



SVT Activity & Wellness HUB Canoeing & Kayaking Club Safeguarding Policy & Procedures

Policy Statement of SVT Canoeing & Kayaking Club

The club shall be known as the SVT Canoeing and Kayaking Club here in after known as THE CLUB.

THE CLUB aims to promote and foster the sport of paddling for young and vulnerable people in all its forms.

THE CLUB is committed to promoting and organising recreational and competitive paddling activities in and around the Vicarstown area.

Every individual in THE CLUB should show respect and understanding for each member's rights, development, safety and welfare by conducting themselves in accordance with the ethos and principles of THE CLUB and this document.

All adults involved in THE CLUB should be aware of their responsibility and obligations in protecting and promoting the welfare of children, young and vulnerable people involved in the sport to enable safe participation for fun and in the spirit of fair play.

THE CLUB recognises and acknowledges the following documentation as guidance for the THE CLUB Safeguarding.

Policies & Procedures

Code of Ethics and Good Practice for Children's Sport (Irish Sports Council, 2006)

Children First: National Guidelines for the Protection of Children, (Department of Children and Youth Affairs, 2011)

Legislative notes to this document published 2014:

1. National Vetting Bureau (Children and Vulnerable Persons) Act 2012 – this Act is not yet in force. The THE CLUB Vetting Policy will be updated in accordance with any legislative requirements.
2. Children First Bill 2014 – this is a draft Bill at the publishing of this document and any changes required by this legislation will supersede specified sections of this document.

The best practice policy set out in this document is expected to require little change on the commencement of the pieces of legislation where some stated requirements will become statutory obligations.

Failure to observe best practice requirements is a breach of THE CLUB rules and would be subject to the THE CLUB complaints and disciplinary process; breaches of statutory obligations will be on commencement of legislation, considered a criminal offence and would be dealt with by the justice system.

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Section 1 – Glossary and Abbreviations

Glossary

The glossary explains terms used throughout this document to clarify and set out the meaning of the various terms used.

Adult/Leader/Volunteer – any person, whether paid or unpaid, who acts in a position with responsibility for children/young people; this can include, but not limited to, supervisor, team manager, sports science personnel, chaperone, helpers and/or others who may be acting within the definition of a specified role without the requisite recognised qualification and for the purpose of this document this term may also include all specified roles otherwise referenced here e.g. children's officer, coach, committee member, instructor. Adults are over 18 years of age.

SVT Canoe & Kayak Club – is the trading name for the; SVT Canoe & Kayak Club is the term used throughout this document.

Central Garda Vetting Unit – is the statutory body responsible for providing vetting services to SVT C & K.

Child and Family Agency – is the authority with the statutory responsibility for the protection and welfare of children in Ireland since 1st January 2014.

Child/Young person – for the purposes of this document an individual under the age of 18 is considered a child/young person. This term is interchangeable with vulnerable person; however, for simplicity, the term child or young person is used throughout this document.

Club – refers to a THE CLUB registered club, required to operate under all THE CLUB rules and regulations.

Coach – refers to an individual who acts as a coach within the definition of THE CLUB with the requisite THE CLUB recognised qualification.

Committee member – refers to any person appointed to a club or National Committee.

Discipline – refers to one of the disciplines under the auspices of THE CLUB including but not limited to: Canoe, Kayaking, Paddle boarding

Health Services Executive – is the organisation providing health services in Ireland; formally responsible for the statutory protection of children in Ireland.

Instructor – refers to an individual who holds a THE CLUB recognised qualification. Leader – see definition under Adult/Leader/Volunteer

Member – any person affiliated to THE CLUB or acting as a representative of a member of THE CLUB where they are governed by THE CLUB rules; categories of membership as defined by the THE CLUB Memorandum and Articles of Association (M&A).

National Vetting Bureau – see Central Garda Vetting Unit, the National Vetting Bureau will become statutory body responsible for providing vetting services to THE CLUB.

Paddlers – this term includes any member, canoeist or kayaker involved in the sport participating in events and activities within THE CLUB who is under the age of 18

Parent/Guardian – refers to an individual who has parental responsibility for a child/young person

Statutory Authority/Authorities – this refers to the government department/agency tasked with receiving reports or concerns relating to child abuse, including the Child and Family Agency and the Garda Síochána

Volunteer – see definition under Adult/Leader/Volunteer

Vulnerable person – this is any person over the age of 18 years who has a restricted capacity to guard himself or herself against harm by another person. This term is interchangeable with child/young person; however, for simplicity, the term child or young person is used throughout this document.

Working – refers to any individual working within sport whether paid or in a voluntary capacity; for those individuals who are employed the requirements of this document need to be observed in conjunction with any employment contract in place.

Abbreviations

These are commonly used terms that have been abbreviated throughout this document: CFA – Child and Family Agency

CGVU – Central Garda Vetting Unit

CO – Children's Officer

Code of Ethics – Code of Ethics & Good Practice for Children's Sport (Irish Sports Council, 2006) DP – Designated Person

Garda – Garda Síochána

HSE – Health Services Executive

ISC – Irish Sports Council, the sports Council governing in Ireland

JO – Junior Officer

NCO – National Children's Officer

NDP – National Designated Person

This document – THE CLUB Safeguarding Children Policies and Procedures 2014 (or updated version)

Section 2 – Safeguarding in THE CLUB

Structure of THE CLUB

THE CLUB understands the importance of creating a child centred environment for children and young people to safely participate in any of the associated paddling disciplines for fun and in the spirit of fair play.

THE CLUB, has appointed a representative with the responsibility to safeguard the welfare of young participants, ensuring THE CLUB and clubs operate in an environment that welcomes and encourages young people in the sport – this role is carried out by the Children's Officer. THE CLUB and registered clubs also appoint a person to liaise and report directly to the Statutory Authorities where there is a concern or allegation of abuse involving a child – this role is carried out by the Designated Person. (John Scully & Kathleen Sheridan)

THE CLUB acknowledges this document and associated policies within their constitutions and handbooks as a requirement for protecting the welfare of children and young people in THE CLUB.



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Ethos And Core Values

Sport provides young people an opportunity to be part of a team and to learn and develop skills and can have a powerful and positive influence on their development. Any sporting environment should be regarded by children as a safe place. Adults involved with children and young people in sport must have a basic understanding of their physical, emotional and personal needs to make sure their chosen sport provides the right balance to meet these needs.

Integrity In Relationships

An adult working in sport is often in a position of trust and influence, and their actions should be guided by what is best for the child and carried out in the context of respectful and open relationships. All young people should be treated with integrity and respect. It is unacceptable to use a position of trust to exploit or undermine children.

Quality Atmosphere And Ethos

Sport for young people should be fun, and be conducted in a safe, challenging and encouraging atmosphere. Adults should ensure a child-centred ethos that recognises standards of behaviour are as important as standards for performance.

Fair Play

All sport for children and young people should be conducted in an atmosphere of fair play. Ireland has contributed and committed to the European Code of Sports Ethics, which defines fair play as: "... 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 a way of behaving. It incorporates issues concerned with the elimination of cheating, gamesmanship, doping, violence (both physical and verbal), exploitation, unequal opportunities, excessive commercialisation and corruption."

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

The importance of participation, best effort and enjoyment should be stressed. Competition should emphasise the need for being open and fair. Any behaviour by adults or young people which encourages or tolerates cheating must be discouraged.

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.

Participation And Competition

A balanced approach to participation and competition can make a significant contribution to the development of a young person, while at the same time providing fun, enjoyment and satisfaction. Often demands are placed on children too early, resulting in excessive levels of pressure to perform. This can contribute to a high level of drop out from sport.



Participation in competition and specialisation in any sport should be in response to a young person's age, ability and development, where performance is not the central ethos. Adults should aim to put the welfare of the child first and competitive standards second, finding the balance between the child's desire to win and the right to participate irrespective of ability.

Section 3 – Understanding Confidentiality

The welfare of the child is paramount. No guarantees of secrecy or confidentiality can be given to information regarding a child as the child's welfare and safety supersedes all other considerations. Information should only be passed to individuals who are in appropriate positions to safeguard a child's welfare and safety. Information concerning children and young people should be treated in a respectful, professional and purposeful manner.

Where there are concerns of abuse about a young person or where a complaint or allegation has been made, the rights of both the child and the person involved should be protected with consideration given to the following points:

- Sensitive information shall be disclosed to certain persons who need to know in order to provide a safe and secure environment for the child. E.g. it is necessary to pass on information about poor practice and/ or an allegation of abuse to the appropriate persons in order to provide protection for a child. Such a person may include a children's officer, designated person, complaints committee, statutory authorities.
- Any person who does not have a role in providing a safe environment should not need to be involved.
- The parent/guardian must be must be informed where there is a concern for their child unless to do so would endanger that young person. In cases of an allegation or disclosure of abuse this information is best passed on to a parent/guardian by the statutory authorities. Advice should be taken from the statutory authorities if there is any doubt.

Adults involved with young people in sport may be aware of or be told personal details and/or information relating to a child. It is important for an adult to recognise the difference between sharing information with the aim to safeguard the welfare of a child and sharing information which breaches confidentiality.

Confidentiality Means:

- _Making sure information that helps protect or safeguard the welfare of a young person is passed on to the right specified individuals who need to know i.e. CO, DP or statutory authorities
- _Do not share sensitive information with other people who have no involvement in safeguarding the welfare of a child or young person i.e. other parents, spectators, general committee members etc.; this could be considered a disciplinary offence.

Further advice can be sought from the National Children's Officer and/or the National Designated Person.

Section 4 – Safeguarding Requirements

Safeguarding Requirements

This section sets out the requirements for each area within the structure of THE CLUB



The Committee

The Committee of THE CLUB shall appoint a Designated Person and a Children's Officer to safeguard the well-being and interests of young people and children within THE CLUB. (John Scully & Kathleen Sheridan)

The Designated Person and the Children's Officer will work together to represent the best interests of young people in THE CLUB. Advice should be sought from the Children's Officer where young people and children are impacted by national policy and for guidance on implementation and monitoring of safeguarding policy.

Committee members are required to sign up to adopting this document and abiding by the appropriate code of conduct, undertake the basic child protection training as recommended and be successfully vetted by THE CLUB.

Members Of THE CLUB(Outside The Above Categories)

A member of THE CLUB who may not be involved with the committee or as a member of a club is still required to fulfil certain requirements where his/her role involves working with young people and children.

Any person working in this capacity is required to sign a code of conduct for their position as a leader, undertake the basic child protection training as recommended and be successfully vetted by THE CLUB.

Awareness of safeguarding requirements (see Table 1 for individual requirements) All adults should have an awareness of the safeguarding risks and requirements to protect young people and children participating in sport activities. THE CLUB is committed to raising such awareness through communication, education and training; and monitoring the implementation of this document.

Communication

It is important that each club communicates to members and potential members the safeguarding requirements for young people. This document should be available to all THE CLUB members, either as a printed copy or via the THE CLUB website.

Young people must know how to access help and information concerning their welfare and this is the responsibility of the Children's Officer of each club. The club noticeboard should also display the names and contact details of the Children's Officer and the Designated Person in a way that is appropriate for young people. Clubs are encouraged to include photographs of people in these roles.

Education And Training

Adults working with children and young people should be suitably qualified for the position they hold. Instructors and coaches must hold the appropriate qualification recognised by the THE



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CLUB for their position. Any other training/educational qualification required by THE CLUB for a specific role must be adhered to.

All adults working with children and young people are also required undertake a suitable child protection course. The specified workshop, mandatory for some roles in THE CLUB, raises awareness of sport policy to protect and safeguard young people and children who are involved in our sport. The following child protection training/awareness workshops are accepted by THE CLUB;

Basic awareness workshops

Children in Sport Awareness Workshop (Code of Ethics) – Irish Sports Council

Advanced workshops

Club Children's Officer Workshop – Irish Sports Council

Designated Safeguarding Children Officer course

The Irish Sports Council training/awareness workshops are available locally through the Local Sports Partnership network.

It is important for adults with responsibility for children and young people to have a basic understanding of how to ensure the safety and well-being of all participants in sport. Other courses offered outside sport may be accepted only on application to the National Children's Officer.

Monitoring

THE CLUB will monitor the implementation of this document through the registration process and audit checks to ensure the requirement for each role, i.e. vetting, child protection training must be checked by the club on appointment. Clubs are required to ensure their club documentation acknowledges this document.

Identifying responsibilities for safeguarding children and young people

It is the responsibility of all adults, including parents and guardians, to ensure that these safeguarding requirements are in place and to respond appropriately to issues of poor practice, breaches of the codes of conduct and concerns or allegations of abuse. Where any of these safeguarding requirements are not being met they should be reported to the Designated Person and/or the Children's Officer as they maybe breaches of the codes of conduct requiring disciplinary action.

Advice and guidance on all the requirements for THE CLUB and members can be sought from the Children's Officer.

THE CLUB Committee & Requirements				
Role	Club/ National Requirements	Training	Vetting	Code Of Conduct



Chairman, Treasurer, Secretary	Necessary	Basic Child Protection Course	Successful Vetting As Policy	Committee Code Of Conduct
Children's Officer	Necessary	Basic & Advanced Child Protection Course	Successful Vetting As Policy	Leader/Volunteer Code Of Conduct
Designated Person	Necessary	Basic Child Protection Course	Successful Vetting As Policy	Committee Code Of Conduct
Junior Officer	Necessary	Basic Child Protection Course Qualification As Required	Successful Vetting As Policy	Leader/Volunteer Code Of Conduct
Club Instructor/ Coach	As Required	Basic Child Protection Course Instructor Qualification As Required	Successful Vetting As Policy	Instructor Code Of Conduct
Adult Helper/Club Helper / Volunteer/ Other Officer	As Required	Basic Child Protection Course	Successful Vetting As Policy	Adult Code Of Conduct
Team Manager / Official / Other Roles As Appointed	As Required	Basic Child Protection Course Qualification As Required	Successful Vetting As Policy	Adult Code Of Conduct
Instructors/ Coaches Working Outside Clubs	Individual Contract	Basic Child Protection Course Qualification As Required	Successful Vetting As Policy	Instructor Code Of Conduct