**Safeguarding Children and Young People Policy**

This Safeguarding policy is based on guidelines and legislation outlined in the following documents:

* Basketball Ireland Code of Ethics for Children’s Sport 2013
* Code of Ethics and Good Practice for Children’s Sport - Irish Sports Council (COE reviewed in 2006).
* Children First: National Guidelines for the Protection and Welfare of Children,
* Dept. of Health & Children 2011
* Our Duty to Care, Dept. of Health & Children 2002
* Criminal Law (sexual offences) Act 2006
* The Protection for Persons Reporting Child Abuse Act 1998
* Withholding of Information Act 2008

**Safeguarding or Child Protection**

The term child protection has been changed to safeguarding as it reflects the wider responsibility for health and safety and prevention as well as just protection from abuse. The word safeguarding has been used with increasing frequency over the last few years in a wide range of settings and situations, going well beyond the world of children and child protection. It may be defined as **“**Doing everything possible to minimise the risk of harm to children and young people.”

Safeguarding is about being proactive and putting measures in place in advance of any contact with children to ensure that children are going to be kept safe. This will include:

* Ensuring volunteers are properly checked when they are recruited;
* Guidelines for people who come into contact with young people as part of their role to ensure they know what they need to do to keep children safe; and
* Guidelines for planning an event or activity with young people and putting measures in place to minimise the risk of safeguarding issues occurring.

Date Agreed by Rockets Basketball Club Committee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date for Review \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Policy Statement**

In accordance with Basketball Ireland, Rockets Safeguarding Policy is committed to good practice which protects children from harm. We accept and recognise our responsibility to provide an environment which promotes the safety of the young person at all times. To achieve this we will:

* Develop an awareness of the issues which may lead to young people being harmed.
* Create an open environment by identifying a Children’s Officer to whom the young people can turn to if they need to talk.
* Agree another named person (referred to as the “Second Designated Person”) and publicise contact details within the club.
* Adopt child centred and coaching styles.
* Adopt Safeguarding guidelines through Codes of Conduct for members and all adults volunteering at the club. This includes coaches, committee, parents and other volunteers.
* Ensure careful recruitment, selection and management procedures. These procedures will include regular support and supervision is provided to volunteers.
* Ensure that all people over 16 years working with younger members of the club are Garda vetted in accordance with BI, Children’s First requirements.
* Ensure complaints, grievance and disciplinary procedures are included in our constitution.
* Share information about concerns regarding Safeguarding of Children with others who need to know.
* Provide information as required to the Executive committee.
* Ensure good and safe playing practices.
* Be involved in training made available through the various agencies and strengthen links with these agencies.
* Keep Safeguarding policies under regular review (every three years minimum).
* Have procedures relating specifically to bullying, away trips, transport and use of photography.
* Provide Code of Conduct for parents, coaches and children clearly outlining their rights and responsibilities.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**On behalf of Dunshaughlin Rockets Date**

**Basketball Club**

Children have the right to be safe. All coaches should ensure that this fundamental principle takes precedence over all other considerations. This policy applies to all those involved in Dunshaughlin Rockets Basketball Club, coaches, committee members, volunteer, parents and young people.

**Equality Statement**

* Dunshaughlin Rockets Basketball Club is committed to ensuring that equity is incorporated across all aspects of its development
* Dunshaughlin Rockets Basketball Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
* Dunshaughlin Rockets Basketball Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
* Dunshaughlin Rockets Basketball Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
* Dunshaughlin Rockets Basketball Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

To address the vulnerability of children with a disability, coaches will seek guidance on working with children with a disability from external agencies, parents/guardians and the children themselves.

**Confidentiality Statement**

We at Dunshaughlin Rockets Basketball Club will promise never to keep secrets. However, information of a confidential nature will only be communicated on a "need to know" basis, with the welfare of the child paramount.

* Considerations of confidentiality will not be allowed to override the rights of children or young members to be protected from harm.
* A full Safeguarding policy statement will be available on the club website for all interested parties to read.
* Every effort should be made to ensure that confidentially is maintained for all concerned.
* Information should be handled and disseminated on a need to know basis only.
* Information should be stored in a secure place, with limited access to designated people.
* The requirements of the Data Protection laws should be adhered to.
* Breach of confidentiality is a serious manner.

**Awareness of the Issues**

Background knowledge in relation to child abuse, the general principles of Safeguarding and the ability to recognise and respond to abuse are important issues. Of primary concern for Dunshaughlin Rockets is the issue of Safeguarding of our young members within the operation of the club. However, being aware of the indicators of abuse in respect of young members caused by others outside the club, are of an equal importance for the safety and well being of that child.

**Glossary of Terms**

**Children & Young People**

A child or young person is defined by the law in both jurisdictions as a person under the age of 18 years. For the purposes of this document the term children & young people applies to all under the age of 18.

**Parent/guardian**

For the purposes of this document when referring to parent/guardian the term is used to include parents, legal guardians, and/or carers.

**Child Abuse**

**1. Physical Abuse**

Physical abuse is the deliberate physical injury to a child, or the wilful or neglectful failure to prevent physical injury or suffering. This may include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, confinement to a room or bed, or inappropriately giving drugs to control behaviour.

**2. Emotional Abuse**

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone. Domestic violence, adult mental health problems and parental substance misuse may expose children to emotional abuse.

**3. Sexual Abuse**

Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at or the production of pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

**4. Neglect**

Neglect is the persistent failure to meet a child’s physical, emotional and/or psychological needs, likely to result in significant harm. It may involve a parent or carer failing to provide adequate foods, shelter and clothing, failing to protect a child from physical harm or danger, failing to ensure access to appropriate medical care or treatment, lack of stimulation or lack of supervision. It may also include non-organic failure to thrive (faltering growth).

**Bullying**

In addition to these Dunshaughlin Rockets recognises that we have a responsibility to

protect children from bullying and to have policies and procedures in places to do so.

Coaches should challenge bullying in any form i.e. physical or emotional. Physical bulling can take the form of attacks, such as hitting, kicking, taking or damaging belongings. Emotional bullying may be a verbal assault, including name-calling, insults, repeat teasing, sectarian/racist assaults, or it may take more indirect forms, such as spreading malicious gossip, rumours or excluding someone from a social group. Bullying is not an accepted behaviour towards anyone at Dunshaughlin Rockets be they child, coach, volunteer or parent. Anyone found to be bullying others will be dealt with seriously both in regards to the behaviour exhibited and the reasons for the behaviour.

**Indicators of abuse**

The following is a list of some indicators of abuse, but it is not exhaustive:

|  |  |
| --- | --- |
| **PHYSICAL INDICATORS** | **BEHAVIOURAL INDICATORS** |
| * Unexplained bruising in soft tissue areas
* Repeated injuries
* Black eyes
* Injuries to the mouth
* Torn or bloodstained clothing
* Burns or scalds
* Bites
* Fractures
* Marks from implements
* Inconsistent stories/excuses relating to injuries
 | * Unexplained changes in behaviour - becoming withdrawn or aggressive
* Difficulty in making friends
* Distrustful of adults or excessive attachment to adults
* Sudden drop in performance
* Changes in attendance pattern
* Inappropriate sexual awareness, behaviour or language
* Reluctance to remove clothing
 |

**Responding to disclosure of abuse**

**Always**

* Record what has been said ASAP
* Remain sensitive and calm
* Reassure child that they
* are safe
* were right to tell
* are not to blame
* are being taken seriously
* Let child talk - do not interview
* Listen and hear, give the person time to say what they want
* Ensure a positive experience
* Explain that you must tell, but will maintain confidentiality
* Tell child what will happen next
* Involve appropriate individuals immediately
* Stay calm
* Reassure them that they have done the right thing in telling and that it will be dealt with appropriately

**Never**

* Question unless for clarification
* Make promises you cannot keep
* Rush into actions that may be inappropriate
* Make/pass a judgment on alleged abuser
* Take sole responsibility, consult the designated officer so you can begin to protect the child and gain support for yourself

**Designated Persons**

The Childrens Officer of **Dunshaughlin Rockets Basketball Club 2018/19** is

**Name: Jennifer Emmett**

 **Children’s Officer 2018/19**

**Contact Details: 087 213 4982**

**Ciara Gallagher, Dunshaughlin Rockets Children’s Officer** shall be made known to young members, coaches and parents alike; as the person to whom all concerns will be addressed. If the concern is about the Children’s Officer, please report to the Designated Person.

The Designated person within **Dunshaughlin Rockets Basketball Club** is:

**Name: John Irwin**

 **Chairperson – Rockets Basketball Club**

**Contact Details: 086 249 9696**

Guidelines for recording/dealing with incidents/accidents will be outlined later in this policy document.

**Safe Recruitment Procedures for Coaches & Volunteers**

* Dunshaughlin Rockets Basketball Club will take reasonable steps to ensure that suitable people work with young players.
* Volunteers and coaches will be carefully selected, trained and supervised. The Executive committee must vouch for new volunteers/coaches potential involvement and their participation must be ratified by the unanimous approval of the executive committee.
* All new coaches/volunteers working with children or young people must complete Basketball Irelands application form which includes a self declaration section. The newly recruited coach/volunteer must agree to abide by Basketball Ireland’s Code of Conduct and Code of Ethics in Children’s Sport and Rockets Code of Conduct for Coaches.
* Formal Garda Vetting procedures must be completed in line with Basketball Ireland’s requirements.
* When appointing volunteers/coaches Dunshaughlin Rockets will consider their current or previous experience either playing or coaching basketball.
* Dunshaughlin Rockets Executive Committee will ratify all recommendations for appointments.
* Every effort will be made to manage and support appointed Sports Leaders
* Dunshaughlin Rockets will make committee, volunteers & coaches aware of how to access training relevant to their roles.
* In addition to this Dunshaughlin Rockets ensure all volunteers are made aware of BI reporting procedures that are contained in this document & the Basketball Ireland Code of Ethics which is available to download from the BI website.
* Dunshaughlin Rockets will induct all coaches/volunteers on BI policies and procedures.

**Training for Coaches/Volunteers**

Dunshaughlin Rockets will:

* Ensure Basketball Ireland approved coaching sessions for coaches are scheduled for the club regularly and all participants are expected to qualify to at least introductory level.
* Education and training in the basics of Child Protection will apply to all coaches/volunteers/management committee working with young members. Dunshaughlin Rockets is committed to continuously updating and review of our Safeguarding Policy.
* Safeguarding training should include:
	+ Basic awareness of Safeguarding issues
	+ Our club/organisation’s Safeguarding policies and procedures including our Code of Conduct
* Safeguarding training will be carefully selected to ensure it is sufficient. For instance a one hour training session is unlikely to be very useful. A minimum of three hours is required for basic awareness raising, and we will seek that training from a specific training provider with experience and knowledge of good practice in sport.
* Ensure that all new coaches have attended Safeguarding awareness workshop within six months of taking up their post. This opportunity should also be made available to parents and other volunteers to enable a culture of a child-focused club to prevail.
* Ensure all staff and volunteers should receive induction, and training appropriate to their role. Training should be updated and reviewed regularly for new staff/volunteers and in line with changing legislation.
* A further aim of Dunshaughlin Rockets is to encourage the development & training of our junior members as coaches, officials & referees.
* Relevant training will be provided on at least a bi-annual basis in order to fulfil this aim.

**Codes of Conduct**

Code of Conducts for coaches & volunteers, young people and parents/guardians are designed to make all members of Dunshaughlin Rockets Basketball Club know what behaviour is expected and what is unacceptable. They are also intended to let all involved know what sanctions will be applied for non-compliance with the Codes. The Codes of Conduct will be prominently displayed at Registration and referenced in Dunshaughlin Rockets Registration Documents. The Codes of Conduct will be available to everyone associated with Dunshaughlin Rockets by means of the Dunshaughlin Rockets Website. Codes of Conduct will be applied consistently.

**Guidelines relating to away days and residentials**

Travelling to away fixtures is a regular event for Dunshaughlin Rockets. Trips may vary from short journeys across the county to play another local team or across the North East regions. Teams travelling will be briefed on what is expected of them at away venues and during bus journeys (where necessary) in terms of:

 Code of Conduct for Children & Young People

 Behaviour both (a) on and off Court and (b) while travelling to/from venue

Occasionally travelling to fixtures may involve more complicated arrangements involving overnight stays. Dunshaughlin Rockets is committed to ensuring that we follow certain standards to ensure the safety of our members. In the case of overnight travel parents/ guardians will be briefed on all aspects of the trip & provided with a trip itinerary. The relevant Permission forms will be required to be signed.

 **Supervision**

Dunshaughlin Rockets recognises that it is good practice to set up a system of support for our coaches. It is our policy that the Parent/ Guardians in enrolling their children with Dunshaughlin Rockets Basketball Club are volunteering to assist at training sessions and if necessary travel with their child’s team to games. Parents will be briefed of a rota for their child’s group at the start of the season and the involvement required. All volunteers within Dunshaughlin Rockets must undertake Formal Garda

Vetting procedures in line with Basketball Ireland’s requirements. Parent Co-ordinators will be appointed to liaise with Parents and Coaches in each age group. The Parental Co-ordinator on the Executive Committee will brief the parent co-ordinators of each group.

**Support**

* Dunshaughlin Rockets recognises that it is good practice to set up a system of support and supervision for Coaches.
* Where possible Dunshaughlin Rockets will endeavour to have assistant coaches working alongside their Lead Coaches.
* Dunshaughlin Rockets will aim to become more effective by identifying training needs and dealing quickly with difficulties.
* Regular meetings will be held in order to give coaches a forum to review their experiences. Dunshaughlin Rockets will put in place a system for reviewing a coach’s role.

 **Guidelines for reporting accidents**

In the event of an accident, the following procedure will be carried out:

* Fill in two copies of the Dunshaughlin Rockets Accident Report Form for **ALL** accidents.
* Make contact with parents/guardians.
* One copy of form to the Dunshaughlin Rockets Incident Book held at the Community Centre.
* Forward one copy to the Club Secretary for record keeping or any action required.
* Contact emergency services/GP if required.
* Record in detail all facts surrounding the accident, witnesses, etc.
* Sign off on any action required from senior management officer.

 **Guidelines for reporting allegations/incidents**

* Record all incidents reported or observed on an Incident Form
* Inform Children’s Officer ASAP.
* One copy to Children’s Officer within 24 hours.
* Ensure confidentiality - only "need to know basis" (reference confidentiality statement).
* Inform parents, unless to do so may put the child at further risk.
* The Children’s Officer will be responsible for storing any report in a safe and secure environment.

**Health and Safety guidelines**

Dunshaughlin Rockets are committed to ensure the safety of all members by completing a risk assessment for activities and endeavouring to provide first aid treatment for injury, accidents and cases of ill health during coaching sessions or at competitions.

|  |  |
| --- | --- |
| **Contacts** |  |
| Health Services Executive | 1850 241 850 |
| Dunshaughlin Garda Station | 01 825 8600 |
| Ashbourne Garda Station | 01 8010600 |
| Navan Garda Station | **046 9036100** |
| TUSLA Child & Family Agency Dublin | 01 771 8500 |
| Basketball Ireland | National Children’s OfficerDeirdre WolfeNational Basketball ArenaTymon Park, TallaghtDublin 2401 459 0211 dwolfe@basketbalireland.ie |
| NEBB Children’s Safeguarding Officer | Kathy Clarkeheneyclarkes@gmail.com |
| Ombudsman for ChildrenMillennium House52-56 Great Strand StreetDublin 1 | Millennium House52-56 Great Strand StreetDublin 11890 654654/01 865 6800oco@oco.ie |
| Irish Sports Council  | Top Floor, Block A,West End Office ParkBlanchardstown Dublin 15 01 860 8800 |
| Childline | Freephone 0800 1111 |

**Implementation and availability of information**

It is important that there is a free flow of information between committee, coaches, volunteers, children and parents, in terms of promotion of the club and what we aim to achieve in relation to each child. Dunshaughlin Rockets insists that parent/guardian consent is completed at registration for each under 18 year old member.

Parents should know what we do and how we do it, and the coaches/designated person will always be on hand during, or after coaching sessions, for consultation or advice.

When appropriate, letters (or telephone contact) will be issued in relation to further information or specifics in respect of an event etc.

Dunshaughlin Rockets undertakes to review of club policies and this will take place through meetings with coaches/volunteers and feedback from children and parents. As a club we have developed a plan for implementing our safeguarding procedures.

Are you concerned about the behaviour of a Dunshaughlin Rockets coach/committee member/volunteer?

Is it serious poor practice / an alleged breach of the code of ethics and conduct (refer to Code of Conduct)

Could it also be child abuse?

**Report concerns to the Club Designated Officer** (Unless -see below) who must then ensure the safety of the child and other children. This person will then refer concerns to the TUSLA (who may involve the police). This officer should also inform the governing body Children’s/Designated Officer.

The Club Children’s/Designated Officer will deal with it as a misconduct issue

If the allegation / concern raised relates to the Club’s Children’s/Designated Officer, refer directly to the appropriate individual senior to this person who will facilitate referral of the concerns to social services who may involve the police.

If concerns remain, refer to the appropriate individual senior to this person

**Disciplinary Committee Investigation**

**Possible Outcomes of Hearing:**

• No case to answer

• Warrants advice/warning as to future conduct/sanctions

• Further training and support needed

• Referral to Independent Safeguarding Authority barred list

• Suspension

**Appeals Committee**

In all cases ensure the appropriate governing body Children’s/Designated officer is contacted.

**Possible outcomes:**

• Police/TUSLA enquiry -joint protocol interview

• Criminal proceedings

• Referral back to Disciplinary Committee

• Possible civil proceedings

**Yes**

**Yes**

**Yes**

If you do not know who to turn to for advice or are worried about sharing your concerns with a senior colleague, you should contact Deirdre Wolfe, National Children’s Officer with Basketball Ireland. At any stage during the process outlined on the previous page in the left hand column the issue can be referred externally either formally or informally for advice. Following the external (right column) outcome the matter may be referred back to the organisation’s Disciplinary Committee.

**Dealing with concerns about a colleague**

The vast majority of people who work with children are well motivated and would never harm a child. Unfortunately, a few do and it is essential that Dunshaughlin Rockets creates a culture that makes all club members willing and comfortable to voice their concerns, particularly those about someone with whom they work or whom they know. Again, the club’s Safeguarding procedures should be followed.

During an investigation, support should be given both to the individual who voices concerns and to the suspected offender. Once the investigation is completed, Dunshaughlin Rockets must decide what action, if any, is necessary to prevent a similar situation arising again.