



# **Safeguarding Policy**

**For children & vulnerable adults**

Prepared by: John Stallard

Designated Liaison Person for Kinsale Yacht Club

Approved by Kinsale Yacht Club Management Committee April 2022

Original signed hard copy available in KYC proceed procedures folder



## Safeguarding Policy

# Child Safeguarding Statement Kinsale Yacht Club

### Section 1 – Kinsale Yacht Club Information

Kinsale Yacht Club provides various sailing activities and opportunities for young people through participation in club regattas, training, regional events, and national events.

Kinsale Yacht Club details:

- Name: Kinsale Yacht Club
- Sport: Sailing
- Location: Lower O'Connell Street, Kinsale, Co. Cork
- Size: 400 members, 12 Staff
- Activities: Recognised Training Centre, Competition, Coaching, and Leisure

### Section 2 - Principles to safeguard children from harm

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

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



## Safeguarding Policy

### Section 3 - Risk Assessment

This Kinsale Yacht Club written Risk Assessment document indicates the areas of potential risk of harm, the likelihood of the risk occurring, and gives the required policy, guidance or process documents require to alleviate these risks. The list of risks identified and procedures to manage these risks are contained in the following categories:

Risk Identified	Procedure in place to manage risk identified
<p><b>Club and Coaching Practices</b></p> <ul style="list-style-type: none"> <li>— Lack of coaching qualification.</li> <li>— Supervision issues.</li> <li>— Unauthorised photography &amp; recording activities.</li> <li>— Behavioural Issues.</li> <li>— Lack of gender balance amongst coaches</li> <li>— No guidance for travelling &amp; away trips</li> <li>— Lack of adherence with misc. procedures in Safeguarding policy</li> </ul>	<ul style="list-style-type: none"> <li>— Recruitment policy.</li> <li>— Code of Conduct</li> <li>— Photography &amp; Use of Images policy</li> <li>— Code of Conduct / Safeguarding 1-2-3/.</li> <li>. Recruitment policy</li> <li>— Child Safeguarding Training.</li> <li>— Safeguarding Policy / Complaints &amp; disciplinary policy</li> </ul>
<p><b>Complaints &amp; Discipline</b></p> <ul style="list-style-type: none"> <li>— Lack of awareness of a Complaints &amp; Disciplinary policy.</li> <li>— Difficulty in raising an issue by child &amp; or parent</li> <li>— Complaints not being dealt with seriously</li> </ul>	<ul style="list-style-type: none"> <li>— Complaints &amp; Disciplinary procedure</li> <li>— Complaints &amp; Disciplinary procedure</li> <li>— Complaints &amp; Disciplinary procedure.</li> </ul>



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<p><b>Reporting Procedures</b></p> <ul style="list-style-type: none"> <li>— Lack of knowledge of organisational &amp; statutory reporting procedures</li> <li>— No DLP appointed.</li> <li>— Concerns of abuse or harm not reported.</li> <li>— Not clear who YP should talk to or report to.</li> </ul>	<ul style="list-style-type: none"> <li>— Reporting procedures/policy / Coach Education policy / Code of Conduct/Behaviour.</li> <li>— Reporting procedures. DLP trained and appointed</li> <li>— Reporting procedures/policy / Child Safeguarding Training – Level 1-2-3</li> <li>— Poster with names of CCO, DLP / Safeguarding Policy Document</li> </ul>
<p><b>Use of Facilities</b></p> <ul style="list-style-type: none"> <li>— Unauthorised access to designated children’s play &amp; practice areas &amp; to changing rooms, showers, toilets etc.</li> <li>— Unauthorised exit from children’s areas.</li> <li>— Photography, filming or recording in prohibited areas.</li> <li>— Children sharing facilities with adults e.g. dressing room, showers etc...</li> </ul>	<ul style="list-style-type: none"> <li>— Code of Conduct / Coach &amp; Instructor Education.</li> <li>— Junior Sailing Course Guidelines/ Coach Education.</li> <li>— Photography policy and use of devices in private zones.</li> <li>— Safeguarding policy.</li> </ul>
<p><b>Recruitment</b></p> <ul style="list-style-type: none"> <li>— Recruitment of inappropriate people.</li> <li>— Lack of clarity on roles.</li> <li>— Unqualified or untrained people in role.</li> </ul>	<ul style="list-style-type: none"> <li>— Recruitment policy.</li> <li>— Safeguarding Roles and Responsibilities procedure</li> <li>— Recruitment policy.</li> </ul>



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<p><b>Communications</b></p> <ul style="list-style-type: none"> <li>— Lack of awareness of ‘risk of harm’ with members and visitors.</li> <li>— No communication of Child Safeguarding Statement of Code of Behaviour to members of visitors.</li> <li>— Unauthorised photography &amp; recording of activities.</li> <li>— Inappropriate use of social media &amp; communications by under 18’s</li> </ul>	<ul style="list-style-type: none"> <li>— Child Safeguarding Statement</li> <li>— Child Safeguarding Statement (display) / Code of Conduct / Coach Charter (distribute).</li> <li>— Photography &amp; Use of Images policy</li> <li>— Junior Sailing Course Guidelines/ Code of conduct</li> </ul>
<p><b>General Risk of Harm</b></p> <ul style="list-style-type: none"> <li>— Harm not being recognised.</li> <li>— Harm caused by: Child to Child. Coach to Child. Volunteer to Child. Member to Child. Visitor to Child.</li> <li>— General behavioural issues.</li> <li>— Issues of Bullying.</li> <li>— Vetting of staff/volunteers.</li> <li>— Issues of Online Safety</li> </ul>	<ul style="list-style-type: none"> <li>— Safeguarding policy / Child Safeguarding Training Plan</li> <li>— Safeguarding policy / Child Safeguarding Training Plan</li> <li>— Code of Conduct.</li> <li>— Anti-Bullying policy.</li> <li>— Recruitment policy.</li> <li>— Junior Sailing Course Guidelines.</li> </ul>

The Risk Assessment was undertaken on 17<sup>th</sup> May 2021.

John Stallard DLP  
Kinsale Yacht Club



## Safeguarding Policy

### Section 4 – Procedures

Our Child Safeguarding Statement has been developed in line with requirements under the Children First Act 2015 The Children First: National Guidance, Tusla's Child Safeguarding: A Guide for Policy, Procedure & Practice and Sport Ireland's Safeguarding Guidance for Children & Young People in Sport. In addition to our Risk Assessment document described above, there are further procedures that support our intention to safeguard children while they are availing of our activities.

Kinsale Yacht Club has the following procedures in place as part of our Safeguarding Policies:

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

***Please note that all procedures listed are available on request.***

The Mandated Person for Kinsale Yacht Club is John Stallard and may be contacted at [johnstallard@gmail.com](mailto:johnstallard@gmail.com) or by phone at 021 4772430 or mobile number is 086 8209042.

### Section 5 – Implementation

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

Please note the following:

- That all staff have been furnished with a copy of this statement.
- This statement is available to parents/guardians, the Agency and members of the public on request.
- This statement will be displayed on our club's official notice board.
- This Child Safeguarding Statement will be reviewed by 31<sup>st</sup> May 2023

Signed:

Date: 17<sup>th</sup> May 2021

DLP for Kinsale Yacht Club

Name: John Stallard

Phone no: 086 8209042

*For queries on this Child Safeguarding Statement, please contact*

**John Stallard |DLP| Kinsale Yacht Club**



# Safeguarding Policy

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# Safeguarding Policy

## Underlying Principles

The work of Kinsale Yacht Club is based on the following principles that guide the development of sailing for young people.

- Children and Young People's experience of sport should be guided by what is best for the young person.
- The stages of development and the ability of the young person should guide the types of activity provided.
- Adults need to have a basic understanding of the needs of young people, including physical, emotional, and personal.

### Safety

Young people participating in sailing have a right to expect that those organising and running the activity will do all they can to ensure the safety and wellbeing of those participating.

### Integrity in relationships:

Adults interacting with young people in sport should do so with integrity and respect for the child. There is a danger that sporting contexts can be used to exploit or undermine children. All adult actions in sport should be guided by what is best for the child and in the context of quality, open working relationships. Verbal, physical, emotional, or sexual abuse of any kind is unacceptable within sport.

### Quality atmosphere and ethos

Sport for young people should be conducted in a safe, positive, and encouraging atmosphere. A child-centred ethos will help to ensure that competition and specialisation are kept in their appropriate place.

### Equality

All children should be treated in an equitable and fair manner regardless of age, ability, sex, religion, social and ethnic background, or political persuasion. Children with disability should be involved in sports activities in an integrated way, thus allowing them to participate to their potential alongside other children.

### Fair Play:

Fair play should be the guiding principle when organising and participating in children's sport.

Fair Play is "much more than playing within the rules". It incorporates the concepts of friendship, respect for others and always playing with the right spirit. Fair play is defined as a way of thinking, not just behaving. It incorporates issues concerned with the elimination of opportunities, excessive commercialisation, and corruption.

(European Sports Charter and Code of Ethics, Council of Europe, 1993).

### Competition

A balanced approach to competition can make a significant contribution to the development of young people, while at the same time providing fun, enjoyment and satisfaction. Leaders and parents must be aware that when competitive demands are placed on children too early, it may result in excessive levels of pressure on them. This can contribute to an elevated level of drop out from sport. The welfare of the child must be placed first and competitive standards second. A child-centred approach will help to ensure that competition and specialisation are kept in their appropriate place.



# Safeguarding Policy

## Underlying Principles

Our guiding principles and this guidance document are underpinned by national policy and legislation in ROI Children First: National Guidance for the Protection and Welfare of Children 2017, and the requirements under The Children First Act 2015.

<http://www.irishstatutebook.ie/eli/2015/act/36/enacted/en/pdf>

This guidance is also informed by Tusla's Child Safeguarding: A Guide for Policy, Procedure and Practice, the United Nations Convention on the Rights of the Child, The Child Care Act 1991, The Protections for Persons Reporting Child Abuse Act 1998 and the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012-2016.

[https://www.tusla.ie/uploads/content/Tusla - Child Safeguarding - A Guide for Policy, Procedure and Practice.pdf](https://www.tusla.ie/uploads/content/Tusla_-_Child_Safeguarding_-_A_Guide_for_Policy,_Procedure_and_Practice.pdf)

Kinsale Yacht Club follows the principles and supports the spirit of sport as laid out by Sport Ireland's Ethic Unit's Safeguarding Guidance for Children & Young People in Sport

<https://www.sportireland.ie/ga/node/5381>

Kinsale Yacht Club follows the Irish Sailing Policies and Procedures for the protection of children and vulnerable adults

Guidelines on developing Kinsale Yacht Club's policies & procedures including safety statements, risk assessments, standard operating procedures were got from Irish Sailing or downloaded at:

<http://www.sailing.ie/library>

Kinsale Yacht Club complies with Irish Sailing Training Centre Recognition Requirements

Providing details on;

- Those requirements Irish Sailing makes of Irish Sailing Training Centres and Clubs
- Policies relating to training and coaching activities.

Available from Irish Sailing Office or to download at:

<http://www.sailing.ie/library>



## Safeguarding Policy

### Kinsale Yacht Club Safeguarding Roles and Responsibilities

#### The Centre Principal

The Centre Principle should be a member of Kinsale Yacht Club, may have completed Safeguarding 3 course and cleared Garda Vetting.

This person has overall responsibility for the implementation of Irish Sailing accredited training and coaching activities within Kinsale Yacht Club.

The Centre Principal is responsible to Irish Sailing for the conduct of Irish Sailing accredited activities within that organisation including the issuing of certificates on behalf of Irish Sailing.

The Centre Principal is the primary contact for Irish Sailing and will be the person with whom Irish Sailing communicates.

The Centre Principle with the Junior Organiser is responsible for ensuring that all relevant Procedures and Codes of practice are in place and current.

The Centre Principle will normally act as the Designated Liaison Person for Kinsale Yacht Club.

He/she with the Junior Organiser is responsible for ensuring adequate supervision, reporting, and recording appropriately any events or incidents that occur.

#### Junior Organiser

The Junior Organiser should be a member of Kinsale Yacht Club, have completed Safeguarding 1 course and cleared Garda Vetting.

This person has overall responsibility for the implementation of Irish Sailing accredited training and coaching activities within Kinsale Yacht Club.

The Junior Organiser with the Centre Principle is responsible for ensuring that all relevant Procedures and Codes of practice are in place and current.

The Junior Organiser is responsible for the recruitment of suitably qualified persons to work on the junior sailing course.

#### Children's Officer

The Children's Officer should be a member of the Club Management Committee, have completed their Safeguarding 1 & 2 Course, cleared Garda Vetting, and should be introduced to the young people in an appropriate forum. The Children's Officer should have the following role:

- To influence policy and practice within the club to prioritise children's needs
- Establish contact with the Irish Sailing's National Children's Officer when required.
- To ensure that children know how to make concerns known to appropriate adults or agencies.
- To report regularly to the Management Committee.
- To monitor changes in membership and follow up any unusual dropout, absenteeism or club transfers by children or Leaders
- To ensure that the children have a voice in the running of their club and ensure that there are steps young people can take to express concerns about their activities / experiences.
- Ensure that records are kept on file for members / participants & leaders.
- Where appropriate, ensure each member / participant helps design and signs up to the code of conduct
- Ensure that the club rules and regulations include: -
  - complaints, disciplinary and appeals procedures
  - an anti-bullying policy
  - safety statement



# Safeguarding Policy

- rules in relation to traveling with children
- supervision and recruitment of leaders

## **Junior Sailing Committee Members and Volunteers**

Should have completed Safeguarding 1 course and cleared Garda Vetting.

They are responsible for ensuring a safe and positive environment for all young people participating in club activities.

To be aware of potential issues arising and acting as required to prevent further harm arising. Reporting on such incidents or events to the appropriate club officer and providing support where requested.

## **Mandated Person**

A Mandated Person is a person named under schedule 2 of Children First Act 2015 (ROI) and for Irish Sailing is Ciarán Murphy. Ciarán has a legal responsibility to report concerns or allegations that reach or exceed the threshold of harm of abuse to the Tusla on behalf of Irish Sailing or one of its affiliated organisations, clubs, or training centres.

### **Legal Obligations of a Mandated Person:**

Mandated persons have two main legal obligations under the Children First Act 2015 (ROI). These are:

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

## **Leaders / Instructors / Coaches**

Leaders are those people like instructors & coaches and team managers who are responsible for organising and running activities and whom would be expected to have direct responsibility for the safety and conduct of children while they are under their care. They may be under 18yrs of age but must have adult supervision at all times.

## **Children**

For the purposes of this Safeguarding Policy anyone under the age of 18 years old should be considered as a child

## **Vulnerable Adults**

Definition of a vulnerable person for the purposes of this Safeguarding Statement uses The Garda Vetting Bureau Act 2012, which defines a vulnerable person as a person, other than a child, who:

- (a) is suffering from a disorder of the mind, whether as a result of mental illness or dementia,
- (b) has an intellectual disability,
- (c) is suffering from a physical impairment, whether as a result of injury, illness or age
- (d) has a physical disability, which is of such a nature or degree:
  - (i) as to restrict the capacity of the person to guard himself or herself against harm by another person
  - (ii) that results in the person requiring assistance with the activities of daily living including dressing, eating, walking, washing and bathing.



# Safeguarding Policy

## Policies & Procedures

These include;

- Policy statement on participation by children and / or vulnerable adults
- Procedures to be used to report statutory abuse
- Children's First & sport Ireland Safeguarding Statement (See Appendices)

Other statements on policy or procedure should be developed as required and recommended in this Code.

## General Supervision

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

- Specific ratios for on the water training and coaching activities are set out in Irish Sailing Training Centre Operating Requirements. These are a good guideline for *any* on the water activities and examples include – 1 to 3 for power boating or windsurfing, 1 to 6 for start sailing, 1 to 8 for instructor training and 1 to 12 for advanced sailing courses.
- The guideline ratio for safety boat cover at competition events is 1 safety boat: 10 sailing boats
- Otherwise, a ratio of 1:8 for under 12 years of age and 1:10 for participants over 12 years of age would normally be considered adequate.
- Of course, all of these are guides or maximums and will change depending on the circumstances, e.g. environment, conditions, participants with special needs or away trips and must be set out and agreed prior to the event.

Apart from the numbers, organisers should also consider the following when deciding on appropriate supervision.

- Leaders should be competent. For on the water activities this would typically mean they hold an Irish Sailing instructor or coaching qualification. Safety boat drivers should hold the appropriate powerboat certificate.
- Leaders should try to have more than one adult present.
- Where there are mixed groups there should be leaders of both genders
- In changing rooms, ask parents to take responsibility and supervise in pairs of appropriate gender. If parents are not available, leaders should provide this supervision. Beware of leaving groups unsupervised in changing rooms for any length of time as this is area / period where bullying is more likely to occur.
- Clearly state time for start and end of training sessions or competitions, leaders should not be left alone with young people at the end of sessions. If there are late collections leaders should remain in pairs until participants have left.
- Keep attendance records and records of any incidents / injuries that arise
- Ask parents to stay and supervise sessions, (for safety and supervision, not necessarily for their 'technical' expertise)



# Safeguarding Policy

## General Safety

KYC has a safety statement, that includes an assessment of specific and potential risks attached to the club's activities. The club also has procedures in place for safeguarding against such risks.

As an accredited Irish Sailing Training Centre KYC has this documentation examined as part of the accreditation / inspection process.

KYC procedures and practices:

- Ensure activities are suitable for age and stage of development of participants
- Keep a record of any specific medical conditions of the participants
- Keep a record of emergency contact numbers for parents / guardians
- Ensure any necessary protective equipment, particularly personal floatation devices, are of a correct type, in good condition, properly fitted and properly used.
- Ensure First Aid kit is close at hand with access to qualified first-aider
- Know the contact numbers of emergency services
- Have available appropriately stocked first aid kit(s).
- Ensure easy access to medical personnel if needed and have an emergency plan
- If an incident occurs, make a brief record of injury and action taken. Make a brief record of the problem/action/outcome. Contact the participant's parents and keep them informed of all details
- Officials and leaders should ensure that participants conduct themselves properly.
- Participants should know and keep the rules of their sport, keeping in mind that many rules are there for safety
- Instructors & coaches should hold appropriate qualifications required by the governing body
- Ensure there is adequate insurance cover for all activities
- Ensure parents / guardians are present at finishing time of sessions or events



# Safeguarding Policy

## Transport

There is extra responsibility on leaders when they transport young people to events. Adults should:

- Ensure that there is adequate insurance cover on their car / boat
- Not carry more than the permitted / safe number of passengers
- Avoid being alone with one participant,
- Have agreed central pick up & drop off locations,
- Seek parental permission to transport an individual participant on a regular basis
- Clearly state times of pick- up and drop off.
- Parents should check with young people about the plans and be happy with the transport arrangements.
- When using vehicles
  - Follow the rules of the road, including legal use of seat belts
  - Put passenger in the back seat,
- When using boats
  - Ensure coxswains are qualified & competent
  - Ensure everyone wears an appropriate, properly fitted personal floatation device.
  - Ensure all passengers are secure.
  - Ensure that the boat is fit for purpose and properly equipped.

## Overnight & Away trips

Separate permission forms should be signed by parents and participants, containing emergency contact number

Young participants should sign a behaviour agreement

Appoint a group leader who will make a report on returning home

A meeting with parents and participants is useful to communicate travel times, competition details, other activities, gear requirements, medical requirements, special dietary needs and any other necessary details

Rooming arrangements – adults should not share rooms with children, children share rooms with those of same age and gender and adults should knock before entering rooms

All group socialisation should take place in communal areas (i.e. no boys in girls' rooms and vice versa).

Alcoholic drink, smoking, doping or other illegal substances are forbidden to players. Leaders should act as role models in this respect

There must be at least two adults, one adult of each gender with a mixed party, there should be a good adult – child ratio, 1:5/6, and proper access to medical personnel

Lights out times should be enforced

Young players should be under reasonable supervision always and should never leave the venue or go unsupervised without prior permission



# Safeguarding Policy

## Physical Contact

Physical contact during sailing activities should always be intended to meet the child's needs, NOT the adults. The adult will probably use appropriate contact when the aim is to assist in development of the skill or for safety reasons. Examples where adults may need to make physical contact with a child to support them are as follows:

- First Aid situations where the casualty may need to be moved or supported into a position or may need their wetsuit / raingear taken off for CPR/ AED access and will abide by the UN Convention of "Assumed Consent" to conduct basic life support to the casualty.
- Spotting a trainee on a trapeze simulator in case they sailor slips off the deck, it is important to be standing in a secure stance with an open hand-held between the shoulder blades to prevent the person from hitting their head-first on to the ground.
- Assisting a person to zip up the back of the wetsuit or assisting with a heel hook to get the wetsuit off the ankle when someone is too cold post water activity. This should be done in an open area where others can support the child if needed.
- Lifting, pulling or dragging a person over the side of a rescue boat or dinghy in a man overboard recovery scenario, when the person asks or needs assistance to get back into or onto the vessel. It is important to ensure your own safety first and apply correct lifting techniques as per manual handling training and where possible utilise equipment such as hoists, slings, ladders, ropes to assist first.
- Physical movement or manipulation of the trainee to demonstrate how to perform a manoeuvre using kinaesthetic methodology such as lifting a person's foot to feel the power affecting a windsurfing board or turning a hand with a tiller exercise.

There are many other examples and variations of the above that involve physical contact which occur as part of the sport and the following considerations should always be followed:

- All contact should be in an open environment with the permission and understanding of the participant, when not possible another adult or some other children should attend to support and bare witness as appropriate facilitating the persons privacy and dignity
- Contact should be determined by the age and developmental stage of the participant - Don't do something that a child can do for themselves
- Never engage in inappropriate touching such as touching of groin, genital areas, buttocks, breasts or any other part of the body that might cause a child distress or embarrassment

## Toileting/Intimate Care

Children with specific toileting/intimate care needs: Where a child or young person is considering attending at or participating at any activities or sailing camps organised by Kinsale Yacht Club that has specific toileting needs, it may be necessary that prior to such attendance or participation, that a meeting is held between the Children's Officer, Senior Instructor/ Member, the child or young person wishing to attend along with the child's parents/guardians where the needs of the child should be addressed and agreement reached that those needs can be met. Kinsale Yacht Club accepts that it is fundamental to those who may be involved with the intimate care of the child, agree practices which are acceptable to the club, the child and the parents/guardian. It may be useful to have a unique Intimate Care Policy outlining the agreed practices.



# Safeguarding Policy

## Guidelines for Young People

Kinsale Yacht Club wishes to provide the best possible environment for all young people involved in the sport. Young people deserve to be given enjoyable, safe sporting opportunities, free of abuse of any kind. These participants have rights, which must be respected, and responsibilities that they must accept. Young people should be encouraged to realise that they have responsibilities to treat other participants and sports leaders with fairness and respect.

### Young participants are entitled to:

- Be safe and to feel safe
- Be listened to
- Be believed
- Be treated with dignity, sensitivity and respect
- Have a voice in the club / organisation
- Participate on an equal basis
- Be happy, have fun and enjoy sport
- Experience competition at a level at which they feel comfortable
- Make complaints and have them dealt with
- Get help against bullies
- Say no
- To protect their own bodies
- Confidentiality

## Suggested Code of Conduct for Young People

### Young participants should always:

- Treat instructors, coaches and other leaders and organisers with respect
- Play fairly at all times, do their best
- Respect fellow participant, even when things go wrong
- Respect opponents, be gracious in defeat
- Abide by the rules set down by team managers when travelling to away events.
- Behave in a manner that avoids bringing the sport of sailing into disrepute
- Talk to children's officer if they have any problems.

### Young players should never:

- Cheat
- Use violence or physical contact that is not allowed within the rules
- Shout or argue with officials, team mates or opponents
- Harm team members, opponents or their property
- Bully or use bullying tactics to isolate another player
- Use unfair or bullying tactics to gain advantage
- Take banned substances
- Keep secrets, especially if they have been caused harm
- Tell lies about adults / young people
- Spread rumours



# Safeguarding Policy

## Guidelines for Parents

Kinsale Yacht Club believes that parents should....

- Be a role model for their child and maintain the highest standards of conduct when interacting with children, other parents, with officials and organisers.
- Always behave responsibly and not seek to unfairly affect the competition.
- Never intentionally expose any young participant to embarrassment or disparagement using flippant or sarcastic remarks
- Always recognise the value and importance of the volunteers who provide sporting/recreational opportunities for their child.
- Not publicly question the judgement or honesty of officials, coaches or organisers. Respect Race Officers, coaches, organisers and other participants.
- Encourage their child to play by the rules. Teach their child that honest endeavour is as important as winning and do all they can to encourage good sportsmanship.
- Set a good example by recognising achievement and encouraging mutual respect for other participants, teammates and opponents.
- Support all efforts to remove abusive behaviour and bullying behaviour in all its forms.

## Suggested Code of Conduct for Parents:

1. I will respect the rules and procedures set down in Irish Sailing Code of Ethics for Children's Activities.
2. I will respect my child's fellow participants, leaders, (eg. Instructors coaches, officials, judges), and parents including those against which my child is competing.
3. I will encourage my child to treat other participants, coaches, selectors, and managers with respect.
4. I will give encouragement and recognise only positive accomplishments whether from my child, their fellow participants, their opponents or the officials.
5. I will respect my child's leader(s) and support their efforts
6. I will respect the officials and their authority during sessions and events
7. I will never demonstrate threatening or abusive behaviour or use foul language.



# Safeguarding Policy

## Guidelines for Leaders

Leaders in children's sport should strive to create a positive environment for the children in their care. They have an overall responsibility to take the necessary steps to ensure that positive and healthy experiences are provided.

Kinsale Yacht Club recognises the key role leaders (instructors, coaches, junior organisers, team managers, etc.) play in the lives of children in sport.

All Leaders should have as their priority the children's safety and enjoyment of the sport and should adhere to the guidelines and regulations set out in the organisations own policies & procedures.

Leaders must respect the rights, dignity and worth of every child and must treat everyone equally, regardless of sex, ethnic origin, religion or ability.

Leaders working with young people in water sports should be suitable and appropriately qualified. Leaders should go through appropriate recruitment and selection procedures that apply to all persons with substantial access to young people, whether paid or unpaid. References should be required and must be followed up.

There should be a 'sign-up' procedure, whereby the appointed/reappointed leaders agree to abide by the *Code of Ethics and Good Practice for Children in Sport* and to the policies and code of the club / association.

Leaders should all be given a copy of the club's code of ethics and they should be made aware of the procedures contained within it.

Once appointed the Leader must act as a role model and promote the positive aspects of water sports and maintain the highest standards of personal conduct.

The use of drugs, alcohol and tobacco must be actively discouraged as being incompatible with a healthy approach to sporting activity.

Leaders should remember that their behaviour to participants, other officials, and opponents will influence the participants in your care.

Leaders should be generous with praise and never ridicule or shout at participants for making mistakes or for losing a game. All young participants are entitled to respect.

Leaders should be careful to avoid the "star system". Each child deserves equal time and attention.

Care must be taken not to expose a child intentionally or unintentionally to embarrassment or disparagement by use of sarcastic or flippant remarks about the child or his/her family.

Physical punishment or physical force must never be used. Never punish a mistake - by verbal means, physical means, or exclusion.

Leaders should insist that participants in their care respect the rules, participate fairly, and ensure participants are aware that they will not tolerate cheating or bullying behaviour.

Young participants are there to have fun and enjoyment and that skill development and personal satisfaction have priority over highly structured training or competition. Never make winning or achieving the only objective.

Encourage the development of respect for opponents, officials and other coaches and avoid criticism of fellow instructors and coaches.

Organisations should have in place specific policies and procedure for use when travel/overnight travel is involved.

Leaders are responsible for setting and monitoring the boundaries between a working relationship and friendship with players. It is advisable for Instructors and coaches not to involve young players in their personal life. Visits to coach's home or overnight stays etc.



# Safeguarding Policy

## Guidelines for Leaders (Continued)

Leaders should avoid working alone and ensure there is adequate supervision for all activities.

It is important to realise that certain situations or friendly actions could be misinterpreted by the participant or by outsiders.

When approached to take on a new participant, ensure that any previous coach-student relationship has been ended by the student/others in a professional manner.

When young participants are invited into adult groups/squads, it is advisable to get agreement from a parent/carer. Boundaries of behaviour in adult groups are normally different from the boundaries that apply to junior groups/squads.

Leaders who become aware of a conflict between their obligation to their participants and their obligation to their club, association, organisation or governing body must make explicit the nature of the conflict and the loyalties and responsibilities involved, to all parties concerned.

Leaders should communicate and co-operate with medical and ancillary practitioners in the diagnosis, treatment and management of their participant's medical or related problems. Avoid giving advice of a personal or medical nature if you are not qualified to do so. Any information of a personal or medical nature must be kept strictly confidential unless the welfare of the child requires the passing on of this information

The nature of the relationship between leader and a participant can often mean that a leader will learn confidential information about a participant or participant's family. This information must be regarded as confidential and except where abuse is suspected, must not be divulged to a third party without the express permission of the participant/family

Set realistic goals for the participants and do not push young participants. Create a safe and enjoyable environment

Do not criticise other leaders, (officials, instructors and coaches). You are the role model for the children in your care

Leaders should avoid the use of alcohol, before coaching, during events, on trips with young players

- Avoid being alone with one participant, if you need to talk separately do so in an open environment, in view of others



# Safeguarding Policy

## Leader's Code of Conduct

### *Leaders should be*

- Positive during session, praise and encourage effort as well as results
- Plan and prepare appropriately
- Putting the welfare of young participants first, strike a balance between this and winning / results
- Encouraging fair play, treat participants equally
- Recognising, and being sympathetic to, developmental needs
- Qualified and up-to-date with knowledge and skill of sport for young people
- Involving parents where possible and inform parents when problems arise
- Keeping records of attendance at training
- Keeping a brief record of injury(s) and action taken
- Keeping a brief record of problem/action/outcomes, if behavioural problems arise

### *Where possible Leaders should avoid:*

- Spending excessive amounts of time with children away from others
- Taking sessions alone
- Taking children to your home
- Taking children on journey's alone in their car

### *Sports Leaders should not:*

- Use any form of punishment or physical force on a child
- Exert undue influence over a participant in order to obtain personal benefit or reward
- Engage in rough physical games, sexually provocative games or allow or engage in inappropriate touching of any kind, and /or make sexually suggestive comments about, or to a child
- Take measurements or engage in certain types of fitness testing without the presence of another adults
- Undertake any form of therapy (hypnosis etc.) in the training of children

A copy of Kinsale Yacht Club's **Employees and Volunteers Charter** signed by all Instructors, Coaches and Volunteers participating in junior sailing course and other training events is included in Appendices



# Safeguarding Policy

## Procedure for Managing Allegations of Abuse

Any report made by any member, participant or employee of Kinsale Yacht Club should be passed on to the Designated Person / Children's Officer / Commodore. They may in turn should pass the concern to the local Statutory Authorities. It is not the responsibility of anyone working within KYC, in a paid or voluntary capacity, to take responsibility or decide if child abuse is taking place. That is the job of the local statutory authorities. However, there is a responsibility to protect children by assisting the appropriate agencies so that they can then make enquiries and take any necessary action to protect the young person.

Everyone should follow this procedure for responding to a child in distress and secondly the procedure for reporting the concern.

### Response to a Child Disclosing Abuse

When a young person discloses information of suspected abuse you should:

- (a) deal with any allegation of abuse in a sensitive and competent way through listening to and facilitating the child to tell about the problem, rather than interviewing the child about details of what happened
- (b) stay calm and not show any extreme reaction to what the child is saying. Listen compassionately, and take what the child is saying seriously
- (c) understand that the child has decided to tell something very important and has taken a risk to do so. The experience of telling should be a positive one so that the child will not mind talking to those involved in the investigation
- (d) be honest with the child and tell them that it is not possible to keep information a secret
- (e) make no judgmental statements against the person whom the allegation is made
- (f) not question the child unless the nature of what s/he is saying is unclear. Leading questions should be avoided. Open, non-specific questions should be used such as "Can you explain to me what you mean by that"
- (g) check out the concerns with the parents/guardians before making a report unless during so would endanger the child or compromise an investigation
- (h) give the child some indication of what would happen next, such as informing parents/guardians, health service executive or social services. It should be kept in mind that the child may have been threatened and may feel vulnerable at this stage.
- (i) Carefully record the details
- (j) Reassure the child that they have done the right thing in telling you
- (k) If there are grounds for concern, about the safety or welfare of a young person you should react to the concern. Contact the KYC's Designated Person or Children's Officer. They will if unsure about if certain behaviours are abusive and therefore reportable, will contact the duty social worker in the local health service executive or social services department where they will receive advice. Grounds for concern include a specific indication from a child, a statement from a person who witnessed abuse or an illness, injury, or behaviour consistent with abuse.



## Safeguarding Policy

# Kinsale Yacht Club Junior Sailing Recruitment Procedure

Junior Sailing in Kinsale Yacht Club is managed through the Junior Sailing Committee. The Junior Sailing committee consists of Chairperson appointed by the Kinsale Yacht Club management committee, a Management Committee Representative and Representatives of the Junior Sailing Classes including Sailability Class. Additional members may be added at the discretion of the Junior Sailing committee Chairperson in order to provide additional skill sets to support the committee. All members of the Junior Sailing Committee will submit their names for Garda Vetting through the ISA.

### **Junior Sailing committee Chairperson**

The Vice Commodore will identify, interview, and nominate a suitable candidate for the role of Junior Sailing committee Chairperson. The management committee if in agreement endorses the nomination and appoints the person to the position. All members of the Junior Sailing Committee will be either current members of Kinsale Yacht Club or have a child that is a current junior member.

### **Junior Organiser**

The Commodore or Vice Commodore will identify, interview and nominate a suitable candidate for the role of Junior Sailing Organiser. The management committee if in agreement endorses the nomination and appoints the person to the position. The Junior Sailing Organiser's appointment is subject to Garda Vetting and approval of the ISA.

The Junior Sailing Organiser has responsibility for organising and running the junior sailing course and will liaise with external bodies including the Irish Sailing Association (ISA).

### **Junior Sailing Instructors and Coaches.**

Junior Sailing Instructors and Coaches when recruited will be current and qualified ISA database. Exceptions to this guideline must be approved by the junior sailing committee after a full CV review and interview by selected committee member(s).

All Junior Instructors are required to submit a letter of application and CV. The applicants will be interviewed by the Junior Organiser or the Centre Principle. The Club's Senior Instructor may be present at the interviews.

Before job offers are issued to successful candidates' qualifications and references will be verified by the interviewer. Job offers will be in writing stating conditions of employment and role.

### **Centre Principle**

The Commodore or Vice Commodore will identify, interview, and nominate a suitable candidate for the role of Centre Principle. The management committee if in agreement endorses the nomination and appoints the person to the position. The Centre Principle's appointment is subject to Garda Vetting and approval of the ISA.



# Safeguarding Policy

## Bullying

### What is Bullying?

Bullying can be defined as repeated aggression be it verbal, psychological, physical or cyber conducted by an individual or group against others.

It is behaviour that is intentionally aggravating and intimidating and occurs mainly in social environments such as online, schools, clubs and other organisations working with children and young people. It includes behaviours such as teasing, taunting, threatening, hitting and extortion behaviour by one or more children against a victim.

The acronym STOP – Several Times on Purpose - can help you to identify bullying behaviour.

### How would you know if a child is being bullied?

All bullies operate using furtiveness, threats, and fear. Bullying can therefore only survive in an environment where the victim does not feel empowered to tell someone who can help or in which it is not safe to do so.

The following indicators are warning signs that a young person might be getting bullied.

- Reluctance to come to a venue or take part in activities
- Physical signs (unexplained bruises, scratches, or damage to belongings)
- Stress-caused illness – headaches, and stomach aches which seem unexplained
- Fearful behaviour (fear of walking to a meeting, going different routes, asking to be driven)
- Frequent loss of, or shortage of, money with vague explanations
- Changes in behaviour (withdrawn, stammering, moody, irritable, upset, distressed)
- Attempting suicide or hinting at suicide
- Anxiety (shown by nail-biting, fearfulness, tics)

*There are other possible reasons for many of the above*

### Who should deal with bullying?

While the more extreme forms of bullying would be regarded as physical or emotional abuse and are reported to the health board or An Garda Síochana, dealing with bullying behaviour is normally the responsibility of all Leaders within this club / organisation.

### How can it be prevented?

- Ensure that all members follow the code of conduct, which promotes the rights and dignity of each member.
- Deal with any incidents as they arise.
- Use a whole group policy or 'no-blame approach', i.e., not 'bullying the bully' but working with bullies and the group of young people, helping them to understand the hurt they are causing, and so make the problem a 'shared concern' of the group, (see below)
- Reinforce that there is 'a permission to tell' culture rather than a 'might is right'
- Encourage young people to negotiate, co-operate and help others, particularly new or different children
- Offer the victim immediate support and put the 'no blame approach' into operation
- Never tell a young person to ignore bullying, they can't ignore it, it hurts too much



# Safeguarding Policy

## Bullying (Continued)

### What is the 'No Blame' Approach?

#### Step 1 – Interview with the victim

If you find that there has been an incident of bullying, first talk to the victim. At this stage find out who was involved and what the victim is now feeling. Try asking the following questions:

- Was it verbal or physical intimidation?
- How hurt is the victim?
- Was it within his/her own peer group?
- Ensure the victim that his/her name will not come out in the investigation
- Actively listen

#### Step 2 – Meet with all involved

Arrange to meet with all those involved; this should include some bystanders, those who may have colluded, those who joined in and those who initiated the bullying.

- Have a maximum of six to eight in the group – keep the number controllable
- Make a point of calling a 'special' meeting
- Ensure the severity of the topic is understood by all
- Speak only of the hurt caused in general terms with no reference to the victim
- Play on the conscience of all – ask questions like: How would you feel? Would you like it done to you?

#### Step 3 – Explain the problem

The distress being suffered as a result of the bullying incident is explained. At this stage the details of the incident or the allocation of the blame is not discussed. Explain the feelings of loneliness, feeling left out, rejected, laughed at. Try asking questions:

- Would they like it if it happened to them?
- "Someone here in this group was bullied by someone within the group, what could we do to see it does not happen again?"
- Listen, watch out for reactions, and pick up on any without isolating anyone

#### Step 4 – Share the responsibility

Explain what steps / controls may have to be introduced to prevent further incidents and how everyone will lose out as a result

#### Step 5 – Ask the group for their ideas

At this stage the group is encouraged to suggest ways that would make the victim feel happier. All positive responses are noted. Use phrases "if it were you" to encourage a response. Listen to all suggestions and note them

#### Step 6 – Leave it to them

Now the problem has been identified, solutions suggested, the problem is now handed over to the group to solve. Arrange to meet again in a week's time. Pass responsibility over to the group and give a time frame within which something must be done

#### Step 7 – Meet them again

Each member of the group, including the bully, discuss how things are going, who is doing what and have there been other incidents. This allows for continual monitoring and keeps all involved in the process.

Again, enforce the idea of the 'team' looking after each other at regular intervals to ensure it is known that bullying or intimidating behaviour will not be tolerated.



# Safeguarding Policy

## Use of Photographic and Mobile Equipment

Kinsale Yacht Club has adopted a policy that complies with GDPR in relation to the use of images of participants on their websites and other publications, as there have been concerns about the risks posed directly and indirectly to children and young people. Adults and sports leaders need to work together to prevent those wishing to cause such harm to young people. Remember having photographic and filming guidelines is not about preventing parents from taking pictures, it is to ensure that only those who have a right to take photographs do so. Anyone concerned about photography taking place at events or training sessions can contact the children's officer/ designated person and ask them to deal with the matter.

The purpose is to reduce the risk of inappropriate, unsolicited attention from people within and outside the sport. Group photographs where the organisation is identified rather than individuals are good for publicity without creating a risk to those in the photographs. As a guide try to remember the following: -

- If the participant is named, avoid using their photograph.
- If a photograph is used, avoid naming the participant.
- Ask for the participant's permission to use their image to ensure that they are aware of the way the image is to be used to represent the sport/club.
- Ask for parental permission to use the participant's image to ensure that parents are aware of the way the image is to be used to represent the sport/club. A permission form opting in must be used or make an announcement at the start of an event.
- To reduce the risk of inappropriate use, only use images of participants in suitable dress. The content of the photograph should focus on the activity not on a particular child.
- Talk to children's officer/designated person if you are worried about use of images

Photographers/film/video operators wishing to record an event or practice session should seek written permission with Kinsale Yacht Club's children's officer, event organiser or leader of session.

To ensure spectators and participants are informed of the policy, the club/event/organisation should display appropriate information prior to the start of an event or activity. Typically, this might be included in the activity booking form or Notice of Race.

## Working in Partnership to protect young people

Photographs, when used with personal information, can be used as a means of identifying children. This practice can make a child vulnerable to an individual who may wish to "groom" that child for abuse. Furthermore, the content of the photo can be used or adapted for inappropriate use. There is evidence of this adapted material finding its way onto child pornography sites. Adults and sports leaders need to work together to prevent those wishing to cause such harm to young people.



# Safeguarding Policy

## Mobile Phones

Mobile phones are often given to children for security, enabling parents to keep in touch and make sure they are safe. Young people value their phones highly as it offers them a sense of independence. In addition, mobile phones allow quick and easy contact, which can make a safe and efficient way to carry out club business. However, such technology has also allowed an increase in direct personal contact with young people, in some cases used to cross personal boundaries and cause harm to young people. Within KYC we encourage responsible and secure use of mobile phones by adults and young people.

As a young person remember

- If you receive an offensive photo, email or message, do not reply, save it, make a note of times and dates and tell a parent or children's officer/designated person within the club.
- Be careful about who you give your phone number to and do not respond to unfamiliar numbers
- Change your phone number in cases of bullying or harassment
- Do not use the phone in certain locations; inappropriate use of your camera phone may cause upset or offence to another person, e.g., changing rooms
- Treat your phone as you would any other valuable item so that you guard against theft

As a Leader remember

- Use group texts for communication among participants and teams and inform parents of this at the start of the season
- It is not appropriate to have constant communication with individual participants.
- Be aware that inappropriate use of your camera phone may cause upset or offence to another person.
- Avoid using a mobile phone in certain locations e.g., changing rooms
- Avoid taking, retaining, or disseminating pictures / videos of individual children without appropriate permissions & precautions. (Parents & child)

## Websites and Social Media

Kinsale Yacht Club is aware when promoting our organisation and encouraging our members / clients to interact through a website or social network such as Facebook or Snapchat, there are a few issues to bear in mind in relation to children and young people:

- follow KYC guidance on the use of images of children (see Photography section above)
- ensure that the content and language on our site or page, including contributions to blogs, forums etc, is not inappropriate for younger visitors and does not link directly to unsuitable material on other sites
- provide a clear process for parents and others to report inappropriate content or online bullying and to request that content is removed
- have a robust procedure for handling and assessing such a report or request and acting promptly to remove the offending content.

Kinsale Yacht Club does not knowingly use social media as a means of communicating directly with children and young people.



# Safeguarding Policy

## Child Welfare and Protection Procedures

If there are grounds for concern, about the safety or welfare of a young person you should react to the concern. Persons unsure about if certain behaviours are abusive and therefore reportable, should contact the duty social worker in the local health service executive or social services department where they will receive advice. Grounds for concern include a specific indication from a child, a statement from a person who witnessed abuse or an illness, injury, or behaviour consistent with abuse.

Any report made by any member, participant or employee of Kinsale Yacht Club should be passed on to the Designated Liaison Person, Children's Officer, Junior Organizer, or Commadore. They may in turn should pass the concern to the local Statutory Authorities. It is not the responsibility of anyone working within Kinsale Yacht Club, in a paid or voluntary capacity, to take responsibility or decide if child abuse is taking place. That is the job of the local statutory authorities. However, there is a responsibility to protect children by assisting the appropriate agencies so that they can then make enquiries and take any necessary action to protect the young person.

Everyone should follow both procedures outlined below, firstly the procedure for responding to a child in distress and secondly the procedure for reporting the concern.

### Response to a Child Disclosing Abuse

When a young person discloses information of suspected abuse you should:

- (l) deal with any allegation of abuse in a sensitive and competent way through listening to and facilitating the child to talk about the problem, rather than interviewing the child about details of what happened
- (m) stay calm and not show any extreme reaction to what the child is saying. Listen compassionately, and take what the child is saying seriously
- (n) understand that the child has decided to tell something very important and has taken a risk to do so. The experience of telling should be a positive one so that the child will not mind talking to those involved in the investigation
- (o) be honest with the child and tell them that it is not possible to keep information a secret
- (p) make no judgmental statements against the person whom the allegation is made
- (q) not question the child unless the nature of what s/he is saying is unclear. Leading questions should be avoided. Open, non-specific questions should be used such as "Can you explain to me what you mean by that"
- (r) check out the concerns with the parents/guardians before making a report unless during so would endanger the child or compromise an investigation
- (s) give the child some indication of what would happen next, such as informing parents/guardians, health service executive or social services. It should be kept in mind that the child may have been threatened and may feel vulnerable at this stage.
- (t) Carefully record the details
- (u) Pass on this information to the organisations Designated Person
- (v) Reassure the child that they have done the right thing in telling you



## Safeguarding Policy

### Reporting Suspected or Disclosed Child Abuse

The following steps should be taken in reporting child abuse to the statutory authorities:

- (a) Observe and note dates, times, locations, and contexts in which the incident occurred, or suspicion was aroused, together with any other relevant information
- (b) Report the matter as soon as possible to the designated person with responsibility for reporting abuse. If the Designated Person has reasonable grounds for believing that the child has been abused or is at risk of abuse, they will make a report to the health service executive/social services who have statutory responsibility to investigate and assess suspected or actual child abuse
- (c) In cases of emergency, where a child appears to be at immediate and serious risk and the Designated Person is unable to contact a duty social worker, the police authorities should be contacted. Under no circumstances should a child be left in a dangerous situation pending intervention by the Statutory Authorities
- (d) If the Designated Person is unsure whether reasonable grounds for concern exist, they can informally consult with the local health board/social services, they will be advised if the matter requires a formal report.

Contact details for your social workers / social work department are available for free on the **Sport Ireland App #SafeSport.**

A Designated Person reporting suspected or actual child abuse to the Statutory Authorities will first inform the family of their intention to make such a report, unless doing so would endanger the child or undermine an investigation

The Protection for Persons Reporting Child Abuse Act, 1998 provides immunity from civil liability to persons who report child abuse 'reasonably and in good faith' to the Health Service Executive or the Gardaí. The main provisions of the Act are:

- 1) The provision of immunity from civil liability to any person who reports child abuse "reasonably and in good faith" to designated officers of Health Service Executive or any member of An Garda Síochána;
- 2) The provision of significant protections for employees who report child abuse. These protections cover all employees and all forms of discrimination up to and including, dismissal.
- 3) The creation of 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.



# Safeguarding Policy

## Allegations Against Sports Leaders

Kinsale Yacht Club procedures to be followed in cases of alleged child abuse against Leaders (Instructors, coaches, team managers, activity organisers or managers. If such an allegation is made against Leader working within the organisation, two procedures should be followed:

- 1) The reporting procedure in respect of suspected child abuse (reported by the designated person / children's officer),
- 2) The procedure for dealing with the Leader (carried by out by the club Chair or senior officer, or a person not already involved with the child protection concern)

The safety of the child making the allegation should be considered and the safety of any other children who may be at risk. The club should take any necessary steps that may be necessary to protect children in its care

The issue of confidentiality is important. Information is on a need to know basis and the Sports Leader should be treated with respect and fairness.

### **The reporting procedure**

If the designated person has reasonable grounds for concern, the matter should be reported to the local health board / social services, following the standard reporting procedure.

### **The Leader**

While the designated officer makes the report to the local health board, the Senior person within the organisation (commodore) should deal with the Leader in question.

The leader should be privately informed that: (a) an allegation has been made against him / her and (b) the nature of the allegation.

They should be afforded an opportunity to respond. His / her response should be noted and passed on to the health board / social services.

The leader should be asked to step aside pending the outcome of the investigation. When a person is asked to step aside it should be made clear that it is only a precautionary measure and will not prejudice any later disciplinary proceedings.

Irish Sailing should be informed by the Designated Person that the leader has been asked to stand aside

Kinsale Yacht Club may consider disciplinary action on the leader but will ensure that this does not interfere with the investigation of the Statutory Authorities. In doing so Kinsale yacht Club will consider the outcome of the investigation and any implications it might have. The fact that the alleged abuser has not been prosecuted or been found guilty does not mean that they are appropriate to work with young people in the future.



# Safeguarding Policy

## Allegations Against Sports Leaders (Continued)

### Confidentiality

Confidentiality should be maintained in respect of all issues and people involved in cases of abuse, welfare, or bad practice. It is important that the rights of both the child and the person about whom the complaint has been made are protected.

The following points should be kept in mind:

- A guarantee of confidentiality or undertakings regarding secrecy cannot be given, as the welfare of the child will supersede all other considerations
- All information should be treated in a careful and sensitive manner and should be discussed only with those who need to know
- Information should be conveyed to the parents / guardians of the child in a sensitive way
- Giving information to others on a 'need to know' basis for the protection of a child is not a breach of confidentiality
- All persons involved in a child protection process (the child, his/her parents/guardians, the alleged offender, his/her family, Sports Leaders) should be afforded appropriate respect, fairness, support and confidentiality at all stages of the procedure.
- Information should be stored in a secure place, with limited access only to designated people as per GDPR Guidelines and contact [info@dataprotection.ie](mailto:info@dataprotection.ie) for specific queries.
- The requirements of the GDPR Law from 25<sup>th</sup> May '18 should be adhered to and details of same may be found at [www.dataprotection.ie](http://www.dataprotection.ie)

### Anonymous Complaints

Anonymous complaints can be difficult to deal with but should not be ignored. In all cases the safety and welfare of the child/children is paramount. Any such complaints relating to inappropriate behaviour should be brought to the attention of the Designated Person/ Commadore. The information should be checked out and handled in a confidential manner.

### Rumours

Rumours should not be allowed to hang in the air. Any rumours relating to inappropriate behaviour should be brought to the attention of the Designated Person, Commadore, and checked out without delay.

## Appendix 1

### Codes of Conduct for KYC Employees and Volunteers.

## Codes of Conduct for KYC Employees and Volunteers.

### Statement of Intent

Everyone involved in our sport and in our activities should accept the roles and responsibilities that they undertake as we commit ourselves to maintaining an enjoyable and safe environment for all. The safeguarding of our junior members will always be a key priority as we recognise that the welfare of the child is of paramount importance in our sport.

### Instructors Coaches Should Maintain a Child Centred Approach

- Respect the rights, dignity and worth of every person.
- Treat each person equally regardless of age, gender, ability, ethnic origin, cultural background or religion.
- Be positive during coaching sessions and other activities so that underage players always leave with a sense of achievement and an increased level of self-esteem.
- Develop an understanding of relevant coaching methods and ensure that you have the appropriate level of coaching accreditation.
- Do not equate losing with failure and do not develop a preoccupation with medals and trophies. The level of improvement made by underage players is the best indicator of effective coaching.

### Conduct of Coaches When Working With Young People

- Develop an appropriate working relationship with children based on mutual trust and respect.
- Challenge Bullying in any form whether physical or emotional. Bullying is not acceptable behaviour be it from a young person, coach, parent/guardian or race official.
- Don't shout at or lecture sailors or reprimand/ridicule them when they make a mistake. Children learn best through trial and error. Children and young people should not be afraid to risk error so as to learn.
- The use of any form of physical punishment is prohibited as is any form of physical response to misbehaviour, unless it is by way of restraint.
- Avoid incidents of horse play or role play or telling jokes etc. that could be misinterpreted.

### Best Practice

- As an instructor/ coach always be punctual and properly attired
  - Be accompanied by at least one other adult at coaching sessions, and in underage team dressing rooms.
  - Set realistic – stretching but achievable – performance goals for your sailors.
  - Keep a record of attendance at training and events by both sailors and coaches.
  - Keep a record of any injuries and actions subsequently taken.
  - Be aware of any special medical or dietary requirements of players as indicated on the medical consent/registration forms or as informed by parents/guardians.
  - Ensure that all changing rooms and the general areas that are occupied by your participants and other Club personnel, prior to, during or immediately following the completion of any activity are kept clean and are not damaged in any way.
  - Be willing to keep the necessary and emergency medication of participants in a safe and accessible place in accordance with the wishes and permission of the parents/guardians.
  - Do not administer medication or medical aid unless you are willing to do so and have received the necessary training to administer such aid.
- 
- Ensure that all participants participate in activities, games, races etc.
  - Give all participants equal time irrespective of ability.
  - Respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
  - Be reasonable in demands on participants' time, energy and enthusiasm.
  - Be fit for work and presented in a neat and appropriate manner.

### When participating in a club I will.....

- Develop and foster an environment where participants are proud of their club and the efforts the club and its officers make in running the organisation and its activities.

### When coaching for competition I will.....

- Encourage a respect for the ability of opponents, as well as for officials and their decisions.

## **Appendix 1**

### **Codes of Conduct for KYC Employees and Volunteers.**

- Insist on fair and disciplined participation.
- Ensure the level and type of competition you are preparing your participants for is appropriate.
- Foster a culture where participants recognise improvement as success. Be aware that only one person or team can win a race or event.

#### **When working with children and vulnerable adults, I will.....**

- Be aware of the responsibilities that I take on when I work with, or care for, children and vulnerable adults.
- Bear in mind that I am acting in “loco parentis” and to that extent the duty of care may be more onerous than that of an instructor working with an adult.
- Lead by example - with an awareness of the affect bad or inappropriate behaviour has on young children
- Remember that participating for fun is more important than highly structured competition. Winning must never be the only objective.
- Not push young participants into competitions orientated towards adults where these are inappropriate to their ability, experience or endurance.
- Be aware of, and respect, the limitations on concentration, endurance, strength and trainability that exist with young participants.
- Have read, understand, and be in a position to implement the principals and practice set out in Irish Sailing’s Code of Ethics and Good Practice for Children’s Activities.
- Be aware of the procedures for and report, any concerns about a child’s welfare or suspicions that a child is being abused or is at risk of abuse to appropriate officials.

#### **While still a participant, Instructor or Coach I will....**

- Maintain and develop my own personal skills and knowledge so that I am able to pass these on with authority.
- Constantly challenge myself to develop, implement and refine my instructional / coaching methods and strategies.
- Keep myself informed on sound instructional / coaching principles and methods through personal study and by attendance at conferences and seminars.
- Ensure that my ISA certification is up-to-date and that I hold a current emergency care or approved first aid certificate.

I agree to comply with and support the “Codes of Conduct for KYC Employees and Volunteers”.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Kinsale Yacht Club follows the Irish Sailing training plan for personnel associated with Child Safeguarding. The details of the three stages of training are outlined here as follows:

### **1. Safeguarding 1 - Child Welfare & Protection Basic Awareness Course**

All Instructors, Coaches, Children's Officers and Designated Liaison Persons (DLP) must complete an Irish Sailing (if over 16yrs) or LSP (if over 18yrs) 3-hour Child Welfare & Protection Basic Awareness Course. This course educates participants on the implementation of best practice in protecting the welfare of children involved in sport and how to identify and react to a disclosure of abuse.

### **2. Safeguarding 2 - Club Children's Officer (C.C.O)**

A person appointed to the Club Children's Officer position in a club must have completed safeguarding 1 (Child Welfare & Protection Basic Awareness workshop) and should complete the Club Children's Officer 3-hour workshop. This course will help the *Club Children's Officer* to carry out the function of their role in the club and support the implementation of best practice in the club. Participants will also receive a Club Children's Officer Action Planning document as part of the training.

### **3. Safeguarding 3 - Designated Liaison Person(DLP)**

A person appointed to the Designated Liaison Person position in a club must have completed the Child Welfare & Protection Basic Awareness Course and should complete the Designated Liaison Person 3-hour workshop. A club may appoint the same person to both the CCO and DLP positions however best practice advises that they are kept as separate roles.

## **Club Children's Officers**

Club Children's Officers should be child centred in focus and have as the primary aim the establishment of a child centred ethos within the club. S/he is the link between the children and the adults in the club. S/he also takes responsibility for monitoring and reporting to the Club Management Committee on how club policy impacts on young people and Sports Leaders

## **Designated Liaison Person**

Every club/organisation should designate a person to be responsible for dealing with any concerns about the protection of children. The Designated Liaison Person is responsible for reporting allegations or suspicions of child abuse to TULSA Child and Family Agency or Social Services (NI) and/or An Garda Síochán / PSNI. It is recommended that this person is a senior club person. However, if there is difficulty identifying a separate individual to take this role, the Club Children's Officer can be appointed as Designated Liaison Person once the club/organisation is clear about the responsibilities of each role. The organisation's child protection policy and procedures should include the name and contact details of the Designated Liaison Person and the responsibilities attached to the role.

## **Safeguarding Training Programme**

Irish Sailing has an extensive Safeguarding Training Programme. Courses are scheduled throughout the off season on a provincial basis and can also be ran on request for a Club or affiliated organisation. Details of all these courses and scheduled dates are available on [www.sailing.ie](http://www.sailing.ie) or schedule a course from Irish Sailing Training Office at - 01 2710114 or [training@sailing.ie](mailto:training@sailing.ie)