

**Coral Leisure Monaghan**  
**Child Protection and Safeguarding Policy**  
**Version 5**



**CHILD PROTECTION**  
**AND SAFEGUARDING**  
**POLICY**

## Updating of the Child Protection and Safeguarding Policy

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## 1.0 Introduction

The objective of this manual is to provide guidelines on Child Protection and Safeguarding to all people working for Coral Leisure Centre, including lifeguards, swim teachers, fitness instructors, receptionists, duty managers and any voluntary personnel. This policy also attends to groups booking the facility in Coral Leisure.

This manual has been compiled in accordance with the following National Guidelines:

- Children First Act 2015, the Children First: National Guidance,
- Tulsa's Child Safeguarding: A Guide for Policy, Procedure and Practice,
- Children First – National Guidelines for the Protection and Welfare of Children (Department of Health & Children, 2011)
- Our Duty of Care – (Department of Health & Children)
- The Protection for Persons Reporting Child Abuse Act, 1998.
- Child Care Act, 1991 (Early Years Services) Regulation 2016
- The Code of Ethics and Good Practice for Children's Sport (update 2005).

Remember that valuing children means valuing workers as well; insisting on safe practices, eliminating the necessity for staff to take risks, and providing them with support will make for a healthier and safer organisation.

## 2.0 Foreword

Coral Leisure is first and foremost a family orientated organisation and the protection and safeguarding of children is a priority of the highest order for the company.

We are committed to the development of policies to ensure the safety, health and wellbeing of children who come to Coral Leisure.

We are committed to developing a training plan for all who work with children.

**Signed:** Chris McGorman

**Chris McGorman**

**Centre manager**

**Coral Leisure Monaghan**

### 3.0 Child Protection and Safeguarding Policy Statement

#### 3.1 Policy Statement

Coral Leisure is committed to providing a leisure and work environment that places the safety and welfare of children above all other considerations. Coral Leisure acknowledges that our staff provide a valuable contribution to the positive experiences of young people. Coral Leisure aims to ensure this continues and to protect the safety and welfare of all children who come to our centre. All allegations of child abuse will be dealt with promptly, seriously, sensitively, and confidentially.

Adopting principles of good practice in relation to child protection and safeguarding will ensure that the organisation will help to create an environment in which children are listened to, given a sense of belonging, and kept safe; parents/guardians are supported and encouraged; and staff and volunteers who work with children and young people are supported and protected.

The Coral Leisure Child Protection and Safeguarding Policy has been adapted from “Our Duty to Care” (Dept. of health and children). Coral Leisure are bound to:

- Acknowledge the rights of children to be protected, treated with respect, listened to, and have their own views taken into consideration.
- Recognise that the welfare of children must always come first, regardless of all other considerations.
- Develop a child protection and safeguarding policy that raises awareness about the possibility of child abuse occurring and outlines the steps to be taken if it is suspected.
- Adopt the safest possible practices to minimise the possibility of harm or accidents happening to children and protect workers from the necessity to take risks and leave themselves open to accusations of abuse or neglect.
- Adopt and consistently apply clearly defined methods of recruiting staff and volunteers.
- Develop procedures for responding to accidents and complaints
- Remember that early intervention with children who are vulnerable or at risk may prevent serious harm from happening to them at a later stage
- Remember that a child’s age, gender, and background affect the way they experience and understand what is happening to them
- Provide child protection and safeguarding training for workers. This should clarify the responsibilities of both organisations and individuals, and clearly show the procedures to be followed if child abuse is suspected
- Develop a policy of openness with parents/guardians that involves consulting them about everything that concerns their children and encouraging them to get involved with the organisation wherever possible.
- Co-operate with any other childcare protection agencies and professionals by sharing information when necessary and working together towards the best possible outcome for the children concerned.
- Make links with other relevant organisations to promote child protection and welfare policies and practices

### 3.2 Individuals and Groups Policy Application

All groups or individuals using the facilities, without exemption whether they are in a paid or unpaid/voluntary capacity, hiring the facilities, or employed by Coral Leisure this includes:

- Staff – Full-time; Part-time and volunteers.
- Support personnel (e.g., Physiotherapists, Masseurs).
- Coaches, Assistant Coaches, Managers and Trainers; Players and participants.
- Referees, Adjudicators, Assessors, and other officials.
- Members of the Coral Leisure facilities.
- Sports Clubs and associated organisations.
- Other invited guest organisations or associations using the Coral Leisure facilities.
- Any other person(s); groups; organisation or associations that may rent or pay for the use of the Coral Leisure facilities on a casual or formal basis.
- Parents, guardians, carers; spectators and sponsors to the full extent that is possible.

### 3.3 Group and/or Individual Responsibilities

All groups or individuals must:

- Adopt, implement, and comply with the Child Protection and Safeguarding Policy.
- Be aware of the consequences of breaching the policy.
- Promptly deal with any breaches of or complaints made under the Protection & Safeguarding Policy in an impartial, sensitive, fair, timely and confidential manner.
- Apply the Protection & Safeguarding Policy consistently without fear or favour.
- Recognise and enforce any penalty imposed under the Child Protection & Safeguarding Policy as per disciplinary procedures.
- Ensure that a copy of the Protection & Safeguarding Policy is available or accessible to the persons to whom this policy applies.
- Appoint or have access to appropriately designated & trained people to receive and handle complaints and/or allegations e.g., Designated Liaison Person or Deputy Designated Liaison Person and display the names and contact details in a way that is readily accessible; and
- Monitor and review the Child Protection & Safeguarding Policy at least annually.

The Swimming Club adheres to the regulations as set out by their Governing Body, Swim Ireland. These guidelines can be found at time of updating on the following link:

<http://www.swimireland.ie/safeguarding-children/>.

Branch Special Olympics adhere to the regulations as set out by their Governing Body, Special Olympics Ireland. The Special Olympics Ireland Safeguarding Statement can be found at the time of updating on the following link:

[http://www.specialolympics.ie/Portals/0/public\\_documents/Health/Safeguarding%20Statement%20Draft\\_Feb17.pdf](http://www.specialolympics.ie/Portals/0/public_documents/Health/Safeguarding%20Statement%20Draft_Feb17.pdf)

### 3.4 Individual Responsibilities

Individuals bound by The Coral Leisure Child Protection and Safeguarding Policy are responsible for:



- Making themselves aware of the Child Protection & Safeguarding Policy and, their compliance with the standards of conduct outlined therein.
- Consenting to vetting in compliance with the current procedural and legal requirements under the existing vetting system operated by the Garda Central Vetting Bureau or, the new procedures and requirements under the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 on its formal commencement.
- Complying with all other requirements of the Child Protection & Safeguarding Policy.
- Co-operating with Staff in providing for a:
  - i. non-discriminatory,
  - ii. child & young person friendly,
  - iii. violence, abuse, and harassment free sporting environment.
- Understanding the possible consequences of breaching this policy.

### 3.5 Risk Assessment

- See **Peninsula** risk Assessment

### 3.6 Procedures

Our Child Safeguarding Statement has been developed in line with requirements under the Children First Act 2015, the Children First: National Guidance, and Tulsa’s Child Safeguarding: A Guide for Policy, Procedure and Practice. In addition to the procedures listed in our risk assessment, the following procedures support our intention to safeguard children while they are availing of our service:

- Procedure for the management of allegations of abuse or misconduct against workers/volunteers of a child availing of our service **(See Section 13.5: Page 45)**
- Procedure for the safe recruitment and selection of workers and volunteers to work with children **(See Section 4.6: Page 14)**.
- Procedure for provision of and access to child safeguarding training and information, including the identification of the occurrence of harm **(See Section 13.5: Page 45)**.
- Procedure for the reporting of child protection or welfare concerns to Tulsa **(See Section 16.1: Page 47)**.
- Procedure for maintaining a list of the persons (if any) in the relevant service that are mandated persons Tulsa **(See Section 6: Page 21)**- e.g., **Swim Ireland N.C.O is Kate Hills**.
- Procedure for appointing a relevant person **(See Section 6.1: Page 21)**.

**All procedures listed are available upon request.**

### 3.7 Implementation

We recognise that implementation is an ongoing 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 service.

This Child Safeguarding Statement will be reviewed on 6<sup>th</sup> June 2023, or as soon as practicable after there has been a material change in any matter to which the statement refers.

**Signed:** *Chris McGorman*

*Chris McGorman*

**Centre manager**

**Coral Leisure Monaghan**

**For queries, please contact Relevant Person under the Children First Act 2015.**

#### **4.0 Types of Abuse**

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

Bullying including the signs will also be discussed under this heading.

#### **4.1 Physical Abuse:**

Physical abuse

Physical abuse of a child is that which results in actual or potential physical harm from an interaction, or lack of interaction, which is reasonably within the control of a parent or person in a position of responsibility, power, or trust. There may be single or repeated incidents.

Physical abuse can involve:

1. severe physical punishment.
2. beating, slapping, hitting, or kicking.
3. pushing, shaking, or throwing.
4. pinching, biting, choking, or hair-pulling.
5. terrorising with threats.
6. observing violence.
7. use of excessive force in handling.
8. deliberate poisoning.
9. suffocation.
10. fabricated/induced illness
11. allowing or creating a substantial risk of significant harm to a child.

Signs and symptoms of physical abuse:

<http://www.tusla.ie/children-first/what-is-abuse/signs-and-symptoms-of-abuse/physical-abuse>

#### **4.2 Emotional Abuse**

## **Emotional abuse**

Emotional abuse is normally to be found in the relationship between a parent/carer and a child rather than in a specific event or pattern of events. It occurs when a child's developmental need for affection, approval, consistency, and security are not met. Unless other forms of abuse are present, it is rarely manifested in terms of physical signs or symptoms. Examples may include:

1. the imposition of negative attributes on a child, expressed by persistent criticism, sarcasm, hostility or blaming.
2. conditional parenting in which the level of care shown to a child is made contingent on his or her behaviours or actions.
3. emotional unavailability of the child's parent/carer.
4. unresponsiveness of the parent/carer and/or inconsistent or inappropriate expectations of the child.
5. premature imposition of responsibility on the child.
6. unrealistic or inappropriate expectations of the child's capacity to understand something or to behave and control himself or herself in a certain way.
7. under- or over-protection of the child.
8. failure to show interest in, or provide age-appropriate opportunities for, the child's cognitive and emotional development.
9. use of unreasonable or over-harsh disciplinary measures.
10. exposure to domestic violence.
11. exposure to inappropriate or abusive material through new technology.

Emotional abuse can be manifested in terms of the child's behavioural, cognitive, affective, or physical functioning. Examples of these include insecure attachment, unhappiness, low self-esteem, educational and developmental underachievement, and oppositional behaviour. The threshold of significant harm is reached when abusive interactions dominate and become typical of the relationship between the child and the parent/carer.

### ***Signs and symptoms of emotional abuse:***

<http://www.tusla.ie/children-first/what-is-abuse/signs-and-symptoms-of-abuse/emotional-abuse>

## **4.3 Neglect**

### **Neglect**

Neglect can be defined in terms of an omission, where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual

stimulation, supervision and safety, attachment to and affection from adults, and/or medical care.

Harm can be defined as the ill-treatment or the impairment of the health or development of a child. Whether it is significant is determined by the child's health and development as compared to that which could reasonably be expected of a child of similar age.

Neglect generally becomes apparent in different ways over a period of time rather than at one specific point. For example, a child who suffers a series of minor injuries may not be having his or her needs met in terms of necessary supervision and safety. A child whose height or weight is significantly below average may be being deprived of adequate nutrition. A child who consistently misses school may be being deprived of intellectual stimulation.

The threshold of significant harm is reached when the child's needs are neglected to the extent that his or her well-being and/or development are severely affected.

***Signs and Symptoms of Neglect:***

<http://www.tusla.ie/children-first/what-is-abuse/signs-and-symptoms-of-abuse/signs-and-symptoms-of-neglect>

#### **4.4 Sexual Abuse**

##### **Sexual abuse**

Sexual abuse occurs when a child is used by another person for his or her gratification or sexual arousal, or for that of others. Examples of child sexual abuse include:

1. exposure of the sexual organs or any sexual act intentionally performed in the presence of the child.
2. intentional touching or molesting of the body of a child whether by a person or object for the purpose of sexual arousal or gratification.
3. masturbation in the presence of the child or the involvement of the child in an act of masturbation.
4. sexual intercourse with the child, whether oral, vaginal, or anal.
5. sexual exploitation of a child, which includes inciting, encouraging, propositioning, requiring, or permitting a child to solicit for, or to engage in, prostitution or other sexual acts. Sexual exploitation also occurs when a child is involved in the exhibition, modelling, or posing for the purpose of sexual arousal, gratification, or sexual act, including its recording (on film, video tape or other media) or the manipulation, for those purposes, of the image by computer or other means. It may also include showing sexually explicit material to children, which is often a feature of the 'grooming' process by perpetrators of abuse.

6. consensual sexual activity involving an adult and an underage person. In relation to child sexual abuse, it should be noted that, for the purposes of the criminal law, the age of consent to sexual intercourse is 17 years for both boys and girls. An Garda Síochána will deal with the criminal aspects of the case under the relevant legislation.

It should be noted that the definition of child sexual abuse presented in this section is not a legal definition and is not intended to be a description of the criminal offence of sexual assault.

***Signs and symptoms of sexual abuse:***

<http://www.tusla.ie/children-first/what-is-abuse/signs-and-symptoms-of-abuse/sexual-abuse>

#### **4.5 Bullying**

The risk of bullying and harassment by adults and by children should be anticipated by taking active steps to prevent it occurring. A prompt and decisive response should be made to any indications that it is taking place.

##### **4.5.1 What is Bullying?**

Bullying is repeated aggression be it verbal, psychological, or physical, which is conducted by an individual or group against others. It is behaviour, which is intentionally aggravating and intimidating and occurs mainly among children in social environments such as schools, sports clubs and other organisations working with children. It includes behaviours such as teasing, taunting, threatening, hitting or extortion by one or more children against a victim. It is the responsibility of Sports Leaders to deal with bullying that may take place in the organisation. Each club/organisation should have a clear policy on bullying which is known to members and implemented by Sports Leaders. Incidents of bullying should be dealt with immediately and not tolerated under any circumstances.

Many children are reluctant to tell adults that they are being bullied. Older children are even more reluctant. This underlines the need for constant vigilance and encouragement to report bullying.

4.5.2 Combating Bullying All clubs/organisations should have an anti-bullying policy, which includes the following measures:

- raising awareness of bullying as an unacceptable form of behaviour
- creating a club ethos which encourages children, Sports Leaders, and parents/guardians to report bullying and to use the procedures of the complaints mechanism of the organisation to address this problem
- providing comprehensive supervision of children at all sporting activities
- providing a supportive environment for victims of bullying
- obtaining the co-operation of parents/guardians to counter bullying

#### **4.6 Recruitment Procedures**

The recruitment and selection of suitable people is essential in safeguarding the health and welfare of children. Coral Leisure will take the following steps to ensure company Recruitment and Selection procedures support child protection and safeguarding policies.

Recruitment advertising and all applicants' information, including the job description and person specification, should contain a prominent child protection statement.

Consider the tasks and skills necessary for the job and what kind of person is most suited to the position.

Develop a list of essential and desirable qualifications, skills and experience and shortlist against this.

Identification – Ask for photographic documentation to confirm identity, such as passport or driving licence.

Qualifications – Ask for documentation

Interview – Explore information contained in application and discuss attitude towards working with children.

Discuss child protection and safeguarding policy with applicant to ensure they have the ability and commitment to meet the standards required. Role plays and presentations are an effective alternative to interviews in assessing suitability for working with children. The following are examples of questions that could be asked to explore their attitudes and commitment to child welfare:

- Tell us about any previous experience you have working with children or young people
- Give a child related scenario and ask the applicant what they would do e.g., 'it's a winter evening and the swim lesson has finished. A parent has not arrived to pick up their child – what would you do?' The applicant would be expected to say they would stay with child and contact the parents to find out where they were
- Is there anything we would know that could affect your suitability to work with children or young people?

One person on the interview panel should have been trained in child protection and safeguarding for recruitment purposes.

Any points of concern, such as gaps in employment history, need to be pursued and satisfactorily explained.

Accordingly, it is acknowledged that reference checking, interviewing, attitude and aptitude testing, relevant experience and qualifications are important components of this process. In addition, pending the formal commencement of new vetting process by the National Vetting Bureau as established by the National Vetting Bureau (Children and Vulnerable Persons) Act, 2012, where appropriate, recruitment will continue to be subject to the existing process of vetting by the Garda Central Vetting Bureau.

The Garda Central Vetting Unit (GCVU)\* in Thurles, County Tipperary provides vetting on behalf of organisations registered with the Unit, employing personnel to work in a full-time, part-time, voluntary or student placement capacity with children and/or vulnerable adults. Therefore, all persons who: -

- i. will have significant access to children or young people, or
- ii. hold a position of trust with children and young people with whom they come into contact, must be vetted to establish whether they have any criminal convictions or other past behaviour that suggests they are unsuitable to work with children or young people, or may present a risk to children or young people.

A duly processed Garda Vetting Form application will indicate one or more of the following.

No previous convictions against the applicant,

Convictions against the applicant,

Prosecutions pending involving the applicant.

\*To be replaced by the National Vetting Bureau

No person under 18 years of age may undergo the Garda Vetting process without the permission of their parent/guardian. As a person under 16 years of age cannot undergo Garda Vetting, Coral Leisure will not consider any person under 16 years for any appointment.

***Application:***

The following are required: -

- Submission of full Curriculum Vitae (CV).
- Name, Address and PPN Number.
- written references (non-relatives) as to suitability of applicant.
- Previous experience, qualifications and training undertaken.
- Provide a self-disclosure about any actual or potential risk, or any matter that might preclude the applicant from or influence their suitability to work with children and young people (i.e., if the applicant is known to the relevant authorities; if the applicant had or has had action taken previously in relation to child abuse/sexual offences/violence.
- Provide disclosure of any criminal record (including past or pending).
- Consent to Garda Vetting.
- Completed Garda Vetting Form.

***Disclosures:***

Applicants are asked to declare: -

- all elements of any criminal record, irrespective of status, or
- if they are known to the relevant Social Services authorities within the HSE for any matters pertaining to their risk to children or young people, or
- if they we/are subject to disciplinary proceedings/sanctions with another organisation relating to child abuse.
- Applicants should be informed that the information disclosed may not necessarily exclude their application for consideration on its merits.

A final decision as to whether the information disclosed is relevant to the position shall be made by the Managing Director of Coral Leisure on the advice of a Designated Panel established to oversee the recruitment process.

Should they wish to do so, applicants:

may request to speak with the Managing Director, in total confidence, in relation to this element of the recruitment process. Coral Leisure shall treat any disclosures in the strictness of confidence.

***Interviews:***

Coral Leisure through the Panel of Interviewers shall conduct a formal interview of the selected applicants in accordance with established procedures, protocol, and recommendations.

***Selection:***

Coral Leisure is aware that completing the process does not guarantee that an individual is safe to work with children and young people. However, using all the information available, the Panel of Interviewers shall, to the best of their ability, prepare and recommend a list of persons they believe to be suitable for the filling of positions.

**Based on the recommendations of the Panel of Interviewers, the Managing Director shall make the final decision as to the selection of personal for the positions.**

**5.0 Induction, Training and Support**

**5.1 Induction**

To ensure all staff understand and are committed to a safeguarding culture it is important to make them feel welcome and supported. This starts right at the beginning of their employment and an induction plan is an excellent starting point. All employees of Coral Leisure must be trained on all company procedures and policies, the Coral Leisure child protection and safeguarding policy will take priority during the induction stage of the recruitment process. Staff supervision involving regular meetings with staff will reinforce that which is covered in the induction and reinforce the message that the company takes its responsibilities seriously.

As part of the training program for all current and new Coral Leisure Staff members, who are working with children and young people Coral Leisure requires all staff (full-time/part-time/volunteer) to undergo an induction course, during which:

- i. their qualifications / experience is substantiated.
- ii. they are reminded that they have agreed to abide by the Code of Conduct outlined in Coral Leisure Child Protection & Safeguarding Policy and, that they may face disciplinary action if there is an allegation that the Code has been broken.
- iii. the expectations, roles, and responsibilities of the position are discussed and clarified.
- iv. the Coral Leisure Child Protection & Safeguarding Policy and implementation procedures therein are explained, and training needs established.
- v. if practicable, the recruit should be assigned for mentoring by an experienced person of Coral Leisure Staff.

**5.2 Training**



There should be continuing programmes of in-service training for all staff members. They should include training in child protection procedures and the duty to report child protection concerns. The development of an effective and appropriate training programme requires an assessment of worker's experience, how far their knowledge meets the requirements of the organisation and identifying gaps that need to be filled. Organisations have a responsibility to fill the gaps. Good practice in training means keeping a record of training needs, training provided, and a note of the worker's satisfaction with the training. Coral Leisure will appoint the Designated Liaison Person on each site responsible for co-ordinating training.

Coral Leisure is fully committed to the education and training of all Coral Leisure Staff on all aspects of Child Protection and the Coral Leisure Child Protection & Safeguarding Policy. Coral Leisure shall carry out this training as part of a comprehensive Training and Induction programme for all existing and new Coral Leisure Staff that to:

- a. substantially reduce potential risk to children and young people and,
- b. help create positive child safe environment within Coral Leisure facilities.

As part of its Child Protection Training and Induction programme, Coral Leisure will:

- i. provide to all existing and new Coral Leisure Staff, documents, and other materials on Coral Leisure Child Protection & Safeguarding Policy.
- ii. incorporate extensive information to all existing and new Coral Leisure Staff on their roles and responsibilities including Codes of Conduct under the Coral Leisure's Child Protection & Safeguarding Policy and, in ongoing staff briefings.
- iii. provide child protection training for Coral Leisure Staff assigned to activities where they will work directly with children and young people.

Furthermore, in conjunction with the Training and Induction programme, Coral Leisure will promote child safe & child friendly practices that will:

- i. keep children and young people safe not only within the Coral Leisure environment but by extension, within their broader community,
- ii. provide information about child protection and safeguarding to the children and young people,
- iii. provide information regarding the reporting of child abuse including the reporting of child abuse where it may concern a Coral Leisure's Staff member.

### **5.3 Supervision and monitoring of Coral Leisure Personnel**

#### **5.3.1 Supervision and Monitoring of Coral Leisure Personnel**

Coral Leisure will continuously monitor and appraise all Staff at regular intervals (or following programme or events) to ensure that:

- a. they are carrying out their duties in accordance with their obligations under the Code of Conduct,
- b. fulfilling their role to the highest possible standards, and
- c. with due regard to their 'duty of care' to each child or young person that they may meet during their work.

Accordingly, Coral Leisure shall facilitate and put in place mechanisms whereby in conjunction with Coral Leisure management, Coral Leisure Staff shall

- a. receive formal (e.g., through an appraisal) or informal feedback,
- b. to identify training needs if necessary, and
- c. set new goals.

## **5.4 Children and Young Persons in leadership roles**

### **5.4.1 Children and Young Persons in Leadership Roles**

While Coral Leisure encourages children and young people to avail of the opportunity of taking on leadership roles within the variety of sports activities available at Coral Leisure and intends it to be an enjoyable and positive learning experience in life-skills development for a child or young person, it remains conscious that the child or young person acting in such a leadership role is under 18 years of age AND is still legally a child.

It is necessary to recognise that, like adults, children and young people can and do make mistakes when they are learning, and overly critical and unsupportive responses from others may constitute verbal and or emotional abuse. Coral Leisure acknowledge their role and responsibility to such young people who take on such roles and shall ensure that all officials; players/participants, parents/guardians/spectators are cognisant of this and that they behave appropriately towards young people taking on such roles.

### **5.4.2 Inexperience**

Notwithstanding, there may be isolated instances that Coral Leisure coaches, officials, players/participants, parents/guardians/spectators may inadvertently lose sight of that fact as indicated previously and try to take advantage of the inexperience of the young person. Additionally, some young officials/leaders have experienced verbal, physical & emotional abuse from coaches, spectators and players/participants, parents/spectators, and therefore for young potential coaches, medics and referees is that they may also resort to carrying out similar abusive behaviours themselves.

In any event, this behaviour is not acceptable at all in sport and/or its associated activities and, is contrary to the Codes of Conduct (See Principle 4.1 - 4.4) as set out in Coral Leisure Child Protection & Safeguarding Policy. Any person found by Coral Leisure to be in breach of the Code of Conducts applicable to them, shall be dealt it accordingly.

### **5.4.3 Supervision of Young People**

As they themselves are subject to the Coral Leisure Child Protection & Safeguarding Policy, Coral Leisure shall ensure that any young person acting as officials/leaders/referee's roles during sports activities at Coral Leisure, shall always be supported and supervised by an appropriately qualified adult and will never have sole responsibility for other young people.

## 6.0 Reporting – The Role of The Designated Person

Children First – National Guidelines for the Protection and Welfare of Children (Department of Health & Children, 2011) advises that all organisations providing services to children should have a designated person to act as a liaison with outside agencies. This designated person would also act as a resource to any staff member or volunteer who has child protection concerns. The designated person should be responsible for reporting allegations or suspicions of child abuse to the health boards or An Garda Síochána.

The following advice is given by the Children First Bill 2014 for the designated liaison person responsible for reporting suspicions of child abuse:

- If the designated liaison person is satisfied that there are reasonable grounds for the suspicions or allegation, they must report it to the relevant health board immediately.
- A report should be made to TUSLA the Child and Family Agency or if unavailable a member of An Garda Síochána.

All reports should include as much of the information requested in the Standard Reporting Form as possible. If a disclosure is being made to TUSLA the Operations Manager of the centre must be informed. A decision must be made whether to contact the parents/guardian. If a decision is made not to contact the parents/guardian, the basis of this decision must be recorded.

If the Designated Liaison Person is unsure about whether to report the concerns about a child, they should seek advice from TUSLA. At this informal stage, it must be stated explicitly that a formal report is not being made and identifying details should not be given. If TUSLA recommends that a referral should be made the designated liaison person should act on this advice.

If TUSLA do not recommend a referral the person responsible for raising concern should be given a clear statement outlining the reasons why the matter is not being taken any further.

### ***The Designated Person should:***

- Receive information from staff, volunteers, children or parents and carers who have child protection concerns and record it.
- Assess the information promptly and carefully, clarifying or obtaining more information about the matter as appropriate

### ***Reporting:***

- Inform Designated Liaison Person
- Inform Manager
- Allow information to go external.
- Consult initially with TUSLA, the Child and Family Agency.

**Local department numbers for our Centre are as follows:**

Area	Address	Phone Number

If advised that there is no need for concern and the matter is not being taken any further the Designated Liaison Person must in a written statement inform the person who reported the concern, why no further action is being taken.

The designated person needs to be aware of the relevant contact numbers and addresses of the statutory agencies in their locality.

### **6.1 Designated Liaison Person:**

Coral Leisure shall, in accordance with Chapter 3.3.1 of the 'Children First - National Guidance for the Protection and Welfare of Children' (2011), select and appoint a Designated Liaison Person (DLP)

#### **In brief, the Coral Leisure Designated Liaison Officer will:**

- Act as a source of advice on child protection and safeguarding matters.
- Co-ordinate action within Coral Leisure and with any other Child Protection

#### **Liaison Officers.**

- Liaise with the Child and Family Agency and An Garda Síochána and other agencies about suspected or actual cases of child abuse.
- Be accessible to all Coral Leisure Staff.

The person(s) designated shall ensure that s/he is knowledgeable about child protection and that s/he undertakes any training considered necessary to keep updated on new development.

### **6.1.2 The Designated Liaison Person (DLP) for Coral Leisure is:**

#### **Ciaran Murtagh (Child First Mandated Person)**

He/she may be contacted at t086 057 3031 or at [Ciaran.murtagh@coralleisure.ie](mailto:Ciaran.murtagh@coralleisure.ie)

6.1.3 If the Designated Liaison Person (DLP) is unavailable, the Deputy Designated Liaison Person (D-DLP) is:

#### **Magda Gancarz**

He/she may be contacted at 087 644 1241 or at [Magda.gan9@gmail.com](mailto:Magda.gan9@gmail.com)

6.1.4 In the unlikely event that both the Designated Liaison Person (DLP) and the Deputy Designated Liaison Person (D-DLP) are unavailable, please contact the Leisure Centre Manager:

#### **Chris McGorman**

He may be contacted at 086 360 6294 or at [Chrsi.mcgroman@coralleisure.ie](mailto:Chrsi.mcgroman@coralleisure.ie)

**If there is any circumstance where you may wish to contact another party, the Head of Safeguarding, Ethics and Youth Development, Kate Hills, also the National Children's Officer for Swim Ireland, advises is available for any queries or issues that may arise. Kate can be contacted on [katehills@swimireland.ie](mailto:katehills@swimireland.ie)**

**6.1.5** In summary, the Designated Liaison Person or in their absence, the Deputy Designated Liaison Person shall undertake the following role.

- i. Where there are any suspicions and/or allegations that a child or young person may have been the victim of child abuse or neglect, report promptly to the Child and Family Agency or in the event of an emergency, and in the unavailability of the Child and Family Agency, to An Garda Síochána.
- ii. Ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing under confidential cover using the TUSLA Standard Reporting form.
- iii. Establish contact with the senior member of the Child and Family Agency responsible for child protection in the Coral Leisure catchment area, i.e., Child Care Manager or Principal Social Worker.
- iv. Establish and maintain links with designated persons in An Garda Síochána and other relevant organisations.
- v. Keep up to date on current developments in child protections and safeguarding regarding provision, practice, legal obligations, and policy.
- vi. Advise other Coral Leisure Staff on best practise and ensure that Coral Leisure Child Protection and Safeguarding Policy and procedures are followed.
- vii. If a report in accordance with standard procedures has been made, ensure that an individual case record is maintained of the actions taken by Coral Leisure the liaison with other agencies and the outcome. In addition, maintain proper records on all case referred to them in a secure and confidential manner.
- viii. Keep relevant people within Coral Leisure, particularly the Coral Leisure Managing Director, informed of relevant issues, whilst maintaining confidentiality always.
- ix. Ensure that the Coral Leisure Child Protection & Safeguarding is reviewed annually.
- x. Ensure that Coral Leisure Child Protection & Safeguarding Policy and procedures are brought to the attention of all Coral Leisure Staff.
- xi. Advise Coral Leisure of child protection training needs and where necessary, organise and/or facilitate training and workshops on the guidelines for child protection and safeguarding.

**6.1.6** The Designated Liaison Person or the Deputy Designated Liaison Person does not have.

- i. The responsibility of investigating or validating child protection concerns within Coral Leisure and,
- ii. Doesn't have any counselling or therapeutic role to any party involved.
- iii. These roles are filled by the Statutory Authorities namely the Child and Family Agency and An Garda Síochána as outlined in Chapter 4 of the 'Children First - National Guidance for the Protection and Welfare of Children' (2011) and 'Our Duty of Care' (2002)

Notwithstanding, it is essential that any child protection concerns be brought to the attention of the Designated Liaison Person or in their absence, the Deputy Designated Liaison Person by Coral Leisure Staff in order that all concerns pertaining to the matter can be appropriately and confidentially discussed and facilitate the following of the correct reporting procedures with the Designated Liaison Person or in their absence, the Deputy Designated Liaison Person as

outlines in Chapter 3.4 of 'Children First - National Guidance for the Protection and Welfare of Children' (2011).

## **7.0 The Role of Individual Workers**

All 'workers' is anyone who is engaged in work or voluntary activity with children or young people, whether as a paid employee with a group or organisation or as a volunteer.

All staff members are responsible for ensuring Coral Leisure Child Protection and Safeguarding Policy are adhered to. The role of each employee in the creation of a safe environment for children includes:

- Treating them with dignity, sensitivity, and respect
- Making them listen, talk to, and get to know the children
- Making sure that children know the organisation's rules and behaviour
- Encouraging children to have an input into how things are run
- Helping children to be safe, happy, and having as much fun as possible
- Never favouring one child or children over others
- Enabling children to regard their bodies as their own property
- Encouraging them to express feelings, fears, and experiences openly
- Giving written information about the organisation to children and their parents/carers
- Knowing about the principles and practices of child protection including their legal duties
- Never engaging in sexually provocative games or make suggestive comments, even in fun
- Respecting children's privacy in bathrooms or changing rooms
- Sensitively ensuring that children know about the child protection policy
- Always responding to complaints or allegations
- Helping children realise the difference between confidentiality and secrecy
- Being sensitive to the fact that some children are more vulnerable and have special needs
- Never using physical punishment with children
- No member of Coral Leisure Staff shall investigate allegations of abuse or decide whether a child or young person is/has been abused.

Coral Leisure Staff are reminded that the possibility that someone may be abusing a child or young person, if they suspect that it is someone they know, will raise personal feelings and concerns. Although it can be difficult to report such matters, Coral Leisure Staff must remember that:

- the welfare of the child is paramount
- being vigilant helps to protect children
- everyone has a duty of care to report any concerns they have immediately
- a good reporting structure ensures that concerns are dealt with fairly

Comprehensive flowcharts, showing the different routes for concerns arising in and outside Coral Leisure are available and illustrate the complete referral process through to the appeal stage where applicable.

## **7.1 In a summarisation:**

1. All Child Protection incidents: suspicions or concerns should be recorded and reported to the Designated Liaison Person or where unavailable, to the Deputy Designated Liaison Person.
2. Coral Leisure Staff should be aware of what constitutes 'reasonable grounds for concern' when reporting incidents.
3. Information will be shared on a strictly 'need to know' basis (Principle 6.6 - Confidentiality).
4. Coral Leisure Team's Designated Liaison Person or Deputy Designated Liaison Person will then do the following:
  - Act without delay
  - Discuss the incident with the parent, carer or adult responsible for the child/young person or appoint an appropriate person to do this, unless this would put the child at further risk
  - Discuss the incident informally with the Child and Family Agency Duty Social Worker before making a report, if appropriate:
  - Should the Designated Liaison Person or Deputy Designated Liaison Person then decide that a report is necessary, they will complete the standard reporting form available from the Child and Family Agency without delay.
  - Notwithstanding, reports to the Duty Social Worker can be made verbally and then followed by the standard form.
5. If the Designated Liaison Person or Deputy Designated Liaison Person is not available, the Duty Social Worker or Child and Family Agency can be contacted directly (contact details for all local Child and Family Agency Duty Social Workers are included).
6. If the Duty Social Worker or Child and Family Agency cannot be contacted or where they are unavailable especially in situations that threaten the immediate safety of the child/young person, it may be necessary to contact An Garda Síochána directly.

## **8.0 Investigative process – Statutory Authorities**

**8.1** Only An Garda Síochána and the Child and Family Agency have the responsibilities of investigating allegations of the abuse of children, young people, and vulnerable persons in Ireland. Current legislation and pending legislation before the Oireachtas set out the two separate and distinct measures in recognition of the very separate and distinct roles of the Garda Síochána and the Child and Family Agency about the protection of children, young people, and vulnerable persons.

### **8.2** A Garda Síochána:

Only Gardaí can investigate a criminal offence against a child, young person, or vulnerable person. It is the role of the Child and Family Agency to provide the necessary supports and monitoring of children, young person, or vulnerable person at risk. Gardaí derive their lawful authority through powers accorded under legislation enacted. Notwithstanding, in relation to the investigation of criminal offences against a child, young people and vulnerable persons, legislation such as the Criminal Justice (Withholding Information on Offences Against Children and Vulnerable Adults) Bill 2012 requires any person who has evidence that a person has committed a serious offence against a child or vulnerable person must provide the Gardaí with that information so that the Gardaí can investigate that alleged crime.

### **8.3** Child and Family Agency (TUSLA):

The proposed Children First Bill (2012) will address the role of the Child and Family Agency (TUSLA). It will require that relevant persons able to assess children at risk of abuse to provide the Child and Family Agency with the information necessary to monitor and provide supports to a child, young person or vulnerable person who may have been abused. Any criminal investigation will be conducted in a parallel investigation by the Gardaí



## 9.0 Codes of Behaviour

### 9.1 Codes of behaviour for Swim Teachers / Leisure Attendants / Camp Leaders

All Coral Leisure Staff, Coaches and Volunteers should familiarise themselves with all Codes of Conduct as set out in the Coral Leisure Child Protection and Safeguarding Policy, this Code of Conduct

Accordingly, each member of Coral Leisure Staff, Coaches and Volunteers are invited to read and agree to abide by the Code of Conduct for Coral Leisure Staff, Coaches and Volunteers.

Swim Teachers / Leisure Attendants / Camp Leaders are expected to:

- Ensure the safety of all children by careful supervision, proper pre- planning of coaching sessions, using safe methods always.
- Actively encourage all children and not to discriminate on the grounds of disability, religious beliefs, race, gender, social classes, or lack of ability.
- Not allow any rough or dangerous play, bullying, use of bad language or inappropriate behaviour.
- Always be positive and to promote the objectives of the centre always.
- Not let any allegations of abuse of any kind to go unchallenged or unrecorded if appropriate. Incidents and accidents to be recorded in the club incident/accident book. Parents will be informed.
- Report accidents or incidents of alleged abuse to the designated person.
- Administer minor first aid in the presence of others and where required refer more serious incidents to the centres "first aider on duty".
- Have access to telephone for immediate contact to emergency services if required.
- Foster team work to ensure the safety of youth members in their care
- Ensure the rights and responsibilities of youth members are enforced
- Not abuse members physically, emotionally, or sexually
- Maintain confidentiality about sensitive information
- Be a role model (disciplined / committed / time keeping), remember children learn by example
- Refrain from smoking and consumption of alcohol during club activities or coaching sessions
- Protect themselves from false accusation by ensuring to follow the guidelines they have been trained to follow
- Not spending excessive amounts of time alone with children away from others
- Not taking children alone in a car on journeys, however short
- Never taking children to their home.
- Not administering First Aid involving the removing of children's clothing unless in the presence of another and with the child's permission

Swim Teachers / Leisure Attendants / Camp Leaders have a right to:

- Access ongoing training and information on all aspects of leading / managing activities for youths, particularly on child protection
- Support in the reporting of suspected abuse
- Access to professional support services

- Be protected from abuse by children / youths, other adult members, and parents
- Not to be left vulnerable when working with children

Any misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the designated person. Persistent breach of the code will result in dismissal from the centre.

Dismissals can be appealed by the swim teacher / leisure attendant with final decisions taken by Coral Leisure Centre Management.

**Note: For full Camp instructor policies, reference Children's Camp N.O.P.**

## **9.2 Policy for School Swimming Lessons/Club Swimming Lessons and Coral Reef Swimming Lessons**

This policy applies to all parents/guardians/attendees and teachers involved in swimming sessions. This policy is both for Health and Safety, and Child Protection and Safeguarding

### **General:**

- All schools are required to sign in at reception prior to the commencement of their booking. Teachers need to sign in each week at reception with correct number of children attending.
- All Parents/Guardian attending with children must sign in at reception every week.
- All Coral Reef Swim School lessons must be booked and paid for prior to commencement. Application forms must also be completed and signed.

### **Changing Facilities:**

- Swimmers must place their belongings neatly in their bags and may be requested by staff to put them under the bench or in lockers.
- Please use shower/toilet before you use the pool.

### **Pool Side:**

- At the beginning of any training sessions swimmers must not enter the pool until given permission by the instructor/teacher.
- Swimmers should never leave the poolside without permission from the instructor/teacher.
- Swimmers must attend the complete training session. If a swimmer must leave the session before it is completed, this fact must be conveyed to the instructor/teacher/parent/guardian before the session commences.
- If a swimmer feels unwell during a training session, they should inform the instructor/teacher/parent/guardian and take time out.
- Chewing gum is prohibited.
- Swim hats are compulsory (Coral Leisure does not loan out hats)
- No running on pool deck.
- In the interest of safety, no pushing, splashing, shouting, ducking, bombing etc in the pool.
- Please adhere to lifeguard's instructions.

- Anyone misbehaving will not be allowed to ruin the session for everyone else and will be asked to leave the pool to sit with a parent/guardian or teacher/leader.
- At the end of every training session all swimmers should contribute to the tidy up.
- Swimmers who attend the school lessons but there is no teacher present with that school, the parents/guardian of that swimmer must stay in the leisure centre until the lessons are finished.
- Teachers/Parents/Guardians are not permitted on the pool deck, unless requested by a member of staff and also must wear blue shoe covers provided.
- Children must be supervised at all times in the facility by parents/guardians/teachers; this includes following your school's toileting procedures as set your schools Child Protection and Safeguarding Policy.
- Special toileting needs can be addresses on a child by child basis.
- Group changing rooms can be requested by schools for use in advance. These changing rooms will be signed for school use; however, parents/guardians/teachers must ensure this area is free from other user prior to allowing children to enter.

#### **Aquatic Water Safety Lessons:**

This includes the Water Safety Ireland P.A.W.S program, see bottom of page for more details.

- At the end of a term, each group will take part in a water safety presentation conducted by a Lifeguard/Swim Teacher.
- The class may be instructed to sit, or stand, in an orderly manner to have full view of the teaching board.
- No child shall be asked to read off said board, all lessons will be conveyed by the Lifeguard/Swim teacher.
- There shall always be a second instructor present.
- The second instructor must possess a lifeguard qualification.

#### **P.A.W.S. (Primary Aquatic Water Safety)**

- Water Safety Ireland's PAWS (Primary Aquatics Water Safety) outlines the essential life-saving guidelines that every child needs to know.
- Written and designed for all age groups, with beautiful illustrations, a wealth of tips and advice, and all sorts of interactive games and puzzles to reinforce the lessons learned, PAWS offers simple common sense on how we can be safe around our waterways.
- English and Irish digital lesson books are available with interactive puzzles to match. The lessons take just an hour or two and are completely FREE.
- When each child has finished, these newfound skills make them a PAWS HERO.

[watersafety.ie](http://watersafety.ie)

## 10.0 Codes of Behaviour for Children/Young People

Children have a great deal to gain from sport in terms of their personal development and enjoyment. The promotion of good practice in sport will depend on the co-operation of all involved, including child members of sports clubs/organisations. Children must be encouraged to realise that they also have responsibilities to treat other children and Sports Leaders with fairness and respect.

Children in sport are entitled to:

- be listened to
- be believed
- be safe and to feel safe
- participate in sporting activities on an equal basis, appropriate to their ability and stage of development
- be treated with dignity, sensitivity, and respect
- be happy, have fun and enjoy sport
- experience competition at a level at which they feel comfortable and the desire to win as a positive and healthy outcome for striving for best performance
- comment and make suggestions in a constructive manner
- make a complaint in an appropriate way and have it dealt with through an effective complaint's procedure
- be afforded appropriate confidentiality
- be represented at decision making bodies/meetings within their sports club/organisation
- have a voice in the running of their club
- approach the Children's Officer/Designated Person with any questions or concerns they may have

Children should undertake to:

- play fairly, do their best and have fun
- shake hands before and after the event, whoever wins - and mean it
- respect officials and accept their decisions with grace, not a grudge
- respect fellow team members; give them full support both when they do well and when things go wrong
- respect opponents, they are not enemies, they are partners in a sporting event
- give opponents a hand if they are injured or have problems with equipment
- accept apologies from opponents when they are offered
- exercise self-control and tolerance for others, even if others do not
- be modest in victory and be gracious in defeat
- show appropriate loyalty to their sport and all its participants
- make high standards of fair play the example others want to follow

Children should not:

- cheat
- use violence, using physical contact only when it is allowed within the rules
- shout at, or argue with, the referee, officials, teammates, or opponents
- take banned substances to improve performance
- bully or use bullying tactics to isolate another player
- use unfair or bullying tactics to gain advantage
- harm teammates, opponents, or their property

- tell lies about adults or other children
- spread rumours
- keep secrets about any person who may have caused them harm

## 11.0 Disciplinary Procedures

### Coral Leisure Disciplinary and Appeals Procedures

#### A) INTRODUCTION

1. It is necessary to have a minimum number of rules in the interests of the whole organisation.
2. The rules set standards of performance and behaviour whilst the procedures are designed to help promote fairness and order in the treatment of individuals. It is our aim that the rules and procedures should emphasise and encourage improvement in the conduct of individuals, where they are failing to meet the required standards, and not be a means of punishment.
3. Every effort will be made to ensure that any action taken under this procedure is fair, with you being given the opportunity to state your case and appeal against any decision that you consider to be unjust.
4. The following rules and procedures should ensure that:-
  - a) the correct procedure is used when inviting you to a disciplinary hearing.
  - b) you are fully aware of the correct procedure, the standards of performance, action and behaviour required of you.
  - c) disciplinary action, where necessary, is taken speedily and in a fair, uniform, and consistent manner.
  - d) On occasion it may be necessary for the company to conduct an investigation meeting to clarify a particular incident or occurrence prior to any potential disciplinary hearing. The purpose of this investigatory meeting is to establish the facts about a particular incident or occurrence, and the details of which will remain completely confidential. The investigation will be carried out by a designated member of the Management team or, if necessary, in the case of any possible conflict of interest, an agreed external third party. In either case, the person nominated will have appropriate training and experience and be familiar with the procedures involved. The designated investigator will meet with you and any witnesses or other relevant persons individually. The person investigating the complaints will make every effort to carry out and complete the investigation as quickly as possible. This investigation meeting itself should not be interpreted as a disciplinary hearing as no disciplinary sanction would ever be issued on foot of an investigatory meeting. Instead, the facts established in an investigatory meeting may be used to identify whether or not a formal disciplinary hearing ought to be conducted.
  - e) On some occasions temporary suspension on contractual pay may be necessary in order that an uninterrupted investigation can take place. This must not be regarded as disciplinary action or a penalty of any kind.
  - f) Other than for an "off the record" informal reprimand, you have the right to be accompanied by a fellow employee, who may act as a witness or speak on your

behalf, at all stages of the formal disciplinary process. However, they are not there to answer questions on your behalf. In addition, in line with the Code of Practice for Disciplinary and Grievance Procedures, there is no provision for legal representation at any stage of the disciplinary process.

- g) you will not normally be dismissed for a first breach of discipline, except in the case of gross misconduct or SOSG (some other substantial grounds).
- h) you will only be disciplined after careful investigation of the facts and the opportunity to present your side of the case at a disciplinary hearing; and
- i) If you are disciplined, you will receive an explanation of the penalty imposed and you will have the right to appeal against the finding and the penalty.

## **B) DISCIPLINARY RULES**

It is not practicable to specify all disciplinary rules or offences which may result in disciplinary action, as they may vary depending on the nature of the work. In addition to the specific examples of minor misconduct, major misconduct and gross misconduct shown in the Coral Leisure Employee Handbook, a breach of other conditions, procedures, rules, etc. within this handbook will also result in the disciplinary procedure being used to deal with such matters.

Disciplinary, appeals and grievance procedures are set out in the Coral Leisure Employee Handbook.

## 12.0 Codes of Behaviour for Parents/Guardians

Parents/guardians have the primary responsibility for the care and welfare of their children within sport. Parents/guardians should encourage their children to participate in sport for fun and enjoyment and should ensure that their child's experience of sport is a positive one. Lessons learned in children's sport will shape values and attitudes in adult life. They should always remember that children play sport for their own enjoyment not that of the parents/guardians. Parents/guardians have a duty to ensure that the context in which their child is participating is appropriate.

Parents/guardians and Sports Leaders will ideally work in partnership to promote good practice in children's sport and to support all efforts to protect against neglect, emotional, physical, or sexual abuse in sporting activities. To do so, parents/guardians should ensure that sports clubs treat their children with fairness, respect and understanding, and that the club is fulfilling its responsibility to safeguard children. They should encourage their children to tell them about anyone causing them harm. They should become aware of club procedures and policies, in particular where changes are made that affect them or their children and be informed of all matters relating to ethics and good practice. They should check that the Code of Ethics and Good Practice for Children's Sport has been adopted and implemented in the club/organisation.

Parents/guardians should remember that children learn best by example. To assist in the promotion of good practice with the club or organisation they should:

- be aware of the relevant Sports Leaders and their role within the club
- show appreciation of and respect for Sports Leaders and their decisions
- encourage their child to play by the rules
- behave responsibly on the side-line
- focus on their child's efforts rather than performance
- focus on the fun and participation of the child in the activity
- liaise with the Sports Leaders in relation to the times/locations of training sessions, medical conditions of their children and any requirement for their child's safety

To promote the procedures of good practice parents/guardians should be:

- encouraged to become members of the club, where feasible, and take an active interest in the running of the club or any sporting activities in which their children take part
- willing to become the Club Children's Officer or assist in the running of the club
- informed of the training and/or competitive programmes and be satisfied with the general environment that is created for their children
- informed if their child sustained an injury during sporting activities
- informed of problems or concerns relating to their children.
- informed in advance and have their consent sought in relation to matters regarding away trips, camps, or specially organised activities

Comments and suggestions by parents/guardians should always be considered and their complaints acknowledged and dealt with as they arise through an effective and confidential complaints procedure.

Parents/guardians should not:



- ignore or dismiss complaints or concerns expressed by a child which relate to his/her involvement in sport
- ridicule or yell at a child for making a mistake or losing a game
- put undue pressure on their child to please or perform well, including forcing a child to participate when ill
- take safety for granted
- treat the club as a child-minding service

Parents/guardians are expected to:

- Complete and return the Consent Form
- Deliver and collect the child punctually to and from Centre Activities.
- Ensure their child is properly and adequately attired for the weather conditions of the time, including shorts, shirt, socks, tracksuit, sweat-tops, hat, gloves etc....
- Ensure that proper football boots / trainers (as per pitch surface guidelines) and shin-guards are worn always in accordance with Health and Safety Regulations. Any child not in possession of these two fundamental requirements will not be permitted to participate.
- Detail any health concerns pertaining to the child on the consent form, breathing or chest conditions. Any changes in the state of the child's health should be reported to the coach prior to coaching sessions.
- Inform the coach prior to departure from the field of play if child is to be collected early from a coaching session
- Encourage their child to play by the rules and teach them that they can only do their best
- Behave responsibly on the side-lines
- Show appreciation and support the coach
- Be realistic
- Provide their child with proper clothing and equipment
- Ensure their child's hygiene and nutritional needs are met
- Accept the official's judgement
- Acknowledge the importance and role of the club coaches who provide their time free to ensure children's participation in the club
- Promote their child's participation for fun
- Parents/Guardians have the right to:
  - Know their child is safe
  - Be informed of problems or concerns relating to their children
  - Be informed if their child is injured
  - Have their consent sought for issues such as trips
  - Contribute to decisions within the club
  - Complain if they have concerns about the standard of coaching

Any misdemeanours and breach of this code of conduct will be dealt with immediately by the Swim Teacher / Leisure Attendant / Camp Leader. Persistent concerns or breaches will result in the parent/guardian being asked not to attend training if their attendance is detrimental to the child's welfare.

The ultimate action should a parent/guardian continue to breach the code of behaviour may mean the Swim Teacher / Leisure Attendant / Camp Leader regrettably asking the child to leave the activity.

**12.1** Coral Leisure acknowledge that Parents/ Guardians have an influential role to play in assisting their children & young people to adopt positive attitudes through participation in sporting activities, including encouraging them to maintain an ongoing involvement in sport. However, Parents/Guardians should not attempt to meet their own needs for success and achievement through their child's or young person's participation in sporting activities.

**12.2** Accordingly, Parents/Guardians are invited to read and agree to abide by the Code of Conduct for Parents/Guardians as set out. In summary, the following guidelines will be of assistance to Parents/Guardians in this regard:

- 1) I will respect the rules and procedures set down by Coral Leisure.
- 2) I will encourage my child to treat other participants, coaches, sports officials, and sport activities organisers with respect.
- 3) I will respect my child's teammates and leaders as well as other participants, parents, and coaches from opposing teams.
- 4) I will give encouragement and applaud only positive accomplishments whether from my child, his/her teammates, their opponents, or the officials.
- 5) I will respect my child leader(s) and support his/her efforts.
- 6) I will respect the officials and their authority during activities, sessions, and events within Coral Leisure.
- 7) I will never demonstrate threatening or abusive behaviour or use foul language.

### 13.0 Dealing With A Disclosure of Abuse

The following advice is offered to anyone to whom a child makes a disclosure to abuse:

- Listen to the child
- Do not ask leading questions nor make suggestions to the child
- Offer reassurance and do not make promises
- Do not stop a child recalling significant events
- Do not overreact
- Explain that further help may have to be sought
- Record the discussion accurately and retain the record.
- This information should be given to the 'named person'.
- Responsibility to report suspected child abuse

The primary responsibility of the person who first suspects or is told of abuse is to report it and to ensure that their concern is taken seriously. The guiding principles regarding reporting child abuse may be summarised as follows:

- The safety and well-being of the child or young person must take priority
- Reports should be made without delay
- The principle of natural justice should apply, which means that a person is innocent until proven otherwise
- The principle of confidentiality should apply, whereby only those that need to know should be told of a suspicion/allegation/disclosure of abuse and the number that need to be kept informed should be kept to a minimum.

The following examples would constitute reasonable grounds for concern:

- Specific indication from the child that (s)he was abused.
- Evidence, such as an injury or behaviour which is consistent with abuse and unlikely to be caused another way.
- An injury or behaviour which is consistent both with abuse and with an innocent explanation but where there are corroborative indicators supporting the concern that it may be a case of abuse. An example of this would be a pattern of injuries, an implausible explanation, other indications of abuse, dysfunctional behaviour.
- Consistent indication, over a period that a child is suffering from emotional or physical neglect.

It is important that persons reporting suspected child abuse to the health board should establish the basis for their concerns. At the same time, they should NOT interview the child or the child's parents/guardians in any detail about the alleged abuse without first consulting the health board.

#### 13.1 Disclosures

Coral Leisure affirms that all disclosures of abuse shall always be taken seriously. False disclosures of abuse from children or young people are very rare so if a child or young person discloses or indicates they have been/are being abused or, information is obtained which gives concern that a child or young person is being abused, the disclosure/information must be acted on as soon as possible in line with the following procedures

### 13.2 Responding to Disclosures:

When a child or young person makes a disclosure, or gives information of suspected abuse, it is important that the person receiving the disclosure shall.

DO

Stay calm –

- Do not rush into taking rash or inappropriate actions.
- React calmly in order not to alarm the child or young person.
- Do not show any extreme reaction to what the child or young person is saying

Reassure the child –

- That they are not to blame
- Confirm that you know how difficult it must be to confide in someone
- That they have done the right thing in informing or disclosing what has occurred

Listen sympathetically –

- To what the child says
- Show that you take them seriously.

Be compassionate -

- Understand that the child or young person has decided to tell something that is very important to them
- Understand the child or young person is taking a risk by disclosing what has happened to you.
- Understand that following a disclosure, it is a particularly dangerous and vulnerable time for the child or young person as they may have been threatened by their abuser to be silent.

Be honest –

- Tell the child or young person that it is not possible to keep this information secret
- Give some indication what may happen next such as inform his/her parents/guardian/Gardaí/Child and Family Agency

Keep questions to minimum –

- Only ask questions to clarify what the child or young person has said.
- Use open-ended, non-leading questions e.g. Who? Where? When?
- Avoid questions that may later be perceived as leading or suggestive to the child or young person.
- Ask only enough questions to gain basic information to establish the possibility that abuse may have occurred.

Ensure you clearly understand what the child or young person has said –

- In order that the information can be recorded carefully and accurately
- Information can be passed on to the statutory authorities.

Consult with -

- The Designated Liaison Person ensuring that all the information is communicated accurately.

Maintain Confidentiality –

- All incidents will be treated with an open mind and handled in a fair and equitable manner. Information will only be shared on a 'need to know' basis.
- Maintain confidentially until the matter has concluded.

Ensure the safety of the young person –

- if urgent medical attention is required then call an ambulance, inform the attending medical staff/nurses/doctors of the concerns and making them aware that it is a child protection issue.

DON'T

- Don't panic – or allow your feelings to be evident.
- Don't make promises you cannot keep or agree to keep secrets– explain that you will need to tell other people
- Don't make the child or young person repeat the story unnecessarily.
- Don't probe for more information than is offered
- Don't speculate, make assumptions, or make any judgmental statements against the person whom the allegation is made.
- Don't approach the alleged abuser.
- Don't delay – in making the report to the Designated Liaison Person.
- Don't speculate or make assumptions. Don't take sole responsibility.

If a person fears that a child or young person might be in immediate danger, they should directly contact the Child and Family Agency immediately. If the Child and Family Agency cannot be contacted/is unavailable or, in case of out-of-hours times, contact A Garda Síochána.

### **13.3 Sharing Concerns with Parents:**

Where there are reasonable causes for concerns that the parent(s)/guardians of the child or young person may be responsible for or, have knowledge of the abuse, sharing concerns with the parent(s)/guardian may place the child or young person at further significant risk or harm.

In such cases, advice should be sought from the Designated Liaison Person or, in case of emergency, contact the Child and Family Agency or An Garda Síochána for advice, as to who informs the parents/guardian.

### **13.4 Recording of Disclosures:**

It is important that a written record of all the information about the alleged abuse whether disclosed/observed/suspected is made as soon as possible. This should be done using the TUSLA Standard Reporting Form, completing as much of the form as possible.

This record should be done irrespective of whether the report is subsequently forwarded on to the Child and Family Agency or A Garda Síochána. The advice or assistance of the Designated Liaison Person should be sought if necessary.

The more information included on the Standard Reporting Form, the better as it will greatly assist the Child and Family Agency and/or An Garda Síochána to decide what necessarily follow up action is to take next. The TUSLA Standard Reporting Form is relatively self-explanatory but important points to note are.

- Ensure the Child's or Young Person's name, age and date of birth is inserted.
- Ensure the Child's or Young Person's home address and telephone number is inserted
- Whether the child's parents have been informed of the Report.

All times, dates or other relevant information is inserted in the 'Details of Report' section including:

- Whether the person making the report is expressing their own concern or the concerns of another person.
- The child's account, if it can be given, of what has happened and how any injuries occurred using the child's own words.
- The nature of the concern (include all the information obtained during the initial account e.g., time, date, location).
- A description of any visible (when normally dressed) injuries or bruising, behavioural signs, indirect signs (under no circumstances, do not physically examine the child).
- Details of any witnesses.
- Details of anyone else who has been consulted and the information obtained from them.
- If it is not the child making the report, whether the child has been spoken to, if so, what was said using the child's own words.
- The child's views on the situation.

Copies of all completed Standard Reporting Forms including any notes; documentation; correspondence or contemporaneous notes etc. made at the time of disclosures/reporting of the alleged abuse, shall be retained securely by for records purposes by the Designated Liaison Person.

### **13.5 Reporting of Disclosures**

The properly completed Standard Reporting Form shall be forwarded to the appropriate authorities through the Designated Liaison Person or in their absence, the Deputy Designated Liaison Person.

In case of emergency, the Report can be made verbally by the informer initially to the relevant statutory authority and then, followed up in writing using the Standard Reporting Form.

### **13.6 Mandatory Reporting**

The Criminal Justice (Withholding of Information on Offences against Children and Vulnerable Adults) Bill 2012 came into effect on the 1 August 2012. Commonly referred to as a form of 'Mandatory Reporting', it created an offence of withholding information in relation to specified offences committed against a child or vulnerable person and arises where a person.

- i. knows or believes that a specified offence has been committed against a child or vulnerable person, and
- ii. he or she has information which would be of material assistance in securing the apprehension, prosecution, or conviction of another person for that offence, and
- iii. fails without reasonable excuse to disclose that information as soon as it is practicable to do so to a member of the Garda Síochána.

The Act also establishes some limited defences for persons, such as a parent or guardian or medical professional who is acting in the interests of the health and well-being of the child or vulnerable person. These defences only apply in circumstances where the victim does not have the capacity to report an offence themselves, either because of their age or a mental or physical incapacity.

### **13.6 Confidentiality**

**13.6.1** Coral Leisure is committed to ensuring people's right to confidentiality and, that it should be maintained in respect of all issues and people concerned in cases of abuse, welfare, or bad practice. Accordingly, the rights of both the child and the person about whom the complaint has been made are protected.

**13.6.2** Notwithstanding, the following points should be kept in mind:

- i. A guarantee of total confidentiality or undertakings regarding secrecy cannot be given, as the best interests and welfare of the child or young person will supersede all other considerations.
- ii. To safeguard the child or young person, all information should be treated in a careful and sensitive manner and, should be discussed only with others on a 'need to know' basis.
- iii. Giving information to others on a 'need to know' basis for the protection of a child or young person is not a breach of confidentiality.
- iv. Unless doing so could put the child or young person at further risk of abuse or harm, information regarding disclosures/reporting should be conveyed to the Parents/Guardians of the child or young person in a sensitive and empathic manner.
- v. Discussion with the Child and Family Agency and/or An Garda Síochána should take place in relation to information sharing with all parties when ongoing investigations are taking place.
- vi. All persons involved in a child protection process (the child, the Parents/Guardians, the alleged offender, their family, Coral Leisure staff) should be afforded appropriate respect, fairness, support, and confidentiality at all stages of the procedure.
- vii. Information should be stored in a secure place, with limited access only by designated people.
- viii. The requirements and duties of the Data Protection Acts, 2003 should be strictly adhered to.

ix. Breach of confidentiality is a serious matter and will be dealt accordingly.

It is acknowledged that very emotive feelings may:

- a) be generated by a suspicion/discovery/disclosure that a member of staff is, or may be abusing a child or young person, may
- b) raise further concerns among other staff members or volunteers, including c) the difficulties inherent in reporting such matters.

**13.6.3** Consequently, Coral Leisure recognise that there may be circumstances where individual Staff members of Coral Leisure; children and young people feel that they are unable to raise concerns or suspicions regarding alleged incidents of abuse within Coral Leisure and its environment, because they believe or have a reasonable doubt that these concerns or suspicions would not be taken seriously or dealt with adequately.

However, it is important to remember that the safety and welfare of the child or young person is paramount always over any other consideration and accordingly, any suspicion/discovery/disclosure should be reported immediately and without delay.

**13.6.4** Accordingly, Coral Leisure shall:

1. remind all members of Coral Leisure Staff that, in accordance with their statutory obligation, they have a legal duty and moral obligation to raise their concerns or suspicions with the appropriate authorities where they believe that a child or young person is being abused or is at serious risk of harm.
2. fully support and protect any member of Coral Leisure Staff who, in good faith, reports his or her concern that a colleague is, or may be abusing a child or young person.
3. remind Coral Leisure Staff of the legal protection accorded to them under the

Protection for Persons Reporting Child Abuse Act, 1998

**13.6.5** If individual Staff members of Coral Leisure; children and young people feel that they are unable to raise concerns or suspicions directly through the Coral Leisure Designated Liaison Person or in their absence, the Deputy Designated Liaison Person, they should report their concerns/suspicions directly with the statutory authorities namely TUSLA and A Garda Síochána.



## 14.0 Guidelines for Sports Leaders

Sports Leaders have an important role to play in promoting good practice in children's sport. They should have as their first priority the children's safety and enjoyment of the sport. The Sports Leaders' success should not be evaluated by performance or results of competition. They should enjoy a sense of achievement and pleasure through their work with young people. After undertaking appropriate education and training within the club or organisation, Sports Leaders will be well prepared to operate in a safe sporting environment with a knowledge and understanding of their role and responsibilities. They should be supported in their work by the sports club/organisation and parents/guardians.

Sports Leaders are responsible for setting and monitoring the boundaries between a working relationship and friendship with young participants. Sports Leaders should operate to the club's agreed code of conduct, which emphasises enjoyment, equality, fair play, and the general wellbeing of young people. This model of good practice should help children to demonstrate an awareness of equality, fair play and respect for Sports Leaders, other members of their group and the rules of the sport. The club/organisation and parents/guardians should afford Sports Leaders the respect they deserve and make them aware of any special needs of the child.

Club / Organisational procedures should support the Sports Leaders' model of good practice, thus ensuring protection for both the Leader and the participant. In so doing, Sports Leaders should feel able to make a complaint in an appropriate manner and have it dealt with through an effective complaint's procedure. They should be able to appeal any decision through an effective appeals procedure.

In order to act as a role model and to promote their safety and the safety of young people Sports Leaders should:

- Be positive, praise and encourage effort as well as results
- Put the welfare of young people first, strike a balance between this and winning
- Encourage fair play and treat participants equally
- Have the relevant knowledge and experience to work with young people
- Understand developmental needs of young people

Where possible, and for their own safety, Sports Leaders should avoid:

- spending excessive amounts of time with children away from others
- taking sessions alone
- taking children on journeys alone in their car
- the use of alcohol before coaching, during events and on trips with young people

Sports Leaders should not:

- use any form of corporal punishment or physical force on a child
- take children to their home
- exert undue influence over a participant in order to obtain personal benefit or reward
- engage in rough physical games, sexually provocative games or allow or engage in inappropriate touching of any kind, and/or make sexually suggestive comments about, or to, a child
- take measurements or engage in certain types of fitness testing without the presence of another adult
- undertake any form of therapy (hypnosis etc.) in the training of children

#### **14.1 Physical Contact**

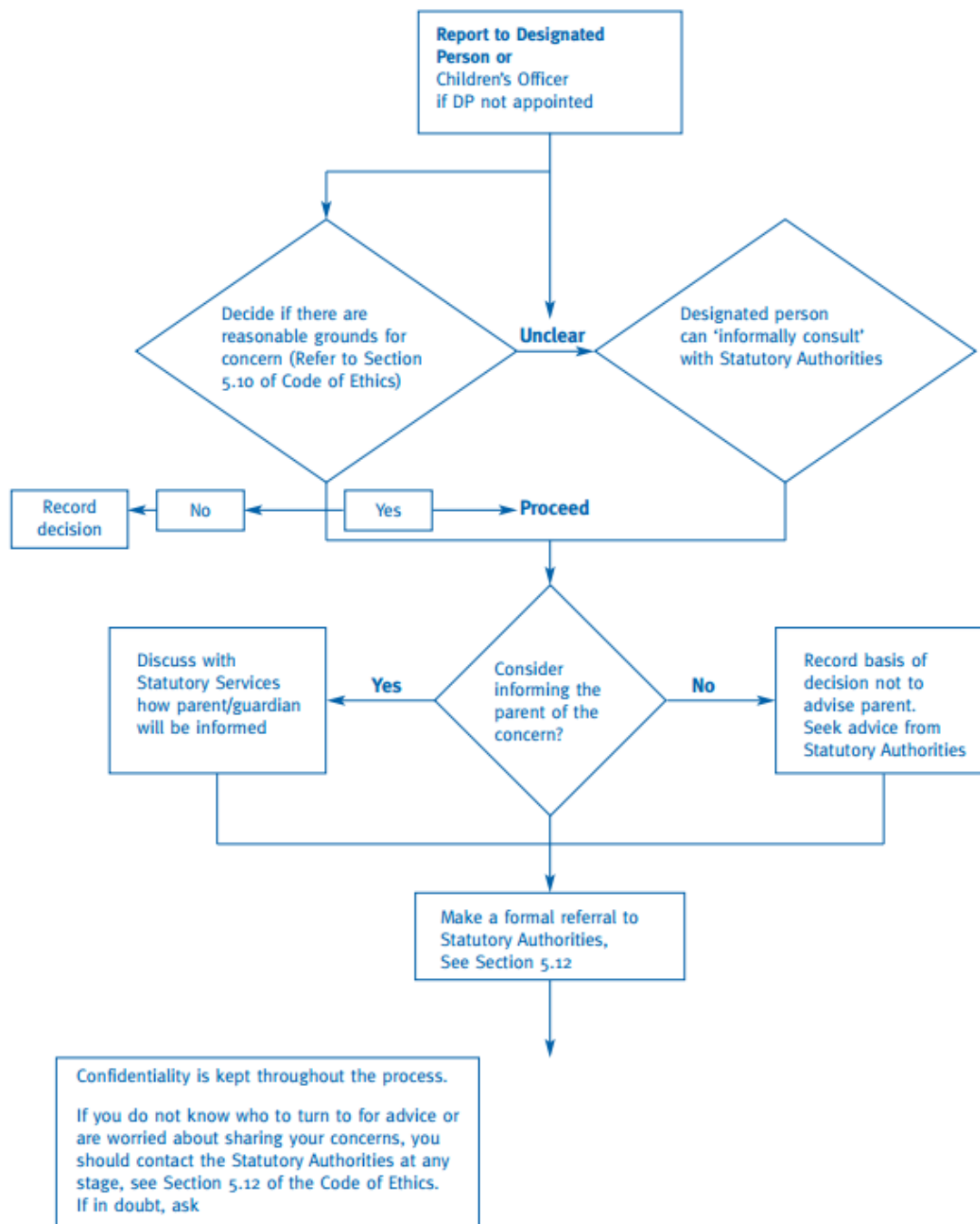
Physical contact during sport should always be intended to meet the child's needs, NOT the adults. The adult will probably use appropriate contact when the aim is to assist in development of the skill or activity or for safety reasons, e.g., to prevent or treat an injury. This should be in an open environment with the permission and understanding of the participant.

In general:

- Contact should be determined by the age and developmental stage of the participant - Don't do something that a child can do for themselves
- Never engage in inappropriate touching such as touching of groin, genital areas, buttocks, breasts, or any other part of the body that might cause a child distress or embarrassment

## 15.0 Coral Leisure – Reporting Procedures for Possible Abuse Outside the Organisation

When there is suspected abuse external to the organisation



## 16.0 Allegations or Suspicions of Child Abuse by Employees

The most important consideration of management is the safety, health, and wellbeing of children. However, management also has duties in relation to employees. Management must be aware of the rights and interests of those employees against whom an allegation is made.

Employers must seek legal advice in the case of an allegation against a staff member. It is important to note that there are two procedures to be followed.

- The reporting procedure in respect of the allegation
- The procedure for dealing with the employee

Employees in close contact with children are susceptible to erroneous or malicious allegations. Therefore, any allegation related to abuse should be dealt with sensitively and the employee fairly treated.

### **16.1 Reporting Procedure**

If an allegation has been made against an employee, the designated person should immediately act in accordance with procedures for reporting allegations. A written statement of the allegation must be sought from the person/agency making the disclosure.

Any employee who receives a disclosure of abuse against another employee must inform the designated person immediately. The designated person may at this point seek advice from TUSLA prior to making a formal report. If it has been assessed that there is reasonable ground for the suspicions the designated person should report the matter immediately to TUSLA. The manager must also be informed of the formal report.

Action to be taken by management:

- When a manager is informed of an allegation of abuse by one of his/her employee's the manager should privately inform the employee of the following.
- The fact that an allegation has been made against him/her
- The nature of the allegation
- Whether the matter has been reported to the appropriate Health Board by the designated liaison person
- The employee must be given written documentation of the allegation and must be advised to respond in writing to the allegation within a specified period.
- It is of utmost importance that all measures necessary for the protection of the child in question are enforced. However, the measures should be proportionate to the level of risk involved and should not enforce undue penalties on the employee, unless necessary to protect children.
- If the nature of the action necessitates immediate action the employee in question should absent from the centre with immediate effect. If management are unsure as to whether the allegation warrants the absence of the employee from the centre, he/she must seek a consultation with TUSLA and/or the Garda Síochána regarding recommended actions.
- Any absence by an employee because of such allegations would be regarded as administrative leave of absence with pay and NOT a suspension. Such a leave of absence would not imply any degree of guilt on the part of the employee.
- The trust implicit in adult-child relationships in sport places a duty of care on all adults, voluntary or professional, to safeguard the health, safety and welfare of the child while engaged in their sporting activity. Adults have a crucial leadership role to play in sport.

Allegations against Coral Leisure Staff, Coaches or Volunteers

Adapted from the guidance as set out in Appendix 9 of the “Children First: National Guidance for the Protection and Welfare of Children” (2011), Coral Leisure shall.

- i. where an allegation of child abuse against a staff member is received, it will be assessed promptly and carefully.
- ii. consider any action to be taken following the report shall be based on an opinion formed ‘reasonably and in good faith’.
- iii. if it so decides that, based on reasonable grounds for concern, as outlined in Principle 6.1 and Appendix 1 of the Coral Leisure Child Protection & Safeguarding Policy, such grounds do exist, a formal report shall be made to the Child and Family Agency.

In the event of an allegation(s) being made against a member or members of Coral Leisure Staff, the protection of the child/young person is the first and paramount consideration, and to ensure that no child or young person is exposed to unnecessary risk. Coral Leisure in having a dual responsibility to both the child or young person and the staff member(s) shall as a matter of urgency take any necessary protective measures or actions that shall.

- i. be proportionate to the level of risk and,
- ii. not unreasonably penalise the staff member, financially or otherwise, unless necessary to protect children.

Where protective measures penalise the staff member, it is important that early consideration be given to the case with any action taken guided by agreed procedures, the applicable employment contract, and the rules of natural justice. Protective measures may mean for the staff member.

- a. Increased supervision,
- b. Reassignment to different duties, or
- c. Suspension.

The same Coral Leisure Staff member will not have the responsibility for dealing with the child or young person and the staff employment issue.

The Managing Director, Coral Leisure, shall be informed about the allegation as soon as possible.

When Coral Leisure becomes aware of an allegation of abuse of a child/children or young person(s) by a member of staff during that staff member’s duties, the Managing Director. Coral Leisure shall privately inform the employee of the following:

- i. the fact that an allegation has been made against him or her.
- ii. the nature of the allegation.

The staff member shall be afforded an opportunity to respond. The Managing Director Coral Leisure shall note the response and pass on this information if making a formal report to the Child and Family Agency.

Coral Leisure and its designated personal will take care to ensure that any actions taken by them do not undermine/compromise/frustrate any investigations and/or assessments being carried out by the Child and Family Agency or A Garda Síochána. Accordingly, Coral Leisure shall maintain a close liaison with the statutory authorities to achieve this.

Coral Leisure and its designated personal will be notified of the outcome of an investigation and/or assessment and consequently, assist in reaching a decision about further possible actions that may be taken in the longer term concerning the staff member.

The Protections for Persons Reporting Child Abuse Act 1998 makes provision for the protection from civil liability of persons who have communicated child abuse 'reasonably and in good faith' to designated officers within the Child and Family Agency or, to any member of A Garda Síochána.

This protection applies to organisations as well as to individuals. This means that even if a communicated suspicion of child abuse or neglect proves unfounded, a plaintiff who took an action would have to prove that the person who communicated the concern had not acted reasonably and in good faith in making the report.

A person who makes a report in good faith and in the child's best interests may also be protected under common law by the defence of qualified privilege.

## **17.0 Protection for Persons Reporting Child Abuse**

### **17.1 Legal Protection for Reporting Suspicions or Concerns**

The Protection for Persons Reporting Child Abuse Act, 1998 provides immunity from civil liability to persons who report child abuse 'reasonably and in good faith' to designated officers of the Child and Family Agency or A Garda Síochána. The act also covers the offence of 'false reporting'.

### **17.2 'Whistle-blowing'**

'Whistle-blowing' is essentially an in-house early warning system whereby concerns or suspicions can be raised regarding allegations of abuse; inappropriate conducts or practices within an organisation, its facilities or by individual(s) associated with it. In this instance, this may potentially involve the abuse of a child or young person by another work colleague or member of staff working with children or young people in whatever role or capacity they hold within the organisation or facilities.

The main provisions of the Act are:

1. The provision of immunity from civil liability to any person who reports child abuse "reasonably and in good faith" to designated officers of Child and Family Agency or any member of A Garda Síochána.
2. The provision of significant protection for employees who report child abuse.

These protections cover all employees and all forms of discrimination up to and including, dismissal.

3. The creation of a new offence of false reporting of child abuse where a person makes a report of child abuse to the appropriate authorities "knowing that statement to be false". This is a new criminal offence designed to protect innocent persons from malicious reports.

## 18.0 Photographs and Images of Children

There has been an increased concern related to the risk posed by children and young people using photography for promotional material used by leisure centres. The content of the photo can be used or adapted for inappropriate use. There is evidence of this adapted material finding its way onto child pornography sites.

It is important that Coral Leisure develops policies in relation to the use of images of athletes on their websites or any other promotional material. The following are some rules to remember:

- If the child is named, avoid using their photograph
- If a photograph is used, avoid naming the child
- Ask for the child's permission to use their image. This ensures that they are aware of the way the image is to be used to represent the sport. A Child's Permission Form is one way of achieving this.
- Only use images of children in suitable dress to reduce the risk of inappropriate use. About the actual content, it is difficult to specify exactly what is appropriate given the wide diversity of sports. However, there are clearly some sports activities – swimming, gymnastics, and athletics for example when the risk of potential misuse is much greater than for other sports. With these sports the content of the photograph should focus on the activity not on a child and should avoid full face and body shots.
- Create a recognised procedure for reporting the use of inappropriate images to reduce the risks to children. Follow your child protection procedures, ensuring both your designated person and the social services and or/guards are informed.

Guidelines for use of photographic filming equipment at sporting events:

- The use of cameras, camera phones, video recorders etc. are strictly not allowed by patrons of the centre.
- Provide a clear brief about what is considered appropriate in terms of content and behaviour, including the displaying of notices at each event
- Issue the photographer with the identification which must be worn always
- Inform children and parents that a photographer will attend an event and ensure they consent to both the taking and publication of films or photographs
- Do not allow unsupervised access to children or one to one photo sessions at events
- Do not approve/allow photo sessions outside the events or at a child's home
- If parents or other spectators are intending to photograph or video at an event, they should be made aware of your expectations
- Spectators should be asked to register at an event if they wish to use photographic equipment
- Children and parents should be informed that if they have concerns, they can report these to the organiser
- Concerns regarding inappropriate or intrusive photography should be reported to the event organiser or official and recorded in the same manner as any other child protection concern.



## **19.0 Video Recording and Photography**

To reduce the risk of images of children being used inappropriately, unsolicited, or illegally by any person(s), Coral Leisure has adopted a policy in respect the taking and usage of images of children and young people via video recording, photography, or any other recording device.

This is not to avoid or discourage parents/guardians from taking photographs of their children or young people participating in their activities but to ensure that

1. Best practice is put in place wherever and whenever photographs and recorded images may be taken and subsequently stored.
2. All video recording and/or photographing is appropriate and non-intrusive.
3. Whenever possible, only those who have a right to take videos and/or photographs, do so provided that before taking any recording or image of a child or young person that is not their own, they obtain written permission from a child's parent/guardian and ensure that the parent/guardian knows the way the image will be used.
4. The privacy of others is to be respected and accordingly, the use of camera phones, videos and cameras inside changing areas, showers and toilets or First Aid areas is strictly prohibited.

**19.1** To address any concerns about the risks posed directly and indirectly to children and young people though the use of images of children and young people on their own website and/or in other publications, documentation etc., Coral Leisure shall: -

- i. where possible, use models or illustrations when promoting any activity associated with Coral Leisure.
- ii. when commissioning professional photographers or inviting the press to an activity or event, ensure they are clear about the standards and expectations of them in relation to Child Protection and Safeguarding.
- iii. if a child or young person is being otherwise used
  - (a) avoid the use of the names and surnames of individuals in photographs or,
  - (b) if named, avoid using their photograph.
- iv. only use appropriate images of a child or young person, relevant to sport and its activities and, ensure that the child or young person is suitably clothed in a manner that promotes sport, sports activities, displays its successes, etc.
- v. further reduce the risk to children and young people from any suspected inappropriate taking and/or the use of inappropriate images by creating a recognised reporting procedure ensuring that the Executive Officer Coral Leisure and the Designated Liaison Person (in their absence, the Deputy Designated Liaison Person) is immediately notified or, if necessary, TUSLA and/or An Garda Síochána are informed.

**19.2** if they are made fully aware of its use, if possible, children and young people should be asked for their permission in respect of the use of any image and/or recording. This shall also ensure they are aware and understand the image is being used to represent the sport and its activities. A Child/Young Person/Parents/Guardian Permission Form is one way of achieving this

**19.3** As a safety and monitoring measure against the risk of any inappropriate, intrusive, or illegally motivated photographing or video recording practices, the following photography and filming requirements are in place:

1. Any Amateur photographers/film/video operators wishing to film or photograph any activity associated with Coral Leisure in which children and young people may feature directly or indirectly, should first seek accreditation in writing with Coral Leisure through the Coral Leisure, Team's Designated Liaison Person or in their absence, the Deputy Designated Liaison Person.
2. Any Professional photographers/film/video operators wishing to film or photograph any activity associated with Coral Leisure in which children and young people may feature directly or indirectly should first seek accreditation by producing their professional identification for the details to be recorded with Coral Leisure through the Coral Leisure's Designated Liaison Person or in their absence, the Deputy Designated Liaison Person.
3. Any Spectator attending at any activity at Coral Leisure and wishing to film or photograph any activity in which children and young people may feature directly or indirectly should first seek permission in writing with Coral Leisure through the Coral Leisure, Team's Designated Liaison Person or in their absence, the Deputy Designated Liaison Person.
4. If any person indicated at Nos. 1-3, should have a signed Child/Young Person/Parents/Guardian Permission Form, they must notify and give a copy to Coral Leisure through the Coral Leisure, Team's Designated Liaison Person or in their absence, the Deputy Designated Liaison Person.

Coral Leisure shall

- i. Provide a clear brief about what is considered appropriate in terms of content and behaviour from a Child Protection and Safeguarding aspect.
- ii. Keep a record of accreditations and Child/Young Person/Parents/Guardian Permissions Forms.
- iii. Issue the photographer/film/video operator with identification which must be worn always
- iv. Inform children, young people, and parents that a photographer/film/video operator will be in attendance
- v. Not allow unsupervised access to any child or young people or, one to one photo sessions at any Coral Leisure activities
- vi. Not approve/allow photo sessions outside Coral Leisure activities or at any children or young person's home

Videoring as a coaching aid: Video equipment can be used as a legitimate coaching aid. However, permission should first be obtained from the child or young person and/or the child or young person's Parent/Guardian.

Anyone concerned about any photography or filming taking place at Coral Leisure events or activities training sessions should contact the Coral Leisure, Team's Designated Liaison Person, \_\_\_\_\_ or in his/her absence, the Deputy Designated Liaison Person, \_\_\_\_\_.

## 20.0 How to Spot an Abuser

The ISPCC provide the following as indicators that can alert you to a possibility of sexual abuse. Someone who:

- Pays an unusual amount of attention to individual or groups of children and provides them with presents, money, or favours
- Seeks out vulnerable children, for example, disabled children
- Seeks out opportunities to spend time with single children or a small group on a regular basis
- Takes a child or a small group of children to his/her own home
- Is vague about previous employment or gaps in employment history
- Avoids co-working or supervision of his/her work
- Encourages secretiveness about his/her activities with children
- Talks or behaves inappropriately towards children

## APPENDICES

### APPENDIX 1 - CORAL LEISURE CHILDREN'S CHARTER

The management and staff of Coral Leisure.


- Will nominate a trained Designated and Deputy Designated Liaison Person in each site
- Will acknowledge the right of children to be protected, safeguarded, treated with respect, listened to, and have their own views taken into consideration.
- Will recognise that the safety and welfare of children must always come first, regardless of all other considerations.
- Will develop a child protection and safeguarding policy that raises awareness about the possibility of child abuse occurring and outlines the steps to be taken if it is suspected.
- Will adopt the safest possible practices to minimise the possibility of harm or accidents happening to children and protect workers from the necessity to take risks and leave themselves open to accusations of abuse or neglect.
- Will adopt and consistently apply clearly defined methods of recruiting staff and volunteers.
- Will develop procedures for responding to accidents and complaints
- Will remember that early intervention with children who are vulnerable or at risk may prevent serious harm from happening to them at a later stage.
- Will remember that a child's age, gender, and background affect the way they experience and understand what is happening to them.
- Will provide child protection training for workers. This should clarify the responsibilities of both organisations and individuals, and clearly show the procedures to be followed if child abuse is suspected
- Will develop a policy of openness with parents/guardians that involves consulting them about everything that concerns their children and encouraging them to get involved with the organisation wherever possible.
- Will co-operate with any other childcare protection agencies and professionals by sharing information when necessary and working together towards the best possible outcome for the children concerned.
- Will make links with other relevant organisations to promote child protection and safeguarding policies and practices.

## APPENDIX 2 - REPORTING CHILD PROTECTION CONCERNS FORM

The Tusla online form can be completed via their portal: Coral Leisure Monaghan's mandated person is DLP Ciarán Murtagh

<https://www.tusla.ie/children-first/web-portal/>

While the portal is the preferred reporting method a hardcopy form can also be completed, see below.

		An Ghníomhaireacht um Leanaí agus an Teaghlach Child and Family Agency		FORM NUMBER: CC01:01:01			
<h3>STANDARD REPORT FORM</h3> <p><i>(For reporting CP&amp;W Concerns)</i></p>							
<b>A. To Principal Social Worker/Designate:</b> _____							
<b>1. Date of Report</b> <input type="text"/>							
<b>2. Details of Child</b>							
Name:				Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Address:		DOB				Age	
		School					
Alias		Correspondence address (if different)					
Telephone		Telephone					
<b>3. Details of Persons Reporting Concern(s)</b>							
Name:		Telephone No.					
Address:		Occupation					
		Relationship to client					
Reporter wishes to remain anonymous				<input type="checkbox"/>	Reporter discussed with parents/guardians		<input type="checkbox"/>
<b>4. Parents Aware of Report</b>							
Are the child's parents/carers aware that this concern is being reported				- Mother	Yes	No	
					<input type="checkbox"/>	<input type="checkbox"/>	
				- Father	<input type="checkbox"/>	<input type="checkbox"/>	
Comment		<input type="text"/>					
<b>5. Details of Report</b>							
<i>(Details of concern(s), allegation(s) or incident(s) dates, times, who was present, description of any observed injuries, parent's view(s), child's view(s) if known.)</i>							
<div style="border: 1px solid black; width: 100%; height: 100%;"></div>							

## STANDARD REPORT FORM

(For reporting CP&W Concerns)

### 6. Relationships

Details of Mother		Details of Father	
Name:		Name:	
Address: (if different to child)		Address: (if different to child)	
Telephone No's:		Telephone No's:	

### 7. Household composition

Name	Relationship	DOB	Additional Information e.g. School/ Occupation/Other:

### 8. Name and Address of other personnel or agencies involved with this child

	Name	Address
Social Worker		
PHN		
GP		
Hospital		
School		
Gardaí		
Pre-School/Crèche/YG		
Other (specify):		

### 9. Details of person(s) allegedly causing concern in relation to the child

Relationship to child:	Age	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Name:	Occupation				
Address:					

### 10. Details of person completing form

Name:	Occupation:	
Address:	Telephone No's:	
Signed	Date:	

## APENDIX 3 - CODE OF CONDUCT FOR PARENTS/GUARDIANS

Parents / Guardians are EXPECTED to:

- Complete and return without delay, any Consent Form(s) pertaining to their child's or young person's participation at Coral Leisure.
- Deliver and collect the child or young person punctually to and from Coral Leisure.
- Ensure their child or young person is properly and adequately attired for the weather conditions of the time, including shorts, shirt, socks, tracksuit, sweat-tops, hat, gloves, sun creams & lotions etc....
- Detail any health concerns pertaining to the child on the relevant Consent Form, any pre-existing injuries; allergies; breathing or chest conditions. Any changes in the state of the child's health should be reported to Coral Leisure Staff including coaches prior to any activities or coaching sessions.
- Inform Coral Leisure of any physical or learning difficulty which may inhibit or curtail their child's ability to fully understand and follow instruction or guidance while participating in activities or coaching sessions.
- Inform Coral Leisure in good time if the child or young person is to be collected early from any activities or coaching sessions.

Parents / Guardians SHOULD:

- Encourage their child to play by the rules and teach them that they can only do their best i.e., focus on effort rather than performance.
- Behave responsibly on the side-lines.
- Show appreciation and support the coach. Ensure the child or young person is punctual. Be realistic.
- Provide their child or young person with proper clothing and equipment. Ensure their child's or young person's hygiene and nutritional needs are met. Accept the official's judgement
- Acknowledge the importance and role of Coral Leisure Staff, Coaches and Volunteers who often provide their time for free to ensure children's participation in sports.
- Promote their child's or young person's participation in playing sport for fun.
- Not ignore or dismiss complaints expressed by a child or young person.
- Not treat or regard Coral Leisure its facilities & amenities as a 'child-minding' service.

Parents / Guardians have the RIGHT to:

- Know their child or young person is safe.
- Be informed of any problem or concerns relating to their children. Be informed if their child or young person is injured.
- Contribute to decisions within the organisation/club.
- Provide or contribute feedback to Coral Leisure regarding its organisation and activities.
- Complain to Coral Leisure regarding any concerns or failures to maintain the high standards of care and attention of their child and/or young person, including coaching/supervision of activities.
- Any misdemeanours and breaches of this Code of Conduct will be dealt with immediately by a Coral Leisure official or another Staff member.

Persistent concerns or breaches will result in the parent / guardian being asked not to attend activities if their presence is detrimental to the child's or young person's safety & welfare.

The ultimate action should behaviours of a parent / guardian continue to breach the Code of Conduct for Parents / Guardians, may mean that Management at Coral Leisure regrettably asking the child or young person to leave.

I have read the Coral Leisure, Teams Code of Conduct for Parents / Guardians as set out above and I agree to abide by the guidelines as set out in the Code

Name of Child / Young Person \_\_\_\_\_

Signature of Parent / Guardian\* \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

\*Please note that the person signing the parent/guardian section must ensure that they have parental responsibility laity for the child or young person.



## APPENDIX 4 – THE SWIM TEACHER / LEISURE ATTENDANT / CAMP LEADER CHARTER

### The Swim Teachers/Leisure / Camp Leader Attendant Charter

As a member of Coral Leisure Staff, Coaches and Volunteers, I agree that I should:

- Ensure the safety of all children by careful supervision, proper pre-planning of coaching/training/playing sessions, using safe methods always.
- Actively encourage all children and young people not to discriminate ANY person on the grounds of religious beliefs, race, gender, social classes, or lack of ability.
- Emphasise fun and participation.
- Always be positive and to promote the objectives of Coral Leisure always.
- Report any incidents of alleged abuse or suspicions of abuse IMMEDIATELY to the Designated Liaison Person or in their absence, the Deputy Designated Liaison Person.
- Report ALL accidents or incidents to the Designated Liaison Person or in their absence, the Deputy Designated Liaison Person.
- Subject to competency, administer minor First Aid in the presence of others and where necessary, refer more serious incidents to the appropriately qualified Coral Leisure Staff member. Have access to telephone for immediate contact to emergency services if required.
- Foster team work to ensure the safety of other players / participants. Ensure the rights and responsibilities of players / participants are enforced. Maintain confidentiality about sensitive information.
- Be a positive role model (disciplined / committed / punctual), remembering that children learn by example.
- Refrain from smoking and consumption of alcohol prior to and during activities. Never ask anyone to keep secrets of any kind.
- Ensure that all those working with children and young people do so under the guidance of the coach.

As a coach, keep my knowledge updated through Continuous Professional Development (CPD). Protect myself from false accusations by:

- Not spending excessive amounts of time alone with children away from others.
- Avoid taking children alone in a care on journeys, however short.
- Avoid ANY communications by mobile phone / email / social network sites with any child or young person.
- Never taking children or young people.
- Not administering First Aid involving the removal of a child's or young person's clothing unless in the presence of others.

As a member of Coral Leisure Staff, Coaches and Volunteers, I will NOT:

- Use any form of physical punishment or physical force on a child or young person
- Allow any rough or dangerous play, bullying, or the use of bad or obscene language, or inappropriate gestures or behaviours
- Not let any allegations of abuse of any kind to go unchallenged or unrecorded.
- Fail to record any incident or accident in the Coral Leisure Incident/Accident Book, including notifying the parent/guardian.

- Exert undue influence over a participant to obtain personal benefit or reward. Abuse children and/or young people by engaging in:
  - Rough physical games.
  - Sexually provocative games or.
  - Allow or engage in inappropriate touching of any kind, and/or make sexually suggestive comments about or to a child or young person and Emotional abuse or other inappropriate conducts through innuendo, flirting or inappropriate gestures, terminology, and commentary.
- Take measurements or engage in certain types of fitness testing without the presence of another adult.
- Undertake any form of therapy (such as hypnosis etc.) in the training of children or young people

Any misdemeanour: general misbehaviour or breach of this Code of Conduct by a member of Coral Leisure Staff, Coach or Volunteer, involving a child or young person will be dealt with immediately and reported to the Designated Liaison Person or in the event of their absence, the Deputy Designated Liaison Person who may initiate in appropriate disciplinary measures.

Subject to the principles of fair and natural justice of any disciplinary process, persistent breaches of the Code of Conduct may result in the dismissal from Coral Leisure of a member(s) of Coral Leisure Staff / Coach/ Volunteer.

Dismissal of a member(s) of Staff / Coach / Volunteer from Coral Leisure may be appealed with the final arbitration determined by the appropriate authorities within Coral Leisure.

I have read the Coral Leisure, Teams Code of Conduct for Coral Leisure, Teams Staff, Coaches and Volunteers as set out above and I agree to abide by the guidelines as set out in the Code

Signature of Coral Leisure, Teams Staff/Coach/Volunteer

Print Name \_\_\_\_\_

Date \_\_\_\_\_

## APPENDIX 5 - PROCEDURE CHECK LIST

	YES	NO
Designated Person appointed	<input type="checkbox"/>	<input type="checkbox"/>
Procedures for reporting concerns about the welfare of a child or young person	<input type="checkbox"/>	<input type="checkbox"/>
Complaints and disciplinary procedures	<input type="checkbox"/>	<input type="checkbox"/>
An avenue for young people to express their views and have them heard	<input type="checkbox"/>	<input type="checkbox"/>
Information for parents and carers	<input type="checkbox"/>	<input type="checkbox"/>
Children's Charter	<input type="checkbox"/>	<input type="checkbox"/>
Annual Training Plan	<input type="checkbox"/>	<input type="checkbox"/>
Induction process including introduction to company child protection policies	<input type="checkbox"/>	<input type="checkbox"/>
Policies for the use of images of children on promotional material	<input type="checkbox"/>	<input type="checkbox"/>
Policies for the use of camera phones in the centre	<input type="checkbox"/>	<input type="checkbox"/>
Anti-Bullying policy created and displayed	<input type="checkbox"/>	<input type="checkbox"/>
Recruitment and Selection Procedures amended to adhere to Child Protection Policies	<input type="checkbox"/>	<input type="checkbox"/>

**APPENDIX 6 - ACCEPTANCE OF CORAL LEISURE CHILD PROTECTION AND SAFEGUARDING POLICY**

Declaration from all staff and volunteers working with children and young people

Surname \_\_\_\_\_ Forename \_\_\_\_\_

Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Contact Phone Number \_\_\_\_\_

I have read Coral Leisure Centre Protection Policies and code of behaviour and agree to abide by its contents.

Signature \_\_\_\_\_

Date \_\_\_\_\_

There is no reason why I would be considered unsuitable to work with children or young people.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## APPENDIX 7 – SAMPLE SCHOOLS LETTER

**Coral Leisure Monaghan LTD**  
**Clones Rd,**  
**Monaghan Town.**  
**H18 A384**  
**Tel: 047 81734**

**E-mail:** [swimlessons.monaghan@coralleisure.ie](mailto:swimlessons.monaghan@coralleisure.ie)  
**Website:** [Monaghan.Coralleisure.i](http://Monaghan.Coralleisure.i)

### **CORAL LEISURE MONAGHAN: SCHOOL BOOKINGS**

**00/ 00/2022**

**Dear Teacher/Group Leader,**

Thank you for confirming your pool time booking for the term 2022/2023 at Coral Leisure Monaghan.

We look forward to working with your group. To ensure the smooth running of all our lessons we have enclosed a list of rules. We would appreciate it if all those attending can be made aware of these rules before commencing week one of their lessons.

The cost for the lessons will be €3.85 per child, per session, and can be paid weekly, monthly, or at the end of the term at reception. Please be advised that all Teachers/Group Leaders must sign their group in at reception in the group booking diary and at least one Teacher/Group Leader must remain on site at all times for the duration of the lesson.

We must be informed at least 24 hours in advance if a group is unable to attend, otherwise we will take the average from your other weeks and invoice the group for this time, as we still have staff on shift who were arranged to be here for the lesson.

All lessons will run for 50 minutes and will consist of 35 minutes teaching and 15 minutes play time. We will be working through the Irish Water Safety: Primary Aquatics Water Safety programme (P.A.W.S.) structured swim programme, and all our lesson plans are designed to last 35 minutes. There will be 15 minutes play time given at the end to give the children a chance to practice what they have learned and increase their water confidence. When the 50 minutes are up, each instructor will have 10 minutes to prepare for his or her next class. All instructors will be fully qualified ASA/Swim Ireland/ Water Safety Ireland Full & Assistant Teachers.

Please be advised of the following: Some parents were enquiring if their pool membership covered their children for the school lessons. This is not the case as these lessons are separate, just as our own evening swimming lessons are separate to membership.

All children will have their feet checked for verruca's. Any child with a verruca will be required to wear a swim sock (on sale at reception). Any child with a verruca and who does not have a swim sock will not be permitted to attend the lesson and will be requested to sit with the Teachers/Group Leaders at reception.

**Please Note:**

- If any child feels unwell prior to swimming, please do not allow them to enter the water. During our last season we have had an increased number of kids getting sick in the pool. Unfortunately, this requires us to close the pool for a minimum of 4 hours resulting in a number of other schools having to be cancelled.
- If any of the participants in your group have any medical condition or are on medication our instructors must be informed. If a child requires 1-2-1 in the water, we will need to know a month in advance or on booking so we can get a private lesson organised for the child at an extra cost of €25.
- Should your group wish to book the group changing rooms at the rear of our communal change rooms these must be booked in advance.
- Should any of your current booking details be incorrect or should you have any queries please contact Dorothy or Aisling at the centre at your earliest convenience.
- If you arrive late for your lesson we will try and take the class for as long as we can in the water, but because of our tight schedule sometimes this is not feasible for us to do, and the school may have to get out at their usual time.
- For schools that miss a day of swimming or forget their start date and have not rung in to let us know the school will be charged as normal for that session as we would have instructors in ready to take the group.
- Please let us know when booking if there are days you may not be here, as we may not be able to extend the number of weeks for you.

**Policy for School Swimming Lessons**

This policy applies to all parents/guardians/attendees and teachers involved in swimming sessions.

This policy is both for Health and Safety, and Child Protection and Safeguarding

**General:**

- All schools are required to sign in at reception prior to the commencement of their booking. Teachers need to sign in each week at reception with correct number of children attending.
- All Parents/Guardian attending with children must sign in at reception every week.
- All Coral Reef Swim School lessons must be booked and paid for prior to commencement. Application forms must also be completed and signed.

### **Changing Facilities:**

- Swimmers must place their belongings neatly in their bags and may be requested by staff to put them under the bench or in lockers.
- Please use shower/toilet before you use the pool.

### **Pool Side:**

- At the beginning of any training sessions swimmers must not enter the pool until given permission by the instructor/teacher.
- Swimmers should never leave the poolside without permission from the instructor/teacher.
- Swimmers must attend the complete training session. If a swimmer must leave the session before it is completed, this fact must be conveyed to the instructor/teacher/parent/guardian before the session commences.
- If a swimmer feels unwell during a training session, they should inform the instructor/teacher/parent/guardian and take time out.
- Chewing gum is prohibited.
- Swim hats are compulsory (Coral Leisure does not loan out hats)
- No running on pool deck.
- In the interest of safety, no pushing, splashing, shouting, ducking, bombing etc in the pool.
- Please adhere to lifeguard's instructions.
- Anyone misbehaving will not be allowed to ruin the session for everyone else and will be asked to leave the pool to sit with a parent/guardian or teacher/leader.
- At the end of every training session all swimmers should contribute to the tidy up.
- Swimmers who attend the school lessons but there is no teacher present with that school, the parents/guardian of that swimmer must stay in the leisure centre until the lessons are finished.
- Teachers/Parents/Guardians are not permitted on the pool deck, unless requested by a member of staff and also must wear blue shoe covers provided.
- Children must be supervised at all times in the facility by parents/guardians/teachers; this includes following your school's toileting procedures as set your schools Child Protection and Safeguarding Policy.
- Special toileting needs can be addresses on a child by child basis.
- Group changing rooms can be requested by schools for use in advance. These changing rooms will be signed for school use; however, parents/guardians/teachers must ensure this area is free from other user prior to allowing children to enter.

### **Aquatic Water Safety Lessons:**

This includes the Water Safety Ireland P.A.W.S. program.

- At the end of a term, each group will take part in a water safety presentation conducted by a Lifeguard/Swim Teacher.
- The class may be instructed to sit, or stand, in an orderly manner to have full view of the teaching board.
- No child shall be asked to read off said board, all lessons will be conveyed by the Lifeguard/Swim teacher.

- There shall always be a second instructor present.
- The second instructor must possess a lifeguard qualification.

Visit: [Watersafetyireland.ie](http://Watersafetyireland.ie) for full details.

### Child Safeguarding Statement

- Coral Leisure Monaghan is committed to providing a leisure and work environment that places the safety and welfare of children above all other considerations.
- We aim to ensure this continues and to protect the safety and welfare of all children who come to our centre. All allegations of child abuse will be dealt with promptly, seriously, sensitively, and confidentially.
- Adopting principles of good practice in relation to child protection and safeguarding will ensure that the organisation will help to create an environment in which children are listened to, given a sense of belonging, and kept safe; parents/guardians are supported and encouraged; and staff and volunteers who work with children and young people are supported and protected.

**Our Child Safeguarding Statement** has been developed in line with requirements under the Children First Act 2015, the Children First: National Guidance, and Tulsa's Child Safeguarding: A Guide for Policy, Procedure and Practice.

We have all relevant procedures including a risk assessment; the following procedures support our intention to safeguard children while they are availing of our service:

- Procedure for the management of allegations of abuse or misconduct against workers/volunteers of a child availing of our service.
- Procedure for the safe recruitment and selection of workers and volunteers to work with children.
- Procedure for provision of and access to child safeguarding training and information, including the identification of the occurrence of harm.
- Procedure for the reporting of child protection or welfare concerns to Tulsa.
- Procedure for appointment and responsibilities of Designated Liaison Persons.

**All procedures listed are available upon request.**

We recognise that implementation is an ongoing 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 service.

This Child Safeguarding Statement will be reviewed on 03/6/2022 or as soon as practicable after there has been a material change in any matter to which the statement refers.

**Signed:** Chris McGorman

**Chris McGorman**  
Centre manager



## Coral Leisure Monaghan

For queries, please contact Relevant Person under the Children First Act 2015.

### Designated Liaison Persons

If you wish to discuss any issues regarding our Child Safeguarding Policy, you can contact one of our Designated Liaison Persons.

#### 1. Mr. Ciaran Murtagh



Signed: *Ciarán Murtagh*  
**Ciarán Murtagh**  
 D.L.P (Safeguarding Lvs 1,2 & 3)  
 Coral Leisure Monaghan

#### 2. Ms. Magda Gancarz



Signed: *Magda Gancarz*  
**Magda Gancarz**  
 D.L.P (Safeguarding Lvs 1,2 & 3)  
 Coral Leisure Monaghan

### Booking Information

Please fill in the details below for a booking request:

<b>School/Group Name:</b>	
<b>Contact:</b>	
<b>Term 1:</b>	
<b>Date:</b>	
<b>No. of weeks:</b>	
<b>No. of weeks:</b>	
<b>No. in group:</b>	
<b>Arrive to get changed:</b>	
<b>Start lesson:</b>	
<b>Playtime:</b>	

<b>Finish:</b>	
<b>Booking Taken By:</b>	