



**Shannon Swimming & Leisure Centre  
Co. Ltd.**

**CHILD PROTECTION  
Policy & Procedure  
Document**

*Adopted by Management October 2004*

*Revision No:6*

*(Updated 19<sup>th</sup> October 2023)*

### Document Control & Version Updates

Version	Reason for Change	Changes By	Date of Change
Original Version		Eavan McCarthy	1 <sup>st</sup> Oct 2004
Revision 1		Karl Fogarty	
Revision 2		Karl Fogarty	
Revision 3		Karl Fogarty	
Revision 4	Addition of DDLP Karen Sheahan	Karl Fogarty	1 <sup>st</sup> May 2018
Revision 5	Removal of DDLP Karen Sheahan	Karl Fogarty	23 <sup>rd</sup> Nov 2020
	Update to Equal Status Act		
	Data Protection Act		
	TUSLA Reporting Contact details		
Revision 6	Change to CWO/DDLP	Karl Fogarty	19 <sup>th</sup> Oct 2023

## Introduction

This document has been developed in accordance with government guidance Children First: National Guidance for the Protection and Welfare of Children.

Children, because of their dependency and immaturity, are vulnerable to abuse in various forms. Parents or guardians have primary responsibility for the care and protection of their children. However, Shannon Swimming & Leisure Centre has a responsibility to ensure the protection of children participating in any SS&LC activities. The achievement of this is detailed in this procedure.

This document extends to all staff who are employed by SS&LC where there is an exposure to working with Children. All employees must be sensitive to the vulnerability of children during the course of their duties and act in a responsible manner at all times. It is recognised that some staff members do not have expertise in this area; it is important to note that the investigation of suspected child abuse is the responsibility of the statutory authorities and shall **not** be undertaken by SS&LC Designated Liaison Officer. This Child Protection Policy and Procedure will reflect the "Principle of Paramountcy" whereby the welfare of the child is of paramount importance.

This document is directed at all those who have contact with children in the normal course of their duties, to provide guidance on appropriate behaviour around children and what to do if physical, sexual or emotional and neglect abuse is suspected.



## **Table of Contents**

<b>Section 1</b>	<b>Child Protection Policy Statement</b>
<b>Section 2</b>	<b>Code of Behaviour in relation to Children</b>
<b>Section 3</b>	<b>Reporting Child Protection &amp; Welfare Concerns</b>
<b>Section 4</b>	<b>Dealing with Complaints/Allegations against SS&amp;LC, Employees</b>
<b>Section 5</b>	<b>Confidentiality</b>
<b>Section 6</b>	<b>Recruitment and Selection</b>
<b>Section 7</b>	<b>Further Information</b>

## Section 1.0 Child Protection Policy Statement

A Child Protection Policy Statement is a statement of Shannon Swimming & Leisure Centres intention to provide a safe environment for any children and young people with whom it interacts. This policy also details the procedures, which will be put in place to ensure this safe environment.

### **Child Protection Policy Statement:**

Shannon Swimming & Leisure Centre is committed to a child-centred approach to our work with children in all services and activities as operated by SS&LC. We undertake to provide a safe environment where the welfare of the child is paramount. We will adhere to the Children First National Guidance for the Protection and Welfare of Children by implementing procedures covering:

- Appropriate recruitment and selection of employees and volunteers;
- A Garda Vetting Procedure for all relevant employees and volunteers;
- Appropriate management, supervision and training of employees;
- The reporting, investigation and recording of incidents and accidents complaints made against the SS&LC, its employees/volunteers;
- The reporting of suspected or disclosed abuse confidentiality;
- Circulation of information to employees, volunteers, parents/guardians and participants on our activities and what can be expected of the Company in relation to those activities;
- Allegations of misconduct or abuse by employees.

This policy will be reviewed on an annual basis or more frequently if necessary.

Current Designated Liaison Person: Karl Fogarty

Current Deputy Designated Liaison Person: Rory Ryan

Children's Officer: TBC

Date: Oct 2023

### **Definition of 'Child'**

A "Child" is defined under the Child Care Act 1991 as anyone under the age of 18 years who is not married. The child protection and welfare concerns for the unborn may need to be considered during pregnancy.

**Child Protection Officer – herein referred to as the Designated Liaison Officer:**

SS&LC has appointed a Designated Liaison Officer and a Deputy Designated Liaison Officer to:

- Act as a liaison with outside agencies and a resource person to any staff member or volunteer who has child protection concerns
- Act as a source of advice on child protection matters;
- Co-ordinate action within the Company;
- Liaise with the TUSLA and An Garda Síochána and other agencies about suspected or actual cases of child abuse;
- Be accessible to all staff;

The Designated Liaison Officer shall ensure that s/he is knowledgeable about child protection and that s/he undertakes any training considered necessary to keep updated on new development.

The role of the Designated Liaison Officer is to:

- Establish contact with the senior member of the TUSLA responsible for child protection in the Company's catchment area.
- Provide information and advice on child protection within SS&LC
- Ensure that SS&LC child protection policy and procedures are followed and to inform appropriate sources of relevant concerns about individual children;
- Ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing under confidential cover using the TUSLA Standard Reporting form (See *Appendix 1*);
- Liaise with the TUSLA (Child & Family Agency)/An Garda Síochána and other agencies as appropriate;
- Keep relevant people within the organisation, informed of relevant issues, whilst maintaining confidentiality;
- Ensure that an individual case record is maintained of the action taken by the Company, the liaison with other agencies and the outcome;
- Advise the organisation of child protection training needs and liaise with the training section for the implementation of such training.

The name and contact details of the Designated Liaison Officer will be made available to all employees, volunteers, relevant agencies and users of the Company's services, where appropriate.

## **Section 2.0 Code of Behaviour in relation to Children**

SS&LC aims to create an environment in which children are listened to, given a sense of belonging, and kept safe; parents are supported and encouraged; and employees and volunteers who work with children and young people are supported and protected. In order to meet these aims SS&LC will follow a framework for good practice and a code of behaviour as set out in this document.

The Code of Behaviour will be categorised under the following headings:

- 2.1 Child Centred Approach
- 2.2 Good Practice
- 2.3 Inappropriate Behaviour
- 2.4 Physical Contact
- 2.5 Considerations to the Health and Safety of Children
- 2.6 Considerations for Children with Special Needs or Disabilities
- 2.7 General Supervision

### **2.1 Shannon Swimming & Leisure Centre's Child-Centred Approach**

All SS&LC activities involving children shall be guided by what is best for children. Children's activities shall be conducted in a safe, positive and encouraging atmosphere. Standards of excellence should extend to personal conduct. Taking a child-centred approach means to:

- Treat all children and young people equally;
- Listen to and respect children;
- Involve children as appropriate;
- Provide encouragement, support and praise (regardless of ability);
- Use appropriate language (physical and verbal);
- Have fun and encourage a positive atmosphere;

- Offer constructive criticism when needed;
- Treat all children as individuals;
- Respect a child's personal space;
- Use age-appropriate teaching aids;
- Lead by example;
- Be aware of child time limitations e.g. school/exams when scheduling activities;
- Create an atmosphere of trust;
- Respect and be aware of differences of ability, culture, religion, race and sexual orientation and membership of the Traveller Community;
- Endeavour to provide equality/diversity training for employees in relation to cultural differences;
- Use all information in respect of children only for the purpose for which it is given, subject to child protection concern.

## 2.2 Good Practice Framework

SS&LC aims to work within the following framework for good practice

by:

- Providing training on this Child Protection Policy as well as the organisation of Keeping Safe or appropriate Code of Ethics awareness training for employees in line with the Children First Guidelines.
- Attendance records must be kept for all activities with parental consent forms in addition to registering each child for daylong or long-term activities or projects (name, address, phone, special requirements, attendance, emergency contact & parental consent). Registration forms outlining these required details will be established for the relevant service points (refer to *Appendix 8* sample check for records / standards for managing activities). Where it is a drop-in activity (e.g. where older children may drop in without parents for a once off activity such as an exhibition or festival event etc) at a minimum an attendance record must be kept with contact details. Parent/guardian contact details, attendance records of the child are compiled for each child's activity, i.e. swimming lessons, teenager's gym hours and activity camps. In the swimming pool children under 8 have to be accompanied by an adult and under 10 by a person over 16 years of age. Teenagers are requested to sign in at the gym area during teenage hours.



- If children participate in camps, an application form must be filled out and filed stating any medical problems and a contact number in an emergency;
- Their attendance to camps/lessons/parties is recorded and filed;
- It will be noted that it is not possible to cover all open, public e.g. concerts, play days, playgrounds or emergency events / situations.
- Keeping confidential, personal and sensitive data regarding children and their parents/guardians subject to child protection concerns;
- Making parents/guardians, children, visitors and facilitators aware of this Child Protection Policy and Procedures.
- Having procedures in place for accident/injuries or emergencies as outlined in the SS&LC Safety Management System;
- Reporting/recording any incidents and accidents;
- Being inclusive of children with special needs, all children are encouraged to participate in every activity at the complex, if a special needs child wishes to attend any activity, a carer shall accompany the child;
- Reporting any concerns to the Designated Liaison Officer and following reporting procedures;
- Encouraging children to report any bullying concerns and worries and be aware of the policies in staff handbook and Procedures;
- Evaluation of work practices where contact with children occurs on a regular basis, this will be done by consultation with Children to ensure work practices are suited to their needs (completed by supervisor responsible for Children).
- SS&LC will be responsible for reviewing and updating policies and procedures regularly;
- Keeping parents/guardians informed of any issues of concern regarding their children as appropriate to the service i.e. formal organised activities e.g. sports events;
- Ensuring appropriate, to the service, supervision (including a minimum of two adults) depending on age, abilities and activities involved;
- Ensuring that all affected organisations are familiar with this policy and procedure document;
- Not ignoring concerns nor letting a problem get out of control;

- Not photographing/filming or otherwise recording or permitting the photographing/filming or otherwise recording of children without the written consent of the parent/guardian; Account will also be taken of any guidelines issued by TUSLA and National Arts Council.
- No photographs to be taken of children without written consent of parents and the child;
- Not displaying images of children without the written consent of the parent/guardian.
- Also ensure that all swim teachers have the relevant up to date information i.e. adequate insurance cover and appropriate qualifications etc.
  - Carry out yearly appraisal and ensure Performance Management Development System and Personal Development Plan is carried out on a continuous basis;
  - All staff have completed the Child Protection briefing in conjunction with TUSLA /Clare Sports Partnership;
  - All staff have individual training folders where all certificates are kept and available to be seen;
  - Where a new employee joins SS&LC, an induction is carried out with management and one of the procedures is for the new employee to read and understand the Child Protection Policy;
  - All staff are aware of the content and location of the Child Protection Policy;
  - Child Welfare Officers will attend training courses as and when provided by the Department of Children & Youth Affairs and/or TUSLA
  - Staff, Phones/Camcorders/Cameras or any other recording equipment cannot be used in the complex to take photographs of any user.
  - Photo permission forms can be obtained from the reception area of the complex (prior permission must be sought). In the event of unauthorised photography, filming or recording, staff of SS&LC reserve the right to confiscate the recording equipment from the individual concerned. The staff at SS&LC further reserve the right to delete the images and/or retain such equipment and images pending any investigation into the matter or until such time as a referral is made to the appropriate authorities if deemed necessary in the circumstances by the general manager of the complex.

Lifeguards must strictly enforce and encourage the rules of the pool to ensure the safety of children and all users:

- o Instructors must tell children what they are about to show them and the instructors receive prior consent from the child;
- o Parents should be encouraged to spectate from the gallery whilst their child is in the pool. However, if they are required to be at the poolside, relevant permission must be sought from Senior Lifeguard;
- o Instructors must use an appropriate tone with children;
- o When children need a toilet break, lifeguards must ensure they return to their swimming class;
- o Lesson plans are in place to make sure all children get the necessary progression to ensure their swim time is as effective as possible;

In relation to teaching in the water:

- o Instructors must make appropriate contact with a child relevant to their instruction only

In relation to teaching from the deck:

- o Instructors must carry a safety aid at all times
- o Children should never be shouted at
- o Bear in mind that a child may have difficulty hearing you from the deck so use plenty of hand signals

In relation to school groups using the swimming pool, the following must be adhered to:

- o A school teacher must accompany the school children down to the changing village and must supervise them from the deck also. All schools are aware of this arrangement.

### **2.3 Inappropriate Behaviour – Checklist for all Employees/Volunteers**

- SS&LC staff must ensure staff never use physical punishment or bad language to children;
- Avoid spending excessive amounts of time alone with children;
- Avoid taking children on journeys alone in a car where possible and **never** without the consent of the parent/guardian;
- Where possible employees should avoid being in a one to one situation with a child;

- Do not use/allow offensive or sexually suggestive physical conduct and/or verbal language;
- Do not single out a particular child (for unfair favouritism, criticism or ridicule);
- Do not allow/engage in inappropriate touching of any form;
- Do not hit or physically chastise children;
- Dangerous behaviour on the part of the child will not be allowed nor tolerated.
- Always talk in a calming and courteous manner, be respectful. Never use inappropriate language or pass suggestive comments;
- Encourage children to respect each other;
- Never use physical or rough actions, or bad language towards children;
- Always knock loudly on doors when entering toilets or changing areas;
- Lastly when checking & signing off on check lists e.g. changing rooms / health suite, always knock on the door before entering, if the door is locked and there is no answer, tell the person that you are going to get the door opened;
- Do not socialise inappropriately with children e.g. outside of structured organisational activities;

### **Disruptive behaviour on the part of the Child**

Disruptive behaviour by children in all amenity sites and sports centres to include Tir Na Nog Playground, Tennis Courts & Skate Park is unacceptable and if it occurs that the child in question will be advised that s/he is causing a disturbance and given a warning. If s/he continues to misbehave s/he will be offered the opportunity to call a parent to come and collect them. If s/he refuses to do this her / his behaviour will result in the immediate withdrawal of leisure facilities and services for that child. That child will also be asked to leave. The child's parents will be phoned and a letter will be sent to the child's parents or guardian outlining the incident and explaining why his/her services have been withdrawn.

During school swim times, a schoolteacher is asked to spectate on the deck, in a supervisory capacity only. If a child disrupts the class, the swim teacher corrects the child. If the problem persists, the schoolteacher is then asked to intervene. If any child/teenager misbehaves to a level that is offensive or unsafe to staff or clients, the action as detailed above will be taken. If the child/ teenager refuses the gardai will be called. The incident is then written up and reported.

When dealing with a disruptive child it is recommended that where possible more than one employee or volunteer be present. Instances of disruptive behaviour that require the intervention of the employee, and which put at risk the safety and well being of others, must be documented. The report shall describe:

- The programme or activity running at the time;
- What happened;
- Who was involved;
- Where and when it happened;
- What was said, if significant;
- Any injury to person or property;
- How the situation was resolved;
- An Incident Report Form shall be completed. A template is provided in *Appendix 2*.

## **2.4 Physical Contact**

- Where physical contact is an inherent part of an activity, it is important to seek consent of child/young person in relation to physical contact (except in an emergency or a dangerous situation);
- Avoid horseplay or inappropriate touch; check with child/young person about their level of comfort when doing touch exercises i.e. games may involve holding hands and it is about ensuring that this is done openly and within safe and comfortable limits for the child or young person;
- Never engage in inappropriate touching;
- Not revealing personal information about children in any way, subject to child protection concerns;
- For swimming - when a child is learning a new skill/stroke, demonstrations must be done in an open environment with the permission and understanding of the child. It should be determined by age and developmental stage of the child for example, doesn't do something a child can do for themselves.

## **2.5 Considerations for the Health and Safety of Children**

- In the event that a child is left unsupervised at an open event or space e.g. an amenity site, the parents / guardians must be informed that children must be supervised at all times. Signage must be posted in this regard.
- If a young child is left unattended the staff will attempt to contact the parents or guardian asking them to collect the child.
- Where there are repeated instances or non-cooperation with requests and a young child continues to be left unsupervised, the parents / guardians to be notified that the statutory authorities e.g. the Garda Síochána will be called.
- If a young child is left in SS&LC after closing time, the person in charge is to immediately contact the parent / guardian. If no parent / guardian responds, the statutory authorities to be notified.
- Ensure that children are not in contact with any dangerous materials;
- Provide a safe environment and where feasible ensure another employee/volunteer is present;
- Be aware of and comply with the Parent Safety Statement and relevant Ancillary Safety Statements. Be familiar with the particular risks associated with the activity and/or location at which you are based.
- When a risk assessment is completed it must take account of a child's natural curiosity and include appropriate precautions to safeguard a child's potential exposure;
- Ensure that you are familiar and comply with the accident reporting procedures;
- Familiarise yourself with and where necessary comply with the emergency evacuation procedures particular to the location in which you are located and brief the children in your care on what they are to do/where they must go in an emergency;
- For any further advice in relation to health and safety issues you should contact the designated Health and Safety Officer.

### **2.5.1 Shannon Swimming & Leisure Centre's response to accidents/incidents/complaints:**

SS&LC prioritises a speedy and effective response by ensuring that:

- Emergency telephone numbers are prominently displayed;

- All staff have read and understood the Normal Operating Plan, Emergency Action Plan and Safety Statement;
- All staff are aware where the nearest telephone is;
- Ensuring all staff know the location of the panic button and how to recognise when it is activated;
- All staff are trained in Occupational First Aid/Fire Training and Fire Safety;
- Staff have knowledge of how to deal with a medical emergency;
- First Aid boxes are easily located and regularly stocked;
- Accident/Incident report form is completed as soon as possible and all necessary follow up actions implemented;
- There is a formal complaints procedure for children and parents (refer to Section 4);
- Paying attention to health and safety matters, for example house keeping, fire alarms, regular equipment checks, first aid facilities, heating and ventilation in good working order

#### **2.5.2 In specific relation to life guarding at SS&LC:**

- Minimum 2 lifeguards must always be in the building and where needed on deck; minimum of one lifeguard on deck at all times.
- Lifeguards must ensure children can swim 2 lengths of the pool and tread water for 1 minute before being allowed in the deep end;
- Lifeguards must engage in preventative life guarding and protect children and all users;
- Children under 8 years of age must be supervised in the water by an adult
- The public must realise it is the job of the lifeguard to observe and safeguard all users of the pool;
- Any incident or accident that a child is involved in must be reported/form filled out/management informed/parent or guardian informed;
- Never leave children unattended;
- Dangerous behaviour is not allowed or tolerated;
- Be publicly open when working with children & staff must work in pairs where possible;
- If manual support is needed either in the pool, be it swim lessons or gym work, this must be carried out openly;

## **2.6 Consideration for Children with Special Needs or Disabilities**

SS&LC will adhere to national legislation including Disability Act 2005, and Equal Status Acts 2000-2012 in relation to children with disabilities or special needs to ensure as much as possible access to all services and activities.

## **2.7 General Supervision**

It is imperative that employees/volunteers shall endeavour to ensure that there are adequate adult/child ratios. The appropriate ratio will depend on the nature of the activity, the age of the children and any special needs of the group. A general guide may be 1:12 for group swimming lessons 1:15 for camps/activities for over 8 years of age and 2:15 for kids 5 – 7 years of age. Where possible there will be at least one adult of each gender with mixed parties. This ratio may not be appropriate at service points as distinct from organised activities for this reason it is imperative that notes of an activity are recorded at all times so as to establish if there are any parts of the activity where extra supervision is required i.e. during times when children may become excited about an event etc.

- All Employees/volunteers shall endeavour to avoid being left alone with children; If this does occur employee must be somewhere with CCTV coverage.
- If parents are used as volunteers in respect of achieving the above adult / child ratio then this parent(s) must be fully supervised when working with children other than their own.
- If an adult needs to talk separately to a child this should be done in an open environment in view of others whilst offering the child confidentiality;
- Employees should not be left alone with children at the end of an activity;
- It is not recommended that anyone under 16 years of age is left alone to work with Children under any circumstances.
- Times for start and finish of activities should be clearly stated as part of a specific pick up / drop off policy specific to that service point;
- Late collection of children by parents/guardians presents a potentially difficult situation, and employees/volunteers shall attempt to contact the child's parent/guardian on their contact number;
- Children may await collection outside site upon closing, and it is not the responsibility of staff to wait with them. All children will be advised of closing times 15 minutes in advance and signs will be clearly visible in all relevant areas showing opening and closing times.



- Use an alternative contact name/number agreed with the child's parent/guardian if necessary. Please also refer to the Section 2.5, considerations for the health and safety of children with reference to repeated occurrences of children being left unattended.
- If necessary, wait with the child with another employee member/volunteer present where possible;
- Make it clear to parents/guardians (on arrival) that it is not SS&LC's responsibility to transport children home on behalf of parents/guardians who have been delayed;
- Parents must take responsibility for their children in or around amenity areas;
- Parents/ Guardians must be able to observe their children at all times and never leave young children unattended;

In general, all Employees/volunteers **shall not:**

- Take the child home or to another location without permission from a parent /guardian;
- Send the child home with another person without permission from a parent/guardian;
- Leave a child unaccompanied, if a young child is left to wait for a parent / guardian outside the amenity area after closure, and there is no response from the Parent / Guardian then the Gardai must be notified.

For Swimming Pool specifically (in addition to the general approach as above)

- Children under 8 must be accompanied by an adult in the main pool; Children under 6 must be accompanied by an adult in the kiddies' pool;
- SS&LC is aware of the need for proper supervision and support for staff. This is available in the following ways:
  - SS&LC has a clearly defined management structure so all staff are aware of their leaders;
  - Staff have clearly defined reporting structures;
  - Regular staff meetings are held where feedback from staff is considered vital and prompt action can be taken where appropriate;

### For Instructing/supervising Activities in the Halls:

- A count of kids will be performed at hand over to next activity
- Band system is in operation. Kids looking to use the toilet must get a band from the instructor. Only one child gone at any one time
- Children are not left unattended during activity
- Activities can only commence when all kids are present and accounted for
- Instructors must not speak in an aggressive tone to children
- While physical contact is a valid way of comforting, reassuring and showing concern for children, it should only take place when it is acceptable to all persons concerned.
- Instructors must take time before the class to ensure equipment is ready, safe & in order.
- Dangerous play and behaviour amongst children are now allowed.
- Parents/guardian must collect children at the area where activity is taking place (not at reception area).
- Children are not allowed to leave the building after camp without checking out with instructor
- Kids must wear high viz vest when using playground
- Instructors must bring phone with them when leaving the building with groups of kids
- When instructing kids on the Climbing Wall ensure that the curtain is pulled open at all times. In cases where the curtain needs to be pulled closed (other group using the hall) ensure there is a second instructor/adult present.

## **Section 3.0 Reporting Child Protection & Welfare Concerns**

### **3.1 Recognising Child Abuse**

Child abuse can often be difficult to identify and may present in many forms (see below summary definitions on categories of abuse; also refer to *Appendix 3* for guidance on signs and symptoms of child abuse).

#### **To safeguard Children please note the definitions of abuse as follows:**

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.

##### Neglect

Neglect can be defined in terms of an omission, where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults and or medical care. Instances of neglect can be measured under the following headings:

- Mild Neglect – usually does not warrant a report to the Child Protection Notification

### System

- Moderate Neglect – occurs when less intrusive measures, such as community interventions have failed or some moderate harm to the child has occurred
- Severe Neglect – occurs when severe or long-term harm has been done to the child
- Chronic Neglect – can be defined as ‘patterns of the same acts or omissions that extend over time and recur over time’

### Emotional Abuse

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

Emotional abuse can be manifested in terms of the child’s behavioural, cognitive, affective or physical functioning.

### Physical Abuse

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

### Sexual Abuse

Sexual abuse occurs when a child is used by another person for his or her gratification or sexual arousal or for that of others. It should be noted that the definition of child sexual abuse presented in this section is not a legal definition and is not intended to be a description of the criminal offence of sexual assault.

**Early detection is important and individuals working with children should share any concerns about child protection or welfare with the Designated Liaison Officer.**

The ability to recognise child abuse depends as much on a person’s willingness to accept the possibility of its existence as it does on their knowledge and information. There are commonly three stages in the identification of child abuse.

These are:

- considering the possibility;
- looking out for signs of abuse;
- recording of information.

The possibility of child abuse should be considered if any of the signs or symptoms referred to above is presented. Signs of abuse can be physical, behavioural, or developmental. They can exist in the relationships between children and parents/guardians or between children and other family members. A cluster or pattern of signs is likely to be more indicative of abuse. Children who are being abused may

hint that they are being harmed and sometimes make direct disclosures. Disclosures should always be believed; less obvious signs could be gently explored with the child, without direct questioning. Play situations such as drawing or story telling may reveal information. Most signs are non-specific and must be considered in the child's social and family context. It is important to always be open to alternative explanations for physical or behavioural signs of abuse.

If abuse is suspected, it is important to establish the grounds for concern. The following examples would constitute reasonable grounds for concern.

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

Observations should be accurately recorded and should include dates, times, names, and locations.

#### **Who to contact about issues related to Child Protection and Welfare**

Karl Fogarty has been designated as the Designated Liaison Person and Shirley Hennigar is the Child Welfare Officer to contact if you have an issue or concern about any aspect of a child's safety and welfare. It is the responsibility of this person to support and advise staff about Policy & Procedures in relation to Child Protection and to ensure that procedures are followed. It is also the responsibility of this person to liaise with the Child & Family Agency, Gardaí or any other Outside Agencies where appropriate.

Designated Liaison Officer can be contacted at 061 361841

### **3.2 Recording Procedures**

#### **Steps to be taken by an employee who knows about or suspects child abuse**

- Record all details, including the date, time and people involved in the concern or disclosure or facts. Information recorded should be factual. Any opinions should be supported by facts.

- An Employee / Volunteer should also record the following information:
  - Suspicions
  - Concerns
  - Worrying Observations
  - Behavioural Changes
  - Actions and Outcomes
- An employee/volunteer who knows or suspects that a child has been or is at risk of being harmed has a duty to convey this concern to the Designated Liaison Officer without delay;
- The Designated Liaison Officer will report the information to the Child & Family Agency, who in turn, notifies An Garda Síochána; In an emergency, the Designated Liaison Officer must report directly to An Garda Síochána;
- If the suspected abuser is an employee/volunteer of SS&LC, the matter should be brought to the immediate attention of the Manager without delay.
- The person who first encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred. That is a task for TUSLA or An Garda Síochána;
- Under no circumstances should any employee or volunteer attempt to intervene or deal with the problem of abuse alone.

### 3.3 Dealing with a Disclosure

<b>Dealing with a Disclosure</b>
<p>A child may disclose abuse to you as a trusted adult at any time during your work with them. It is important that you are aware and prepared for this.</p> <ul style="list-style-type: none"> <li>• Be as calm and as natural as possible</li> <li>• Remember that you have been approached because you are trusted and possibly liked. Do not panic</li> <li>• Be aware that disclosures can be very difficult for the child</li> <li>• Remember, the child may initially be testing your reactions and may only fully open up over a period of time</li> <li>• Listen to what the child has to say. Give them the time and opportunity to</li> </ul>

tell as much as they are able and wish to

- Do not pressurise the child. Allow him or her to disclose at their own pace and in their own language
- Conceal any signs of disgust, anger or disbelief
- Accept what the child has to say – false disclosures are very rare
- It is important to differentiate between the person who carried out the abuse and the act of abuse itself. The child quite possibly may like the alleged abuser while also disliking what was done to them. It is important therefore to avoid expressing any judgement on, or anger towards, the alleged perpetrator while talking with the child.
- It may be necessary to reassure the child that your feelings towards him or her have not been affected in a negative way as a result of what they have disclosed.

When asking questions:

- Questions should be supportive and for the purpose of clarification only
- Avoid leading questions

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

- The safety and well-being of the child must take priority;
- Reports should be made without delay;
- The principle of natural justice shall apply, as appropriate;
- A person is innocent until proven otherwise however any measures necessary to protect a child must be taken;
- The principle of confidentiality shall apply, whereby only those who need to know should be told of a suspicion/allegation/disclosure of abuse and the number that need to be kept informed shall be kept to a minimum.

### 3.4 Confidentiality with disclosures – Do not promise to keep secrets

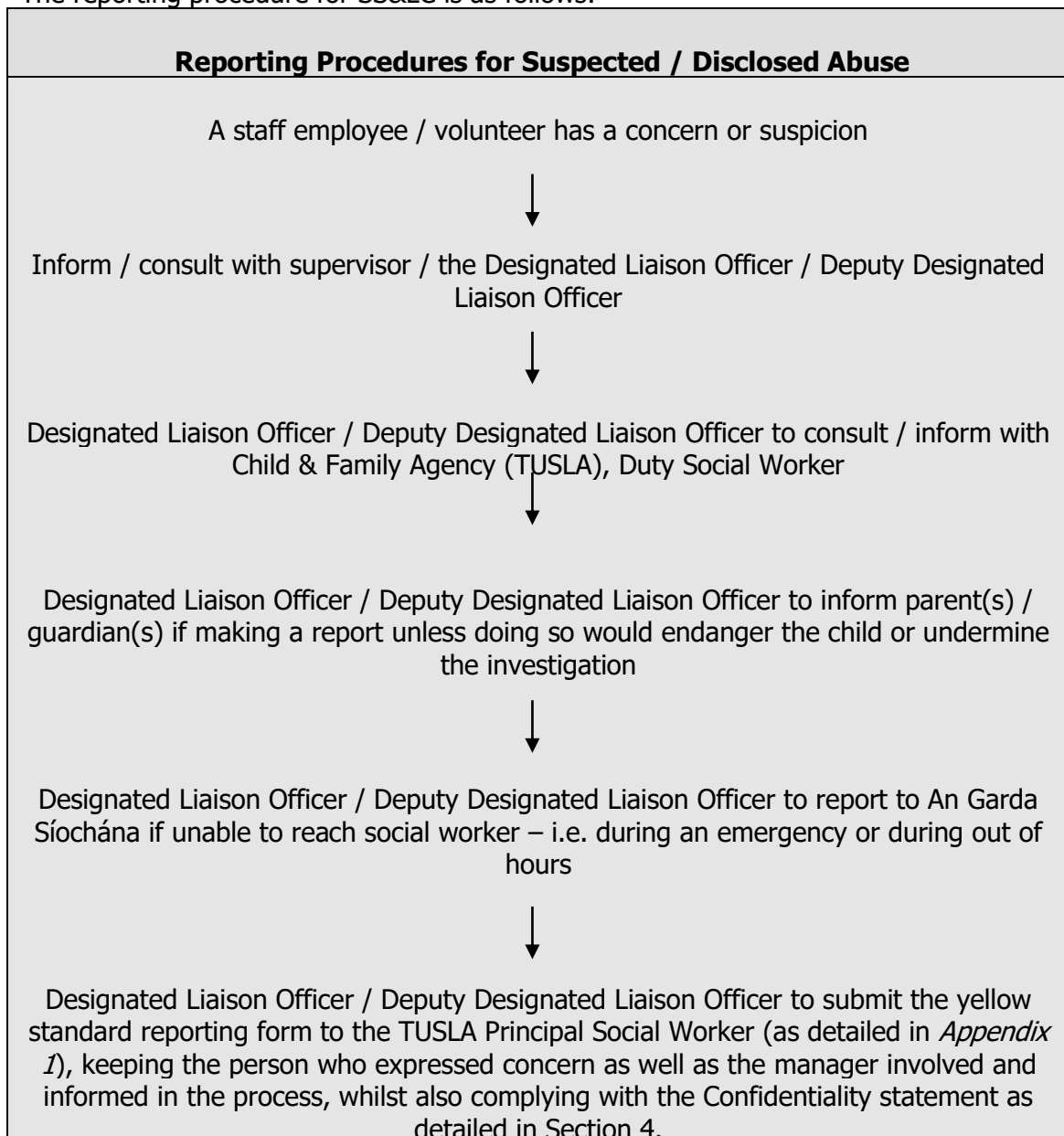
At the earliest opportunity, tell the child that

- You acknowledge that they have come to you because they trust you
- You will be sharing this information only with people who understand this area and who can help. There are secrets, which are not helpful and should not be kept because they make matters worse. It is better to honestly tell the child that you cannot keep a secret than to tell a lie and ruin the child's confidence in another adult.

**Think before you promise anything – Do not make promises you cannot keep**

### 3.5 Reporting Procedure

The reporting procedure for SS&LC is as follows:



A suspicion, which is not supported by any objective indication of abuse or neglect, would not constitute a reasonable suspicion or reasonable grounds for concern. However, these suspicions should be recorded or noted internally as future suspicions may lead to the decision to make a report and, in those circumstances; earlier suspicions may provide important information.

Where reasonable grounds exist for the reporting of suspected or actual child abuse a report shall be made to the Child & Family Agency in person, by telephone or in writing by the Designated Liaison Officer. Reports may be made to the TUSLA Duty Social Worker Department or directly to the social worker. Each Child & Family Agency office has a social worker on duty for a certain number of hours each day. The duty social worker is available to meet with, or talk on the telephone, to persons wishing to report child protection concerns.

In cases of emergency, where a child or a minor appears to be at immediate and serious risk and the member of staff cannot contact the Designated Liaison Officer or Duty Social Worker, An Garda Síochána must be contacted by a senior member of staff immediately. Under no circumstances should a child or minor be left in a dangerous situation pending the intervention by statutory authorities. The Designated Liaison Officer must be kept informed of the events so that the Designated Liaison Officer if necessary, can send a formal report to TUSLA. A record must be kept of all events.

### **3.5.2 Information required when a report is being made**

The ability of the Child & Family Agency and/or An Garda Síochána to assess suspicions or allegations of child abuse will depend on the amount and quality of information conveyed to them by persons reporting their concerns.

The template form in *Appendix 1* should be used for reporting suspected child abuse to the Child & Family Agency or An Garda Síochána. If a report is made by phone, this form should be forwarded subsequently to the Child & Family Agency. In the interest of openness, the parents/guardians should be informed if a report is to be submitted to the Child & Family Agency or An Garda Síochána unless doing so is likely to endanger the child or undermine an investigation. The Designated Liaison Officer will be responsible for providing this information.

Any SS&LC employee/volunteer who suspects child abuse shall not interview the child or the child's parents/guardians in any detail about the alleged abuse. All actions taken and outcomes should be recorded.

### **3.5.3 Cases where concerns are not referred on**

In those cases where SS&LC decides that it should not refer concerns to the Child & Family Agency or An Garda Síochána, the employee/volunteer who raised the concern must be given a clear written statement, from the Designated Liaison Officer, of the reasons why the Company is not doing so. Prior to this statement the Designated Liaison Officer will have received advice from the Child & Family Agency and if necessary, they will quote TUSLA's advice for non referral.



Malicious or vexatious allegations of child abuse made by employees/volunteers may be considered to be a disciplinary matter and dealt with accordingly.

### **3.5.4 Common Impediments to the Reporting of Child Abuse**

Child abuse is a difficult and, to some people, distasteful or sensitive subject. At times, it is hard to distinguish between abusive situations and those where other social problems such as unemployment, poverty, poor housing, mental illness or isolation are present. Sympathy for families in difficult circumstances can sometimes dilute personal or professional concerns about the safety and welfare of children. Reluctance to act on suspicions about child abuse can often stem from uncertainty and fear. Individuals may be afraid of repercussions, afraid of being thought insensitive, afraid of breaking confidence, or afraid of being disloyal. Knowledge and information about child abuse will help to overcome reluctance to take action.

The Protections for Persons Reporting Child Abuse Act, 1998 provides immunity from civil liability to persons who report child abuse "reasonably and in good faith" to designated officers, TUSLA or any member of 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.

### **3.5.5 Retrospective disclosures by adults**

An increasing number of adults are disclosing abuse that took place during their childhoods. Such disclosures often come to light when adults attend counselling. **It is essential to establish whether there is any current risk to any child who may be in contact with the alleged abuser revealed in such disclosures.**

If any risk is deemed to exist to a child who may be in contact with an alleged abuser, the Designated Liaison Officer must be notified who will report the allegation to the TUSLA Duty Social Worker without delay.

There is a **National Counselling Service**, which is in place to listen to, value and understand those who have been abused in childhood. The Service is a professional, confidential counselling and psychotherapy service and is available free of charge in all regions of the country.

The service can be accessed either through your local TUSLA office (details in Appendix 4 of this policy) or by way of self-referral (Freephone 1800 670700).

## **Section 4.0 Dealing with Complaints/Allegations against the Shannon Swimming & Leisure Centre Co. Ltd, Employees and Volunteers**

### **4.1 Allegations of a general nature**

Allegations of a general nature (not related to the alleged abuse or neglect of a child) which are made against SS&LC, its employees or volunteers must be investigated, dealt with and managed in accordance with the Complaints Procedure.

Employees/volunteers are required to co-operate with investigations by or on behalf of SS&LC in accordance with the Complaints Procedure. SS&LC's Disciplinary Procedure may be invoked in circumstances where it is found that an employee/volunteer has engaged in negligent, unsafe or otherwise inappropriate behaviour in respect of the allegation.

### **4.2 Allegations against an Employee or Volunteer**

Where an allegation of abuse of a child is made against an employee or volunteer the reporting procedure will be dealt with and managed by SS&LC, guided by the Designated Liaison Officer. It is important to note that the investigation of suspected child abuse is the responsibility of the statutory authorities i.e. Child & Family Agency/An Garda Síochána and shall not be undertaken by the Designated Liaison Officer or other Company employees. Where such an allegation is made against an employee, or volunteer contact and consultation with the Child & Family Agency and An Garda Síochána will take place as soon as reasonably practical. This may be done through the Designated Liaison Officer. Following these consultations any action will be guided by the relevant Statutory Body. (Refer back to Section 3 – Reporting Procedures, for any necessary clarification e.g. If the suspected abuser is an employee/volunteer of the Company, the matter should be brought to the immediate attention of the Manager without delay).

SS&LC will, as a matter of urgency, take any necessary protective measures that are proportionate to the level of risk and will balance its obligations to its employee with its obligations in respect of the best interests of children.

When an allegation is made against an employee, the following steps shall be taken –:

- (i) The first priority shall be to ensure that no child is exposed to unnecessary risk. The employer should as a matter of urgency take any necessary protective measures. These measures should be proportionate to the level of risk.
- (ii) Action shall be guided by the agreed internal procedures i.e. Grievance and Disciplinary Procedures, the applicable employment contract and the rules of natural justice, where appropriate;

(See *Appendix 7c: Employee/Volunteer Allegation Chart*)

- (iii) The Manager or his nominated deputy shall be informed as soon as possible;

- (iv) The follow up on an allegation of abuse against an employee shall be made in consultation with the Child & Family Agency and An Garda Síochána. An immediate meeting shall be arranged with these two agencies for this purpose;
- (v) When pursuing the question of the future position of the employee, the Designated Liaison Officer shall advise the person accused of the allegation and the agreed procedures shall be followed;
- (vi) SS&LC shall take care to ensure actions taken by them do not undermine or frustrate any investigations being conducted by the Child & Family Agency or An Garda Síochána. It is strongly recommended that employers maintain a close liaison with these authorities to achieve this.

Employees/volunteer's may be subjected to erroneous or malicious allegations. Therefore, any allegation of abuse will be dealt with sensitively and support will be offered to employees including counselling where necessary. However, the primary goal is to protect the child while taking care to treat the employee/volunteer fairly.

### **4.3 Anonymous, Malicious and Third-Party Referrals**

Anonymous referrals – It is best practice that reports are not to be made anonymously. Under the Freedom of Information Act, in the event of a name being supplied anonymity should never be promised since it cannot be guaranteed by the Social Work Service.

Malicious referrals – Malicious reporting is not a common occurrence, but creates a significant impact on the innocent person. The Protection of Persons Reporting Child Abuse Act 1998 includes the creation of 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 member is concerned that a report is malicious, this should be discussed with their line manager with immediate effect.

Third Party Referrals – In the event that any member receiving information in respect of a suspicion of child abuse / welfare from a third party, and those reasonable grounds for the concern exists, this must be reported to the Designated Liaison Officer, who will make contact with the Duty Social Worker of TUSLA. TUSLA will then investigate the concerns.

## Section 5.0 Confidentiality

The confidentiality statement as detailed below is designed to give clear guidance about the issues of sharing information and maintaining appropriate levels of confidentiality.

<b>Confidentiality Statement</b>
<p>SS&amp;LC is committed to ensuring people’s rights to confidentiality. However, in relation to child protection and welfare we undertake that:</p> <p>Information will only be forwarded on a “need to know” basis in order to safeguard the child.</p> <p>No undertakings regarding secrecy can be given.</p> <p>Ethical and statutory codes concerned with confidentiality and data protection provide general guidance. They are not intended to limit or prevent the exchange of information between different professional employees that have a responsibility for ensuring the protection of children. Giving information to others for the protection of a child is not a breach of confidentiality.</p> <p>Anyone who receives information from colleagues about possible or actual child abuse must treat it as having been given in confidence, subject to above. Any breaches of confidential information may be regarded as a disciplinary matter, subject to above.</p> <p>Any complaint against staff must be dealt with sensitively &amp; handled confidentially.</p> <p>Records should be kept in accordance with the Data Protection Act, within an agreed HR filing system and be available only to those directly involved and within the confines of the obligations and duties of the Data Protection Act, 2018.</p> <p>Images of a child will not be used for any reason without the consent of the parent / carer (however, we cannot guarantee that cameras / videos will not be used in public unsupervised areas).</p>

## Section 6.0 Recruitment and Selection

SS&LC have a procedure for the vetting of employees and volunteers working with children/vulnerable adults. This procedure has been determined as part of SS&LC recruitment and selection process.

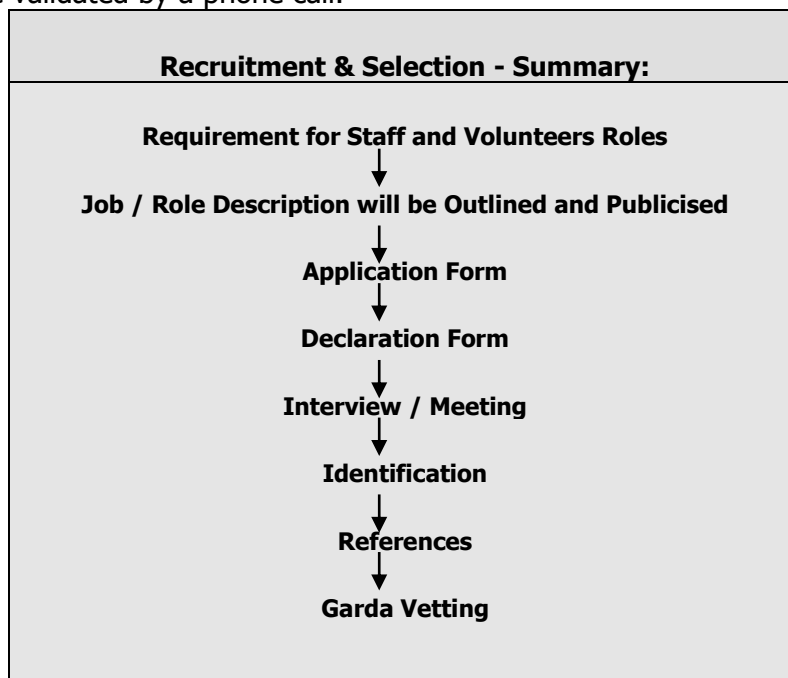
All applicants for appointment or engagement will be required to supply information in writing on the prescribed Application Form and to provide formal photographic identification in support of their application. This will include personal details, past and current work/volunteering experience and any qualifications or skills relevant to the post.

Applicants for employment will be required to make a declaration relating to previous criminal records. This Declaration Form will be attached to the Application Form.

When a candidate is being considered for appointment or is being placed on a panel, it is the intention that the completed Consent Form will be sent to the Garda Central Vetting Unit by SS&LC's Authorised Signatory as appointed under the Garda Vetting Procedure.

For Volunteers groups that are directly linked to SS&LC it will be established by SS&LC if there is a possibility of their work being in contact with Children and Vulnerable Adults. If this is regular contact with the possibility being unsupervised, the full volunteer structure will be Garda Vetted. This Garda Vetting will be organised by SS&LC.

All candidates being considered for employment will be subject to reference checks. It is the policy to gain at least two recent employment references from those who have knowledge of the individual's recent career in a professional context. Each reference check will be validated by a phone call.



## **Section 7.0 Further information**

Further information on child protection and welfare is available from SS&LC Designated Liaison Officer; from the Child & Family Agency and / or from the Department of Children and Youth Affairs

## **Appendices – Table of Contents**

<b>Appendix 1</b>	<b>Standard Form for Reporting Child Protection and/or Welfare Concerns</b>
<b>Appendix 2</b>	<b>Incident Report Form</b>
<b>Appendix 3</b>	<b>Guidance on Categories of Child Abuse</b>
<b>Appendix 4</b>	<b>List of Local TUSLA Social Work Contact Details</b>
<b>Appendix 5</b>	<b>Key Legislative Provisions &amp; National Guidelines</b>
<b>Appendix 6</b>	<b>List of Areas in the Company with Regular Contact with Children</b>
<b>Appendix 7</b>	<b>Flowcharts for Reporting Procedures</b>
<b>Appendix 8</b>	<b>Sample Check for Records and Standards (Management of Activities)</b>
<b>Appendix 9</b>	<b>Camp Booking Form</b>
<b>Appendix 10</b>	<b>Shannon Swimming &amp; Leisure Centre Anti Bullying Policy</b>

**Appendix 1**

Standard Report Form for reporting child protection and or welfare concerns to the TUSLA

This form is available from the Designated Liaison Officer or Deputy Liaison Officer



**Appendix 2**

**Incident Report Form**

**Shannon Swimming & Leisure Centre  
Incident report form**

**Date:** \_\_\_\_\_  
**Time:** \_\_\_\_\_  
**Location:** \_\_\_\_\_

**Name of party involved:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Age:** \_\_\_\_\_

**Tel. No.** \_\_\_\_\_

**Details of what happened and outcome:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name of witness to incident:** \_\_\_\_\_

**Address** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Tel. No.** \_\_\_\_\_

**What action was taken by staff:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature of staff member** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

## **Appendix 3 Guidance on Categories of Child Abuse**

### **1. Recognition of 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.

### **2. Signs and Symptoms of Child Neglect**

Child neglect is the most common category of abuse. A distinction can be made between 'wilful' neglect and 'circumstantial' neglect. 'Wilful neglect' would generally incorporate a direct and deliberate deprivation by a parent/carer of a child's most basic need e.g. withdrawal of food, shelter, warmth, clothing, contact with others. 'Circumstantial' neglect more often may be due to stress / inability to cope by parents or carers.

The neglect of children is 'usually a passive form of abuse involving omission rather than acts of commission'. It comprises 'both a lack of physical caretaking and supervision and a failure to fulfil the developmental needs of the child in terms of cognitive stimulation'.

Signs and Symptoms - Child neglect may be suspected in cases of:

- Abandonment or desertion
- Children persistently being left alone without adequate care and supervision
- Malnourishment, lacking food, inappropriate food or erratic feeding
- Lack of warmth
- 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
- Non-organic failure to thrive i.e. child not gaining weight not alone due to malnutrition but also due to emotional deprivation
- Failure to provide adequate care for the child's medical problems
- Exploited, overworked

### **3. Signs and Symptoms of Emotional Abuse**

Emotional neglect and abuse are found typically in a home lacking emotional warmth. It is not necessarily associated with physical deprivation. The emotional needs of the children are not met; the parent's relationship to the child may be without empathy and devoid of emotional responsiveness.

Emotional neglect and abuse occur when adults responsible for taking care of children are unaware or unable to meet their children's emotional and developmental needs.

Emotional neglect and abuse are not easy to recognise because the effects are not easily observable.

Emotional neglect and abuse can be identified with reference to the indices below. However, it should be noted that no one indicator is conclusive of emotional abuse. In the case of emotional abuse and neglect, it is more likely to impact negatively on a child where there is a cluster of indices, where these are persistent over time and where there is a lack of other protective factors.

- Rejection
- Lack of comfort or love
- Lack of attachment
- Lack of proper stimulation (e.g. fun and play)
- Lack of continuity of care (e.g. frequent moves, particularly planned)
- Continuous lack of praise and encouragement
- Serious over-protectiveness
- Inappropriate non-physical punishment (e.g. locking in rooms)
- Family conflicts and / or violence
- Every child who is abused sexually, physically or neglected is also emotionally abused
- Inappropriate expectations of a child relative to his/her age and stage of development

#### 4. **Signs and Symptoms of Physical Abuse**

Physical abuse is any form of non-accidental injury or injury which results from wilful or neglectful failure to protect a child. Examples of physical injury include the following:

Unsatisfactory explanations or varying explanations, frequency and clustering for the following events are high indices for concern regarding physical abuse:

- Bruises
- Fractures
- Swollen joints
- Burns/Scalds (see below for more detail)
- Abrasions/Lacerations
- Hemorrhages (retinal, subdural)
- Damage to body organs
- Poisonings - repeated (prescribed drugs, alcohol)

- Failure to thrive
- Coma/Unconsciousness
- Death.

There may be different forms of physical abuse, but skin, mouth and bone injuries are the most common.

## **8. Signs and Symptoms of Child Sexual Abuse**

Child sexual abuse often covers a wide spectrum of abusive activities. It rarely involves just a single incident and usually occurs over a number of years.

Cases of sexual abuse principally come to light through:

- a) Disclosure by the child or his or her siblings / friends
- b) The suspicions of an adult
- c) Physical symptoms

Colburn Faller (1989) provides a description of the wide spectrum of activities by adults which can constitute child sexual abuse. These include:

- Non-contact sexual abuse
- Sexual contact
- Oral-genital sexual abuse
- Interfemoral sexual abuse
- Penetrative sexual abuse
- Sexual exploitation

Carers and professionals should be alert to the following physical and behavioural signs:

- Bleeding from the vagina/anus
- Difficulty/pain in passing urine/faeces
- An infection may occur secondary to sexual abuse, which may or may not be a definitive sexually transmitted disease. Professionals should be informed if a child has a persistent vaginal discharge or has warts/rash in genital area.
- Noticeable and uncharacteristic change of behaviour
- Hints about sexual activity
- Age - inappropriate understanding of sexual behaviour

- Inappropriate seductive behaviour
- Sexually aggressive behaviour with others
- Uncharacteristic sexual play with peers/toys
- Unusual reluctance to join in normal activities which involve undressing, e.g. games/swimming

Particular behavioural signs and emotional problems suggestive of child abuse in young children (0-10 yrs):

- Mood change, e.g. child becomes withdrawn, fearful, acting out;
- Lack of concentration, especially in an education setting
- Bed wetting, soiling
- Pains, tummy aches, headaches with no evident physical cause
- Skin disorders
- Nightmares, changes in sleep patterns
- School refusal
- Separation anxiety
- Loss of appetite
- Isolation

Particular behavioural signs and emotional problems suggestive of child abuse in older children (10 yrs +):

- Mood change, e.g. depression, failure to communicate
- Running away
- Drug, alcohol, solvent abuse
- Self mutilation
- Suicide attempts
- Delinquency
- Truancy
- Eating disorders
- Isolation

## Appendix 4

### TUSLA LOCAL: List of Duty Social Work Contact Details

Name	Area	Contact Address	Contact Numbers
Discuss/Report Concern	<b>Clare/Limerick/ North Tipperary</b>	Unit3, St Camillus Hospital, Shelbourne Road, Limerick	Phone: (061) 588688

## **Appendix 5**

### **Relevant Legislation**

Children Act 2001

Child Care Act 1991

Criminal Justice Act 2006

Domestic Violence Act 2018

Protection for Persons Reporting Child Abuse Act 1998

Data Protection Acts 1998 to 2018

Education Act 2000

Education (Welfare) Act 2000

Non-fatal Offences against the Person Act 1997

Freedom of Information Acts 1997 and 2003

Child & Family Agency Act 2013

**Appendix 6 - List of areas in Shannon Swimming & Leisure with regular contact with children**

- Swimming Pool
- Sports Halls
- Communal Areas
- Fitness Suits
- Tir Na Nog Playground
- Astro Turf Pitches
- Skate Park

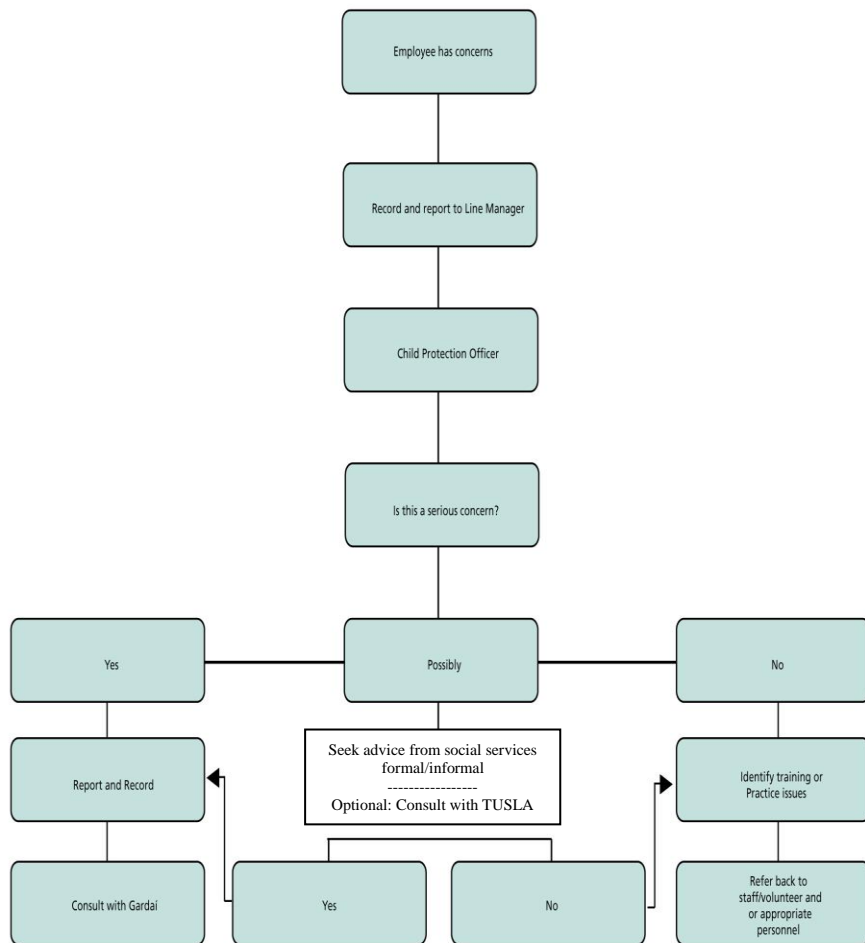
\* Please note that list is non-exhaustive



## **Appendix 7**

### Reporting Procedures

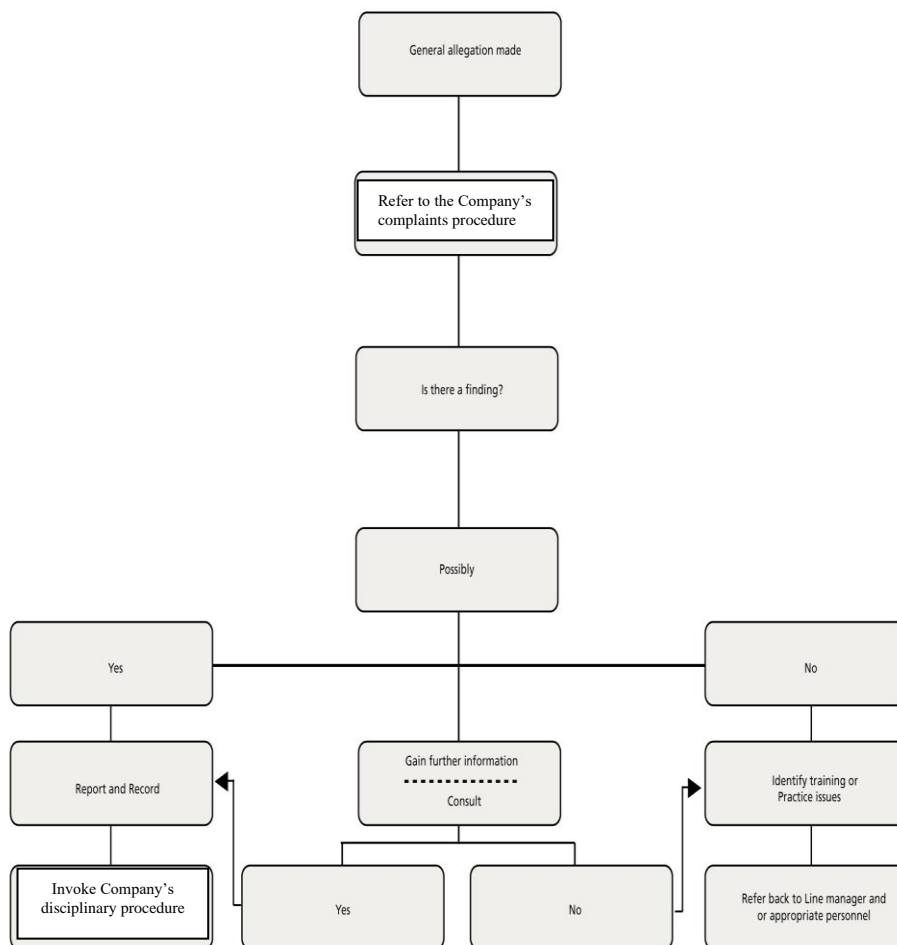
#### A - Employee Concern



**Appendix 7 (continued)**

Reporting Procedures

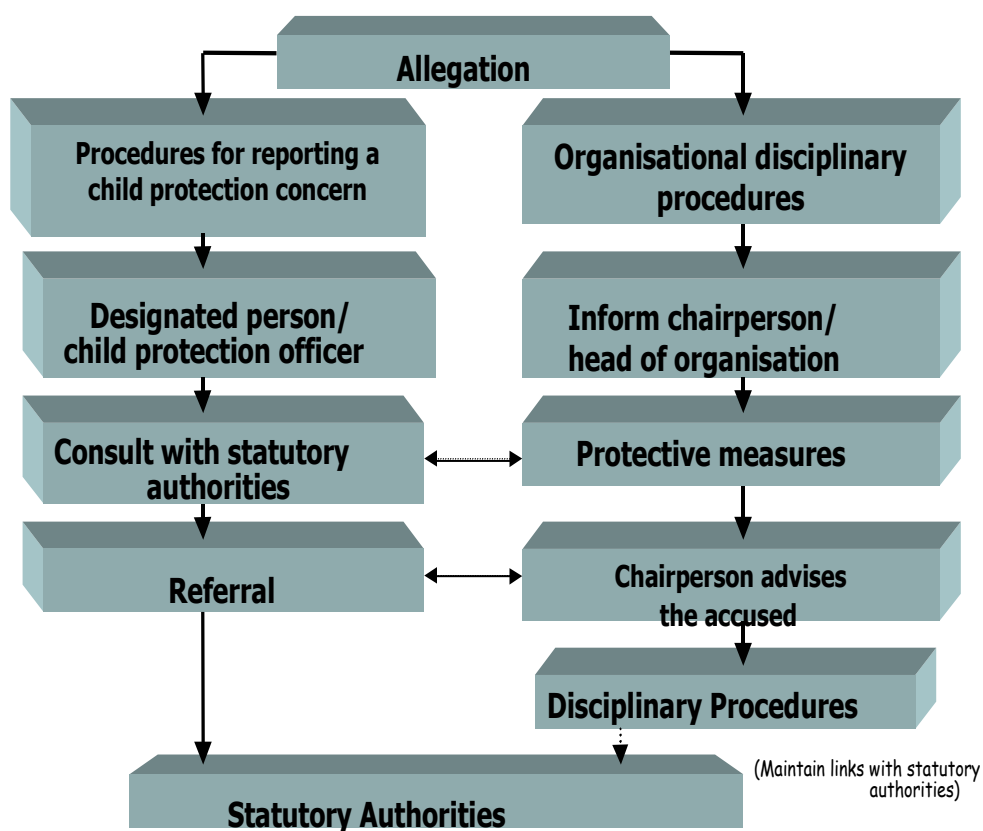
B - General Allegation



**Appendix 7 (Continued)**

C - Employee Volunteer Allegation

**ALLEGATIONS OF ABUSE AGAINST EMPLOYEES AND VOLUNTEERS**



## **Appendix 8**

### Management of Activities – Supervision of Children

Sample check for records and standards

<b>Records:</b>	<b>Tick (✓) if satisfactory</b>	<b>Notes</b>
Attendance Register		
Accident Report Book		
Authorisation / Parental Consent Form		
Copy of Health and Safety Policy		
<b>Standards:</b>	<b>Tick (✓) if satisfactory</b>	<b>Notes</b>
Heating & Ventilation		
Sanitation Facilities		
Fire Precautions		
First Aid Facilities		
Regular checking of equipment		
Providing adequate insurance cover for children, staff, volunteers and third parties (e.g. Facilitators / Writers / Workshop Organisers).		

\* Please note that list is non-exhaustive

**Appendix 9 – Photo Permission Form for Minors**

## Shannon Swimming & Leisure Centre - Child Protection Policy and Procedure

### **Photo Permission Form for Minors**

I, \_\_\_\_\_, give SS&LC permission to record the image of the minor named below and I grant SS&LC all rights to use these images in any medium print or digital for Educational, Promotional, Advertising or Other Purposes that support the Mission of SS&LC. I agree that all rights to the image belong to SS&LC.

Parent / Guardian's Name:

\_\_\_\_\_

Minor's Name:

\_\_\_\_\_

Parent / Guardian's Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Phone:

\_\_\_\_\_

Email:

\_\_\_\_\_

Image Number:

\_\_\_\_\_

Project Details / Notes:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Appendix 9 – Camp Booking Form**



**Camp Application & Parental Consent Form**

Childs name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Age \_\_\_\_\_

Address

\_\_\_\_\_

\_\_\_\_\_

Contact no \_\_\_\_\_ Mobile no \_\_\_\_\_

E-Mail

\_\_\_\_\_

GP Name \_\_\_\_\_ Telephone no \_\_\_\_\_

Does she/he suffer from any medical conditions? Yes \_\_\_\_\_

No \_\_\_\_\_

If \_\_\_\_\_ Yes \_\_\_\_\_ please \_\_\_\_\_ give  
details \_\_\_\_\_

\_\_\_\_\_

\* Please tick activity you are signing up for

Example: Easter Fun & Games Camp 1: 14<sup>th</sup> – 18<sup>th</sup> April €55

Easter Fun & Games Camp 2: 22<sup>nd</sup> – 25<sup>th</sup> April €44

Intensive Swimming Lessons 14<sup>th</sup> – 25<sup>th</sup> April €72

*\*10% discount on 2<sup>nd</sup> & 3<sup>d</sup> Child*

Non refundable deposit Paid \_\_\_\_\_ Date \_\_\_\_\_ Staff Signature

\_\_\_\_\_

Where did you hear about us?

Website \_\_\_\_\_ Facebook \_\_\_\_\_ Word of mouth \_\_\_\_\_ Radio \_\_\_\_\_ Newspaper \_\_\_\_\_

If other please specify:

\_\_\_\_\_

Shannon Leisure Centre recognises the need to ensure the welfare and safety of all young people. In accordance with our child protection policy we will not permit photographs, video or other images of young people to be taken without the consent of the parents/carers and children. However, on occasion we do take photographs as part of our art's n Crafts activities and promotional purposes. Shannon Leisure Centre will take steps to ensure these images are used solely for the purposes they are intended.

If you become aware that these images are being used inappropriately, you should inform Shannon Leisure Centre immediately.

I Parent/carer consent to Shannon Leisure Centre photographing my child.

Signed \_\_\_\_\_

Date

\_\_\_\_\_

Children are to be collected from the LARGE SPORTS HALL at the end of day. If you wish to allow your child to walk home or you wish them to meet you at your car please sign here.

Walk home \_\_\_\_\_

Meet me at car

\_\_\_\_\_

For the convenience of our younger groups we have scheduled their swim time as last activity of the day. You are welcome to arrive 15 mins early to help dry/dress your child after swimming. Time-table of all activities will be displayed in reception each morning.

\* If you wish to be contacted about promotional offers please state: Yes \_\_\_ No \_\_\_

## Appendix 10 - Shannon Leisure Centre Anti Bullying Code

- We provide a place where every member can feel secure
- We provide a place where it is known that bullying is not acceptable behaviour
- We provide a place where name calling is not tolerated
- We provide a place where no one suffers abuse of any nature
- We provide a place where each patron is supported and listened to
- We provide a place where it is everyone's responsibility to ensure they are all treated equal
- We provide a place where solutions to problems are the concern of all

### ***Who should deal with Bullying?***

More extreme forms of bullying would be regarded as physical or emotional abuse and are reportable to TUSLA or An Garda Siochana, dealing with bullying behaviour is the responsibility of the organisation where it is taking place

Practical steps used to counter bullying:

- **teach young people to negotiate, co-operate and help others, particularly new or different children**
- **never tell a young person to ignore bullying, they can't ignore it, it hurts too much**
- **never encourage a young person to take the law into their own hands and beat the bully at their own game**
- **tell the victim there is nothing wrong with them and it is not their fault.**



**To: Manager**

Shannon Swimming & Leisure Centre Co Ltd

***I, the undersigned, declare that I have received and fully understand the contents of the Shannon Swimming & Leisure Centre Co Ltd Child Protection Policy.***

***I further declare that I will comply with the provisions thereof.***

**SIGNED:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**Date:** \_\_\_\_\_