

IRISH DRAGON BOAT ASSOCIATION LIMITED

Child Protection Policy

Revision: A – January 2016

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Policy Statement

It is the policy of the Irish Dragon Boat Association Limited (IDBA) to safeguard the welfare of children by protecting them from all forms of abuse. The IDBA is committed to safeguarding young people and to provide a safe space for children and young people to be involved in our sport.

Context of the Policy

UN Convention on the Rights of the Child

The UN Convention on the Rights of the Child was adopted by the UN in 1989 and ratified by Ireland in 1992. The National Children's Strategy is based on the UN Convention on the Rights of the Child and as such, sets out the vision for children in Ireland over a ten-year period. We believe that all work with children and young people should, by its very nature, recognise, implement and promote the fundamental tenets of the Convention.

The Child Care Act, 1991 defines a child as someone under 18 years of age who is not married. The UN Convention defines a child as someone under 18 years of age and the National Children's Strategy in Ireland, similarly defines a child as someone less than 18 years of age, who is not married.

Children First National Guidelines for the Protection and Welfare of Children 1999

The Children First Guidelines were issued by the Department of Health and Children in 1999 and outline procedures, which all organisations dealing with children and young people should put in place. They state that all such organisations should put in place a child protection policy tailored to their specific needs. This policy should outline the procedures and arrangements in place to protect children in line with "Children First". Equally, the policy will provide protection for staff in the IDBA in their work with children.

Our Duty to Care

Our Duty to Care was published by the Department of Health and Children in October 2002. It offers a practical guide to staff and volunteers who work with children by outlining a number of fundamental principles of good practice.

National Children's Strategy

The overall vision of this strategy is; '*An Ireland where children are respected as young citizens with a valued contribution to make and a voice of their own; where all children are cherished and supported by family and the wider society; where they enjoy a fulfilling childhood and realise their potential.*'

Good Practice Guidelines

Safe practice is essential in our Association and we have put in place the following procedures to govern our interactions with children and young people:

- All members are aware of the good practice guidelines and are familiar with the overall child protection policy;
- Children and young people involved with the IDBA are informed of our guidelines and procedures;
- Parents of children involved with the IDBA are also informed of our guidelines and procedures;
- The IDBA has appointed a 'Child Protection Officer' to deal with any complaints or issues arising which concern the safety or welfare of any child / young person who are involved with the IDBA. This person is appropriately trained and familiar with the procedures to be followed in the event of an allegation, concern or disclosure of child abuse;
- When involving children / young people with the IDBA the child / young person must be accompanied by a parent / guardian.
- A system is in place for recording any incidents or accidents while the child / young person is with the IDBA (see Appendix 4 and 5);
- There are clear channels of communication and access to the association's members at the IDBA if parents / guardians or children / young people wish to voice their concerns if there is something they are not happy about.

Keeping Parents / Guardians Informed

The IDBA will keep parents and guardians informed of all aspects of the programme that their child is involved in. It is our policy to share information relating to the programme of activities, trips away, transport to and from events, etc. with the accompanying parents / guardians.

Parents / carers of young people are informed of events and all related concerns in information about the association's activities sent with the parental consent form. In any event which requires information to be shared with the HSE or the An Garda Síochána, parents should be notified unless doing so is likely to endanger the young person.

Confidentiality Statement

It is vital that the Child Protection Procedures and Policies of the IDBA at all times operate a strict code of confidentiality. Confidentiality is about managing sensitive information that arises in a trusting relationship and doing so in a manner that is respectful, professional and purposeful. All members must adhere to the IDBA Confidentiality Statement.

In relation to informing parents / guardians the CPO of the IDBA, will firstly inform parents / guardians in the event of a child disclosing any incidents of abuse unless this could put the child in danger.

In matters of child abuse allegations, a member can never promise to keep secret any information that is divulged. A member of the IDBA should explain to the young person disclosing why s/he cannot keep this information secret and also explain to the young person what s/he intends to do with it. Every effort should be made to get the young person to understand this policy and consent to it. Those working directly with a child and family should make this clear to all parties involved.

All information regarding a concern, disclosure or assessment of child abuse should be shared on “a need to know” basis in the best interest of the child and to safeguard a young person. The giving of information to relevant others, for the protection of the child, is NOT a breach of confidentiality. It must also be clearly understood that information, which is gathered for one purpose, must not be used for another without consulting the person who provided that information.

Role of the Child Protection Officer

The Child Protection Officer in the IDBA has the ultimate responsibility for ensuring that the child protection policy of the IDBA is promoted and implemented.

The role of the Child Protection Officer involves the following duties:

- To be familiar with “Children First”, National Guidelines for the Protection and Welfare of Children and “Our Duty to Care” and the principles of good practice for the protection of children & young people.
- To receive reports of alleged / suspected or actual child abuse and act on these in accordance with the guidelines;
- To build a working relationship with the Health Service Executive (HSE), An Garda Síochána and other agencies, as appropriate;
- To ensure that supports are put in place for the young person, or members in cases of allegations being made;
- To keep up to date and undertake relevant training on child protection policy and practice.
- To ensure that systems are in place for recording and retaining all relevant documentation in relation to child protection issues.

Child Protection Officer for the Irish Dragon Boat Association Limited:

Elaine Rowe
Augha,
Nurney,
Carlow.
Phone:087/0601839
Email: Elaine.rowe@garda.ie

Reporting Procedure in Respect of Child Abuse

The IDBA has put in place a standard reporting procedure for dealing with disclosures, concerns or allegations of child abuse.

Definition and Recognising Child Abuse

Child abuse can be categorised into four different 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. Definitions of the four types of abuse, how to recognise abuse and an explanation of “reasonable grounds for concern” are included in Appendix ten, which is based on “Children First – National Guidelines for the Protection and Welfare of Children”.

Responsibility to Report Child Abuse

Everyone must be alert to the possibility that children with whom they are in contact may be experiencing abuse or have been abused in the past. This is an important responsibility for all members when dealing with children and young people in our association.

The guiding principles in regard to reporting child abuse are summarised as follows:

- The safety and well-being of the child or young person must take priority.
- Reports should be made without delay to the HSE.
- While the basis for concern must be established as comprehensively as possible, children or parents should not be interviewed in detail about the suspected abuse.

The reporting procedure for dealing with disclosures, concerns or allegations of child abuse is outlined in the following steps:

- The member who has received a disclosure of child abuse or who has concerns of abuse, should bring it to the attention of the Child Protection Officer immediately.
- The Child Protection Officer will assess and review the information that has been provided. The CPO may contact the HSE for informal advice relating to the allegation, concern or disclosure.
- After consultation with the HSE officials, the Child Protection Officer will then take one of two options:
- Report the allegation, concern or disclosure to the HSE or
- Not make a formal report to HSE, but keep a record of the concerns on file. The reasons for not reporting the allegation, concern or disclosure will be clearly recorded. The member who made the initial report will be informed if a formal report is not being made to the HSE and it is open to him / her to make a formal report themselves, directly to the relevant authority if they feel this is necessary.
- Where a formal report is made, the HSE will then liaise with An Garda Síochána. It is likely that the HSE will want to speak to the person who first made the report to clarify facts and the circumstances of the report.

In an emergency a report should be made directly to An Garda Síochána.

In making a report on suspected or actual child abuse, the individual must ensure that the first priority is always for the safety and welfare of the young person and that no young person is ever left in an un-safe situation.

Parents / guardians of the child will be informed of the allegation, concern or disclosure unless doing so is likely to endanger the child.

Information required when making a report

The more information which is gathered and put together on the Standard Reporting Form (see Appendix two) the easier it will be to assess an allegation, concern or disclosure of abuse. Reports, which are made anonymously, will be followed up but this may take longer and will make it more difficult for the professionals involved to assess the situation. If a person is unsure about the case, it may be useful to talk over the issue with the Child Protection Officer or with a HSE worker before making an official report.

Confidentiality

In matters of child abuse, a member should never promise to keep secret, any information which is divulged. It should be explained to the young person that this information cannot be kept secret but only those who need to know, will be told.

It is essential in reporting any case of alleged / suspected abuse that the principle of confidentiality applies. The information should only be shared on a 'need to know' basis and the number of people that need to be informed should be kept to a minimum.

The Protections for Persons Reporting Child Abuse Act, 1998

This Act provides immunity from civil liability to persons who report child abuse 'reasonably and in good faith' to the Child Protection Officer, the HSE or An Garda Síochána (see Appendix 12 for further details).

Procedure for dealing with a disclosure of abuse is contained in Appendix 19.

Procedures for Allegations of Abuse against Members

When an allegation of abuse is made against a member of the IDBA, there are two procedures that the IDBA will put in place:

1. The reporting procedure in respect of the child / young person.
2. The procedure for dealing with the member.

1. The reporting procedure in respect of the child / young person

In the case of the allegation being against the member of the IDBA, the same person will not deal with both the young person and the alleged abuser.

- The Child Protection Officer of the IDBA will follow the normal reporting procedure (as outlined in 'Reporting procedure in respect of child abuse').
- It will be the responsibility of the Association's chairperson to deal with a member against whom an allegation has been made.

2. The procedure for dealing with the member

If an allegation is made against a member of the IDBA, the following steps will be taken:

The Chairperson of the IDBA will deal with all aspects of the case relating to the member.

The allegation will be assessed by the CPO to establish if there are reasonable grounds for concern and whether a formal report will be made to the statutory authorities at this point. The CPO may wish to contact the HSE for advice on the issue.

The safety of the Child / Young person is the first priority of the IDBA and all necessary measures will be taken to ensure the child is safe. The measures taken will be proportionate to the level of risk.

The IDBA will ensure that no other children / young people are at risk during this period and will inform other agencies or parents / carers as appropriate.

If a formal report is being made, the Chairperson of the IDBA will notify the member that an allegation has been made and what the nature of the allegation is. The member has a right to respond to this and this response should be documented and retained.

The IDBA will ensure the principle of “natural justice” will apply whereby a person is considered innocent until proven guilty.

The IDBA will work in co-operation with the HSE and An Garda Siochana and any decisions or actions to be taken in regard to the member will be taken in consultation with these agencies.

The person against whom the allegation is made will need support during this period and the IDBA will provide advice on how to access the relevant support services.

Who can make a complaint?

Complaints can be made by:

- Children / young people involved with the IDBA;
- Their parents / guardians;
- Other advocates on behalf of children / young people.

How to make a complaint.

1. If the complaint is in relation to the safety and welfare of children / young people the complaint should be made to the Child Protection Officer, in the IDBA.
2. Other complaints should be made to the person with whom the child / young person dealt with.
3. Protocol for members in receiving a complaint: a complaint – oral or written – should contain factual information re: incident with the name of the member in question.

Information you need to provide.

Complaints can be made orally or in writing (see appendix 10.1). By providing the following information you can help to speed up the investigation of your complaint.

- The name and address of the child / young person affected.
- If the complaint is being made by a parent / guardian or other adult, the name and address of the parent / guardian or other adult.
- Exactly what you are dissatisfied with.
- The name of the member(s) who dealt with you.

- If your complaint is complicated, you may find it best to put it in writing so that no important detail is overlooked. Remember to send us copies of all relevant documentation / correspondence that you may have.
- If you have special needs that may affect your ability to make a complaint, please let us know at the earliest opportunity. We will make every effort to assist you.

Our standards for dealing with complaints.

- If the complaint relates to the safety and welfare of a child / young person, it will be examined in accordance with good practice in relation to the safety and welfare of children / young people;
- We will treat your complaint properly, fairly and impartially and in the best interests of the child / young person;
- We promise that making a complaint will have no implications for your dealings with the IDBA;
- All records of complaint will be passed on to the Chairperson of the IDBA;

Record Keeping

The Child Protection Officer is responsible for keeping the following records related to Child Protection in a locked filing cabinet. The Child Protection Officer and the Chairperson of the IDBA are the only officers who have access to these records:

- Any complaints about the safety and welfare of children / young people while involved with the IDBA;
- Any disclosures, concerns or allegations of child abuse;
- These records may include: follow up to any complaints, disclosure, concerns, allegations, reports to the HSE, including informal advice from the HSE, and information given to parents/guardians;

Appendix one

PARENT/GUARDIAN CONSENT FORM.

Dear Parent / Guardian,
Please complete the following and return to the Secretary of the IDBA

I hereby consent to (young person's name) _____ to participate in the activities of the Irish Dragon Boat Association.

Name: _____

Address: _____

Date of Birth: _____

Phone Number: _____ **Mobile/ Work:** _____

Family Doctor: _____ **Phone Number:** _____

Please indicate if the young person suffers from any medical condition (specify any medication/s/he may be taking) and / or any special dietary needs about which the accompanying members be informed.

- Medical condition: _____
- _____
- Medication: _____
- _____
- Special dietary needs: _____

Do you give permission for pictures to be taken of your child for the purpose of the associations records and which may be used on reports or publications in the future? Yes ___ No ___

Signed: _____ Date: _____

Appendix two

SAMPLE ONLY (Copies of official form available from CPO)

Standard Form For Reporting Child Protection and / or Welfare Concerns to the Health Service Executive (HSE)

Private and Confidential

In case of emergency or outside HSE hours, contact should be made with An Garda Síochána.

A. To Principal Social Worker/Designate: _____
This will be printed as relevant to each Community Care Area.

1. Details of Child:

Name: _____ Male Female

Address: _____

Age / D.O.B.: _____ School: _____

1a. Name of Mother: _____ **Name of Father:** _____

Address of Mother if different to Child: _____ **Address of Father if different to Child:** _____

Telephone No: _____ Telephone No: _____

1b. Care and custody arrangements regarding child, if known:

1c. Household Composition:

Name	Relationship to Child	Date of Birth	Additional Information e.g. School/Occupation

Note: A separate report form must be completed in respect of each child being reported.

2. Details of concern(s), allegation(s) or incident(s), dates, times, who was present, description of any observed injuries, parent’s view(s), child’s view(s) (if known).

4. Details of person(s) allegedly causing concern in relation to the child:

Name: _____ Age: _____ Male Female

Address: _____

Relationship to Child: _____

Occupation: _____

4. Name and Address of other personnel or agencies involved with this child:

Social Workers: _____ School: _____

Public Health Nurse: _____ Gardaí: _____

GP: _____

Pre-School/Crèche/Youth Club: _____

Hospital: _____

Other, Specify e.g. Youth Groups, After School Clubs: _____

5. Are Parents/Legal Guardians aware of this referral to the Social Work Department?

Yes No

If yes, what is their attitude?

6. Details of Person Reporting Concerns:

Name: _____ Occupation: _____

Address: _____

Telephone Number: _____

Nature and extent of contact with Child/Family: _____

7. Details of Person completing form:

Name: _____ Date: _____

Occupation: _____ Signed: _____

Guidance Notes:

The HSE Area Boards have a statutory responsibility under the Child Care Act, 1991, to promote the welfare and protection of children in their area. HSE Area Boards therefore have an obligation to receive information about any child who is not receiving adequate care and / or protection.

This reporting form is for use by:

- HSE Personnel
- Professionals and individuals in the provision of child care services in the community who have service contracts with the HSE
- Designated person in a voluntary or community agency
- Any professional, individual or group involved in services to children who becomes aware of a child protection or welfare concern, or to whom a child protection or child welfare concern is reported.

Please fill in as much information and detail as is known to you. (HSE personnel should do this in consultation with their line manager). This will assist the Social Work Department in assessing the level of risk to the child, or support services required. If the information requested is not known to you, please indicate by putting a line through the question. It is likely that a social worker will contact you to discuss your report. The HSE Area Boards aim to work in partnership with parents. If you are making this report in confidence you should note that the HSE cannot guarantee absolute confidentiality as:

- A Court could order that information be disclosed.
- Under the Freedom of Information Act, 1997, the Freedom of Information Commissioner may order that information be disclosed.

You should also note that in making a 'bona fide report' you are protected under the Protection for Persons Reporting Child Abuse Act, 1998. If you are unsure if you should report your concerns, please telephone the duty social worker and discuss your concerns with him/her.

Appendix three

CONFIDENTIAL
Personal Disclosure Form

For all members of the Irish Dragon Boat Association Limited:

I have never been convicted of an offence in relation to the abuse of children or young people.

Signed : _____ Date: _____

- ❖ There is no charge pending against me in relation to the abuse of children or young people.

Signed : _____ Date: _____

- ❖ Have you ever been convicted of a criminal offence or been the subject of a Caution or of a Bound Over Order?

Yes No

If yes, please state the nature and date(s) of the offence(s):

- ❖ I have never been involved in behaviour or activity that would render me unsuitable to be involved in club activities with children and/or young people.

Signed : _____ Date: _____

Appendix four

INCIDENT REPORT FORM

(To be completed as soon as possible after the incident)

Club name:

1. Details of person reporting incident:

Name: _____

2. Persons(s) involved in incident: (Use continuation sheet if necessary)

Name: _____ Name: _____

Home address: _____ Home Address: _____

Age and gender: _____ Age and gender: _____

3. Details of the incident:

Describe the nature of the incident *(Use continuation sheet if necessary)*:

What exactly happened: _____

Date and time of incident: Date: _____ Time: _____

4. Specify the activity where the incident took place:

5. Where did the incident occur?

6. What follow up action was taken and by whom?

The following action was taken by: _____

7. Name and details of any witness(es) to the incident

Name: _____

Contact Address: _____

Telephone Number: _____

Job title/position: _____

7. Signed by person reporting:

Person(s) reporting: _____ Date: _____

Witness (es) to the incident: _____ Date _____

_____ Date _____

Date reported to CPO: _____

APPENDIX FIVE

ACCIDENT REPORT FORM

(To be completed as soon as possible after the accident)

Club name:

1. Details of person reporting accident:

Name: _____

Job title/position: _____

Date and time of accident: Date: _____ Time: _____

2. Persons(s) affected / injured in accident (Use continuation sheet if necessary)

Name: _____ Name: _____

Home address: _____ Home Address: _____

Age and gender: _____ Age and gender: _____

Are the young people registered member(s) of your club? _____

3. Details of any witness(es) to accident:

Name: _____

Contact Address: _____

Telephone No: _____

Job Title/position: _____

4. Specify the activity where the accident took place:

Activity: _____

Where did the accident occur: _____

5. ***What exactly happened and what was the nature of the accident? (Use continuation sheet if necessary)***

6. ***What follow up action was taken and by whom?***

The following action was taken by: _____

7. ***Signed by person reporting:***

I/we declare the above to be true in every respect and I/we undertake to render every assistance in relation to this matter:

Person(s) reporting: _____ Date: _____

_____ Date: _____

Date reported to CPO or committee member: _____

8. ***Signed by CPO or committee member:***

Signature: _____

Date: _____

9. ***Sent to insurance company:***

By whom: _____ Date: _____

Appendix six

**Acceptance of the Irish Dragon Boat Association Limited
Child Protection Policy**

Declaration from all members

Name: _____

Date of Birth _____

Address _____

Contact Phone Number _____

I have read the Irish Dragon Boat Association Limited's Child Protection Policy and agree to abide by its' contents.

Signature _____

Date _____

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

Signature _____

Date _____

Appendix seven

**Irish Dragon Boat Association Limited
Formal Complaint Procedure**

(PLEASE USE BLOCK CAPITALS)

YOUR NAME, ADDRESS & CONTACT NUMBER

DATE ON WHICH THE ALLEGED INCIDENT HAPPENED:

LOCATION OF ALLEGED INCIDENT:

NATURE OF COMPLAINT: (E.G. Harassment, Bullying etc.)

NAME OF PARTY OR PARTIES INVOLVED:



PLEASE GIVE A DETAILED ACCOUNT OF THE ALLEGED INCIDENT:

SIGNATURE: _____

DATE: _____

PLEASE NOTE THAT A COPY OF THIS FORM WILL BE FORWARDED TO ALL RELEVANT PERSONS INVOLVED.

Received By CPO / Chairperson: _____

Date: _____

Appendix eight

Recognising Child Abuse

Definition and Possible Physical and Behavioural Indicators of Child Abuse

Neglect

Neglect can be defined in terms of an omission, where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, medical care. Neglect generally becomes apparent in different ways over a period of time rather than at one specific point.

Possible indicators of this type of abuse are:

- Frequent minor or serious injuries
- Untreated illness
- Hunger, lack of nutrition
- Tiredness
- Inadequate and inappropriate clothing
- Lack of supervision
- Low self esteem
- Lack of peer relationships

Emotional

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

Possible indicators of this type of abuse are:

- Unreasonable mood and/or behavioural changes
- Aggression, withdrawal or an 'I don't care attitude'
- Lack of attachment
- Low self esteem
- Attention seeking
- Depression or suicide attempts
- Persistent nightmares, disturbed sleep, bedwetting, reluctance to go to bed
- A fear of adults or particular individuals e.g. family member, baby-sitter or indeed excessive clinginess to parents/carers
- Panic attacks

Physical

Physical abuse is any form of non-accidental injury or injury which results from wilful or neglectful failure to protect a child.

Possible indicators of this type of abuse are:

- Frequent bruising, fractures, cuts, burns and other injuries
- Torn clothing
- Bite marks burns or welts
- Bruises in places difficult to mark e.g. behind ears, groin
- Undue or unnecessary fear
- Aggressiveness or withdrawn
- Absconding frequently from home

Sexual

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

Possible indicators of this type of abuse are:

- Over affectionate or inappropriate sexual behaviour
- Age inappropriate sexual knowledge given the child's age, which is often demonstrated in language, play or drawings
- Fondling or exposure of genital areas
- Hints about sexual activity
- Unusual reluctance to join in normal activities which involve undressing, e.g. games/ swimming

Indicators of Abuse are Not Facts

It is important to stress that no one indicator should be seen as conclusive in itself of abuse; it may indeed indicate conditions other than child abuse. A cluster or pattern of signs is likely to be more indicative of abuse. Signs must also be considered in the child's social and family context as child abuse is not restricted to any socio economic group, gender or culture. It is important to always be open to alternative explanations for possible physical or behavioural signs of abuse.

Reasonable Grounds for Concern

The statutory authorities should always be informed when a person has reasonable grounds for concern that a child may have been abused, or is being abused, or is at risk of abuse. A suspicion that is not supported by any objective indicator of abuse or neglect would not constitute reasonable grounds of for concern.

The following examples would constitute reasonable grounds for concern:

- i. specific indication from the child that s/he was abused;
- ii. an account by the person who saw the child being abused;
- iii. evidence such as injury or behaviour which is consistent with abuse and unlikely to be caused in any other way;

-
- iv. an injury or behaviour, which is consistent both with abuse and with an innocent explanation but where there are corroborative indicators supporting the concern that it may be a case of abuse. An example of this would be a pattern of injuries, an implausible explanation, other indications of abuse, dysfunctional behaviour;
 - v. consistent indication, over a period of time, that a child is suffering from emotional or physical neglect.

A suspicion, not supported by any objective indication of abuse or neglect, does not constitute a reasonable suspicion or reasonable grounds for concern.

(Children First 1999, 4.3.2 and 4.3.3)

Appendix nine

Protection for Persons Reporting Child Abuse

The Protection for Persons Reporting Child Abuse Act, 1998 provides immunity from civil liability to persons who report child abuse “reasonably and in good faith” to the HSE or An Garda Síochána. This means that even if a reported suspicion of child abuse proves unfounded a plaintiff who took an action would have to prove that the reporter had not acted reasonably and in good faith in making the report.

This protection applies to organisations and to individuals. It is considered therefore that organisations should assume full responsibility for reporting suspected child abuse to the appropriate authorities. Reports to the HSE and to the Gardaí should be made by the Child Protection Officer, as per the organisation’s policy and guidelines.

Section 3 (1) of the Act states:

“3. (1) A person who apart from this section, would be so liable shall not be liable in damages in respect of the communication, whether in writing or otherwise, by him or her to an appropriate person of his or her opinion that-

- (a) a child has been or is being assaulted, ill-treated, neglected or sexually abused, or*
- (b) a child’s health development or welfare has been or is being avoidably impaired or neglected,*

unless it is proven that he or she has not acted reasonably and in good faith in forming that opinion and communicating it to the appropriate person”.

Appendix ten

Relevant contact details:

Child Protection Officer for Irish Dragon Boat Association Limited

Elaine Rowe,
Augha,
Nurney,
Carlow.
Phone:087/0601839
Email: Elaine.rowe@garda.ie

An Garda Síochána.

Emergency: 999

Appendix eleven

ACTIVITIES INVOLVING TRIPS / OVERNIGHT STAYS AWAY FROM HOME

Where the activities involve staying away from home overnight a child or young person will not be allowed travel unless accompanied by a parent / guardian.

Appendix twelve

Dealing with a disclosure of abuse

In the event of a child / young person disclosing an incident of abuse it is essential that this is dealt with sensitively and professionally by the club member involved. The following are guidelines to support the member in this:

- React calmly;
- Listen carefully and attentively; take the young person seriously;
- Reassure the young person that they have taken the right action in talking to you;
- Do not promise to keep anything secret;
- Ask questions for clarification only. Do not ask leading questions;
- Check back with the child / young person that what you have heard is correct and understood;
- Do not express any opinions about the alleged abuser;
- Record the conversation as soon as possible, in as much detail as possible. Sign and date the record;
- Ensure that the child / young person understands the procedures which will follow;
- Pass the information to the Child Protection Officer, do not attempt to deal with the problem alone;
- Treat the information confidentially.