care legislation, national and local agency policies, procedures and protocols (as well as a knowledge of the local network within which they work) and skills in the use of these. Such basic training must be delivered on a multidisciplinary interagency basis so that the key learning that takes place results from discussion and the sharing of knowledge, experience and perspectives across disciplines and services. The target group for basic-level training in child protection and welfare should be personnel whose roles involve regular direct or indirect contact with children and families.

Advanced Level Training (Training for DLPs and Departmental Managers)

Advanced-level training in child protection and welfare should aim to equip personnel with knowledge, skills and critical perspectives in specific areas of policy and practice, for example, risk assessment and working in partnership with parents/carers. Training should be appropriate to the person's professional role and, again, should be delivered on a multidisciplinary interagency basis. The target group for advanced-level training in child protection and welfare should be personnel whose core duties involve the supervision or practice of child protection in their department..

Training for managers:

Training should be in place for managers who have no direct professional expertise or experience in the area. The training should include an overview of child protection activity and interventions, the statutory responsibilities delegated within TUSLA, the management functions of *Children First* and the information requirements of the manager in order to monitor and support good quality practice within the area. This training should assist with decisions relating to planning, resourcing, staffing, budgeting and management oversight.

(The National Youth Council of Ireland)



Summary of Training Strategy

	Course	For whom?	When?
1	a) Basic-Level Training	All workers working with children.	At Induction or start of employment. Refresher course every two years.
2	b) Advanced Level Training (Training for DLPs and Departmental Managers)	<ul style="list-style-type: none">• Human Resources• Departmental Trainers• Departmental Managers.• DLPs	As required. Upon appointment Refresher course every two years
3.	c) 'In house' training	<ul style="list-style-type: none">• Workers with children.	Upon appointment or more often if required. 1 x Hour annually.



17. TUSLA Contact Numbers

TUSLA Contact Details can be found [here](#):

Area	Area Manager	Contact Details
<p>Dublin South East/ Wicklow</p> 	<p>Joanne Cullen</p>	<p>Child and Family Agency, Dublin South East / Wicklow, PO Box 12639, Dublin 8. Tel 01-4150533 joannes.cullen@tusla.ie</p>
<p>Dublin South Central</p> 	<p>Des Delaney</p>	<p>Child and Family Agency, Dublin South Central, Carnegie Centre, 21 - 25 Lord Edward Street, Dublin 2. Tel 01 6486555 am.dscdw@tusla.ie</p>
<p>Dublin North</p> 	<p>Eilidh MacNab</p>	<p>Child and Family Agency, 180-189 Lakeshore Drive, Airside Business Park, Swords, Co Dublin. Tel: 01- 8708000 eilidh.macnab@tusla.ie</p>
<p>Dublin North City</p> 	<p>Joy McGlynn</p>	<p>Child and Family Agency, Dublin North City, Ballymun Healthcare Facility, Ballymun Civic Centre, Dublin 9. Tel 01- 8467129 joy.mcglynn@tusla.ie</p>



TUSLA

An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

Area Management Structures, Contacts and Addresses



- Dublin Mid Leinster
- Dublin North East
- South
- West

West

Service Director
Aidan Waterstone
Child and Family Agency,
Block B, HQ Building,
Merlin Park Hospital Campus,
Galway.
Tel 091 775420
aidan.waterstone@tusla.ie

Area Managers

Michael Gallagher
Child and Family Agency
Donegal
Euro House, Killybegs Road
Donegal Town
Tel 074 9743026
michael.gallagher@tusla.ie

Angela Toolis
Child and Family Agency
Galway/Roscommon
25 Newcastle Road, Galway
Tel 091 546128
angela.toolis@tusla.ie

Gerry Hone
Child and Family Agency
Sligo/Leitrim/West Cavan
Shiel House, College St
Ballyshannon, Co Donegal
Tel 071 9822776
gerry.hone@tusla.ie

Paddy Martin
Child and Family Agency
Mayo
2nd Floor, Mill Lane,
Bridge Street,
Castlebar, Co Mayo
Tel 094 9042030
paddy.martin@tusla.ie

Ger Brophy
Child and Family Agency
Mid West
Ballycummin Ave
Raheen Business Park
Raheen, Limerick
Tel 061-482792
ger.brophy@tusla.ie

South

Service Director
Dermot Halpin
Child and Family Agency,
Johnstown Business Park,
Johnstown, Waterford
Tel: 051-846766
dermot.halpin@tusla.ie

Area Managers

Oliver Mawe
Child and Family Agency
Kerry
Rathass
Tralee
Co Kerry
Tel 066-7195620
oliver.mawe@tusla.ie

Barry Murray
Child and Family Agency
Cork
Ground Floor
Áras Sláinte
Wilton Road
Cork
Tel 021-4923503
barry.murray@tusla.ie

Marie Kennedy
Child and Family Agency
Carlow/Kilkenny/South
Tipperary
Community Services
James Green
Kilkenny
Tel 056 - 7784713
marieu.kennedy@tusla.ie

Vincent Daly
Child and Family Agency
Waterford/Wexford
Community Services
Cork Road
Waterford
Tel 051-842880
vincent.daly@tusla.ie

**Dublin North
East**

Service Director
Linda Creamer
Child and Family Agency
2nd Floor, Nexus Building
Blanchrdstown Corporate
Park
Ballycoolin Road, Dublin 15
Tel: 8976805
sd.dne@tusla.ie

Area Managers

Eilidh MacNab
North Dublin
Child and Family Agency
180-189 Lakeshore Drive
Airsíde Business Park
Swords, Co Dublin
Tel: 01-8708000
eilidh.macnab@tusla.ie

Joy McGlynn
Child and Family Agency
Dublin North City
Ballymun Healthcare
Facility
Ballymun Civic Centre
Dublin 9
Tel 01-8467129
joy.mcglynn@tusla.ie

Grainne Sullivan
Child and Family Agency
Louth/Meath
Gilligan House
C/O Community Care Centre
Dublin Road
Dundalk
Tel 042-9381282
GrainneSullivan.LM@tusla.ie

Gerry Lowry
Child and Family Agency
Cavan/Monaghan
Support Services Building
Rooiskey
Monaghan
Tel 047-30473
gerry.lowry@tusla.ie

**Dublin Mid
Leinster**

Service Director
Patricia Finlay
Child and Family Agency,
Dublin Mid Leinster
Block B
Civic Centre, Main St
Bray, Co. Wicklow
Tel: 01 2744200
Patricia.finlay@tusla.ie

Area Managers

Joanne Cullen
Child and Family Agency
Dublin South East /
Wicklow
PO Box 12639
Dublin 8
Tel 01-4150533
joannes.cullen@tusla.ie

Des Delaney
Child and Family Agency
Dublin South Central
Carnegie Centre,
21-25 Lord Edward Street,
Dublin 2
Tel 01 6486555
am.dscedw@tusla.ie

Audrey Warren
Child and Family Agency
Dublin South
West/Kildare/West Wicklow
Poplar House
Poplar Square
Naas, Co Kildare
Tel 045-907896
am.dswkww@tusla.ie

Annette Maguire
Child and Family Agency
Midlands
Mullingar Health Centre
Longford Road
Mullingar
Co Westmeath
Tel 044-9395019/5020
annette.maguire1@tusla.ie



18. UCD Contact Numbers

Key Contacts List

Title	Phone	Mobile/Fax No.
Child Protection Officer <i>(to be appointed)</i>		
UCD Safety Officer	(01) 7168771	
Deputy President	(01) 716 1404	
Director of Human Resources	(01) 716 4967	
UCD Services First Response	(01) 7167000	
UCD Unicare Security and Safety on Campus	(01) 7167999	
Dublin South East Child Protection Services, Churchtown	(01) 4916400	
HSE, Dublin South East, Vergemount Hall, Clonskeagh,	(01) 2680320	
HSE out of hours service for Dublin Alternative:	(01) 6755992 (01) 8976828	
Garda Station Donnybrook	(01) 666 9200	Fax: (01) 666 9240
Children's Ombudsman	1800 202040/ (01) 865 6800	Fax: (01) 874 7333

****The Child Protection Officer will review the above contact details periodically.***



19. Risk Assessments

This risk assessment considers the potential for harm to come to children whilst they are in UCD SSFSC's care. This risk assessment is in accordance with the Child Safeguarding Statement (Section 11 (1b) Children First Act 2015) which has been developed and revised. In accordance with the requirements of Section 11 (1) of the Children First Act 2015 the risk is of abuse and not general health and safety risk (covered under a separate H&S policy and risk assessment).

Section 11 (1) of the Children First Act 2015 states that where a person proposes to operate as a provider of a relevant service, he or she shall, within 3 months from the date on which he or she commences as such a provider —

- (a) Undertake an assessment of any potential for harm to a child while availing of the service (in this section referred to as a "risk").

Definition of Harm:

The threshold of harm for each category of abuse at which mandated persons have a legal obligation to report concerns is outlined below:

"Harm" means, in relation to a child:

- (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

Categories of Harm occurring:

- Low** - Unlikely to Occur,
- Medium** – Slight chance of occurring,
- High** – Likely to occur.



Potential risk of harm to children	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure Document	Responsibility	Further action required ...
CLUB & COACHING PRACTICES				
Lack of coaching qualification	Low	<ul style="list-style-type: none"> Coach Code of Conduct in place. Recruitment policy 	UCD SSFSC Management UCD Sports Management UCD Student Services and Student Centre.	<i>Proof of qualification to be confirmed</i> <i>Comply with the policies and procedures in this Child Safeguarding Statement.</i>
Supervision issues	Medium	<ul style="list-style-type: none"> Supervision policy Coach education policy 	UCD SSFSC Management UCD Sports Management UCD Societies Management UCD Student Services and Student Centre.	<i>Comply with the policies and procedures in this Child Safeguarding Statement.</i>
Unauthorised photography & recording activities	Low	<ul style="list-style-type: none"> Photography and Use of Images policy 	UCD SSFSC Management UCD Sports Management UCD Student Services and Student Centre.	<i>Comply with the policies and procedures in this Child Safeguarding Statement.</i>



Potential risk of harm to children	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure Document	Responsibility	Further action required ...
Behavioural Issues	Medium	<ul style="list-style-type: none"> ▪ Code of Conduct ▪ Safeguarding Level 1 (min) ▪ Complaints & Disciplinary policy 	UCD SSFSC Management UCD Sports Management UCD Student Services and Student Centre.	<i>Comply with the policies and procedures in this Child Safeguarding Statement.</i>
Lack of gender balance amongst coaches	Medium	<ul style="list-style-type: none"> ▪ Coach education policy ▪ Supervision policy 	UCD SSFSC Management UCD Sports Management UCD Student Services and Student Centre.	<i>Comply with the policies and procedures in this Child Safeguarding Statement.</i>
No guidance for travelling and away trips	Low	<ul style="list-style-type: none"> ▪ Travel/Away trip policy is in place. 	UCD SSFSC Management UCD Sports Management	<i>Comply with the policies and procedures in this Child Safeguarding Statement.</i>



Potential risk of harm to children	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure Document	Responsibility	Further action required ...
		<ul style="list-style-type: none"> Child Safeguarding Training 	UCD Student Services and Student Centre.	
Lack of adherence with misc procedures in Safeguarding policy (i.e. mobile, photography, transport)	Medium	<ul style="list-style-type: none"> Safeguarding policy Complaints & disciplinary policy 	UCD SSFSC Management UCD Sports Management UCD Student Services and Student Centre.	<i>Comply with the policies and procedures in this Child Safeguarding Statement.</i>

COMPLAINTS & DISCIPLINE				
Lack of awareness of a Complaints & Disciplinary policy	Medium	<ul style="list-style-type: none"> Complaints & Disciplinary procedure/ policy 	UCD SSFSC Management UCD Sports Management UCD Societies Management UCD Student Services and Student Centre.	<i>Immediate action needed</i> <i>Greater communication required</i>



		<ul style="list-style-type: none"> ▪ Communica tions procedure 		
Difficulty in raising an issue by child & or parent Reason: Covered above	Medium	<ul style="list-style-type: none"> ▪ Complaints & Disciplinary procedure/ policy ▪ Communica tions procedure 	UCD SSFSC Management UCD Sports Management UCD Societies Management UCD Student Services and Student Centre.	<i>Review the communication/responsibilities of the procedure/policy as required</i>
Complaints not being dealt with seriously	Low	<ul style="list-style-type: none"> ▪ Complaints & Disciplinary procedure/ policy 	UCD SSFSC Management UCD Sports Management UCD Societies Management UCD Student Services and Student Centre.	<i>Comply with the policies and procedures in this Child Safeguarding Statement.</i>



REPORTING PROCEDURES				
Lack of knowledge of organisational and statutory reporting procedures	Medium	<ul style="list-style-type: none"> ▪ Reporting procedures/policy ▪ Coach education policy ▪ Code of Conduct /Behaviour 	UCD SSFSC Management UCD Sports Management UCD Societies Management UCD Student Services and Student Centre.	<i>Make policies and procedures available</i> <i>Include in Safeguarding Training (L1)</i> <i>Include in Induction Training</i>
No Mandated Person appointed	Low	<ul style="list-style-type: none"> ▪ Reporting procedures/policy 	NGB UCD SSFSC Management UCD Sports Management UCD Societies Management UCD Student Services and Student Centre.	<i>Publicise identity of Mandated Person</i> <i>Train Mandated Persons in their role where required.</i>
No DLP Appointed	Low	<ul style="list-style-type: none"> ▪ Reporting procedures/policy 	NGB UCD SSFSC Management	<i>Train all DLPs</i>



			<p>UCD Sports Management</p> <p>UCD Societies Management</p> <p>UCD Student Services and Student Centre.</p>	<p><i>Publicise identity of DLPs</i></p>
<p>Concerns of abuse or harm not reported</p>	<p>Medium</p>	<ul style="list-style-type: none"> ▪ Reporting procedures/policy ▪ Child Safeguarding Training – Level 1 	<p>DLP</p> <p>UCD SSFSC Management</p> <p>UCD Sports Management</p> <p>UCD Societies Management</p> <p>UCD Student Services and Student Centre.</p>	<p><i>Include in Safeguarding Training (L1)</i></p> <p><i>Publicise names of DLPs,</i></p> <p><i>Publicise internal and external reporting procedures.</i></p>
<p>Not clear who children should talk to or report to</p>	<p>Medium</p>	<ul style="list-style-type: none"> ▪ Post the names of DLPs. 	<p>DLP</p> <p>UCD SSFSC Management</p> <p>UCD Sports Management</p>	<p><i>Communicate in all places children and staff are present.</i></p> <p><i>Include in Safeguarding Training (L1)</i></p>



			UCD Societies Management UCD Student Services and Student Centre.	
--	--	--	--	--

FACILITIES				
Unauthorised access to designated children’s play & practice areas and to changing rooms, showers, toilets etc.	Low	<ul style="list-style-type: none"> ▪ Supervision policy ▪ Coach education 	NGB UCD SSFSC Management UCD Sports Management UCD Societies Management UCD Student Services and Student Centre.	<i>Clarify responsibilities before session starts</i>
Unauthorised exit from children’s areas	Low	<ul style="list-style-type: none"> ▪ Supervision policy ▪ Coach education 	UCD SSFSC Management UCD Sports Management UCD Societies Management	<i>Clarify responsibilities before session starts</i>



			UCD Student Services and Student Centre.	
Photography, filming or recording in prohibited areas	Low	<ul style="list-style-type: none"> Photography policy and use of devices in private zones 	DLPs UCD SSFSC Management UCD Sports Management UCD Societies Management UCD Student Services and Student Centre.	<i>Enforce policy in private changing and wet areas</i>
Missing or found child on site	Low	<ul style="list-style-type: none"> Missing or found child policy 	DLPs UCD SSFSC Management UCD Sports Management UCD Societies Management UCD Student Services and Student Centre.	<i>Refer to policy and inform Gardai</i>



Children sharing facilities with adults e.g. dressing room, showers etc.	Medium	<ul style="list-style-type: none"> ▪ Safeguarding policy 	DLPs UCD SSFSC Management UCD Sports Management UCD Societies Management UCD Student Services and Student Centre.	<i>Plan with facilities management to create a suitable child centred environment in shared facilities</i>
---	---------------	---	---	--

RECRUITMENT				
Recruitment of inappropriate people	Medium	<ul style="list-style-type: none"> ▪ Recruitment policy 	NGB DLPs UCD SSFSC Management UCD Sports Management UCD Societies Management	<i>Ongoing review</i> <i>Comply with the policies and procedures in this Child Safeguarding Statement.</i>



			UCD Student Services and Student Centre.	
Lack of clarity on roles	Medium	<ul style="list-style-type: none"> Recruitment policy 	DLPs UCD SSFSC Management UCD Sports Management UCD Societies Management UCD Student Services and Student Centre.	<i>Check job description</i> <i>Put supervision in place</i>
Unqualified or untrained people in role	Low	<ul style="list-style-type: none"> Recruitment policy 	DLPs UCD SSFSC Management UCD Sports Management UCD Societies Management UCD Student Services and Student Centre.	<i>Check qualifications</i> <i>Ongoing review</i>



COMMUNICATIONS AND SOCIAL MEDIA

<p>Lack of awareness of ‘risk of harm’ with members and visitors</p>	<p>Low</p>	<ul style="list-style-type: none"> ▪ Child Safeguarding Statement ▪ Training policy 	<p>DLPs</p> <p>UCD SSFSC Management</p> <p>UCD Sports Management</p> <p>UCD Societies Management</p> <p>UCD Student Services and Student Centre.</p>	<p><i>Communicate Child Safeguarding Statement</i></p>
<p>No communication of Child Safeguarding Statement or Code of Behaviour to members or visitors</p>	<p>Medium</p>	<ul style="list-style-type: none"> ▪ Child Safeguarding Statement – display ▪ Code of Behaviour <p>- distribute</p>	<p>DLPs</p> <p>UCD SSFSC Management</p> <p>UCD Sports Management</p> <p>UCD Societies Management</p> <p>UCD Student Services and Student Centre.</p>	<p><i>Communicate Child Safeguarding Statement</i></p> <p><i>Distribute Code or Sections as appropriate</i></p>



Unauthorised photography & recording of activities	Medium	<ul style="list-style-type: none"> ▪ Photography and Use of Images policy 	DLPs UCD SSFSC Management UCD Sports Management UCD Societies Management UCD Student Services and Student Centre.	<i>Ongoing review</i> <i>Comply with the policies and procedures in this Child Safeguarding Statement.</i>
Inappropriate use of social media and communications by under 18's	Medium	<ul style="list-style-type: none"> ▪ Communications policy ▪ Code of conduct 	DLPs UCD SSFSC Management UCD Sports Management UCD Societies Management UCD Student Services and Student Centre.	<i>Ongoing review</i> <i>Comply with the policies and procedures in this Child Safeguarding Statement.</i>
Inappropriate use of social media and	Low	<ul style="list-style-type: none"> ▪ Communications policy ▪ Code of conduct. 	DLPs UCD SSFSC Management	<i>Ongoing review</i>



communications with under 18's			UCD Sports Management UCD Societies Management UCD Student Services and Student Centre.	<i>Comply with the policies and procedures in this Child Safeguarding Statement.</i>
---------------------------------------	--	--	---	--

GENERAL RISK OF HARM				
Harm not being recognised	Medium	<ul style="list-style-type: none"> ▪ Safeguarding policy ▪ Child Safeguarding Training 	DLPs UCD SSFSC Management UCD Sports Management UCD Societies Management UCD Student Services and Student Centre.	<i>Ongoing review</i> <i>Comply with the policies and procedures in this Child Safeguarding Statement.</i>



Harm caused by <ul style="list-style-type: none"> - child to child - coach to child - volunteer to child - member to child - visitor to child 	Medium	<ul style="list-style-type: none"> ▪ Safeguarding policy ▪ Child Safeguarding Training 	DLPs UCD SSFSC Management UCD Sports Management UCD Societies Management UCD Student Services and Student Centre.	<i>Ongoing review</i> <i>Comply with the policies and procedures in this Child Safeguarding Statement.</i>
General behavioural issues	Medium	<ul style="list-style-type: none"> ▪ Code of Conduct 	DLPs UCD SSFSC Management UCD Sports Management UCD Societies Management UCD Student Services and Student Centre.	<i>Take disciplinary action where necessary</i> <i>Sign code of conduct</i>



INSUFFICIENT STAFF TRAINING				
<p>-Workers unfamiliar with best practices with Children.</p> <p>-Lack of engagement or interest from staff members during the training, leading to a lack of understanding or retention of the material.</p> <p>-Insufficient time allocated for training, leading to rushed or insufficient coverage of important topics.</p> <p>-Inadequate training of trainers, resulting in incorrect or incomplete information being conveyed to staff.</p> <p>-Limited resources or materials available for the training, hindering the effectiveness of the training.</p>	Medium	<ul style="list-style-type: none"> ▪ Safeguarding policy ▪ Child Safeguarding Training 	<p>DLPs</p> <p>UCD SSFSC Management</p> <p>UCD Sports Management</p> <p>UCD Societies Management</p> <p>UCD Student Services and Student Centre.</p>	<ul style="list-style-type: none"> - Provide pre-training materials or assessments to gauge the knowledge and understanding of staff and tailor the training accordingly. - Use a variety of training methods, such as lectures, group discussions, and hands-on activities, to engage and involve staff in the learning process. - Ensure that trainers have the necessary knowledge, skills, and experience to effectively deliver the training. - Allow sufficient time for the training, including breaks and opportunities for questions and discussion. - Provide access to relevant resources and materials, such as handouts, videos, and online resources, to support the learning process. - Follow up with staff after the training to reinforce the learning and provide ongoing support and resources. - Consider the language and cultural backgrounds of staff when designing and delivering the training, and provide support as needed. - Assess the learning needs and preferences of different staff members and adjust the training accordingly. <p>Ongoing review</p> <p>Comply with the policies and procedures in this Child Safeguarding Statement.</p>



<p>-Insufficient consideration of the needs and learning styles of different staff members, leading to difficulty in effectively delivering the training.</p>				
<p>-Risk of physical harm to the child if the UCD SSFSC Worker is not paying sufficient attention to the child's needs and actions.</p> <p>-Risk of emotional harm to the child if the UCD SSFSC Worker is not attuned to the child's feelings and needs.</p> <p>-Risk of the UCD SSFSC Worker burnt out from the demands of one to one teaching.</p> <p>-Risk of the child becoming reliant on one to one support and not learning how to engage with peers</p>	<p>Medium</p>	<ul style="list-style-type: none"> ▪ Safeguarding policy ▪ Child Safeguarding Training 	<p>DLPs</p> <p>UCD SSFSC Management</p> <p>UCD Sports Management</p> <p>UCD Societies Management</p> <p>UCD Student Services and Student Centre.</p>	<p>-All UCD SSFSC Workers will have all relevant pre-screening and vetting complete.</p> <p>-Train UCD SSFSC Workers in child development and appropriate techniques for one to one teaching, including how to observe and respond to the child's needs and behaviours.</p> <p>-Provide ongoing support and supervision for UCD SSFSC Workers engaged in one to one teaching to ensure that they are able to manage the demands of the role.</p> <p>-Encourage UCD SSFSC Workers to take breaks and seek support when needed to prevent burnout.</p> <p>-Use a variety of teaching approaches and methods, including group activities and peer interaction, to help the child learn to engage with others.</p> <p>-Monitor the child's progress and adjust the one to one teaching plan as needed to ensure that the child is making progress and developing age-appropriate skills.</p>



<p>or participate in group activities.</p>				<p>-Gradually reduce the amount of one to one teaching as the child becomes more independent and able to participate in group activities.</p>
<p>-Risk of unauthorised individuals gaining access to the premises, potentially posing a threat to the safety and security of the children and staff.</p> <p>-Risk of children wandering out of the supervised area and becoming lost or injured.</p> <p>-Risk of theft or damage to property.</p> <p>-Risk of animals or pests entering the supervised area and causing a health or safety hazard.</p>	<p>Medium</p>	<ul style="list-style-type: none"> ▪ Safeguarding policy <p>Child Safeguarding Training</p>	<p>DLPs</p> <p>UCD SSFSC Management</p> <p>UCD Sports Management</p> <p>UCD Societies Management</p> <p>UCD Student Services and Student Centre.</p>	<p>-Continue to have a secure entry system, such as a code-controlled door or a buzzer system, to control access to the premises.</p> <p>-Have staff members monitor entrances and ensure that they are kept closed and locked when not in use.</p> <p>-Review the installation of security cameras or other monitoring systems in key places to deter unauthorised access and help identify any potential threats.</p> <p>-Clearly communicate the importance of keeping entrances closed and locked to staff, parents, and children.</p> <p>-Train staff in emergency procedures, including how to respond to unauthorised individuals or potential threats.</p> <p>-Use signage or other visual cues to remind staff and visitors to keep entrances closed and locked.</p> <p>-Regularly check and maintain entrances to ensure that they are in good working order and secure.</p>
<p>First Aid:</p> <p>-Inadequate Training for Children’s First Aid.</p>	<p>Medium</p>	<ul style="list-style-type: none"> ▪ Safeguarding policy <p>Child Safeguarding Training</p>	<p>DLPs</p> <p>UCD SSFSC Management</p>	<p>-All allergies of children to be known and said allergenic foods are to be handled and prepared with extreme care to help avoid cross contamination.</p> <p>-All children are taught to respect one another and that fighting/any violence or harm to another child is strictly forbidden.</p>



<p>-Any Child May have Allergic reactions to First Aid Ointments being used.</p> <p>-Child may harm another child, leaving them in need of First Aid.</p> <p>-Risk of harm to children or staff during the administration of first aid.</p> <p>-Risk of inadequate or inappropriate treatment of injuries or illnesses.</p> <p>-Risk of infection or cross-contamination due to improper handling of first aid supplies or equipment.</p> <p>-Risk of legal or regulatory issues arising from the administration of first aid.</p>			<p>UCD Sports Management</p> <p>UCD Societies Management</p> <p>UCD Student Services and Student Centre.</p>	<p>-Ensure that all staff members who may be responsible for administering first aid are trained in first aid techniques and are familiar with UCD SSFSC's first aid policies and procedures.</p> <p>-Keep a well-stocked first aid kit readily available and ensure that it is checked and restocked regularly.</p> <p>-Use personal protective equipment (such as gloves and masks) as needed to prevent infection or cross-contamination.</p> <p>-Follow all appropriate infection control procedures when administering first aid.</p> <p>Follow relevant legal and regulatory guidelines when administering first aid, including obtaining consent when necessary and documenting the administration of first aid.</p> <p>-Review and update the first aid policies and procedures on a regular basis to ensure that they are current and effective.</p> <p>-Consider having a designated first aid officer who is responsible for coordinating first aid activities.</p>
<p>-Lack of Supervision for any Child – Risk of Injury.</p>	<p>Medium</p>	<ul style="list-style-type: none"> ▪ Safeguarding policy <p>Child Safeguarding Training</p>	<p>DLPs</p> <p>UCD SSFSC Management</p>	<p>-All UCD SSFSC Workers will have all relevant pre-screening and vetting complete.</p> <p>-All UCD SSFSC Workers are trained in Safeguarding Children Procedures.</p>



<p>-Risk of injury to children during play activities, such as falls, cuts, or bruises.</p> <p>-Risk of children becoming lost or separated from the group during outdoor play.</p> <p>-Risk of bullying or other forms of peer aggression during play.</p> <p>-Risk of children coming into contact with hazardous materials or equipment during play.</p>			<p>UCD Sports Management</p> <p>UCD Societies Management</p> <p>UCD Student Services and Student Centre.</p>	<p>-Supervision closely watching children whilst in the play area/outside to help prevent any child on child harm.</p> <p>-All loitering strangers will be watched and asked to leave the premises, if seen as potentially harmful.</p> <p>-No sharp / dangerous objects in the play areas which could be used as weapons or cause harm.</p> <p>-Ensure that play areas are safe and free of hazards, and regularly check and maintain play equipment.</p> <p>-Supervise children during play to ensure their safety and well-being.</p> <p>-Encourage children to use safe play behaviours and educate them about potential hazards.</p> <p>-Have a plan in place for managing lost or separated children during outdoor play.</p> <p>-Monitor children's play for signs of bullying or other forms of peer aggression and intervene as needed.</p> <p>-Use appropriate personal protective equipment (such as helmets, knee pads, etc.) as needed during play.</p> <p>-Establish and communicate clear rules and expectations for play behaviour to children and staff.</p>
<p>Group Activities</p>	<p>Medium</p>	<ul style="list-style-type: none"> ▪ Safeguarding policy 	<p>DLPs</p>	<p>-All UCD SSFSC Workers will have all relevant pre-screening and vetting complete.</p>



<p>-Neglect shown towards children by UCD SSFSC Workers.</p> <p>-Risk of injury to children during class activities, such as falls, cuts, or bruises.</p> <p>-The risk that a volunteer or a visitor may harm a child.</p> <p>-Risk of children becoming distracted or disengaged during class activities, leading to a lack of learning or progress.</p> <p>-Risk of inappropriate or unsafe materials or equipment being used during class activities.</p> <p>-Risk of bullying or other forms of peer aggression occurring during class activities.</p>		<ul style="list-style-type: none"> ▪ Child Safeguarding Training 	<p>UCD SSFSC Management</p> <p>UCD Sports Management</p> <p>UCD Societies Management</p> <p>UCD Student Services and Student Centre.</p>	<p>-All Supervision will ensure that all evidence of repeated or ongoing bullying, name calling, messing around and boisterous behaviour from child to child is under control and reported if necessary.</p> <p>-All visitors are authorized persons who have been advised on what and what is not safe when working with children.</p> <p>-Ensure that classrooms and materials are safe and free of hazards, and regularly check and maintain equipment.</p> <p>-Supervise children during class activities to ensure their safety and well-being.</p> <p>-Use appropriate and age-appropriate materials and equipment during class activities.</p> <p>-Monitor children's interactions during class activities and intervene as needed to prevent bullying or other forms of peer aggression.</p> <p>-Use a variety of teaching methods and approaches to engage and motivate children and prevent boredom or distraction.</p> <p>-Establish and communicate clear rules and expectations for behavior during class activities to children and staff.</p> <p>-Provide support and accommodations as needed for children with special needs or learning challenges.</p>
<p>New Staff Substitutes, Placements Student</p>	<p>Medium</p>	<ul style="list-style-type: none"> ▪ Safeguarding policy 	<p>DLPs</p>	<p>-All Child minding professionals will have all relevant pre-screening and vetting complete.</p>



<p>Workers and UCD SSFSC Workers.</p> <p>-New staff, substitute UCD SSFSC Workers, and placement student UCD SSFSC Workers not being aware of policies and procedures and not following best practices in child protection.</p> <p>-Inadequate knowledge, skills, and training in managing the children</p> <p>-Limited awareness of the children's specific needs, such as special needs, allergies, or medical conditions</p> <p>-Inability to respond effectively in case of emergency due to lack of knowledge of emergency procedures.</p>		<ul style="list-style-type: none"> ▪ Child Safeguarding Training 	<p>UCD SSFSC Management</p> <p>UCD Sports Management</p> <p>UCD Societies Management</p> <p>UCD Student Services and Student Centre.</p>	<p>-Provide thorough and comprehensive orientation and training to new staff, substitute UCD SSFSC Workers, and placement student UCD SSFSC Workers to familiarize them with the policies, procedures and child protection best practices.</p> <p>-Ensure that new staff, substitute UCD SSFSC Workers, and placement student UCD SSFSC Workers have the necessary knowledge, skills, and training to manage the children, by providing in-service training as necessary.</p> <p>-Provide new staff, substitute UCD SSFSC Workers, and placement student UCD SSFSC Workers with all necessary information about the children, such as their specific needs, allergies, and medical conditions.</p> <p>-Supervision of the students at all times to ensure that bullying/harm from other students is kept at a minimum.</p> <p>-Make sure that new staff, substitute UCD SSFSC Workers, and placement student UCD SSFSC Workers are aware of the emergency procedures and how to respond effectively during emergencies.</p>
--	--	---	--	---



<p>Challenging physical behaviour amongst children.</p> <p>-Supervising Adults not reacting appropriately to conflict between two children.</p> <p>- Children engaging in aggressive or dangerous behaviour towards themselves, staff or other children, which could lead to physical harm.</p> <p>-Lack of appropriate strategies for managing challenging behaviour which could lead to an escalation of the behaviour or staff feeling overwhelmed or unsupported.</p> <p>-Inadequate staff training in dealing with challenging behaviour and not knowing how to respond effectively</p>	<p>Medium</p>	<ul style="list-style-type: none"> ▪ Safeguarding policy ▪ Child Safeguarding Training 	<p>DLPs</p> <p>UCD SSFSC Management</p> <p>UCD Sports Management</p> <p>UCD Societies Management</p> <p>UCD Student Services and Student Centre.</p>	<p>-All Coaches / Trainers etc will have all relevant pre-screening and vetting complete.</p> <p>-All Coaches / Trainers etc are trained in safeguarding children.</p> <p>- Develop a behaviour management plan which is consistent and fair, and that ensures that all children are treated with respect and dignity.</p> <p>-Provide ongoing training and support for staff to manage challenging behaviour by equipping them with knowledge and skills to help them handle difficult situations effectively.</p> <p>-Encourage positive behaviour by using positive reinforcement and praising children for good behaviour.</p> <p>-Establish and communicate clear rules and expectations for behaviour, and consistently enforce them in a positive and supportive way.</p> <p>-Have procedures in place for responding to and reporting incidents of challenging behaviour.</p> <p>-Regularly review and evaluate the effectiveness of the behaviour management plan and make changes as necessary.</p> <p>-Keep communication lines open with parents or guardians to work together in managing the child's behaviour.</p> <p>-Supervision of the students at all times to ensure that bullying/harm from other students is kept at a minimum.</p> <p>-Child minder is trained in de-escalating harmful situations between children.</p>
---	----------------------	--	--	---



<p>which could lead to unsafe situations.</p>				
<p>-Child to Child Injuries.</p> <p>-Bullying from UCD SSFSC Worker/Child.</p> <p>-Players being left out because of skill level – Emotional Stress / Sadness.</p> <p>-Children injuring themselves on outdoor sharp/dangerous objects under supervision of an adult.</p> <p>- Risk of physical injuries to children while participating in sports activities.</p> <p>-Risk of children being exposed to extreme weather conditions and not being properly protected.</p> <p>-Risk of children becoming dehydrated or suffering from heat-related illness.</p>	<p>Medium</p>	<ul style="list-style-type: none"> ▪ Safeguarding policy ▪ Child Safeguarding Training 	<p>DLPs</p> <p>UCD SSFSC Management</p> <p>UCD Sports Management</p> <p>UCD Societies Management</p> <p>UCD Student Services and Student Centre.</p>	<p>-All UCD SSFSC Workers will have all relevant pre-screening and vetting complete.</p> <p>-All UCD SSFSC Workers are trained in safeguarding children.</p> <p>-Supervision of the students at all times to ensure that bullying/harm from other students is kept at a minimum.</p> <p>- Provide age-appropriate and properly maintained equipment and gear for children to use while participating in sports activities.</p> <p>-Train staff and children on the proper use and maintenance of sports equipment and gear.</p> <p>-Schedule sports activities during appropriate weather conditions, such as avoiding activities during extremely hot or cold weather.</p> <p>-Have a plan in place to respond to injuries and provide first aid as needed.</p> <p>-Provide regular water breaks and ensure children have access to water to stay hydrated.</p> <p>-Regularly check for signs of heat-related illness and provide appropriate treatment.</p> <p>-Monitor children's participation in sports activities and take necessary precautions to ensure their safety and well-being.</p>



<p>-Risk of children not having the appropriate equipment or gear to participate safely in sports activities.</p>				<p>-Provide staff with regular training on how to supervise and lead sports activities in a safe and controlled manner</p> <p>-Encourage children to be aware of the importance of physical safety and to participate only in the activities that are appropriate for their age and level of skill.</p>
<p>Volunteers/Parents Activities.</p> <p>- Risk of strangers gaining access and potentially posing a threat to the safety and security of the children.</p> <p>-Risk of volunteers or parents not being adequately vetted or trained to work with children, which could lead to inappropriate behaviour or inadequate care.</p> <p>-Risk of volunteers or parents not following policies and procedures, which could lead to unsafe situations.</p> <p>-Risk of volunteers or parents not being aware of</p>	<p>Medium</p>	<ul style="list-style-type: none"> ▪ Safeguarding policy ▪ Child Safeguarding Training 	<p>DLPs</p> <p>UCD SSFSC Management</p> <p>UCD Sports Management</p> <p>UCD Societies Management</p> <p>UCD Student Services and Student Centre.</p>	<p>- Implement a thorough screening process for volunteers and parents to ensure that only appropriate individuals are allowed to work with children.</p> <p>-Provide thorough and comprehensive training and orientation to volunteers and parents on policies and procedures, as well as child protection best practices</p> <p>-Have a clear and consistent system of communication between staff, volunteers and parents to ensure that everyone is aware of and understands the expectations, procedures and emergency plan.</p> <p>-Provide volunteers and parents with all necessary information about the children, such as their specific needs, allergies, and medical conditions.</p> <p>-Clearly define the role and supervision of volunteers and parents and make sure that they are supervised and that staff is aware of their presence at all time.</p> <p>- Establish an incident reporting process for volunteers and parents to report any concerns or issues related to child safety, and ensure that all incidents are promptly and thoroughly investigated.</p>



<p>the children's specific needs, such as special needs, allergies, or medical conditions.</p>				
<p>Games / Sports / Drama Activities.</p> <p>-Children making fun or bullying other children.</p> <p>-Children harming him/herself or other children.</p> <p>-Threat of child choking on a toy / piece of sports equipment when playing games / sports.</p> <p>-Children being emotionally or physically hurt during dramatic or role-playing activities.</p> <p>-Children being exposed to inappropriate or mature themes or content during games / sports or drama activities.</p>	<p>Medium</p>	<ul style="list-style-type: none"> ▪ Safeguarding policy ▪ Child Safeguarding Training 	<p>DLPs</p> <p>UCD SSFSC Management</p> <p>UCD Sports Management</p> <p>UCD Societies Management</p> <p>UCD Student Services and Student Centre.</p>	<p>-All UCD SSFSC Workers will have all relevant pre-screening and vetting complete.</p> <p>-All UCD SSFSC Workers are trained in safeguarding children.</p> <p>-There will be supervision of the students at all times to ensure that bullying/harm from other students is kept to a minimum.</p> <p>-All children to be given equal opportunity to play the games / sports / drama in – making fun of other children who are trying to play the games / sports will not be tolerated.</p> <p>-All toys / pieces of sports equipment are inspected before and after each use. If a broken toy / piece of sports equipment is noticed, it should be removed.</p> <p>-Plan and organize games / sports and drama activities that are age-appropriate and in line with the children's development and maturity levels.</p> <p>-Provide clear and consistent boundaries between reality and fantasy during games / sports or drama activities.</p> <p>-Have a plan in place to deal with any emotional or physical hurt that may occur during games / sports or drama activities.</p>



<p>-Risk of children not understanding the boundaries of reality and fantasy during games / sports or drama activities which may lead to confusion, distress or injury.</p> <p>-Risk of children not being appropriately supervised during games / sports or drama activities.</p>				<p>-Ensure that adequate supervision is provided during games / sports or drama activities, and that staff are aware of the children's participation in the activity.</p> <p>-Regularly review and evaluate the appropriateness and effectiveness of the games / sports and drama activities</p> <p>-Provide support and guidance to children who may have difficulty distinguishing between reality and fantasy</p> <p>-Encourage open communication with parents or guardians about games / sports and drama activities and any concerns they might have.</p>
<p>Staff Areas</p> <p>-Child being harmed by Parent/Guardian.</p> <p>-Child being harmed by a UCD SSFSC Worker.</p> <p>-Child being injured by Staff Room Equipment – e.g. Sharp Objects, Hot Kettles.</p> <p>-Hot liquids falling on Child when visiting staff room/area.</p>	<p>Medium</p>	<ul style="list-style-type: none"> ▪ Safeguarding policy ▪ Child Safeguarding Training 	<p>DLPs</p> <p>UCD SSFSC Management</p> <p>UCD Sports Management</p> <p>UCD Societies Management</p> <p>UCD Student Services and Student Centre.</p>	<p>-No children should be permitted into the Staff Room / Area unless in case of an emergency.</p> <p>-In the event a child does wander into this area, workers are trained in leading the child back outside the area.</p> <p>-All UCD SSFSC Workers are to be trained in safeguarding children.</p> <p>-Supervision of the students at all times to ensure that bullying/harm from other students is kept at a minimum.</p> <p>-Establish clear boundaries and accessibility controls between the children's area and staff area to minimize the risk of children coming into contact with dangerous equipment or hazardous materials.</p>



<p>- Risk of children being hurt or injured due to lack of proper supervision in the staff area .</p> <p>-Risk of children coming into contact with or ingesting toxic or harmful substances.</p> <p>-Risk of equipment being improperly cleaned or stored.</p>				<p>-Provide appropriate supervision and oversight in the staff area to ensure the safety of children.</p> <p>-Regularly check, maintain, and properly store all equipment and materials in the staff area to minimize the risk of harm to children.</p> <p>-Have a plan in place to manage and respond to incidents or accidents that may occur in the staff area .</p> <p>Establish proper cleaning and sanitation procedures to prevent poor hygiene standards.</p> <p>-Keep dangerous or toxic materials such as cleaning supplies or medications properly stored and out of reach of children.</p> <p>-Provide staff with training on safety and hygiene.</p> <p>-Regularly inspect the staff area and to ensure it is safe and clean and to identify and correct any potential hazards as soon as possible.</p>
<p>Risk of harm from unannounced visitors to services (e.g. maintenance/repairs/deliveries).</p> <p>Examples of risk include, but are not limited to:</p> <ul style="list-style-type: none"> - Risk of children absconding from services due to procedures for 	<p>Medium</p>	<ul style="list-style-type: none"> ▪ Safeguarding policy ▪ Child Safeguarding Training 	<p>DLPs</p> <p>UCD SSFSC Management</p> <p>UCD Sports Management</p> <p>UCD Societies Management</p>	<ul style="list-style-type: none"> - Staff Absences Procedure/Policy - Risk Management Procedure/Policy - Supervision of Children Procedure/Policy - Visitor Signing in Procedure/Policy - Safety Statement Procedure/Policy



<p>entering and exiting buildings not being adhered to, such as doors being closed etc.</p> <ul style="list-style-type: none"> - Risk of physical, sexual or emotional abuse to children from visitors - Children placed at risk of harm due to inadequate supervision. 			<p>UCD Student Services and Student Centre.</p>	
<p>Risk of abuse during lone working / 1:1 working (personal care and intimate care).</p> <p>Examples of risk include, but are not limited to:</p> <ul style="list-style-type: none"> - An incident of sexual abuse by a staff member/student/volunteer, for example, during 	<p>Medium</p>	<ul style="list-style-type: none"> ▪ Safeguarding policy ▪ Child Safeguarding Training 	<p>DLPs</p> <p>UCD SSFSC Management</p> <p>UCD Sports Management</p> <p>UCD Societies Management</p> <p>UCD Student Services and Student Centre.</p>	<ul style="list-style-type: none"> - Personal and Intimate Care Procedure/Policy - Inclusion Procedure/Policy - Code of Behaviour for Staff/Students/ Volunteers Procedure/Policy - Allegation of Abuse Against Staff/Students/Volunteers Procedure/Policy



<p>or intimate care routines</p> <ul style="list-style-type: none"> - An incident of physical abuse by a staff member/student/volunteer during one-to-one work - Emotional abuse by a staff member/student/volunteer taking place during one to one work 				
<p>Risk of harm by use of unauthorised photography or from online abuse through social media or internet access.</p> <p>Examples of risk include, but are not limited to:</p> <p>Poor management of images or recordings of children, including those</p>	<p>Medium</p>	<ul style="list-style-type: none"> ▪ Safeguarding policy ▪ Child Safeguarding Training 	<p>DLPs</p> <p>UCD SSFSC Management</p> <p>UCD Sports Management</p> <p>UCD Societies Management</p> <p>UCD Student Services and Student Centre.</p>	<ul style="list-style-type: none"> - Policy/Procedure on the use of the Internet and Photographic and Recording Devices - Social Media Procedure/Policy - Retention of Records Procedure/Policy



shared publicly or on social media.				
-------------------------------------	--	--	--	--

Explanation of terms used:

- **Potential risk of harm to children** – these are identified risks of harm to children whilst accessing activities in the Club/Region/Province/NGB.
- **Likelihood of harm happening** – the likelihood of the risk occurring in the club/society etc measured as Low/Medium or High.
- **Required Policy, Guidance and Procedure Document** – indication of the policy required to alleviate the risk.
- **Responsibility** – provider should indicate where the responsibility for alleviating the risk lies.
- **Further action...** - indicates further action that might be necessary to alleviate any risk ongoing.

UCD Sports Club Child Risk Assessment Template

19.1 Sports Clubs Child Risk Assessment Template.

University College Dublin



Sports Clubs

Child Risk Assessment Template

Template Completed By: _____ (Club Children's Officer)

Date: _____

UCD Sports Club Child Risk Assessment Template

Introduction

This risk assessment considers the potential for harm to come to children whilst they are in the care of UCD _____ Sports Club.

To comply with *Children First* legislation every Sports Club in UCD must complete this risk assessment. Ideally the Document should be completed by the Club Committee as a group, with the Club Children's Officer having final approval and sign off.

The risk assessment considers the risks of abuse that children may be subjected to via the activities of the club, this includes both children that are club members and those that may be impacted upon by club activities. Abuse of a child may be physical, sexual or emotional, whilst children may also be subjected to neglect.

The health and safety risks posed by club activities are considered under a separate Document (the Club Safety Statement).

In the event that any person is concerned about the safety of a child they can contact one of the nominated Designated Liaison Persons in UCD (e.g. Sports Development Manager; Director of Student Services; Dean Of Students) or Tusla directly (www.tusla.ie).

Risk Assessment Process

As part of the risk assessment process you are required as a club to assess the risk / likelihood of abuse to a child via the activities of your club. You are then required to identify control measures to reduce the risk / likelihood of abuse taking place.

To assist in this UCD Sport broken the key risk areas down into seven sections and have identified control measures using a risk assessment template. The UCD Sports Club concerned is required to review the risks identified, consider the control measures as listed, identify any additional control measures that they deem necessary, and finally assess the risk / likelihood that a child may be subject to abuse once all control measures have been implemented.

Every club must ensure that the risk assessment receives an appropriate level of attention from the entire Club Committee. Clubs are advised not to simply sign and date risk assessments without first subjecting them to a thorough and robust review.

UCD Sports Club Child Risk Assessment Template

Risk 1: Club And Coaching Practices	
Introduction	
<p>Poor club and coaching practices have the potential risk of harm to children who are members of UCD Sports Clubs. The AUC has many procedures in place to mitigate against this risk. Clubs must adhere to all relevant AUC procedures at all times.</p>	
Measures Required To Reduce Risk	
Potential Risk	Policy, Guidance and or procedure Document
<p>Lack of coaching qualification</p> <p>Supervision issues</p> <p>Unauthorised photography & recording of activity</p> <p>Behavioural issues</p> <p>Lack of gender balance amongst coaches</p> <p>No guidance for travelling and away trips</p> <p>Lack of adherence with AUC procedures designed to ensure child safety, e.g. photography, transport, away trips, etc.).</p>	<p>AUC Trip Rules</p> <p>UCD AUC Club Operations Manual</p> <p>Online Travel Form</p> <p>Coaching/Leading requirements (Vetting, Safeguarding, qualifications)</p> <p>Facility rules</p> <p>Permission to film forms</p> <p>Club Officer Training</p> <p>Code of ethics and conduct for sports coaches & Children’s Officers</p> <p>Code of conduct for sports club committee members</p> <p>AUC Constitution</p>

UCD Sports Club Child Risk Assessment Template

	<p>Coaches Contract</p> <p>AUC Complaints & Disciplinary Procedures</p> <p>UCD Sport, UCD Sports & Fitness, UCD Student Centre, Keeping Children Safe Plan</p> <p>UCD AUC Parental & Child Consent for Sports Club Participation</p> <p>UCD Student Code</p> <p>UCD Policy on Dignity & Respect</p>
<p>Outline any additional Child Safeguarding measures undertaken by your club and state the reason why these are in place:</p> <p><i>Please add.....</i></p>	
<p>Outline any child Safeguarding policy/procedure listed above that your club does not comply with and state the reason why (delete them from above list if relevant):</p> <p><i>Please add.....</i></p>	
<p>Risk Once All Control Measures Have Been Put Into Place</p> <p>(Low / Medium / High)</p>	

UCD Sports Club Child Risk Assessment Template

Risk 2: Complaints And Discipline	
Introduction	
A lack of awareness or a failure to comply with the complaints and disciplinary processes poses a potential risk of harm to children who are members of UCD Sports Clubs. In this regards the AUC communicates its disciplinary, complaints and conciliation processes in a variety of ways and commits to following these in each instance. Clubs must adhere to all relevant AUC procedures at all times.	
Measures Required To Reduce Risk	
Potential Risk	Policy, Guidance and or procedure Document
Lack of awareness of Complaints & Disciplinary procedure Difficulty in raising an issue by child and/or parent. Reason: covered above Complaints not being dealt with seriously	AUC Club Operations Manual (Online) AUC Constitution UCD Sport, UCD Sports & Fitness, UCD Student Centre, Keeping Children Safe Plan UCD Child Safeguarding Statement. Code of Conduct for Sports Club Committee members Code of ethics and conduct for sports coaches AUC Disciplinary Process AUC Complaints Process AUC Conciliation Process

UCD Sports Club Child Risk Assessment Template

Outline any additional Child Safeguarding measures undertaken by your club and state the reason why these are in place:

Please add.....

Outline any child Safeguarding policy/procedure listed above that your club does not comply with and state the reason why (delete them from above list if relevant):

Please add.....

Risk Once All Control Measures Have Been Put Into Place

(Low / Medium / High)

UCD Sports Club Child Risk Assessment Template

Risk 3: Reporting Procedures	
Introduction	
<p>The UCD AUC promotes the welfare of children participating in its affiliated sports clubs by having clear reporting procedures and having the necessary roles in place and as such is compliant with the UCD Child Safeguarding Statement and the UCD Sport, UCD Sport and Fitness, UCD Student Centre Keeping Children Safe Plan. These Documents, alongside other relevant Documentation are available online to ensure that reporting procedures are accessible. Clubs must adhere to all relevant AUC procedures at all times.</p>	
Measures Required To Reduce Risk	
Potential Risk	Policy, Guidance and or procedure Document
<p>Lack of knowledge of organisational and statutory reporting procedures</p> <p>No Mandated person appointed</p> <p>No Designated liaison Person appointed</p> <p>Concerns of abuse or harm not reported</p> <p>Not clear who young person should talk to or report to</p>	<p>UCD Sport, UCD Sports & Fitness, UCD Student Centre, Keeping Children Safe Plan</p> <p>UCD Child Safeguarding Statement</p> <p>Policy of Safeguarding 1 training requirement of all coaches, club leaders and club children’s officer</p> <p>Club Officer Training</p> <p>Code of Conduct for Sports Club Committee members</p> <p>Code of ethics and conduct for sports coaches</p> <p>AUC Club Operations Manual</p>

UCD Sports Club Child Risk Assessment Template

Outline any additional Child Safeguarding measures undertaken by your club and state the reason why these are in place:

Please add.....

Outline any child Safeguarding policy/procedure listed above that your club does not comply with and state the reason why (delete them from above list if relevant):

Please add.....

**Risk Once All Control Measures Have Been Put Into Place
(Low / Medium / High)**

--

UCD Sports Club Child Risk Assessment Template

Risk 4: Facilities	
Introduction	
UCD Sports Facilities operate under the guidance of the UCD Sport, UCD Sport & Fitness and UCD Student Centre Keeping Children Safe Plan to ensure that the shared environment that members U18 years of age engage in sport are child friendly.Clubs must adhere to all relevant AUC procedures at all times.	
Measures Required To Reduce Risk	
Potential Risk	Policy, Guidance and or procedure Document
<p>Unauthorised access to designated children’s play and practice areas and to changing rooms, showers, toilets etc</p> <p>Photography, filming or recording in prohibited areas</p> <p>Missing or child found on site</p> <p>Children sharing facilities with adults e.g. dressing rooms showers</p> <p>Medicals being conducted in an unsuitable location, unsupervised, by an unqualified or uninsured individual</p>	<p>UCD AUC Medical Policy</p> <p>UCD Sport, UCD Sports & Fitness, UCD Student Centre, Keeping Children Safe Plan</p> <p>UCD Child Safeguarding Statement</p> <p>Policy of Safeguarding 1 training requirement of all coaches, leaders & children’s officers</p> <p>Policy on vetting of sports club coaches, leaders and children’s officers</p> <p>UCD Sport Centre Rules on unauthorised filming/photography</p> <p>Permission to Film Form</p>

UCD Sports Club Child Risk Assessment Template

Outline any additional Child Safeguarding measures undertaken by your club and state the reason why these are in place:

Please add.....

Outline any child Safeguarding policy/procedure listed above that your club does not comply with and state the reason why (delete them from above list if relevant):

Please add.....

Risk Once All Control Measures Have Been Put Into Place

(Low / Medium / High)

UCD Sports Club Child Risk Assessment Template

Risk 5: Recruitment	
Introduction	
The AUC has policies and procedures in place that support the safe recruitment of coaches by clubs, whether on a paid or voluntary basis. Clubs must adhere to all relevant AUC procedures at all times.	
Measures Required To Reduce Risk	
Potential Risk	Policy, Guidance and or procedure Document
Recruitment of inappropriate people Lack of clarity on roles Unqualified or untrained people in role	Coaching requirements (Vetting, Safeguarding, qualifications) Coaching Contracts/Volunteer Letter of Agreement Code of conduct for sports club committee members Code of ethics and conduct for sports coaches Club Operations Manual (Online) Policy – AUC has final approval on all coaching appointments Role Descriptions Annual Grant Application Requirement (vetting, uploads)

UCD Sports Club Child Risk Assessment Template

Outline any additional Child Safeguarding measures undertaken by your club and state the reason why these are in place:

Please add.....

Outline any child Safeguarding policy/procedure listed above that your club does not comply with and state the reason why (delete them from above list if relevant):

Please add.....

**Risk Once All Control Measures Have Been Put Into Place
(Low / Medium / High)**

--

UCD Sports Club Child Risk Assessment Template

Risk 6: Communications and Social Media

Introduction

The use of social media and other communication tools pose potential risks to safeguarding children. The AUC Social Media Policy outlines that all content posted should be suitable for under 18's and includes a sample comments policy. Breaches of this policy can lead to disciplinary action by the club, the AUC and/or UCD. Communications are managed through the UCD SisWeb Targeted Communications System. Clubs must adhere to all relevant AUC procedures at all times.

Measures Required To Reduce Risk

Potential Risk

Policy, Guidance and or procedure Document

Lack of Awareness of "risk of harm" with members and visitors
 No communication of Child Safeguarding Statement or Code of Behaviour to members or visitors
 Unauthorised photography and recording of activities
 Inappropriate use of social media and communications by under 18's
 Inappropriate use of social media and communications with under 18's

UCD AUC Parental & Child Consent for Sports Club Participation
 AUC Social Media Policy
 Social Media/PRO Training for Committee members
 AUC Club Operations Manual (Online)
 Policy of Safeguarding 1 training requirement of all coaches, leaders & children's officers
 Permission to Film Form
 Facility rules
 UCD Targeted Communications System
 UCD Student Code

UCD Sports Club Child Risk Assessment Template

	<p>UCD Policy on Dignity and Respect</p> <p>Code of conduct for sports club committee members</p> <p>Code of ethics and conduct for sports coaches</p> <p>UCD Sport, UCD Sport & Fitness, UCD Student Centre Keeping Children Safe Plan</p>
<p>Outline any additional Child Safeguarding measures undertaken by your club and state the reason why these are in place:</p> <p><i>Please add.....</i></p>	
<p>Outline any child Safeguarding policy/procedure listed above that your club does not comply with and state the reason why (delete them from above list if relevant):</p> <p><i>Please add.....</i></p>	
<p>Risk Once All Control Measures Have Been Put Into Place</p> <p>(Low / Medium / High)</p>	

UCD Sports Club Child Risk Assessment Template

Risk 7: General Risk of Harm	
Introduction	
UCD and the UCD AUC has numerous procedures, policies and guidance Documents to reduce the risk of harm to members of its affiliated clubs that are under 18 years of age. Clubs must adhere to all relevant AUC procedures at all times.	
Measures Required To Reduce Risk	
Potential Risk	Policy, Guidance and or procedure Document
Harm not being recognised.	UCD Student Code
Harm caused by:	Code of conduct for sports club committee members
- Child to child	Code of ethics and conduct for sports coaches
- Coach to child	Policy of Safeguarding 1 training requirement of all coaches, leaders & children's officers
- Volunteer to child	UCD Club Operations manual (online)
- Member to child	UCD Sport, UCD Sport & Fitness, UCD Student Centre Keeping Children Safe plan
- Visitor to child	Coaches contract
General Behavioural Issues	AUC Complaints Process
	AUC Disciplinary Process
	AUC Conciliation Process

UCD Sports Club Child Risk Assessment Template

	UCD AUC Parental & Child Consent for Sports Club Participation UCD Policy on Dignity and Respect Volunteer letter of Agreement
Outline any additional Child Safeguarding measures undertaken by your club and state the reason why these are in place: <i>Please add.....</i>	
Outline any child Safeguarding policy/procedure listed above that your club does not comply with and state the reason why (delete them from above list if relevant): <i>Please add.....</i>	
Risk Once All Control Measures Have Been Put Into Place (Low / Medium / High)	

Signed: _____

UCD: _____ Sports Club Children's Officer

Date: _____

20. 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 awaiting of our service.

This child safeguarding statement will be reviewed on January at least every two years, or as soon as practicable after there has been a material change in any matter to which this statement refers.

Signed: _____ (Provider)

For Queries, please contact _____,

Relevant Person under the Children First Act 2015.