



Republic of Ireland Taekwon-Do Association (R.I.T.A.)

Children's Safeguarding Statement and Risk Assessment

Introduction

In accordance with the requirements of the Children First Act 2015, Children First: National Guidance for the protection and Welfare of Children 2017 and Tusla guidance on the preparation of the Child Safeguarding Statements the Republic of Ireland Taekwon-do Association (“the Association”) has agreed the Child Safeguarding Statement set out in this document.

The promotion of children’s safety and wellbeing is central to Tusla’s aims and objectives across our services. In line with this, from March 11th 2018, all providers of relevant services which are in operation for **greater than three months** are legally required to have a Child Safeguarding Statement in place.

The Children First Act 2015 places specific obligations on organisations which provide services to children and young people, including the requirement to:

- Keep children **safe from harm** while they are using the service
- Carry out a **risk assessment** to identify whether a child or young person could be harmed while availing of the service
- Develop a **Child Safeguarding Statement** that outlines the policies and procedures which are in place to manage the risks that have been identified
- Appoint a **relevant person** to be the first point of contact in respect of the organisation’s Child Safeguarding Statement.

Children

- Children are defined in Irish Law as being any person under 18 years of age.

All children and young people who participate in Taekwon-Do should be able to do so in a safe and enjoyable environment. While doing so they should be protected from any form of abuse, be it physical, emotional, sexual, neglect or bullying. The responsibility for protecting children lies with all adults involved in this Association and in Taekwon-Do in general.

It is important that children and young people understand that no one should keep child abuse a secret and that everyone has a role to keep children / young people safe.

Some people can hurt children and there may be times when you feel that you are at risk of harm from someone you know or love. This could be your parent(s), grandparent(s), aunt / uncle, cousin, boyfriend/girlfriend, school friends or someone else in your life. It could be someone who is under 18 themselves. If you are being harmed or abused by someone you know it could be hard for you to tell. However, it is very important that you do tell so that you can get help. Child abuse is wrong and it is a crime. You have a right to be safe.

As a Child What can I do?

As a young person you have a right to be protected from harm. If you believe you are being abused, at risk of being abused or worried that someone you know is being harmed you should talk to an adult you can trust. This could be a parent, another family member, a teacher or someone involved in your life who will listen. You can also contact Tusla Phone: **01 7718500** Email: info@tusla.ie . Tusla has a legal responsibility to keep you safe.

If at any stage you are scared and believe you are in danger and you cannot contact Tusla, please ring An Garda Síochána on 999 or 112. The Gardaí also have a legal responsibility to keep you safe.

1. Declaration of Child Safeguarding Principles

1.1 The Republic of Ireland Taekwon-do Association (“the Association”) is committed to maintaining the highest standards of child safeguarding in line with all relevant legislation including the Children First Act 2015 and informed by best practice including Children First: National Guidance for the Protection and Welfare of Children (2017) as published by the Department of Children and Youth Affairs.

1.2 The safety and welfare of children who come in contact with schools of the Association and its instructors is of paramount importance. The Association has implemented and shall continue to implement measures to raise awareness among all instructors and volunteers of the key principles and best practice in child safeguarding. Instructors will attend the child safe guarding course with the appropriate level of Children First training in accordance with their needs and the nature of their interaction (if any) with children. The Association will ensure that all instructors and users of the service are aware of the Association’s policies and commitment to safeguarding children.

1.3 In line with best practice the Association has appointed a trained Designated Liaison Person (DLP) who will be the resource person for all school children’s officer or instructor who has child protection concerns within their school and who will liaise with outside agencies on their behalf and that of the Association. All school instructors have been instructed to contact the DLP regarding any safeguarding concerns they have regarding a child within their school.

1.4 In its delivery of Taekwon-do teachings the Association is following the principles informing best practice in child protection following the Children First National Guidance for the Protection and Welfare of Children 2017 which states the following:

- The safety and welfare of children is everyone’s responsibility:
- The best interests of the child should be paramount:
- The overall aim in all dealings with children and their families is to intervene proportionately to support families to keep their children safe from harm:
- Early intervention is key to getting better outcomes. Where it is necessary for Tusla to intervene to keep children safe, the minimum intervention necessary should be used:
- Children have a right to be heard, taking account of their age and understanding, they should be consulted and involved in all matters and decisions that may affect their lives:
- Parents/guardians have a right to respect and should be consulted and involved in matters that concern their child / children:
- A proper balance must be struck between protecting children and respecting the rights and needs of parents/guardians. Where there is conflict, the child’s welfare must come first:
- Child protection is a multiagency, multidisciplinary activity. Agencies and professionals must work together in the interests of children

2. Types of Child Abuse and how they may be recognised

Child abuse can be categorised into four different types: neglect, emotional, physical and sexual abuse. A child may be subjected to one or more forms of abuse at any given time.

See **Appendix 2** for the four definitions of child abuse

3. Board of Directors

The Board of Directors recognise that child protection and welfare considerations permeate all aspects of Taekwon-do teachings and must be reflected in all the Associations policies, procedures, practices and activities, the Association will adhere to the following principles of best practice in child protection and welfare.

The Association will:

- a) Recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations
- b) Fully comply with its statutory obligations under the Children First Act 2015 and other relevant legislation relating to the protection and welfare of children
- c) Fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters
- d) Adopt safe practices to minimise the possibility of harm or accidents happening to children and protect instructors and volunteer members from the necessity to take unnecessary risks that may leave them open to accusations of abuse or neglect
- e) develop a practice of openness with parents and guardians and encourage parental and guardian involvement in the Taekwon-do teaching of their children
- f) Fully respect the confidentiality requirements dealing with child protection matters

The Association will also adhere to the above principles in relation to any student with a special vulnerability.

4. Procedures and measures

The following procedures and measures are in place by the Association:

- a) Each school has been provided with a copy of the Child safe guarding statement
- b) Ensures all new instructors are provided with a copy of the Association's Child safe guarding statement
- c) Ensures all new instructors avail of the garda vetting procedure
- d) Ensures all new instructors attend relevant training in the area of Safeguarding and Child Protection relevant to their teachings
- e) The association maintains a record of all instructor and volunteer members training.

In relation to reporting of child protection concerns to Tusla, all personnel of the Association are required to adhere to the procedures set out in the Safeguarding Guidance for Children & Young People in Sport **Appendix 4**

In accordance with the Children First Act 2015, the Association has carried out an assessment of any potential for harm to a child attending a school of the Association for Taekwon-do teaching or participating in other activities organised by the Association.

The various policies and procedures referred to in this statement can be accessed on the via the Associations web site (Policies sections) or will be made available on request to the Association. <http://www.rita-itf.org/>

Note: The above is not intended as an exhausted list. Individual schools of the Association shall also include in this section such other procedures or measures that are of relevance to their own Taekwon-do school.

5. Responding to Allegations of Abuse made against an instructor or volunteer member

5.1 An allegation of abuse may relate to a person who works with children who has:

- Behaved in a way that has or may have harmed a child/young person:
- Possibly committed a criminal offence in relation to a child/ young person:
- Behaved in a way that indicates they may pose a risk to a child /young person:
- Behaved in a way that is contrary to the organisation's code of behaviour or is contrary to professional practice guidelines.

5.2 If an allegation is made against an instructor or volunteer member, the Association has a dual responsibility in respect of both the child/young person and the instructor or volunteer member. There are two separate procedures to be followed:

- The reporting procedure to Tusla in respect of the child/young person and the alleged abuser:
- The internal Association processes for dealing with the instructor or volunteer member.

5.3 The DLP is responsible for reporting the matter to Tusla (as per the reporting procedure) The Board of Directors is responsible for addressing the instructor or volunteer member issue.

5.4 To be reported to Tusla the allegation must meet the reasonable grounds for reporting of a concern. Informal consultation with Tusla may be used to determine if reasonable grounds are present. If there is any concern that a child may have been harmed, their parents will be informed immediately. Parents of children who are named in an allegation of abuse or neglect will be kept informed of actions planned and taken, having regard to the rights of others concerned.

5.5 Where the Association becomes aware of an allegation of abuse by an Instructor while executing their duties, the Association shall privately inform the Instructor of the following:

- (i) The fact that an allegation has been made against him/her; and
- (ii) The nature of the allegation.

The instructor or volunteer member should be afforded the opportunity to respond; the response should be noted and passed onto Tusla.

5.6 If a disclosure is made by a child, a written record of the disclosure should be made as soon as possible by the person receiving it. Where an allegation of abuse or neglect is made by an adult, a written record of the allegation should be made and a written statement should be sought from this

person. All stages of the process should be recorded. (An investigation may be required and the policy should note who will carry out the investigation and the time line)

5.7 It is essential that at all times the matter is treated in the strictest confidence and that the identity of the employee is not disclosed, other than as required under the procedures within the policy. Protective measures may be required while the allegation is being investigated. The principles of natural justice, the presumption of innocence and fair procedures should be adhered to. It is very important to note protective measures are intended to be precautionary and not disciplinary.

5.8 The Association through the DLP will maintain regular and close liaison with Tusla and or An Garda Síochána and ensure that no action by the Association frustrates or undermines any investigation. Further action will be guided by legislation, the contract of employment (If employed by the Association), and other policies and procedures of the Association including the disciplinary policy) and the advice of the investigating agencies. Legal advice will be sought as required.

6. Recruitment of Instructors and volunteer members

6.1 Under the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016 all people working with children and vulnerable adults are required to undergo Garda vetting.

6.2 The Republic of Ireland Taekwon-do Association (RITA) ensures that all Instructors and volunteer members instructing and promoting the art of Taekwon-do are Garda Vetted prior to appointment.

6.3 Information received about applicants will be treated as highly sensitive and confidential. It will be stored securely by Human Resources and only accessible to certain individuals within the organisation.

7. Children's Officer

The role of the Children's Officer involves the following duties:

To be familiar with "Children First Children First Act 2015, Children First: National Guidance for the protection and Welfare of Children 2017 and "Our Duty to Care", the principles of good practice for the protection of children and young people and to have responsibility for the implementation and monitoring of the child protection and welfare policy of the Republic of Ireland Taekwon-do Association (RITA).

To operate within the policies and guidelines adopted by the Board of Directors and outlined in the Safe Guarding Statement.

To bring to the attention of the Board of Directors, Instructors and School Children's Officers about any concerns relating to the care of children or young vulnerable people in the Association

To promote the children and young vulnerable people related activities, conducted within the guidelines of the Association.

To assess and monitor the policies and procedures to ensure they are sufficient in terms of the safety and wellbeing of the children and young vulnerable people within the Association.

To keep him or herself informed, as far as is reasonably practicable, of national and international legislation and guidelines in relation to young peoples participation in sport and recreation (See section 11 for list of relevant legislation)

To keep up to date and undertake relevant training on child protection policy and practice, in order to ensure the relevance and appropriateness of the Association's policy and procedures in this area.

To keep the Association and its schools informed with the most recent legislation and guidelines on the rights of children and young vulnerable people

To review the Association's policy and procedures on child protection on an annual basis and amend as appropriate

To advise and assist the Board of Directors Designated Liaison Officer (DLP), school instructors and volunteers in relation to Child Protection and Welfare

To ensure that systems are in place for recording and retaining all relevant documentation in relation to child protection issues

To provide support to the Designated Liaison Officer (DLP), in the implementation of his/her duties.

To maintain proper records about all issues referred to him / her in a secure and confidential manner in adherence with the GDPR policy of the Association.

To report to Annual General Meetings of the R.I.T.A.

To report to the Board of Directors when required to do so.

To keep the Board of Directors regularly informed of developments with regard to the National Children's Office

The Child Protection Officer for the Republic of Ireland Taekwon-do Association (RITA) is:

Mr. Christy Higgins email: christy.higgins@rita-itf.org Mobile 087 2838534

8. Designated Liaison Person

The Designated Liaison Officer (DLP), with the support of the Board of Directors, has responsibility for ensuring that the child protection and welfare policy of Association is promoted and implemented. The Designated Liaison Person has a duty to notify the Board of Directors if they are encountering any difficulty in implementing the policy.

Designated Liaison Officer when required or when appropriate, between the Board of Directors, and the relevant child protection and welfare authorities / statutory bodies

Designated Liaison Officer will advise and assist the Board of Directors, children's officer, instructors and volunteers in matters reported which relate to child protection and welfare

To support the Children's Officer in identifying and facilitating training and workshops or toolbox talks on child protection.

Where appropriate, assist in the provision of support to victim/s and to members, instructor or volunteers who are making a referral or against whom an allegation has been made.

Designated Liaison Officer will maintain proper records on all cases referred to him / her in a secure and confidential manner and in adherence with the GDPR policy of the Association.

To operate on a confidential basis and, therefore, from a strictly “need to know “.

To keep up-to-date regarding current developments re: procedures, practice, support services, legal obligations / requirements and policy relating to child protection issues and reporting of same

To assist the Associations Children's Officer in ensuring that the policy and guidelines with regard to Designated Liaison Officer are mirrored and implemented throughout the schools within the R.I.T.A.

Children First: National Guidance for the Protection and Welfare of Children states: that if a Designated Liaison Person decides not to report a concern to Tusla, the following steps should be taken:

- The reasons for not reporting are to be recorded:
- If any actions are taken as a result of the concern, these should be recorded:
- The worker or volunteer who raised the concern should be given a clear written explanation of the reasons why the concern is not being reported to Tusla:
- The worker or volunteer should be advised that if they remain concerned about the situation, they are free to make a report to Tusla or An Garda Síochána.

The worker or volunteer who raised the concern should also be reassured that if they do choose to report to Tusla, they are covered by the Protections for Persons Reporting Child Abuse Act 1998.

The Designated Liaison Person for the Republic of Ireland Taekwon-do Association (RITA) is:

Master Floyd Keane email: floyd.keane@rita-itf.org Mobile

9. Mandated persons

Mandated persons have two main legal obligations under the Children First Act 2015:

- To report harm of children, above a defined threshold, to Tusla
- To assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report

Mandated persons Under the Children First Act 2015, certain classes of professionals are designated as mandated persons. The full list can be found in Schedule 2 of the Act.

All instructors teaching on behalf of the Association are mandated persons under the Children’s First Act 2015.

As a mandated person, you may make a report jointly with another person. For example, you might make a joint referral with the R.I.T.A Designated Liaison Person.

Where a mandated person has a concern that they believe does not reach the threshold of harm for a mandated report, they should consider whether the concern meets reasonable grounds for concern. If the mandated person thinks the concern does meet reasonable grounds for concern, they should report the concern to their DLP. The mandated person retains their right to report independently, should the DLP choose not to report the concern. The provisions of the Protections for Persons Reporting Child Abuse Act 1998 would apply in this circumstance.

A Mandated Person cannot submit a mandated report anonymously.

The following steps are suggested for dealing with a disclosure of abuse from a child:

- React calmly
- Listen carefully and attentively
- Take the child seriously
- Reassure the child that they have taken the right action in talking to you
- Do not promise to keep anything secret, there are no secrets
- Ask questions for clarification only. Do not ask leading questions
- Check back with the child that what you have heard is correct and understood
- Do not express any opinions about the alleged abuser
- Ensure that the child understands that you must tell someone who understands this area and who can help
- Make a written record of what the child has told you as soon as possible, in as much detail as possible
- Treat the information confidentially
- Contact Tusla's [Duty Social Work Department](#) without delay and report the disclosure made to you.
- Continue to support the child

Remember the art of talking is listening, listen very carefully to what the child is telling you.

The aim should be to listen with competence and sensitivity so that the child or young vulnerable person is facilitated in speaking about the problem.

It is important to stay calm and to avoid showing any extreme reaction or distaste to what the child / young person is reporting

Ask questions only as a way of clarifying what has been said, unnecessary and leading questions should be avoided

In the interests of protecting both children and instructors no child/minor should be seen or attended by a Children's officer, instructor or volunteer alone in his or her office.

10. Reporting

10.1 Reporting

It is important to remember that all those working with children within the schools of Republic of Ireland Taekwon-do Association (R.I.T.A) whether in a paid or voluntary capacity, have a responsibility to ensure that children and vulnerable adults are protected from harm. While it is not the responsibility of any one instructor or volunteer working within the Republic of Ireland Taekwon-do Association (R.I.T.A) to decide whether or not child abuse has taken place, there is a responsibility on them to act on any concerns through contact in the appropriate channels as detailed within this statement.

Regardless of how a concern comes to an instructor/volunteer's attention, it should be reported to the Designated Liaison Person responsible for child safeguarding in the Association.

Please note Report forms can be completed online using the [Tusla Portal](#) @

<https://www.tusla.ie/children-first/publications-and-forms/>

Please consider using the Portal rather than paper forms for increased efficiency and ease, you will also be able to print and track your report if submitted online.

The R.I.T.A acknowledges that false or mistaken allegations can occur. However, it understands that people who report child abuse “reasonably and in good faith” to Designated Person of the Association or to school instructors, have protection under The Protections for Persons Reporting Child Abuse Act 1998 should they report independently.

10.2 Proportionality

When a safeguarding incident occurs, you should report your concerns in a manner that is appropriate for the risk presented. For example, if you suspect that a child or vulnerable young person is in immediate danger and the matter is urgent, dialling 999 is the recommended response.

On the other hand, if you notice suspicious bruising on an individual on only one occasion and there are no other signs pointing to abuse, a more appropriate response would be to make a record of the exact time and date, what you have witnessed, any conversation that has taken place with the individual and keep this on file in case any further suspicions arise.

10.3 Accountability

Transparency is important when it comes to safeguarding. In the event of a disclosure, if a child, young person or vulnerable adult entrusts you with information that you know could be indicative of abuse or maltreatment, you must be clear with the individual that you need to report what you have heard.

11. Relevant Legislation

There are a number of pieces of legislation relevant to the safeguarding of children. The following indicative list is not intended to be comprehensive but rather to give a sense of the breadth and wide array of relevant legislation.

- Child and Family Agency Act 2013
- Child Care Act 1991
- Children Act 2001
- Children First Act 2015
- Criminal Justice (Withholding of Information on Offences against Children and Vulnerable Persons) Act 2012
- Criminal Justice Act 2006, Section 176: Reckless Endangerment of Children
- Data Protection Acts 1988 and 2003
- Domestic Violence Act 1996
- Education (Welfare) Act 2000
- Education Act 1998
- Freedom of Information Act 2014
- National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016
- Non-Fatal Offences against the Person Act 1997
- Protected Disclosures Act 2014
- Protections for Persons Reporting Child Abuse Act 1998

Copies of all legislation can be accessed at www.irishstatutebook.ie

12. Whistleblowing Policy

In line with the Republic of Ireland Taekwon-do Association “Safeguarding Statement”, The Association is committed to maintaining the highest standards of honesty, openness and accountability and believes that it is in everyone’s interests for those with knowledge of or concerns about child safeguarding issues to come forward. Instructors/students and volunteers making genuine, supported, allegations should be assured that their concerns will be treated seriously and sensitively. The Association will provide reasonable support to all persons making genuine, supported, material allegations and will aim to protect them from detriment, provided that at all times the person making the allegation has acted in good faith and that the allegations made are material and properly grounded.

Safeguarding is designed to protect all children and vulnerable adults from harm—at home, at school, in sports or anywhere else that they might be placed at risk. It is everyone’s responsibility to look out for the wellbeing of others.

13. R.I.T.A Key Personnel

Board of Directors

The Children’s Officer is: Christy Higgins

The Deputy Children’s Officer (TBA)

The Designated Liaison Person (DLP) is: Master Floyd Keane

The Deputy Designated Liaison Person (TBA)

School Senior Instructors

School assistant instructors

School volunteers

14. Implementation and review

We recognise that implementation is an on-going process. Our service 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 teaching Taekwon-do. This Child Safeguarding Statement will be reviewed annually or as soon as practicable after there has been a material change in any matter to which the statement refers.

Risk Assessment

Child Safeguarding Risk Assessment

Written Assessment of Risk of Republic of Ireland Taekwon-do Association In accordance with section 11 of the Children First Act 2015, the following is the Written Risk Assessment.

Important Note: It should be noted that risk in the context of this risk assessment is the risk of “harm” as defined in the Children First Act, 2015 and not general health and safety risk. The definition of harm is set out in the Child Protection Procedures.

In undertaking this risk assessment, the Board of Directors has endeavoured to identify as far as possible the risks of harm that are relevant to the Association and to ensure that adequate procedures are in place to manage all risks identified. While it is not possible to foresee and remove all risk of harm, the Association has in place the procedures listed in this risk assessment to manage and reduce risk to the greatest possible extent as low as reasonably practicable.

See **Appendix 1** for definitions of harm in relation to the risk assessment.

Risk assessment

List of school activities	The Association has identified the following risk of harm in respect of its activities	The Association has the following procedures in place to address the risks of harm identified in this assessment
Interactions between instructors and students including but not limited to: Dojang teaching	<p>Risk of student being harmed in the Dojang by a member of school personnel.</p> <p>Risk of harm due to inappropriate relationship/communications between a student and an adult.</p> <p>Risk of harm due to inadequate supervision of students.</p> <p>Risk of harm not being recognised by school personnel.</p> <p>Risk of harm not being reported properly and promptly by a member of school personnel.</p>	<p>The Association has provided each instructor with a copy of the Association Child Safeguarding Statement</p> <p>The Child Protection Procedures by Sport Ireland are made available to all school personnel</p> <p>School Personnel are required to adhere to the Child Protection Procedures by Sport Ireland and all registered instructors are required to adhere to the Children First Act 2015.</p> <p>School personnel are encouraged to avail of relevant child safe guarding training.</p> <p>School personnel are expected to adhere to the Associations Code of Conduct</p> <p>The school has in place a Supervision Policy.</p>
Interaction between students including but not limited to: Recreation breaks for students Use of toilets Use of changing rooms	<p>Risk of harm due to inadequate supervision of students</p> <p>Risk of harm due to bullying of student.</p> <p>Risk of student being harmed in the school by another student.</p> <p>Risk of harm due to inappropriate relationship/communications between a student and another student.</p> <p>Risk of harm not being recognised by school personnel.</p> <p>Risk of harm not being reported properly and promptly by a member of school personnel</p>	<p>The school has a supervision policy to ensure appropriate supervision of children during, arrival and departure from the school breaks in class, specific areas such as toilets only one student at a time etc.</p> <p>The Association has an Anti-Bullying Policy and each school has in place a Code of Behaviour Policy for students.</p> <p>The school has provided each instructor with a copy of the school's Child Safeguarding Statement</p> <p>The Child Protection Procedures by Sport Ireland are made available to all school personnel</p> <p>School Personnel are required to adhere to the Child Protection Procedures and all registered instructors are required to adhere to the Children First Act 2015.</p>

One-to-one teaching or coaching	Risk of harm in a one-to-one teaching situation. Risk of harm to children who have particular vulnerabilities. Risk of harm due to inappropriate relationships or communications between child and another adult.	The school has in place procedures for one-to-one meetings with students The school has in place a Supervision Policy.
School outings Eg: seminars or tournaments	Risk of student being harmed by a member of school personnel, a member of another organisation or other person Risk of harm due to inadequate supervision of students while attending seminars or tournaments	The school has in place a Code of Behaviour for students. School personnel are expected to adhere to the schools Code of Professional Conduct. The school has in place a policy and procedures for the administration of First Aid.
Association trips involving foreign travel	Risk of student being harmed by a member of school personnel, a member of another organisation or other person Risk of harm due to inadequate supervision of students while attending tournaments	The school has in place a School Trips Abroad Policy in addition to a Sporting Guidelines Policy and clear procedures in respect of same. The school has in place a Code of Behaviour for students School personnel are expected to adhere to the Associations Code of Conduct and the Code of Professional Conduct. The school has in place a policy and procedures for the administration of First Aid.
Administration of First Aid	Risk of harm due to inadequately trained staff	The school has in place a policy and procedures for the administration of First Aid. The school has a Health and Safety Policy in place
Use of Information and Communication Technology by students	Risk of harm due to students inappropriately use of social media or phones while attending the Dojang	The school has in place a policy on personal devices which includes the use of mobile phones and mobile devices by students
Fundraising events involving students	Risk of student being harmed by a member of the public or another organisation or other person while student participating in fundraising	The school has in place a Supervision Policy. The school has a Sporting Guidelines Policy which outlines clear procedures in respect of school outings. School personnel are expected to adhere to the Association's Code of Conduct and the schools code of Professional Conduct. The school has in place a policy and procedures for the administration of First Aid. The school has in place a Code of Behaviour for students

Use of student images for PR purpose	Risk of harm due to bullying of the child Risk of harm due to disregarding the wishes of the students parent/guardian	Permission is sought from parents/guardians in relation to the utilisation of their children's images on school related events and/or activities.
Reporting	Risk of harm not being recognised by school personnel Risk of harm not being reported properly and promptly by school personnel	<p>The Association has provided each instructor with a copy of the school's Student Safeguarding Statement</p> <p>The Child Protection Procedures by Sport Ireland are made available to all school personnel</p> <p>School Personnel are required to adhere to the Child Protection Procedures and all registered instructors are required to adhere to the Children First Act 2015.</p> <p>The Association encourages staff to avail of relevant training.</p> <p>The Association encourages volunteer members to avail of relevant training.</p> <p>The Association complies with the agreed disciplinary procedures for all instructors and students</p> <p>The association maintains a record of all instructor and volunteer members training</p>

Appendices

Appendix 1

Examples of Risks of Harm

- Risk of harm not being recognised by school personnel
- Risk of harm issues not being reported properly and promptly by school personnel
- Risk of child being harmed in the school by member of school personnel
- Risk of child being harmed in the school by another child
- Risk of child being harmed in the school by volunteer or visitor to the school
- Risk of child being harmed by a member of school personnel, a member of another organisation or other person while child participating in out of school activities e.g. school trip, seminars, tournaments
- Risk of harm due to bullying of child
- Risk of harm due to inadequate supervision of children in school
- Risk of harm due to inadequate supervision of children while attending out of school activities e.g. school trip, seminars, tournaments
- Risk of harm due to inappropriate relationship/communications between child and another child or adult
- Risk of harm due to children inappropriately accessing social media, phones and other devices at the school
- Risk of harm due to inadequate code of behaviour
- Risk of harm in one-to-one teaching or coaching
- Risk of harm caused by other students of school communicating with pupils in appropriate manner via social media or texting

Appendix 2

Types of Child Abuse

Categories of Abuse:

Children First: National Guidance for the Protection and Welfare of Children 2017 (ROI) defines four categories of abuse: neglect, emotional abuse, physical abuse and sexual abuse. A child/young person may be subjected to one or more forms of abuse at any given time. When working with children/young people it is important to be aware of the four categories of abuse these are as follows:

1. Neglect: Child neglect is the most frequently reported category of abuse, both in Ireland and internationally. Ongoing chronic neglect is recognised as being extremely harmful to the development and well-being of the child and may have serious long-term negative consequences. Neglect occurs when a child does not receive adequate care or supervision to the extent that the child is harmed physically or developmentally. It is generally defined in terms of an omission of care, where a child's health, development or welfare is impaired by being deprived of food, clothing, warmth, hygiene, medical care, intellectual stimulation or supervision and safety.

2. Emotional Abuse: Emotional abuse is the systematic emotional or psychological ill treatment of a child as part of the overall relationship between a caregiver and a child. Once-off and occasional difficulties between a parent/carer and child are not considered emotional abuse. Abuse occurs when a child's basic need for attention, affection, approval, consistency and security are not met, due to incapacity or indifference from their parent or caregiver.

3. Physical Abuse: Physical abuse is when someone deliberately hurts a child physically or puts them at risk of being physically hurt. It may occur as a single incident or as a pattern of incidents. A reasonable concern exists where the child's health and/ or development is, may be, or has been damaged as a result of suspected physical abuse.

4. Sexual abuse: Sexual abuse occurs when a child is used by another person for his or her gratification or arousal, or for that of others. It includes the child being involved in sexual acts or exposing the child to sexual activity directly or through pornography. Child sexual abuse may cover a wide spectrum of abusive activities. It rarely involves just a single incident and in some instances occurs over a number of years. Child sexual abuse most commonly happens within the family, including older siblings and extended family members. Cases of sexual abuse mainly come to light through disclosure by the child or his or her siblings/friends, from the suspicions of an adult, and/or by physical symptoms.

Appendix 3

Good Practice

It is Good Practice to:

Always act in the very best interest of the child

Treat all young people equally with respect and dignity

Always work in an open environment avoiding private or unobserved situations

Avoid placing yourself in a compromising or vulnerable position

Be accompanied by a second adult whenever possible

Avoid doing something that could be misinterpreted by a third party

Immediately note the circumstances of any situation which occurs which may be subject to misinterpretation by a third party

Wait for appropriate physical contact to be initiated by the child (e.g. holding a small child's hand)

Ask permission from children, parents and guardians before taking photographs

Be aware of the potential for peer abuse and bullying and address it with both individuals where possible

Avoid placing children in high-risk peer situations (e.g. unsupervised mixing of older and younger children)

Do not stand aside when inappropriate action is being inflicted by children on other children e.g. sexually provocative games

Not show discrimination of race, culture, age, gender, disability, religion, sexual persuasion or any other status

Ensure, in so far as is reasonably possible, that buildings, facilities and equipment, used by young people, are safe

Be aware of the location and contents of the nearest first-aid kits

Be sensitive to risks of personal safety and the possibility of unfounded allegations that can arise

Anticipate and control disruptive behaviour by young people by setting clear boundaries and maintaining a group contract

Appendix 4

Tusla

Responding to Child Abuse:

Regardless of how a concern comes to a coach/volunteer's attention, it must be reported to the Designated Liaison Person (DLP). The Designated Liaison Person (DLP), in consultation with the person who raised the concern, will decide if reasonable grounds for concern exist. If reasonable grounds for concern exist, the Designated Liaison Person will report to a Tusla duty social worker. If as the DLP you decide not to report a concern to Tusla, the following steps should be taken:

- The reasons for not reporting should be recorded.
- Any actions taken as a result of the concern should be recorded.
- The employee or coach/volunteer who raised the concern should be given a clear written explanation of the reasons why the concern is not being reported to Tusla.
- The employee or coach/volunteer should be advised that if they remain concerned about the situation, they are free to make a report to Tusla or An Garda Síochána. The individual employee or coach/volunteer has protections under the Protection for Persons Reporting Child Abuse Act 1998, should they report independently. Your organisation/club should have a procedure for recording certain concerns which, following consideration, do not initially meet reasonable grounds for concern. This procedure should identify where such concerns are recorded, who has access to these records and who is responsible for reviewing these records in line with GDPR. Concerns which do not initially meet reasonable grounds for concern may, upon review, show patterns or clusters which may heighten the level of concern.

Recording: Your organisation/club's child safeguarding procedures should contain guidance on record-keeping.

- Records should be factual and include details of contacts, consultations and any actions taken.
- All agencies dealing with children must cooperate in the sharing of records with the statutory authorities where a child protection or welfare issue arises.
- Ensure that records on child protection concerns, allegations and disclosures are kept securely and safely within the organisation/club.
- Records should only be used for the purpose for which they are intended.
- Records should only be shared on a need to know basis in the best interests of the child/young person.
- Clearly state who within your organisation/club has access to particular types of records.
- State the location where records are stored.
- Indicate how long the organisation will retain these types of records.
- Child protection records should be updated as required and reviewed regularly by the Designated Liaison Person (DLP).

Reasonable Grounds for concern:

There are many reasons a coach/volunteer may be concerned about the welfare or protection of a child or young person.

Children First: National Guidance for the Protection and Welfare of Children 2017 (ROI) states that "Tusla should always be informed when a person has reasonable grounds for concern that a child may have been, is being, or is at risk of being abused or neglected". It is important to remember that

children/young people are sometimes abused by members of their own family, by peers or by others outside the family environment such as strangers, workers or trusted adults.

Children First: National Guidance for the Protection and Welfare of Children 2017 (ROI) lists the following as reasonable grounds for concern:

- Evidence, for example an injury or behaviour, that is consistent with abuse and is unlikely to have been caused in any other way.
- Any concern about possible sexual abuse.
- Consistent signs that a child is suffering from emotional or physical neglect.
- A child saying or indicating by other means that he or she has been abused.
- Admission or indication by an adult or a child of an alleged abuse they committed.
- An account from a person who saw a child being abused.

Wherever appropriate, any issues should be checked with the parents/carers when considering whether a concern exists, unless doing so may further endanger the child or the person considering making the report. The DLP should be able to support this process. It is important to remember that abuse is not always committed through personal contact with a child or young person, sometimes it is perpetrated through social media or the use of information and communication technology

Responding to a child/young person who discloses abuse:

A child or young person may disclose to a coach/volunteer that they have been or are being harmed or abused. Children/ young people will often have different ways of communicating that they are being abused. If a child or young person hints at or tells a coach/volunteer that he or she is being harmed by someone, be it a parent/carer, another adult or by another child/young person (peer abuse), it should be treated in a sensitive way.

Remember, a child/young person may disclose abuse to you as a trusted adult at any time during your work with them. It is important that you are aware and prepared for this.

- Be as calm and natural as possible.
- Remember that you have been approached because you are trusted and possibly liked.
- Do not panic.
- Be aware that disclosures can be very difficult for the child/young person.
- Remember, the child or young person may initially be testing your reactions and may only fully open up over a period of time.
- Listen to what the child/young person has to say. Give them the time and opportunity to tell as much as they are able and wish to.
- Do not pressurise the child/young person. Allow him or her to disclose at their own pace and in their own language.
- Conceal any signs of disgust, anger or disbelief.
- Accept what the child or young person has to say – false disclosures are very rare.
- It is important to differentiate between the person who carried out the abuse and the act of abuse itself.
- It may be necessary to reassure the child/young person that your feelings towards him or her have not been affected in a negative way as a result of what they have disclosed.
- Reassure the child/young person that they have taken the right action in talking to you.

When asking questions:

- Questions should be supportive and for the purpose of clarification only.
- Avoid leading questions, such as asking whether a specific person carried out the abuse.

- You should also avoid asking about intimate details or suggesting that something else may have happened other than what you have been told.

Confidentiality: It is essential that there is a clear understanding of professional and legal responsibilities with regard to confidentiality and the exchange of information. Your organisation/club child safeguarding procedures should include a statement on confidentiality. Below are the key points your organisation/club should consider in terms of confidentiality:

- Where child protection and welfare concerns arise, information must be shared on a 'need to know' basis in the best interest of the child/young person with the relevant statutory authorities and with parents/guardians.
- No undertakings regarding secrecy can be given. Those working with children/young people and families and in adult services should make this clear to parents/guardians and to the child/young person.
- The proportionate provision of information to the statutory agencies necessary for the protection of a child is not a breach of confidentiality or data protection.
- Parents/guardians and children/young people have a right to know if personal information is being shared, unless doing so could put the child/young person at further risk or may put the reporter at risk.

Reporting concerns about a Child All organisations/clubs should have procedures in place for reporting any concerns about the welfare or protection of a child that arise. You should make sure the procedures are available and followed by all staff members, volunteers, and individuals undertaking work experience or internships within your organisation. Procedures for your staff and volunteers on reporting concerns should include:

Seeking advice and guidance: Who to pass the concern to – who the worker/volunteer consults with and reports the concern to internally, i.e. the Designated Liaison Person. (Link needed) Reasonable grounds for concern: The responsibility of staff and volunteers to report to Tusla using the Report Form (available on the Tusla website: www.tusla.ie) where reasonable grounds for concern exist - <https://www.tusla.ie/children-first/individuals-working-with-children-and-young-people/how-do-i-report-a-concern-about-a-child/> Informal consultation: The process for seeking advice and guidance from the Tusla social work office in the child/young person's area when the Designated Liaison Person (DLP) or coach/volunteer is unsure whether a report should be made.

How to report a concern: Procedures for non-mandated and mandated persons and contact details for the designated liaison person, should be displayed within your organisation/club. It is the DLP's responsibility to complete the Child Protection and Welfare Report Form and to forward it without delay to the Tusla Duty Social Worker by registered post under confidential cover. Reports can also be made on Tusla's secure web portal. Allegations of abuse by a child: where the person allegedly causing harm to a child is another child (peer abuse), reports should be made to Tusla for both children. Guidance on dealing with adult disclosures of child abuse:

Retrospective Abuse Report form is required when reporting any concerns about retrospective abuse <https://www.tusla.ie/children-first/publications-and-forms/>

Immediate risk to a child: The steps to be taken where an immediate risk to a child is believed to exist.

Recording: Guidance on how the details of the concern and the actions taken are to be recorded.

Talking to parents/carers: The process for discussing a concern with parents/carers before reporting and the circumstances in which this is not advised, as it may further endanger the child or the person making the report. You do not need to inform the family that a report is being made, if by doing so

the child will be placed at further risk or in cases where the family's knowledge of the report could impair Tusla's ability to carry out an assessment. Also, it is not necessary to inform the family if the person making the report reasonably believes it may place them at risk of harm from the family.

Cases not reported to Tusla: The process for recording both the reasons for the decision and any actions taken. Information for mandated persons: If your organisation employs mandated persons, your reporting procedure should state clearly that mandated persons must report concerns of harm above a particular threshold under the Children First Act 2015.

Refer them to chapter 3 of Children First: National Guidance for the Protection and Welfare of Children 2017 (ROI).

It should also specify:

(a) whether persons are expected to make their mandated report jointly with the designated liaison person and

(b) whether mandated persons must provide a copy of their mandated report to their employer. Responsibilities of a Mandated Person – your organisation/ club need to establish whether you have any Mandated persons as prescribed under the Children First Act 2015 (ROI) schedule 2. These Mandated persons should be made aware of their responsibilities to report child protection and welfare concerns that reach or exceed the threshold for 'harm' as defined in the Act. A Mandated Person has a statutory obligation to report mandated concerns to Tusla, they cannot discharge this duty to the DLP. However they may make a report jointly with another person, whether the other person is a mandated person or not. In effect, this means that a mandated person can make a joint report with a designated liaison person. All records and copies of child protection and welfare concerns should be held securely by the DLP.

Reporting to Statutory Authorities: You should always inform Tusla if you have reasonable grounds for concern that a child may have been, is being, or is at risk of being abused or neglected. You can find details of who to contact to discuss your concern on the Tusla website. If your concern does not reach the threshold for mandated reporting, but you feel it is a reasonable concern about the welfare or protection of a child, you should report it to Tusla under Children First: National Guidance for the Protection and Welfare of Children 2017 (ROI). Procedure for the management of allegation of abuse against a coach or volunteer. Each organisation/club should have agreed procedures to be followed in cases of alleged child abuse against a coach/ volunteer. If such an allegation is made, three steps should be taken:

- Responding to allegations of abuse made against a coaches/volunteers.
- Reporting allegations of abuse made against coaches/ volunteers to Tusla.
- Internal procedures for dealing with the coach/volunteer should be clearly outlined. Responding to allegations of abuse made against coaches/volunteer. An allegation of abuse may relate to a person who works with children who has:
 - Behaved in a way that has or may have harmed a child/ young person;
 - Possibly committed a criminal offence in relation to a child/young person;
 - Behaved towards a child/young person or children/young people in a way that indicates they may pose a risk of harm to a child/young person;
 - Behaved in a way that is contrary to the club/sports organisation code of behaviour for coaches & volunteers;
 - Behaved in a way that is contrary to professional practice guidelines.

If an allegation is made against a coach/volunteer in your organisation/club you must ensure that everyone involved is dealt with appropriately and in accordance with the organisation/club guiding principles and child safeguarding procedures, the rules of natural justice and any relevant employment law. The organisation/club has a dual responsibility in respect of both the child/young person and the coach/volunteer. There are two separate procedures to be followed:

- The reporting procedure to Tusla in respect of the child/ young person and the alleged abuser;
- The internal personnel procedure for dealing with a coach/ volunteer. Each club/sports organisation should have agreed procedures to be followed in cases of alleged child abuse against Sports Leaders.

If such an allegation is made, two steps should be taken:

- The reporting procedure.
- The procedure for dealing with the Sports Leader.

Special Considerations

The following points should be considered:

- the safety of the child making the allegation and any others who are/may be at risk should be ensured and this should take precedence over any other consideration. In this regard, the sports club/organisation should take any necessary steps which may be immediately necessary to protect children
- if a Sports Leader is the subject of the concern s/he should be treated with respect and fairness. Steps to be taken within the Sports Organisation Where reasonable grounds for concern exist the following steps should be taken by the club/organisation:
 - advice should be sought from the local duty social worker with regard to any action by the club deemed necessary to protect the child/children who may be at risk.
 - the matter should be reported to the local statutory authorities following the standard reporting procedure outlined above
 - in the event that the concern is connected to the actions of a Sports Leader in the club, the Sports Leader involved in the concern should be asked to stand aside pending the outcome of any investigation by the Statutory Authorities.
 - It is advisable that this task be undertaken by a senior office holder other than the designated liaison person/club children's officer who takes the responsibility for reporting. When the Sports Leader is being privately informed by the senior officer of a) the fact that an allegation has been made against him/her and b) the nature of the allegation, s/he should be afforded an opportunity to respond. His/her response should be noted and passed on to the statutory authorities. All persons involved in a child protection process (the child, his/her parents/carers, the alleged offender, his/her family, Sports Leaders) should be afforded appropriate respect, fairness, support and confidentiality at all stages of the procedure. Once the criminal process is completed, employers should consider the need to examine whether there are grounds for disciplinary proceedings for misconduct. The fact that the alleged abuser has not been prosecuted or has been found not guilty does not mean that such proceedings are not necessary or feasible. Internal procedures for dealing with a coach/volunteer should be clearly outlined In the context of an allegation of abuse against a coach/volunteer, the organisation/club disciplinary procedures should ensure that fair procedure is followed and take account of the employment contract/membership guidelines as well as the rules of natural justice.

The following points should be incorporated into the procedure:

- In making an immediate decision about the coach/volunteer's presence in the organisation/club, the Chairperson should as a matter of urgency take any measures necessary to protect the child/young person. These should be proportionate to the level of risk to the child/young person; 'protective measures' do not presume guilt.

- The Chairperson should privately inform the coach/volunteer that an allegation has been made against him or her and the nature of the allegation.
- The coach/volunteer should be afforded an opportunity to respond.
- The Chairperson should note the response from the coach/ volunteer and pass on this information if making a formal report to Tusla.
- The coach/volunteer should be offered the option to have representation at this stage and should be informed that any response may be shared with Tusla.
- While Tusla will not provide advice on employment matters, advice and consultation with regard to risk to children/ young people can be sought from the local Tusla social work office.
- The Chairperson should ensure that actions taken by the organisation/club do not undermine any investigations or assessments undertaken by Tusla or An Garda Síochána. The organisation/club should liaise closely with the investigating bodies to ensure this. Once the statutory process is completed, the organisation/ club should consider the need to examine whether there are grounds for disciplinary proceedings for misconduct. The fact that the alleged abuser has not been prosecuted or has been found not guilty does not mean that such proceedings are not necessary or feasible

Categories of Abuse:

Children First: National Guidance for the Protection and Welfare of Children 2017 (ROI) defines four categories of abuse: neglect, emotional abuse, physical abuse and sexual abuse. A child/young person may be subjected to one or more forms of abuse at any given time. When working with children/young people it is important to be aware of the four categories of abuse these are as follows:

Neglect: Child neglect is the most frequently reported category of abuse, both in Ireland and internationally. Ongoing chronic neglect is recognised as being extremely harmful to the development and well-being of the child and may have serious long-term negative consequences. Neglect occurs when a child does not receive adequate care or supervision to the extent that the child is harmed physically or developmentally. It is generally defined in terms of an omission of care, where a child's health, development or welfare is impaired by being deprived of food, clothing, warmth, hygiene, medical care, intellectual stimulation or supervision and safety.

Emotional Abuse: Emotional abuse is the systematic emotional or psychological ill treatment of a child as part of the overall relationship between a caregiver and a child. Once-off and occasional difficulties between a parent/carer and child are not considered emotional abuse. Abuse occurs when a child's basic need for attention, affection, approval, consistency and security are not met, due to incapacity or indifference from their parent or caregiver.

Physical Abuse: Physical abuse is when someone deliberately hurts a child physically or puts them at risk of being physically hurt. It may occur as a single incident or as a pattern of incidents. A reasonable concern exists where the child's health and/ or development is, may be, or has been damaged as a result of suspected physical abuse.

Parent/Carer Factors:

- Drug and alcohol misuse.
- Addiction, including gambling.
- Mental health issues.
- Parental disability issues, including learning or intellectual disability.
- Conflictual relationships.
- Domestic violence.
- Adolescent parents.

Child Factors:

- Age.
- Gender.
- Sexuality.
- Disability.
- Mental health issues, including self-harm and suicide.
- Communication difficulties.
- Trafficked/Exploited.
- Previous abuse.
- Young carer.

Community Factors:

Cultural, ethnic, religious or faith-based norms in the family or community which may not meet the standards of child welfare or protection required in this jurisdiction. Culture-specific practices, including:

- Female genital mutilation.
- Forced marriage.
- Honour-based violence.
- Radicalisation.

Environmental factors:

- Housing issues.
 - Children who are out of home and not living with their parents, whether temporarily or permanently.
 - Poverty/Begging.
 - Bullying.
 - Internet and social media-related concerns
- Poor motivation or willingness of parents/guardians to engage:
- Non-attendance at appointments.
 - Lack of insight or understanding of how the child is being affected.
 - Lack of understanding about what needs to happen to bring about change.
 - Avoidance of contact and reluctance to work with services.
 - Inability or unwillingness to comply with agreed plans.

You should consider these factors as part of being alert to the possibility that a child may be at risk of suffering abuse and in bringing reasonable concerns to the attention of Tusla

Statutory Contacts Republic of Ireland & Northern Ireland

TUSLA-Child & Family Agency If in the Republic of Ireland and you have any concerns about a child you should report it to the Child & Family Agency please see website for contact details <http://www.tusla.ie/services/child-protection-welfare/contact-a-social-worker/> Any query or concern in relation to children out of hours should be reported immediately to An Garda Síochána Northern Ireland Health and Social Care Trusts Each trust will have a Gateway team to deal with reports of abuse and also more local contacts for ongoing professional liaison for advice on concerns. Regional Emergency Social Work service. Available 5.00 PM – 9.00 AM Monday to Thursday and 5.00 PM on Friday to 9.00 AM on Monday.

There is a 24 hour cover over public holidays. Tel: 028 9504 9999 9.00 - 5.00

Gateway Numbers Northern HSC Trust Tel: 03001234333

South Eastern HSC Trust Tel: 03001000300

Southern HSC Trust Tel: 08007837745

Belfast HSC Trust Tel: 028 90 507000

Western HSC Trust Tel: 028 7131409

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