



Swords Sailing & Boating Club Safeguarding Policies

June 2021

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Safeguarding Statement

Section 1 – Swords Sailing & Boating Club Information

Swords Sailing & Boating Club (SSBC) is a sailing club based on the Malahide Estuary in Dublin. It runs organises regular dinghy and Catamaran races. As well as social sailing, some training (typically for club members) and junior sailing. Junior sailors can participate in social sailing, training and club races.

SSBC details:

Name: Swords Sailing & Boating Club (SSBC)
 Sport: Sailing and Powerboating
 Location: Swords Sailing & Boating Club, Broadmeadow Estuary, Malahide, Co. Dublin
 Size: 120 members
 Activities: Senior & junior social sailing, training and racing

Section 2 - Principles to safeguard children from harm

SSBC is committed to safeguarding children by working under the guidance of our Safeguarding Policies. Our members working with our young people, seek to create a safe environment for young people to grow and develop within sport. The following set of principles are adhered to:

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

Section 3 - Risk Assessment

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

Risk Identified	Procedure in place to manage risk identified
<p>Club and Coaching Practices</p> <ul style="list-style-type: none"> — Lack of coaching qualification. — Supervision issues. — Unauthorised photography & recording activities. — Behavioural Issues. — No guidance for travelling & away-trips. — Lack of adherence with misc procedures in Safeguarding policy. 	<ul style="list-style-type: none"> — Instructor & Coaches Charter. — General Supervision Policy. — Photography & Images policy — Codes of Conduct / Complaints Disciplinary Action & Appeals Procedure. — Transport & Overnight Policy. — Safeguarding Policies / Complaints, Disciplinary Actions & Appeals Procedure.
<p>Complaints & Discipline</p> <ul style="list-style-type: none"> — Lack of awareness of a Complaints & Disciplinary policy. — Difficulty in raising an issue by a child & or a parent. — Complaints not being dealt with seriously. 	<ul style="list-style-type: none"> — Complaints, Disciplinary Actions & Appeals Procedure. — Complaints, Disciplinary Actions & Appeals Procedure. — Complaints, Disciplinary Actions & Appeals Procedure.
<p>Reporting Procedures</p> <ul style="list-style-type: none"> — Lack of knowledge of organisational & statutory reporting procedures. — No DLP appointed. — Concerns of abuse or harm not reported. — Not clear who YP should talk to or report to. 	<ul style="list-style-type: none"> — Safeguarding Policies / Complaints, Disciplinary Actions & Appeals Procedure. — Roles & Responsibilities. — Safeguarding Policies / Complaints, Disciplinary Actions & Appeals Procedure Safeguarding Training – Level 1-2-3 — Poster with names of Junior Affairs Officer, Designated Person & Committee. / Safeguarding Policy Document

<p>Use of Facilities</p> <ul style="list-style-type: none"> — Unauthorised access to designated children's areas & to changing rooms, showers, toilets. — Unauthorised exit from children's areas. — Photography, filming or recording in prohibited areas. — Missing or found child on site. — Children sharing facilities with adults e. g. dressing room, showers. 	<ul style="list-style-type: none"> — Supervision Policy / Safeguarding Policies. — Supervision policy. — Photography & Images Policy. — Supervision Policy / Safeguarding Policies. — Supervision Policy / Safeguarding Policies.
<p>Communications</p> <ul style="list-style-type: none"> — Lack of awareness of 'risk of harm' with members and visitors. — No communication of Child Safeguarding Statement of Code of Behaviour to members of visitors. — Unauthorised photography & recording of activities. — Inappropriate use of social media & communications by under 18's 	<ul style="list-style-type: none"> — Child Safeguarding Statement / Safeguarding Policies. — Child Safeguarding Statement (display) / Codes of Conduct / Coach Charter (distribute). — Photography & Images Policy. — Social Media Policy / WhatsApp Guidelines / Codes of conduct
<p>General Risk of Harm</p> <ul style="list-style-type: none"> — Harm not being recognised. — Harm caused by: Child to Child. Coach to Child. Volunteer to Child. Member to Child. Visitor to Child. — General behavioural issues. — Issues of Bullying. — Vetting of staff/volunteers. — Issues of Online Safety 	<ul style="list-style-type: none"> — Safeguarding policy / Child Safeguarding Training Plan — Safeguarding policy / Child Safeguarding Training Plan — Code of Conduct. — Anti-Bullying policy. — Recruitment policy / Vetting policy. — Social Media / Online Safety policy.

The Risk Assessment was undertaken on **13th May 2021.**

Darragh Dunne

Darragh Dunne

Junior Affairs Officer

Swords Sailing & Boating Club

Section 4 – Procedures

Our Child Safeguarding Statement has been developed in line with requirements under the Children First Act 2015 The Children First: National Guidance, Tusla's Child Safeguarding: A Guide for Policy, Procedure & Practice and Sport Ireland's Safeguarding Guidance for Children & Young People in Sport.

In addition to our Risk Assessment document described above, there are further procedures that support our intention to safeguard children while they are availing of our activities. A full list and explanation of these procedures can be found in our Safeguarding Policies, available on request.

The relevant person for enquires on these issues is Darragh Dunne and may be contacted at darraghdunne@gmail.com or by phone at 0876697076. Alternatively contact any member of the committee at info@swordssailing.ie.

Section 5 – Implementation

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

Please note the following:

- The committee have been furnished with a copy of this statement.
- This statement is available to parents/guardians, Tusla, Irish Sailing and members of the public on request.
- This statement will be displayed on our website at swordssailing.ie and on display in our club.

This Child Safeguarding Statement will be reviewed by 30st April 2023

Signed: Darragh Dunne

Date: 13th May 2021

Darragh Dunne

Junior Affairs Officer

Swords Sailing & Boating Club

2 Underlying Principles and Guiding Documents

For the purposes of this Child Safety Statement anyone under the age of 18 should be considered as a child and this also applies to vulnerable adults. The objective is to safeguard children and young people taking part in boating from neglect, physical, sexual or emotional harm.

The committee and members of Swords Sailing and Boating Club will endeavor to:

- Create a safe and welcoming environment, both on and off the water, where children can have fun and develop their skills and confidence.
- Recognise that safeguarding children is the responsibility of everyone, not just those who work with children.
- Ensure that all training and events are run to the highest possible safety standards.
- Be prepared to review its ways of working to incorporate best practice.
- Treat all children with respect and celebrate their achievements.
- Carefully recruit and select all adults who will be working with children in the club.
- Respond swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual child abuse.

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

Safety

Young people participating in water sports have a right to expect that those organising and running the activity will do all they can to ensure the safety and well-being of those participating.

Integrity in relationships:

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

Quality atmosphere and ethos

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

Equality

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

Fair Play:

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

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

Competition

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

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

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

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

https://www.tusla.ie/uploads/content/Tusla_-_Child_Safeguarding_-_A_Guide_for_Policy_Procedure_and_Practice.pdf

SSBC is also guided by the principles and support the spirit of sport, as laid out by Irish Sailing's Safeguarding Policy 2020.

<https://sailing.ie/Library/Safeguarding-Library>

Irish Sailing Policies and Procedures Manual

Guidelines on developing an organisations policies & procedures including safety statements, risk assessments, standard operating procedures etc.

Available from Irish Sailing Office or to download at:

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

Irish Sailing Training Centre Recognition Requirements

Providing details on;

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

Available from Irish Sailing Office or to download at:

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

3 Roles & Responsibilities

Children

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

Vulnerable Adults

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

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

Junior Affairs Officer

There will be a designated committee member responsible for Children Their role is:

- To promote awareness of the code within the organisation, among young members and their parents/guardians.
- To influence policy and practice within the club, in order to prioritise children's needs.
- Establish contact with the ISA National Children's Officer.
- To ensure that children know how to make concerns known to appropriate adults or agencies.
- To encourage the appropriate involvement of parents/guardians in the club activities.
- To act as an advisory resource to Leaders on best practice in children's sport.
- To report regularly to the Committee.
- To monitor changes in membership and follow up any unusual dropout, absenteeism or club transfers by children or Leaders.
- To ensure that the children have a voice in the running of their club and ensure that there are steps young people can take to express concerns about their activities / experiences.
- Establish communication with other branches of the club, e. g. facilitate parent's information sessions at the start of the season.
- Ensure that records are kept on file for members / participants & leaders.
- Where appropriate, ensure each member / participant signs up to the code of conduct.
- Ensure that the club rules and regulations include:
 - complaints, disciplinary and appeals procedures.
 - an anti-bullying policy.
 - safety statement.
 - supervision and recruitment of leaders.

Designated Officer

The Designated Officer is the person within an organisation responsible for reporting suspected statutory abuse to the relevant authorities. They are usually the same person as the organisation leader. The Designated Officer should ensure that they are aware of the contact details for local Social Work departments and what constitutes statutory abuse.

Leaders / Instructors / Coaches

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

Organisation Leader

Within Irish Sailing affiliated clubs this is usually the Commodore and must be an adult over the age of 18 years.

The organisation leader is ultimately responsible for all the actions in or by their organisation including the implementation of appropriate policies, procedures and actions to protect and care for children participating in activities organised or run by their organisation.

The committee and members

It would be hoped that all members of Swords Sailing and Boating Club will endeavor to: Create a safe and welcoming environment, both on and off the water, where children can have fun and develop their skills and confidence. Recognise that safeguarding children is the responsibility of everyone, not just those who work with children. Ensure that all training and events are run to the highest possible safety standards. Be prepared to review its ways of working to incorporate best practice. Treat all children with respect and celebrate their achievements. Carefully recruit and select all adults who will be working with children in the club. Respond swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual child abuse. It is expected that all members of the committee would lead the way on this and support the Junior Affairs Officer.

4 Codes of Conduct

4.1

Guidelines for Young People

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

Young participants are entitled to:

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

Code of Conduct for Young People

Young participants should aspire to always:

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

Young players should never:

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

4.2

Guidelines for Parents

SSBC believes that parents should:

- Be a role model for their child and maintain the highest standards of conduct when interacting with children, other parents, with officials and organisers.
- Always behave responsibly and not seek to unfairly affect the competition.

- Never intentionally expose any young participant to embarrassment or disparagement using flippant or sarcastic remarks.
- Always recognise the value and importance of the volunteers who provide sporting/recreational opportunities for their child.
- Not publicly question the judgement or honesty of officials, coaches or organisers. Respect referees, coaches, organisers and other players.
- Encourage their child to play by the rules. Teach their child that honest endeavour is as important as winning and do all they can to encourage good sportsmanship.
- Set a good example by recognising achievement and encouraging mutual respect for other participants, teammates and opponents.
- Support all efforts to remove abusive behaviour and bullying behaviour in all its forms.

Code of Conduct for Parents:

I will respect the rules and procedures set down in Irish Sailing Code of Ethics for Children's Activities.

I will respect my child's fellow participants, leaders, (e. g. Instructors coaches, officials, judges), and parents including those against which my child is competing.

I will encourage my child to treat other participants, coaches, selectors, and managers with respect.

I will give encouragement and recognise only positive accomplishments whether from my child, their fellow participants, their opponents or the officials.

I will respect my child's leader(s) and support their efforts.

I will respect the officials and their authority during sessions and events.

I will never demonstrate threatening or abusive behaviour or use foul language.

4.3

Guidelines for Leaders, including Instructors, Coaches and Junior Organisers

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

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

- All Leaders should have as their first priority the children's safety and enjoyment of the sport and should adhere to the guidelines and regulations set out in the organisations own policies & procedures.
- Leaders must respect the rights, dignity and worth of every child and must treat everyone equally, regardless of gender, ethnic origin, religion or ability.
- Leaders working with young people in water sports should be suitable and appropriately qualified and vetted.
- There should be a 'sign-up' procedure, whereby the appointed/reappointed leaders agree to abide by the Code of Ethics and Good Practice for Children in Sport and to the policies and code of the club / association.
- Leaders should all be given a copy of the club / association's code of ethics and they should be made aware of the procedures contained within it.
- Once appointed the Leader must act as a role model and promote the positive aspects of water sports and maintain the highest standards of personal conduct.
- The use of drugs, alcohol and tobacco must be actively discouraged as being incompatible with a healthy approach to sporting activity.
- Leaders should remember that their behaviour to participants, other officials, and opponents will influence the participants in your care.
- Leaders should be generous with praise and never ridicule or shout at participants for making mistakes or for losing a game. All young participants are entitled to respect.
- Leaders should be careful to avoid the "star system". Each child deserves equal time and attention.
- Care must be taken not to expose a child intentionally or unintentionally to embarrassment or disparagement by use of sarcastic or flippant remarks about the child or his/her family.
- Physical punishment or physical force must never be used. Never punish a mistake - by verbal means, physical means, or exclusion.
- Leaders should insist that participants in their care respect the rules, participate fairly and ensure participants are aware that they will not tolerate cheating or bullying behaviour.
- Young participants are there to have fun and enjoyment and that skill development and personal satisfaction have priority over highly structured training or competition. Never make winning or achieving the only objective.
- Encourage the development of respect for opponents, officials and other coaches and avoid criticism of fellow instructors and coaches.
- Organisations should have in place specific policies and procedure for use when travel/overnight travel is involved.
- Leaders are responsible for setting and monitoring the boundaries between a working relationship and friendship with players. It is advisable for Instructors and coaches not to involve young players in their personal life. Visits to coach's home or overnight stays etc.
- Leaders should avoid working alone and ensure there is adequate supervision for all activities.
- It is important to realise that certain situations or friendly actions could be misinterpreted by the participant or by outsiders.
- When approached to take on a new participant, ensure that any previous coach-student relationship has been ended by the student/others in a professional manner.
- When young participants are invited into adult groups/squads, it is advisable to get agreement from a parent/carer. Boundaries of behaviour in adult groups are normally different from the boundaries that apply to junior groups/squads.
- Leaders who become aware of a conflict between their obligation to their participants and their obligation to their club, association, organisation or governing body must make explicit the nature of the conflict and the loyalties and responsibilities involved, to all parties concerned.
- Leaders should communicate and co-operate with medical and ancillary practitioners in the diagnosis, treatment and management of their participant's medical or related problems. Avoid giving advice of a personal or medical nature if you are not qualified to do so. Any

information of a personal or medical nature must be kept strictly confidential unless the welfare of the child requires the passing on of this information.

- The nature of the relationship between leader and a participant can often mean that a leader will learn confidential information about a participant or participant's family. This information must be regarded as confidential and except where abuse is suspected, must not be divulged to a third party without the express permission of the participant/family.
- Set realistic goals for the participants and do not push young participants. Create a safe and enjoyable environment.
- Do not criticise other leaders, (officials, instructors and coaches). You are the role model for the children in your care.
- Leaders should avoid the use of alcohol, before coaching, during events, on trips with young players.
- Avoid being alone with one participant, if you need to talk separately do so in an open environment, in view of others.

Leader's Code of Conduct

Leaders should be:

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

Where possible Leaders should avoid:

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

Sports Leaders should not:

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

5 Policies & Procedures

5.1

Swords Sailing & Boating Club General Supervision

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

On the water and training courses:

- Specific ratios for on the water training and coaching activities are set out in ISA Training Centre Operating Requirements.
- The guideline ratio for safety boat cover at competition events is 1 safety boats: 10 sailing boats.
- Otherwise, a ratio of 1:8 for under 12 years of age and 1:10 for participants over 12 years of age would normally be considered adequate.
- These are guides or maximums and will change depending on the circumstances, e. g. environment, conditions, participants with special needs.
- For organised training instructors should hold an ISA instructor or coaching qualification. Safety boat drivers should hold the appropriate powerboat certificate.
- There should be a minimum of two responsible adults to assist and supervise on shore.
- Where there are mixed groups there should be leaders of both genders
- In changing rooms, ask parents to take responsibility and supervise in pairs of appropriate gender. If parents are not available, leaders should provide this supervision. Beware of leaving groups unsupervised in changing rooms for any length of time as this is area / period where bullying is more likely to occur.
- Clearly state time for start and end of training sessions or competitions. If there are late collections leaders should remain in pairs until participants have left.
- Keep attendance records and a record of any incidents / injuries that arise.
- Parents are asked to stay and supervise sessions, (for safety and supervision, not necessarily for their 'technical' expertise).
- A one to one situation in private areas must be avoided. Either a minimum of two adults or two children should be together at any given time.

Swords Sailing & Boating Club

Physical Contact Policy

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

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

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

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

Toileting/Intimate Care

Children with specific toileting/intimate care needs will be the responsibility of their parent or guardian. It may be necessary that prior to such attendance or participation, that a meeting is held between the Children's Officer, Senior Instructor/ Member, the child or young person wishing to attend along with the child's parents/guardians where the needs of the child should be addressed and agreement reached that those needs can be met.

Swords Sailing & Boating Club Anti-Bullying Policy

What is Bullying?

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

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

The acronym **STOP** – **S**everal **T**imes **O**n **P**urpose - can help you to identify bullying behaviour.

How would you know if a child is being bullied?

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

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

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

Note: There are other possible reasons for many of the above

Who should deal with bullying?

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

How can it be prevented?

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

What is the 'No Blame' Approach?

Step 1 – Interview with the victim

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

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

Step 2 – Meet with all involved.

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

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

Step 3 – Explain the problem.

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

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

Step 4 – Share the responsibility.

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

Step 5 – Ask the group for their ideas.

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

Step 6 – Leave it to them.

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

Step 7 – Meet them again.

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

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

Swords Sailing & Boating Club Concussion Policy

What is concussion?

Concussion is a brain injury and can be caused by a direct or indirect blow to the sailor's head or body. Concussion typically results in an immediate onset of short-lived signs and symptoms. Most concussions occur without a loss of consciousness. However, in some cases, the signs and symptoms of concussion may evolve over a number of minutes or hours.

- Concussion must be taken very seriously.
- Any sailor with a suspected concussion **MUST** be removed immediately from the session.
- The sailor should be medically assessed.
- They **MUST** not be left alone.

What causes concussion?

Concussions can be caused by a direct blow to the head or body that can occur when the sailor is hit by the boom or in the case of a high-performance sailing when the body or head collide with any part of the boat.

Immediately following a suspected concussion the brain is susceptible to further significant damage in the event of another impact, therefore the sailor **MUST** be immediately removed from the water.

What are the visible signs of suspected concussion? Presence of any one or more of the following signs & symptoms may suggest a concussion:

- Confusion
- Amnesia/short term memory loss concerning what just happened
- Blurred vision
- Dazed or blank look
- Dizziness
- Clutching head
- Pressure in head
- Headache
- Emotional/Sadness
- Irritability
- Suspected or confirmed loss of consciousness
- Loss of responsiveness
- Poor balance in the boat/ falling over
- Nausea/vomiting
- Tiredness/low energy
- Drowsiness
- Stating they "Don't feel right"

Questions to ask

1. "What venue are we at today?" or "Where are we now?"
2. "Approximately what time of day is it?"
3. "How did you get to here today?"
4. "What was your last competition?"
5. "What were you doing this time last week?"

RECOGNISE AND REMOVE

What must happen the sailor after they have a suspected concussion?

- The sailor must be **IMMEDIATELY REMOVED** from the activity and must not return.

- The sailor must not be left alone.
- The sailor must always be in the care of a responsible adult who is informed of the sailor's suspected concussion.
- The sailor must not drive a vehicle.
- The sailor should be medically assessed as soon as possible.

Considerations when running sessions. 'Adult On Call'.

In order to implement correct procedure when running coaching sessions, the coach must have a system in place to ensure the safety of a sailor with suspected concussion.

- The coach must have the contact number of an assigned Adult who is 'On call' and nearby.
- This Adult should have the medical consent forms of all sailors involved in the session.
- When a sailor has suspected concussion the coach phones/radios the on-call adult and arranges to meet them at a designated rendezvous point on shore.
- The adult on call should make arrangements for the sailor to receive further medical attention.
- Always remembering to never leave the sailor alone.
- The sailor must not return to the session, and specifically must not return to sailing on the same day of a suspected concussion.
- In all cases of suspected concussion it is recommended that the sailor is referred to a medical or healthcare professional for diagnosis and advice, even if the symptoms resolve.

ONGOING MANAGEMENT OF A CONCUSSION OR SUSPECTED CONCUSSION

REST THE BODY, REST THE BRAIN

Rest is the cornerstone of concussion treatment. This involves

Resting the body, 'physical rest'

Resting the brain, 'cognitive rest' Avoidance of:

Physical activities such as running, cycling, swimming, some work activities etc.

Cognitive activities, such as school work, homework, reading, television, video games etc.

Students with a diagnosis of concussion may need allowance for impaired cognition during recovery, such as additional time for classwork, homework and exams

Anyone with a concussion or suspected concussion should not:

- be left alone in the first 24 hours
- consume alcohol in the first 24 hours, and thereafter should avoid alcohol until free of all concussion symptoms
- drive a motor vehicle and should not return to driving until provided with medical or healthcare professional clearance or, if no medical or healthcare professional advice is available, should not drive until free of all concussion symptoms

Most concussions resolve within 7-10 days, but it is advised that anybody who has had a suspected concussion is reviewed and assessed prior to returning to sailing, by a medical professional who has experience in dealing with concussion.

Swords Sailing & Boating Club

Social Media Policy

Introduction

This policy provides guidance on the procedures that will support and underpin the use of social media and communicating with children through mobile phone, text, email and all other social media communication channels such as Facebook, Snapchat, Whatsapp, Twitter, etc. It is important that all staff, volunteers, coaches and officials, or anyone working on behalf of the organisation are aware of this policy and agree to the following terms.

Terms

To protect all children and young people attending the club and who make use of technology (such as mobile phones, handheld devices and the internet to interact with the organisation.

To provide staff and volunteers with policy and procedure information regarding communicating with children.

To ensure the club is operating in line with Irish Sailing and Sport Ireland policies.

Policy

Coaches and leaders should never place themselves in a compromising position by texting or communicating via social media sites with children. All such communications should be sent via approved channels to the parents or guardians of the athlete.

The following should apply when communicating with children:

1. Use a club group text or online system for communicating with parents/guardians of athletes.
2. Do not communicate individually by text or online with children.
3. Do not engage in communications with children via personal social media sites.
4. Always use approved club group text or social media sites to communicate with children.

All club Facebook pages must be a group, organization and community or sports page. Just like the following:



A personal page should not be used by a club to communicate with children. Here is a sample of what a personal page looks like. It's the same as your own personal page which allows you to connect with family and friends.



On a personal page, members add each other as friends allowing them to share all pictures and posts. All group, organization and community or sports Facebook restrict members to share information in an open space and does not require members to friend each other in order to access information. They simply 'like' the page to follow posts.

E-safety checklist:

1. Understand the safety aspects including what is acceptable and unacceptable behaviour when using digital technology such as social networking sites (e. g. Twitter and Facebook), mobile phones, game consoles and the internet.
 2. When engaging with social media it is important to ensure to adhere to relevant legislation and good practice guidelines.
 3. Review existing safeguarding policies and procedures to ensure that online safeguarding issues are fully integrated
 - reporting online concerns about possible abuse to the Statutory Authorities (HSE/Gardai)
 - reporting breaches of terms of Irish Sailing policy to Club Committee / Centre Management
 4. Decide how your sports webpage/profile will be managed within your club.
 - vet administrators and those managing the webpage/profile.
 - training for the person/s managing the organisation's online profile.
 - involvement from your club's/organisation's Designated Liaison Person (Children's Officer)
 - ensure any interactive content is moderated e. g. club social network page/boards/posts/tweets/forums etc.
 5. Ensure that adequate privacy settings are in place either restricting or allowing access to photos, personal information, comments about others, friends and followers.
 6. Ensure that staff and volunteers, including coaches and athletes, are aware of the need to protect their privacy online.
- Staff and volunteers should be encouraged by the club/organisation to carefully consider who they give access to their personal information online. All staff and volunteers should ensure that a clear differentiation between their personal and professional profiles.
7. Address safety when adding content to your webpage/profile:
 - promote safe and responsible use.
 - avoid taking personal details of children and young people.
 - when uploading content – 'think before you post'.
 - report fake or impostor webpage/profiles
 8. Address safeguarding when promoting the club, sport, events and competitions.

Annual declaration of review of club e-safety policy, procedures and good practice.

..... (Insert name of club/organisation)

Review date:

The name of Designated Liaison Person:

Actions to be completed:

.....
.....
.....

Signature:

Swords Sailing & Boating

WhatsApp Guidelines

WhatsApp is an instant messaging app. The proprietary, cross-platform app uses the Internet to send text messages, images, video, user location and audio media messages. It has become very popular in clubs and events who use it to communicate to groups.

If a WhatsApp group is set up in the name of a club, then the club should have administrator rights to the group. WhatsApp group administrators may be responsible for members' content. An admin is automatically the person who creates the group. Additional admins can be added, without necessarily agreeing to be one. Group admins then can control who is invited to, or removed from, the group chat. Children (u18) should not be part of a WhatsApp group. The safeguarding concern is that users can see personal phone numbers of users. The group should not be used for private conversations with anyone else using the group.

Do...

- ...Have an adult (Sports Leader/Coach or Manager) set the group up (allowing admin rights)
- ...Tell participants what the app is/isn't to be used for
- ...Inform parents of its intended use
- ...Get the participants to agree how the app is to be used i.e. only sailing orientated content
- ...Keep language appropriate and discuss relevant topics only
- ...Ensure members have a mechanism to report inappropriate content

Don't...

- ...Allow children under 18yrs of age to use WhatsApp
- ...Use the app for private messaging
- ...Use the app to replace formal feedback
- ...Use the app for non-club messaging
- ...Share grievances on WhatsApp

Swords Sailing & Boating

Photography and Images Policy

Use of Mobile Phones

Those whose work with children and young people need to be aware of the opportunities for abuse through the misuse of mobile phones, text messaging and the use of images in social media or WhatsApp groups. While good use of such media can be beneficial, we must be vigilant and alert to the possibilities of misuse and consequent harm that can result to young people. Leaders must also take care to protect themselves.

1. Leaders involved in youth and children's activities should only have children's and young people's mobile numbers if the natures of their involvement require them to phone or text them. (Such leaders might include those running an instructor course, or an employed youth or a volunteer involved in co-ordinating school sailing courses or partaking in club coaching programmes.)
2. Parental permission should be sought if the leader in this role will be contacting children or young people via mobile phone.
3. A method of accountability should be arranged e. g. copies/c.c. of texts could also be sent to the head coach, club children's officer or to parents or include them in same mail.
4. If a leader had a child/young person's phone number it should only be used for the purposes it has been given, i.e., the leader should not share this information.

Texting – Communication not Conversation!

1. Texts should be used for the purposes of reminding children or young people about events or changes to programme due to weather etc. which are forthcoming.
2. Texts may on occasion also be used as a means to encourage children or young people if it is appropriate to do so the moment, e.g., 'Hope exam goes ok.'
3. If it turns into a conversation, communications should be ended. A leader can suggest discussing the subject further at the next event or, if they are concerned about the child/young person, arrange to meet up to talk further (within the usual child protection parameters).

Camera Phones

Camera phones should be used safely and responsibly.

Pictures can be very powerful and stir up strong emotions. Camera phone users should respect the private lives of others and not take or distribute pictures of other people if it could invade their privacy.

Leaders and children/young people should not send pictures that are obscene, indecent, or menacing and should be sensitive about other people's gender identity, sexual identity, racial heritage, religion, or personal background. Both leaders and children/young people should be made aware that it is a criminal offence to take, make, permit to be taken, distribute, show, or possess an indecent or sexually explicit image of a child under 18. For further guidance please see attached 'Sexting and the Law' leaflet.

When commissioning professional photographers or inviting the press to an activity the leader in charge should ensure they are clear about expectations of them in relation to child protection. Professional photographers/film/video operators wishing to record an activity should seek accreditation from leaders by producing their professional identification for the details to be recorded. The leader should then:

- Provide a clear brief about what is considered appropriate in terms of content and behaviour

- Issue the photographer with identification which should be worn at all times.
- Keep a record of accreditations.
- Inform leaders, children/young people, and parents, that a photographer will be in attendance is at the activity and check that they consent to both the taking and publication of films or photographs.
- Not allow unsupervised access to children/young people or one-to-one photo sessions.
- Not approve/allow photo sessions outside the activity or at a child/young person's home.
- Anyone concerned about any photography taking place should discuss his or her concerns with the leader in charge or a member of the parish or central events panel.

Camera phones can be used to make children/young people safer. Older children, for example, using a taxi can send a picture of the car's registration to a friend before they begin the trip, or can simply use the phone to show parents where they are.

- Children/young people can only be photography when permission has been provided in writing from their parent/guardian.
- The scope of the use of photographs must also be stated as part of the parental permission.
- Children/young people should not be named individually in photographs unless necessary, for example, if the child/young concerned was winning a prize worthy of publication.
- When posting photographs on social media settings should be such that children/young people cannot be individually tagged.
- All photographs must be stored in a secure place either electronically in a password protected file or physically in a locked cabinet.
- If any electronic device/memory which contain photographs is disposed of or passed on, then the device must be wiped of all photographs in such a way that they cannot be recovered on that device.

Use of Mobile phones during activities.

Groups should, with parents and children/young people, develop a policy on the use of mobile phones during youth activities. This policy should be communicated to all parents and youth members. This policy could include:

- Confirmation that when on activities a named leader is the primary point of communication and is to be contacted if there is an emergency or change to previously agreed arrangements.
- That the usage of mobiles phones including text messaging or playing games cannot be allowed to be a distraction from a safe awareness of the environment or be allowed to interfere with full participation in the activity.
- That when on camps or overnight activities, there is a stated preferred time period when parents may make contact, if they wish. Parents should be advised that contact outside of this time may not be possible due to activities.
- Consider that use of phones while away can worsen rather than alleviate homesickness. In this context it can be good to encourage children/young people to consider that 'no news is good news.'

Use of computers/tables/web-enabled games consoles/smart TVs.

If such devices are used as part of activities within the organisation, guidelines should be produced to ensure that they are used for the correct purpose, and include, for example, what websites are suitable for the age of children/young people that the leaders are worth with.

5.8

Disability Inclusion Policy

At SSBC we will achieve disability inclusion by continually reviewing an approach that is implemented by the members, staff and management and by working in partnership with people with disabilities and their families. This will ensure that the sport of sailing and our organisation is inclusive for everyone.

SSBC welcomes all members of the community, regardless of their abilities. We will include people with disabilities in our organisation in both participating and non-participative roles to the greatest extent that we can.

We will endeavour to review and update the organisations Disability Inclusion Policy bi-annually and to review any recommendations and developments that will have arisen as a result of the development of the policy.

5.9

Transport & Overnight Policy

Parents or their appointed guardian for their child are solely responsible for the supervision and care of their child for any sailing from locations other than SSBC.

At this time SSBC has no intention to organise or support any overnight trips or events. This can be reviewed in future.

6 Appendix

6.1

Swords Sailing & Boating Club Instructor & Coaches Charter

ISA Instructors and Coaches play a crucial part in introducing participants to the activities and sports administered and represented by the ISA and for developing these people into lifelong participants.

As an ISA Instructor or Coach, you are the face of the ISA to all your participants. You represent the sport and lifestyle that you love, and which has given you so much.

Instructors and Coaches are role models to all course participants and are given a position of authority and influence, particularly with young and vulnerable participants.

The environment in which we enjoy our activities is very different to those used for many conventional sports. The safety of your participants, in what may be an unfamiliar environment for them, is your responsibility.

When they leave you, your participants will be practicing the skills and knowledge they learnt and practiced with you. It is important that what you taught was correct and that it is appropriate to their level of competency.

For these reasons it is important that ISA Instructors and coaches conduct themselves in an appropriate manner cognisant of the influence they have on other people's safety, welfare, behaviour and participation in watersports.

This document sets out standards of behaviour and good practice expected of ISA instructors and coaches under the headings.

During your Instructor or Coach training course you will be asked to read and then sign this charter agreeing to uphold the principals it sets out.

I agree with the principles and procedures set out in this charter and agree to abide by them.

ISA Instructor.

Date	
Name	
Signature	
Club	

As an ISA Instructor or Coach, I will:

- Hold the welfare of my participants as my primary and overriding concern.
- Create and maintain a safe environment in which my participants can learn and practice.
- Ensure that all activities are appropriate to the skill stage and ability of my participants.
- Set realistic goals for participants that are challenging yet achievable.
- Ensure that the equipment and facilities I use are appropriate and fit for purpose.
- Be generous with praise when it is deserved.
- Never ridicule or shout at participants for making mistakes.
- Ensure that all participants participate in activities, games, races etc.
- Give all participants equal time irrespective of ability.
- Respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.

- Be reasonable in demands on participants' time, energy and enthusiasm.
- Be fit for work and presented in a neat and appropriate manner.

When participating in a club I will:

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

When coaching for competition I will:

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

When working with children and vulnerable adults, I will:

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

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

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

Swords Sailing & Boating Club

Safeguarding Training Plan

Introduction

The enactment of the Children First legislation raises specific requirements that all people responsible for working, coaching or generally engaging with children on a regular basis ("regular" defined as 4 times within 1 month or 1 night residential) are required to be educated on creating a child centred approach, recognising abuse and knowing what to do in response to a disclosure and your own legal obligations. Sport Ireland has designed a suite of Courses to ensure all sporting bodies are appropriately trained to comply with this Law and is called Safeguarding Training. To ensure Irish Sailing Training Centres and Clubs are compliant with the legislation Irish Sailing run over 20 of the Safeguarding 1-2-3 Level Courses per year. The details of the three stages of training are outlined here as follows:

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

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

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

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

3. Safeguarding 3 - Designated Liaison Person (DLP)

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

Club Children's Officers

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

Designated Liaison Person

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

Safeguarding Revalidation

The first Safeguarding 1 course a person attends must be the 3hr Classroom based course and this is valid for 5 years. This is the same for an Irish Sailing Instructor and / or Club Volunteer / Staff member. A person can attend another SG1 Classroom Course or do the Sport Ireland Online Refresher Course which will revalidate their Safeguarding Certificate for 5 more years.

Other Safeguarding Courses:

Irish Sailing accepts other Sport Ireland Face to Face Classroom / Online Face to Face courses and Sport Ireland Online Refresher Courses (after initial attended class/online course) that can be run by Local Sport Partnerships, other Sport Ireland affiliated NGBs and Scouting Ireland Stage 3 Code of Ethics Courses.

Irish Sailing will accept Occupational Safeguarding Courses such as for Care workers in TUSLA, Physical Education Teachers in Dept of Education and Nursing in Dept. of Health where there is a valid certificate shown. However, we recommend that people should attend their Sport Specific Training Courses provided by Irish Sailing as best practice to understand the nuances of sailing in Ireland.

Irish Sailing cannot not accept RYA Safe 'n Fun Online courses or Tusla Online Courses as the primary course.

Safeguarding for Assistant Instructors

The enactment of the Children First legislation raises specific policy issues with regard to the role of Assistant instructors in Training Centres. In order to ensure Irish Sailing Training Centres are compliant with the legislation the following policies are recommended.

Assistant Instructors age 15yrs – 17yrs

Assistant instructors in this age group are generally preparing for their instructor training course. They must only work under the direct supervision of a qualified instructor and should never be left in charge of or responsible for the students. In this context they are not required to be Garda Vetted or complete Safeguarding 1. It is recommended that once they turn 16yrs, GV and Safeguarding 1 should be completed as part of their Instructor Training preparation.

Assistant Instructors age 17yrs +

All Assistant Instructors aged 17yrs+ must be Garda Vetted and have completed Safeguarding 1. It is important to highlight that they are not qualified instructors and must still work with a fully qualified instructor who is responsible for the training and supervision of the students.

Safeguarding Training Course Schedules

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

Swords Sailing & Boating Club eVetting Policy

In January 2013 the Government passed the “National Vetting Bureau (Children and Vulnerable Persons) Bill 2012”. This legislation makes it an offence under the act to knowingly employ / deploy someone to work with children or vulnerable adults who has not been Garda vetted. Garda Vetting (eVetting) is available through the ISA.

eVetting

The National Vetting Bureau has commenced rollout of their eVetting scheme to all organisations and have offered their eVetting services to the Irish Sailing Association. As of the 19th September 2016 the ISA switched over to the new online facility

The required forms issued by the National Vetting Bureau:

1. Form NVB1;
2. Garda Vetting Proof of Identity; and
3. Parent / Guardian Consent Form (NVB 3) – for applicants aged 16 and 17.

All three documents are available to download and print the Gardaí & Child section of ISA Website Library, <http://www.sailing.ie/training/library/gardai-child/>

Who should be vetted?

Persons who wish to undertake certain work or activities relating to children or vulnerable persons, or to provide certain services to children or vulnerable persons more than four times in any month or overnight.

All ISA organisations running activities for children or vulnerable persons must have in place a policy stating who must be vetted and when. This would normally form part of the organisations recruitment policy.

As a guide, people in the following positions within ISA affiliated organisations should be vetted by the organisation as part of their recruitment process.

Youth Sports Leaders working in an ISA Organisation:

- Designated Officers.
- Clubs'/Organisations' Children's Officers.
- Junior Organisers.
- Youth Team Managers.
- Full time “Shore Parents”.
- Staff and volunteers leading or working on activities or sessions where they will have contact with children or vulnerable persons more than four times in any month or overnight.
- Senior / Chief Instructors.
- Instructors and coaches running activities for children or vulnerable persons.

ISA Garda Vetting is valid for a period of 5 years from the date the search was conducted. The ISA requests that any ISA Instructor who attends a CPD Revalidation or attends an Advanced Instructor course also reapply for Garda Vetting at that time.

<https://www.sailing.ie/Portals/0/documents/2021/Garda%20Vetting/2021%20eVetting%20Invitation%20NVB1%20Form.pdf>

<https://www.sailing.ie/Portals/0/documents/2020/2020%20eVetting%20Proof%20of%20Identification%20Form.pdf>

Accident / Incident Report Form

SPORTS LEADERS NAME	CLUB OR CENTRE NAME
VENUE OF ACCIDENT/INCIDENT	NAME OF INJURED PERSON
DATE & TIME OF ACCIDENT/INCIDENT	ADDRESS OF INJURED PERSON
NAME OF INDIVIDUALS WHO DEALT WITH ACCIDENT/INCIDENT	
NATURE OF ACCIDENT/INCIDENT AND EXTENT OF INJURY	
DETAILS LEADING UP TO ACCIDENT/INCIDENT	
DETAILS OF ACTION TAKEN, INCLUDING ANY FIRST AID TREATMENT	
WHICH OF THE FOLLOWING WERE CONTACTED AFTER THE INCIDENT? Garda Ambulance Parent/Guardian/Carer Doctor	
ANY ADDITIONAL INFORMATION RELEVANT TO THIS INCIDENT? ALL OF THE ABOVE FACTS ARE A TRUE AND ACCURATE RECORD OF THE ACCIDENT/INCIDENT Signature 1: Signature 2: Date:	

Swords Sailing & Boating Club Complaints, Disciplinary Action and Appeals Procedures

The following is the procedure for all complaints / disciplinary action and appeals regarding the conduct of any member outside the realm of racing appeals.

- On receiving a complaint, a investigation committee will be appointed to resolve problems relating to the conduct of its members. This should include bullying. The complaint should be in writing to the secretary or Children's Officer and should be responded to within 5 working days. The committee should consist of a representative from the Management Committee, the Children's Officer and ordinary registered members of the club.
- If the complaint involves suspected abuse or a criminal offence the children's officer/ designated person should be consulted, and the disciplinary committee disbanded. The statutory authorities will then be informed.
- The investigation committee will review any relevant paper work and hold any necessary meetings with all parties to proceed with complaints into any incident of suspected misconduct that does not relate to child abuse. It will, as soon as possible, inform the Management Committee of the progress of the disciplinary process. This should be done within 10 working days.
- The investigation committee will furnish the individual with the nature of the complaint being made against him/her and afford him/her the opportunity of providing a response either verbally or in writing, but usually at a meeting with the investigation committee.
- Written confidential records of all complaints should be safely and confidentially kept and club procedures should be defined for the possession of such records in the event of election of new officers.
- Where it is established that an incident of misconduct has taken place, the disciplinary committee will notify the member of any sanction being imposed. The notification will be made in writing, setting out the reasons for the sanction. If the member is under 18 years of age, correspondence should be addressed to the parents/guardians.
- If the person against whom the complaint was made is unhappy with the decision of the investigation committee, s/he will have the right to appeal the decision to an appeals committee (independent of a investigation committee). Any appeal should be made in writing within an agreed period after issue, usually 10 days of the decision of the disciplinary committee. The chairperson of the appeals committee should be a member of the Management Committee. The appeals committee will consult with the Children's Officer in relation to issues of child welfare and codes of conduct. the appeals committee will have the power to confirm, set aside or change any sanction imposed by the disciplinary committee.
- If any party is not satisfied with the outcome the matter can be referred to the ISA for mediation or arbitration. However, efforts to resolve the issue at club level should be exhausted before the ISA is engaged in attempts to resolve the matter.

6.6 Contact Details

If you, as a junior member of Swords Sailing need to speak to an adult for any reason Darragh Dunne can be contacted at darraghdunne@gmail.com or 0876697076.



Junior Affairs Officer: Darragh Dunne.

Safeguard Trained and Garda Vetted Parents / Leaders.

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If as an adult you have any issues, concerns or questions about juniors in Swords Sailing and Boating Club feel free to contact Darragh as above. Alternatively contact any member of the committee at info@swordssailing.ie.

Commodore: Donal Dwyer

Vice Commodore: Patrick Woodhams