

Child Protection Policy

To Be Reviewed: 2026/2027 Season

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1.0 Purpose

The purpose of this document is to clearly outline to all Dunshaughlin Rockets Basketball Club stakeholders the policy and procedures relating to Child Protection.

2.0 Scope

This policy covers every person over 18 years old involved with the club, this applies to all Dunshaughlin Rockets coaches, volunteers, members, and collaborators.

3.0 Objectives

- To outline Dunshaughlin Rockets Basketball Club Child Protection training and safe practice work guidelines.
- To outline Dunshaughlin Rockets Basketball Club policies regarding use of technology, photography and recordings pertinent to young people.
- To outline the roles & responsibilities of the Designated Liaison Person.
- To present the Dunshaughlin Rockets Basketball Club reporting and complaints procedure for dealing with child abuse.

4.0 Revision and Changes

Changes to this procedure must be managed by the Dunshaughlin Rockets Basketball Club Committee Members and approved by the Committee Chair.

5.0 Our Priority

Dunshaughlin Rockets Basketball Club has as its foremost priority the welfare and safety of its young members. Dunshaughlin Rockets Basketball Club has a number of procedures in place designed to safeguard every young member involved in our programmes. Our club representatives (coaches)

endeavour to ensure that children and young people are protected and kept safe from harm while taking part in any of the Dunshaughlin Rockets Basketball Club programmes.

6.0 What is a Child?

In law a child is defined as someone under the age of 18 years, who is not or has never been married (Child Care Act 1991, Children Order 1995).

7.0 Our Training

The Dunshaughlin Rockets Basketball Club ensures its volunteers are well-informed and equipped to handle child protection matters by providing them with comprehensive training on child abuse, including different categories of abuse, identifying potential concerns, and offering guidance on appropriate responses to disclosures. All our volunteers undergo child protection training and undergo vetting by the Gardaí Síochána.

Dunshaughlin Rockets Basketball Club prioritises the voices of children and young people. We acknowledge and uphold their right to freely express their opinions, ensuring that their viewpoints are considered in all relevant matters and procedures, in accordance with the UN Convention on the Rights of the Child.

8.0 Vetting

All Dunshaughlin Rockets Basketball Club representatives and volunteers are Garda Vetted. These procedures are subject to regular reviews to ensure compliance with best practice.

9.0 Who This Policy Applies To

The Child Protection Policy and associated guidelines of the Dunshaughlin Rockets Basketball Club ensure the safety and support of all individuals involved in club activities and events when working with children and young people. This includes volunteers, interns, work experience participants, committee members, and contracted personnel.

On certain occasions, the Dunshaughlin Rockets Basketball Club collaborates with other organisations to organise events involving children and young people. While the nature of these collaborations may vary, the child protection guidelines outlined in the club's policy apply whenever the event is conducted under the name of the Dunshaughlin Rockets Basketball Club.

Dunshaughlin Rockets Basketball Club is committed to good practice and has developed a range of policies which govern our work with our members and volunteers.

Dunshaughlin Rockets Basketball Club is also committed to ensuring that all personnel within the club are introduced to this child protection policy during their induction period and that they each receive regular child protection awareness training as appropriate to their role.

10.0 Safe Practice in Our Work

At Dunshaughlin Rockets Basketball Club, our commitment to the well-being of children and young people is of utmost importance. We recognise the responsibility we have in providing a safe and secure environment for every individual involved in our club.

To ensure the implementation of safe practices, we follow all relevant procedures and guidelines that have been established by best practice. When recruiting and organising events for children and young people, it is essential for the group coordinator to obtain the following information:

- Dunshaughlin Rockets Basketball Club Member's Registration Form: This form, completed by a parent or guardian, is required for a young person to participate in club activities including training and matches.
- Parental Consent Form: Prior to specific events, trips, and weekends away beyond regular training and matches, a parent or guardian must complete this form.
- All coaches of Dunshaughlin Rockets Basketball Club must have access to the contact details of parents or guardians of the children and young people on their team(s) at all times when working with them. Additionally, a record of registration and attendance must be maintained for all training sessions and matches.

In the unfortunate event of an incident or accident, an incident/accident report form must be completed promptly. A copy should be stored by the club, and another copy must be provided to

the parents or guardians when notifying them of the details.

We also prioritise the safety of the buildings and facilities used by young people. Adequate measures such as heating, sanitation, lighting, ventilation, fire precautions, and sufficient insurance coverage must be in place. If unfamiliar premises are used, a risk assessment must be conducted beforehand by a committee member, Basketball Ireland or the official league of the Dunshaughlin Rockets.

Lastly, we kindly request that young people and their parents or guardians adhere to the Code of Behaviour for Dunshaughlin Rockets Basketball Club members. Together, we can create a positive and respectful environment for everyone involved.

11.0 Extra Considerations if Going Abroad

- Appropriate paper work in place, e.g. passports, visa.
- Copies of documents and passport numbers are with leaders at home and away.
- Insurance cover for all aspects of traveling.
- Detailed travel itinerary.
- Coaches, volunteers and young people must have contact details for leaders locally and at home.
- Currency, climate, time zones, cultural differences must be considered.
- Legal differences considered e.g. drinking, age of consent, drugs etc.
- Vaccinations if necessary.
- Regular check in and debriefing sessions with staff and young people.
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12.0 Safe Use of Technology

Dunshaughlin Rockets Basketball Club is aware that there exists a wide range of technologies in which young people use to communicate, for example text messaging, e-mail, Facebook, etc. In all of its use of technologies in its communication with young people, the club will:

- Communication with members under the age of 18 will be done directly through contact with their parent/guardian.
- Ensure that access to young people's personal contact details is carefully managed .
- Communicate with young people with regard to club work related information only.
- Never use young people's personal contact details for personal use.
- Never accept friendship requests from young people on personal social networking sites..
- Respond to and report any inappropriate behaviour, bullying or child protection concerns to the club committee member overseeing child protection.

13.0 Guidelines for use Of Photography and Recordings of Young People

- Permission must be received from parents/guardians in order to use a young person's photograph within the context of the appropriate guidelines. Ensure that parent/guardian and child are fully aware what, where and how the images will be used.
- Consideration should be given as to whether children or young people could be identified when personal information is included about them alongside a photograph.
- Consideration should also be given as to whether the images could be used inappropriately – e.g. adapted or copied for use on child abuse websites.
- All children/young people should be appropriately dressed (taking account of ethnic and cultural considerations and what kind of message the image is portraying).
- Recorded images should focus on an activity and, where possible, feature groups of children/young people rather than individuals.
- Ensure that any contracted film makers/photographers are not allowed to spend time with or have access to children/young people without supervision.
- Any complaints or concerns about inappropriate or intrusive images should be reported and recorded in accordance with any other child protection concern.
- The storage, access and ownership of images need to be carefully managed.
- Ensure not to reveal personal details of the children/young people.

- The use of recording devices such as cameras, mobile phones etc. by members during any club activity must be authorised in advance in compliance with child protection guidelines.
- The publication, posting and sharing of any images and videos should only be done in consultation with Dunshaughlin Rockets Basketball Club Committee Members.

14.0 The Roles and Responsibilities of Child Protection

The committee member responsible for Child Protection has the following duties and responsibilities to uphold:

- Receive reports of alleged abuse from volunteers and ensure the correct procedures are followed.
- Ensure the relevant authorities are informed where appropriate.
- In the case of an allegation against a club representative, the committee member responsible for child protection will deal with the child protection report and the Committee Chair will deal with club representative.
- Be familiar with and operate within the national guidance on child protection and specific guidelines of the club.
- Build a working relationship between the club and the appropriate statutory authorities and other relevant agencies.
- Advice on good practice for volunteers within the club.
- To ensure that all volunteers are adequately trained and informed of club guidelines on child protection.
- To maintain proper records on all concerns, allegations and cases reported and to keep them in a confidential and secure manner.
- To remain informed about current developments in relation to child protection practice and policy.
- To liaise with the Dunshaughlin Rockets Basketball Club Committee Chair on the review and implementation of these guidelines.

15.0 Reporting Procedures for Dealing with Child Abuse

In all aspects of the reporting procedure, the safety of the young person while in our care should always be paramount. Dunshaughlin Rockets Basketball Club volunteers have responsibility and duty of care to report any allegations or concerns that they may have in relation to the safety of a young person(s). In case of allegations against volunteers, there are two procedures to be followed: the reporting procedure in respect to the child and the procedure for dealing with the alleged abuser.

Good practice indicates that the same person does not have responsibility for dealing with both the reporting issues and contractual issues.

The committee member responsible for child protection will have responsibility for the young person. The Chairperson of the club will have responsibility for dealing with allegations made against the club representative. It will be necessary for the Gardai and senior personnel to agree together a strategy for investigation, and remain in contact throughout the process. If an allegation is made against committee member responsible for child protection, the deputy committee member responsible for child protection must handle procedure. If an allegation is made against the Chairperson, the committee member responsible for child protection and deputy committee member responsible for child protection will take responsibility for the procedure.

15.1 Steps To Be Taken

Immediately take appropriate measures to ensure that no child is exposed to unnecessary risk. These measures should not unreasonably penalise the club representative, unless necessary to protect children. If a decision is made to report the club representative to The Child and Family Agency, the committee member responsible for child protection will follow the standard reporting procedure. The Chairperson will inform the club representative that an allegation has been made and explain the nature of that allegation. Any response made by the club representative will be recorded and passed on to The Child and Family Agency. The club representative has a right to reply to the allegations made against them. Natural justice principles are to be applied.

The committee member responsible for child protection/Chairperson may also inform The Child and Family Agency of any other organisation working with children, with whom the alleged abuser

is involved. Following advice from statutory authorities, parents/carers of the young person may be informed, unless doing so is not in the best interest of the child. The follow-up of an allegation of abuse against a worker will be made in consultation with The Child and Family Agency and Garda Síochána. The committee member responsible for child protection/Chairperson will take due care to ensure that any action taken by them does not impede any investigations being carried out by The Child and Family Agency or An Garda Síochána. The person accused may require support pending an investigation. It is advised that external services be provided for the purpose.

15.2 Allegations of Peer Abuse

Abusive behaviour, which is carried out by children and young people, must be taken seriously and it is important that such cases are referred to The Child and Family Agency. Child protection procedures are adhered to for both children. If there is any conflict of interest between the welfare of the alleged abuser and the victim, the victim's welfare is of paramount importance. The standard reporting procedure will be followed, and advice will be sought from the statutory authorities with regard to informing the parents/carers of the young people concerned.

15.3 Retrospective Disclosures

In case of receiving a retrospective disclosure from an adult, it is very important that consideration is given to the current risk to any child who may be in contact with the alleged abuser. Adult reporters should be encouraged and supported to report their abuse and Dunshaughlin Rockets Basketball Club have duty to report any concerns they have. Advice should be sought from The Child and Family Agency on reporting retrospective disclosures. Investigations of disclosures by adult victims of past abuse frequently uncover current incidences of abuse. This is therefore an effective means of stopping the cycle of abuse.

15.4 Recording and Retaining Information

All details of concerns, allegations or reported incidents, regardless of whether or not a referral is subsequently made to a statutory agency, will be recorded. This should happen as soon as possible after the observation, disclosure or incident has taken place. Any reports/completed forms should be stored in a safe and secure location and accessed only by the committee member responsible for child protection, and the Chairperson where appropriate. All information in relation to child protection concerns, allegations and reports should be stored in a secure locked cabinet and should be marked as confidential. With regard to personal or sensitive information on young people or club personnel (volunteers), this information should be held for the duration of the involvement of the particular person in the organisation and for an agreed period of time thereafter. Where cases are closed, files should be transferred to locked cabinets and retained in perpetuity. They should be filed so as to be easily accessible in the future.

16.0 Complaints Procedure

Dunshaughlin Rockets Basketball Club recognises that complaints may be made by, or about, their volunteers. The club will endeavor to deal with complaints in an efficient and timely manner. Please see Dunshaughlin Rockets Complaints Procedure policy for further details.

16.1 Guidelines for Dealing with Complaints

- If a club representative wishes to make a complaint of non child protection concerns, they should contact the Chairperson at the earliest opportunity to discuss the matter. If the club representative is unhappy with the outcome of this meeting, they can put their complaint in writing to the Committee Members. The Committee Members will then decide on how to proceed.
- If the complaint relates to the safety and welfare of a young person, it will be examined in accordance with good practice in relation to the safety and welfare of young people.
- The complaint will be dealt with properly, fairly and impartially and in the best interest of the young person.
- Making a complaint will have no implications for further dealings with the club.
- An official other than those originally involved will examine the complaint.
- The complaint will be reviewed and a reply will be sent within 28 working days. Where it is not possible to meet this target, the complainant will be informed in an ongoing basis until the matter is resolved.
- The club will endeavour to rectify all matters with regards of any upheld complaints.
- All review outcomes can be appealed to the Chairperson within a month of the review.