



Dungarvan Cycling Club – Child Safety Policy (05/11/2018)

This policy had been formulated by the Committee of Dungarvan Cycling Club.

This policy has been reviewed by Cycling Ireland and adheres to the CI vetting policy and CI code of conduct. Cycling Ireland has policies on travel and supervision which will also be adhered to if relevant for events in the future.

1. Preamble and Key Principles

- i. The protection of children and vulnerable adults is of paramount importance to the club and this policy is designed to ensure that children and vulnerable adults are protected from abuse in all forms.
- ii. It is the club's policy to provide a safe, caring and fun environment for children.
- iii. For the purposes of this policy a child is defined as a person under 18 years of age and vulnerable adults, the term "children" will be used to encompass both.
- iv. The term abuse encompasses all forms of abuse – physical, mental, sexual, emotional.
- v. As stated the protection of children is of paramount importance, it is impossible to cover all eventualities and members must use their discretion to ensure that children are protected.
- vi. The club has appointed Karen Walsh as Club Safeguarding Officer ("CSO") who will ensure, to the best of her ability, that this policy is applied.

2. External Regulations

There is a large suite of legislation covering the area of child protection, in particular:

- National Vetting Bureau (Children and Vulnerable Persons) Act 2012. The National Vetting Bureau Act provides a legislative basis for the mandatory vetting of individuals who wish to undertake certain work or activities, either in a paid or voluntary capacity, relating to children or vulnerable persons. In essence any person who engages with children or vulnerable adults on a **regular, ongoing basis** must have received confirmation from Cycling Ireland that they are 'deemed acceptable' to fill the position from a National Vetting perspective.
- Criminal Justice (Withholding of Information on Offences against Children and Vulnerable Adults) Act 2012 - It is an offence to withhold information on certain offences against children and vulnerable adults from the Garda Síochána.

Please note that The Protection for Persons Reporting Child Abuse Act, 1998 provides immunity from civil liability to persons who report child abuse 'reasonably and in good faith' to the Health Board or the Gardaí.

3. Policy Requirements

- a. All members, adults and children, are required to adhere to this policy.
- b. Adult members deemed to be engaged with children on a regular, ongoing basis are required to acknowledge and accept the contents of this policy.



- c. The parents/guardians of all children are required to acknowledge and accept the contents of this policy on behalf of their children on an annual basis; the CSO will maintain a log confirming the acknowledgement.
- d. All club members engaged with U18s on a regular, on going basis, as determined by the CSO in conjunction with the Chairperson, must:
 1. Submit themselves for Garda vetting via Cycling Ireland – see CI website for details on this process. Members should be vetted every three years.
 2. Attend a Local Sports Partnership course on child protection every three years.
 3. Acknowledge and accept the contents of this policy.
- e. The above will be rolled out before 1 January 2019 and will continue on an ongoing basis
- f. The CSO will confirm, by reviewing the vetting reply from Cycling Ireland, those members referred for vetting have received a letter from Cycling Ireland indicating that there are no records indicating that the member is unsuitable to work with children. Where Cycling Ireland declares that the member is not suitable to work with children the club must abide by this recommendation, such information is to be treated strictly confidential and only communicated as absolutely necessary.
- g. The Chairperson will confirm the CSO's vetting record.

4. Code of Behaviour for Children

1. Children **agree to**:
 - Treat fellow club members with respect;
 - Respect fellow competitors and compete in a sporting manner;
 - Avoid damaging the name of the club;
 - Talk to the club's CSO if they have any problems or, alternatively, raise any problems with their parents/guardians.
2. Children **must not**:
 - Be abusive towards fellow club members, fellow competitors or other triathlon officials;
 - Engage in bullying;
 - Cheat or engage in unsporting behaviour;
 - Tell lies or spread rumours;
 - Train or compete if they are injured or unwell without consulting with their parents/guardians;
 - Keep secrets, particularly if they have been abused in any manner;
 - Members are required to pay the annual subscription as set by the Club; the Club Committee has the right to waive the membership fee for members where it deems it appropriate to do so.

5. Code of Behaviour for Adults

1. Adults members **agree to**:
 - Place children's safety, well- being and enjoyment as their number one priority;
 - Strive to create a positive environment to encourage children;
 - Treat all children equally;
 - In general, act as role models;



- Undergo Garda vetting every three years if requested by the CSO;
- Attend a Local Sports Partnership child protection course if requested by the CSO;
- Avoid unnecessary physical contact (it is accepted that contact may be necessary on occasion, e.g., picking up a child who has fallen, however it must be necessary and never inappropriate);
- Operate in an open, transparent manner.

2. Adult members **must not**:

- Be abusive in any form (physical, emotional, sexual, mental) towards fellow club members, fellow competitors or other triathlon officials;
- Engage in inappropriate behaviour such as drunkenness, violence in front of children.

6. Practical Issues

1. Contacting Children

- Club activities will be notified through a combination of the club's website, email & Facebook page or by text to parents and guardians.

2. Supervision

- A ratio of at least one adult to every six children is advised, in any event a single adult should avoid being alone with children. It is acknowledged that this may be difficult to implement, e.g., where juniors are being individually coached. In such cases blanket permission should be sought annually (in January) from the parents/guardians of relevant children.
- Supervision is to be gender specific where possible.

3. Scope of Club Responsibility

- Parents/guardians are responsible for children getting to/from the starting point of club activities. If parents/guardians wish they may indicate that they wish their child to be collected/returned elsewhere – this is of course dependent on the acceptance of the relevant adult member and should be recorded in writing.

4. Travel and Overnight Stays

- Parents/guardians are to be notified of the logistical arrangements in good time:
 - Departure/return times and date(s);
 - Accommodation location, contact details;
 - Contact details for the club member supervising the trip.
- For overnight stays parents/guardians must provide permission and notify the member supervising of any requirements specific to their child.
- Adults are not to share rooms with children unless express permission has been provided by the child's parents/guardians.

5. Photography and Videoing



- It is assumed that parents/guardians agree to have photographs, videos of their child engaged in club activities published on the club's website and/or Facebook page, Instagram and/or other social media or forwarded to other media outlets. Where this is not the case the club's CSO is to be informed. Children will not be named in the picture unless permission is given.
- Only photographs, videos of members in suitable dress, poses are to be published on the club's website and/or Facebook or other social media pages or forwarded to other media outlets.

6. Club Website and Facebook Page

- The club operate a website and Facebook page under the control of the club's Press Relations Officer ("PRO"). The PRO is required to be cognisant of the overall principles of this policy and ensure that no material is published on the club's website or Facebook page or forwarded to other media outlets that is not in keeping with the policy requirements outlined.

7. Reporting Suspected Abuse

1. Suspected abuse should be reported in the first instance to the CSO, if a person is not comfortable in disclosing to the CSO disclosure should be made to a person in whom they feel comfortable in doing so.
2. The person to whom the suspected abuse is disclosed should:
 - React calmly so as not to frighten the child;
 - Reassure the child that they did the correct thing in speaking to them;
 - Take the child seriously;
 - Listen with sympathy and reassure the child, you cannot however guarantee confidentiality;
 - Keep a record of the conversation and ensuing action taken;
 - Seek advice as appropriate from the statutory authorities:
 - ◆ An Garda Síochána (Dungarvan Garda station – 058 48600 or Domestic Violence and Sexual Assault Investigation Unit (DVSAIU, on 01 666 3430), and;
 - ◆ Health Services Executive (Children and Family Services) – 1850 241 850 or see contact details at appendix 2 of http://www.hse.ie/eng/staff/Resources/hrppg/Children_First_2011_%E2%80%93_National_Guidance_for_the_Protection_and_Welfare_of_Children.pdf;
 - ◆ Informal advice may be sought from the statutory authorities; if a formal report is required the family of the victim should be informed unless this is likely to endanger the child.
 - ◆ Satisfy themselves that they have taken appropriate action. For relatively minor forms of abuse, e.g., aggressive language, shouting by a coach this may involve a conversation with the coach involved.