DCU SPORTS

CHILD PROTECTION AND SAFEGUARDING POLICY

"KEEPING CHILDREN SAFE"

PLAN
### Implementation Date of the DCU Sport Child Protection and Safeguarding Policy

1st May 2013

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<th>Review Schedule Action</th>
<th>Date Due by</th>
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<tr>
<td>1st Review of DCU Sport Child Protection &amp; Safeguarding Policy</td>
<td>1/5/2014</td>
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<td>2nd Review of DCU Sport Child Protection &amp; Safeguarding Policy</td>
<td>1/5/2015</td>
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Through creating an enjoyable environment for all children and young people who wish to take part in activities at its facilities within the Dublin City University campus, DCU Sport has a great and enduring reputation for fun, professionalism and safety. It is also an environment where all children and young people are treated in an equitable and fair manner regardless of ability, age, religion, social and ethnic background or political persuasion.

Consistent with the principles of the “Children First: National Guidance for the Protection and Welfare of Children (Department of Children and Youth Affairs 2011), and “Our Duty to Care” (Department of Health & Children 2002), and the Children’s First Act 2015, DCU Sport has adopted this Child Protection and Safeguarding Policy to underpin its continued commitment to the safety and welfare of children and young people who engage with DCU Sport through its staff, facilities and activities.

All adults are in a position of trust and influence and, are expected to treat children and young people with integrity and respect and ensure that the self-esteem of children is enhanced. Accordingly, all adult actions should be guided by what is best for the child or young person and carried out in the context of respectful open relationships. Through its Codes of Conduct, this Child Protection and Safeguarding Policy applies to;

- Parents / Guardians
- Children / Young People
- DCU Sport Staff, Coaches and Volunteers.

DCU Sport Child Protection and Safeguarding Policy is an evolving document. Therefore, DCU Sport will evaluate the Policy annually taking into account such items as feedback received and/or any changing legislation over that period and amend the Policy as appropriate.

Signed: ____________________________

[Signature]

Chief Executive Officer

(Ken Robinson)

Date: April 19th 2017

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1.1 STATEMENT OF PURPOSE AND INTENT

1.1.1 Purpose of this Policy

The DCU Sport Child Protection & Safeguarding Policy aims to ensure its core values, ethos and the good reputations of DCU Sport are maintained by the highest standards, positive behaviours and attitudes. The DCU Sport Child Protection & Safeguarding Policy shall assist and enable DCU Sport & its Staff in ensuring that every child, young person or adult involved in any sport activity, whether competitive or social within DCU Sport and its facilities is treated with respect and dignity, and is safe and protected from all forms of abuse.

The DCU Sport Child Protection & Safeguarding Policy also ensures that everyone involved in activities at DCU Sport and its facilities is aware of his or her legal and ethical rights and responsibilities.

1.1.2 The DCU Sport Child Protection & Safeguarding Policy and its attachments provide the procedures that support DCU Sport firm commitment to eliminating discrimination, harassment, child abuse and other forms of inappropriate behaviour from its sports activities. As part of this commitment, DCU Sport shall take all appropriate actions including disciplinary action where necessary against any person or organisation bound by this policy if they breach it.

1.1.3 This policy has been endorsed by the Board of Directors, DCU Sport and herewith is now the official DCU Sport Child Protection & Safeguarding Policy for DCU Sport and its affiliates superseding any previous versions of the DCU Sport Child Protection & Safeguarding Policy, associated documentation and other related materials.

1.1.4 The DCU Sport Child Protection & Safeguarding Policy commenced on 1st May 2013 and will operate until replaced. DCU Sport may amend this Child Protection & Safeguarding Policy and/or its attachments from time to time.
1.1.5 Copies of the DCU Sport Child Protection & Safeguarding Policy and its attachments can be obtained from our website www.dcu.ie/dcusport or, on request from Chief Executive, DCU Sport, Dublin City University, Dublin.

1.1.6 Intent of this Policy

1) Organisational Responsibilities:

DCU Sport and affiliated DCU organisations must:

i. Adopt, implement and comply with the DCU Sport Child Protection & Safeguarding Policy;

ii. Publish, distribute, disseminate and/or otherwise promote the DCU Sport Child Protection & Safeguarding Policy and, the consequences for breaching it as per disciplinary procedures (See Principle 6.9);

iii. Promote and uphold appropriate standards of conduct at all times;

iv. Promptly deal with any breaches of or complaints made under DCU Sport Child Protection & Safeguarding Policy in an impartial, sensitive, fair, timely and confidential manner;

v. Apply DCU Sport Child Protection & Safeguarding Policy consistently without fear or favour;

vi. Recognise and enforce any penalty imposed under DCU Sport Child Protection & Safeguarding Policy as per disciplinary procedures (See Principle 6.9);

vii. Ensure that a copy of DCU Sport Child Protection & Safeguarding Policy is available or accessible to the persons to whom this policy applies (See Principle 1.3)

viii. Appoint or have access to appropriately designated & trained people to receive and handle complaints and/or allegations e.g. Mandated Person or Deputy Mandated Person and display the names and contact details in a way that is readily accessible; and

ix. Monitor and review the DCU Sport Child Protection & Safeguarding Policy at least annually.

2) Individual Responsibilities:

Individuals bound by the DCU Sport Child Protection & Safeguarding Policy are responsible for:
i. Making themselves aware of the DCU Sport Child Protection & Safeguarding Policy and, their compliance with the standards of conduct outlined therein;

ii. Consenting to vetting in compliance with the current procedural and legal requirements under the existing vetting system operated by the Garda Central Vetting Bureau or, the new procedures and requirements under the National Vetting Bureau [Children and Vulnerable Persons] Act 2012 on its formal commencement.

iii. Complying with all other requirements of the DCU Sport Child Protection & Safeguarding Policy;

iv. Co-operating with other DCU Sport Staff in providing for a
   a. non-discriminatory,
   b. child & young person friendly,
   c. violence, abuse and harassment free sporting environment;

v. Understanding the possible consequences of breaching this policy.

1.1.7 Application

DCU Sport Child Protection & Safeguarding Policy applies to the following, without exemption whether they are in a paid or unpaid/voluntary capacity:

i. Board members of DCU Sport;

ii. DCU Sport Staff – Full-time; Part-time and volunteers;

iii. DCU Sport Support personnel [e.g. Physiotherapists, Masseurs];

iv. DCU Sport Coaches, Assistant Coaches, Managers and Trainers;

v. Players and participants;

vi. Guest Referees, Adjudicators, Assessors and other officials;

vii. Members of DCU Sport facilities;

viii. DCU Sport Clubs and associated organisations;

ix. Other invited guest organisations or associations using DCU Sport facilities;

x. Any other person(s); groups; organisation or associations that may rent or pay for the use of DCU Sport facilities on a casual or formal basis;

xi. Parents, guardians, carers; spectators and sponsors to the full extent that is possible.

This policy will continue to apply to a person even after they have stopped their association or employment with DCU Sport if disciplinary action, relating to an allegation of child abuse against that person, has commenced.
In addition, any contractors/bookees who provide services to DCU Sport or any individual/group/organisation that may rent or hire DCU Sport facilities will be advised of the DCU Sport Child Protection Policy and, will be required to meet the Policy requirements as part of their contract terms and conditions.

1.1.8 For the purpose of this DCU Sport Child Protection and Safeguarding Policy, a child/young person is any individual under 18 years of age. A child is legally defined under the Child Care Act 1991 as ‘any person under the age of 18 years excluding a person who is or has been married.

1.2 STATEMENT OF EQUALITY

1.2.1 DCU Sport and DCU Sport Staff affirm and commit to uphold the principle of equality as set out in Section 1.7 of the Irish Sports Council’s “Code of Ethics & Good Practice for Children’s Sport” (2000) namely:

1. “All children should be valued and treated in an equitable and fair manner regardless of ability, age, gender, religion, social and ethnic background or political persuasion.

2. Children, irrespective of ability or disability should be involved in sports activities in an integrated and inclusive way, whenever possible, thus allowing them to participate to their potential alongside other children.

3. Sports Leaders should be aware of and seek to gain competence in addressing the needs of young people with disabilities or any other additional needs.”

1.2.2 Furthermore, DCU Sport and DCU Sport Staff affirm and commit to:

i. Create and maintain an environment that does not discriminate, directly or indirectly, on grounds of gender, marital status, family status, sexual orientation, religious belief, political opinion, disability, age, race or ethnic origin, and membership of the traveller community.

ii. Respect and value the broad diversity of persons within DCU Sports and reflective of society at large and, is committed to treating all persons in an equitable and fair manner.

iii. Involving persons with disabilities in DCU Sports activities in an integrated way, thus allowing them to participate to their potential alongside others.
1.3 TYPES AND DEFINITIONS OF CHILD ABUSE

1.3.1 Child abuse can be categorised into four different types:

1. Physical abuse
2. Emotional abuse,
3. Neglect, and
4. Sexual abuse.

A child may be subjected to one or more forms of abuse at any given time.

1.3.2 Physical Abuse is defined in the "Children First: National Guidance for the Protection and Welfare of Children" (2011) as:

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

1.3.3 Examples of Physical Abuse in Sport:-

Bodily harm that may be caused by:

i. over training or dangerous training of athletes.
ii. over playing an athlete.
iii. failure to do a risk assessment of physical limits or pre-existing medical conditions.
iv. administering, condoning or failure to intervene in drug use.

1.3.4 Emotional Abuse is defined in the "Children First: National Guidance for the Protection and Welfare of Children" (2011) as:

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

1.3.5 Examples of Emotional Abuse in Sport

i. Persistent failure to show any respect to a child e.g. continually ignoring a child.
ii. Constantly humiliating a child by telling them they are useless.
ii. Continually being aggressive towards a child making them feel frightened.

iv. Acting in a way which is detrimental to the child’s self-esteem.

1.3.6 Neglect is defined in the "Children First: National Guidance for the Protection and Welfare of Children" (2011) as:

In “terms of an omission, where the child suffers significant harm* or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, and/or medical care”.

*Harm can be defined as the ill-treatment or the impairment of the health or development of a child. Whether it is significant is determined by the child’s health and development as compared to that which could reasonably be expected of a child of similar age.

1.3.7 Examples of Physical Neglect in Sport

i. exposing a child to extreme weather conditions e.g. heat and cold.

ii. failing to seek medical attention for injuries.

iii. exposing a child to risk of injury through the use of unsafe equipment.

iv. exposing a child to a hazardous environment without a proper risk assessment of the activity.

1.3.8 Sexual Abuse is defined in the "Children First: National Guidance for the Protection and Welfare of Children" (2011) as:

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

1.3.9 Examples of Sexual Abuse in Sport

i. exposure to sexually explicit inappropriate language or jokes.

ii. showing a child pornographic material or using a child to produce such material.

iii. inappropriate touching.

iv. sexual intercourse and/or sexual activity with a child under the age of consent.

1.3.10 More details on each type of abuse is given in Appendix 1.
2.1 SUPERVISION AND DEPLOYMENT OF DCU SPORT PERSONNEL

2.1.1 DCU Sport Staff working with children and young people should not do so in isolation and unaccompanied. From the associated perspectives of health & safety and child protection & safeguarding, it is important to have the correct level of supervision at all times in order that DCU Sport Staff may reduce and minimise any potential risk of injury to children and young people while ensuring adequate cover remains in case of an emergency.

Accordingly, when working with children and young people and in accordance with the ratio recommended by Irish Sports Council Code of Ethics, DCU Sport will apply the supervision guide ratio standard of:

<table>
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<th>Age</th>
<th>No. of Supervisors</th>
<th>No. of Children/Young Persons</th>
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<tr>
<td>Under 12 years</td>
<td>1</td>
<td>8</td>
</tr>
<tr>
<td>12 years &amp; over</td>
<td>1</td>
<td>10</td>
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2.1.2 Additionally, good practice means that at least one other person in addition to the Coach/Mentor/Team Leader should be present at all activities to safely supervise children and young people. Any additional person(s) does not need to be qualified coaches as long as the ratios of Coach/Mentor/Team Leader to children or young people as participants are met.

As a general guide, the following factors will also be taken into consideration in determining how many persons are required to safely supervise children:

- The number of children and young people involved in the activity;
- The age, ability and experience of the children and young people participating in the activity;
- Any disabilities or special requirements of any child and young person including challenging behaviour;
- The 'risk assessment' associated with the activity being undertaken;
- The 'risk assessment' associated with the environment of the facilities being used (i.e. restricted access to sports hall, facilities or outdoor court);
The programme of activities.
The level of qualification and experience of the Coach/Mentor/Team Leader.

2.1.3 Notwithstanding, there may be other considerations which are specific to the sport, activity or environment in which the activities takes place, namely;

- Where there are mixed gender groups, it is preferable to have one male and one female as supervisors.
- DCU Sport Staff are to avoid being alone with one child or young person. However if due to circumstances beyond control, it is necessary that a member of DCU Sport Staff needs to talk to a child or young person separately, they should do so in an open environment and within view of others.

2.1.4 If there is an accident or an incident during the course of an activity which may mean a member of DCU Sports Staff has to leave, DCU Sport should ensure that there are enough people remaining to supervise the group.

2.2 BULLYING

2.2.1 Bullying can be defined as a pattern of aggression or repeated aggressions through verbal, psychological or physical means conducted by an individual or group against another or others, including an adult to young person(s), and by young person(s) to young person(s). It is deliberate and cynically hurtful behaviour that is intentionally aggravating and intimidating and, usually repeated over a period of time. Bullying for children and young person occurs mainly in domestic and social environments such as home; schools, social clubs and sporting organisations involved with children and young people, where it is often difficult for those being bullied to defend themselves especially if there is inadequate supervision.

Bullying contains 7 primary elements;
1. An intention to be hurtful...
2. The intention is carried out...
3. The behaviour harms the intended target...
4. The bully overwhelms the intended target with his or her power...
5. There is often no justification for the action...
6. The behaviour repeats itself again and again...
7. The bully derives a sense of satisfaction from hurting the target...
2.2.2 Anti-bullying policy:

DCU Sport is fully committed to fostering a caring, friendly and safe environment for everyone whether they are competitively or socially involved in any sports activity so they can participate within a relaxed, safe and secure atmosphere. Accordingly, bullying of any kind is unacceptable in sports & its environments and, it will not be tolerated under any circumstances at DCU Sport.

Notwithstanding, it is acknowledged that any sports environment whether it be an event [e.g. a competition or match] or, sports facility [e.g. a singular or multi-sport facility] whether temporary or permanent, may be perceived by a bully(s) as an opportunity to target any potential victim. Not just depending on their personality or circumstances but those persons who can be particularly vulnerable to bullying may be shy, overweight, have a disability or are otherwise different from others [e.g. by reason of faith, culture, sexual preference]. Examples of a bully in sport can be:

- a parent who pushes too hard
- a coach who adopts a ‘win at all costs’ philosophy
- a fellow sportsperson who intimidates or ridicules a peer
- a club official who places unfair pressure on a person
- a spectator who constantly shouts abuse or gestures at players; coaches; club or facility officials and other spectators

In the event where bullying does occur, all participants; DCU Sport coaches; DCU Sport Staff and volunteers or parents should be able to tell and know that incidents will be dealt with promptly and effectively.

2.2.3 Types, signs and symptoms of Bullying:

Bullying can be:

- **Emotional** – being unfriendly, excluding [emotionally and physically], or tormenting [e.g. hiding sports kit or equipment, threatening & abusive gestures]
- **Physical** – pushing, kicking, hitting, punching or any use of violence
- **Racist** – racial taunts, graffiti or gestures
- **Sexual** – unwanted physical contact or sexually abusive comments
- **Homophobic** – because of, or focusing on the issue of sexuality
- **Verbal** – name-calling, sarcasm, spreading rumours, teasing
- **Cyber** - sending hurtful emails; text messages, stalking etc
A bully(s) can operate and thrive within a variety of environments through using a conduct or combination of conduct such as furtiveness, threats and fear. The damage inflicted through bullying can often go unnoticed or be underestimated resulting in further significant distress to children and young people affected by it and in extreme cases, this may result in significant harm to or fatal consequence for child or young person.

There are a number of signs and symptoms that a child or young person may indicate that he or she is being 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 training/match, going different routes, asking to be driven)
- Frequent loss of, or shortage of, money with vague explanations
- Having few friends or drop out of newer members
- Changes in behaviour (withdrawn, stammering, moody, irritable, upset, distressed, not eating, reduced concentration, drop in performance)
- Anxiety (shown by nail-biting, fearfulness, tics)

This list is not exhaustive and there may be other possible reasons for some of the above happening. Indeed, the presence of one or more of these indicators is not proof that bullying is actually taking place. Adults should be aware of these possible signs and symptoms and, that they should report their concern immediately.

2.2.4 Procedures for reporting bullying:

1. Reporting of any bullying incidents may be made by any child or young person or, on their behalf by their Parent or Guardian to a member of DCU Sport Staff or Volunteer or, directly to the Mandated Person or the Deputy Mandated Person.

2. In cases of serious bullying incidents, these reports should be made directly to the Mandated Person or the Deputy Mandated Person. Parents should be informed and will be asked to come in to a meeting to discuss the problem with a view to resolving the matter without delay.

3. If necessary, in cases where more extreme forms of bullying such as physical or emotional abuse are present, the appropriate authorities namely the Child and Family Agency (TUSLA) and/or An Garda Siochána may be consulted.
4. The bullying behaviour or threats of bullying must be investigated without undue delay and the bullying stopped quickly.

5. Reasonable attempts will be made to help the bully (bullies) address and change their behaviour.

6. If mediation fails and the bullying is seen to continue their behaviours, DCU Sport may take whatever appropriate action including sanctions to ensure the safety and wellbeing of the child or young person affected by bullying.

2.2.5 Responding to a report of Bullying:

Having due regard to Principle 2.2.4, if a child or young person tells a member of DCU Sport Staff that she/he is being bullied, the following advice is given to that member to:

1. Listen calmly and accept what is being said by the child or young person...

2. Take notes following the conversation, using the exact words used by the child or young person. Make a record of facts rather than opinions...

3. Reassure the child or young person that the child or young person, it was right to tell...

4. Reassure the child or young person that the child or young person, it is not his or her fault and it could happen to anyone...

5. Reassure the child or young person that help is available and action will be taken...

6. Negotiate confidentiality by reassuring the child or young person, you’ll only tell people who need to know...

7. The child or young person’s safety is paramount so ensure it is maintained through appropriate supervision...

8. Tell the child or young person that you’ll keep her/him informed...

9. Make an intervention bearing in mind that all actions should be guided by the needs of the child or young person...

2.2.6 Prevention of Bullying:

Good practices of prevention of bullying may include the following

i. Ensure that all persons understand and undertake to follow their respective Code of Conduct as set in Appendices 3, 4 & 5 which promotes the rights and dignity of each person.
ii. Deal with any incidents as they arise.

iii. 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.

iv. Reinforce that there is ‘a permission to tell’ culture rather than a ‘might is right’.

v. Encourage team-work with children and young people through negotiation, cooperation and assistance to others, particularly new or different children

vi. Offer victim immediate support and put the ‘no blame approach’ into operation.

vii. Never tell a child or young person to ignore bullying as they may be unable to do so or it hurts too much

viii. Never encourage a young person to take the law into their own hands and beat the bully at their own game.

ix. Tell the victim there is nothing wrong with them and it is not their fault.

2.3  

**CHANGING ROOM**

2.3.1 Where practicable, children and young people should be appropriately supervised at all times in the changing rooms by two members of DCU Staff. Where there are mixed gender groups/teams, separate changing room facilities will be utilised and supervised accordingly.

2.3.2 If a child or young person is uncomfortable changing or showering in public, no pressure should be placed on them to do so and they should be encouraged to do this at home.

2.3.3 If there are children or young people with disabilities, involve them and their parents/carers/guardians in deciding how they should be assisted and ensure they are able to consent to the assistance that is offered. Notwithstanding, DCU Sport Staff should avoid taking on the responsibility for tasks for which they are not appropriately trained.

2.3.4 In line with Principle 2.7, all children/young people; parents/guardians; DCU Sport Staff and any other persons who may be present, should be aware that no photographic equipment includes cameras, video cameras, mobile phones with photographic capabilities etc. should be used in the changing rooms.
2.3.5 Under no circumstances, should DCU Sport Staff
1. of the opposite gender be present whilst children or young people are
   showering or changing.
2. use the changing room facility for their personal use at the same time as
   children or young people to change or shower.

2.4 TOILETING

2.4.1 When DCU Sport is facilitating or has organised a series of activities or camps for
children or young people, to facilitate the smooth operation of rest breaks and/or
toilet breaks, DCU Sport Staff shall operate the following toileting system:

1. At least one DCU Staff Instructor/Supervisor must stay at the door of the Hall
   1 to control and monitor children/young people going to and coming from the
   toilets.
2. During lunch periods, there must be a DCU Sport Staff Supervisor present at
   the toilet facilities situated near the sports side corridor.
3. At no time, shall a DCU Sport Staff Supervisor be on their own with a child or
   young person who wishes to avail of a toilet break. Therefore, if only one child or
   young person needs to go to the toilet, at least 2 other children or young
   people should be asked to accompany that child and DCU Sport Staff
   Supervisor to the toilet.
4. To use the toilet, children and young people must form an orderly queue at the
   door and, may go three boys and three girls at a time to the toilets situated at
   the sports side corridor. Toilets must be checked for cleanliness and other
   users before and after use.
5. No other child or young person may go to the toilet until the groups of three
   girls and boys have returned beforehand.
6. If a 4-6 year camp child needs to go to the toilet, three or more children up to a
   maximum group of 6 must be accompanied to queue outside the toilets.
7. All 4-6 year camp children must be brought to the toilet immediately following
   lunch.
8. If children or young people are delayed in returning from the toilets, another
   DCU Staff Supervisor/Instructor who is on lunch duty shall be asked to go and
   check the toilets as to the presence of the child or young person and ensure
   their safe return.
2.4.2 Toileting/Intimate Care:

1. **Children with specific toileting/intimate care needs:**
Where a child or young person is considering attending at or participating at any activities or sports camps organised by DCU Sport, has specific toileting needs, it may be necessary that prior to such attendance or participation, that a meeting is held between DCU Sport Staff Manager; DCU Sport Mandated Person, the child or young person wishing to attend along with the child’s parents/guardians where the needs of the child or young person should be addressed and agreement reached if DCU Sport can meet those needs.

DCU Sport accepts that it is fundamental to those who may be involved with the intimate care of the child or young person, agree practices which are acceptable to DCU Sport Staff, the child and the parents/guardian. It may be useful to have an Intimate Care Policy outlining the agreed practices. While it may be feasible for the child concerned to have a personal care assistant, practices agreed should be sufficiently flexible to cover unforeseen situations, e.g. if personnel care assistant involved in assisting the child or young person are absent.

If applicable, this should be read in conjunction with Principle 2.8

2. **Toileting ‘Accidents’:**
Toileting accidents are not uncommon in sporting activities, particularly with younger children. DCU Sport understand that when these occur, it may cause undue distress or embarrassment for the child or young person concerned and may leave them vulnerable to ridicule from other children present. Cognisant that the parents/guardians of the child or young person concerned may not be in a position to come to DCU Sport immediately in the event of such occurrence, in order to maintain the dignity and respect of the child or young person, consideration will be given to the implications of leaving the child or young person unattended to in this situation.

Accordingly, unless there are specific reasons given by parents/guardians as to why DCU Sport Staff should not attend to the child or young person, procedures which DCU Sport Staff are comfortable with carrying out and, which have due regard to the dignity & respect of the child or young person while minimising any potential distress to the child should be agreed by all concerned. A note should be kept of such incidents and actions taken. Additionally, parents/guardians should be kept informed.
2.5 EMERGENCY PROCEDURES

2.5.1 Accidents procedure:

i. A Safety Statement has been prepared and is reviewed on an annual basis.

ii. All DCU Sport Staff must be familiar with the Safety Statement.

iii. DCU Sport maintains an up-to-date register of the contact details of all children/young people involved in any activities associated with DCU Sport.

iv. Children’s/young people’s details should be cross-referenced between the Incident/Accident Book and files.

v. DCU Sport has public liability insurance.

vi. External organisations with which DCU Sport has dealings must provide proof of public liability insurance.

vii. First Aid boxes are readily available and their locations are known to DCU Sport Staff.

viii. First Aid boxes shall be regularly checked to ensure that they are fully equipped by a designated member of DCU Sport Staff to ensure that any out of date or missing items are replaced. Substances, which may cause allergies, are not to be included in the First Aid box.

ix. Availability of First Aid is in accordance with DCU Sport Health and Safety guidelines.

x. Incident/Accident Report Sheets shall be located beside First Aid boxes.

xi. Children and young people are supervised by adults at all times.

xii. Care is taken to ensure no child or young person can leave the venue undetected.

xiii. Where feasible, DCU Sport Staff must know which children and young people are present at any given time, while there are at least two adults supervising activities at all times.

xiv. Notwithstanding, the nature of activities that takes place under the auspices of DCU Sport, DCU Sport shall regularly conduct a risk assessment and record details of risky equipment and/or exercises used and, take appropriate steps to minimise risk.

xv. Additionally, all furniture and equipment are laid out to minimize safety risk

xvi. Only suitable and age appropriate objects are available to children or young people
In the event of an accident:

i. The First Aid box is always fully equipped, easily identifiable and are location(s) known to DCU Sport Staff.

ii. At least one member of DCU Sport Staff who holds an up to date First Aid Certificate is present in the facility at all times.

iii. In case of an emergency, records are accessible to all members of relevant DCU Sport Staff.

iv. Minor accidents may be treated at DCU Sport facilities and, parents/guardians will be informed of the injury and the action taken when the child/young person is collected.

v. All accidents including minor ones are recorded in the Incident/Accident Book and the DCU Sport Mandated Person / Deputy Mandated Person informed.

vi. In case of a serious accident, the DCU Sport Mandated Person/Deputy Mandated Person/Activities leader will phone the ambulance service immediately and child’s/young person’s parent/guardian

vii. If the child/young person has to go to hospital before the parent/guardian arrives, an adult known to the child must accompany him/her to the hospital and stay until the parent/guardian arrives.

viii. All accidents must be reported to the Health and Safety Office, Dublin City University.

Fire Safety Policy

It is the policy of DCU Sports to ensure that all adequate measure are put in place to ensure that children; young people; parents; guardians; DCU Sport Staff and all other persons attending at DCU Sports and using the facilities therein, are safe in the event of a fire.

Fire Safety Procedures:

i. All fire safety recommendations are arrangements will be implanted in accordance from instructions arising from discussions with the local Fire Chief and Fire service

ii. All Staff, adults and children are to be made aware of the evacuation procedures at each venue in the event of a fire

iii. DCU Sport Staff are to be informed as to what procedures to follow in the event of a fire
iv. Assembly points should be marked clearly
v. Fire safety equipment should be checked to make sure that the annual check has been carried out and that the records support this by recording inspection dates

2.5.5 Fire Evacuation procedures:

On hearing the fire alarm, DCU Sport Staff must adhere to the following procedure:

1. Stop the activity immediately and get the group of children or young people to line up [with younger groups it is easier to use pairs when getting children to line up]
2. Do a quick head count to make sure all children and young people are present [if one is missing you need to inform a fire warden where the child or young person was last seen prior to evacuating – i.e. in the toilets]
3. Follow the instructions of the fire wardens [wearing High Visibility jackets] and quickly evacuate the facility via the nearest emergency exit to the nearest assembly point.
4. Take a roll call of all children or young people to make sure everyone is present. If not, inform the fire brigade/fire warden immediately.
5. Do not re-enter the facility until the alarm stops and fire wardens/fire brigade gives permission to do so.
6. Lifts should not be used in the case of an emergency
7. Wheelchair users should be escorted to the nearest refuge point and fire brigade/fire wardens should be informed.

2.5.6 If a fire is discovered:

1. A member of DCU Sport Staff shall operate the alarm system
2. DCU Sport Staff shall immediately clear all children and young people from the area and direct them to the nearest fire exit and assembly points
3. Notify the DCU Sport reception desk who will call the Fire Brigade and DCU Security
4. Do not use the lift
5. Close all doors as areas are vacated, checking that nobody is left behind.

2.5.7 DCU Sport Staff should apprise themselves of the DCU Sport Complex map indicating all emergency exits and assembly points. [See Appendix 2]
2.6 LOST / MISSING CHILDREN OR YOUNG PEOPLE

2.6.1 If a child or young person participating at activities/sessions/camps at DCU Sport, gets lost or goes missing going to & from or during such activities/sessions/camps, with due regard for the immediate safety and welfare of the child or young person, DCU Sport shall initiate apply the following procedure:

i. Ensure that all other children or young people involved in the activity/session/camp are fully accounted for and continue to be supervised appropriately while a search for the child concerned is carried out.

ii. Without causing alarm to other children or young people, all available DCU Sport Staff or other available responsible adults if necessary, shall be organised to conduct a search of the immediate and/or surrounding area by allocating each individual to a specific area.

iii. Special attention shall be given to hazardous areas such as swimming pool, climbing apparatus to ensure the child or young person is not at the locations alone or unsupervised.

iv. Request all those assisting in searching to report back to a central point within a short time, dependent on the size of the area being searched and the child's age and level of development.

v. If the child or young person cannot be found after a good search of the immediate surroundings, not later than 20 minutes after the initial missing child or young person report, contact the following

   a) The child’s or young person’s parents/guardians to advise them of the concern and reassure them that everything is being done to locate the child or young person.

   b) An Garda Síochána.

   c) DCU Sport Mandated Person or in their absence, the Deputy Mandated Person.

   d) DCU Sport Chief Executive

vi. Make a note of the circumstances in which the child or young person has gone missing and where he/she was last seen and prepare a detailed physical description of the child or young person, to include their hair and eye colour, approximate height and build and clothing he/she was wearing, as this will be required by An Garda Síochána.

vii. Follow Garda guidance if further action is recommended
viii. Maintain close and ongoing contact with the parents/guardian, the Gardai and DCU Sport Staff to aid the early and safe recovery of the lost/missing child or young person.

ix. Ensure that all involved including the parents/guardian, searchers and Gardai shall be informed immediately if at any stage the child/young person is located.

2.7 VIDEO RECORDING AND PHOTOGRAPHY

2.7.1 In order to reduce the risk of images of children being used inappropriately, unsolicited or illegally by any person[s], DCU Sport has adopted a policy in respect the taking and usage of images of children and young people via video recording, photography or any other recording device.

This is not to avoid or discourage parents/guardians from taking photographs of their children or young people participating in their activities but to ensure that

1. Best practice is put in place wherever and whenever photographs and recorded images are may be taken and subsequently stored.

2. All video recording and/or photographing is appropriate and non-intrusive.

3. Whenever possible, only those who have a right to take videos and/or photographs, do so provided that before taking any recording or image of a child or young person that is not their own, they obtain written permission from a child’s parent/guardian and ensure that the parent/guardian knows the way the image will be used.

4. The privacy of others is to be respected and accordingly, the use of camera phones, videos and cameras inside changing areas, showers and toilets or First Aid areas is strictly prohibited.

2.7.2 To address any concerns about the risks posed directly and indirectly to children and young people though the use of images of children and young people on their own website and/or in other publications, documentation etc., DCU Sport shall:-

i. where possible, use models or illustrations when promoting any activity associated with DCU Sport;

ii. when commissioning professional photographers or inviting the press to an activity or event, ensure they are clear about the standards and expectations of them in relation to Child Protection and Safeguarding.
iii. in the event that a child or young person is being otherwise used (a) avoid the use of the names and surnames of individuals in photographs or, (b) if named, avoid using their photograph.

iv. only use appropriate images of a child or young person, relevant to sport and its activities and, ensure that the child or young person is suitably clothed in a manner that promotes sport, sports activities, displays its successes, etc.

v. further reduce the risk to children and young people from any suspected inappropriate taking and/or the use of inappropriate images by creating a recognised reporting procedure ensuring that the Executive Officer DCU Sport and the Mandated Person (in their absence, the Deputy Mandated Person) is immediately notified or, if necessary, the Child and Family Agency (TUSLA) and/or An Garda Síochána are informed.

2.7.3 Provided that they are made fully aware of its use, if possible children and young people should be asked for their permission in respect of the use of any image and/or recording. This shall also ensure they are aware and understand the image is being used to represent the sport and its activities. A Child/Young Person/Parents/Guardian Permission Form as per Appendix 6 is one way of achieving this.

2.7.4 As a safety and monitoring measure against the risk of any inappropriate, intrusive, or illegally motivated photographing or video recording practices, the following photography and filming requirements are in place.

1. Any Amateur photographers/film/video operators wishing to film or photograph any activity associated with DCU Sport in which children and young people may feature directly or indirectly, should first seek accreditation in writing with DCU Sport, through the DCU Sport’s Mandated Person or in their absence, the Deputy Mandated Person.

2. Any Professional photographers/film/video operators wishing to film or photograph any activity associated with DCU Sport in which children and young people may feature directly or indirectly should first seek accreditation by producing their professional identification for the details to be recorded with DCU Sports through the DCU Sport’s Mandated Person or in their absence, the Deputy Mandated Person.

3. Any Spectator attending at any activity at DCU Sport and wishing to film or photograph any activity in which children and young people may feature directly or indirectly should first seek permission in writing with DCU Sport.
through the DCU Sport’s Mandated Person or in their absence, the Deputy Mandated Person.

4. If any person indicated at Nos. 1-3, should have a signed Child/Young Person/Parents/Guardian Permission Form, they must notify and give a copy to DCU Sport through the DCU Sport’s Mandated Person or in their absence, the Deputy Mandated Person.

Pursuant to Paragraph 2.7.4, DCU Sport shall

i. Provide a clear brief about what is considered appropriate in terms of content and behaviour from a Child Protection and Safeguarding aspect.

ii. Keep a record of accreditations and Child/Young Person/Parents/Guardian Permissions Forms.

iii. Issue the photographer/film/video operator with identification which must be worn at all times.

iv. Inform children, young people and parents that a photographer/film/video operator will be in attendance.

v. Not allow unsupervised access to any child or young people or, one to one photo sessions at any DCU Sport activities.

vi. Not approve/allow photo sessions outside DCU Sport activities or at any child or young person’s home.

2.7.5 Videoing as a coaching aid:

Video equipment may be used as a legitimate coaching aid. However, permission should first be obtained from the child or young person and/or the child or young person’s Parent/Guardian in line with Paragraph 2.7.3.

2.7.6 Anyone concerned about any photography or filming taking place at DCU Sport events or activities training sessions should contact the DCU Sport’s Mandated Person, Fergal Smyth or in his absence, the Deputy Mandated Person, Sarah Chubb.

2.8 DISABLED CHILDREN AND YOUNG PEOPLE

2.8.1 In accordance with domestic legislation and International obligations, disabled children and young people are entitled to the same rights to protection as any other child or young person. Despite this, research informs that children and young people
who have a learning, communication or physical disability are increasingly more vulnerable and accordingly, are at a higher risk of being a victim of some form of abuse.

2.8.2 The vast majority of parents/guardians/carers/adults do have the child’s or young person’s best interests and welfare at heart, however some people will use their vulnerability as an opportunity to abuse. Therefore, greater levels of understanding, tolerance and protection are necessary for disabled children and young people who may be additionally vulnerable, particularly because:

- they are often dependent on an individual or a number of people for both their care and handling, some of which can be of an intimate personal nature.
- they lack a wide network of friends or companions who may support & protect them.
- due to physical impairment, they may be very dependent on others and may have a reduced capacity to resist, avoid or understand abuse and their abuser.
- they may have significant communication differences including very limited verbal communication or use of sign language or other forms of non-verbal communications and unable to adequately communicate to others that something is wrong.
- they may not be believed.
- they depend on the abuser for their involvement in sport.
- they may be unable to understand or lack access to peers to discover what is acceptable behaviour or comprehend the inappropriateness of the abusive actions.
- they may be subject to the negative attitudes, prejudices and/or misconception of others towards them e.g. about their 'attractiveness' to potential abusers or attitudes and assumptions that children and young people with disabilities are not abused.
- signs of abuse can be misinterpreted as a symptom of the disability.
- they have medical needs that are used to explain possible signs and indicators of abuse.
- Due to their dependence on the abuser to provide for their needs, as with other children and other young people, they are fearful of the consequences of disclosing abuse.
- possible failures to recognise the impact of abuse on children and young people with disabilities.
2.8.3 Particular care should be taken by all DCU Sport Staff and volunteers when working with children and young people affected by a learning, communication or physical disability.

2.9 ETHNICITY OF CHILDREN AND YOUNG PEOPLE

2.9.1 Children and young people from minority cultural or ethnic groups are additionally vulnerable to all forms of abuse because they may be:
   - experiencing or subjected to ongoing racism and racist attitudes.
   - experiencing racism and prejudices through being ignored by people in authority.
   - afraid of exacerbating abuse to higher levels if they challenge or report their abuse and abuser to others.
   - Subjected to myths and stereotyping, e.g. all people of a particular culture are good with or hit their children or young people.
   - Wanting to fit in and not make a fuss.
   - Using or learning English as a second language

2.9.2 In line with Codes of Conduct as set out in Principle 4 of the DCU Sport Child Protection & Safeguarding Policy, particular care should be taken by children; young people; parents; guardians and all DCU Sport Staff and volunteers when working with children and young people from minority, cultural or ethnic groups.

2.10 ARRIVAL AND DEPARTURE OF CHILDREN & YOUNG PEOPLE AT DCU SPORT CAMP ACTIVITIES

2.10.1 Where children or young people are present at the DCU Sport facilities, participating at activities or camps organised by DCU Sport other than occasions where they may be present under the care and control of their parents/guardians, the designated arrival and collection point for children and young people during such activities or camps shall be the entrance to the back offices of the DCU Sport Complex.

Members of DCU Sport Staff shall be in place at the designated point; each morning from 08.45am

   (i) to ‘meet and greet’ prior to commencement of activities at 9.00am
   (ii) to assist and facilitate their registration and logging in, and

and in the evening to 16.45pm

   (iii) at the conclusion of activities at 4.30pm,

   - 31 -
(iv) to assist and ensure each child or young person has their personal property, logging out and supervise the collection process.

2.10.2 Parents/guardians should be advised that under no circumstances
   i. is a child or young person permitted to arrive at or depart from an entrance point other than the designated point.
   ii. is a child or young person permitted to walk unaccompanied and unsupervised across DCU campus having been dropped off at the Collins Avenue main entrance or Collins Avenue main entrance unless with written consent from parents/guardians.

2.10.3 In the event that a person other than the child’s or young person’s parents/guardian, shall be accompanying the child or young person to or collecting from the designated arrival and collection point, DCU Sport should be notified in writing from that parent/guardian giving their signed authority and consent and, identifying the person.

As this is particularly difficult to monitor in a one-off event or otherwise, as an additional security measure, DCU Sport Staff shall insist on some personal identification (e.g. a current driver’s licence), as well as the signed authority mentioned above, if the person collecting the child or young person is different to the one who brought the child or young person to the facility initially.

2.10.4 Late collection:
While DCU Sport accepts that there may be extenuating circumstances or occurrences beyond the control of parents/guardians resulting in the late collection of children or young people at DCU Sport, the issue of late collection of children or young people presents DCU Sports Staff with a potentially difficult supervisory situation. In such circumstances, it is not the responsibility of DCU Sport Staff to transport or make alternative arrangements to transport any child or young person home on behalf of parents who may have been delayed.

Accordingly, DCU Sport:
   i. Has assigned a dedicated staff contact number for parents/guardians to contact if there is any likelihood of late collection.
   ii. Advise parents/guardians that due to the very nature of activities and ongoing demands on DCU Sport Staff especially during camp activities, it may
not be possible to answer that dedicated phone during activities/games. However, it should be possible to leave a message.

iii. Advise parents/guardians to provide an alternative contact name and number to be used if they can’t be reached on their usual numbers.

2.10.5 In the event that any child or young person has not been collected within a reasonable time following conclusion of activities, DCU Sport Staff should:

i. attempt to contact the child's or young person’s parent/guardian on their contact number.

ii. use the alternative contact name/number if possible

iii. wait with the child or young person at the drop off and collection point, with other DCU Sport Staff or with other parents present if possible.

iv. remind parents/guardians of DCU Sport Policy relating to late collection.

2.10.6 In the event that any child or young person has not been collected within a reasonable time following conclusion of activities, DCU Sport Staff should not:

i. take the child or young person home or to any other location without speaking to their parents/guardians

ii. send the child or young person home with another person without permission from a parent or guardian

iii. ask the child or young person to wait in a vehicle or sport facility with them alone.

2.11 COMMUNICATION AND SOCIAL MEDIA

2.11.1 DCU Sport acknowledge the significant impact that communication and social media technologies have for all children, young people and adults and, because of various formats available, DCU Sport advocates & encourages they are used at all times safely, sensibly, securely and responsibly for their positive benefits and to minimise the potential negative or harmful uses for which they can be used.

2.11.2 Mobile phones:

A mobile phone can be a great form of communication and a potentially safety tool for everyone, especially for children and young people. As mobile phones provide children and young people with that security and enables parents/guardian to keep
in touch & make sure that they are safe, DCU Sport does not believe that it would be appropriate to ban children and young people from having them provided that;
   i. such devices are not used inappropriately.
   ii. they are aware to the potential for phone calls, emails, photos or text messages to be misinterpreted by the child or young person or, by their parents/guardian.

2.11.3 DCU Policy on mobile and camera phones is as follows;
   i. No-one is permitted to carry mobile/camera phones during activities/session/camps.
   ii. Anyone who possesses a mobile/camera phone shall leave them with their personal belongings.
   iii. Mobile/camera phones are strictly prohibited from being brought into changing rooms, toilets, first aid and other private areas.
   iv. Camera phones should be used safely and responsibly.
   v. Where photos are being taken, they are taken in conjunction within the parameters as set out at Principle 2.7.
   vi. If any child or young person receives an offensive/abusive communication such as photograph, email or text message via their mobile/camera phone, they should not reply to it but save it, make a note of times and dates and inform their parent/guardian, a DCU Sport Staff member or the Designated Liaison Person as soon as possible. If any offensive/abusive communications are stored, it is usually possible to trace the culprit so that they can be quickly identified.
   vii. DCU Sport shall seek and obtain prior parental consent in the event that children or young people need to be contacted directly on their mobile phones about activities/sessions/camps.

2.11.3 Use of Mobile/Camera Phones by Children and Young Persons:

Children and Young Persons are advised as follows;
   i. Be careful about who they give their phone number to and not to respond to unfamiliar numbers.
   ii. To use mobile/camera phones with care.
   iii. Camera phone users should respect the privacy of others and not take or distribute pictures of other people without their consent and if it could invade their privacy.
   iv. Not to allow others to use their mobile/camera phone.
v. Change their phone number in cases of bullying or harassment.
vi. Don’t use the phone in certain locations; inappropriate use of the mobile/camera phone may cause upset or offence to another person, e.g. in changing rooms.

vii. Treat their mobile/camera phones as they would any other valuable item so that they guard against theft.

viii. Avoid sending a message, picture or video to someone they don’t know very well.

2.11.4 Use of Mobile/Camera Phones by DCU Sport Staff:

DCU Sport Staff are advised as follows;

i. Use group texts for communications among players/participants/ & teams/groups and inform parents/guardians of this at the start of the activities/session/camps.

ii. It is not appropriate to have constant communication for individual participants.

iii. Don’t use the phone in certain locations; inappropriate use of the mobile/camera phone may cause upset or offence to another person, e.g. in changing rooms.

2.11.5 Texting:

Texting as a form of communication is helpful to remind young people about the sport and activity sessions that they have signed up to. The use of bulk (or bundled) texts i.e. the same text message being sent to several young people involved with a particular activity or programme. Bulk (or bundled) texting presents fewer opportunities for misuse and abuse than personal, one-to-one texting arrangements between coaches/volunteers and children which should be strongly discouraged.

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

i. Inappropriate access to, use or sharing of personal details (e.g. names, mobile phone numbers)

ii. Unwanted contact with children/young people by adults with poor intent; text bullying by peers

iii. Being sent offensive or otherwise inappropriate materials

iv. Grooming for sexual abuse

v. Direct contact and actual abuse
For adults involved risks include:
   i. misinterpretation of their communication with young people
   ii. potential investigation [internal or by statutory agencies]
   iii. potential disciplinary action

2.11.6 Email:

Emailing as a form of communication is helpful to remind young people about the sport and activity sessions that they have signed up to. It is advisable not email participants/players as individuals when disseminating information in relation to activities but do so only as part of a disclosed list, having received prior permission to disclose in group email. Disclosed lists should be used for sending group information via a designated DCU Sport Staff member.

Additionally, as a security measure, group emails should give recipients the opportunity to have their contact details removed from the list by including a statement such as: “If you wish to be removed from this email list, please contact the administrator”.

For children and young people the safeguarding risks associated with email include:
   i. inappropriate access to, use or sharing of personal details (e.g. names, email addresses);
   ii. unwanted contact with children/young people by adults with bad intent;
   iii. being sent offensive or otherwise inappropriate material
   iv. online bullying by peers;
   v. grooming for sexual abuse;
   vi. direct contact and abuse.

For adults involved risks include:
   i. misinterpretation of their communication with young people
   ii. potential investigation [internal or by statutory agencies]
   iii. potential disciplinary action

2.11.6 Websites and Social Media:

DCU Sport shall not use social media as a means of communicating with children or young people.
Notwithstanding, where children, young people and adults are interacting through a Websites or Social network such as Facebook, they are advised as follows:

- follow the criteria on the use of images of children (see Principle 2.7)
- ensure that the content and language on their 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/guardians and/or 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.

In conjunction with Principle 4.5, under no circumstances should a member of DCU Sport Staff contact any child or young people through chatrooms or social networking sites (e.g. Facebook, Snapchat, Instagram, and Twitter) and they should not give young people access to their personal social network account/page/blog.

2.11.7 Examples of Unacceptable/Inappropriate Behaviours:

In conjunction with Principle 2.2, the following are regarded as unacceptable and/or inappropriate behaviours by DCU Sport whereby some may be regarded and treated in the same manner as any other form of bullying and may be dealt accordingly;

1. Misuse of mobile/camera phones by a child; young person or other person[s] to bully others by sending threatening and unpleasant text messages, either directly to their victims or to spread malicious rumours.
2. Misuse of mobile/camera phones by a child; young person or other person[s] to bully others by sending pictures that are obscene, indecent or menacing and are discriminatory or inflammatory about other people’s gender, colour, religion or personal background.
3. Misuse of mobile/camera phones by a child; young person or other person[s] to bully others by sending threatening and unpleasant emails, either directly to their victims or to spread malicious rumours. This is not harmless and should be treated in the same manner as any other form of bullying.
4. The use and/or misuse of mobile/camera phones in changing rooms, toilets, first aid and other private areas.
5. Members of DCU Sport Staff contacting any child or young people through chatrooms or social networking sites.
2.12 SAFETY STATEMENT

2.12.1 In conjunction with DCU Sport statutory obligation under the Safety, Health and Welfare at Work Act 2005, it is the policy of DCU Sport to promote the health, wellbeing and personal safety of all children; young people and adults involved in all activities associated with DCU Sports.

For that purpose, a Safety Statement has been prepared as required under the Safety, Health and Welfare Act, 2005 and it includes matters such as

i. Roles and Responsibilities
ii. Identification specific and potential risks.
iii. procedures in place for safeguarding against such risks.
iv. accident procedures and fire safety procedures.

The Safety Statement can be located at DCU Sport Reception and may be inspected on request.

2.12.2 The Health and Safety Officer for DCU Sport as required under the Act is:

Gemma Dempsey

She may be contacted at (01) 7005797 or at gemma.dempsey@dcu.ie
3.1 **DCU SPORT STAFF – FULL TIME/PART-TIME AND VOLUNTEER PERSONNEL**

3.1.1 DCU Sport is fully committed that all reasonable steps are taken to prevent unsuitable people from working with children and young people within its organisation and its onsite or offsite facilities.

This commitment applies equally to those currently working in roles and positions, either paid (full-time/part-time) or unpaid (voluntary) within DCU Sports and, any potential personal who may recruited into either paid (full-time/part-time) or unpaid (voluntary) positions within DCU Sport in the future.

3.2 **RECRUITMENT AND SELECTION OF DCU SPORT PERSONNEL**

3.2.1 DCU Sport has a duty and responsibility for having safe and careful recruitment processes in place in respect of all roles within its organisation. Accordingly, it is acknowledged that reference checking, interviewing, attitude and aptitude testing, relevant experience and qualifications are important components of this process. In addition, all recruitment shall to be subject to the vetting process by the National Vetting Bureau as established by the National Vetting Bureau (Children and Vulnerable Persons) Act, 2012,

A Panel of Interviewers, which will include the DCU Sport Mandated Person on Child Protection, shall be established to oversee the recruitment process.

3.3 **GARDA VETTING OF DCU SPORT PERSONNEL**

3.3.1 The National Vetting Bureau in Thurles, County Tipperary provides vetting on behalf of organisations registered with the Unit, employing personnel to work in a full-time, part-time, voluntary or student placement capacity with children and/or vulnerable adults. Therefore, all persons who:-

i. will have significant access to children or young people, or

ii. hold a position of trust with children and young people with whom they come into contact,
must be vetted to establish whether they have any criminal convictions or other past behaviour that suggests they are unsuitable to work with children or young people, or may present a risk to children or young people.

This also applies for any existing DCU Sport Staff who change their role during the course of their work within DCU Sport to positions as set out in the preceding paragraph.

A duly processed Garda Vetting Form application will indicate one or more of the following:

- No previous convictions against the applicant,
- Convictions against the applicant,
- Prosecutions pending involving the applicant.

3.3.2 No person under 18 years of age may undergo the Garda Vetting process without the permission of their parent/guardian. As a person under 16 years of age cannot undergo Garda Vetting, DCU Sport will not consider any person under 16 years for any appointment.

3.3.3 The following process set out the stages being applied to recruitment of positions covered by Principle 3.2.1 at DCU Sport and, applies equally to paid or unpaid persons.

**Application:**

The following are required:

i. Fully completed and signed Application Form

ii. Submission of full Curriculum Vitae (CV)

iii. Name, Address and PPN Number.

iv. 2 written references (non-relatives) as to suitability of applicant.

v. Previous experience, qualifications and training undertaken.

vi. Provide a self-disclosure about any actual or potential risk, or any matter that might preclude the applicant from or influence their suitability to work with children and young people (i.e. if the applicant is known to the relevant authorities; if the applicant had or has had action taken previously in relation to child abuse/sexual offences/violence.

vii. Provide disclosure of any criminal record (including past or pending).

viii. Consent to Garda Vetting.

ix. Completed Garda Vetting Form.
**Disclosures:-**

Applicants are asked to declare:-

i. all elements of any criminal record, irrespective of status, or

ii. if they are known to the relevant Social Services authorities within the Child and Family Agency for any matters pertaining to their risk to children or young people, or

iii. if they we/are subject to disciplinary proceedings/sanctions with another organisation relating to child abuse.

Applicants should be informed that the information disclosed may not necessarily exclude their application for consideration on its merits.

A final decision as to whether the information disclosed is relevant to the position shall be made by the Chief Executive of DCU Sport on the advice of a Designated Panel established to oversee the recruitment process. Should they wish to do so, applicants may request to speak with the Chief Executive of DCU Sport, in total confidence, in relation to this element of the recruitment process.

DCU Sport shall treat any disclosures in the strictness of confidence.

**Interviews:-**

DCU Sport, through the Panel of Interviewers, shall conduct a formal interview of the selected applicants in accordance with established procedures, protocol and recommendations.

**Selection:-**

DCU Sport is aware that completing the process as set in Principle 3.3.1 does not guarantee that an individual is safe to work with children and young people. However, using all the information available, the Panel of Interviewers shall, to the best of their ability, prepare and recommend a list of persons they believe to be suitable for the filling of positions.

Based on the recommendations of the Panel of Interviewers, the Chief Executive of DCU Sport shall make the final decision as to the selection of personal for the positions.
MANAGEMENT OF DCU SPORT PERSONNEL

3.4.1 DCU Sport management will ensure that
i. DCU Sport staff are fully supported through responsible management,
ii. Procedures are in place to cover training, induction, supervision and the review of work practices.
iii. New members to DCU Sport Staff receive induction training including awareness of policies and procedures under DCU Sport Child Protection & Safeguarding Policy,
iv. DCU Sport Staff shall be provided with a Staff handbook pertaining to (iii)

Where DCU Sport retains the services of freelance staff, such person[s] must agree to abide by the DCU Sport Child Protection & Safeguarding Policy, in particular to uphold the Code of Conduct pertaining to DCU Sport Staff. In the event that a freelance individual has his or her own Child Protection & Safeguarding Policy, DCU Sport must ensure that it is consistent with its own Policy prior to any retention of their services.

3.4.2 Accordingly, in order to implement the commitment as expressed in Principle 3.4.1, DCU Sport shall implement the following Staff Management Policy Statement:

Staff management policy statement:-
To protect both staff [paid and voluntary] and children/young people, we undertake that:

New DCU Sport staff will:
- Take part in a mandatory induction training session on the commencement of employment;
- Be made aware of the DCU Sport Code of Conduct as it pertains to them under Principle 4.4 & 4.5 - child protection procedures,
- Be aware of the identity and role of the Mandated Person to deal with any issues of concern regarding child protection matters;
- Undergo a probationary or trial period.

All DCU Sport Staff will:
- Receive an adequate level of supervision and review of their work practices;
- Be expected to have read and signed the Child Protection Policy Statement;
- Be provided with child protection training.
3.5 INDUCTION AND TRAINING OF DCU SPORT PERSONNEL

3.5.1 Induction:

As part of the training program for all current and new DCU Sport Staff members, who are working with children and young people as described in Principle 3.2, DCU Sport requires all staff (full-time/part-time/volunteer) to undergo an induction course, during which

i. their qualifications / experience are substantiated;
ii. they are reminded that they have agreed to abide by the Code of Conduct outlined in DCU Sport Child Protection & Safeguarding Policy (See Appendix 4) and, that they may face disciplinary action if there is an allegation that the Code has been broken;
iii. the expectations, roles, and responsibilities of the position are discussed and clarified.
iv. the DCU Sport Child Protection & Safeguarding Policy and implementation procedures therein are explained and training needs established;
v. if practicable, the new recruit should be assigned for mentoring by an experienced person of DCU Staff.

3.5.2 Training:

DCU Sport is fully committed to the education and training of all DCU Sport Staff on all aspects of Child Protection and the DCU Sport Child Protection & Safeguarding Policy. In accordance with Chapter 10 of the Children’s First National Guidance 2011, DCU Sport shall carry out this training as part of a comprehensive Training and Induction programme for all existing and new DCU Sport Staff that come within the remit of Principle 3.2 in order to

a. substantially reduce potential risk to children and young people and,
b. help create positive child safe environment within DCU facilities.

As part of its Child Protection Training and Induction programme, DCU Sport will:

i. provide to all existing and new DCU Sport Staff, documents and other materials on DCU Sport Child Protection & Safeguarding Policy;
ii. incorporate extensive information to all existing and new DCU Sport Staff on their roles and responsibilities including Codes of Conduct under the DCU Sports Child Protection & Safeguarding Policy and, in ongoing staff briefings;
iii. provide child protection training for DCU Sport Staff assigned to activities where they will work directly with children and young people.

Furthermore, in conjunction with the Training and Induction programme, DCU Sport will promote child safe & child friendly practices that will:

i. keep children and young people safe not only within the DCU Sport environment but by extension, within their broader community,
ii. provide information about child protection to the children and young people,
iii. provide information regarding the reporting of child abuse including the reporting of child abuse where it may concerns a DCU Sports Staff member.

### 3.6 SUPERVISION AND MONITORING OF DCU SPORT PERSONNEL

#### 3.6.1

DCU Sport will continuously monitor and appraise all Staff at regular intervals (or following particular programme or events) to ensure that

a. they are carrying out their duties in accordance with their obligations under the Code of Conduct,
b. fulfilling their role to the highest possible standards, and
c. with due regard to their ‘duty of care’

...to each child or young person that they may come in contact with during the course of their work.

Accordingly, DCU Sport shall facilitate and put in place mechanisms whereby in conjunction with DCU Sport management, DCU Sport Staff shall

a. receive formal (e.g. though an appraisal) or informal feedback,
b. to identify training needs if necessary, and
c. set new goals.

### 3.7 CHILDREN AND YOUNG PEOPLE IN LEADERSHIP ROLES

#### 3.7.1

While DCU Sport encourages children and young people to avail of the opportunity of taking on leadership roles within the variety of sports activities available at DCU Sport complex and intends it to be an enjoyable and positive learning experience in life-skills development for a child or young person, it remains conscious that the child or young person acting in such a leadership role is under 18 years of age **AND** is still legally a child.
It is necessary to recognise that, like adults, children and young people can and do make mistakes when they are learning, and overly critical and unsupportive responses from others may constitute verbal and or emotional abuse. DCU Sport acknowledge their role and responsibility to such young people who take on such roles and shall ensure that all officials; players/participants, parents/spectators is cognisant of this and that they behave appropriately towards young people taking on such roles.

3.7.2 Notwithstanding, there may be isolated instances that DCU Sport coaches, officials, players/participants, parents/spectators may inadvertently lose sight of that fact as indicated previously and try to take advantage of the inexperience of the young person. Additionally, some young officials/leaders have experienced verbal, physical & emotional abuse from coaches, spectators and players/participants, parents/spectators, and as a consequence for young potential coaches, medics and referees is that they may also resort to carrying out similar abusive behaviours themselves.

In any event, this behaviour is not acceptable at all in sport and/or its associated activities and, is contrary to the Codes of Conduct (See Principle 4.1 - 4.4) as set out in DCU Sport Child Protection & Safeguarding Policy. Any person found by DCU Sport to be in breach of the Code of Conducts applicable to them, shall be dealt it accordingly.

3.7.3 As they themselves are subject to the DCU Sport Child Protection & Safeguarding Policy, DCU Sport shall ensure that any young person acting as officials/leaders/referees roles during sports activities at DCU Sports complex, shall always be supported and supervised by an appropriately qualified adult and, will never have sole responsibility for other young people.
4.1 CODES OF CONDUCT

4.1.1 As DCU Sport requires every individual and/or organisation bound by this policy to:

i. Be ethical, fair and honest in all their dealings with other people;

ii. Treat all persons with the utmost respect and due courtesy and in particular, have proper & due regard for their dignity, rights and obligations;

iii. Always place the safety and welfare of children and young people above other considerations;

iv. Comply with the rules and policies (including this Child Protection & Safeguarding Policy) of DCU Sport;

v. Operate and conduct themselves within the rules and spirit of sport;

vi. Comply with all relevant national legislation in particularly antidiscrimination and child protection laws;

in order to further reduce the potential for risk of harm to any child or young person while using, visiting or otherwise present within the DCU Sport facilities & amenities, as a preventative measure DCU Sport has introduced a series of Code of Conducts which are applicable and unique to particular groups as set out following.

As the best interests, safety and welfare of each child or young person is paramount at all times, these groups may be added to further if DCU Sport deem it appropriate and necessary.

4.1.2 A Code of Conduct is a set of rules outlining the responsibilities of or best practices for an individual or organisation. In this particular instance, it sets out clear guidance on the expected standards of behaviour of an individual person within particular groups whether employed by, using, visiting or otherwise present within the DCU Sport facilities & amenities by requiring them to:

i. Be responsible and accountable for their conduct; and

ii. Abide by the relevant Role-Specific Codes of Conduct as outlined.

4.1.3 Some examples of failure to comply with DCU Sport Code of Conduct [normally regarded as misconduct] include:
i. minor breach of DCU Sport policies;
ii. refusal to follow reasonable instructions from any member of DCU Sport Staff;
iii. obscene language or other offensive behaviour.

Examples of a serious breach of the code of conduct include:

i. unlawful discrimination or harassment;
ii. physical violence or bullying;
iii. bringing DCU Sports into serious disrepute;
iv. causing loss or damage or injury through serious negligence;
v. theft or fraud;
vi. serious breach of health and safety rules including the misuse of safety equipment;
vii. serious breach of confidence;
viii. serious breach of DCU Sports policies and procedures;
ix. use of banned or illegal substances;
x. unauthorised use or disclosure of confidential information.

4.2 CODE OF CONDUCT – CHILDREN AND YOUNG PEOPLE

4.2.1 DCU Sport acknowledges and embraces the importance of the role that children and young people play in our activities through a spirit of fairness and respect. Equally, every child and young person should be encouraged to realise that they also have reciprocal responsibilities to treat others similarly with fairness and respect.

4.2.2 Accordingly, each child or young person is invited to read and agree to abide by the Code of Conduct for Children and Young People as set out in Appendix 3 by signing as indicated and having a Parent/Guardian as a co-signatory.

4.3 CODE OF CONDUCT – PARENTS/GUARDIANS

4.3.1 DCU Sport acknowledge that Parents/Guardians have an influential role to play in assisting their children & young people to adopt positive attitudes through participation in sporting activities, including encouraging them to maintain an ongoing involvement in sport. However, Parents/Guardians should not attempt to meet their own needs for success and achievement through their child’s or young person’s participation in sporting activities.
Accordingly, Parents/Guardians are invited to read and agree to abide by the Code of Conduct for Parents/Guardians as set out in Appendix 4 by signing as indicated. In summary, the following guidelines will be of assistance to Parents/Guardians in this regard:

1) I will respect the rules and procedures set down by DCU Sport.
2) I will encourage my child to treat other participants, coaches, sports officials and sport activities organisers with respect.
3) I will respect my child’s teammates and leaders as well as other participants, parents and coaches from opposing teams.
4) I will give encouragement and applaud only positive accomplishments whether from my child, his/her teammates, their opponents or the officials.
5) I will respect my child leader[s] and support his/her efforts.
6) I will respect the officials and their authority during activities, sessions and events within DCU Sport.
7) I will never demonstrate threatening or abusive behaviour or use foul language.

4.4 CODE OF CONDUCT – DCU SPORT STAFF, COACHES AND VOLUNTEERS.

4.4.1 All DCU Sport Staff, Coaches and Volunteers should familiarise themselves with the all Codes of Conduct as set out in the DCU Sport Child Protection and Safeguarding Policy, in particular this Code of Conduct.

4.4.2 Accordingly, each member of DCU Sport Staff, Coaches and Volunteers are invited to read and agree to abide by the Code of Conduct for DCU Sport Staff, Coaches and Volunteers as set out in Appendix 5 by signing as indicated.

4.5 OFF DUTY CONDUCT – DCU SPORT STAFF AND CHILDREN & YOUNG PEOPLE.

4.5.1 At all times, members of DCU Sport Staff must maintain a professional relationship with children and young people in particular during any off duty contact, accordingly should follow the guidelines and policies as set out in this Policy. For that purpose, DCU Sport Staff should be particularly careful to

i. limit and if possible, eliminate any one-to-one contact,

ii. including driving children and young people to and from coaching/club/camp sessions.
iii. in cases of emergency, where an arrangement can be made, ensure to have a second adult in the vehicle.
5.1 MANDATED PERSON

5.1.1 Mandated Person:

DCU Sport shall, in accordance with Section 14 of the Children’s First Act 2015 (on its commencement) and Chapter 3.3.1 of the ‘Children First - National Guidance for the Protection and Welfare of Children’ (2011), select and appoint a Mandated Person.

In brief, the DCU Sports Designated Liaison Officer will:

- Act as a source of advice on child protection and safeguarding matters;
- Co-ordinate action within DCU Sports and with any other Child Protection Liaison Officers;
- Liaise with the Child and Family Agency and An Garda Síochána and other agencies about suspected or actual cases of child abuse;
- Be accessible to all DCU Sport Staff;

The person(s) designated shall ensure that s/he is knowledgeable about child protection and that s/he undertakes any training considered necessary to keep updated on new development.

5.1.2 The Mandated Person for DCU Sport is:

**Fergal Smyth**

He may be contacted at (01) 7005797 or at fergal.smyth@dcu.ie

5.1.3 In the event that the Mandated Person is unavailable, the Deputy Mandated Person is:

**Sarah Chubb**

She may be contacted at (01) 7005797 or at sarah.mcgrath@dcu.ie
5.1.4 In the unlikely event that both the Mandated Person (DLP) and the Deputy Mandated Person (D-DLP) are unavailable, please contact the DCU Sport Chief Executive:

**Ken Robinson**

He may be contacted at (01) 7005797 or at ken.robinson@dcu.ie

5.1.5 In summary, the Mandated Person or in their absence, the Deputy Mandated Person shall undertake the following role:

i. Where there are any suspicions and/or allegations that a child or young person may have been the victim of child abuse or neglect, report promptly to the Child and Family Agency or in the event of an emergency, and in the unavailability of the Child and Family Agency, to An Garda Síochána.

ii. Ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing under confidential cover using the TUSLA Standard Reporting form (See Appendix 7);

iii. Establish contact with the senior member of the Child and Family Agency responsible for child protection in the DCU Sport catchment area, i.e. Child Care Manager or Principal Social Worker.

iv. Establish and maintain links with designated persons in An Garda Síochana and other relevant organisations.

v. Keep up to date on current developments in child protections and safeguarding regarding provision, practice, legal obligations and policy.

vi. Advise other DCU Sport Staff on best practise and ensure that DCU Sport Child Protection and Safeguarding Policy and procedures are followed.

vii. In the event that a report in accordance with standard procedures has been made, ensure that an individual case record is maintained of the actions taken by DCU Sport, the liaison with other agencies and the outcome. In addition, maintain proper records on all case referred to them in a secure and confidential manner.

viii. Keep relevant people within DCU Sport, particularly the DCU Sport Chief Executive, informed of relevant issues, whilst maintaining confidentiality at all times;

ix. Ensure that the DCU Sport Child Protection & Safeguarding is reviewed annually.

x. Ensure that DCU Sport Child Protection & Safeguarding Policy and procedures are brought to the attention of all DCU Sport Staff.
xi. Advise DCU Sport of child protection training needs and where necessary, organise and/or facilitate training and workshops on the guidelines for child protection and safeguarding.

5.1.6 The Mandated Person or the Deputy Mandated Person does not have;

i. The responsibility of investigating or validating child protection concerns within DCU Sport and,

ii. Doesn’t have any counselling or therapeutic role to any party involved.

iii. These roles are filled by the Statutory Authorities namely the Child and Family Agency and An Garda Síochána as outlined in Chapter 4 of the 'Children First - National Guidance for the Protection and Welfare of Children' (2011) and 'Our Duty of Care' (2002)

Notwithstanding, it is essential that any child protection concerns be brought to the attention of the Mandated Person or in their absence, the Deputy Mandated Person by DCU Sport Staff in order that all concerns pertaining to the matter can be appropriately and confidentially discussed and facilitate the following of the correct reporting procedures with the Mandated Person or in their absence, the Deputy Mandated Person as outlines in Chapter 3.4 of 'Children First - National Guidance for the Protection and Welfare of Children' (2011).
6.1 REASONABLE GROUNDS FOR REPORTING SUSPICIONS OR CONCERNS.

6.1.1 Child abuse can often be difficult to identify and may present in many forms. The ability to recognise child abuse depends as much on a person’s willingness to accept the possibility of its existence as it does on their knowledge and information.

It is important to stress that no singular indicator should be seen as conclusive in itself of abuse. All signs and symptoms must be examined in the total context of a child or young person’s situation. Signs must also be considered in the child’s social and family context as child abuse is not restricted to any socio economic group, gender or culture. [See Appendix 1 for a full list of possible indicators].

Mindful of reporting obligations under the Criminal Justice (Withholding of Information on Offences Against Children and Vulnerable Persons) Bill, 2012 the Statutory Authorities should always be informed when a person has reasonable grounds for concern that a child, young person or vulnerable adult may have been abused, or is being abused, or is at risk of abuse.

6.1.2 While it is important to always be open to alternative explanations for possible physical or behavioural signs of abuse, a cluster or pattern of signs is likely to be more indicative of abuse. Factors which constitute reasonable grounds for concern:

i. specific indication from the child or young person that s/he has been abused;

ii. an account by a person or person[s] who saw the child/young person being abused;

iii. evidence, such as an injury or behaviour, which is consistent with abuse and unlikely to be caused another way;

iv. an injury or behaviour which is consistent both with abuse and with an innocent explanation but where there are corroborative indicators supporting the concern that it may be a case of abuse e.g. a pattern of injuries; an implausible explanation; other indications of abuse or dysfunctional behaviours;

v. consistent indication, over a period of time that a child or young person is suffering from emotional or physical neglect.
6.1.3 Notwithstanding, it should be noted that:

i. a suspicion that is not supported by any objective indicator of abuse or neglect would not constitute reasonable grounds of for concern.

ii. Indicators of abuse are not facts

6.2 IMPEDIMENTS FOR REPORTING SUSPICIONS OR CONCERNS.

6.2.1 Despite the welfare and protection of the child or young person being of the paramount concern, impediments can exist that inhibit the early notification personal and/or organisational to the relevant authorities, for example;

1. Unfamiliarity with the Signs and Symptoms of Abuse and/or Neglect
   - Not knowing what to look for; what to ask; what to document...
   - Feeling the need to confirm or diagnose abuse/neglect before considering reporting
   - Deny, minimise or ‘explain’ away signs that a child/young person may be abused or harmed despite evidence being present.

2. Social and Cultural concerns
   - Understanding of concepts of child abuse different between cultures
   - Language barriers,
   - Social circumstances due to unemployment, poverty, poor housing, mental health issues or isolation
   - Disbelief/lack of acceptance that abuse is actually occurring

3. Personal concerns [Uncertainty and fear]
   - Personal safety and/or retaliation
   - Disloyalty if it concerns work colleague
   - Breach of trust if a friend
   - Identify not being kept confidential
   - Possibility of having to testify in court

4. Agency or organisational barriers
   - Not knowing the reporting procedures within their work setting.
   - Little administration support,
   - Being asked or told to defer reporting to a colleague or superior

5. Reporting:
   - Negative past experiences in filing a Report
   - Confusing or conflicting communications with the authorities,
   - Difficulty in completing form,
   - Inconsistencies and/or perceived delays in response,
6. Concerns regarding outcomes of filing a Report

- Has the child been helped or harmed?
- Child or young person being removed into care
- Effect on child/family

6.3 RESPONDING TO, REPORTING & RECORDING OF DISCLOSURES.

6.3.1 DCU Sport affirms that all allegations of abuse shall always be taken seriously. False allegations of abuse from children or young people are very rare so if a child or young person discloses or indicates they have been/are being abused or, information is obtained which gives concern that a child or young person is being abused, the disclosure/information must be acted on as soon as possible in line with the following procedures.

6.3.2 Responding to Disclosures:

When a child or young person makes a disclosure or gives information of suspected abuse, it is important that the person receiving the disclosure shall;

**DO**

Stay calm –
- Do not rush into taking rash or inappropriate actions.
- React calmly in order not to alarm the child or young person.
- Do not show any extreme reaction to what the child or young person is saying

Reassure the child –
- That they are not to blame
- Confirm that you know how difficult it must be to confide in someone
- That they have done the right thing in informing or disclosing what has occurred

Listen sympathetically –
- To what the child says
- Show that you take them seriously.

Be compassionate -
- Understand that the child or young person has decided to tell something that is very important to them
- Understand the child or young person is taking a risk by disclosing what has happened to you.
Understand that following a disclosure, it is a particularly dangerous and vulnerable time for the child or young person as they may have been threatened by their abuser to be silent.

Be honest –

Tell the child or young person that it is not possible to keep this information secret

Give some indication what may happen next such as inform his/her parents/guardian/Gardaí/Child and Family Agency

Keep questions to minimum –

Only ask questions to clarify what the child or young person has said.

Use open-ended, non-leading questions e.g. Who? Where? When?

Avoid questions that may later be perceived as leading or suggestive to the child or young person.

Ask only enough questions to gain basic information to establish the possibility that abuse may have occurred.

Ensure you clearly understand what the child or young person has said –

In order that the information can recorded carefully and accurately

Information can be passed on to the statutory authorities.

Consult with -

The Mandated Person ensuring that all the information is communicated accurately.

Maintain Confidentiality –

All incidents will be treated with an open mind and handled in a fair and equitable manner. Information will only be shared on a ‘need to know’ basis.

Maintain confidentially until the matter has concluded.

Ensure the safety of the young person –

If urgent medical attention is required then call an ambulance, inform the attending medical staff/nurses/doctors of the concerns and making them aware that it is a child protection issue.

DON’T

Don’t panic – or allow your feelings to be evident.

Don’t make promises you cannot keep or agree to keep secrets – explain that you will need to tell other people

Don’t make the child or young person repeat the story unnecessarily.

Don’t probe for more information than is offered

Don’t speculate, make assumptions or make any judgmental statements against the person whom the allegation is made.
Don’t approach the alleged abuser.
Don’t delay – in making the report to the Mandated Person.
Don’t speculate or make assumptions.
Don’t take sole responsibility.

If a person fears that a child or young person might be in immediate danger, they should directly contact the Child and Family Agency immediately. If the Child and Family Agency cannot be contacted/is unavailable or, in case of out-of-hours times, contact An Garda Síochána.

6.3.3 Sharing Concerns with Parents:-

Where there are reasonable causes for concerns that the parent[s]/guardians of the child or young person may be responsible for or, have knowledge of the abuse, sharing concerns with the parent[s]/guardian may place the child or young person at further significant risk or harm.

In such cases, advices should be sought from the Mandated Person or, in case of emergency, contact the Child and Family Agency or An Garda Síochána for advice as to who informs the parents/guardian.

6.3.4 Recording of Disclosures:-

It is important that a written record of all the information about the alleged abuse whether disclosed/observed/suspected is made as soon as possible. This should be done using the TUSLA Standard Reporting Form CC01:01:00 [See Appendix 7], completing as much of the form as possible.

This record should be done irrespective of whether the report is subsequently forwarded on to the Child and Family Agency or An Garda Síochána. The advice or assistance of the Mandated Person should be sought if necessary.

The more information included on the Standard Reporting Form, the better as it will greatly assist the Child and Family Agency and/or An Garda Síochána to decide what necessary follow up action is to take next. The TUSLA Standard Reporting Form is relatively self-explanatory but important points to note are;
Ensure the Child’s or Young Person’s name, age and date of birth is inserted.

Ensure the Child’s or Young Person’s home address and telephone number is inserted.

Whether the child’s parents have been informed of the Report.

All times, dates or other relevant information is inserted in the ‘Details of Report’ section including:

- Whether the person making the report is expressing their own concern or the concerns of another person.
- The child’s account, if it can be given, of what has happened and how any injuries occurred using the child’s own words.
- The nature of the concern (include all of the information obtained during the initial account e.g. time, date, location).
- A description of any visible [when normally dressed] injuries or bruising, behavioural signs, indirect signs [under no circumstances, do not physically examine the child].
- Details of any witnesses.
- Details of anyone else who has been consulted and the information obtained from them.
- If it is not the child making the report, whether the child has been spoken to, if so what was said using the child’s own words.
- The child’s views on the situation.

Copies of all completed Standard Reporting Forms including any notes; documentation; correspondence or contemporaneous notes etc made at the time of disclosures/reporting of the alleged abuse, shall be retained securely by for records purposes by the Mandated Person.

6.3.5 Reporting of Disclosures:

The properly completed Standard Reporting Form shall be forwarded to the appropriate authorities through the Mandated Person or in their absence, the Deputy Mandated Person.

In case of emergency, the Report can be made verbally by the informer initially to the relevant statutory authority and then, followed up in writing using the Standard Reporting Form as per Principle 6.3.4.
6.4 LEGAL OBLIGATIONS TO REPORTING SUSPICIONS AND CONCERNS.

6.4.1 The Criminal Justice (Withholding of Information on Offences against Children and Vulnerable Adults) Bill 2012 came into effect on the 1 August, 2012. This Act created an offence of withholding information in relation to specified offences committed against a child or vulnerable person, and arises where a person;

i. knows or believes that a specified offence has been committed against a child or vulnerable person, and

ii. he or she has information which would be of material assistance in securing the apprehension, prosecution or conviction of another person for that offence, and

iii. fails without reasonable excuse to disclose that information as soon as it is practicable to do so to a member of the Garda Síochána.

The Act also establishes some limited defences for persons, such as a parent or guardian or medical professional who is acting in the interests of the health and well-being of the child or vulnerable person. These defences only apply in circumstances where the victim does not have the capacity to report an offence themselves, either because of their age or a mental or physical incapacity.

6.5 LEGAL PROTECTION FOR REPORTING SUSPICIONS OR CONCERNS.

6.5.1 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 designated officers of the Child and Family Agency or An Garda Síochána. The act also covers the offence of ‘false reporting’.

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 Child and Family Agency or any member of An Garda Síochána;

2. The provision of significant protection 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.
6.5.2 Children’s First Act 2015:

Although it has not yet commenced, Section 16 of the Children’s First Act 2015 provides for further enhanced protection for Mandated Persons reporting suspicions or concerns.

6.6 CONFIDENTIALITY.

6.6.1 DCU Sport is committed to ensuring people’s right to confidentiality and, that it should be maintained in respect of all issues and people concerned in cases of abuse, welfare or bad practice. Accordingly, the rights of both the child and the person about whom the complaint has been made are protected.

6.6.2 Notwithstanding, the following points should be kept in mind:

I. A guarantee of total confidentiality or undertakings regarding secrecy cannot be given, as the best interests and welfare of the child or young person will supersede all other considerations.

II. In order to safeguard the child or young person, all information should be treated in a careful and sensitive manner and, should be discussed only with others on a ‘need to know’ basis.

III. Giving information to others on a ‘need to know’ basis for the protection of a child or young person is not a breach of confidentiality.

IV. Unless doing so could put the child or young person at further risk of abuse or harm, information regarding disclosures/reporting should be conveyed to the Parents/Guardians of the child or young person in a sensitive and empathic manner.

V. Discussion with the Child and Family Agency and/or An Garda Síochána should take place in relation to information sharing with all parties when ongoing investigations are taking place.

VI. All persons involved in a child protection process (the child, the Parents/Guardians, the alleged offender, their family, DCU Sports Staff) should be afforded appropriate respect, fairness, support and confidentiality at all stages of the procedure.
VII. Information should be stored in a secure place, with limited access only by designated people.

VIII. The requirements and duties of the Data Protection Acts, 2003 should be strictly adhered to.

IX. Breach of confidentiality is a serious matter and will be dealt accordingly.

6.7 ALLEGATIONS AGAINST DCU SPORT STAFF, COACHES OR VOLUNTEERS.

6.7.1 Adapted from the guidance as set out in Appendix 9 of the "Children First: National Guidance for the Protection and Welfare of Children" (2011), DCU Sport shall;
   i. where an allegation of child abuse against a staff member is received, it will be assessed promptly and carefully.
   ii. consider any action to be taken following the report shall be based on an opinion formed 'reasonably and in good faith'.
   iii. if it so decides that, based on reasonable grounds for concern, as outlined in Principle 6.1 and Appendix 1 of the DCU Sport Child Protection & Safeguarding Policy, such grounds do exist, a formal report shall be made to the Child and Family Agency.

6.7.2 In the event of an allegation(s) being made against a member or members of DCU Sport Staff, the protection of the child/young person is the first and paramount consideration, and to ensure that no child or young person is exposed to unnecessary risk. DCU Sport, in having a dual responsibility to both the child or young person and the staff member(s) shall as a matter of urgency take any necessary protective measures or actions that shall;
   i. be proportionate to the level of risk and,
   ii. not unreasonably penalise the staff member, financially or otherwise, unless necessary to protect children.

Where protective measures penalise the staff member, it is important that early consideration be given to the case with any action taken guided by agreed procedures, the applicable employment contract and the rules of natural justice. Protective measures may mean for the staff member;
   a. Increased supervision,
   b. Reassignment to different duties, or
   c. Suspension.
The same DCU Sport Staff member will not have the responsibility for dealing with the child or young person and the staff employment issue.

The Chief Executive, DCU Sport shall be informed about the allegation as soon as possible.

6.7.3 When DCU Sport becomes aware of an allegation of abuse of a child/children or young person[s] by a member of staff during the course of that staff member’s duties, the Chief Executive DCU Sport shall privately inform the employee of the following:

i. the fact that an allegation has been made against him or her;

ii. the nature of the allegation.

The staff member shall be afforded an opportunity to respond. The Chief Executive DCU Sport shall note the response and pass on this information if making a formal report to the Child and Family Agency.

6.7.4 DCU Sport and its designated personal will take care to ensure that any actions taken by them do not undermine/compromise/frustrate any investigations and/or assessments being carried out by the Child and Family Agency or An Garda Síochána. Accordingly, DCU Sport shall maintain a close liaison with the statutory authorities to achieve this.

6.7.5 DCU Sport and its designated personal will be notified of the outcome of an investigation and/or assessment and consequently, assist in reaching a decision about further possible actions that may be taken in the longer term concerning the staff member.

6.7.6 The Protections for Persons Reporting Child Abuse Act 1998 makes provision for the protection from civil liability of persons who have communicated child abuse ‘reasonably and in good faith’ to designated officers within the Child and Family Agency (See Appendix 7) or, to any member of An Garda Síochána.

This protection applies to organisations as well as to individuals. This means that even if a communicated suspicion / concern of child abuse or neglect proves unfounded, a plaintiff who took an action would have to prove that the person who communicated the suspicion / concern had not acted ‘reasonably and in good faith’.
A person who makes a report in good faith and in the child’s best interests may also be protected under common law by the defence of qualified privilege.

**6.8 ‘WHISTLE-BLOWING’**

**6.8.1** ‘Whistle-blowing’ is essentially an in-house early warning system whereby concerns or suspicions can be raised regarding allegations of abuse; inappropriate conducts or practices within an organisation, its facilities or by individual[s] associated with it. In this instance, this may potentially involve the abuse of a child or young person by another work colleague or member of staff working with children or young people in whatever role or capacity they hold within the organisation or facilities.

It is acknowledged that very emotive feelings may:

- a) be generated by a suspicion/discovery/disclosure that a member of staff is, or may be abusing a child or young person, may
- b) raise further concerns among other staff members or volunteers, including
- c) the difficulties inherent in reporting such matters.

**6.8.2** Consequently, DCU Sport recognise that there may be circumstances where individual Staff members of DCU Sport; children and young people feel that they are unable to raise concerns or suspicions regarding alleged incidents of abuse within DCU Sport and its environment, on the grounds that they believe or have a reasonable doubt that these concerns or suspicions would not be taken seriously or dealt with adequately.

However, it is important to remember that the safety and welfare of the child or young person is paramount at all times over any other consideration and accordingly, any suspicion/discovery/disclosure should be reported immediately and without delay.

**6.8.3** Accordingly, DCU Sport shall:

1. remind all members of DCU Sport Staff that, in accordance with their statutory obligation, they have a legal duty and moral obligation to raise their concerns or suspicions with the appropriate authorities where they believe that a child or young person is being abused or is at serious risk of harm.
2. fully support and protect any member of DCU Sport Staff who, in good faith, reports his or her concern that a colleague is, or may be abusing a child or young person.
3. remind DCU Sport Staff of the legal protection accorded to them under the Protection for Persons Reporting Child Abuse Act, 1998 (Principle 6.5)

6.8.4 In the event that individual Staff members of DCU Sport; children and young people feel that they are unable to raise concerns or suspicions directly through the DCU Sport Mandated Person or in their absence, the Deputy Mandated Person in line with Principle 6.3, they should report their concerns/suspicions directly with the statutory authorities namely the Child and Family Agency (TUSLA) and An Garda Síochána.

6.9 DISCIPLINE.

6.9.1 DCU Sport has its own complaints and disciplinary procedure (Appendix 10) for dealing with breaches of the DCU Sport Child Protection and Safeguarding Policy and will take disciplinary action against any person/organisation/bookee that are found to have breached the DCU Sport Child Protection and Safeguarding Policy including the making of false and malicious allegations. Any disciplinary measure imposed under the DCU Sport Child Protection and Safeguarding Policy shall:

- Be applied consistent with any contractual and employment rules & requirements;
- Be fair, reasonable and appropriate;
- Be based on the evidence and information presented and, the seriousness of the breach;
- Be determined by principles of natural justice.

Possible measure(s) that may be taken include:

- verbal and/or written warning;
- additional training and/or mentoring to address behaviour and conduct;
- suspension or termination of DCU Sport membership rights, privileges or benefits;
- suspension or cancellation of any contractual agreement between DCU Sport and organisation/bookee;
- suspension from participation or involvement in any role or activity at DCU Sport for a period of time or permanent termination;
any other form of discipline that DCU Sport considers to be reasonable and appropriate.

6.9.2 In the event where a case is being investigated by the Child and Family Agency (TUSLA) and/or An Garda Síochána, DCU Sport may suspend the person concerned whilst such investigation is taking place. This is a neutral act only and is not intended nor should it be perceived as to prejudge the outcome of the investigation, but simply to remove the individual from contact with children and young people until the investigation is concluded.

Once the investigation by the Child and Family Agency (TUSLA) and/or An Garda Síochána has been completed, and irrespective of its findings, DCU Sport will assess the matter following its own disciplinary procedures. Notwithstanding, the fact that the person involved has not been prosecuted or been found guilty does not mean that they are appropriate to work with children and young people in the future.

6.9.3 Breaches of DCU Sport Child Protection and Safeguarding Policy

It is a breach of DCU Sport Child Protection and Safeguarding Policy for any person/organisation/bookee to which this policy applies, to have been found to have;

- Done anything contrary to the DCU Sport Child Protection and Safeguarding Policy;
- Breached the DCU Sport Code of Conduct and Role-Specific Codes of Conduct;
- Brought DCU Sport, DCU Sport Staff and its activities into disrepute;
- Failed to follow DCU Sport policies and procedures for the protection, safety and welfare of children;
- Appointed or continued to appoint a person to a role that involves working with children and young people contrary to the DCU Sport Child Protection and Safeguarding Policy;
- Discriminated against or harassed any person;
- Victimised another person for reporting a complaint;
- Engaged in a sexually inappropriate relationship with a person that the person supervises, or has influence, authority or power over;
- Disclosed to any unauthorised person or organisation any information or data retained by DCU Sport that is of a private, confidential or privileged nature;
- Made a complaint they knew to be untrue, vexatious, malicious or improper;
6.9.4 Factors to consider

The form of discipline to be imposed by DCU Sport on an individual/organisation/bookee will depend on factors such as:

- Nature and seriousness of the breach;
- If the person knew or should have known that the behaviour was a breach;
- Level of contrition;
- The effect of the proposed disciplinary measures on the person including any personal, professional or financial consequences;
- If there have been relevant prior warnings or disciplinary action;
- Ability to enforce discipline if the person is a parent or spectator (even if they are bound by the policy); and/or
- Any other mitigating circumstances.

6.9.5 As per Principle 6.6, confidentiality will be maintained for all concerned.

6.10 ANONYMOUS COMPLAINTS.

6.10.1 Anonymous Complaints:-
Anonymous complaints can be difficult to deal with but under no circumstances, shall they be ignored as the safety and welfare of the child/children is the paramount consideration in all cases. Therefore, any such complaints relating to inappropriate behaviour should be brought to the attention of the Mandated Person, or in their absence, the Deputy Mandated Person in the manner as set out in Principle 6.3, who shall ensure that the information will be checked out and handled in a confidential manner.

6.10.2 Rumours:-
Rumours (including insinuations or innuendos) should not be allowed to hang in the air or go unchallenged as they can have a detrimental effect to a safe environment for children and young people and, potentially compromise the smooth and efficient running of activities. Accordingly, any member of DCU Sport Staff should bring any
rumours (including insinuations or innuendos) relating to possible abuse or inappropriate behaviours to the attention of the Mandated Person, or in their absence, the Deputy Mandated Person in the manner as set out in Principle 6.3, who shall ensure that they are checked out without delay and in a confidential manner.

**6.11 VEXATIOUS COMPLAINTS & VICTIMISATION**

6.11.1 DCU Sport strives to ensure its complaints procedure is conducted with the utmost integrity and on the principle of natural justice. However, if at any point during the complaint process, the Mandated Person or in their absence, the Deputy Mandated Person considers that a complainant has knowingly made an untrue complaint or, that the complaint made is vexatious or malicious, the matter may be referred to the Chief Executive DCU Sport for their consideration of appropriate action thereafter which may include disciplinary action against the complainant.

If a person has knowingly made an untrue complaint or, that the complaint made is vexatious or malicious, having regards to all the circumstances of the matter, the Chief Executive DCU Sport may consider the matter to be of such gravity that it should be referred to An Garda Síochána for their consideration.

6.11.2 DCU Sport shall take all necessary steps to make sure that any person involved in the making of a complaint is not victimised by any other person(s) for coming forward with a complaint or for helping to sort it out. Disciplinary measures will be initiated and imposed on any person(s) who victimises another person for making a complaint.

**6.12 FREEDOM OF INFORMATION.**

6.12.1 Under the Freedom of Information Acts 1997 and 2003, members of the public have a right of access to records concerning them held by any public body and a right to

i. have official information about themselves amended where it is incorrect, incomplete or misleading,

ii. be given reasons for decisions made concerning themselves.

Requests to see records are processed in the first instance through the public body that holds the records. In the event of refusal of access, the decision may be
appealed and the ultimate arbiter is the Information Commissioner. These Acts apply to both the Child and Family Agency (TUSLA) and An Garda Síochána.

6.12.2 The Data Protection Acts 1988 and 2003 afford similar rights to individuals to access personal data held about them by any entity whether in the public or private sector. The right to access applies to records held by the Child and Family Agency (TUSLA) and An Garda Síochána. However, the right to access does not apply in a range of circumstances that may be relevant in a child welfare context. Equally, the right of access does not extend to any information that identifies a third party where that third party had an expectation of confidence.

Accordingly, it would not be necessary to provide any information that would identify a person making a child welfare report in response to a request under the Data Protection Acts.

6.13 RECKLESS ENDANGERMENT OF CHILDREN.

6.13.1 The Criminal Justice Act 2006 provides for a new offence of reckless endangerment of children. This came into effect on 1 August 2006.

This offence may be committed by a person who has authority or control over a child or an abuser and who intentionally or recklessly endangers a child by:

a. Causing or permitting any child to be placed or left in a situation which creates a substantial risk to the child of being a victim of serious harm or sexual abuse or
b. failing to take reasonable steps to protect a child from such a risk while knowing that the child is in such a situation.

6.14 REASONABLE CHASTISEMENT OF CHILDREN.

6.14.1 Since the 11th of December 2015, under Section 28 of the Children’s First Act 2015 has removed the defence of ‘reasonable chastisement’ from the common law. This change in the law means that if any parent / guardian / carer who administers corporal punishment to a child or young person, s/he will no longer be able to rely on a defence of ‘reasonable chastisement’ should the matter end up in a court of law.
7.1  **DCU SPORT STAFF**

7.1.1  No member of DCU Sport Staff shall investigate allegations of abuse or decide whether or not a child or young person is/has been abused.

DCU Sport Staff are reminded that the possibility that someone may be abusing a child or young person, in particular if they suspect that it is someone they know, will raise personal feelings and concerns. Although it can be difficult to report such matters, DCU Sport Staff must remember that:

- the welfare of the child is paramount
- being vigilant helps to protect children
- everyone has a duty of care to report any concerns they have immediately
- a good reporting structure ensures that concerns are dealt with fairly

Comprehensive flowcharts, showing the different routes for concerns arising in and outside DCU Sport, are available (Appendix 11) and illustrate the complete referral process through to the appeal stage where applicable.

7.1.2  In a summarisation of the flowcharts and in conjunction with Principle 6.3;

1. All Child Protection incidents; suspicions or concerns should be recorded and reported to the Mandated Person or where unavailable, to the Deputy Mandated Person.
2. DCU Sport Staff should be aware of what constitutes ‘reasonable grounds for concern’ when reporting incidents.
3. Information will be shared on a strictly ‘need to know’ basis (Principle 6.6 - Confidentiality).
4. DCU Sport’s Mandated Person or Deputy Mandated Person will then do the following:
   - Act without delay
   - Discuss the incident with the parent, carer or adult responsible for the child/young person or appoint an appropriate person to do this, unless this would put the child at further risk
   - Discuss the incident informally with the Child and Family Agency (TUSLA) Duty Social Worker before making a report, if appropriate
Should the Mandated Person or Deputy Mandated Person then decide that a report is necessary, they will complete the standard reporting form available from the Child and Family Agency (TUSLA) without delay (see Appendix 7).

Notwithstanding, reports to the Duty Social Worker can be made verbally and then followed by the standard form.

5. If the Mandated Person or Deputy Mandated Person is not available, the Duty Social Worker or Child and Family Agency (TUSLA) can be contacted directly (contact details for all local Child and Family Agency Duty Social Workers are included as Appendix 9).

6. In the event that the Duty Social Worker or Child and Family Agency cannot be contacted or where they are unavailable especially in situations that threaten the immediate safety of the child/young person, it may be necessary to contact An Garda Síochána directly.

7.2 INVESTIGATIVE PROCESS – STATUTORY AUTHORITIES.

7.2.1 Only An Garda Síochána and the Child and Family Agency have the responsibilities of investigating allegations of the abuse of children, young people and vulnerable persons in Ireland. Current and pending legislation set out the two separate and distinct measures in recognition of the very separate and distinct roles of the Garda Síochána and the Child and Family Agency with regard to the protection of children, young people and vulnerable persons.

7.2.2 An Garda Síochána:

Only Gardaí can investigate allegations of a criminal nature against a child, young person or vulnerable person. It is the role of the Child and Family Agency to provide the necessary supports and monitoring of children, young person or vulnerable person at risk. Gardai derive their lawful authority through powers accorded under legislation (as set out in Appendix 8) enacted. Notwithstanding, In relation to the investigation of criminal offences against a child, young people and vulnerable persons, legislation such as the Criminal Justice (Withholding Information on Offences Against Children and Vulnerable Adults) Bill 2012 requires any person who has evidence that a person has committed a serious offence against a child or vulnerable person must provide the Gardaí with that information so that the Gardaí can investigate that alleged crime.
The Children First Act (2015) addresses the role of the Child and Family Agency (TUSLA). It requires that relevant persons in a position to assess children at risk of abuse to provide the Child and Family Agency with the information necessary to monitor and provide supports to a child, young person or vulnerable person who may have been abused. Any criminal investigation will be conducted in a parallel investigation by the Gardaí.
2.4 Definition of ‘physical abuse’

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

Physical abuse can involve:

i. severe physical punishment;
ii. beating, slapping, hitting or kicking;
iii. pushing, shaking or throwing;
iv. pinching, biting, choking or hair-pulling;
v. terrorising with threats;
vi. observing violence;
vii. use of excessive force in handling;
viii. deliberate poisoning;
ix. suffocation;
x. fabricated/induced illness (see Appendix 1 for details);
xii. allowing or creating a substantial risk of significant harm to a child.

Signs and symptoms of physical abuse

Unsatisfactory explanations, varying explanations, frequency and clustering for the following events are high indices for concern regarding physical abuse:

- bruises (see below for more detail);
- fractures;
- swollen joints;
- burns/scalds (see below for more detail);
- abrasions/lacerations;
- haemorrhages (retinal, subdural);
- damage to body organs;
- poisonings – repeated (prescribed drugs, alcohol);
- failure to thrive;
- coma/unconsciousness;
- death.

There are many different forms of physical abuse, but skin, mouth and bone injuries are the most common.
Bruises

Accidental
Accidental bruises are common at places on the body where bone is fairly close to the skin. Bruises can also be found towards the front of the body, as the child usually will fall forwards.

Accidental bruises are common on the chin, nose, forehead, elbow, knees and shins. An accident-prone child can have frequent bruises in these areas. Such bruises will be diffuse, with no definite edges. Any bruising on a child before the age of mobility must be treated with concern.

Non-accidental
Bruises caused by physical abuse are more likely to occur on soft tissues, e.g. cheek, buttocks, lower back, back, thighs, calves, neck, genitalia and mouth.

Marks from slapping or grabbing may form a distinctive pattern. Slap marks might occur on buttocks/cheeks and the outlining of fingers may be seen on any part of the body. Bruises caused by direct blows with a fist have no definite pattern, but may occur in parts of the body that do not usually receive injuries by accident. A punch over the eye (black eye syndrome) or ear would be of concern. Black eyes cannot be caused by a fall on to a flat surface. Two black eyes require two injuries and must always be suspect. Other distinctive patterns of bruising may be left by the use of straps, belts, sticks and feet. The outline of the object may be left on the child in a bruise on areas such as the back or thighs (areas covered by clothing).

Bruises may be associated with shaking, which can cause serious hidden bleeding and bruising inside the skull. Any bruising around the neck is suspicious since it is very unlikely to be accidentally acquired. Other injuries may feature – ruptured eardrum/fractured skull. Mouth injury may be a cause of concern, e.g. torn mouth (frenulum) from forced bottle-feeding.

Bone injuries
Children regularly have accidents that result in fractures. However, children’s bones are more flexible than those of adults and the children themselves are lighter, so a fracture, particularly of the skull, usually signifies that considerable force has been applied.

Non-accidental
A fracture of any sort should be regarded as suspicious in a child under 8 months of age. A fracture of the skull must be regarded as particularly suspicious in a child under 3 years. Either case requires careful investigation as to the circumstances in which the fracture occurred. Swelling in the head or drowsiness may also indicate injury.

Burns
Children who have accidental burns usually have a hot liquid splashed on them by spilling or have come into contact with a hot object. The history that parents give is usually in keeping with the pattern of injury observed. However, repeated episodes may suggest inadequate care and attention to safety within the house.
**Non-accidental**

Children who have received non-accidental burns may exhibit a pattern that is not adequately explained by parents. The child may have been immersed in a hot liquid. The burn may show a definite line, unlike the type seen in accidental splashing. The child may also have been held against a hot object, like a radiator or a ring of a cooker, leaving distinctive marks. Cigarette burns may result in multiple small lesions in places on the skin that would not generally be exposed to danger. There may be other skin conditions that can cause similar patterns and expert paediatric advice should be sought.

**Bites**

Children can get bitten either by animals or humans. Animal bites [e.g. dogs] commonly puncture and tear the skin, and usually the history is definite. Small children can also bite other children.

**Non-accidental**

It is sometimes hard to differentiate between the bites of adults and children since measurements can be inaccurate. Any suspected adult bite mark must be taken very seriously. Consultant paediatricians may liaise with dental colleagues in order to identify marks correctly.

**Poisoning**

Children may commonly take medicines or chemicals that are dangerous and potentially life-threatening. Aspects of care and safety within the home need to be considered with each event.

**Non-accidental**

Non-accidental poisoning can occur and may be difficult to identify, but should be suspected in bizarre or recurrent episodes and when more than one child is involved. Drowsiness or hyperventilation may be a symptom.

**Shaking violently**

Shaking is a frequent cause of brain damage in very young children.

**Fabricated/induced illness**

This occurs where parents, usually the mother [according to current research and case experience], fabricate stories of illness about their child or cause physical signs of illness. This can occur where the parent secretly administers dangerous drugs or other poisonous substances to the child or by smothering. The symptoms that alert to the possibility of fabricated/induced illness include:

(i) symptoms that cannot be explained by any medical tests; symptoms never observed by anyone other than the parent/carer; symptoms reported to occur only at home or when a parent/carer visits a child in hospital;

(ii) high level of demand for investigation of symptoms without any documented physical signs;

(iii) unexplained problems with medical treatment, such as drips coming out or lines being interfered with; presence of un-prescribed medication or poisons in the blood or urine.
Emotional Abuse:

2.3 Definition of ‘emotional abuse’

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

i. the imposition of negative attributes on a child, expressed by persistent criticism, sarcasm, hostility or blaming;

ii. conditional parenting in which the level of care shown to a child is made contingent on his or her behaviours or actions;

iii. emotional unavailability of the child’s parent/carer;

iv. unresponsiveness of the parent/carer and/or inconsistent or inappropriate expectations of the child;

v. premature imposition of responsibility on the child;

vi. unrealistic or inappropriate expectations of the child’s capacity to understand something or to behave and control himself or herself in a certain way;

vii. under- or over-protection of the child;

viii. failure to show interest in, or provide age-appropriate opportunities for, the child’s cognitive and emotional development;

ix. use of unreasonable or over-harsh disciplinary measures;

tax. exposure to domestic violence;

xi. exposure to inappropriate or abusive material through new technology.

2.3.2 Emotional abuse can be manifested in terms of the child’s behavioural, cognitive, affective or physical functioning. Examples of these include insecure attachment, unhappiness, low self-esteem, educational and developmental underachievement, and oppositional behaviour. The threshold of significant harm is reached when abusive interactions dominate and become typical of the relationship between the child and the parent/carer.

Signs and symptoms of emotional neglect and abuse

Emotional neglect and abuse is found typically in a home lacking in emotional warmth. It is not necessarily associated with physical deprivation. The emotional needs of the children are not met; the parent’s relationship to the child may be without empathy and devoid of emotional responsiveness.

Emotional neglect and abuse occurs when adults responsible for taking care of children are unaware of and unable (for a range of reasons) to meet their children’s emotional and developmental needs. Emotional neglect and abuse is not easy to recognise because the effects are not easily observable. Skuse (1989) states that ‘emotional abuse refers to the habitual verbal harassment of a child by disparagement, criticism, threat and ridicule, and the inversion of love, whereby verbal and non-verbal means of rejection and withdrawal are substituted’.

Emotional neglect and abuse can be identified with reference to the indices listed below. However, it should be noted that no one indicator is conclusive of emotional abuse. In the
case of emotional abuse and neglect, it is more likely to impact negatively on a child where there is a cluster of indices, where these are persistent over time and where there is a lack of other protective factors.

- rejection;
- lack of comfort and love;
- lack of attachment;
- lack of proper stimulation (e.g. fun and play);
- lack of continuity of care (e.g. frequent moves, particularly unplanned);
- continuous lack of praise and encouragement;
- serious over-protectiveness;
- inappropriate non-physical punishment (e.g. locking in bedrooms);
- family conflicts and/or violence;
- every child who is abused sexually, physically or neglected is also emotionally abused;
- inappropriate expectations of a child relative to his/her age and stage of development.

Children who are physically and sexually abused and neglected also suffer from emotional abuse.

**Neglect:**

### 2.2 Definition of ‘neglect’

#### 2.2.1

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

#### 2.2.2

Harm can be defined as the ill-treatment or the impairment of the health or development of a child. Whether it is **significant** is determined by the child’s health and development as compared to that which could reasonably be expected of a child of similar age.

#### 2.2.3

Neglect generally becomes apparent in different ways over a **period of time** rather than at one specific point. For example, a child who suffers a series of minor injuries may not be having his or her needs met in terms of necessary supervision and safety. A child whose height or weight is significantly below average may be being deprived of adequate nutrition. A child who consistently misses school may be being deprived of intellectual stimulation.

#### 2.2.4

The **threshold of significant harm** is reached when the child’s needs are neglected to the extent that his or her well-being and/or development are severely affected.

**Signs and symptoms of neglect**

Child neglect is the most common category of abuse. A distinction can be made between ‘wilful’ neglect and ‘circumstantial’ neglect. ‘Wilful’ neglect would generally incorporate a direct and deliberate deprivation by a parent/carer of a child’s most basic needs, e.g. withdrawal of food, shelter, warmth, clothing, contact with others. ‘Circumstantial’ neglect more often may be due to stress/inability to cope by parents or carers.
Neglect is closely correlated with low socio-economic factors and corresponding physical deprivations. It is also related to parental incapacity due to learning disability, addictions or psychological disturbance.

The neglect of children is 'usually a passive form of abuse involving omission rather than acts of commission' [Skuse and Bentovim, 1994]. It comprises 'both a lack of physical caretaking and supervision and a failure to fulfil the developmental needs of the child in terms of cognitive stimulation'.

Child neglect should be suspected in cases of:
- abandonment or desertion;
- children persistently being left alone without adequate care and supervision;
- malnourishment, lacking food, inappropriate food or erratic feeding;
- lack of warmth;
- lack of adequate clothing;
- inattention to basic hygiene;
- lack of protection and exposure to danger, including moral danger or lack of supervision appropriate to the child’s age;
- persistent failure to attend school;
- non-organic failure to thrive, i.e. child not gaining weight due not only to malnutrition but also to emotional deprivation;
- failure to provide adequate care for the child’s medical and developmental problems;
- exploited, overworked.

Characteristics of neglect
Child neglect is the most frequent category of abuse, both in Ireland and internationally. In addition to being the most frequently reported type of abuse; neglect is also recognised as being the most harmful. Not only does neglect generally last throughout a childhood, it also has long-term consequences into adult life. Children are more likely to die from chronic neglect than from one instance of physical abuse. It is well established that severe neglect in infancy has a serious negative impact on brain development.

Neglect is associated with, but not necessarily caused by, poverty. It is strongly correlated with parental substance misuse, domestic violence and parental mental illness and disability. Neglect may be categorised into different types (adapted from Dubowitz, 1999):
- Disorganised/chaotic neglect: This is typically where parenting is inconsistent and is often found in disorganised and crises-prone families. The quality of parenting is inconsistent, with a lack of certainty and routine, often resulting in emergencies regarding accommodation, finances and food. This type of neglect results in attachment disorders, promotes anxiety in children and leads to disruptive and attention-seeking behaviour, with older children proving more difficult to control and discipline. The home may be unsafe from accidental harm, with a high incident of accidents occurring.
- Depressed or passive neglect: This type of neglect fits the common stereotype and is often characterised by bleak and bare accommodation, without material comfort, and with poor hygiene and little if any social and psychological stimulation. The household will have few toys and those that are there may be broken, dirty or inappropriate for age. Young children will spend long periods in cots, playpens or pushchairs. There is often a lack of food, inadequate bedding and no clean clothes. There can be a sense of hopelessness, coupled with ambivalence about improving the household situation. In
such environments, children frequently are absent from school and have poor homework routines. Children subject to these circumstances are at risk of major developmental delay.

- **Chronic deprivation:** This is most likely to occur where there is the absence of a key attachment figure. It is most often found in large institutions where infants and children may be physically well cared for, but where there is no opportunity to form an attachment with an individual carer. In these situations, children are dealt with by a range of adults and their needs are seen as part of the demands of a group of children. This form of deprivation will also be associated with poor stimulation and can result in serious developmental delays.

The following points illustrate the consequences of different types of neglect for children:
- inadequate food – failure to develop;
- household hazards – accidents;
- lack of hygiene – health and social problems;
- lack of attention to health – disease;
- inadequate mental health care – suicide or delinquency;
- inadequate emotional care – behaviour and educational;
- inadequate supervision – risk-taking behaviour;
- unstable relationship – attachment problems;
- unstable living conditions – behaviour and anxiety, risk of accidents;
- exposure to domestic violence – behaviour, physical and mental health;
- community violence – anti social behaviour.

## Sexual Abuse:

### 2.5 Definition of ‘sexual abuse’

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

i. exposure of the sexual organs or any sexual act intentionally performed in the presence of the child;

ii. intentional touching or molesting of the body of a child whether by a person or object for the purpose of sexual arousal or gratification;

iii. masturbation in the presence of the child or the involvement of the child in an act of masturbation;

iv. sexual intercourse with the child, whether oral, vaginal or anal;

v. sexual exploitation of a child, which includes inciting, encouraging, propositioning, requiring or permitting a child to solicit for, or to engage in, prostitution or other sexual acts. Sexual exploitation also occurs when a child is involved in the exhibition, modelling or posing for the purpose of sexual arousal, gratification or sexual act, including its recording [on film, video tape or other media] or the manipulation, for those purposes, of the image by computer or other means. It may also include showing sexually explicit material to children, which is often a feature of the ‘grooming’ process by perpetrators of abuse;

vi. consensual sexual activity involving an adult and an underage person. In relation to child sexual abuse, it should be noted that, for the purposes of the criminal law, the age of consent to sexual intercourse is 17 years for both boys and girls. An Garda
Síochána will deal with the criminal aspects of the case under the relevant legislation.

2.5.2 It should be noted that the definition of child sexual abuse presented in this section is not a legal definition and is not intended to be a description of the criminal offence of sexual assault.

**Signs and symptoms of sexual abuse**

Child sexual abuse often covers a wide spectrum of abusive activities. It rarely involves just a single incident and usually occurs over a number of years. Child sexual abuse most commonly happens within the family.

Cases of sexual abuse principally come to light through:
- (a) disclosure by the child or his or her siblings/friends;
- (b) the suspicions of an adult;
- (c) physical symptoms.

Colburn Faller (1989) provides a description of the wide spectrum of activities by adults which can constitute child sexual abuse. These include:

**Non-contact sexual abuse**
- ‘Offensive sexual remarks’, including statements the offender makes to the child regarding the child’s sexual attributes, what he or she would like to do to the child and other sexual comments.
- Obscene phone calls.
- Independent ‘exposure’ involving the offender showing the victim his/her private parts and/or masturbating in front of the victim.
- ‘Voyeurism’ involving instances when the offender observes the victim in a state of undress or in activities that provide the offender with sexual gratification. These may include activities that others do not regard as even remotely sexually stimulating.

**Sexual contact**
- Involving any touching of the intimate body parts. The offender may fondle or masturbate the victim, and/or get the victim to fondle and/or masturbate them. Fondling can be either outside or inside clothes. Also includes ‘frottage’, i.e. where offender gains sexual gratification from rubbing his/her genitals against the victim’s body or clothing.

**Oral-genital sexual abuse**
- Involving the offender licking, kissing, sucking or biting the child’s genitals or inducing the child to do the same to them.

**Interfemoral sexual abuse**
- Sometimes referred to as ‘dry sex’ or ‘vulvar intercourse’, involving the offender placing his penis between the child’s thighs.

**Penetrative sexual abuse, of which there are four types:**
- ‘Digital penetration’, involving putting fingers in the vagina or anus, or both. Usually the victim is penetrated by the offender;
but sometimes the offender gets the child to penetrate them.

- 'Penetration with objects', involving penetration of the vagina, anus or occasionally mouth with an object.
- 'Genital penetration', involving the penis entering the vagina, sometimes partially.
- 'Anal penetration' involving the penis penetrating the anus.

**Sexual exploitation**
- Involves situations of sexual victimisation where the person who is responsible for the exploitation may not have direct sexual contact with the child. Two types of this abuse are child pornography and child prostitution.
- 'Child pornography' includes still photography, videos and movies, and, more recently, computer-generated pornography.
- 'Child prostitution' for the most part involves children of latency age or in adolescence. However, children as young as 4 and 5 are known to be abused in this way.

The sexual abuses described above may be found in combination with other abuses, such as physical abuse and urination and defecation on the victim. In some cases, physical abuse is an integral part of the sexual abuse; in others, drugs and alcohol may be given to the victim.

It is important to note that physical signs may not be evident in cases of sexual abuse due to the nature of the abuse and/or the fact that the disclosure was made some time after the abuse took place.

Carers and professionals should be alert to the following physical and behavioural signs:
- bleeding from the vagina/anus;
- difficulty/pain in passing urine/faeces;
- an infection may occur secondary to sexual abuse, which may or may not be a definitive sexually transmitted disease.

Professionals should be informed if a child has a persistent vaginal discharge or has warts/rash in genital area;
- noticeable and uncharacteristic change of behaviour;
- hints about sexual activity;
- age-inappropriate understanding of sexual behaviour;
- inappropriate seductive behaviour;
- sexually aggressive behaviour with others;
- uncharacteristic sexual play with peers/toys;
- unusual reluctance to join in normal activities that involve undressing, e.g. games/swimming.

Particular behavioural signs and emotional problems suggestive of child abuse in **young children (aged 0-10 years)** include:
- mood change where the child becomes withdrawn, fearful, acting out;
- lack of concentration, especially in an educational setting;
- bed wetting, soiling;
- pains, tummy aches, headaches with no evident physical cause;
- skin disorders;
- reluctance to go to bed, nightmares, changes in sleep patterns;
school refusal;
separation anxiety;
loss of appetite, overeating, hiding food.

Particular behavioural signs and emotional problems suggestive of child abuse in older children (aged 10+ years) include:

- depression, isolation, anger;
- running away;
- drug, alcohol, solvent abuse;
- self-harm;
- suicide attempts;
- missing school or early school leaving;
- eating disorders.

All signs/indicators need careful assessment relative to the child’s circumstances.
DCU SPORT COMPLEX – FIRE EVACUATION EMERGENCY EXIT POINTS.

A.2

Ground Floor
A Child and Young Person WILL:

- Play fairly and have fun
- Behave in a manner that avoids bringing their participation in sports/activities into disrepute
- Respect all sport officials and accept their decisions
- Talk to the Mandated Person if you have concerns
- Respect opponents and always shake hands at the end of a competition or match
- Use his/her best efforts in competition or match
- Win with grace and lose with dignity
- Refrain from the use of bad or obscene language and inappropriate gesture
- Refrain from the abuse of sports equipment
- Never use unfair or bullying tactics to gain advantage over another player/participant
- Never use bullying tactics to isolate another player/participant
- Never pass on gossip about another player/participant
- Never make false allegations about another player/participant or adult
- Never keep false secrets about anyone who has caused you harm

A child or Young Person has the RIGHT to:

- Be safe
- Be listened to
- Be respected
- Privacy
- Enjoy your sport in a protective environment
- Be referred to professional help if needed
- Be protected from abuse by other players/participants or outside sources
- Participate on an equal basis, appropriate to your ability
- Experience enjoyment in participation
- Be believed
- Ask for help
I have read the DCU Sport Code of Conduct for children and Young People as set out above and I agree to abide by the guidelines as set out in the Code

Signature of Child / Young Person

____________________________

Print Name

____________________________

Signature of Parent / Guardian*

____________________________

Print Name

____________________________

Date

____________________________

*Please note that the person signing the parent/guardian section must ensure that they have parental responsibility for the child or young person
Parents / Guardians are EXPECTED to:

- Complete and return without delay, any Consent Form(s) pertaining to their child’s or young person’s participation at DCU Sport.
- Deliver and collect the child or young person punctually to and from DCU Sport.
- Ensure their child or young person is properly and adequately attired for the weather conditions of the time, including shorts, shirt, socks, tracksuit, sweat-tops, hat, gloves, sun creams & lotions etc.
- Detail any health concerns pertaining to the child on the relevant Consent Form, in particular any pre-existing injuries; allergies; breathing or chest conditions. Any changes in the state of the child’s health should be reported to DCU Sport Staff including coaches prior to any activities or coaching sessions.
- Inform DCU Sport of any physical or learning difficulty which may inhibit or curtail their child’s ability to fully understand and follow instruction or guidance while participating in activities or coaching sessions.
- Inform DCU Sport in good time if the child or young person is to be collected early from any activities or coaching sessions.

Parents / Guardians SHOULD:

- Encourage their child to play by the rules and teach them that they can only do their best i.e. focus on effort rather than performance.
- Behave responsibly on the sidelines.
- Show appreciation and support the coach.
- Ensure the child or young person is punctual.
- Be realistic.
- Provide their child or young person with proper clothing and equipment.
- Ensure their child’s or young person’s hygiene and nutritional needs are met.
- Accept the official’s judgement
- Acknowledge the importance and role of DCU Sport Staff, Coaches and Volunteers who often provide their time for free to ensure children’s participation in sports.
- Promote their child’s or young person’s participation in playing sport for fun.
- Not ignore or dismiss complaints expressed by a child or young person.
- Not treat or regard DCU Sport, its facilities & amenities as a ‘child-minding’ service
Parents / Guardians have the RIGHT to:

- Know their child or young person is safe.
- Be informed of any problem or concerns relating to their children.
- Be informed if their child or young person is injured.
- Contribute to decisions within the organisation/club.
- Provide or contribute feedback to DCU Sport regarding its organisation and activities.
- Complain to DCU Sport regarding any concerns or failures to maintain the high standards of care and attention of their child and/or young person, including coaching/supervision of activities.

Any misdemeanours and breaches of this Code of Conduct will be dealt with immediately by a DCU Sport official or other Staff member.

Persistent concerns or breaches will result in the parent / guardian being asked not to attend activities if their presence is detrimental to the child’s or young person’s safety & welfare.

The ultimate action should behaviours of a parent / guardian continue to breach the Code of Conduct for Parents / Guardians, may mean that Management at DCU Sport regrettably asking the child or young person to leave.

I have read the DCU Sports Code of Conduct for Parents / Guardians as set out above and I agree to abide by the guidelines as set out in the Code.

Name of Child / Young Person

Signature of Parent / Guardian*

Print Name

Date

*Please note that the person signing the parent/guardian section must ensure that they have parental responsibility for the child or young person.
As a member of DCU Sport Staff; Coaches and Volunteers, I agree that I should:

- Ensure the safety of all children by careful supervision, proper pre-planning of coaching/training/playing sessions, using safe methods at all times.
- Actively encourage all children and young people not to discriminate ANY person on the grounds of religious beliefs, race, gender, social classes or lack of ability.
- Emphasise fun and participation.
- Always be positive and to promote the objectives of DCU Sport at all times.
- Report any incidents of alleged abuse or suspicions of abuse IMMEDIATELY to the Mandated Person or in their absence, the Deputy Mandated Person.
- Report ALL accidents or incidents to the Mandated Person or in their absence, the Deputy Mandated Person.
- Subject to competency, administer minor First Aid in the presence of others and where necessary, refer more serious incidents to the appropriately qualified DCU Sport Staff member.
- Have access to telephone for immediate contact to emergency services if required.
- Foster team work to ensure the safety of other players / participants.
- Ensure the rights and responsibilities of players / participants are enforced.
- Maintain confidentiality about sensitive information.
- Be a positive role model (disciplined / committed / punctual), remembering that children learn by example.
- Refrain from smoking and consumption of alcohol prior to and during activities.
- Never ask anyone to keep secrets of any kind.
- Ensure that all those working with children and young people do so under the guidance of the coach.
- As a coach, keep my knowledge updated through Continuous Professional Development (CPD).
- Protect myself from false accusations by:
  - Not spending excessive amounts of time alone with children away from others.
  - Avoid taking children alone in a care on journeys, however short.
  - Avoid ANY communications by mobile phone / email / social network sites with any child or young person.
  - Never taking children or young people.
  - Not administering First Aid involving the removal of a child’s or young person’s clothing unless in the presence of others.
As a member of DCU Sport Staff, Coaches and Volunteers, I will NOT:

- Use any form of physical punishment or physical force on a child or young person
- Allow any rough or dangerous play, bullying, or the use of bad or obscene language, or inappropriate gestures or behaviours
- Not let any allegations of abuse of any kind to go unchallenged or unrecorded.
- Fail to record any incident or accident in the DCU Sport Incident/Accident Book, including notifying the parent/guardian.
- Exert undue influence over a participant in order to obtain personal benefit or reward.
- Abuse children and/or young people by engaging 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 or young person and,
  - Emotional abuse or other inappropriate conducts through innuendo, flirting or inappropriate gestures; terminology and commentary.
- Take measurements or engage in certain types of fitness testing without the presence of another adult.
- Undertake any form of therapy [such as hypnosis etc.] in the training of children or young people

Any misdemeanour; general misbehaviour or breach of this Code of Conduct by a member of DCU Sport Staff, Coach or Volunteer, involving a child or young person will be dealt with immediately and reported to the DCU Mandated Person or in the event of their absence, the Deputy Mandated Person who may initiate in appropriate disciplinary measures.

Subject to the principles of fair and natural justice of any disciplinary process, persistent breaches of the Code of Conduct may result in the dismissal from DCU Sport of a member[s] of DCU Sport Staff / Coach / Volunteer.

Dismissal of a member[s] of Staff / Coach / Volunteer from DCU Sport may be appealed with the final arbitration determined by the appropriate authorities within DCU Sport.

I have read the DCU Sports Code of Conduct for DCU Sports Staff, Coaches and Volunteers as set out above and I agree to abide by the guidelines as set out in the Code

Signature of DCU Sports Staff/Coach/Volunteer __________________________

Print Name __________________________

Date __________________________
Consent to the taking & use of
Photographs and other Recorded Images
Parental/Guardian & Child/Young Person Consent Form

Section A

To be completed by the Parent/Guardian of a young person under the age of 18, together with the child / young person. It provides permission for images of the child / young person to be taken and/or appropriately used.

Please note that if you have more than one child/ young person under the age of 18 registered with DCU Sport, you will need to complete a separate Form for each young person.

DCU Sport recognises the need to ensure the welfare and safety of all children & young people in sport. As part of our commitment to ensure the safety of children & young people, we will not permit photographs, video images or other images of children and young people to be taken or used without the consent of the parents/guardians AND the child or young person.

DCU Sport does not wish to prevent parents or other spectators being able to take legitimate photographs or recorded images.

DCU Sport will follow the guidance for the taking and use of images of children and young people, as set out at Principle 2.7 of the DCU Sport Child Protection & Safeguarding Policy.

DCU Sport will take steps to ensure these images are used solely for the purpose they are intended. However, if you become aware that these images are being used inappropriately, you should inform the DCU Sport Mandated Person, Fergal Smyth immediately or in her absence, the Deputy Mandated Person, ?? In the very unlikely event that neither is available, please contact DCU Sport Chief Executive, Ken Robinson.

Conditions of Use:

DCU Sport will not include details or full names (first name and surname) of any child or young person in an image without good reason. For example, we may include full name of a competition prize winner if we have their consent.

DCU Sport will not include personal e-mail or postal addresses, telephone or fax number.

DCU Sport will only use images of children who are suitably dressed, to reduce the risk of such images being used inappropriately.
Section B  TO BE COMPLETED BY THE CHILD / YOUNG PERSON (IF 12 YEARS OR OLDER)

I [name of child / young person] ______________________________
consent / do not consent DCU Sports photographing or videoing my
involvement at DCU Sports under the stated guidelines as per the rules and
conditions of the DCU Sports Child Protection & Safeguarding Policy

Signature: ______________________________
Print Name: ______________________________
Date: ______________________________

Section C  TO BE COMPLETED BY PARENT / GUARDIAN

I [name of parent/guardian] ______________________________
consent / do not consent DCU Sports photographing or videoing
involvement at DCU Sports under the stated guidelines as per the rules and conditions of the DCU Sports Child Protection & Safeguarding Policy.

I confirm I have legal parental responsibility for this child / young person and I am entitled to give this consent.

I also confirm that there are no legal restrictions related to images of my child / young person being taken or published.

Signature: ______________________________
Print Name: ______________________________
Date: ______________________________
Section A

To be Completed by the Applicant

Name: ____________________________________________

Designation: ______________________________________

Address: _________________________________________

Venue/event: _______________________________________

Date(s): __________________________________________

Purpose: _________________________________________

I declare that the pictures/film(s) produced will not be altered in any way without prior written permission the person(s) concerned. I understand that I may only use the pictures/film(s) for the purpose stated above. I agree to abide by DCU Sport Child Protection & Safeguarding Policy.

SIGNATURE: ______________________________________

Print Name [ ] DATE: __________

Section B

For Official Use Only

Application: APPROVED / REFUSED [delete as appropriate]

Date: _____________________________________________

Signed: ___________________________________________

Print Name: _______________________________________

Designation: ______________________________________

Reason for Refusal:

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________
YOUR APPLICATION HAS BEEN ACCEPTED / REFUSED (DELETE AS AppROPRIATE) FOR USE AS FOLLOWS:

<table>
<thead>
<tr>
<th>Name:</th>
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<tbody>
<tr>
<td>Designation:</td>
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<tr>
<td>Venue/event:</td>
<td></td>
</tr>
<tr>
<td>Date[s]:</td>
<td></td>
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<tr>
<td>Purpose:</td>
<td></td>
</tr>
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</table>

Official Signature: 

Designation: 

Date: 

NOTE: Proof of identity and this letter of approval must be produced on request at the event or activity to which it relates.
A. To Principal Social Worker/Designate:

1. Date of Report

2. Details of Child
   Name: ____________________________
   Address: ____________________________
   DOB: ____________
   Age: ____________
   School: ____________________________
   Alias: ____________________________
   Correspondence address (if different): ____________________________
   Telephone: ____________________________

3. Details of Persons Reporting Concern(s)
   Name: ____________________________
   Address: ____________________________
   Telephone No.: ____________________________
   Occupation: ____________________________
   Relationship to client: ____________________________
   Reporter wishes to remain anonymous: ____________
   Reporter discussed with parents/guardians: ____________

4. Parents Aware of Report
   Are the child's parents/carers aware that this concern is being reported?
   - Mother: ____________
   - Father: ____________

5. Details of Report
   (Details of concern(s), allegation(s) or incident(s) dates, times, who was present, description of any observed injuries, parent’s view(s), child's view(s) if known.)

- 99 -
### 6. Relationships

<table>
<thead>
<tr>
<th>Details of Mother</th>
<th>Details of Father</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Name:</td>
</tr>
<tr>
<td>Address: (if different to child)</td>
<td>Address: (if different to child)</td>
</tr>
<tr>
<td>Telephone No's:</td>
<td>Telephone No's:</td>
</tr>
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### 7. Household composition

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>DOB</th>
<th>Additional Information e.g. School/Occupation/Other:</th>
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<tbody>
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</table>

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

<table>
<thead>
<tr>
<th>Social Worker</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHN</td>
<td></td>
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<tr>
<td>GP</td>
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</tr>
<tr>
<td>Hospital</td>
<td></td>
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<tr>
<td>School</td>
<td></td>
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<tr>
<td>Gardaí</td>
<td></td>
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<tr>
<td>Pre-School/Crèche/YC</td>
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<tr>
<td>Other (specify):</td>
<td></td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Relationship to child:</th>
<th>Age</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address:</td>
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<td></td>
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</tbody>
</table>

### 10. Details of person completing form

<table>
<thead>
<tr>
<th>Name:</th>
<th>Address:</th>
<th>Occupation:</th>
<th>Telephone No's:</th>
<th>Signed</th>
<th>Date:</th>
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10.13.7.13 (14 Jan '14) (asp)
**As of the 1.8.2014**

<table>
<thead>
<tr>
<th>Area</th>
<th>Contact Address</th>
<th>Contact numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dublin Mid Leinster</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dublin South City, Dublin South West, Dublin West, Kildare, West Wicklow</td>
<td>Children First Information and Advice Officer, Child and Family Agency, Training and Development Unit, Brickfield House, Brickfield Drive, Crumlin, Dublin 12</td>
<td>(01) 415 6969 / (01) 415 6967</td>
</tr>
<tr>
<td><strong>Dublin Mid-Leinster</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dublin South [Dun Laoghaire], Dublin South East, Wicklow</td>
<td>Children First Information and Advice Officer, Child and Family Agency, Block B, Civic Centre, Main St, Bray, Co Wicklow</td>
<td>Phone: (01) 274 4273 Fax: (01) 274 4287</td>
</tr>
<tr>
<td>Longford, Westmeath, Laois, Offaly [Midlands Area]</td>
<td>Children First Information and Advice Officer, Child and Family Agency, Top Floor, Primary Care Unit, St Loman’s Campus, Springfield, Mullingar, Co Westmeath</td>
<td>Phone: (044) 939 5510 Fax: (044) 939 5560</td>
</tr>
<tr>
<td><strong>Dublin North East</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dublin North, Dublin North City</td>
<td>Post Vacant</td>
<td>Phone: (01) 635 2854</td>
</tr>
<tr>
<td><strong>Dublin North East</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cavan/Monaghan</td>
<td>Children First Information and Advice Officer, Child and Family Agency, Castleblaney Wellbeing Centre, Bree, Castleblaney, Co Monaghan</td>
<td>Phone: (042) 979 5623 Fax: (042) 979 5628</td>
</tr>
<tr>
<td><strong>Dublin North East</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meath</td>
<td>Children First Information and Advice Officer, Child and Family Agency, Enterprise Centre, Trim Road, Navan, Co Meath</td>
<td>Phone: (046) 909 7846 Fax: (046) 909 7900</td>
</tr>
</tbody>
</table>
Also listed on TUSLA website [www.tusla.ie/go/socialworkers] and from LoCall Tel. 1850 241850. These contact numbers may be updated from time to time. Please check TUSLA website for latest information.

<table>
<thead>
<tr>
<th>DUBLIN AREA</th>
<th>Blanchardstown - Duty Social Work Department, Roselawn Health Centre, Roselawn Rd, Blanchardstown, Dublin 15.</th>
<th>(01) 646 4518</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Coolock - Duty Social Work Department, Health Centre, Cromcastle Rd, Coolock, Dublin 5.</td>
<td>(01) 816 4200  / (01) 816 0314</td>
</tr>
<tr>
<td>DUBLIN NORTH</td>
<td>Finglas - Duty Social Work Department, Health Centre, Wellmount Park, Finglas, Dublin 11.</td>
<td>(01) 856 7704</td>
</tr>
<tr>
<td></td>
<td>North Inner City - Duty Social Work Department, 492 North Circular Rd, Parkview, Dublin 1.</td>
<td>(01) 856 6856</td>
</tr>
<tr>
<td></td>
<td>Swords - Duty Social Work Department, 180-189 Lakeshore Drive, Airside Business Park, Swords, Co. Dublin.</td>
<td>(01) 870 8000</td>
</tr>
<tr>
<td>DUBLIN SOUTH</td>
<td>Ballyfermot - Duty Social Work Department, Bridge House, Cherry Orchard Hospital, Ballyfermot, Dublin 10.</td>
<td>(01) 620 6387</td>
</tr>
<tr>
<td></td>
<td>Dun Laoghaire - Duty Social Work Department, Our Lady's Clinic, Patrick Street, Dun Laoghaire, Co. Dublin.</td>
<td>(01) 663 7300</td>
</tr>
<tr>
<td></td>
<td>Lord Edward Street - Duty Social Work Department, Carnegie Centre, 21-25 Lord Edward Street, Dublin 2</td>
<td>(01) 648 6500</td>
</tr>
<tr>
<td></td>
<td>Duty Social Work Department, Chamber House, Chamber Square, Tallaght, Dublin 24.</td>
<td>(01) 468 6289</td>
</tr>
</tbody>
</table>
This procedure describes the process by which disciplinary matters are dealt with:

**Individual**

1. **Stage 1 Oral First Warning**

   Should an employee’s conduct or performance remain less than satisfactory after an informal warning, the situation will be formally reviewed with his or her manager, who will talk to him or her about his or her poor performance and suggest ways in which he or she might improve. The manager will keep a written record of this meeting and the employee will be informed of this. This warning will remain in force for a period not exceeding one year.

2. **Stage 2 Written Warning**

   Should an employee’s conduct or performance be unsatisfactory and they have already received a warning under stage 1 of the disciplinary procedure or, if the conduct or performance is a more serious nature, the situation will be formally reviewed with him or her by his or her manager.

   Following this meeting, the employee will receive from his or her manager a letter recording the nature and outcome of the disciplinary meeting. The employee will be asked to sign a copy of the letter to confirm their understanding of the terms of the letter. The letter will clearly state a plan of improvement and deadline the dates for achievement and will remain in force for a period not longer than one year.

3. **Stage 3- Final Written Warning**

   Should an employee’s conduct or performance be unsatisfactory and they have already received a warning under stage 1 and 2 of the disciplinary procedure or, if the conduct or performance is a more serious nature, the situation will be formally reviewed with him or her by his or her manager.

   Following this meeting, the employee will receive a letter from his or her manager recording the nature and outcome of the disciplinary meeting. The employee will be asked to sign a copy of the letter to confirm their understanding of the terms of the letter. The letter will clearly state a plan of improvement and indicate that, if no improvement is forthcoming, the company will take steps to dismiss the employee concerned. This warning will remain in force for a period not longer than one year.
4. Stage 4- Dismissal

If the employee’s conduct or performance, despite warnings, is still unacceptable, the situation will be reviewed with the employee by his or her manager. The decision to dismiss an employee must have the agreement of a manager and the chief executive, who would not be involved in any appeal of the decision, authorised to approve such decisions, prior to the implementation. The decision will be confirmed to the employee in writing and this letter will also confirm to whom any appeal should be made and details of the procedure to be followed.

5. Summary Dismissal.

In cases of gross misconduct, summary dismissal may also be the only reasonable course of action for the company. Examples of actions, which are likely to be treated as gross misconduct, include fighting at work or striking a colleague or supervisor, drunkenness on duty, sexual assault etc.

When gross misconduct is suspected, the employee will normally be suspended on full pay for up to five working days to allow for a full investigation of the case. This investigation will be conducted by a nominated senior manager to assure impartiality. This investigation will include a meeting with the employee. Following the investigation, the employee will be asked to attend a meeting with the responsible senior manager. If the investigation has upheld the case of gross misconduct, the employee will summarily dismissed without notice or pay in lieu. The decision will be confirmed to the employee in writing and this letter will also confirm details of the appeal procedure.

6. Appeals against disciplinary action

a) Any appeal against disciplinary action must be made in writing within 5 working days of the disciplinary action.

b) An appeal against a written warning should be made to the employee’s most senior manager i.e. the operations manager of the marketing and programmes manager stating the reasons for non-acceptance of the warning. He or she will carry out a full review of the facts, which may include a further meeting with the employee and management. Following this review, he or she will reply in writing to the employee’s comments.

c) An appeal against dismissal should be made to The Chief Executive of DCU Sport. He or she, or a nominee will carry out a full review of the facts and will reply in writing to the employee within 5 working days.

7. A record of any disciplinary action taken will remain on the employee’s personal file for two years.
Organisation/Bookee:

1. Following due process and subject to the conditions of any contractual agreements, if a finding or a determination is made by DCU Sport that an organisation/bookee has breached the DCU Sport Child Protection and Safeguarding Policy or, the organisation’s/bookee’s own Child Protection Policy, one or more of the following forms of discipline may be imposed by DCU Sport:
   a. An oral warning
   b. A written warning;
   c. That any rights, privileges and benefits provided or extended to that organisation/bookee by DCU Sport be suspended for a specified period;
   d. That DCU Sport shall
      i. cease to sanction events held by or under the auspices of that organisation/bookee, and/or
      ii. decline the rental or hire of any of the DCU Sport facilities to the organisation/bookee.
   e. Any other form of discipline that DCU Sport considers to be reasonable and appropriate.

2. In the event, that there is an appeals against disciplinary action taken against an organization/bookee:-
   a. Any appeal by the organisation/bookee against disciplinary action must be made in writing within 5 working days of the disciplinary action.
   b. An appeal against a written warning/suspension of rights, privileges and benefits should be made to the DCU Sport Operations Manager stating the reasons for non-acceptance of the warning/suspension. The DCU Sport Operations Manager will carry out a full review of the facts, which may include a further meeting with the organisation/bookee. Following this review, he or she will reply in writing to the organisation/bookee.
   c. An appeal against cancellation/termination of a contract should be made to the DCU Sport Chief Executive. He or she, or a nominee will carry out a full review of the facts and will reply in writing to the organization/bookee within 5 working days.

3. DCU Sport Chief Executive shall have appropriate discretion as to the length of time that time that an organisation/bookee shall be
   a. suspended from availing of any rights, privileges and benefits provided or extended to that organisation/bookee by DCU Sport or,
   b. sanctioning of events held by or under the auspices of that organisation/bookee, and/or declining of the rent or hire of any of the DCU Sport facilities to the organisation/bookee.
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EXTERNAL CONCERNS

IF YOU HAVE A SUSPICION OR CONCERN THAT A CHILD / YOUNG PERSON AT DCU SPORT IS BEING OR HAS BEEN ABUSED OR NEGLECTED BY SOMEONE OUTSIDE DCU SPORT, YOU SHOULD...

Report to the DCU Sport Mandated Person / Deputy Mandated Person who will follow the process below

Are there reasonable grounds for concerns? (Refer to Chapter 5.2 – Reasonable Grounds for Reporting & Chapter 7 - CP Codes of Conduct for guidance)

Yes

Are the parent(s) / guardian(s) / carer(s) considered to be the alleged abuser?

Yes

Discuss with the Child and Family Agency and / or An Garda Síochána how parent(s) / guardian(s) / carer(s) will be notified.

No

Subject to the advice from the Child and Family Agency, parent(s) / guardian(s) / carer(s) are informed.

Make a formal referral using the TUSLA Standard Reporting Form to the Child and Family Agency.

Ensure the child / young person is appropriately supported while maintaining confidentiality.

No

Does the Child and Family Agency advise to proceed with the

No case to answer

Inform the person who raised the concern that ‘following investigation and advice there is no case to answer’
**INTERNAL CONCERNS**

**ARE YOU CONCERNED ABOUT THE BEHAVIOUR(S) OF DCU SPORT STAFF MEMBER(S)/VOLUNTEER(S)**

**DO YOU SUSPECT CHILD ABUSE / INAPPROPRIATE BEHAVIOUR**
- Yes
  - Refer to Chapter 7 - CP Code of Conduct to establish if the individual is breaching the CP Code of Conduct or committing serious poor conduct
  - Report the issue immediately to the DCU Sport Mandated Person / Deputy Mandated Person who may deal with it as a misconduct matter
  - If suspicions /concerns still remain, refer the issue to Chief Executive DCU Sport for appropriate action.

**Yes**
- Report suspicions / concerns immediately to the DCU Sport Mandated Person / Deputy Mandated Person
- They will refer the concerns to the Child and Family Agency (TUSLA) and/or An Garda Síochána
  - Possible Outcomes:
    - No case to answer
    - Warrants advice / warning as to future conduct / sanctions
    - Further training / support given
    - Redeployment within DCU Sport – temporary exclusion from working with children / young people
    - Suspension

**No**
- Report concerns directly to Chief Executive DCU Sport

**Possible Outcomes:**
- Joint enquiry/investigation involving An Garda Síochána / Child and Family Agency including interviews
- Criminal proceedings
- Refer back to Giraffe Disciplinary procedures

*If you do not know who to turn to for advice or are still worried about sharing your suspicions / concerns with another colleague, you should contact your local Child and Family Agency Office and seek an informal consultation with the Duty Social Worker. (See Appendix 4 of the DCU Sport Child Protection & Safeguarding Policy)*
**DCU SPORT STAFF REPORTING CONCERNS**

**ONCE YOU HAVE A SUSPICION OR A CONCERN THAT A CHILD / YOUNG PERSON IS BEING OR HAS BEEN ABUSED EXTERNALLY OR INTERNALLY AT DCU SPORT...**

You **MUST** report all suspicions / concerns **IMMEDIATELY** to the DCU Sport Mandated Person, OR in the event of their absence, to the DCU Sport Deputy Mandated Person.

However, in the event that the suspicions / concerns relate to the actions of the DCU Sport Mandated Person / DCU Sport Deputy Mandated Person, the Staff member should report to the Chief Executive DCU Sport.

Notwithstanding to whom the suspicions / concerns are reported to, the DCU Sport Mandated Person / DCU Sport Deputy Mandated Person / Chief Executive DCU Sport MUST ensure the safety and welfare of the child / young person and other children / young people at **ALL** times.

The subsequent actions from the DCU Sport Mandated Person / DCU Sport Deputy Mandated Person / Chief Executive DCU Sport shall include some or all of the following:

- May ‘informally consult’ with the Child and Family Agency for advice and guidance by phone.
- Refer the suspicions / concerns to the Child and Family Agency and/or An Garda Síochána.
- Make a formal referral on the TUSLA Standard Reporting Form to the Child and Family Agency.
- Initiate independent internal enquiry into circumstances of report.

**Possible Outcomes:**

- Joint enquiry/investigation involving An Garda Síochána / Child and Family Agency
- Criminal proceedings
- Refer back to DCU Sport Disciplinary procedures
- Possible civil proceedings

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All DCU Sport staff members are reminded that as the safety and welfare of children is the paramount concern at all time, they have a duty of care to these children including statutory obligations to report any suspicions / concerns.
WHO DO I CONTACT?

ONCE YOU HAVE A SUSPICION OR A CONCERN THAT A CHILD / YOUNG PERSON IS BEING OR HAS BEEN ABUSED OR NEGLECTED EXTERNALLY OR INTERNALLY AT DCU SPORT, YOU SHOULD...

Report all suspicions / concerns IMMEDIATELY to the DCU Sport Mandated Person, or in the event of their absence, to the DCU Sport Deputy Mandated Person.

At DCU Sport the following persons are the:

Mandated Person: FERGAL SMYTH
- Contact Number: (01) 7005797
- Email: fergal.smyth@dcu.ie

Deputy Mandated Person: Sarah Chubb
- Contact Number: (01) 7005797
- Email: sarah.mcpreth@dcu.ie

However, in the event of their absence or if your suspicions / concerns relate to the actions of the DCU Sport Mandated Person AND/OR the DCU Sport Deputy Mandated Person, you should report your suspicions / concerns IMMEDIATELY to the Chief Executive DCU Sport

Chief Executive DCU Sport: KEN ROBINSON
- Contact Number: (01) 7005797
- Email: ken.robinson@dcu.ie

Notwithstanding any of the named contacts as set out, you MAY report your suspicions / concerns directly to the Child and Family Agency.

The Dublin North Child and Family Agency Social Work Team which covers the area in which DCU Sport is located at Duty Social Work Department, Health Centre, Wellmount Park, Finglas, Dublin 11.
- Contact Phone Number: (01) 856 7704

The DCU Sport ‘Whistleblower’ Contact Person is

Contact Phone Number: __________________________ Email: __________________________