

## Child Protection and Bullying

### Greystones Sailing Club (GSC) consider the safety and welfare of the child is paramount

- all children, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse
- all suspicions and allegations of poor practice, bullying or abuse will be taken seriously and responded to swiftly and appropriately
- all staff (paid/unpaid) working in the Club have a responsibility to report concerns to the appropriate officer.

### GSC Children's Officers are:

- **Tony Hayes**
- **Aileen Lennon**

Staff/volunteers are not trained to deal with situations of abuse or to decide if abuse has occurred, so please refer anything to the designated Child Protection Officer.

### Policy statement/aims

GSC has a duty of care to safeguard all children and vulnerable adults involved in the Club. GSC will ensure their safety and protection through the promotion of good practice and adherence to current legislation and GSC Child Protection, Bullying and Safety policy guidelines.

The GSC Safety policy is available from the Club ([secretary@gsc.ie](mailto:secretary@gsc.ie)) and the website [www.gsc.ie](http://www.gsc.ie). A child is defined as a person under the age of 18 (The Children Act 1989).

### 1. Good practice:

- providing children and young people with appropriate safety and protection whilst in the care of GSC
- allow all staff /volunteers to make informed and confident responses to specific child protection issues
- Ensure children are aware that nakedness is expected in a changing room and adults are encouraged to display some modesty.

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All personnel should be encouraged to demonstrate exemplary behaviour in order to promote children's welfare and reduce the likelihood of allegations being made. The following are common sense examples of how to create a positive culture and climate.

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- If a child is uncomfortable changing or taking a shower in the club facility, no pressure should be put on them to do so. Encourage them to do so at home.
- Maintaining a safe and appropriate distance with trainees e.g.
- it is not appropriate for staff or volunteers to have an intimate relationship with a child (<18years) or to share a room with them
- Instructors will endeavour to take showers at separate times to trainees
- If groups have to be supervised in the changing rooms, always ensure instructors/supervisors work in pairs.

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- Treating all young people/disabled adults equally, and with respect and dignity. Always putting the welfare of each young person first, before winning or achieving goals.
- Building balanced relationships based on mutual trust which empowers children to share in the decision-making process.
- Making sport fun, enjoyable and promoting fair play.
- Ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the ISA. Young people and their parents should understand that there may be situations when sailing where man-handling is required for safety or recovery reasons.
- Keeping up to date with technical skills, qualifications and insurance in sport.
- Involving parents/carers wherever possible. For example, encouraging them to take responsibility for their children in the changing rooms should they so wish. If groups have to be supervised in the changing rooms, always ensure parents, teachers, coaches or officials work in pairs.
- Ensuring that if mixed groups are taken away, they should always be accompanied by a male and female member of staff. However, remember that same gender abuse can also occur.
- Ensuring that at overnight events/regattas, adults should not enter children's rooms or invite children into their rooms. Parents are encouraged to ask someone to act in Loco Parentis.
- Being an excellent role model - this includes not smoking or drinking alcohol when supervising/ caring for/training young people.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of young people and disabled adults - avoiding excessive training or competition and not pushing them against their will.
- Securing parental consent in writing to act in loco parentis, if the need arises to administer emergency first aid and/or other medical treatment.

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- Keeping a written record of any injury that occurs, along with the details of any treatment given.
- Requesting written parental consent if club officials are required to transport young people in their cars.

Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, instructor, teacher, official or volunteer will have regular contact with young people and be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported following the guidelines in this document. When a child enters the club activity having been subjected to child abuse outside the sporting environment, sport can play a crucial role in improving the child's self-esteem.

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take.

## 2. Practices to be avoided

The following should be **avoided** except in emergencies. If cases arise where these situations are unavoidable it should be with the full knowledge and consent of someone in charge in the club or the child's parents. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session:

- avoid spending time alone with children away from others
- avoid taking or dropping off a child to an event or activity.
- You should never:
  - engage in rough, physical or sexually provocative games, including horseplay
  - share a room with a child

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- allow or engage in any form of inappropriate touching
- allow children to use inappropriate language unchallenged
- make sexually suggestive comments to a child, even in fun
- reduce a child to tears as a form of control
- fail to act upon and record any allegations made by a child
- do things of a personal nature for children or disabled adults, that they can do for themselves
- invite or allow children to stay with you at your home unsupervised.

**N.B.** It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents and the sailors involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

### **3. Incidents that must be reported/recorded**

If any of the following occur you should report this immediately to the appropriate officer and record the incident. You should also ensure the parents of the child are informed:

- if you accidentally hurt a trainee
- if he/she seems distressed in any manner
- if a trainee/child appears to be sexually aroused by your actions
- if a trainee/child misunderstands or misinterprets something you have done.
- Incidents that put the safety of any individual at risk

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- Evidence of persistent bad practice

#### **4. Use of photographic/filming equipment at sporting events**

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sportspeople in vulnerable positions. Any concerns should be reported to the Club Child Protection Officer.

#### **Videoing as a coaching aid:**

Trainees and their parents/carers should be made aware of the possibility that video equipment may be used as part of the coaching programme and their consent obtained. Such films should be stored safely.

#### **5. Recruitment and training of staff and volunteers**

GSC recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children. Checks include the following:

#### **Interview and induction**

All employees are required to undergo an interview carried out to acceptable protocol and recommendations. All employees and volunteers on the training courses receive an induction, during which:

- Applicants are asked to disclose any criminal conviction.
- Qualifications are substantiated and verified
- Job requirements and responsibilities are clarified.
- Each employee/volunteer on the course will be made familiar with the Club's Safety, Child Protection and Bullying policies.

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- ISA Garda Vetting will be requested for each instructor and certain relevant volunteers.
- Two confidential references, including one regarding previous work with children. These references will be taken up and confirmed through telephone contact.
- Evidence of identity (passport or driving licence with photo).

#### **GSC requires:**

- Coaching staff have undergone a child protection awareness training workshop (instructors are expected to have covered this in their ISA training), to ensure their practice is exemplary and to facilitate the development of a positive culture towards good practice and child protection.
- Non-coaching staff and volunteers to be familiar with the GSC child protection policy.
- Relevant personnel to receive advisory information outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a young person.
- Relevant personnel to gain a national first aid training (this is a pre-requisite for Instructors).
- Attend update training when necessary. Information about meeting training needs can be obtained from the ISA.

#### **6. Action if bullying is suspected**

If bullying is suspected, the same procedure should be followed as set out in 'Responding to suspicions or allegations' below. Take all signs of bullying very seriously.

- Encourage all children to speak and share their concerns. Help the victim to speak out and tell the person in charge or someone in authority. Create an open environment.
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately.

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- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.
- Keep records of what is said (what happened, by whom, when).
- Report any concerns to the Club Child Protection Officer or the school (wherever the bullying is occurring).

#### **Action towards the bully(ies):**

- Talk with the bully(ies), explain the situation, and try to get the bully (ies) to understand the consequences of their behaviour. Seek an apology to the victim(s).
- Inform the bully's parents.
- Insist on the return of 'borrowed' items and that the bully(ies) compensate the victim.
- Provide support for the victim's coach.
- Impose sanctions as necessary.
- Encourage and support the bully(ies) to change behaviour.
- Hold meetings with the families to report on progress.
- Inform all organisation members of action taken.
- Keep a written record of action taken.
- Most 'low level' incidents will be dealt with at the time by coaches and volunteers. However, if the bullying is severe (e.g. a serious assault), or if it persists despite efforts to deal with it, incidents should be referred to the designated/Club Child Protection Officer as in "responding to suspicions or allegations" above.

#### **7. Responding to allegations or suspicions**

It is not the responsibility of anyone working in GSC, in a paid or unpaid capacity to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns by reporting these to the appropriate officer or the appropriate authorities.



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Children rarely lie about abuse. GSC will assure all staff/volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child. Where there is a complaint against a member of staff there may be three types of investigation:

- a criminal investigation
- a child protection investigation
- a disciplinary or misconduct investigation.

The results of the police and child protection investigation may well influence and inform the disciplinary investigation, but all available information will be used to reach a decision.

### **Action if there are concerns**

#### **a) Concerns about poor practice:**

- If, following consideration, the allegation is clearly about poor practice; the designated Club Child Protection Officer will deal with it as a misconduct issue.
- If the allegation is about poor practice by the GSC Child Protection Officer, or if the matter has been handled inadequately and concerns remain, it should be reported to the relevant ISA officer who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

#### **b) Concerns about suspected abuse:**

- Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to the GSC Child Protection Officer, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.
- The GSC Child Protection Officer will refer the allegation to the social services department who may involve the police.
- The parents or carers of the child will be contacted as soon as possible following advice from the social services department.

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- The GSC Child Protection Officer should also notify the relevant ISA officer who in turn will inform the ISA Child Protection Officer who will deal with any media enquiries.
- If the GSC Child Protection Officer is the subject of the suspicion/allegation, the report must be made to the appropriate Manager or in his/her absence the ISA Child Protection Officer who will refer the allegation to Social Services.

### c) Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people:

- the Club Child Protection Officer
- the parents of the person who is alleged to have been abused
- the person making the allegation
- social services/police
- a member of the GSC Executive and ISA Child Protection Officer

Seek social services advice on who should approach the alleged abuser (or parents if the alleged abuser is a child). Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

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#### **d) Internal enquiries and suspension**

- The GSC Child Protection Officer will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries.
- Irrespective of the findings of the social services or police inquiries the GSC Disciplinary Committee will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the police. In such cases, the GSC Disciplinary Committee must reach a decision based upon the available information which could suggest that on a balance of probability, it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout.

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#### e) Support to deal with the aftermath of abuse:

- Consideration should be given to the kind of support that children, parents and members of staff may need. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process.
- Consideration should be given to what kind of support may be appropriate for the alleged perpetrator.

#### f) Allegations of previous abuse

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children). Where such an allegation is made, the club should follow the procedures as detailed above and report the matter to the social services or the police. This is because other children, either within or outside sport, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children.

#### 8. Concerns outside the immediate sporting environment (e.g. a parent or carer):

- Report your concerns to the Club Child Protection Officer, who should contact social services or the police as soon as possible. **See 9. below for the information social services or the police will need :**
- If the Club Child Protection Officer is not available, the person being told of or discovering the abuse should contact social services or the police immediately.
- Social Services and the Club Child Protection Officer will decide how to involve the parents/carers.
- The Club Child Protection Officer should also report the incident to the GSC Executive Committee. The Executive Committee should ascertain whether or not the person/s involved in the incident play a role in GSC and act accordingly.
- Maintain confidentiality on a **need to know** basis only.
- See 9 below regarding information needed for social services.



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#### **9. Information for social services or the police about suspected abuse**

To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern, which should include the following:

- The child's name, age and date of birth of the child.
- The child's home address and telephone number.

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- Whether or not the person making the report is expressing their own concerns or those of someone else.
- The nature of the allegation. Include dates, times, any special factors and other relevant information.
- Make a clear distinction between what is fact, opinion or hearsay.
- A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes.
- Details of witnesses to the incidents.
- The **child's account** (i.e. in his/her own words – do not ask leading questions) if it can be given, of what has happened and how any bruising or other injuries occurred.
- Have the parents been contacted?
- If so what has been said?
- Has anyone else been consulted? If so record details.
- If the child was not the person who reported the incident, has the child been spoken to? If so what was said?
- Has anyone been alleged to be the abuser? Record details.
- Where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.

If you are worried about sharing concerns about abuse with a friend/ colleague, you can contact social services or the police direct, or

**ISPCC Helpline 1800 666 666 .**

**ISPCC Childline [www.childline.ie](http://www.childline.ie)**

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