



Policy Area:	Policy and Procedures for the Protection and Safeguarding of Children	
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1. Introduction

This policy document and associated procedures aims to support Cork Sports Partnership (CLSP) in creating and maintaining as safe an environment as possible for children who engage with the company. In creating and maintaining this safe environment LSP will implement specific safeguarding children measures and will support staff and volunteers in promoting the protection and welfare of children who are in contact with LSP and/or use their facilities.

1.1 Nature of Service

The aim of Cork Sports Partnership is “Keeping Cork Active” together with:

- Increasing participation in sport.
- Ensuring that local resources are used to best effect.
- A mechanism to co-ordinate the efforts of all key influencers to further develop sporting opportunities for local communities.
- A vital link between the needs of local people, the work of other sports organisations/officers and national agencies and state agencies.

Cork Local Sports Partnership CLG was established as part of a national network of 29 Local Sports Partnerships targeted to help people to get active and removes barriers to participation in sport and physical activity for all.

The work of Cork Sports Partnership is driven by a dedicated team and guided by a Board of Directors from different stakeholder organisations in Cork as well as a number of policies and plans. These include the National Sports Policy 2018 – 2027, the National Physical Activity Plan, the Global Action Plan for Physical Activity, as well as the Cork Sports Partnership Active Cork 2018 – 2022 Strategic Plan.

Rationale of Local Sports Partnerships:

Sport Ireland recognise that the Local Sports Partnerships are an excellent mechanism for delivering recreational sport to local people. Key tasks for Cork Sports Partnership include:

The creation and implementation of plans for long term local sports and physical activity development.

The establishment of a sustainable structure to assist all those involved in local sport and physical activity development to face the associated challenges e.g. sustainable programme development, recruiting and managing volunteers, quality training, etc.

Delivery of initiatives and programmes particularly for target groups – Establishing networks at local level and liaising with existing initiatives.

Our Main Function

Cork Sports Partnership undertake a wide range of actions with the aim of increasing sport and physical activity participation levels in local communities across Cork. These actions are grouped within four outcome areas:

Working to develop clubs, coaches and volunteers and supporting partnerships between local sports clubs, community-based organisations and sector agencies.

Creating greater opportunities for access to training and education in relation to sport and physical activity provision.

Provision of targeted programmes, events and initiatives to increase physical activity and sport participation.

Providing information about sport and physical activity to create awareness and access.

The [Cork Sports Partnership Strategic Plan 2016-2024](#) was developed in partnership with our Stakeholders and Partners and identifies the requirements of targeted groups throughout Cork. A new Strategic Plan will be developed in 2025.

1.3 Core Values

The work of LSP is based on the following core values that will guide the development of sport for children. Children's experience of sport should be guided by what is best for the child. The stages of development and the ability of the child should

guide the types of activity provided by the organisation. Adults will need to have basic understanding of the needs of young people, including physical, emotional and personal. a

Integrity in relationships

Adults interacting with children in sport should do so with integrity and respect for the child. There can be a danger that sporting contexts can be used to exploit or undermine children. All adult actions in sport should be guided by what is best for the child and in the context of quality, open working relationships. Verbal, physical, emotional or sexual abuse of any kind is unacceptable within all sport.

Quality atmosphere and ethos

Sport for children should be conducted in a safe, positive and encouraging atmosphere. A child-centred ethos will contribute to a safe and enjoyable atmosphere within the organisation.

Equality

All children should be treated in an equitable and fair manner regardless of age, ability, sex, religion, social and ethnic background or political persuasion. Children with disability should be involved in sports activities in an integrated way, thus allowing them to participate to their potential alongside other children.

Fair Play

Fair play is the guiding principle of the Code of Ethics and Good Practice for Children's Sport. All sport for children should be conducted in an atmosphere of fair play. Ireland has contributed and is committed to the European Code of Sports Ethics, which defines fair play as: "much more than playing within the rules". It incorporates the concepts of friendship, respect for others and always playing with the right spirit. Fair play is defined as a way of thinking, not just behaving. It incorporates issues concerned with the elimination of opportunities, excessive commercialisation and corruption. (European Sports Charter and Code of Ethics, Council of Europe, 1993).

Competition

A balanced approach to competition can make a significant contribution to the development of children, while at the same time providing fun, enjoyment and satisfaction. However, competitive demands placed on children can result in excessive levels of pressure on them. This can contribute to a high level of drop out from sport. Sports leaders should aim to put the welfare of the child first and competitive standards second. A child-centred approach will help to ensure that competition and specialisation are kept in their appropriate place.

2. Child Safeguarding Statement

Cork Sports Partnership (CLSP) is committed to safeguarding the wellbeing of children. Those working for, or on behalf of LSP, should, at all times, show respect and understanding for the rights of children and conduct themselves in a way that reflects the principles and core values of the organisation. LSP adheres to the Sports Ireland Ethics, Safeguarding Guidance for Children and Young People in Sport and the Children First Guidelines, National Guidelines for the Protection and Welfare of Children issued by the Department of Health and Children in 2017. LSP aspires to maintain compliance with the requirements of the Children First Act 2015, as a relevant body under the auspices of that act.

CLSP recognises that it has a duty of care to protect all children, in contact with our services or through services we fund , and to safeguard their welfare, irrespective of gender, civil status, family status, age, race, religion, disability, sexual orientation or membership of the Travelling community.

CLSP is committed to a child centred approach to all relevant services and activities operated by LSP. We undertake to provide as safe an environment, as is practicable, where the welfare of children is paramount.

CLSP will adhere to the requirements of the Children First Act by implementing policies and procedures specifically covering:

- The drafting of a Child Safeguarding Statement and Risk Assessment
- Safe Recruitment of staff and volunteers
- Garda Vetting
- Management of abuse allegations against staff
- Mitigating actions to manage identified child safeguarding risks
- Provision of training to staff and volunteers in the identification of harm to children
- Reporting relevant concerns to Tusla, Child and Family Agency
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- Maintaining a list of mandated persons
- The appointment of a relevant person as the first point of contact for the Child Safeguarding Statement

3. Guiding Principles:

The guiding principles are as set out in the Child Safeguarding Statement of Cork Sports Partnership (Appendix 1). It will be the responsibility of CLSP to ensure these principles are followed to safeguard, as far as practicable, children who are engaging with activities or events connected with the company.

Actions that will assist the implementation and maintenance of the safeguarding children principles include:

- Responding without undue delay to protection and welfare concerns in respect of children and following the guidance contained within CLSP Policy and Procedures for the Protection and Safeguarding of Children 2023 document.
- Ensuring that a Relevant Person and a Named Person are appointed for the purposes of the Children First Act 2015
- Ensuring that a Designated Safeguarding Liaison Person (DSLSP) and a Deputy DSLP are appointed for the purposes of the 2017 National Guidance in respect of Children First
- Reporting child protection or welfare concerns/suspensions to the Designated Safeguarding Liaison Person or the Deputy Designated Safeguarding Liaison Person and following Children First compliant procedures.
- Ensuring that identified mandated staff fulfil their responsibilities under the Children First Act 2015 and that a list is maintained by CLSP of such personnel
- Ensuring appropriate management, recruitment and supervision of staff and volunteers is in place and is subject to regular internal audit
- Drafting and implementing a safeguarding children training plan for all staff/volunteers and a role specific training plan for the safeguarding children post holders
- When LSP is partnering with another body in respect of a children's event there must be **prior** agreement on which bodies reporting procedures are to be followed in cases of incidents or suspected child protection or welfare concerns. This includes outreach work carried out by LSP staff in the community
- Compliance with CLSP's **Data Protection policy** in respect of the retention, by the Designated Safeguarding Liaison Person (DSLSP), of confidential, personal and sensitive data regarding children and their parents/carers who are subject to protection and/or welfare concerns. Such sensitive personal information must only be shared on a 'need to know' basis

- Ensuring, when practicable, that parents/guardians are informed of any issues or concerns regarding their children
- Ensuring partners, involved in children's activities funded by CLSP, confirm they will have appropriate supervision ratios in place prior to the activity taking place. Such groups should also confirm they have Children First compliant procedures in place at the planning or booking stage.
- CLSP will not knowingly engage with any person, organisation or finance any project that poses a risk to children or that does not meet the child protection and safeguards outlined in the Children First Act and the Children First: National Guidance for the Protection and Welfare of Children (2017).
- Ensuring children and parents/guardians are aware of the CLSP Policy and Procedures for the Protection and Safeguarding of Children 2023.
- CLSP will be inclusive of children and young people with disabilities in activities it is engaged with
- Ensuring that all appropriate organisations and the general public are aware of CLSP Policy and Procedures for the Protection and Safeguarding of Children 2023 document.
- Ensuring that the Policy and Procedures for the Protection and Safeguarding of Children document is available on the CLSP public website and on any internal shared drive.
- Encouraging children to report any bullying concerns and staff being aware of the **Dignity at Work** policy and procedures outlined in the Staff handbook (See Section 5).
- Ensuring a Protected Disclosures policy is in place which reflects the needs of children (See Section 5 of the Staff Handbook).
- Ensuring that photographing or recording identifiable visual images of children or permitting such actions will only take place with the written consent of the parent/guardian.
- Not displaying images of children without the written consent of the parent/ guardian. This will apply in particular to the CLSP website or social media links of the body.
- Any observed possible breach of the CLSP code of conduct, related to children, by staff or a volunteer, which is observed by a colleague, will be reported without delay to the relevant line manager for appropriate response.
- LSP will be responsible for reviewing and updating the Policy and Procedures for the Protection and Safeguarding of Children at a minimum bi-annually or as soon as possible

if there has been a material change in any national policy, legislation or relevant procedural issues.

Note:

A glossary of terms in respect of CLSP Policy and Procedures for the Protection and Safeguarding of Children 2023 is referenced in Appendix 2.

Relevant legislation and national guidance are referenced in Appendix 3.

4. Adult-Child Relationships in Sport

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. Whether they are parents/guardians, sports leaders or teachers, they can contribute to the creation of a positive sporting environment for young people. The unique nature of sport allows sports leaders to develop positive and special relationships with children. Such relationships have significant potential to help children to develop and express themselves in an open and secure way. Positive adult-child relationships will result in growth, development and fulfilment for all those involved in children's sport.

CLSP recognises the importance of this critical relationship and has put in place codes of conduct for adults and for children to establish and maintain a safe environment for children. Guidance is also provided below in respect of the key elements of the adult child relationship in a sporting context.

Adult-child relationships in sport should be:

- Open, positive and encouraging
- Entered into by choice
- Defined by a mutually agreed set of goals and commitments
- Respectful of the creativity and autonomy of children
- Carried out in a context where children are protected and where their rights are promoted
- Free, as far as practicable, from physical, emotional or sexual abuse and neglect or any threat of such harm
- Respectful of the needs and developmental stage of the child
- Aimed at the promotion of enjoyment and individual progress
- Governed by a code of ethics and good practice in sport that is agreed and adhered to by all members of the sports club/organisation

- Respectful, but not unquestioning of authority
- Mindful of the fact that children with disabilities may be more vulnerable

5. Codes of Conduct

5.1 Code of Conduct for children

This code of conduct aims to ensure that children and young people who interact with CLSP staff/volunteers are aware of what is expected of them and feel safe, respected, and valued.

The code of conduct aims to:

- Identify acceptable and unacceptable behaviour.
- Encourage cooperation, fairness, honesty, and respect.
- Encourage children and young people to recognise and respect the rights of others.
- Encourage children and young people to take responsibility for their own behaviour.
- To assist with conflict resolution and to give clarity as to the outcome if this code is not followed.

The code of conduct sets out the following guidance for children and young people attending LSP events:

- Cooperate with others
- Listen to others
- Treat everyone with respect
- Take responsibility for your own behaviour
- Talk to a responsible adult about anything that you may be worried or concerned about
- Follow this code of conduct and other guidance, including the law.

Children and young people should not:

- Be disrespectful to others.
- Bully others whether online or offline.
- Behave in an intimidating manner to others.
- Be abusive to anyone either verbally or physically.
- Take banned substances to improve sporting performance

If children do not follow this code of conduct the following will apply:

- If a child acts inappropriately while attending a CLSP event, they will be asked to comply with the code of conduct.
- If this behaviour continues after the first reminder or if it escalates the incident will be recorded and the parent/guardian will be informed
- When dealing with a disruptive child it is recommended that where possible more than one staff or responsible adult is present.

Engaging with a child exhibiting disruptive behaviour – guidance for staff and volunteers

It is important to deal with such situations calmly and quietly and to avoid putting yourself or others in danger. When dealing with a disruptive child it is recommended that when possible more than one staff or volunteer be present. In extreme cases where staff have concerns about their own safety or the safety of a child, it may be necessary to call An Garda Síochana.

Positive behaviour is always expected from children while attending LSP events. Parents/guardians, or if in a school group, their teachers, supervisors, and the school which they attend are expected to take responsibility for the behaviour and safety of children, while at an event. Where a child attends an event independently, positive behaviour is equally always expected.

If a young person continues to behave in an unacceptable manner, they will be asked to leave the event immediately where appropriate and safe to do so. This will have regard to the age of the child and their level of understanding.

The child's parents/guardians will be phoned (where contact details are available) and a letter will be sent to the child's parents or guardian outlining the incident and confirming why the child was asked to leave the event.

An Garda Síochana should be notified to deal with disruptive children/ young people who refuse to leave the event and continue to be disruptive.

All instances of disruptive behaviour that require the intervention of a staff/volunteer, and which put at risk the safety and well-being of others, must be recorded.

The report of a disruptive incident shall describe:

- What happened?
- Who was involved?
- Where and when it happened?
- What was said, if significant?
- The duration of the incident?
- Any injury to person or property?
- How the situation was resolved?

Note: An Incident Report Form shall be completed (Appendix 4).

5.2 Code of Conduct for leaders who are staff or volunteers in relation to children

This code of conduct outlines the conduct CLSP requires from all staff and volunteers in their contact with children accessing events. The code of conduct also extends to third party entities/bodies who work in partnership with LSP to deliver services.

The code of conduct aims, as far as practicable, to assist CLSP in protecting and safeguarding children, in contact with their services, from abuse or harm.

The named person will ensure that everyone involved in the delivery of CLSP services has seen this code, understood, and agreed to follow the code of conduct.

All such persons will sign a declaration that they have read these procedures, associated appendices, and the child safeguarding statement. In signing this declaration, they will also agree to abide fully with the contents of the documents.

Staff and volunteers will also be made aware of the possible disciplinary and/or criminal consequences of breaching this code of conduct.

This code of conduct applies to all staff and volunteers who interact on a regular and planned basis with children in the performance of their duties and/or may have unplanned contact with children during their work activities.

The code sets out the following guidance for staff and volunteers when in contact with children attending LSP events:

- That a child's welfare and safety is paramount
- To treat all children fairly and without prejudice or discrimination
- That a child accessing a CLSP event has a right to be safe and feel safe
- That a child should be able to make a complaint by using a child friendly process
- To listen to and respect children
- To provide positive encouragement, support, and praise to children
- To have due regard to cultural differences.
- To be alert and tackle inappropriate behaviour in others, including peer to peer behaviours without undue delay. In particular incidents of suspected bullying.
- To take care that language is not open to sexual or racist connotations. If language used may have caused offence to a child, this should be addressed with them in a sensitive manner.

- To treat all children as individuals.
- To respect a child's personal space.
- To be aware of a child's limitations.
- To use age-appropriate teaching/learning and communication aids when required.
- To lead by positive example when interacting with children and young people.
- To work towards creating an atmosphere of trust with children.
- To respect and be aware of differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems between yourself and others.
- If personal information is known in respect of a child, this must be kept confidential and will only be shared on a need-to-know basis.

Staff/volunteers **should not do** the following in respect of their engagement with children:

- Allow allegations or concerns in respect of possible abuse or harm to children to go unreported. Reporting includes abusive behaviour being displayed by an adult or child and directed at a child.
- Smoke, consume alcohol or use illegal substances when interacting with children during working hours.
- Spend excessive amounts of time alone with a child or children during working hours or volunteer hours.
- Transport children, attending CLSP events, on journeys alone in a vehicle without the consent of the parent/guardian. Excepting in an emergency situation.
- Take children from the work environment to the staff member's home.
- Take a session alone.
- Be in a one-to-one situation with a child. However, if a child needs to talk separately to an adult this should be done in an open environment in view of others whilst respecting the child's privacy.
- Use or allow offensive or sexually inappropriate physical contact and or verbal language with children.

- Single out a particular child they have contact with through their work environment for unfair favouritism, criticism, or ridicule.
- Hit or physically chastise children.
- If physical contact is an inherent part of an activity to not seek consent of the child/young person in relation to physical contact (excepting an emergency or high-risk situation).
- Another adult should be involved in any demonstrations that require physical contact.
- Take measurements or engage in certain types of fitness testing with a child without the presence of another adult.
- To be involved in horseplay or inappropriate touching of children.
- Reveal personal information about children where you are not concerned about possible protection or welfare concerns which may require contact with Tusla and/or An Garda Síochana.
- Collude with any person to suppress child protection or welfare concerns.

Staff and volunteers must also ensure that the following actions are also taken to safeguard children:

- If a child is left at a CLSP event after finishing time the senior manager on site is to immediately contact the parent/guardian. If no parent/guardian responds or can be contacted, An Garda Síochana are to be informed.
- When at an event if requested to direct a child to the toilet, staff/volunteers should not accompany the child into the toilet, excepting a child that has a disability and may require or request assistance.
- In a difficult situation involving a child, try and ensure another member of staff is present.
- Do not accompany a child outside of the event area in search of a parent/guardian. Keep them safe until a parent or carer returns.
- Contact An Garda Síochana if you have cause to believe that a child has been abandoned/forgotten or may be at possible risk of harm.

- Do not make arrangements to directly contact a child related to work-based activities either by phone or through electronic or social media.
- Do not carry out tasks of a personal nature for a child that the child could do for him/herself.
- Ensure that clear child friendly guidance exists for children and their primary carers to be able to communicate with and access staff if they have a complaint.

The following behaviour will not be accepted “from adults or children” at CLSP events:

- Behaviour which is disruptive and interferes with the safe use and enjoyment of the facility by others.
- Harassment of staff or members of the public by use of abusive, racist, obscene, or threatening language.
- Use of violence or threat of violence toward staff/volunteers and/or members of the public.
- Malicious damage to and/or theft of CLSP property.
- The use of alcohol and illicit drugs while attending CLSP events.
- Smoking, except in designated areas.

Note: LSP event specific “additional guidance for staff and volunteers can be accessed in Appendix 5.

6. Supervision of children

LSP recommends that organised groups of children attending events should apply the following adult to child ratios:

- 0 to 1 year - 1 staff or volunteer to 3 children
- 1 to 2 years - 1 staff or volunteer to 5 children
- 2 to 3 years - 1 staff or volunteer to 6 children
- 3 to 6 years - 1 staff or volunteer to 8 children
- 7 to 12 years- 1 staff or volunteer to 8 children
- 13 to 18 years- 1 staff or volunteer to 10 children

(Additional detail on NSPCC.com: <https://learning.nspcc.org.uk/research-resources/briefings/recommended-adult-child-ratios-working-with-children#article-top>)

Note that National Governing Bodies may have specific guidelines for the type of sport or activity. Please refer to sector specific guidelines in this case.

(It should be recognised that the above ratios are based as a minimum standard)

Taking into account the following factors the number of adults required may increase:

- The gender mix of the children may require both male and female adults to be present.
- whether the children have special needs or medical requirements.
- the range of ages of the children.
- the nature of the activity.
- the duration of the activity.

7. CLSP may partner with groups such as schools or sports clubs for events, such bodies need to ensure the following measures are in place:

- That the body has in place a Children First compliant protection and safeguarding of children policy and procedures.
- That a safeguarding children risk assessment has been completed in respect of the activity.
- That the relevant staff and/or volunteers present are appropriately trained, qualified, and vetted.
- That they have appropriate and gender balanced supervision in place
- That they have appropriate ratios of adults to children to maintain safe supervision levels (see above).
- That appropriate insurance is in place.
- That the parents/carers have been informed in writing and briefed in respect of the details of the activity and given written consent for their child / young person to participate.

NOTE: Event Booking form (Appendix 7) must be completed in all circumstances where organised groups of children under the age of 18 will be attending CLSP events

A leader's specific responsibilities at an event are to:

- Be familiar with and follow the required procedures in the CLSP Policy and Procedures for the Protection and Safeguarding of Children.
- carry out agreed duties and responsibilities understanding that the welfare of children and vulnerable persons is paramount.
- be qualified for the position and keep up-to-date with required knowledge and skills.
- create a safe environment for children and vulnerable persons by:
 - Planning and preparing appropriately for sessions.
 - Adhering to the adult / child or vulnerable adults ratios.
 - Making sure all levels of participation are appropriate to development stage with the setting of age appropriate and realistic goals.
 - Ensuring all equipment is checked prior to session and that any necessary protective equipment is used by participants
 - Keeping attendance records.
 - Keeping a record of any relevant medical conditions of the participants.
 - Keeping a record of or having access to emergency contact numbers for parents and guardians.
 - Ensuring that there is a First Aid kit at all sessions and keep a record of injury(s) and actions taken. Contacting the participants parents and keep them informed of all details.
 - Keeping a brief record of problem/actions/outcomes if behavioural issues arise.
 - Reporting any concerns in accordance with this policy reporting procedures.
 - Ensuring the conduct of the game is fair and safe.
 - Ensuring parents / guardians are present at finishing time of sessions or events.
 - Ensuring that children or vulnerable persons are not left unattended or unsupervised.

8. Physical Contact

Physical contact during sport should always be intended to meet the child's needs, NOT the adult's. Appropriate physical contact may be required to assist in the development of a 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.

When is physical contact appropriate in sport?

Contact should be determined by the age and developmental stage of the participant - Don't do something that a child can do for themselves.

Physical contact between adults and children in sport should take place only when necessary to:

- Develop sports skills or techniques.
- Treat an injury.
- Prevent an injury or accident from occurring.
- Meet the requirements of the sport.
- Comfort a distressed child or to celebrate their success.

What are good principles to follow?

Physical contact should take place in the interests of and for the benefit of the child, rather than the adult involved.

Adults should explain the nature of and reason for the physical contact to the child.

Unless the situation is an emergency, the adult should ask the child for permission, for example to aid the demonstration a specific sports technique.

- Sports clubs and coaches should provide an induction for new young members and their parents/carers that covers guidance about any physical contact that will be of that activity. The reasons for the physical contact and the nature of the physical contact should be explained and agreed.
- Children should be encouraged to voice concerns they have if any physical contact makes them feel uncomfortable or threatened.
- Contact should not involve touching genital areas, buttocks, breasts or any other part of the body that might cause a child distress or embarrassment.
- Physical contact should always take place in an open or public environment and not take place in secret or out of sight of others.
- Well intentioned gestures such as putting a hand on the shoulder or arm, can, if repeated regularly, lead to the possibility of questions being raised by observers. As a general principle adults in positions of responsibility should not make gratuitous or unnecessary physical contact with children and young people. Resistance from a child should be respected.

What about children who need specific assistance due to disability or injury?

In the case of a young person with a disability specific support or assistance may be required. The following guidelines should be followed:

- Efforts should be made to receive as much information as possible on the child to ensure safe inclusion of him/her. There should be clear agreements on what is required.
- Parents/carers or their delegated care providers should be asked to undertake all intimate or personal care tasks for their child. This is not an appropriate role for coaches and others involved in leading activities.
- When children with disabilities are lifted or manually supported, they should be treated with dignity and respect.

- Relevant health and safety guidelines must be followed to ensure the safety of the child and those assisting.
- It is recommended that those assisting receive appropriate training in order to minimise the risk of injury both to themselves and the child.

Safeguarding standards for children with special needs or disabilities are the same as for all children. They have the same rights to be protected from abuse however there are certain factors that can **increase** their risk of being abused, these include the following:

- Due to their disability some children may be socially isolated and have fewer outside contacts.
- They may have a reduced capacity to recognise, resist or avoid abuse.
- They can be particularly vulnerable to bullying and intimidation.
- They may have communication difficulties which may make it problematic for them to tell staff or volunteers if something is happening to them is of an abusive nature.
- A possible reluctance to accept that children with disabilities can be abused.
- Confusing signs and symptoms of abuse with what may be regarded as behaviour linked with a child's disability and not related to abuse.
- In organising activities for children with disabilities higher adult/child ratios may be required to supervise the activity
- If a child has specific intimate care needs, they should be assessed prior to involvement in an activity and an agreed action plan put in place by the relevant body.

9 Lost or Missing children

If a child participating in an CLSP event gets lost or goes missing CLSP will initiate and apply the following procedure:

- Ensure that all other persons involved in the activity are fully accounted for and continue to be supervised appropriately while a search for the child concerned is carried out.
- Notify the person responsible for the activity.
- Notify the CLSP manager.
- Immediate action is required in the event of a missing child. Make a note of the circumstances in which the child has gone missing and where he/she was last seen and prepare a detailed physical description of the child, to include their hair and eye colour, approximate height and build and clothing he/she was wearing, as this will be required by An Garda Síochána if they need to be notified.
- Follow Garda guidance if further action is recommended.
- Maintain close and ongoing contact with the parents / guardian / carer, An Garda Síochána and LSP staff and any security, if on site, to aid the early and safe recovery of the lost / missing child.
- Complete an incident report form.

- Ensure that all involved including the parents/guardian/carer, searchers and Gardai shall be informed immediately if at any stage the child is located.

Note: Each event should have a sign-posted location for lost/missing children so a child can present themselves or adults can go to if their child goes missing.

10. Managing a child protection or welfare concern

The necessary elements of managing a concern are:

- **Recognising a concern**
- **Responding to a concern**
- **Reporting a concern**
- **Recording a concern**

Recognising a concern

Child abuse is categorised as four main types: Neglect, Emotional Abuse/Ill Treatment, Physical Abuse and Sexual Abuse.

Neglect is where a child is deprived of adequate food, warmth, clothing, hygiene, supervision, safety, or medical care. The threshold of harm for neglect is where a child's health, development or welfare have been or are being seriously affected or are likely to be seriously affected.

Ill treatment is defined as to abandon or cruelly treat a child, or to cause or procure or allow a child to be abandoned or cruelly treated. Emotional abuse is the systematic emotional or psychological ill treatment of a child as part of the overall relationship between a care giver and a child. The threshold of harm for emotional abuse is reached when a child's health, development or welfare have been or are being seriously affected or are likely to be seriously affected.

Physical abuse is when someone deliberately hurts a child physically or puts them at risk of being physically hurt. This may occur as a single incident or as a pattern of incidents. The threshold of harm for physical abuse is reached when you know, believe or have reasonable grounds to suspect that a child has been, is being or is at risk of being assaulted and that as a result the child's health, development or welfare have been or are being seriously affected, or are likely to be seriously affected.

Sexual abuse occurs when a child is used by another person for his or her gratification or arousal, or for that of others. It includes the child being involved in sexual acts or exposing the child to sexual activity directly or through pornography. The threshold of harm for sexual abuse is any concern where reasonable grounds for concern exist that a child has been, is being, or is at risk of being sexually abused. In this context the concern must be reported to Tusla under the Children First Act 2015.

Note that in cases of serious instances of **bullying** where the behaviour is regarded as possibly abusive, or poses a serious risk to the health, development or welfare of a child, a report may be made to Tusla and/or An Garda Síochana.

Note that abuse may not always be due to personal contact with a child or young person. Abuse may also occur through use of social media or the use of information and communication technology.

Appendix 6 references, in detail, recognising child protection and welfare concerns.

10.1 Responding to child protection and/or welfare concerns

If a staff/volunteer becomes concerned that a child's behaviour or presentation suggests that there may be child protection or welfare concerns they will follow CLSP Policy and Procedures for the Protection and Safeguarding of Children 2023.

In summary this will involve initially contacting the Designated Safeguarding Liaison Person (DSLSP) of CLSP or the Deputy DSLSP (DDSLP) who may then need to inform Tusla, Child and Family Agency via a notification through their portal.

In this situation best practice would support the parents/guardians being informed, unless to do so could possibly put the child further at risk or if it could interfere with a possible investigation by An Garda Síochana or it is the considered opinion that it could place the person making the report at potential risk from the family.

CLSP has in place a Designated Safeguarding Liaison Person and Deputy Designated Liaison Persons for Children First.

The appointment of Designated Safeguarding Liaison Persons (DSLSP) is an essential element of the safeguarding of children in the CLSP. They act as a resource with regard to children's issues, including reviewing current policies in relation to children, checking all activities are safe and fun, and informing adults of how to deal with any concerns that may arise in relation to the protection and safeguarding of children.

The DSLSP should be a member of the CLSP Board, or have access to the Board (CEO) and its accompanying documents, to ensure that children's safeguarding interests are kept on, and influence the decisions of, the agenda of the CLSP.

10.2 The primary functions of the Designated Safeguarding Liaison Person are:

- To receive and consider, in consultation with the person making the report, child protection and welfare concerns and to consider if reasonable grounds exist for reporting to Tusla.
- To ensure that reporting procedures are followed within CLSP and their partners. In doing so LSP will ensure that **all relevant** child protection and/or welfare concerns are referred promptly to Tusla.

- To ensure that all such concerns and the subsequent actions taken by LSP are recorded and retained in a confidential file. This includes recording concerns where it is decided reasonable grounds for concern do not exist and the DSLP does not make a report to Tusla.
- To ensure that a secure and centralised system is in place to manage and store confidential records of concerns of a child welfare or protection nature.
- To be available for advice and guidance when someone is unsure about reporting a concern.
- Where necessary to carry out informal consultation with the Tusla duty social work service in respect of a concern
- To ensure that a working relationship is established with An Garda Síochana and Tusla in respect of liaison arrangements for child protection and welfare concerns
- To develop procedures for liaison between the Designated Safeguarding Liaison Person, Deputy Designated Safeguarding Liaison Person and the mandated persons, if applicable, in relation to child protection and welfare concerns. This is with particular regard to concerns that come to the notice of mandated persons.
- Where requested to jointly report with a mandated person.
- To inform, with the person making the report, the child's parents/guardians that a report is to be submitted to Tusla or An Garda Síochana unless:
 - Informing the parent/guardian is likely to endanger the child or young person.
 - Informing the parents/guardians may place the reporter at risk of harm from the family.
- The family's knowledge of the report could impair Tusla's ability to carry out an assessment or interfere with a Garda investigation.
- To provide feedback to the reporter, as appropriate.

Note: DSLPs within the LSP safeguarding structure have no responsibility for investigating or assessing child protection and/or welfare concerns within the organisation and also have no counselling or therapeutic role. These roles are carried out by the Statutory Authorities as outlined in Children First.

Responding to a concern

- The responsibility to safeguard children and to report child welfare or protection concerns, without undue delay, is shared by all LSP staff and volunteers.
- Tusla must be informed if a person has reasonable grounds for concern that a child may have been, is being, or is at risk of being abused or neglected.
- Unless it is an emergency such reports will not be made without a consultation with a DSLP.
- If a report is made by a mandated person, the DSLP must be informed of the action.

10.3 Reasonable Grounds for Concern

The Child and Family Agency should always be informed when a person has reasonable grounds for concern that a child may have been, is being or is at risk of being abused or neglected. Child protection concerns should be supported by evidence that indicates the possibility of abuse or neglect.

The following extract from the *Children First Practice Handbook* sets out examples, which are by no means an exhaustive list, of reasonable grounds for concern to report to the Child & Family Agency:

- An injury or behaviour which is consistent both with abuse and with an innocent explanation but there are corroborative indicators supporting the concern that it may be a case of abuse.
- Consistent indication, over a period of time that a child is suffering from emotional and physical neglect.
- Admission or indication by someone of an alleged abuse.
- A specific indication from the child that he or she was abused.
- An account from a person who saw the child being abused
- Evidence (e.g. injury or behaviour) that is consistent with abuse and unlikely to be caused in any other way.

Note: A suspicion, which is not supported by any objective indication of abuse or neglect, would not constitute a reasonable ground for concern.

A concern about a potential risk to children posed by a specific person, even if the children are unidentifiable, should also be communicated to the Child and Family Agency.

The Child and Family Agency has a statutory obligation to identify children who are not receiving adequate care and protection, to provide family support services and, where necessary, to take children into the care of the Child and Family Agency. People who report concerns need to be assured that their information will be carefully considered with any other information available, and a child protection assessment will only proceed where sufficient risk is identified.

10.4 Responding to a child/young person who discloses abuse

In responding to a disclosure of abuse by a child the following guidance should be followed:

- Remain as calm as possible.
- Listen to the child and give them time to share their concerns.
- Try not to show any feelings such as anger or disbelief.
- Accept the child's story. Note that false disclosures by children are rare.
- Reassure the child that they have taken the right step in disclosing.
- Avoid asking leading questions.
- Advise the child that you cannot guarantee to keep confidentiality as you may need to share relevant information with Tusla and/or An Garda Síochána.

- Keep a record of the conversation and record the actual words used by the child.
- Reflect back to child what you think you have heard, and, in the words, they used to you.
- Do not make any comments about the alleged abuser.
- Do not make any attempt to confront the alleged abuser.
- Ensure the child is aware of what may need to happen next in terms of the process.
- Inform the DSLP immediately with a view to appropriate notifications to the statutory authorities.

10.5 Responding to an adult who discloses childhood abuse

In responding to a disclosure of childhood abuse by an adult the following guidance should be followed:

- Establish whether there is any current risk to children from the alleged abuser e.g., is this person still alive and do they have contact with children.
- Advise that you cannot guarantee to keep confidentiality as you may need to share information with Tusla and/or An Garda Síochana
- Reports of retrospective child abuse are assessed by Tusla. (**See appendix 10 Retrospective Abuse Report Form**)
- Inform the DSLP immediately with a view to appropriate notifications to the statutory authorities.

10.6 Responding to a person who admits abusing a child

In responding to a person who admits abusing a child the following guidance should be followed:

- This information cannot be kept confidential.
- Inform the DSLP immediately with a view to appropriate notifications to the statutory authorities.

10.7 Responding to allegations of child abuse made against a child by another child

In responding to an allegation of child abuse made against a child by another child the following guidance should be followed:

- Note that this type of abuse may be called peer abuse.

- Inform the DSLP immediately with a view to appropriate notifications to the statutory authorities.
- If reports are to be made, they should be made in respect of both children individually.

10.8 Responding to allegations of abuse of a child made against staff/leaders or volunteers

The following issues should be taken into consideration when responding to allegations made against staff/leaders or volunteers:

- The concern may relate to possible harm to a child.
- The concern may relate to a possible criminal offence.
- An adult's behaviour may suggest that person may pose a risk of harm to a child.
- The adult's behaviour may be a breach of the code of conduct for adults in respect of children.
- The behaviour may be contrary to professional practice guidelines.

Note that in such cases the reporting system to Tusla is to be followed with the DSLP and the internal HR procedures will also be initiated. The DSLP is to ensure that the chairperson of the DLP board or their designate is advised of such concerns.

The key principles to be followed in responding are as follows:

- Priority will be given to protecting the child/young person while at the same time taking account of the staff/leader or volunteer's right to due process. The fact that protective measures may have been taken does not presume guilt.
- The same person in LSP should not have the responsibility for dealing with the child protection reporting procedure and the employment/contractual issues.
- The Cork Sports Partnership reporting procedures for the reporting of child protection and welfare concerns will be followed by the DSLP and/or deputy DSLP.
- The Governance & Finance Officer or their designate will oversee procedures relating to employment issues.
- Any action taken will consider the applicable employment contract and the rules of natural justice.

- It will be to the benefit of everyone concerned that a timely resolution to the allegation is achieved.
- The agreed procedures for dealing with allegations of abuse against staff or volunteers should be applied objectively and in a consistent manner.
- All elements of the process will be recorded, including any liaison with the statutory agencies.
- CLSP will ensure that any actions or investigations by them do not compromise or prejudice any statutory investigation by An Garda Síochana or assessment by Tusla
- Close liaison will be maintained between LSP, An Garda Síochana and Tusla. The DSLP will be the liaison person for LSP with the statutory agencies

Responses by LSP will include:

- The DSLP will be informed of the allegation, if not previously known.
- The DSLP will inform the Chairperson of CLSP or their designate of the allegation.
- The DSLP will follow the agreed procedures for reporting child protection and welfare concerns.
- In making an immediate decision about the employee's or volunteer's presence in the work environment the Senior Manager will as a matter of urgency take any measures necessary to protect the child/young person. Such measures should be proportionate to the level of risk to the child/young person and do not presume any finding of guilt.
- Any action taken by LSP will be guided by the agreed internal procedures i.e. Grievance and Disciplinary procedures (See Section 5 of the Staff Handbook), the applicable contract of employment and the rules of natural justice, where appropriate.
- The support contact person and the DSLP will inform the staff or volunteer, privately, that an allegation has been made against him/her and the nature of the allegation. The staff or volunteer will be given an opportunity to respond to the allegation both verbally and in writing. The timing of such a meeting and the level of information sharing may be dependent on the status of any possible criminal investigation by An Garda Síochana or assessment by Tusla in particular.
- The DSLP should record the response of the member of staff to the allegation and pass on this information to Tusla via the DSLP if making a formal report to that statutory body.

- Formal inter agency meetings will be requested by LSP with Tusla and An Garda Síochana to ensure effective liaison takes place in respect of the allegation and the necessary follow up actions.
- It should be noted that the requirements of fair procedure and natural justice will result in Tusla not sharing the details of any assessment against a staff member or volunteer until he/she has had an opportunity to respond fully to the allegation and any findings or decisions by Tusla.

10.9 Responding to a person who is dissatisfied with how their allegation was dealt with by LSP

CLSP has a **Complaints policy** in place, (**Appendix 8**) which is available on the CLSP website for children and parents to access, as well as staff and volunteers. Any review of a complaint in terms of how a child abuse allegation was processed must involve the DSLP of LSP, excepting if that person or their deputy is the subject of the complaint.

This policy may also be accessed by persons who wish to make complaints in respect of children that may not be of a child protection or welfare nature. Examples of such complaints may include breaches of the codes of conduct which are deemed not to be child protection or welfare concerns.

If necessary, the DSLP will consult with HR and/or Tusla if it is deemed necessary during the management of such a complaint.

11 Talking to parents/guardians about a concern

The Children First Act 2015 does not place a legal responsibility on the person making the report to advise a family that such a report has been made under the legislation to Tusla. However, it is the view of LSP that it is good practice to do so and where possible the person making the report and/or the Designated Safeguarding Liaison Person should tell the family that a report is being made to Tusla and the reasons for doing so.

It is not necessary to inform the family that a report is being made if by so doing the child may be placed at further risk or where the family's knowledge of the report being made could impair Tusla's assessment process. In addition, the family may not be informed if it is the reasonable opinion of the person making the report that they may be at risk of harm from the family if the family were advised of the reporting to Tusla.

Note: If the parents/guardians are to be met to be informed about the fact that a concern has been reported the following guidance should be considered:

- Make sure, as far as practicable, that parents/guardians have prior knowledge and awareness of CLSP guiding principles, procedures and duties to safeguard children and young people.

- In contact with parents/guardians clearly explain the nature of the concern, for example, by using factual information and records of observations made.
- Consider who is best placed to have this conversation with the parents/guardians e.g., good practice suggests that it should be the person making the initial report and the DSLP.
- Take an approach which is positive and that everyone is working towards what is in the best interests of the child.
- Ensure that the approach to the parents/guardians is supportive but also ensure the concern is made clear to all in the discussion.

12 Reporting child welfare and protection concerns

The following steps will be taken by Cork Sports Partnership in responding to and reporting child protection and welfare concerns:

Step 1

- On receipt of a concern a staff member/leader or volunteer will immediately report the details to the CLSP DSLP or their deputy.
- This information should be relayed to the DSLP using the Tusla Child Protection and Welfare Report Form. (Appendix 9)
- If there is an immediate risk to a child, the safety and welfare of the child is paramount. The DSLP in that situation may after consultation with the initial reporter make an immediate report to Tusla (in person) or the Gardaí, if Tusla are unavailable.

Step 2

- The DSLP will consult with the person who raised the concern with a view to deciding if reasonable grounds for concern exist to report. Informal consultation can take place between the DSLP and the Tusla duty social work service (Such a consultation must be recorded). This consultation will be with a view to assisting the DSLP in terms of deciding whether reasonable grounds for concern exist to report to Tusla.

Step 3

- If reasonable grounds for concern are deemed to exist, the DSLP will report the concern to Tusla without any undue delay via the Tusla portal.

Step 4

- If the DSLP is of the view that a report should not be made to Tusla then the staff member/leader/volunteer must be given a written explanation for this decision. In this

situation the staff member/leader/volunteer can still make their own report to Tusla or An Garda Síochana if they are of the view that reasonable grounds for concern do exist. They have protections from the Protection of Persons Reporting Child Abuse Act 1998 in making such an independent report in good faith.

Step 5

- A confidential file will be created and held securely by the DSLP in respect of any child welfare or protection concern/suspicion that comes to the attention of CLSP. This will be a record of all actions taken and all relevant correspondence issued and received by LSP in respect of the concern.

Step 6

- Concerns that do not initially meet reasonable grounds for concern may upon review show patterns or trends which may raise the level of concern to the extent that the DSLP may decide that reasonable grounds for concern do now exist and that Tusla should, at that time, receive a report.

Note To facilitate this process the CEO should:

- a) Have the contact details for the local Child and Family Agency Duty Social Work Department and the Local Garda on file
- b) Have the Child and Family Agency Standard Form for Reporting Child Protection and/or Welfare Concerns available on the LSP network or www.HSE.ie/go/childrenfirst. (or see Appendix 9).
- c) Ensure the details of the Tusla portal are known to all staff and leaders in respect of submitting child protection or welfare concerns
- d) Ensure that each staff member and adult leader working with children and vulnerable adults has completed a Child Welfare and Protection Basic Awareness course.

Under no circumstances should any individual employee or leader working with CLSP attempt to intervene or deal with the problem of suspected child abuse alone.

Reporting concerns in an emergency or where there is an immediate risk to a child

In an emergency where the considered opinion is that there is an immediate risk to a child's health or welfare and the Designated Safeguarding Liaison Person or their Deputy, or Tusla, cannot be contacted a report should be made directly to An Garda Síochana. Following such an action the standard report form (CPWRF) should be forwarded to the Designated Safeguarding Liaison Person with a view to submission to Tusla as per normal procedures on the next working day.

The information to be provided to An Garda Síochana by the person making such an emergency report is as follows:

- Child's name, address, and age.

- The names and addresses of parents or guardians.
- Name/s, if known, of who is allegedly harming the child or not caring for him/her appropriately.
- A detailed account of the grounds for concern (e.g., details of the allegation/s, dates of incidents, location/s of incident/s, description of any injuries or possible bruising).
- Current location of the child.
- Names of other children in the household, if known.
- Name of the school the child attends, if of school age, if known.

13 False abuse allegations

In working with or having contact with children, staff and volunteers on some occasions can be subject to false allegations of abuse. These may be due to a misunderstanding of what took place or a genuine mistake.

It is therefore good practice that any allegation of abuse against a staff member or volunteer is dealt with sensitively. In addition, support should be made available by LSP for both the person against whom the allegation has been made and for the person who reported the alleged abuse.

Throughout the process of responding to the allegation appropriate levels of confidentiality will also be maintained, in the interests of the child/young person and the person against whom the allegation has been made.

14. Protected Disclosures

Staff and volunteers of LSP have guidance available in respect of protected disclosures in the LSP Protected Disclosures Policy (See Section 5 of the Staff Handbook). This document provides guidance for staff and volunteers in respect of the internal and external reporting of wrongdoing and the legal protections of reporting under the Protected Disclosures Act 2014.

In the context of safeguarding children, it remains the responsibility of the individual staff member or volunteer to bring matters of concern forward to the appropriate person within the LSP structures. This may prevent a child in particular from remaining in a situation where there is a risk of abuse.

15. Anonymous reports

Designated Safeguarding Liaison Persons when making a report to Tusla or An Garda Síochana must comply with the requirements of this policy and procedures, thereby not report anonymously. The same principle is applied to the staff/leader or volunteer who makes the initial report to the DSLP. Under the Freedom of Information Acts anonymity should never be promised as it cannot be guaranteed.

It is also not possible for mandated persons to submit a report of a mandated concern anonymously as to do so would not discharge the statutory obligations for a mandated person under the Children First Act 2015.

16. Malicious reports

Malicious reports have the potential to cause harm to the named child and the person/s identified as the alleged abuser/s. The Protection of Persons Reporting Child Abuse Act 1998 has introduced an offence of false reporting of child abuse where a person makes a referral of child abuse to the appropriate authorities “knowing that statement to be false”. In the event that any staff or volunteer is concerned that a report is malicious they should initially bring it to the notice of the DSLP.

17. Recording child protection and/or welfare concerns

When child abuse or neglect is suspected, it is essential that a written record of all the information created is maintained by CLSP. Therefore CLSP staff/leaders or volunteers reporting a concern to the DSLP shall be expected to provide as detailed an account as possible of the concern by completing the TUSLA Child Protection and Welfare Report form.

All written records created must be factual and objective. The name, contact details and relationship to the child of the person bringing the concerns must be included in the written record.

All records shall include the name of the person bringing the concerns, be signed and dated. All records must then be passed onto the DSLP for secure storage and appropriate action.

Note: The reporter and DSLP may subsequently be invited to attend a child protection conference or any proceedings where the matter is being assessed by TUSLA and/or being investigated by An Garda Síochána as to whether a crime may have been committed.

18. Mandated persons

18.1 Reporting mandated concerns of harm

Mandated persons are persons who have ongoing contact with children and/or families and who, because of their qualifications, training and/or employment role, are in a key position to help protect children and young people from harm. Professionals who may not work directly with children, such as those who work in adult counselling or psychiatry, are also mandated persons.

The Children First Act 2015 contains a list of mandated persons. The full list is available in Appendix 11 of this document.

Under the Children First Act 2015 mandated persons are required to report any concern that meets or exceeds the threshold for reporting harm to a child under the legislation. If reporting is to be made independent of the Designated Liaison Person, the mandated person should inform the DSLP that a report has been made.

The statutory obligation of mandated persons to report under the Children First Act 2015 must be discharged by the mandated person and cannot be discharged by the Designated Safeguarding Liaison Person on their behalf.

The Children First Act 2015 requires that CLSP maintains a list of mandated persons on the staff, if applicable.

Note: Staff who are mandated persons under this Act should be made aware of their responsibilities at the start of their employment with LSP.

18.2 Legal obligations of a mandated person

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

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

The Children First Act 2015 requires that mandated persons report any knowledge, belief, or reasonable suspicion that a child has been harmed, is being harmed or is at risk of being harmed. They are also required, if requested, to help Tusla in assessing a concern which has been the subject of a mandated report.

The Children First Act 2015 defines harm as:

- a) "assault, ill treatment or neglect of the child in a manner that seriously affects or is likely to seriously affect the child's health, development or welfare, or
- b) sexual abuse of the child,

whether caused by a single act, omission or circumstance or a series or combination of acts, omissions, or circumstances or otherwise."

Section 14(1) of the Children First Act 2015 states:

"where a mandated person knows, believes or has reasonable grounds to suspect, on the basis of information he or she has received, acquired or becomes aware of in the course of his or her employment or profession as such a mandated person, that a child -

- a) has been harmed.
- b) is being harmed, or
- c) is at risk of being harmed.

he or she shall, as soon as practicable, report that knowledge, belief or suspicion, as the case may be, to the Agency" (Tusla)

Section 14 (2) of the Children act 2015 also places legal obligations on mandated persons to report any disclosures made by a child,

“Where a child believes that he or she –

- a) has been harmed.
- b) is being harmed, or
- c) is at risk of being harmed.

and discloses this belief to a mandated person in the course of a mandated person’s employment or profession as such a person, the mandated person shall, as soon as practicable, report that disclosure to the Agency” (Tusla)

18.3 The threshold of harm for mandated persons reporting for each of the four main types of child abuse is as follows:

1. Neglect

Neglect is defined as ‘to deprive a child of adequate food, warmth, clothing, hygiene, supervision, safety or medical care.’

The threshold of harm at which a mandated person must report to Tusla under the Children First Act 2015, is reached when the mandated person knows, believes or has reasonable grounds to suspect that a child’s needs have been neglected, are being neglected to the point where the child’s health, development or welfare have been or are being seriously affected, or are likely to be seriously affected.

2. Emotional Abuse/ill treatment

Ill-treatment is defined as ‘to abandon or cruelly treat the child, or to cause or procure or allow the child to be abandoned or cruelly treated.’ Emotional abuse is covered in the definition of ill – treatment in Part 1 section 2 of the Children First Act 2015.

The threshold of harm at which a mandated person must report to Tusla under the Children First Act 2015, is reached when the mandated person knows, believes or has reasonable grounds to suspect that a child has been, is being, or is at risk of being ill-treated to the point where the child’s health, development or welfare have been or are being seriously affected, or are likely to be seriously affected.

3. Physical Abuse

Physical abuse is covered by the references to assault in the Children First Act 2015.

The threshold of harm at which a mandated person must report to Tusla under the Children First Act 2015, is reached when the mandated person knows, believes or has reasonable grounds to suspect that a child has been, is being, or is at risk of being assaulted to the point where the child’s health, development or welfare have been or are being seriously affected, or are likely to be seriously affected.

4. Sexual Abuse

Sexual abuse to be reported under the Children First Act 2015 (as amended by Section 55 of the Criminal Law (Sexual Offences) Act 2017) is defined as an offence against the child, as listed in Schedule 3 of the Children First Act 2015.

If the mandated person knows, believes or has reasonable grounds to suspect that a child has been, is being, or is at risk of being sexually abused, then the mandated person must report this to Tusla under the Children First Act 2015.

Note: As all sexual abuse falls within the category of seriously affecting a child's health, welfare or development, the mandated person must submit all concerns about sexual abuse as a mandated report to Tusla.

The one exception to this is in respect of certain consensual sexual activity. The exemptions in respect of reporting underage consensual sexual activity are set out in detail under Section 14(3) of the Children First Act 2015.

18.4 The following steps are to be taken by a mandated person in making a mandated report to Tusla:

1. A concern that a child may have been harmed, is currently being harmed or may be harmed becomes known to the mandated person. The mandated person is of the view that the threshold for making a mandated report is met or exceeded.
2. A child protection and welfare report form is completed in respect of the concern and forwarded to Tusla, as soon as practicable via the Tusla portal, indicating clearly that this is a mandated report. The mandated person may also first consult with Tusla if the mandated person is in doubt that the concern meets the threshold for a mandated report. Such consultation must be recorded by the mandated person.

The mandated person should receive a response from the Tusla portal formally acknowledging receipt of the report.

Once the report form is received by Tusla a child protection assessment should commence if a sufficient level of risk is identified.

3. The mandated report must be copied internally to the Designated Safeguarding Liaison Person of LSP as per procedure.

Note:

As stated above, it will be best practice within LSP that mandated reports when made are brought to the attention of the Designated Liaison Person.

The statutory obligation of mandated persons to report under the Children First Act 2015 must be discharged by the mandated person and cannot be discharged by the Designated Safeguarding Liaison Person on their behalf.

Mandated persons can make a joint report with the Designated Safeguarding Liaison Person or another person, mandated or otherwise.

If CLSP or the DSLP do not wish to report to Tusla, the mandated person should still proceed with the report if the defined threshold for reporting has been met or exceeded. In this case the provisions of the Protection for Persons Reporting Child Abuse Act 1998 apply.

If the mandated person has a concern that they believe does not reach the threshold for a mandated report they must consider whether the concern meets reasonable grounds for concern. The concern will then be reported to the DSLP if the mandated person is of the view that reasonable grounds for concern exist.

If a mandated person is in doubt as to whether the concern reaches the legal definition of harm for making a mandated report, the Tusla duty social work service can be approached to give advice in this regard. The decision to report remains the individual responsibility of the mandated person. Any advice received must be recorded on the confidential file which will have been created by the DSLP.

Mandated persons who receive a disclosure of harm from a child/young person which meets or exceeds the thresholds set out in Children First: National Guidance for the Protection and Welfare of Children 2017 are required to make a mandated report to Tusla. It is not required of the mandated person that they would assess the accuracy or credibility of the child's claims.

As noted previously in this document under no circumstances should a child be left in a situation that exposes him or her to harm or risk of harm pending intervention by Tusla. If the mandated person is of the view that the child is in immediate danger and direct contact with Tusla cannot be established, An Garda Síochána should be contacted. A mandated report should then be made to Tusla on the next working day by the mandated person.

The same concern should not be reported more than once. If, however, additional information comes to the attention of the mandated person in respect of the reported concern this should be considered and forwarded to Tusla without undue delay in the form of a further report.

The legal obligation to report under the Children First Act 2015 applies only to information that a mandated person acquires in the course of their professional work or employment. It does not apply to information acquired outside of their employment, or information given to them in respect of a personal rather than a professional relationship.

Reporting requirements under the Children First Act 2015 only apply to information that a mandated person has received or become aware of since the Act came into force, irrespective of whether the harm occurred before or after the commencement of the section related to mandated reporting. However reasonable concerns about past abuse where information came to the notice of the professional prior to the Act where there is a possible *continuing risk* to children can be reported to Tusla under Children First: National Guidance for the Protection and Welfare of Children 2017

Mandated persons cannot report a concern anonymously and if they do so they are not in compliance with their obligations under the Children First Act.

18.5 Informing a family that a mandated report is being made

The Children First Act 2015 does not place a legal responsibility on the person making the mandated report to advise a family that such a report has been made under the legislation to Tusla. However LSP regard it as good practice to do so and where possible the person making the mandated report plus a second person, if it was a joint report, should meet the family to advise them that a report is being made to Tusla and the reasons for doing so.

It is not deemed necessary to inform the family that a mandated report is being made if it is the reasonable opinion of the reporter that by so doing the child may be placed at further risk or where the family's knowledge of the report being made could impair Tusla's assessment process or a criminal investigation by An Garda Síochana. A family may also not be informed if it is the reasonable opinion of the person making the report that they may be at risk of harm from the family if the family were advised of the reporting to Tusla.

18.6 Consequences of non-reporting by the mandated person

The Children First Act 2015 does not impose criminal sanctions on mandated persons who fail to make a report to Tusla. However mandated persons should be aware that there are possible consequences for a failure to report. If after an investigation by Tusla it emerges that the mandated person did not make a mandated report and a child was subsequently left at risk and harmed, Tusla may:

- Make a complaint to the Fitness to Practice Committee of a regulatory body of which the mandated person is a member.
- Pass information about the mandated person's failure to make a report to the National Vetting Bureau of An Garda Síochana. This information can therefore be disclosed to the mandated person's current employer or a future employer when that person is next vetted by the National Vetting Bureau.

Note:

- CLSP may consider a failure to report a child protection or welfare concern as a disciplinary matter for a member of staff.
- The Criminal Justice (Withholding of Information on Offences against Children and Vulnerable Persons) Act 2012 requires that any person who has information about a serious offence against a child, which may result in charges or prosecution, must report this to An Garda Síochana. Failure to report under this Act is a criminal offence. This obligation is in addition to any obligations placed on mandated persons under the Children First Act 2015.

18.7 Mandated Assisting

As noted earlier, the Children First Act 2015 also places a statutory requirement on mandated persons to assist Tusla in the assessment of risk of mandated reports, when requested to do so. Such assistance should be as deemed necessary and proportionate, with a view to assisting Tusla in assessing the risk to a child arising from the mandated report. A mandated person must comply with this request from Tusla, regardless of who made the mandated report.

Mandated assistance may include, for example, a request to provide further information or attend a meeting in relation to a mandated report.

Information may be shared by Tusla with the mandatory reporter in order to enable their assistance. This information cannot be shared by the mandatory reporter with any third parties, and such disclosure is subject to criminal sanction.

18.8 Information sharing

The Data Protection Acts of 1998 - 2018 do not prevent the sharing of information on a reasonable and proportionate basis for the purposes of child protection. Tusla has the authority to share information concerning a child who is undergoing a risk assessment with a mandated person who has been asked to provide assistance. In doing so, Tusla must only share with the mandated person what is necessary and proportionate in the circumstances of each individual case.

Note:

As noted above Section 17 of the Children First Act 2015 makes it an offence if a mandated person discloses information to a third party which has been shared by Tusla during the course of an assessment, unless Tusla has given the mandated person written permission to do so.

Failure to comply with this section may make the mandated person liable to a fine or imprisonment for up to six months or both. This offence can also be applied to the mandated person's employer.

18.9 Protection from civil liability

If a mandated person is required to share information with Tusla when assisting in the assessment of risk to a child, the mandated person is protected from civil liability.

Section 16 (3) of the Children First Act 2015 states:

'If a mandated person furnishes any information (including a report) document or thing to the Agency (Tusla) pursuant to a request made under subsection (1), the furnishing of that information, document or thing shall not give rise to any civil liability in contract, tort or otherwise and nor shall the information, document or thing be admissible as evidence against that person in any civil or criminal proceedings.'

19. Confidentiality

CLSP is committed to protecting a person's right to confidentiality.

However, considerations in respect of confidentiality will not overrule a child's right to be protected. It is not a breach of data protection or confidentiality to provide information with the intention of protecting a child. On that basis LSP undertakes to:

- Where child protection and welfare concerns arise, to share personal information on a 'need to know' basis, in the best interests of the child, with the relevant statutory authorities and the parents/guardians. Such sharing may require attendance at formal meetings organised by Tusla e.g. child protection conferences or strategy meetings.
- Not to give undertakings regarding secrecy. Those staff members and leaders engaged with or in contact with children should make this clear to parents/ guardians and the children themselves.
- To provide information on a proportionate basis to the statutory agencies necessary for the protection of a child.
- To advise children and parents/guardians that personal information is being shared, unless it is the considered opinion that doing so could put the child at further risk or may place the reporter at risk.
- To retain records generated in respect of child protection and welfare concerns in accordance with Data Protection legislation, in a secure setting, managed by the DSLP.
- To respond to breaches by staff or volunteers in respect of the sharing of confidential information which is not related to child protection or welfare concerns which may be regarded as a disciplinary matter.

Note:

The Protection for Persons Reporting Child Abuse Act 1998 provides immunity from civil liability and from possible disciplinary action by an employer to persons who report child protection concerns "reasonably and in good faith" to Tusla or An Garda Síochána.

20. Safe recruitment

CLSP will take all steps to ensure that people working with children on LSP programmes, are suitable and appropriately qualified. Recruitment and selection procedures are therefore necessary and these procedures apply to all persons recruited including those with substantial access to children.

Safe recruitment requires that CLSP will:

- Ensure that all reasonable steps are taken to ensure that all relevant applicants who may pose a risk to children are identified and that an appropriate HR response is initiated prior to any appointment.
- Ensure that persons involved in the recruitment of staff and volunteers are trained appropriately and have the experience to undertake this role.
- Ensure that CLSP recruitment procedures are transparent, comply with best practice standards and also comply with the principles of natural justice, data protection compliant record keeping and human resource management.
- Ensure that the recruitment procedures of CLSP are inclusive and treat all applicants as having equal status.

20.1 Recruitment of Staff

The following procedures will apply to the appointment of Staff:

- The relevant interview process, including 2 reference requests will be completed by the Company. This will include a declaration relating to there being no reason why a person would be considered unsuitable to work with or near children and/or vulnerable persons. This declaration should also be in place for adult volunteers involved in LSP activities.
- The successful applicant will be offered employment, post interview, subject to:
 - Appropriate suitable references.
 - Completed relevant interview scoring sheet.
 - Signing relevant employment contract of employment.
 - Where applicable, proof of qualifications.
 - Appropriate Garda vetting, where applicable.
 - Positive proof of identification.

Note:

Statutory obligations on employers in relation to Garda vetting requirements for persons working with children and vulnerable adults are set out in the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012–2016.

Under these Acts, it is compulsory for employers to obtain vetting disclosures in relation to anyone who is carrying out relevant work with children or vulnerable adults. The Acts create offences and penalties for persons who fail to comply with its provisions.

CLSP will renew Garda vetting for relevant staff and relevant volunteers every 3 years

Note:

In terms of other persons providing a relevant service to children with LSP from a third-party organisation, that body is responsible for the Garda vetting of their relevant personnel. If the service provider or volunteer is not associated with a body registered with the National Vetting Bureau for Garda vetting, it may not be possible for LSP to allow their engagement with children only relevant activities. They may however provide or be involved with activities to groups where the presence of children is incidental to the presence of people in general.

For volunteers and adult students on work placements a statement of suitability to work with children must be secured in respect of each individual person.

21. Working in partnership**Safe management of events/activities****CLSP takes responsibility to:**

- ensure that at CLSP sponsored events and activities involving children, the appropriate minimum staff supervision ratio of one adult to seven children is maintained.
- ensure that the relevant safeguarding children risk assessment has been completed for the event/activity.
- ensure that a parental/guardian consent form has been completed and returned for all participating children.
- ensure that at events, being organised by LCSP partner organisations or other agencies, in which LSP is participating, those organisations have in place a child safeguarding statement, together with relevant policies and procedures and that representatives of LSP receive copies of same in advance of the activity commencing.
- ensure that the partner/s is/are provided with a copy of the LSP Child Safeguarding Policies and Procedures if requested.
- If CLSP is the lead agency in any setting then it will be the responsibility of CLSP staff to report child protection or welfare concerns to Tusla if they arise. The designated persons of other partner agencies in the setting will be advised by CLSP of the notification or of the non-notification as appropriate.
- If LSP is not the lead agency in the setting then it needs to be clear in advance which agency's policy and procedures will be followed in the event of a child protection or welfare concern requiring a response.

22. Health and Safety

In considering health and safety specifically in relation to children, the CLSP will:

- Ensure that children are not left unattended or unsupervised.
- Ensure that children are not in contact with any dangerous materials.

- Ensure that staff and leaders on CLSP programmes are familiar with and comply with LSP procedures in relation to accidents.
- Ensure that staff and leaders on CLSP programmes are familiar with and, where necessary, comply with the emergency evacuation procedures particular to the location of the activity and brief the children in their care on what they are to do and where they must go in an emergency.
- Be familiar with the particular risks associated with the activity and location at which the activity is based.
- When undertaking a risk assessment take account of a child's natural curiosity and include appropriate precautions to safeguard a child's potential exposure.
- Ensure that CLSP has relevant information in relation to children as determined by the nature of the activity:
 - For open events (e.g. come and try sessions, open events or festivals) a registration sheet should be used.
 - CLSP programmes or activities – a participation form should be completed for each participant (e.g. participant name, parent or guardian name, address, relevant medical information, emergency contact & parental consent in the case of a child).
 - CLSP programmes with partners (school, disability group, youth group) – the presence of an adult or group leader from a partner organisation is required with the information in relation to the participants in the group held by that partner.
- Ensure CLSP activities are suitable for age and stage of development of participants.
- Ensure any necessary protective gear is available to staff, leaders and participants.
- Keep first aid kit appropriately stocked with contact numbers of emergency services.
- Ensure easy access to medical personnel if needed and consider the actions required in the case of an emergency.
- Staff/leaders should hold appropriate qualifications.
- Ensure there is adequate insurance cover for all activities.

General health and safety legislation

General Health and Safety considerations referenced for children accessing CLSP events include:

- Obligations under the Employment Equality Acts (1998 – 2011) and Equal Status Acts (2000 – 2012) must be taken into consideration. In providing services, staff shall not discriminate against any child on the basis of the nine grounds detailed in the Acts.
- Obligations under the Disability Act 2005 shall also be taken into consideration.
- CLSP will ensure there is compliance with the requirements of the relevant fire certificates and any recommendations or requirements of the fire authority and any facilities' insurers.
- CLSP will ensure that there is awareness of each event location's first aid arrangements.

- CLSP will ensure there is an awareness of the emergency evacuation procedures relevant to each event location and ensure that children are also aware of what to do if there is an emergency.

23. Safeguarding children training plan

CLSP commits to the following actions in respect of training staff and volunteers in respect of safeguarding children:

- That all relevant post holders within the safeguarding children structure will receive training commensurate with their roles.
- That the induction programme for all LSP staff will include a briefing in respect of the CLSP Policy and Procedures for the Protection and Safeguarding of Children 2023 plus completion of the Tusla E learning Children First module.
- That all CLSP staff will be facilitated to access the Tusla Children First E learning module in 2023.
- That a training needs analysis in respect of safeguarding children training needs for all staff will be initiated with a view to completion by the end of September 2023. This will inform and help to frame any future training plans.

24. Safeguarding children communications plan

CLSP commits to the following actions to ensure that staff, volunteers and the general public are aware of the company's commitment to safeguarding children:

- The child safeguarding statement and the Policy and Procedures for the Protection and Safeguarding of Children will be placed on the CLSP Sport website and on the LSP Notice Board located outside our office entrance.
- All LSP facilities will display a child safeguarding notice which references in particular the contact details for the Designated Safeguarding Liaison Person/s and the website link for the child safeguarding statement.
- All relevant partner agencies, including statutory bodies, will be given details in respect of the internet links for accessing the child safeguarding statement and the related policy and procedures.
- Feedback systems will be developed with children, parents/guardians, staff and volunteers to advise CLSP as to whether the safeguarding children communication process is working.

25. Photography

CLSP use of images on its social media, website and/or publications is intended for the positive promotion of sport and CLSP activities (for further information please refer to the CLSP Communications and Social Media Policy). CLSP is committed to implementing the following steps to ensure that children are protected from the inappropriate use of their image. This is not to prevent parents and guardians taking photographs; it is to ensure that only those who have a right to take photographs do so. Anyone concerned about photography taking place at an event can contact the leader or DSLP to deal with the matter.

When using children's photographs CLSP will:

- Inform participants and parents that a photographer may be in attendance at an event.
- Ask for written parental or guardian permission to use the participant's image and consult with the child about its usage where appropriate.
- Ensure the content of the photograph promotes the programme or activity not just focuses on a particular child.

This may be done in the following ways:

- Signage and/or announcements at open or public events notifying participants that photographers are present and to contact LSP staff if they have concerns or do not wish for their image to be taken or used in publications.
- Parental consent for the taking and use of images included as part of participation forms or registration sheets for LSP programmes or activities
- Consent for the taking and use of images agreed with partners on LSP programmes (e.g. school, disability group, youth group).

26. Internet Safety

Children are becoming increasingly sophisticated in their use of communication tools on the internet such as social networking sites, internet enabled camera phones and video and photograph sharing websites. While this technology offers significant opportunities for them to learn, play and to interact with their peers, there can be downsides too. The anonymous and instantaneous nature of the internet can leave people exposed to greater risks from potential sexual predators.

The Office for Internet Safety (OIS) was established in March 2008 as an Executive Office of the Department of Justice and Equality and has primary responsibility for the development and promotion of strategic actions to promote the highest possible levels of internet safety, particularly in relation to combating child pornography. The Office for Internet Safety plays a

key role in ensuring a cohesive approach is being taken across Government Departments, State Agencies and other key stakeholders in addressing illegal content on the internet.

The OIS offer a lot of advice and guidance to parents and young people on the safe use of the internet.

Any instances of suspected online child abuse should be reported to www.hotline.ie immediately.

27. Use of mobile phones and smart phones

As noted above those whose work with children and young people need to be aware of the opportunities for abuse through the misuse of mobile phones and text messaging. While safe use of such media can be beneficial, we must be vigilant and alert to the possibilities of misuse and consequent harm that can result to young people.

- Staff/Leaders must also take care to protect the children in their care and themselves.
- Staff/Leaders involved in sport should only have children's and young people's mobile numbers if the nature of their involvement requires them to phone or text them.
- Parental permission should be sought if the staff/leader in this role will be contacting children or young people via mobile phone.
- A method of accountability should be arranged e.g. copies of texts could also be sent to the administrator or to parents.
- If a staff/ leader had a child/young person's phone number it should only be used for the purposes it has been given, i.e., the staff/leader should not share this information.

Note: CLSP have a separate staff work phone for staff to use for contacting children and young people.

Texting – Communication not Conversation!

- Texts should be used for the purposes of reminding children or young people about events which are forthcoming.
- If a text turns into a conversation, communications should be ended. A staff/leader can suggest discussing the subject further at the next event or, if they are concerned about the child/ young person, arrange to meet up to talk further (within the child protection parameters).

Smart Phones

Smart phones should be used safely and responsibly.

Pictures can be very powerful and stir up strong emotions. Smart phone users should respect the private lives of others and not take or distribute pictures of other people if it could invade their privacy e.g. do not use your phone in certain locations; inappropriate use of your camera phone may cause upset or offence to another person in areas such as changing rooms.

Staff/leaders and children/young people should not send pictures that are obscene, indecent, or menacing and should be sensitive about other people's gender identity, sexual identity, racial heritage, religion, or personal background. Both staff/leaders and children/young people should be made aware that it is a criminal offence to take, make, and permit to be taken, distribute, show, or possess an indecent or sexually explicit image of a child under 18.

28. Social Media

In all their contacts and communications with children, CLSP staff and leaders must be seen to be open and transparent. This is the case whether communications are by traditional means or by electronic means.

NB: Staff and leaders must not communicate with children or young people via leader's personal social networking profiles, email accounts, or chat rooms.

If CLSP are using/publishing a Social Networking site the following principles will be applied:

- The page/profile must be password-protected, and the password must be held by at least three LSP staff.
- The site should be monitored by a designated supervisor. This person should have access to the login details of the site. This supervisor will be appointed by the Designated Safeguarding Liaison Person of LSP.
- Any inappropriate posts by children/young people or responsible adults should be removed by the designated supervisor. Reasons should then be explained to the person who posted the content. Where possible sites should be monitored before content is put up.
- The site should be kept 'Private' i.e. only permitted members or 'friends' can see what is posted on the site.
- The use of personal addresses and telephone numbers etc, should be avoided as, while sites are 'private', there is the potential for items to be copied and shared.
- Content of any postings should be consistent with the aims of the organisation. In cases of doubt staff/leaders should seek advice from the appointed supervisor.

For staff and/or leaders using a Social Networking Site

- Staff/leaders should not 'friend' or 'follow' children or young people on social media (Children or young people may 'follow' staff/leaders on social media so leaders should make sure any content they post is appropriate).
- Messages left to or from children or young people on social network sites should be written on an open page (e.g. A Facebook 'Wall') and not in a private message or by using 'chat' [one-on-one].
- Staff/leaders should not network with members of their organisation/group via closed [one-on-one] chats e.g. Facebook messenger, WhatsApp, etc. **This should be done only through 'Group Chat.'**
- Any events or activities run by CLSP that are organised or publicised on the site should be a closed event to ensure that non-members cannot access the event without suitable permission by the site administrators.
- Any emails sent to children or young people via the site must be sent to at least one other staff/leader. (This can be done by 'bcc' if necessary.)
- Staff/Leaders should avoid communicating with children or young people in their organisation/group via email late at night.
- In signing off a post or email staff/leaders should not do so in a way that could be misconstrued or misinterpreted by the recipient. Simply sign your name.
- Parents/carers should be asked to give their written approval for staff/leaders to communicate with their children/young people via social networking sites, or by any other means of internet communications (e.g. email).
- Parental and child's written permission is required before pictures or videos of children or young people are posted online.
- **Any disclosures of abuse reported through a social networking site must be dealt with according to CLSP reporting procedures.**

Website

- CLSP needs to ensure website is managed carefully with particular attention to any links.
- If the site has a discussion board facility, the CLSP will ensure care in relation to moderation of comments particularly where children are concerned.

DSLSP contact details:

Designated Safeguarding Liaison Person:	Kristine Meenaghan
Position:	CEO Cork Sports Partnership
Address:	CLSP,Cork ETB Training Centre, Bishopstown. Cork
Contact Number(s):	086 1409224
Deputy DSLP	James Kirby
Position:	Programme Development Manager
Address:	CLSP,Cork ETB Training Centre, Bishopstown. Cork
Contact Number(s):	087 457 1381
Chairperson, Cork Sports Partnership	Michael Carey
Address:	Cork ETB Prison Education Service c/o Education Unit, Cork Prison, Rathmore Rd, Cork City T23 Y642
Contact Number(s):	021 238 7209

Tusla Child and Family Agency contact details

Duty Social Worker

Address: Tusla Building, St. Joseph's Campus, Mulgrave Street, Cork. Phone: 061 588688

Tusla operates an out-of-hours social work service, which is available by contacting An Garda Síochána. This service deals with any emergencies that occur outside of office hours. If there are concerns for the immediate safety of a child, please contact An Garda Síochána in an out-of-hours situation. The out-of-hours service deals with cases that come to the attention of An Garda Síochána, where a child is at immediate risk of harm.

An Garda Síochána contact details

Protective Services Unit,
Henry Street Garda Station,
Cork.

061 212448

Cork.psu@garda.ie

Appendices

Appendix 1

Cork Sports Partnership (LSP) Child Safeguarding Statement

This Child Safeguarding Statement is in compliance with the requirements of the Children First Act 2015 and of Children First National Guidelines for the Protection and Welfare of Children 2017. The statement sets out the services being provided by and the principles and procedures that are in place to ensure, as far as practicable, that a child/young person availing of, or in contact with, LSP services is safe from abuse or harm. This statement includes an assessment of risk of “harm” to a child/young person while attending or in contact with LSP services. Procedures to manage and mitigate such risks are also specified.

This document has been developed with reference to the following:

Children First Act 2015

“Children First National Guidelines for the Protection and Welfare of Children”. DYCA 2017

“Guidance on Developing a Child Safeguarding Statement” (tusla.ie)

“What is a risk assessment?” (tusla.ie)

Sport Ireland Ethics ,Safeguarding Guidance for Children and Young People in Sport

Legal framework

Section 11(3) of the Children First Act 2015 states that a “child safeguarding statement **shall** include a written assessment of the risk and, in that regard, specify the procedures that are in place:

- a) To manage any risks identified.
- b) In respect of any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child availing of the relevant service.
- c) For the selection or recruitment of any person as a member of staff of the provider with regard to that person’s suitability to work with children.
- d) For the provision of information and, where necessary, instruction and training, to members of staff of the provider in relation to the identification of the occurrence of harm.
- e) For reporting to the Agency (TUSLA, Child and Family Agency) by the provider or a member of staff of the provider (whether a mandated person or otherwise) in accordance with this act or the guidelines issued by the Minister under Section 6 (Children First National Guidelines, 2017).
- f) For maintaining a list of persons (if any) of the relevant service who are mandated persons, and
- g) For appointing a relevant person for the purposes of this part of the Act.

The DSLP for Cork LSP is Kristine Meenaghan and the Deputy DSLP is James Kirby.

Named Person

Children First national guidance states that providers of relevant services should appoint a named person to lead the implementation of guiding principles and child safeguarding procedures. This person is also responsible for ensuring that the policies and procedures are aligned with best practice as set out in Children First national guidance 2017.

The named person for LSP is Kristine Meenaghan.

Name of Service being provided

Increase participation in sport and physical activity especially amongst specific target groups and to ensure that local resources are put to their best possible use.

Cork Sports Partnership

Nature of Service

The aim of Cork Sports Partnership is “Keeping Cork Active” together with:

- Increasing participation in sport.
- Ensuring that local resources are used to best effect.
- A mechanism to co-ordinate the efforts of all key influencers to further develop sporting opportunities for local communities.
- A vital link between the needs of local people, the work of other sports organisations/officers and national agencies and state agencies.

Cork Sports Partnership is based in CETB, Bishopstown, Cork.

The LSP is an inter-agency and multi-sector organisation established as a limited company with representatives from all the main statutory, community and voluntary bodies on a dedicated [Board of Directors](#).

Principles to Safeguard Children and keep them safe from harm

Cork Sports Partnership is committed to a child-centred approach in the provision of services and the use of our facilities by all persons under 18 years and of vulnerable persons.

CLSP is committed to the following principles in safeguarding children/young people and maintaining child centred relevant services:

- That the safety and welfare of children/young people is everyone’s responsibility.

- That the promotion of the welfare, health and safety of children/young people is paramount.
- That children/young people attending and using CLSP facilities are to be respected as individuals and encouraged to reach their potential, regardless of background.
- That children/young people raising welfare or abuse concerns will be treated equally and listened to by staff members and/or volunteers.
- That any identified welfare or protection concern of a child/young person that becomes known to CLSP staff, volunteers or leaders will be managed in a safe manner by the company. The response will be in compliance with best practice as set out in Children First National Guidance 2017 and will adhere to CLSP Policy and Procedures for the Protection and Safeguarding of Children 2023.
- That safe management procedures are in place for all staff and volunteers, covering in particular; recruitment, Garda vetting and a person's suitability to work with children.
- That designated safeguarding liaison persons and mandated persons in respect of child safeguarding are identified, trained and are known to all staff members and volunteers.
- That CLSP, where applicable, retains and maintains a list of staff who are mandated persons.
- That safe procedures are in place and implemented, to respond to an allegation of abuse of a child/young person against a staff member or volunteer.
- That procedures are in place to respond to an allegation of abuse of a child by another child/young person.
- That a specific safeguarding children training plan is in place to ensure that all staff are aware of their role in keeping children safe and to raise organisational awareness of this issue.
- That a specific safeguarding children communications plan is in place to ensure that staff, volunteers, partners and the general public are aware of the policy and procedures in place to safeguard children engaged with CLSP.
- That CLSP has developed and is maintaining clear and secure record keeping procedures in respect of child protection and welfare concerns. Such records are held by the Designated Safeguarding Liaison Person.
- That a code of conduct is in place for staff and volunteers which sets out their responsibilities in their engagement with children and young people
- That a code of conduct is in place which outlines the responsibilities of children in their interactions with each other and adults whilst attending a CLSP facility or engaging with its services.
- That CLSP recognises the importance of multi-agency working in keeping children safe and on that basis working relationships have been developed with the relevant statutory agencies e.g. An Garda Síochána and Tusla.

RISK ASSESSMENT

On the basis of being a relevant service as defined under Schedule 1 of the Children First Act 2015 CLSP has completed a safeguarding children risk assessment. This is with a view to having a safeguarding plan in place which minimises the risk, as far as practicable, to any children attending their facilities and/or having contact with the services.

The completed risk assessment framework is set out below.

NOTE

Section 11(1) (a) of the Children First Act 2015 defines risk as ‘any potential for harm to a child while availing of the service’

Section 2 of the Act defines harms as ‘harm means in relation to a child:

- a) Assault, ill-treatment or neglect of the child in a manner that seriously affects or is likely to seriously affect the child’s health, development or welfare, or
- b) Sexual abuse of the child, whether caused by a single act, omission or circumstances or a series or combination of acts omissions or circumstances or otherwise.

The table below sets out the identified risks to the safety of children, young people, and vulnerable adults involved with or attending LSP services and the steps taken to manage and minimise the risk of harm. These risks are relevant to LSP.

The risk rating rationale is as follows:

L-Low – Such risks are mitigated and are in direct control of LSP and can be monitored and controlled effectively on an ongoing basis

M-Medium – While the risk is mitigated and policies and procedures are in place, the risk may not be in direct control of LSP entirely and reliance on other third parties may be required and demonstrable for control measures to be fully effective

H-High – While the risk may have control measures in place and supported by policies and procedures, the risk is still vulnerable and the likelihood for an occurrence is high

Responsibility is placed on relevant services contracted by LSP, in contact with children, to manage the risk issues relevant to them and to take steps to minimise the risk of harm.

LSP CHILD SAFEGUARDING RISK ASSESSMENT 2023

LSP Activity	Risk of Harm in respect of the activity	Procedures / Protocols in place to address risk of harm identified	Risk Rating: (L-Low/ M-Medium /H-High)	Post holder /body Responsible
1. Events				
Children/Vulnerable Adults engaged in CLSP events	Risk of harm to children by members of the public.	<ul style="list-style-type: none"> • Ensure all staff, tutors and volunteers have been garda vetted. • Ensure all staff, tutors and volunteers have completed Safeguarding 1 training and Tusla Children First e-learning module. • Ensure all staff have read the Child Safeguarding Statement and agree to abide by its contents. • Ensure the correct adult-to-child ratios are adhered to. • Ensure a specific meeting point sign is erected at all events and this is communicated to all in attendance. • Ensure the event designated area is clearly signposted and identifiable to the public. 	Low	Designated LSP staff

Use of toilet/shower/changing	Risk of harm to children by other children or adults	<ul style="list-style-type: none"> • Ensure all staff, tutors and volunteers have been garda vetted. • Ensure all staff, tutors and volunteers have completed Safeguarding 1 training and Tusla Children First e-learning module. • Ensure all staff have read the Child Safeguarding Statement and agree to abide by its contents. • Ensure the correct adult-to-child ratios are adhered to. • Where appropriate, ensure segregated toilet and changing facilities are provided if necessary for your event type. • Appropriate staff supervision will be provided at these facilities. 	Low	Designated LSP staff
2: PERSONNEL				
Children First Training for LSP Personnel not taking place	<p>Risk of harm to children.</p> <p>Risk of Harm / Abuse not being reported properly and promptly by LSP personnel.</p>	<ul style="list-style-type: none"> • All LSP staff, tutors and volunteers are garda vetted prior to commencing work with Cork LSP. • All staff, tutors and volunteers are required to complete the 	Low	CEO & Management Team

		Safeguarding 1 training and Tusla Children First e-learning module.		
Specific Training for Mandated Persons not taking place	Risk of harm to children not being recognised by mandated LSP staff.	<ul style="list-style-type: none"> • The DSLP and deputy DSLP have completed the LCETB/UBU training for mandated persons. • Attend refresher courses where appropriate and relevant. 	Low	PDM/ Sports/ Community Development Officers
Provision of child protection and safeguarding information for programme attendees is not taking place	<p>Indicators of harm /abuse not being recognised by attendees at LSP programmes.</p> <p>Harm / Abuse not being reported properly and promptly by attendees</p>	<ul style="list-style-type: none"> • All CLSP staff, tutors and volunteers are required to complete the relevant Safeguarding training and Tusla Children First e-learning module prior to working on behalf of Cork LSP. • A robust tutor panel spreadsheet is monitored with a record of certification and timelines for recertification. • CLSP staff are supported by HR Locker and prompts are administered when all relevant paperwork needs to be updated. 	Low	CEO & Management Team

<p>Recruitment of CLSP personnel does not follow safe recruitment procedures</p>	<p>Risk of a child being harmed by a member of staff or volunteer of LSP</p>	<ul style="list-style-type: none"> • Ensure all staff, tutors and volunteers have been garda vetted. • Ensure all staff, tutors and volunteers have completed Safeguarding 1 training and Tusla Children First e-learning module. • Ensure all staff have read the Child Safeguarding Statement and agree to abide by its contents. 	<p>Low</p>	<p>CEO & Management Team</p>
<p>Retrospective vetting is not taking place</p>	<p>Risk of a child being harmed by a member of the CLSP community.</p>	<ul style="list-style-type: none"> • No CLSP staff, tutors or volunteers are allowed to commence work with the CLSP without vetting being completed and returned. 	<p>Low</p>	<p>CEO & Management Team</p>
<p>Students (under 18) On Placement</p>	<p>Risk of harm to students under 18 by staff members in the host organisation/ members of the public.</p>	<ul style="list-style-type: none"> • Ensure all staff, tutors and volunteers have been garda vetted. • Ensure all staff, tutors and volunteers have completed Safeguarding 1 training and Tusla Children First e-learning module. • Ensure all staff have read the Child Safeguarding Statement and agree to abide by its contents. • Ensure the correct adult-to-child ratios are adhered to. 	<p>Low</p>	<p>CEO & Management Team</p>

<p>Student Placements where students have access to children E.g. Students on Coop, TY students.</p>	<p>Risk of harm to children by students. Risk of harm to children by members of the public in placement organisations. Risk of harm to children by the host organisation staff. Indicators of harm /abuse not being recognised by students.</p>	<ul style="list-style-type: none"> • Ensure all student placements have been garda vetted. • Ensure all student placements have completed Safeguarding 1 training and Tusla Children First e-learning module. • Ensure all student placements have read the Child Safeguarding Statement and agree to abide by its contents. • Ensure the correct adult-to-child ratios are adhered to. 	<p>Low</p>	<p>CEO & Management Team</p>
<p>Children/Vulnerable Adults attending CLSP programmes via placements/school/club activities.</p>	<p>Risk of a child being harmed</p>	<ul style="list-style-type: none"> • Ensure all staff, tutors and volunteers have been garda vetted. • Ensure all staff, tutors and volunteers have completed Safeguarding 1 training and Tusla Children First e-learning module. • Ensure all staff have read the Child Safeguarding Statement and agree to abide by its contents. • Ensure the correct adult-to-child ratios are adhered to. 	<p>Low</p>	<p>CEO & Management Team</p>

Volunteers involved in CLSP programmes	<p>Risk of child being harmed by a volunteer / parent /guardian/leader while child participating in LSP programmes.</p> <p>Risk of Harm / Abuse not being reported properly and promptly by Volunteers/ Parents.</p>	<ul style="list-style-type: none"> • Ensure all volunteers have been garda vetted. • Ensure all volunteers have completed Safeguarding 1 training and Tusla Children First e-learning module. • Ensure all volunteers have read the Child Safeguarding Statement and agree to abide by its contents. • Ensure the correct adult-to-child ratios are adhered to. 	Low	CEO & Management Team
3. COMMUNICATION				
<p>Images</p> <p>Use of camera / mobile phone/smart phone</p>	<p>Risk of harm/abuse to children through the inappropriate taking of and /or sharing of images.</p>	<ul style="list-style-type: none"> • All CLSP registration forms have a media consent section that must be completed by all registered participants. • Our Communication and Social Media Policy is reviewed by all staff, tutors and volunteers. 	Low	LSP staff / tutors / volunteers
<p>Posting of team photographs/cultural photographs on social media</p>	<p>Risk of harm/abuse to children through the inappropriate taking of and /or sharing of</p>	<ul style="list-style-type: none"> • All CLSP registration forms have a media consent section that must be completed by all registered participants. 	Low	LSP staff / tutors / volunteers

	images.	<ul style="list-style-type: none"> • Our Communication and Social Media Policy is reviewed by all staff, tutors, and volunteers. 		
Use of Information and Communication Technology by CLSP staff and/or volunteers to access child pornography.	Risk of harm/abuse to children through the inappropriate taking of and /or sharing of images.	<ul style="list-style-type: none"> • This is detailed in our staff handbook and Communications and Social Media Policy. • All staff are required to read these documents and agree to abide by their contents. 	Low	LSP staff / tutors / volunteers
4. SPORTING ACTIVITIES				
Use of additional personnel to support sporting events involving children & vulnerable adults.	<p>Risk of a child being harmed by personnel</p> <p>Indicators of harm /abuse not being recognised by additional personnel.</p>	<ul style="list-style-type: none"> • The CLSP has a pool of tutors and volunteers that work regularly on behalf of the CLSP. • No tutors and volunteers can work with the CLSP until they have been fully garda vetted and have completed relevant safeguarding training and Tusla Children First e-learning module. 	Low	CEO & Management Team

5. RECORD KEEPING				
Records kept of all safeguarding training.	That compliance with the legal requirements has not/ is able to be shown.	<ul style="list-style-type: none"> • The CLSP keep a database of all relevant staff, tutors and volunteers regarding their vetting and safeguarding. • An official database is also provided to Sport Ireland. • HR Locker is used to upload certifications to monitor expiry dates. 	Low	CEO & Management Team
Records kept of mandated and non-mandated reports	Failure to record records.	<ul style="list-style-type: none"> • A record of mandated and non-mandated reports is uploaded to our restricted files. Access to this folder is restricted to the CEO. 	Low	CEO
Records kept of claims/child protection related instances and injuries which requires insurance notification.	Failure to record records.	<ul style="list-style-type: none"> • A record of all records is uploaded to our restricted files. Access to this folder is restricted to the CEO 	Low	CEO

Procedures for Managing Risks

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:

- CLSP child safeguarding statement (2025)
- CLSP child safeguarding risk assessment and plan (2025)
- CLSP policies and procedures for the protection and safeguarding of children (2025)
- CLSP Staff Handbook (2024)
- CLSP Communications and Social Media Policy (2024)
- CLSP Complaints Policy (2024)
- CLSP Anti-Racism/Intercultural Code of Practice (2024)
- CLSP Data Protection Policy (2023)
- CLSP Garda Vetting Policy (2024)
- CLSP Safety Statement (2024)
- CLSP Tutor Policy & Handbook (2024)
- CLSP Volunteer Policy & Handbook (2024)
- CLSP Gender & Equality Policy (2024)
- CLSP Vulnerable Adults Policy

All procedures and policies listed above are available on request or are available on our website www.corksports.ie

Implementation

This Child Safeguarding Statement has now been provided to;

- All staff, contractors and agencies linked with CLSP.
- On request it will be provided to a parent/guardian(primary carer) of a child/young person availing of the relevant services or activities.
- Or to TUSLA, child and family agency.

This statement is also available online on the LSP website www.corksports.ie

LSP is committed to the implementation of this child safeguarding statement and to the policies and procedures that will support our intention to keep children and young people (under 18 years) safe from abuse or harm, as far as practicable, while attending our facilities and/or services.

This child safeguarding statement will be reviewed no later than 2 years from the date of issue of this document or as soon as practicable if there has been a material change in any matter to which this statement refers.

Signed: _____
Chairperson

Signed: _____
CEO

Date ____/____/____

Date ____/____/____

Appendix 2

Glossary of Terms

Age of Consent: The age of consent is 17 years. It is a criminal offence to engage or attempt to engage in a sexual act with a child under 17 years of age.

Agency: In the Children First Act, 2015 “agency” means the Child and Family Agency (Tusla)

An Garda Síochana: It is the responsibility of An Garda Síochana to investigate if a crime has been committed with regard to child protection and welfare concerns. They will liaise with the Designated Liaison Person/s in respect of child protection and welfare concerns, as appropriate.

Assault: See physical abuse.

Authorised persons have been appointed within Tusla, under the requirements of the Children First Act 2015. They have a responsibility to receive reports under Section 14 of the Act and to ensure an acknowledgement of receipt is sent to the mandated person or other persons who made the report.

Child: A person who has not attained 18 years of age, excluding a person who is or has been married (Note from 1.1.19, under the Domestic Violence Act 2018, a person under the age of 18 can no longer apply to the Circuit Courts for permission to marry. However a person may get married if permission was granted before 1.1.19 or an application was made before 1.1.19 and permission was granted afterwards).

Child Abuse: Where the words “child abuse” are used in these procedures they should be taken to include all four categories (neglect, emotional abuse, physical abuse and sexual abuse) as outlined in chapter 2 of Children First: National Guidance for the Protection and Welfare of Children 2017

Child Protection: Child protection focuses on **one** aspect of safeguarding, the protection of a child who has suffered from, is suffering from, or has the potential to suffer from harm.

Child protection requires staff to **recognise, respond, report** and **record** such concerns.

Child Safeguarding Statement: A Child Safeguarding Statement is a statement prepared in accordance with section 11 of the Children First Act, 2015

Club Children’s Officers (CCO): Children’s Officers are appointed within sports clubs to act as a resource for children and to represent them at committee level.

Designated and Deputy Designated Liaison Persons: The Designated Safeguarding Liaison Person (DSL) liaises with the relevant statutory agencies responsible for child protection and welfare and is the resource person to staff members who have child protection and welfare concerns. This person has the responsibility to ensure that the reporting procedure within LSP is followed so that suspected cases of child abuse or neglect, where reasonable grounds for concern exist, are referred without undue delay to Tusla or, in an emergency and the unavailability of Tusla, to An Garda Síochana.

In the event that the Designated Safeguarding Liaison Person is unavailable Deputy Designated Liaison Persons with delegated responsibility have been appointed by CLSP.

Digital Age of Consent: the digital age of consent is 16 years.

Emotional abuse: the systematic emotional or psychological ill-treatment of a child as part of the overall relationship between a caregiver and a child.

Employee: a full time, part time or voluntary employee of CLSP

Harm: Harm in relation to a child has the meaning assigned to it under section 2 of the Children First Act, 2015,“

“a) assault, ill-treatment or neglect of the child in a manner that seriously affects or is likely to seriously affect the child’s health, development or welfare, or
(b) sexual abuse of the child whether caused by a single act, omission or circumstance or a series or combination of facts, omissions or circumstances, or otherwise.”

Mandated Persons: A Mandated Person is a person specified in schedule 2 of the Children First Act, 2015. The Act contains a list of classes of mandated persons (**Appendix 11**). Under this Act, mandated persons have a statutory obligation to report concerns which meet or exceed a particular threshold and to cooperate with Tusla in the assessment of such mandated reports, where requested to do so.

Member(s) of LSP: A person who is involved in the operation of CLSP including all staff, contractors, students and voluntary workers.

Named Person/s: In the context of CLSP there is a named person nominated to this role. This person is responsible for implementing and maintaining compliance with Children First both from the perspective of the Children First Act 2015 and Children First: National Guidance for the Protection and Welfare of Children 2017. This person will also take a lead in ensuring the review of the LSP Policy and Procedures for the Protection and Safeguarding of Children occurs within the agreed timeframe.

Neglect: In relation to a child, to deprive the child of adequate food, warmth, clothing, hygiene, supervision, safety or medical care.

Parent: Means a birth parent, a foster parent, a legal guardian appointed under the Guardianship of Children Acts, 1964 to 1997, as amended by the Children and Family Relationships Act 2015 or other person acting in *loco parentis* who has a child in his or her care subject to any statutory power or order of a court and, in the case of a child who has been adopted under the Adoption Acts, 1952 to 1998, or, where the child has been adopted outside the State, means the adopter or adopters or the surviving adopter.

Physical Abuse: Deliberate physical hurt to a child or action/s that puts them at risk of being physically hurt. It may occur as a single incident or as a pattern of incidents. A reasonable concern exists where the child’s health and/or development is, maybe, or has been affected as a result of suspected physical abuse.

Provider: Provider has the meaning assigned to it under section 8 of the Children First Act, 2015.

Reasonable grounds for concern: Reasonable grounds for concern exist when you have a view that a child may have been, is being, or is at risk of being abused or neglected. Such concerns shall be supported by evidence or indicators of abuse.

Relevant Person: Relevant person has the meaning assigned to it under section 8 of the Children First Act, 2015 and is a person who is appointed by a provider of a relevant service to be the first point of contact in respect of the provider's child safeguarding statement.

Relevant Service: Relevant service means any work or activities specified in schedule 1 of the Children First Act, 2015.

Responsible adult: This is a person of or above the age of 18 years who, in relation to a person under the age of 18 years (the child/young person), belongs to one of the following classes of persons:

(a) parent, step-parent or guardian of the child/young person

Or

(b) a person who, for the time being, has parental rights, duties and responsibilities for the child/young person

Risk Assessment: Risk assessment as used in the Children First Act, 2015 means an assessment of any potential for harm to a child while availing of the provider's service

Safeguarding: Safeguarding children involves creating and maintaining safe environments for children by:

- Protecting children/young persons from harm, abuse and neglect.
- Ensuring children have access to the care and support they need.
- Enabling safe and effective care by families and other carers.
- Enabling children to achieve the best outcomes.

An offence as specified in Schedule 1 or Schedule 2 of the Criminal Justice (Withholding of Information on Offences against Children and Vulnerable Persons) Act 2012.

Sexual Abuse: In relation to a child

- a) An offence against the child, specified in Schedule 3 of the Children First Act 2015.
- b) Wilful exposure of the child to pornography, or
- c) Wilful sexual activity in the presence of a child;

Sports Leaders: For the purpose of this policy and procedures all adults involved in children's sport are referred to as Sports Leaders. All have a role to play in ensuring that procedures as described in this policy are put in place, agreed, followed and reviewed on a regular basis.

Tusla: The Child and Family Agency is the dedicated agency responsible for improving wellbeing and outcomes for children.

Volunteer: Any activity that involves spending time, unpaid, doing something that aims to benefit the environment or someone (individuals or groups) other than, or in addition to, close relatives. Central to this definition is the fact that volunteering must be a choice freely made by each individual. This can include formal activity undertaken through public, private and voluntary organisations as well as informal community participation.

Welfare Concern: A child welfare concern experienced directly by a child ,or by the family of a child, that is seen to impact negatively on the child's health ,development and welfare and that warrants assessment and support, but may not require a child protection response.

APPENDIX 3

Relevant Legislation and guidance

Child Care Act 1991

Under this act, Tusla has a statutory responsibility to promote the welfare of children who are not receiving adequate care and protection. If it is found that a child is not receiving adequate care and protection, Tusla has a duty to take appropriate action to promote the welfare of the child. This may include supporting families in need of assistance in providing care and protection to their children. The Child Care act also sets out the statutory framework for receiving children into care, if necessary.

Non-Fatal Offences Against The Person Act 1997

This act codifies the criminal law on offences against a person and includes the offences of assault causing harm, endangerment and abduction. Generally speaking, the act does not limit in terms of age and can apply to offences against a person perpetrated by a child and an offence suffered by a child. The defence of assault was previously defensible by virtue of a common law defence of reasonable chastisement, and this defence was removed in the children first act.

It is worth noting that a number of offences, such as assault causing harm, are scheduled offences under the criminal justice (withholding of information on offences against children and vulnerable persons) act 2012 and accordingly information on such an offence must be notified to An Garda Síochána.

Protections for Persons Reporting Child Abuse Act 1998

This act protects you if you make a report of suspected child abuse to designated officers of Tusla, the Health Service Executive (HSE) or to members of the Gardaí as long as the report is made in good faith and is not malicious. Designated officers also include persons authorised by the chief executive officer of Tusla to receive and acknowledge reports of mandated concerns about a child from mandated persons under the children first act 2015.

This legal protection means that even if a person reports a case of suspected child abuse and it proves unfounded, a plaintiff who took an action would have to prove that you 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.

The act created an offence of false reporting of child abuse where a person makes a report of child abuse to a designated officer of Tusla or of the Health Service Executive (HSE) or to a member of an Garda Síochána "knowing that statement to be

false". This is a criminal offence designed to protect innocent persons from malicious reports.

A full list of persons in Tusla and the HSE, who are designated officers under the 1998 Act, can be found on the website of each agency (www.tusla.ie and www.hse.ie).

Criminal Justice Act 2006

Reckless Endangerment

Section 176 of this act created an offence of reckless endangerment of children. This offence may be committed by a person who has authority or control over a child or abuser who intentionally or recklessly endangers a child by:

1. Causing or permitting the child to be placed or left in a situation that creates a substantial risk to the child of being a victim of serious harm or sexual abuse; or
2. Failing to take reasonable steps to protect a child from such a risk while knowing that the child is in such a situation.

Criminal Justice (Withholding Of Information On Offences Against Children And Vulnerable Persons) Act 2012

Under this act, it is a criminal offence to withhold information about a serious offence, including a sexual offence, against a person under 18 years or a vulnerable person. The offence arises where a person knows or believes that a specified offence has been committed against a child or vulnerable person and he or she has information which would help arrest, prosecute or convict another person for that offence, but fails without reasonable excuse to disclose that information, as soon as it is practicable to do so, to a member of an Garda Síochána.

The provisions of the withholding legislation are in addition to any reporting requirements under the children first act 2015. Accordingly, it is very important to note that -

The fact that a member of CLSP has dealt with a child protection or welfare concern in accordance with these procedures and/or reported it under the children first act, 2015 does not absolve that person of his or her statutory obligation to disclose information to an Garda Síochána under the criminal justice (withholding of information on offences against children and vulnerable persons) act 2012 where that person has information that falls within the scope of that act or

The fact that a member of CLSP has disclosed information to An Garda Síochána does not absolve that person of his or her obligations to report concerns to Tusla in accordance with the requirements of these procedures and/or in accordance with requirements of the children first act, 2015.

National Vetting Bureau (Children and Vulnerable Persons) Acts 2012–2016

Under these acts, it is compulsory for employers to obtain vetting disclosures in relation to anyone who is carrying out relevant work with children or vulnerable adults. The acts create offences and penalties for persons who fail to comply with their provisions. Statutory obligations on employers in relation to Garda vetting requirements for persons working with children and vulnerable adults are set out in the national vetting bureau (children and vulnerable persons) acts 2012–2016.

Children First Act 2015

This act places a number of statutory obligations on specific groups of professionals and on particular organisations providing services to children.

The schedule of relevant services under the children first act 2015 is contained in Appendix 16 of these procedures.

A full schedule of Mandated Persons under the children first act 2015 is contained in Appendix 11 of these procedures.

Through the provisions of the act, it is intended to:

- Raise awareness of child abuse and neglect or harm against a child;
- Provide for mandatory reporting of instances of harm by key professionals;
- Improve child safeguarding arrangements in organisations providing services to children; Provide for cooperation and information-sharing between agencies when Tusla – child and family agency, is undertaking child protection assessments.

The Children First Act 2015 will help to ensure that child protection concerns are brought to the attention of Tusla without delay.

Criminal Law (Sexual Offences) Act 2017

This act addresses the sexual exploitation of children and targets those who engage in this criminal activity. It creates offences relating to the obtaining or providing of children for the purposes of sexual exploitation. It also creates offences of the types of activity which may occur during the early stages of the predatory process prior to the actual exploitation of a child, for example, using modern technology to prey on children and making arrangements to meet with a child where the intention is to sexually exploit the child. The act also recognises the existence of underage, consensual peer relationships where any sexual activity falls within strictly defined age limits and the relationship is not intimidatory or exploitative.

Freedom of Information Acts 1997, 2003 & 2014

Any reports which are made to Tusla may be subject to the provisions of the freedom of information acts, which enable members of the public to obtain access to personal information relating to them which is in the possession of public bodies. However, the freedom of information acts also provide that public bodies may refuse access to information obtained by them in confidence.

The exemptions and exclusions which are relevant to child protection include the following:

- (a) protecting records covered by legal professional privilege;
- (b) protecting records which would facilitate the commission of a crime;
- (c) protecting records which would reveal a confidential source of information.

LSP notes that records forwarded to a public body by all members of LSP and held by that body may be subject to the provisions of the freedom of information acts.

The Data Protection Acts, 1998 and 2003

The data protection acts are designed to protect the rights of individuals with regard to personal data. The law defines personal data as “data relating to a living individual who is or can be identified from the data or from the data in conjunction with other information that is in, or is likely to come into, possession of the data controller”.

The acts give a right to every individual, irrespective of nationality or residence, to establish the existence of personal data, to have access to any such data relating to him or her and to have inaccurate data rectified or erased. It requires data controllers to make sure that the data they keep are collected fairly, are accurate and up-to-date, are kept for lawful purposes, and are not used or disclosed in any manner incompatible with those purposes. It also requires both data controllers and data processors to protect the data they keep, and imposes on them a special duty of care in relation to the individuals about whom they keep such data.

GDPR (General Data Protection Regulation)

Is a regulation in EU law on data protection and privacy for all individuals within the European Union. It also addresses the export of personal data outside the EU. It came into force on May 25th 2018, giving individuals more control over how our data is used, and putting more responsibility on businesses who use it.

Appendix 4

INCIDENT/ACCIDENT REPORT FORM

1. About the Person involved in the incident/accident		2. About you, the person filling in this form	
Full Name:		Full Name:	
Address:		Address:	
Post Code:		Post Code:	
Occupation:		Occupation:	
3. About the incident/accident			
Date:		Time:	
Where did it happen?	<i>(be as precise as you can)</i>		
What happened? <i>(describe the sequence of events, injuries caused and, if you can, give the cause of the incident/accident)</i>			
Was first aid given?		Who by?	
4. Signature			
Injured person or person making this form entry:			
Signed:		Date:	
5. FOR EMPLOYER ONLY – Reporting of Incidents, Injuries and Dangerous Occurrences			
If reportable, when was it reported?		Reported by?	
How was it reported?	Phone	Online	

Appendix 5

Event specific additional guidance

This Appendix relates to specific events where constant supervision and visibility maybe temporarily impaired due to the landscape the activities are taking place in. Examples include orienteering, mountain biking, mass participation events such as the Kids Run for Fun.

For these events, the CLSP will provide additional volunteer supports to maximise visibility and oversight of the event and its participants.

Appendix 6

Recognising child protection and welfare concerns

Categories and indicators of abuse:

Types of child abuse and how they may be recognised

Child abuse can be categorised into four main types: *neglect, emotional abuse, physical abuse and sexual abuse*.

A child may be subjected to one or more forms of abuse at any given time. Abuse and neglect can occur within the family, in the community or in an institution. The abuser may be known to the child or a stranger and can be an adult or another child.

In a situation where abuse is alleged to have been carried out by another child, it should be considered a child protection and welfare issue for both children and child protection procedures should be adhered to for both the possible victim and the alleged abuser.

The important factor in determining whether behaviour constitutes abuse or neglect is the impact of that behaviour on the child rather than the intention of the parent/guardian

The definitions of neglect and abuse presented in this section are not legal definitions. They are intended to describe ways in which a child might experience abuse and how this abuse may be recognised.

Neglect

Ongoing chronic neglect is recognised as being extremely harmful to the development and well-being of the child and may have serious long-term negative consequences.

Neglect occurs when a child does not receive adequate care or supervision to the extent that the child is harmed physically or developmentally. It is generally defined in terms of an omission of care, where a child's health, development or welfare is impaired by being deprived of food, clothing, warmth, hygiene, medical care, intellectual stimulation, supervision and safety. Emotional neglect may also lead to the child having attachment difficulties. These factors include the extent, if any, of positive influence in the child's life, as well as the age of the child and the frequency and consistency of neglect.

Neglect is associated with, but not necessarily caused by, poverty. It is strongly linked with parental substance misuse, domestic violence and parental mental illness and disability.

Neglect, including serious neglect, may be apparent immediately and on the basis of one engagement. An example is a child who is seriously underweight (without a medical condition) and has persistent hair and skin infections from poor hygiene. This condition is not the result of a one-off lapse on the part of a parent.

Other forms of neglect may only emerge over time as a pattern emerges. For example, a child who suffers a series of ongoing minor injuries may not be having his or her needs met

in terms of necessary supervision and safety. A child who consistently misses school may be being deprived of intellectual stimulation or adequate supervision.

A reasonable concern for the child's welfare would exist when neglect becomes typical of the relationship between the child and the parent or carer.

The following are examples of child neglect:

- children being left alone without adequate care and supervision;
- malnourishment, lacking food, unsuitable food or erratic feeding;
- non-organic failure to thrive, such as, child not gaining weight due not only to malnutrition but also to emotional deprivation;
- failure to provide adequate care for the child's medical and developmental needs, including intellectual stimulation;
- inadequate living conditions – unhygienic conditions, environmental issues, including lack of appropriate heating and furniture;
- lack of adequate clothing;
- inattention to basic hygiene;
- lack of protection and exposure to danger, including moral danger, or lack of supervision appropriate to the child's age;
- persistent failure to attend school;
- abandonment or desertion.

Emotional abuse/ill treatment

Emotional abuse/ill treatment is the systematic emotional or psychological ill-treatment of a child as part of the overall relationship between a caregiver and a child.

Once-off and occasional difficulties between a parent/guardian and child are not considered emotional abuse. Abuse occurs when a child's basic need for attention, affection, approval, consistency and security are not met, due to incapacity or indifference from their parent or caregiver. Emotional abuse can also occur when adults responsible for taking care of children are unaware of and unable (for a range of reasons) to meet their children's emotional and developmental needs. Emotional abuse is not easy to recognise because the effects are not easily seen.

A reasonable concern for the child's welfare would exist when the behaviour becomes typical of the relationship between the child and the parent or carer.

Emotional abuse may be seen in some of the following ways:

- rejection;
- lack of comfort and love;
- lack of attachment;
- lack of proper stimulation (for example, fun and play);
- lack of continuity of care (for example, frequent moves, particularly unplanned);
- continuous lack of praise and encouragement;
- persistent criticism, sarcasm, hostility or blaming of the child;
- bullying;

- conditional parenting in which care or affection of a child is made contingent on his or her behaviours or actions;
- extreme over-protectiveness;
- inappropriate non-physical punishment (for example locking a child in a room)
- ongoing family conflicts and family violence;
- seriously inappropriate expectations of a child relative to his/her age and stage of development.

There may be no physical signs of emotional abuse unless it occurs with another type of abuse. A child may show signs of emotional abuse through their actions or emotions in several ways. These include insecure attachment, unhappiness, low self-esteem, educational and developmental underachievement, risk taking and aggressive behaviour.

It should be noted that no one indicator is conclusive evidence of emotional abuse. Emotional abuse is more likely to impact negatively on a child where it is persistent over time and where there is a lack of other protective factors.

Physical abuse

Physical abuse is when someone deliberately hurts a child physically or puts them at risk of being physically hurt. It may occur as a single incident or as a pattern of incidents.

A reasonable concern exists where the child's health and/or development is, may be or has been damaged as a result of suspected physical abuse.

Physical abuse can include the following:

- physical punishment;
- beating, slapping, hitting or kicking;
- pushing, shaking or throwing;
- pinching, biting, choking or hair-pulling;
- use of excessive force in handling;
- deliberate poisoning;
- suffocation;
- fabricated/induced illness;

The Children First Act 2015 includes a provision that abolishes the common law defence of reasonable chastisement in court proceedings. This defence could previously be invoked by a parent or other person in authority who physically disciplined a child. The change in legislation now means that in prosecutions relating to assault or physical cruelty, a person who administers such punishment to a child **cannot** rely on the defence of reasonable chastisement in the legal proceedings.

The result of this is that the protections in law relating to assault now apply to a child in the same way as they do to an adult. There has been no change to the reporting requirements in relation to corporal punishment.

Sexual abuse

Sexual abuse occurs when a child is used by another person for his or her gratification or arousal, or for that of others. It includes the child being involved in sexual acts (masturbation, fondling, oral or penetrative sex) or exposing the child to sexual activity directly or through pornography.

Child sexual abuse may cover a wide spectrum of abusive activities. It rarely involves just a single incident and, in some instances, occurs over a number of years. Child sexual abuse most commonly happens within the family, including older siblings and extended family members.

Cases of sexual abuse principally come to light through disclosure by the child or his or her siblings/friends; from the suspicions of an adult and/or by physical symptoms.

NOTE. It should be remembered that sexual activity involving a child or young person may be sexual abuse even if the child or young person concerned does not themselves recognise it as abuse.

Examples of child sexual abuse include the following:

- Any sexual act intentionally performed in the presence of a child.
- An invitation to sexual touching or intentional touching or molesting of a child's body by a person or object for the purpose of sexual arousal or gratification.
- Masturbation in the presence of a child or the involvement of a child in the act of masturbation.
- Sexual intercourse with a child, whether oral, vaginal or anal.
- Exposing a child to inappropriate or abusive material through information and communication technology.
- Consensual sexual activity involving an adult and underage person
- Sexual exploitation of a child, which includes:
 - Inviting, inducing or coercing a child to engage in prostitution or the production of child pornography.
 - Inviting or coercing or inducing a child to participate in, or to observe, any sexual, indecent or obscene act.
 - Showing sexually explicit material to children, which is often a feature of the 'grooming' process by perpetrators of abuse.

An Garda Síochána have the responsibility to investigate any criminal aspects of a sexual abuse case under the relevant criminal justice legislation and the prosecution of a sexual offence against a child will be considered within the wider objective of child welfare and protection. The safety of the child is paramount and at no stage should a child's safety be compromised because of concern for the integrity of a criminal investigation.

In relation to child sexual abuse, it should be noted that, for the purposes of criminal law, the age of consent to sexual intercourse is 17 years for both boys and girls. Any sexual relationship where one or both parties are under the age of 17 is illegal; however, it may not necessarily be regarded as child sexual abuse.

Bullying

It is recognised that bullying affects the lives of an increasing number of children and can be the cause of genuine concerns about a child's welfare.

Bullying can be defined as repeated aggression – whether it be verbal, psychological or physical – that is conducted by an individual or group against others. It is behaviour that is intentionally aggravating and intimidating and occurs mainly among children in social environments such as schools. It includes behaviours such as physical aggression, cyber bullying, and damage to property, intimidation, isolation/exclusion, name calling, malicious gossip and extortion. Bullying can also take the form of abuse based on gender identity, sexual preference, race, ethnicity and religious factors. With developments in modern technology, children can also be the victims of non-contact bullying, through mobile phones, the Internet and other personal devices.

While bullying can happen to any child, some may be more vulnerable such as disabled children or children who have special educational needs, those from ethnic minority and migrant groups, from the Traveller community, lesbian, gay, bisexual or transgender (LGBT) children and those perceived to be LGBT and children of minority religious faiths.

There can be an increased vulnerability to bullying amongst children with special educational needs and particularly those who do not understand social cues and /or have difficulty communicating. Some children with complex needs may lack understanding of social situations and therefore trust everyone implicitly. Such children may be more vulnerable because they do not have the same social skills or capacity as others to recognise and defend themselves against bullying behaviour.

Bullying in schools is a particular problem due to the fact that children spend a significant portion of their time there and are in large social groups. In the first instance, the school authorities are responsible for dealing with such bullying. School management boards are required to have a code of conduct and an anti-bullying policy in place. School personnel should be aware of their school's anti-bullying policy and of the relevant procedural guidelines.

NOTE In cases of serious instances of bullying where the behaviour is regarded as possibly abusive, or poses a serious risk to the health, development or welfare of a child, a report may need to be made to Tusla and/or An Garda Síochána.

Complicating factors in child welfare and protection

The following are some of the complicating factors and circumstances that may make children more vulnerable to child protection and welfare concerns:

- Age of child.
- Gender.
- Sexuality.
- Trafficked and/or exploited children.
- Children with communication difficulties.
- Children with mental health issues.
- Children with disabilities.
- Domestic violence.
- Sexual violence.
- Adolescent parents.
- Parental mental health issues.
- Parental substance misuse.
- Parental intellectual disability.
- Unknown male partners and their history/association with the child's family.
- Families who are uncooperative or hard to engage.
- Poverty and social exclusion.

Outside of the above child and parental factors there may also be relevant community, environmental and motivational engagement factors with and for parents/guardians

Examples of these may include:

- Housing issues.
- Children who are out of home and not living with their parents.
- Bullying.
- Internet and social media concerns.
- Non- attendance of children at appointments.
- Parents/guardians avoiding contact with services and displaying a reluctance to work with services.

NOTE:

It is important to remember that the identification of additional vulnerability to risk of abuse does not mean that a child in those circumstances or environment is being abused.

Appendix 7

Event Booking Form

For completion by CLSP

Initiative Name:	Start Date:
Initiative Location:	Programme Duration:

Participant Information

Child's Name:
Name of Parent/Guardian:
Mobile No: Email Address:
Emergency Contact Name & No:
Your Local Townland/Community: <i>(e.g. Bruff/ Mungret/ Rhebogue etc.)</i>
Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Other <input type="checkbox"/> Prefer not to say
Child's Date of Birth:
How did you hear about this initiative? <input type="checkbox"/> Email <input type="checkbox"/> Facebook <input type="checkbox"/> Instagram <input type="checkbox"/> Twitter <input type="checkbox"/> LSP Booklet <input type="checkbox"/> Word of Mouth <input type="checkbox"/> Other: _____

Single Item Measure Evaluation

The purpose of collecting this information is to evaluate the impact of Sport Ireland funding. This, in turn, will inform future decisions on National design and delivery of initiatives. The information we collect from you will aid Sport Ireland in assessing the impact of their investments by understanding what works for communities as well as highlight areas for learning.

In the past week, on how many days have you done a total of 60 minutes or more of physical activity, which was enough to raise your breathing rate? This may include sport, exercise, and brisk walking or cycling for recreation or to get to and from places. (Please circle)

Choices: 0 days 1 day 2 days 3 days 4 days 5days 6days 7days

Declaration and Release

Can the CLSP follow up with you after 3 months to ask you the above question again?

By email: Yes No

By phone or text: Yes No

As the parent/guardian, I agree that the information provided above be **anonymised (meaning that all identifiable information about you will be removed)** and used to evaluate LSP and Sport Ireland initiatives. To this end, I understand that the information I provide above will be shared with Sport Ireland and other stakeholders. I understand that my child's name and contact details will remain with the CLSP and will not be shared as part of this process.

Yes No

Physical Activity Readiness Questionnaire (PAR-Q)

The **PAR-Q** is designed to identify the small number of people for whom it would be wise to have medical advice before starting a physical activity programme.

Please read the following questions carefully and tick the YES or NO option.

1. Is your child currently taking any form of medication (e.g. tablets, inhaler)? Yes No
2. Is your child prone to headaches, fainting or dizziness? Yes No
3. Does your child experience any chest pains, wheeziness or sickness during or after physical activity? Yes No
4. Does your child have any bone or joint problem that could be aggravated by physical activity?
 Yes No
5. Are you aware, through your own experience or a doctor's advice, of any other reason why your child should not take part in physical activity or sport without medical approval? Yes No

If you answered yes to one or more of the above questions, a note of approval from your child's doctor will be required.

If there is any other condition which may affect your child's participation and which the leader should be made aware of, please give details: _____

Media/Photo/Video Use

I consent to the use of photographs or video footage on Cork Sports Partnership's website, newsletter, social media and in publications as well as newspapers and (in some cases) distribution to organisations such as Sport Ireland and NGBs of sport

Yes No

LSP Contact List

Do you give your consent for Cork Sports Partnership to retain your details in line with GDPR, to keep you informed about this programme, other news/activities related to sports and physical activity opportunities in Cork only?***(We will only email you with information on future programmes/events/activities)***

Yes No

In the interests of health and safety I understand and agree that this form will be reviewed by the programme/event facilitator. Please note that your child's information will be respected and managed securely/confidentially at all times. I have read and completed this form.

All programmes and events are delivered under strict adherence to our Child Safeguarding policies and procedures. For further information please visit www.corksports.ie

Signed: _____

Date: _____

Appendix 8

Complaints Policy

Cork Sports Partnership (CLSP) is committed to ensuring that all our communications and dealings with the general public and all who engage with us are of the highest possible standard. We listen and respond to the views so that we can continue to improve. CLSP welcomes both positive and negative feedback. Therefore we aim to ensure that:

- It is as easy as possible to make a complaint, where the need arises;
- we treat as a complaint any clear expression of dissatisfaction with our operations which calls for a response;
- we treat every complaint seriously, whether made by telephone, letter, email or in person;
- we deal with any complaint quickly and politely;
- we respond accordingly – for example, with an explanation or apology where we have got things wrong, and with information on any action taken, etc;
- we learn from complaints, use them to improve, and monitor them at Board level.

What to do if you have a Complaint?

If you do have a complaint about any aspect of our work, you can contact CLSP, by writing by email or by telephone and we will forward you a complaints form to be completed. Alternatively, you can download the form on our website, www.corksports.ie/contact/. In the first instance, your complaint will be dealt with by the CEO, Kristine Meenaghan. Please let us know how you would like us to respond, with relevant contact details.

Contact details are:

Letter - addressed to Kristine Meenaghan, Cork Sports Partnership, Cork ETB Training Centre, Bishopstown, Cork. (marked Private & Confidential)

Website: www.corksports.ie/contact/

Email kmeenaghan@corksports.ie

Telephone - 086 1409224

We are open from 9.00am to 5.00pm Monday to Friday.

In cases where the complaint concerns the CEO it is requested that the complaint be made to the Chairperson of the Board of Director of LSP. This can be done in writing addressed to The Chairperson, Cork Sports Partnership, Cork ETB Training Centre, Bishopstown, Cork.

What Happens Next?

If you complain in person or over the phone, we will try to resolve the issue there and then. Similarly, if your complaint is by email or in writing we will always acknowledge your complaint within 7 days, and do everything we can to resolve it with 21 days. If this is not possible, we will explain why and give a new deadline.

All complaints will be logged in our 'complaints register' and tracked until they are resolved. The complaints register is reviewed by the Board of Directors annually.

What happens if the complaint is not resolved?

If you are not happy with our response, you may get in touch again by writing to the Chairperson of LSP who will ensure that your appeal is considered at Board level. S/he will respond within two weeks of this consideration by Board members.

Acting on Results

We will do everything we can to put things right and will review our procedures where necessary to stop problems happening again.

Your Voice

We hope you agree that most of the time we do provide a good quality service. We value all feedback from those who engage with us and would like to hear from you about what you think we do well.

This process for lodging complaints does not apply to the CLSP Staff or volunteers, who have a separate policy for lodging any complaints.

Complaint Form

How to make a Complaint

You may refer your complaint to a member of staff who will be happy to assist you. Alternatively, you can use the form below to describe the nature of your complaint and email the completed form to kmeenaghan@corksports.ie

You may also post your completed complaint form to:

Kristine Meenaghan, Cork Sports Partnership, Cork ETB Training Centre, Bishopstown, Cork.

Details of Complaint	
Name of Complainant: _____	Date of Complaint: _____
Address: _____ _____	
Telephone Number: _____	Email: _____

Please describe in detail the nature of your complaint:

Please describe what actions can be taken to effectively deal with this complaint:

FOR OFFICE USE ONLY

Complaint Tracker Reference Code:

Name of staff member taking complaint:

Name of Person investigating complaint:

Results of investigation:

Action(s) taken:

Date complainant contacted with results of the investigation and action(s) taken:

Appendix 9

Child Protection and Welfare Report Form
MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)

Use block letters when filling out this form.

Fields marked with an * are mandatory.

1. Tusla Area (this is where the child resides)*	
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2. Date of Report*	
---------------------------	--

3. Details of Child

First Name*		Surname*	
Male*	<input type="checkbox"/>	Female*	<input type="checkbox"/>
Address*		Date of Birth*	
		Estimated Age*	
		School Name	
		School Address	
Eircode			

4. Details of Concerns*

Please complete the following section with as much detail about the specific child protection or welfare concern or allegation as possible. Include dates, times, incident details and names of anyone who observed any incident. Please include the parents and child's view, if known. Please attach additional sheets, if necessary

Please see *'Tusla Children First – A Guide for the Reporting of Child Protection and Welfare Concerns'* for additional assistance on the steps to consider in making a report to Tusla

5. Type of Concern

Child Welfare Concern	<input type="checkbox"/>		
Emotional Abuse	<input type="checkbox"/>	Physical Abuse	<input type="checkbox"/>
Neglect	<input type="checkbox"/>	Sexual Abuse	<input type="checkbox"/>

6. Details of Reporter

First Name		Surname	
-------------------	--	----------------	--

Address If reporting in a professional capacity, please use your professional address		Organisation	
		Position Held	
		Mobile No.	
		Telephone No.	
Eircode		Email Address	
Is this a Mandated Report made under Sec 14, Children First Act 2015?*			Yes <input type="checkbox"/> No <input type="checkbox"/>
Mandated Person's Type			

7. Details of Other Persons Where a Joint Report is Being Made

First Name		Surname	
Address If reporting in a professional capacity, please use your professional address		Organisation	
		Position Held	
		Mobile No.	
		Telephone No.	
Eircode		Email Address	

First Name		Surname	
Address If		Organisation	

reporting in a professional capacity, please use your professional address		Position Held	
		Mobile No.	
		Telephone No.	
Eircode		Email Address	

8. Parents Aware of Report

Are the child's parents/carers aware that this concern is being reported to Tusla?*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If the parent/carer does not know, please indicate reasons:				

9. Relationships

Details of Mother			
First Name		Surname	
Address		Mobile No.	
		Telephone No.	
		Email Address	
Eircode			

Is the Mother a Legal Guardian?*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
---	-----	--------------------------	----	--------------------------

Details of Father			
First Name		Surname	
Address		Mobile No.	
		Telephone No.	
		Email Address	

Eircode					
Is the Father a Legal Guardian?*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	

10. Household Composition

First Name	Surname	Relationship	Date of Birth	Estimated Age	Additional Information e.g. school, occupation, other

11. Details of Person(s) Allegedly Causing Harm

First Name*		Surname*	
Male*	<input type="checkbox"/>	Female*	<input type="checkbox"/>
Address	Date of Birth		
	Estimated Age		
	Mobile No.		

Telephone No.			
Eircode		Email Address	
Occupation		Organisation	
Position Held			

Relationship to Child	
Address at time of alleged incident	
If name unknown please indicate reason	

First Name*		Surname*	
Male*	<input type="checkbox"/>	Female*	<input type="checkbox"/>
Address		Date of Birth	
		Estimated Age	
		Mobile No.	
		Telephone No.	
Eircode		Email Address	
Occupation		Organisation	
Position Held			
Relationship to Child			
Address at time of alleged incident			
If name unknown please indicate reason			

12. Name and Address of Other Organisations, Personnel or Agencies Known to be Involved Currently or Previously with the Family

Profession	First Name	Surname	Address	Contact Number	Recent Contact e.g. 3/6/9 months ago
Social Worker					
Public Health Nurse					
GP					
Hospital					
School					
Gardaí					
Pre-school/ crèche					
Other					

13. Any Other Relevant Information, Including any Previous Contact with the Child or Family

--

Please ensure you have indicated if this is a mandated report in section 6. Thank you for completing the report form.

In completing this report form you are providing details on yourself and on others. Details such as name, address and date of birth fall under the definition of 'Personal Data' in the Data Protection Acts, 1988 & 2003. Tusla has a responsibility under these Acts in its capacity as a Data Controller to, amongst other things, obtain and process this data fairly; keep it safe and secure; and to keep it for a specified lawful purpose.

That purpose is to fulfil our statutory responsibility under the Child Care Act 1991 to promote the protection and welfare of children.

Tusla may, during the course of the assessment of this report disclose such Personal Data to other agencies including An Garda Síochána.

Further details about Tusla's responsibilities as a Data Controller and your rights as a Data Subject can be found on our website, www.tusla.ie.

As you are providing Personal Data on others, you are a Data Processor. We ask that you only provide those details that are necessary for the report and that you keep this report and the Personal Data contained in it secure from unauthorised access, disclosure, destruction or accidental loss.

14. For Completion by Tusla Authorised Person on Receipt of Report

Report Received by					
First Name		Surname		Date	

Mandated Report Acknowledgement by					
First Name		Surname		Date Sent	

Authorised Person Signature*	
Date*	

Child Previously Known	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Allocated Case No				

Appendix 10

Retrospective Abuse Report Form

MANDATED PERSONS AND NON MANDATED PERSONS

(Children First Act 2015 & Children First National Guidance)

Use block letters when filling out this form.

Fields marked with an * are mandatory.

1. Tusla Area (this is where the person subject to allegations of abuse resides (PSAA))*	
---	--

2. Date of report*	
---------------------------	--

3. Date information was received by reporter*	
--	--

4. Reporter details if third party*

First name		Surname	
Address If reporting in a professional capacity, please use your professional address		Organisation	
		Position held	
		Mobile no.	
		Telephone no.	
Eircode		Email address	

Reporter's relationship to adult	
---	--

complainant	
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Is this a mandated report made under Sec 14, en First Act 2015?*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Mandated person's type				

5. Details of other persons where a joint report is being made

First Name		Surname	
Address If reporting in a professional capacity, please use your professional address		Organisation	
		Position Held	
		Mobile No.	
		Telephone No.	
Eircode		Email Address	

First Name		Surname	
Address If reporting in a professional capacity, please use your professional address		Organisation	
		Position Held	
		Mobile No.	
		Telephone No.	
Eircode		Email Address	

6. Details of person disclosing abuse (adult complainant)*

First name		Surname			
Address		Female	<input type="checkbox"/>	Male	<input type="checkbox"/>
		Date of birth			
		Estimated age			

		Previous address, if known	
Telephone No.			
Eircode			

7. Type of abuse being reported*

Emotional abuse	<input type="checkbox"/>	Physical abuse	<input type="checkbox"/>
Neglect	<input type="checkbox"/>	Sexual abuse	<input type="checkbox"/>

8. Details and description of alleged abuse*

Date of alleged abuse		Period of alleged abuse	
Location of alleged abuse		Reason for report at this time	

Further detail (include, if known, age of adult complainant at time of abuse, age of PSAA at time of abuse). Please attach additional sheets if necessary.

9. Details of person subject to allegations of abuse (PSAA)

First name*		Surname*	
Male*	<input type="checkbox"/>	Female*	<input type="checkbox"/>
Address		Date of birth	
		Estimated age	
		Mobile no.	
		Telephone no.	
Eircode		Email address	
Occupation			

10. Details of PSAA's social and employment status

--

11. PSAA household composition

First name	Surname	Relationship	Date of birth	Estimated age	Additional information, e.g. school, occupation, etc.

12. Does the PSAA have contact with children?*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
---	-----	--------------------------	----	--------------------------

If Yes, please complete information below. If No, proceed to 11.

Details of child					
First name			Surname		
Address			Mobile no.		
			Telephone no.		
			Email address		
			Date of birth		
Eircode			Age		
Parent/carers' names			Parent/carers' names		
Relationship to adult complainant			Relationship to PSAA		
Frequency of contact, if known					
Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Unknown	<input type="checkbox"/>

Please attach additional sheets for additional children, if necessary.

13. Based on information known at this time, is the PSAA known to the Tusla Social Work Department?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please provide detail:				

14. Based on information known at this time, is the adult complainant known to the Tusla Social Work Department?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please provide detail:				

15. Based on information known at this time, has a report been made to An Garda Síochána?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Garda name:		Telephone no.			
Garda district:		Email:			
Address:		PULSE ID number:			
		Date notification made:			
Eircode		Date report made			

16. Is the PSAA aware of this report?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please provide further details:				

17. Any additional information	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Please provide any further information that will assist Tusla in assessing and prioritising this report:				

--

In completing this report form you are providing details on yourself and on others. Details such as name, address and date of birth fall under the definition of 'Personal Data' in the Data

Protection Acts, 1988 & 2003. Tusla has a responsibility under these Acts in its capacity as a Data Controller to, amongst other things, obtain and process this data fairly; keep it safe and secure; and to keep it for a specified lawful purpose. That purpose is to fulfil our statutory responsibility under the Child Care Act 1991 to promote the protection and welfare of children.

Tusla may, during the course of the assessment of this report disclose such Personal Data to other agencies including An Garda Síochána.

Further details about Tusla's responsibilities as a Data Controller and your rights as a Data Subject can be found on our website, www.tusla.ie.

As you are providing Personal Data on others, you are a Data Processor. We ask that you only provide those details that are necessary for the report and that you keep this report and the Personal Data contained in it secure from unauthorised access, disclosure, destruction or accidental loss.

Please ensure you have indicated if this is a mandated report in section 2.
Thank you for completing the report form.

18. For completion by Tusla authorised person on receipt of report

Report received by					
First name		Surname		Date	

Mandated report acknowledgement by					
First name		Surname		Date sent	

Authorised person signature*	
Date*	

Child previously known	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Allocated case no				

Appendix 11

MANDATED PERSONS

1. The following classes of persons are specified as mandated persons for the purposes of this Act:
2. Registered medical practitioner within the meaning of section 2 of the Medical Practitioners Act 2007.
3. Registered nurse or registered midwife within the meaning of section 2(1) of the Nurses and Midwives Act 2011.
4. Physiotherapist registered in the register of members of that profession.
5. Speech and language therapist registered in the register of members of that profession.
6. Occupational therapist registered in the register of members of that profession.
7. Registered dentist within the meaning of section 2 of the Dentists Act 1985.
8. Psychologist who practises as such and who is eligible for registration in the register (if any) of members of that profession.
9. Social care worker who practises as such and who is eligible for registration in accordance with Part 4 of the Health and Social Care Professionals Act 2005 in the register of that profession.
10. Social worker who practises as such and who is eligible for registration in accordance with Part 4 of the Health and Social Care Professionals Act 2005 in the register (if any) of that profession.
11. Emergency medical technician, paramedic and advanced paramedic registered with the Pre-Hospital Emergency Care Council under the Pre-Hospital Emergency Care Council (Establishment) Order 2000 (S.I. No. 109 of 2000).
12. Probation officer within the meaning of section 1 of the Criminal Justice (Community Service) Act 1983.
13. Teacher registered with the Teaching Council.
14. Member of An Garda Síochána.
15. Guardian *ad litem* appointed in accordance with section 26 of the Child Care Act 1991.
16. Person employed in any of the following capacities:
 - (a) manager of domestic violence shelter;
 - (b) manager of homeless provision or emergency accommodation facility;
 - (c) manager of asylum seeker accommodation (direct provision) centre;
 - (d) addiction counsellor employed by a body funded, wholly or partly, out of moneys provided by the Oireachtas;
 - (e) psychotherapist or a person providing counselling who is registered with one of the voluntary professional bodies;

- (f) manager of a language school or other recreational school where children reside away from home;
- (g) member of the clergy (howsoever described) or pastoral care worker (howsoever described) of a church or other religious community;
- (h) director of any institution where a child is detained by an order of a court;
- (i) safeguarding officer, child protection officer or other person (howsoever described) who is employed for the purpose of performing the child protection and welfare function of religious, sporting, recreational, cultural, educational and other bodies and organisations offering services to children;
- (j) child care staff member employed in a pre-school service within the meaning of Part VIIA of the Child Care Act 1991;
- (k) person responsible for the care or management of a youth work service within the meaning of section 2 of the Youth Work Act 2001.

17. Youth worker who—

- (a) holds a professional qualification that is recognised by the National Qualifications Authority in youth work within the meaning of section 3 of the Youth Work Act 2001 or a related discipline, and
- (b) is employed in a youth work service within the meaning of section 2 of the Youth Work Act 2001.

18. Foster carer registered with the Agency.

A person carrying on a pre-school service within the meaning of Part VIIA of the Child Care Act 1991.

Appendix 12

Parent/Guardian Release Form for Media Recording

I, the undersigned, do hereby grant or deny permission to Cork Sports Partnership (CLSP) to use the image of my child (aged under 18 years), _____, as marked by my selection(s) below. Such use includes the display, distribution, publication, transmission, or otherwise use of photographs, images, and/or video taken of my child for use in materials that include, but may not be limited to, printed materials such as brochures and newsletters, videos, and digital images such as those on the LSP web- site.

Deny permission to use my child's image at all.

Grant permission to use my child's image in the following ways (mark all that apply):

- I. Limited usage: I consent to my child's image being used within the CLSP setting only (not in the larger community).
- II. Limited usage: I consent to my child's image being used for educational materials only (not marketing). This could be either within CLSP or in the larger community.
- III. Unrestricted usage: I give unrestricted permission for my child's image to be used in print, video, and digital media. I agree that these images may be used by LSP for a variety of purposes and that these images may be used without further notifying me. I do understand that the child's last name will not be used in conjunction with any video or digital images.

Parent/guardian/other signature _____ Date _____

Child's consent (if of secondary level age)

I consent to photographing or recording of my involvement in activities run by LSP for use on the LSP website, publications, media releases and associated social media channels. I understand that my consent may be withdrawn at any time.

Signed: _____ Date: _____

For completion by CLSP:

Recording Name/Subject: _____

Recording Type (e.g. Audio/Video): _____

Recording requested by: _____

Date: _____

WITHDRAWAL OF CONSENT

I can withdraw consent regarding the above use of my personal data at any time by emailing LSP. I acknowledge and understand that this will not apply to material already published as LSP cannot control such material.

In line with Data Protection regulations, CLSP is committed to protecting the personal information given on this form. By providing the information requested, you are giving CLSP permission (consent) to use this information for safeguarding, legal or regulatory purposes and we will use it for no other purpose without further consent unless mandated or required to do so under the Data Protection Act 2018 or equivalent legislation. If you have any questions about how we process your personal data, please contact the LSP Data Controller, Kristine Meenaghan, kmeenaghan@corksports.ie

Appendix 13 Acceptance of Child Safeguarding statement

Acceptance of CLSP Child Safeguarding Statement

I have read Cork Sports Partnership Child Safeguarding Statement and agree to abide by its contents. There is no reason why I would be considered unsuitable to work with children , young people or vulnerable persons .

Signature: _____

Date: _____

Print Name: _____

Service Area: _____

Employee number

This form must be retained by CLSP

Child Safeguarding Statement

The child safeguarding statement of Cork Sports Partnership (CLSP) is in compliance with the requirements of the Children First Act 2015 and of the Children First National Guidelines for the Protection and Welfare of Children 2017.

The services being provided by CLSP, as a relevant service, are set out. The principles and procedures that are in place to ensure, as far as practicable, that a child/young person attending or in contact with LSP services is safe from abuse or harm are also stated.

An assessment of risk of harm to a child/young person while attending or in contact with LSP services has also been completed. Procedures to manage and mitigate such identified risks have also been specified.

A full version of the statement and the risk assessment is available on the Cork Sports Partnership website www.corksports.ie

The relevant person for any enquiries in respect of the child safeguarding statement is Kristine Meenaghan.

If you have a protection or welfare concern in respect of a child/young person please contact:

Kristine Meenaghan Designated Safeguarding Liaison Person

Telephone: 086 140 9224

email: kmeenaghan@corksports.ie

Signed _____

CEO

Cork Sports Partnership

Appendix 15

Taking children away overnight e.g. annual Transition Year group trip

Preparing parents, carers and children

With regard to the annual trip linked with the Transition Year programme the relevant leaders meet with parents or carers in advance to explain the arrangements and purpose of the trip and answer any questions they may have. At this meeting the families also get to meet the staff member who will be their point of contact for the duration of the trip.

At this meeting staff also ensure that parents or carers know the address of where the young people will be staying and have an emergency telephone number they can call if they need to.

Staff also talk to the young people about keeping themselves safe and well while they are away. The young people are provided with the address of their accommodation and an emergency contact number, and staff make sure they know what to do if they get lost.

In advance of the trip staff will ensure relevant consent forms are signed by parents/carers and the young people themselves.

Staff will ensure that young people know who to talk to if they are unhappy or worried about anything – for example if they are being bullied, feel frightened or are or homesick. LSP will ensure that all staff and volunteers are prepared to assist and know how to respond to child protection concerns.

Overnight accommodation

LSP will ensure there are separate sleeping, washing and toilet areas for:

- adults and children
- older and younger children
- boys and girls.

All overnight trips for mixed groups will include at least one female and one male supervising adult. Although accommodation for adults should be separate from children, it should be nearby.

If possible, arrangements will be made to have exclusive use of the accommodation. If this is not possible, LSP will try to negotiate the use of a whole floor and keep all the children's rooms close together.

If children's rooms are on different floors, responsible adults will be available on each floor.

Staff will ensure that children know what to do if they need help in the night and if there is an emergency, for example a fire alarm.

What helps children and young people feel safe and secure on overnight trips?

Things that children and young people find helpful when they are away from home include:

- having help finding their way around a new place – for example being shown where the toilets, eating area, recreational and meeting places and bedrooms are
- leaders selecting who is sharing rooms fairly and making sure nobody is left out
- having communal areas for activities or meeting people
- being allowed to phone home
- having an identified leader to talk to about anything
- feeling like part of a team – leaders making sure nobody is left out and arranging activities that involve teamwork

Appendix 16

Schedule 1 of Children First Act 2015

RELEVANT SERVICES

1. Any work or activity which is carried out by a person, a necessary and regular part of which consists mainly of the person having access to, or contact with, children in—
 - (a) an establishment which provides early years services within the meaning of Part VIIA of the Child Care Act 1991,
 - (b) a school or centre of education, both within the meaning of the Education Act 1998,
 - (c) any hospital, hospice, health care centre or other centre which receives, treats or otherwise provides physical or mental health services to children,
 - (d) a designated centre within the meaning of section 2 of the Health Act 2007, in so far as it relates to an institution at which residential services are provided in accordance with the Child Care Act 1991 or to children with disabilities in relation to their disabilities,
 - (e) a special care unit provided and maintained in accordance with section 23K of the Child Care Act 1991,
 - (f) a children detention school within the meaning of section 3 of the Children Act 2001,
 - (g) a reception or accommodation centre which provides residential accommodation services to applicants for asylum under contract to the Department of Justice and Equality where children may be accommodated, or
 - (h) a centre which provides residential accommodation services to victims of domestic violence where children may be accommodated.
2. Any work or activity which consists of the inspection of a service provided to a child under the Child Care Act 1991, the Education Act 1998, the Children Act 2001 or the Health Act 2007.
3. Any work or activity which consists of the inspection, examination or investigation by the Office of the Ombudsman for Children under the Ombudsman for Children Act 2002.
4. Any work or activity which consists of treatment (including assessment which may lead to treatment), therapy or counselling provided to a child.
5. Any work or activity which consists of the provision of—
 - (a) educational, research, training, cultural, recreational, leisure, social or physical activities to children,

- (b) care or supervision of children, or
- (c) formal consultation with, or formal participation by, a child in respect of matters that affect his or her life,

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whether or not for commercial or any other consideration.

6. Any work or activity which consists of the provision of advice or guidance services (including by means of electronic interactive communications), a necessary and regular part of which consists, mainly, of the person having access to, or contact with, children.
7. Any work or activity as a minister or priest or any other person engaged in the advancement of any religious beliefs which would or could bring that minister, priest or other person, as the case may be, into contact with a child.
8. Any work or activity as a driver of, or as an assistant to the driver, or as a conductor, or as a supervisor of children using a vehicle which is being hired or used only for the purpose of conveying children who are unaccompanied by a parent or guardian.
9. Any work or activity which is carried out by a member of An Garda Síochána, a necessary and regular part of which consists mainly of the person having access to, or contact with, children.