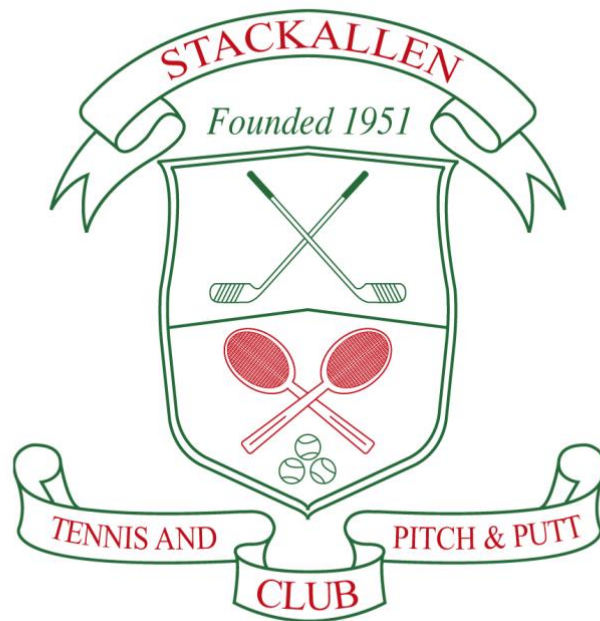


# *Stackallen Pitch & Putt* *Child Safeguarding Statement*



**Review Date June 2023**



## Stackallen Pitch and Putt

### Child Safeguarding Statement

Stackallen Pitch and Putt is committed to safeguarding children by working under the guidance of the Safeguarding Policies of their governing bodies Pitch & Putt Ireland and Sport Ireland. We seek to create a safe environment for young people to grow and develop. This can be incredibly rewarding but it also comes with responsibility to keep those who are in your care safe from harm. Stackallen Pitch & Putt Club acknowledges the duty of care to safeguard and promote the welfare of children and vulnerable adults and is committed to ensuring that safeguarding practice.

- (a) reflects statutory responsibilities.
- (b) government guidance
- (c) complies with best practice.

1. Our priority is to ensure the welfare and safety of every child and young person who participates in the game is of utmost importance.
2. Our guiding principles and procedures to safeguard children and young people reflect national policy and legislation and we will review our guiding principles and child safeguarding procedures every two years.
3. All children and young people have an equal right to participate in Pitch and Putt that respects them as individuals and encourages them to reach their potential, regardless of their background.
4. We are committed to upholding the rights of every child and young person who participates in Pitch and Putt, including the rights to be kept safe and protected from harm, listened to and heard.
5. Our guiding principles apply to everyone in our organisation.
6. Workers and volunteers must conduct themselves in a way that reflects the principles of Stackallen Pitch & Putt Club and Pitch & Putt Ireland.

Stackallen Pitch and Putt's written Risk Assessment document indicates the areas of potential risk of harm, the likelihood of the risk occurring, and gives the required policy, guidance or process documents require to alleviate these risks. The list of risks identified are contained in the following categories: Club and Coaching Practices; Complaints & Discipline; Reporting Procedures; Use of Facilities; Recruitment; Communications and General Risk of Harm.

In addition to our Risk Assessment document described above, there are further procedures that support our intention to safeguard children while they are availing of our activities.

Stackallen Pitch and Putt has the following procedures in place as part of our Safeguarding Policies:

- Procedures for the management of allegations of abuse or misconduct by staff or volunteers against a child availing of our activities
- Procedures for the safe recruitment of staff and volunteers to work with children in our organisation.
- Procedures for access to child safeguarding training and information, including the identification of the occurrence of harm.
- Procedure for reporting of child protection or welfare concerns to the relevant Statutory Authorities.

The Mandated Person for Stackallen Pitch and Putt is Nuala Stafford and Designated Liaison Person is John Troy.

We recognise that implementation is an ongoing process. We are committed to the implementation of this Child Safeguarding Statement and the procedures that support our intention to keep children safe from harm while availing of our activities.

This Child Safeguarding Statement will be reviewed by June 2023.

## EMERGENCY CONTACT INFORMATION

SPORTS CLUB	STACKALLEN LAWN TENNIS AND PITCH AND PUTT CLUB			
ADDRESS	STACKALLEN, PIGHILL, SLANE, CO. MEATH Eircode: C15 W6PW			
PREMISES CO-ORDINATES	53.70011	N	-6.59197118	W

### CONTACT DETAILS

NAME	ROLE	PHONE NUMBER
CHAIRPERSON	FRANK CRINION	0868321357
Vice Chairperson	MATTHEW CRINION	
SECRETARY	RUTH MCKEEVER	0861009911
TREASURER	JJ FARRELL	0862632234

### EMERGENCY SERVICES CONTACT DETAILS

SERVICE	ADDRESS	PHONE NUMBER
DOCTOR	NEDOC DOCTOR ON CALL NAVAN	1850777911
FIRE/GARDAÍ/AMBULANCE		<b>112/999</b>

### UTILITY AND SERVICE PROVIDERS

ELECTRICITY (ESB NETWORKS)	<b>1850 372 999 (24HR)</b>
GAS NETWORKS IRELAND	<b>1850 20 50 50 (24HR)</b>
IRISH WATER	<b>1890 278 278</b>
HEALTH & SAFETY AUTHORITY	<b>1890 289 389</b>
ASSEMBLY AREA	<ol style="list-style-type: none"> <li>1. CAR PARK</li> <li>2. TEE BOX 4 PITCH &amp; PUTT COURSE</li> </ol>

# CHILDREN'S OFFICERS 2023

**Stackallen Pitch & Putt Children's Liaison Officer**

**Nuala Stafford 0879622327**



**If you have any concerns, please contact one of the above Children's Officers.**

**If the concern is about the Children's Officer, please contact the Chairperson  
of the Executive Committee**

# CHILDREN'S OFFICERS 2023

**Stackallen Pitch & Putt Club Children's Officer**

**John Troy 0879150927**



**If you have any concerns, please contact one of the above Children's Officers.**

**If the concern is about the Children's Officer, please contact the Chairperson  
of the Executive Committee**

## **CODE OF CONDUCT FOR CHILDREN**

All junior members are required to abide by the following Code of Conduct

- Play fairly and have fun.
- Abide by the rules set down by team managers when travelling to away events.
- Behave in a manner that avoids bringing the game of Pitch & Putt into disrepute.
- Respect officials and accept their decisions.
- Talk to one of the Children's Officers if I have concerns.
- Respect opponents and always shake hands at the end of a match.
- Use my best efforts in competitive matches.
- Refrain from the use of bad language and inappropriate gestures.
- Refrain from ball/sport equipment/club abuse.
- Refrain from the use of coaching during competition.
- Never use unfair or bullying tactics to gain advantage on or off the court.
- Never use bullying tactics to isolate another player.
- Never pass on gossip about another player or adult.
- Never make false allegations about another player or adult.
- Never keep secrets about anyone who has caused me harm.
- Win with grace and lose with dignity.

**The undertaking to abide by and support the club's Child Protection Policy given by the parent/legal guardian of junior members is deemed to be agreement on the part of the junior member to abide by this Code of Conduct.**

## Parents Code of Conduct:

Stackallen Pitch & Putt Committee believes that as parents you should:

- Be a role model for your child and maintain the highest standards of conduct when interacting with young people, other parents, officials and organisers.
- Always behave responsibly and do not seek to unfairly affect a player or the outcome of the game.
- 
- Never intentionally expose any young participant to embarrassment or disparagement by the use of flippant or sarcastic remarks.
- Always recognise the value and importance of the officials and volunteers who provides sporting and recreational opportunities for your child. Do not publicly question the judgement or honesty of referees, umpires, coaches or organisers. Respect convenors, professionals, coaches, referees, umpires, organisers and other players. Parents are welcome to attend events and coaching sessions but should not interfere with the coach or organiser while working with the player.
- Encourage your child to play by the rules of Pitch & Putt. Teach your child that honest endeavour is as important as winning and do all you can to encourage good sportsmanship.
- Set a good example by applauding good play on all sides. Encourage mutual respect for other junior members, teammates and opponents.
- I will respect the rules and procedures set down by Irish Sports Council Code of Ethics and Good Practice for Children's Sport.



- I will respect my child's teammates and leaders as well as players, parents and coaches from opposing teams. I will encourage my child to treat other participants, professionals, coaches, convenors, selectors and managers with respect.
- I will give encouragement and applaud only positive accomplishments whether from my child, his/her teammates, their opponents or the officials.
- I will respect my child's leader(s) and support his/her efforts.
- I will respect the officials and their authority during sessions and events whether within the club or outside.
- I will never demonstrate threatening or abusive behaviour or use foul language.

**The undertaking to abide by and support the club's Child Protection Policy given by the parent/legal guardian is deemed to be their agreement to abide by this code of conduct.**

# Bullying Policy

Stackallen Pitch & Putt Committee is aware of the potential for bullying behaviour to take place within the club. This Appendix sets out the club's policy on bullying, the supports to be put in place to support the victims of bullying and the procedures to be followed if incidents occur.

## What is Bullying?

Bullying can be defined as repeated aggression be it verbal, psychological or physical conducted by an individual or group against others.

It is behaviour that is intentionally aggravating and intimidating and occurs mainly in social environments such as schools, clubs and other organisations working with children.

It includes behaviours such as teasing, taunting, threatening, hitting and extortion behaviour by one or more children against a victim.

## How would you know if a child is being bullied?

All bullies operate using furtiveness, threats and fear. Bullying can therefore only survive in an environment where the victim does not feel empowered to tell someone who can help or in which it is not safe to do so. The club will actively encourage all young members to reject bullying and encourage the reporting of incidents to the Children's Officers.

## The following indicators are warning signs that a young person might be getting bullied.

- Reluctance to come to a venue or take part in activities.
- Physical signs (unexplained bruises, scratches, or damage to belongings).
- Stress-caused illness – headaches, and stomach aches which seem unexplained.
- Fearful behaviour (fear of walking to a meeting, going different routes, asking to be driven).
- Frequent loss of, or shortage of, money with vague explanations.
- Having few friends.
- Changes in behaviour (withdrawn, stammering, moody, irritable, upset, distressed).
- Not eating.
- Attempting suicide or hinting at suicide.
- Anxiety (shown by nail-biting, fearfulness, tics).

There are of course other possible reasons for many of the above.

## **Who should deal with bullying?**

While the more extreme forms of bullying would be regarded as physical or emotional abuse and are reported to the Health Services Executive or An Garda Síochana, dealing with bullying behaviour amongst young people in the club will, in the first instance, be the responsibility of the club's Children's Officers.

## **How can it be prevented?**

- ❖ Ensure that all members follow the code of conduct, which promotes the rights and dignity of each member.
- ❖ Deal with any incidents as they arise.
- ❖ Use a whole group policy or 'no-blame approach', i.e., not 'bullying the bully' but working with bullies and the group of children, helping them to understand the hurt they are causing, and so make the problem a 'shared concern' of the group (see below).
- ❖ Reinforce that there is 'a permission to tell' culture rather than a 'might is right' one.
- ❖ Encourage children to negotiate, co-operate and help others, particularly new or different children.
- ❖ Offer the victim immediate support and put the 'no blame approach' into operation.
- ❖ Never tell a child to ignore bullying.
- ❖ Never encourage a child 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.

## **What is the 'No Blame' Approach?**

### Step 1 – Interview with the victim

If there has been an incident of bullying, one of the club's Children's Officers will talk to the victim. At this stage he/she will try to find out who was involved and what the victim is now feeling by asking questions such as.

- Was it verbal or physical intimidation?
- How hurt is the victim
- Was it within his/her own peer group?

Assure the victim that his/her name will not come out in the investigation and actively listen.

## Step 2 – Meet with all involved

The Children's Officers will arrange to meet with all those involved. This should include bystanders, those who may have colluded, those who joined in and those who initiated the bullying. However, try to limit it to a maximum of six to eight in the group – keep the number controllable.

The Children's Officers should

- ❖ Make a point of calling a 'special' meeting.
- ❖ Ensure the severity of the topic is understood by all.
- ❖ Speak only of the hurt caused in general terms with no reference to the victim.
- ❖ Play on the conscience of all – ask questions like: How would you feel? Would you like it done to you?

## Step 3 – Explain the problem

The distress being suffered as a result of the bullying incident will be explained. At this stage the details of the incident or the allocation of the blame will not be discussed. Explain the feelings of loneliness, feeling left out, rejected, laughed at.

Try asking questions:

- Would they like it if it happened to them?
- Someone here in this group was bullied by someone within the group, what can be done to see it does not happen again?

The Children's Officers will use the meeting to identify the basis for the bullying incident and without isolating anyone try to identify a solution.

## Step 4 – Share the responsibility

The Children's Officers will explain what steps/controls may have to be introduced to prevent further incidents and how everyone will lose out as a result.

## Step 5 – Ask the group for their ideas

At this stage the group will be encouraged to suggest ways that would make the victim feel happier. All positive responses will be listened to and noted.

### Step 6 – Leave it to them

Now that the problem has been identified, solutions suggested, the problem will now be handed over to the group to solve. A further meeting will be in a week's time. The responsibility will now be handed over to the group and give a time frame within which something must be done.

### Step 7 – Meet them again

At the second meeting each member of the group will discuss how things are going, who is doing what and have there been other incidents. This will allow for continual monitoring and also keeps everyone involved in the process.

Again the idea of the 'team' looking after each other will be reinforced at regular intervals to ensure it is known that bullying or intimidating behaviour will not be tolerated.

# Social Media Policy

## Introduction

Social media provides unique opportunities for Pitch & Putt clubs to engage, connect, and develop unique relationships with people in a creative and dynamic medium where users are active participants. Information about an event or campaign messages can be dissipated virally amongst supporters within online communities. However we must also be aware that these sites can become a negative forum for complaining, gossiping, or bullying. Care must be taken not to breach the club's Child Protection Policy or the Data Protection Act.

## Principles

If you are representing the club in an official capacity, it is important that your posts convey the same positive spirit that the club would instill in all of its communications. Be respectful of all individuals, races, religions, and cultures. How you conduct yourself online not only reflects on you – it also reflects directly on the club.

When disagreeing with the opinions of others online, keep it appropriate and polite. If you find yourself in a situation that might become antagonistic, do not get defensive or disengage from the conversation abruptly. It is also important not to respond in the heat of the moment in a way you may regret later. Feel free to seek advice or disengage from the dialogue in a polite manner that reflects well on the club.

## Potential Problems

With all emerging technologies there is also the potential for misuse. Risks associated with user interactive services include: cyber bullying; grooming and potential abuse by online predators; identity theft; and exposure to inappropriate content such as self-harm, racism, sexting (which is the creation or uploading of inappropriate material), and adult pornography.

The capabilities of social networking services may increase the potential for sexual exploitation of children and young people. There have been a number of well reported cases where adults have used social networking and user interactive services as a means of grooming children and young people for sexual abuse.

### **Online grooming techniques include:**

- gathering personal details, such as age, name, address ,mobile number, name of school, and photographs.
- promising meetings with sports idols or celebrities or offers of merchandise.
- offering cheap tickets to sporting or music events.
- offering material gifts including electronic games, music, or software.
- paying young people to appear naked and perform sexual acts.

- bullying and intimidating behaviour, such as threatening to expose the child or young person by contacting their parents/guardians to inform them of their child's communications, or postings on a social networking site, and/or saying they know where the child lives, plays sport, or goes to school.
- asking sexually themed questions, such as 'Do you have a boyfriend?' or 'Are you a virgin?'
- asking to meet children and young people offline.
- sending sexually themed images to a child depicting adult content or the abuse of other children.
- masquerading as a minor or assuming a false identity on a social networking site to deceive a child.
- using school or hobby sites (including sports) to gather information about a child's interests likes and dislikes.

Most social networking sites set a child's webpage/profile to private by default to reduce the risk of personal information being shared in a public area of the site.

#### Rules to Remember

If someone has their own personal profile on a social media website, they should make sure that others cannot access any contents, media, or information from that profile which:

- a) they are not happy for others to have access to.
- b) which would undermine their position as a coach/volunteer representing their club.

As a basic rule, if you are not happy with others seeing particular comments, media, or information, then simply do not post these onto a public forum site.

When using social media sites, the following should be considered:

- ❖ change your privacy setting on the profile so that only people you have accepted as friends can see your comments. Individuals should lock down their page to nonfriends.
- ❖ review who is on your 'friends list' on your personal profile. In most situations you should not accept 'friends requests' if you do not actually know the person(s) concerned.
- ❖ ensure personal blogs have clear disclaimers that the views expressed are personal and not representative of the club.
- ❖ ensure that information published on social media sites complies with the club's Child Protection Policy.
- ❖ beware of how your actions could be captured via images, posts, or comments online as these will reflect on the club.
- ❖ respond to online bullying - what is said online must be treated as if said in real time.

## Missing Child Policy

- ❖ Stackallen Pitch & Putt Committee is committed to a club environment in which all children participating in its activities are not at risk.
- ❖ If a child under the responsibility of the NGB/Branch/Club were to go missing, the following actions should be taken
- ❖ Ensure the other young people in your care are looked after appropriately while you organise a search for the missing young person.
  
- ❖ Inform the young person's parents if they are present at the event, or nominate an appropriate person to telephone them and advise them of the concern. Reassure them that you are doing all you can to locate their child.
  
- ❖ Divide up all the available responsible adults into areas to be searched. It is best to take a short time to organise the search properly so that all places are searched fully.
  
- ❖ Search the area in which the child has gone missing, including changing rooms, toilets, public and private areas and the organisation's grounds.
  
- ❖ Request all those searching to report back to you or to a nominated adult at a specific location and time.
  
- ❖ This nominated person should also be making a note of the events, including a physical description of the young person including approximate height, build, eye colour, hair colour and style as well as the colour, brand and type of clothing he/she was wearing, and where he/she was last seen, as this will be required by the police. If the search is unsuccessful you should then report the concern to the Garda Siochana.  
The Gardai may recommend further action to be taken before they get involved; you should follow any guidance they provide.

If the Guards decide to act upon the concern, follow their guidance in respect of further actions to take, if any.

- ❖ At any stage of the investigation, if the young person is located, ensure that you inform all adults involved including the parents, searchers and the Guards if they are already involved.

Refer the concern as soon as possible to the Pitch & Putt Ireland Child Safeguarding Team.



## Filming & Photography Policy

- ❖ The Filming and Photography guidance provides assistance for organisation/club members on taking and using appropriate images. This guidance is not about preventing parents/ guardians and supporters from taking pictures, but rather to ensure that only those who have a right to take photographs do so. This guidance is designed to promote safeguards for any photographic or filming/video activity to minimise the risk of inappropriate taking and use of images.
  
- ❖ Definitions:

  - ❖ Event: may include competition, training session, social function or any activity organised at any level of (Enter Name of Sport).
  
  - ❖ Image: refers to all photographic and film/video footage.
  
  - ❖ Responsible person: may include the children's officer, head coach, event manager, event controller or facility manager at an event.
  
  - ❖ Young people: refers to all people U18; whilst this guidance is designed to minimise risk to U18's this guidance should be used to minimise risks for all athletes of any age.  
Permission to take images  
Permission is sought by the sports organisation/club to ensure that young people and parents /carers are aware of when and how their images may be used.  
Permission can be obtained through:
    - ❖ Individual permission where permission is sought for a single or specific event and has not been sought generally through membership/competition entry/other contract means.
    - ❖ General permission granted through completion of membership /competition entry/other contract where permission is included as part of the form.  
For third party photographers, film/videographers or other organisations employed to take images each person must complete the Self-Declaration Form. For any other person wishing to use photographic devices at events they must first register their device with the organiser. Each person registering a device will be required to produce photographic identification as proof of identity.  
Announcement at events regarding taking and the use of images

The sports organisation/club should ensure the following announcement is read out at the start and during an event to ensure everyone is clearly aware of the need to register:

“All persons wishing to take photographs or film footage at this event must first register their device(s) with (name of organiser). Please note photographic identification will be required as proof of identity.

If a company/person has been authorised by completing the Self-Declaration Form the following should be included in the announcement:

(Company Name) has been authorised to take photographs of individuals in accordance with sports club/organisation policy.”

- ❖ Taking images in certain environments
- ❖ Sports organisation/club members and third party photographers, film/videographers or other organisations shall ensure that images are not taken in such environments considered inappropriate irrespective of any permission sought. In certain cases it may be an offence to take such images.
- ❖ Taking images using any type of equipment is banned in an area where people are changing or would normally expect their privacy to be recognised. Examples of such areas would include:
  - ❖ • Changing rooms.
  - ❖ • Open changing areas such as ‘villages’
  - ❖ • individual changing/private cubicles provided for personal use.
  - ❖ • Toilets.
  - ❖ • Medical/physio treatment rooms.
- ❖ Flash photography is prohibited in an environment where any performance may be affected or there is the potential for its use to cause harm to the young person.
- ❖ Types of appropriate images
- ❖ Only appropriate images of children should be used, for example:
  - ❖ • Posed images such as during medal ceremonies, presentations or team shots where young people must be wearing t-shirt and shorts/tracksuits.
  - ❖ • Action shots of young people where the focus is on the participation in the sport, not the athlete.
- ❖ Images of children should not be taken where the pose is inappropriate e.g. open legs; bending over from behind, etc.
- ❖ Safe use of images
- ❖ Images can be taken for a variety of purposes, including for administration or personal use, publicising the sport or aiding skill development. Anyone taking images

should be aware of action poses that may be inappropriate; these are not suitable for use/publication.

❖ Types of images and appropriate use:

❖ • Personal images – images taken by parents/guardians or other family members during an event as a celebration of a young person's attendance or achievement. This includes the use of a professional photographer, with permission, taking images for the personal use of those attending. Other people may be included in an image and we expect parents/guardians and other family members to respect this by not distributing images publicly.

❖ Training images – these are images or footage taken during a training sessions or during an event specifically to aid the young person in the development of a skill or technique. These images should be taken by a qualified coach or a person specifically appointed by the young person's coach. These images may be used as examples of technique or mastery of a skill for teaching/coaching purposes and should not be distributed outside this specific use.

❖ Media images – these are images taken by an individual from the media, i.e. TV, newspaper, social media or professional photographer where the images are to be used for publicity or promotion of the event or future events.

❖ Administration images – these are images taken for general administration purposes; including images used for membership cards, competition entries and could also include images that form part of an archive record.

Use of images on social media

Where images of young people are used on social media the person responsible for posting an image must be aware of the potential for an image to be used inappropriately. The following safeguards must be in place to protect young people:

❖ Personal details of a young person should not be included.

❖ Captions should be in keeping with the sport represented.

❖ The posting and any purpose should not breach the codes of conduct.

❖ The type of image should not breach guidance in this policy.

Storage of Images

Storage includes any image stored as a hard copy and/or electronically as a soft copy. This includes images on social media, photographic archives, individual

personal databases e.g. personal cameras, phones, etc. How personal images are stored is the responsibility of parents /guardians with their child/young person. All other images should only be stored for defined and intended purposes e.g. membership, promotion, and/or archiving.

- ❖ If storage of images is required the images must only be stored for the length of time for which they are needed
- ❖ If possible, avoid using the names of children, or any other identifying feature Once images are no longer required they must be properly destroyed. Digital images stored on computer systems need to be fully deleted, including deletion from the cache memory and/or temporary files.
- ❖ Inappropriate Images
- ❖ Taking inappropriate images
- ❖ If there is any concern about the nature of any image taken this should be reported to the responsible person (in the club or event/activity) who will refer to the statutory authorities. The concerned individual may also report their concern directly to the statutory authorities. The contact details for the statutory authority can be found in the sports clubs/ organisations Safeguarding Policies and Procedures.
- ❖ Non-authorized taking of images
- ❖ If you are concerned about an individual taking images at an event this should be verbally reported to the relevant responsible person. It may be necessary to report the non- authorized taking of images to the appropriate statutory authorities.
- ❖ The responsible person will identify the person and check if their device is registered for the event. If not registered, the person must be asked to register their device, with appropriate identification. If the person is not willing to register their device they should be asked to leave.
- ❖ Where the event is open to the public e.g. where only part of the facility is being used, it will be necessary to report non- authorized taking of images to the facility manager.
- ❖ Inappropriate use of images
- ❖ Where there is a concern about the use of images this should be reported to the responsible person who will take appropriate action. This will include reporting the alleged use to:
  - ❖ The parent /carer of any young person involved.
  - ❖ The person responsible for posting the image.

- ❖ The media platform i.e. twitter, Facebook, WhatsApp, Instagram, print media etc.
  
- ❖ The statutory authorities.  
 Inappropriate use of images is a breach of this guidance and the code of conduct and may result in a complaint/ disciplinary procedure against those involved in (Enter Name of Sport). Where there is a concern about the publication of an image in local or national newspapers you should contact the individual newspaper or the Press Council of Ireland and the Office of the Press Ombudsman – website <http://www.presscouncil.ie/>
  
- ❖ Installation and use of CCTV (Closed Circuit Television)
- ❖ The use of CCTV is a positive step in safeguarding those that use facilities. It is important that clubs using a facility are aware of blind spots (potential risk areas), who has access, the use of images and the facility procedure for dealing with incidents or misbehaviour. The information regarding the presence of CCTV within a facility should be available to members and/or parents/guardians.
- ❖ A club should have a copy of the facility's policy regarding the use of CCTV, usually as part of a club/facility agreement. Queries regarding the use of CCTV are a matter for the facility or the operating company. Any queries from members should be directed through the club as the club has the agreement with the facility.
- ❖ The following information should be noted:
  - ❖ Who in the facility has day to day responsibility for the system and operation of the CCTV.
  - ❖ The number of cameras located in the specified areas.
  - ❖ Are spectator areas covered (i.e. can someone misbehaving in this area or regularly turning up for less than innocent viewing purposes be monitored).
  - ❖ Identify areas of the facility that cannot be monitored – if these areas are easily identified by anyone with intent it would be important to know in order to be extra vigilant.
  
- ❖ Who, during sessions, is responsible for monitoring the cameras and what is the policy for dealing with any perceived misconduct or incidents viewed at the time.
  
- ❖ Who has access to the password protected files.  
 CCTV does not replace vigilance and proper supervision for training sessions and activities as required by (Organisation Name).

## **Mental Wellbeing Policy**

Stackallen Pitch & Putt Committee recognises that mental health is as important as physical health and accepts that, on average, one in four people will experience a mental health difficulty in the course of a year and that such problems can cause real and lasting damage, both to the individual and to the community. The Club also recognises that the majority of people who experience mental health difficulties can get over them or learn to live with them especially if they are supported early on.

This Policy applies to members, volunteers and coaches and aims to ensure that everyone feels supported in the club environment.

### **Policy statement**

It is the policy of Stackallen Pitch & Putt Committee to:

- promote mental health and wellbeing through its management policies, support services, information networks and regular health promotion campaigns (including alcohol awareness, diet, exercise, self-management, suicide awareness), and by liaising appropriately with external agencies;
- prevent, so far as is practicable, those circumstances detrimental to mental health and wellbeing;
- provide an environment in which members who have mental health difficulties receive suitable support and adjustments to allow them to achieve their fullest potential.

### **Responsibility of Coaches/Volunteers/Committee**

Coaches/Volunteers/Committee Members are expected to:

- maintain a non-stigmatising, supportive community.
- treat each member with a mental health difficulty as an individual, not a problem or a condition.
- take advantage of training and information sources.

- uphold confidentiality (wherever safety is not at risk).
- recognise the limits to what they can do.
- Ensure relevant partnerships are in place with community partners responsible for mental wellbeing so that the club is in a position to signpost people to community support services.
- Promote an ethos of talking about mental health issues

Stackallen Pitch & Putt Club recognises that where individuals help a member experiencing mental health difficulties, each person has boundaries or limits to his/her knowledge, responsibilities and competence, and that these boundaries must be respected. The club will provide for its coaches/volunteers/committee suitable advice and training on:

- ❖ identifying mental health difficulties and making initial responses to individuals;
- ❖ recognising the need to refer an individual to support services;
- ❖ accessing the Clubs support services;

### **Responsibility of members**

All club members are required to:

- ❖ Encourage the establishment and maintenance of a non-stigmatising, supportive community.
- ❖ Recognise the limits to what they can do.
- ❖ Refer to support and advice services within the Club when assistance is required.
- ❖ Inform the club of difficulties that may be affecting their mental wellbeing, in order that the club can deal fairly with them and support them where appropriate.
- ❖ Buy into the ethos of talking about mental health issues.

## Child Welfare and Protection Procedures

Stackallen Pitch & Putt Committee accepts that all organisations, which include young people among its members, are vulnerable to the occurrence of child abuse. This Appendix sets out the procedures for dealing with any welfare or protection issue that may arise in the club.

**Child welfare and the protection of young people is the concern of all adults at all times, irrespective of their role within the club.**

If there are grounds for concern about the safety or welfare of a young person, the club and any member having such concerns must take appropriate steps to address those concerns.

### The Designated Person

In certain limited circumstances it may be necessary to report suspected or known child abuse allegations to the Tusla or An Garda.

The club has in place a Designated Person whose job it is to receive such reports from club members. They will then decide if a report should be made to the Health Service Executive Tusla or indeed in certain circumstances to An Garda Siochana.

The Designated Person has received specific training for this role. In addition, the person chosen to fulfil the role will be a senior and experienced member of the club.

### Role and Responsibilities

- To receive reports from club members (Senior or Junior) regarding suspected or known child abuse.
- To assess such reports and to seek advice from the Tusla in regard to the particular circumstances.
- To make formal reports to the Tusla and/or to the Garda Siochana regarding suspected or known child abuse.
- To inform the Chairperson of the club that such a report has been made or advice sought (without disclosing any of the details of the incident).



- To inform the family of an alleged victim of his/her intention to make such a report. (Unless doing so would endanger the child or undermine an investigation)
- Assisting the Chairperson/President and other Club Officers in relation to any internal procedures where an allegation concerns a Coach, Club Employee or Sports Leader.

### Minimum Requirements

- Have attended the Safeguarding 1 – Basic Awareness Workshop in Child Welfare and Protection.
- Have attended the Safeguarding 3 – Designated Liaison Person Workshop.

### Desirable qualities and skills.

- The Designated Person should have good communication and listening skills, be approachable and non-judgmental.
- He/she should have a good knowledge of child welfare and protection codes and guidelines (which will be acquired through appropriate training).
- The position will require the person to be trustworthy, discreet, impartial and sensitive as they will be required to handle and manage confidential material.

**Details of the club's current Designated Person are on the Notice Board or can be got from any member of the Executive Committee.**

If in doubt the member should always contact the Designated Person to discuss any child protection matter of concern. The Designated Person who will then deal with the matter as they see fit.

It is important to realise that it is not the responsibility of anyone working within the Pitch & Putt club, in a paid or voluntary capacity, to take responsibility or decide whether or not child abuse is taking place.

That is the job of the statutory authorities. However, there is a responsibility to protect children by assisting the appropriate agencies so that they can then make enquiries and take any necessary action to protect the young person.

### Responding to a Child Disclosing Abuse.

In some circumstances a young person may disclose to a trusted adult instances of abuse or other concerns relating to themselves or others.

Any adult finding themselves in this situation should follow the guidelines set out below.

If a young person discloses information of suspected abuse, you should:

- Deal with any allegation of abuse in a sensitive and competent way through listening to and facilitating the child to tell about the problem, rather than interviewing the child about details of what happened.
- Stay calm and don't show any extreme reaction to what the child is saying. Listen compassionately and take what the child is saying seriously.
  
- Understand that the child has decided to tell something very important and has taken a risk to do so. The experience of telling should be a positive one so that the child will not mind talking to those involved in the investigation.
- Be honest with the child and tell them that it is not possible to keep information a secret.
- Make no judgmental statements against the person whom the allegation is made.
- Do not question the child unless the nature of what she/he is saying is unclear. Leading questions should be avoided. Open, non-specific questions should be used such as *"Can you explain to me what you mean by that"*.
- Give the child some indication of what would happen next, such as informing the Designated Person, parents/guardians, social services or the Gardai. It should be kept in mind that the child may have been threatened and may feel vulnerable at this stage.
- Reassure the child that they have done the right thing in telling you.
- Carefully record the details as soon as possible after receiving the report.
- Pass on this information to the club's Designated Person.

### **Reporting Suspected or Disclosed Child Abuse.**

The following steps will be taken by the Designated Person in reporting child abuse to the statutory authorities:

- Details such as dates, times, locations and contexts in which the incident occurred or suspicion was aroused, together with any other relevant information will be recorded by the Designated Person. These notes will be retained by the Designated Person and destroyed when no longer required.

- If the Designated Person has reasonable grounds for believing that the child has been abused or is at risk of abuse, she/he will make a report to the Tusla which has a statutory responsibility to investigate and assess suspected or actual child abuse.
- In cases of emergency, where a child appears to be at immediate and serious risk and the Designated Person is unable to contact a duty social worker, the Gardai will be contacted. Under no circumstances will a child be left in a dangerous situation pending intervention by the statutory authorities.
- If the Designated Person is unsure whether reasonable grounds for concern exist, she/he can informally consult with the local social services. She/he will be advised whether or not the matter requires a formal report.

A Designated Person reporting suspected or actual child abuse to the Statutory Authorities will first inform the family of the alleged victim of his/her intention to make such a report, unless doing so would endanger the child or undermine an investigation.

### **Protection for the Person Reporting possible Child Abuse.**

It is important to reassure anyone who is in the position of receiving information or directly becoming aware of possible child abuse that in making a report they won't be subject to litigation. In this regard 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 Health Services Executive or the Gardai (directly or via a Designated Person). The act also covers the offence of 'false reporting'.

### **The main provisions of the Act are:**

1. The provision of immunity from civil liability to any person who reports child abuse "reasonably and in good faith" to designated officers of the Health Service Executive or any member of An Garda Síochána.
2. The provision of significant protections for employees who report child abuse. These protections cover all employees and all forms of discrimination up to and including dismissal.
3. The creation of a new offence of false reporting of child abuse where a person makes a report of child abuse to the appropriate authorities "knowing that statement to be false". This is a new criminal offence designed to protect innocent persons from malicious reports.

## Allegations against Coaches/Club Employees/Sports Leaders

The following are the agreed procedures to be followed in cases of alleged child abuse complaints concerning a Coach, Club Employee or Sports Leader. If such an allegation is made against a Coach/Club Employee/Sports Leader working within the club, two separate procedures will be followed in tandem:

1. The reporting to the statutory authorities by the Designated Person in respect of suspected or disclosed child abuse. (see above for details).
2. The club will also follow its own internal procedure in dealing with the Coach/Club Employee/Sports Leader from a club perspective.

### **The Internal Procedure will be as follows:**

- As soon as the Designated Person is made aware of allegations which concern a Coach/Club Employee/Sports Leader within the club he/she will make the Club Chairman/President aware of the situation. If the allegations concern the Chairperson/President then the Designated Person will convene a meeting of the other officers of the club and brief them on the situation.
- The first thing to consider at this stage is the safety of the child making the allegation and the safety of any other children who may be at risk. The club will immediately take any steps considered necessary to protect children in its care.
- The next step will be to appoint a senior member of the club to deal with the matter. Under normal circumstances this person will be selected by the Designated Person together with the Chairperson. Where the allegations concern the Chairperson/President the person will be selected by the Designated Person and the other club officers.
- The senior club member will privately inform the Coach/Club Employee/Sports Leader that
  - (a) an allegation has been made against him/her
  - (b) the nature of the allegation.

He/she will be afforded an opportunity to respond and informed that any response will be noted and passed on to the statutory authorities.

- The Coach/Club Employee/Sports Leader will be suspended from their position pending the outcome of the club's investigation. Any investigation of the allegations by the statutory authorities will take precedence over any separate investigation by the club into the allegations. The senior club member will clarify that this suspension is only a precautionary measure and will not prejudice any later disciplinary proceedings.
  
- The club will retain the right to take disciplinary action against the Coach/Club Employee/Sports Leader on foot of the allegations.

## Confidentiality

Given the sensitive nature of the issues covered by this appendix confidentiality will be a very important consideration. The Club will be guided in this regard by the following.

- Appropriate but not absolute confidentiality will be maintained in respect of all issues and people involved in cases of abuse, welfare or bad practice. It is important that the rights of both the alleged victim and the person about whom the complaint has been made are protected.
  
- A guarantee of confidentiality or undertakings regarding secrecy cannot be given, as the welfare of the child will supersede all other considerations.
- All information will be treated in a careful and sensitive manner and will be discussed only with those who need to know.
- Information will be conveyed to the parents/guardians of the child in a sensitive way.
- Giving information to others on a 'need to know' basis for the protection of a child is not a breach of confidentiality.
- All persons involved in a child protection process will be afforded appropriate respect, fairness, support and confidentiality at all stages of the procedure.
- Information will be stored in a secure place, with access to it limited to the Designated Person and appropriate personnel as decided by the Designated Person.
- The requirements of Data Protection laws will be adhered to.

## **Anonymous Complaints/Rumours**

Anonymous complaints can be difficult to deal with but will not be ignored. Rumours will not be allowed to persist and will be dealt with by the Executive Committee as soon as it becomes aware of such rumours. All concerns relating to inappropriate behaviour will be brought to the attention of the Designated Person in order that they may be dealt with as soon as possible. It is the responsibility of every member who becomes aware of such concerns to report them to the Designated Person. The information will be checked out and handled in a confidential manner. In all cases the safety and welfare of the child/children will be paramount.

## Pitch & Putt Links & Forms

Code of Ethics

<http://www.ppui.ie/filedownloads/Code%20of%20Ethics%20Jan%202020%20complete%20pdf.pdf>

PPI Garda Vetting Form

<http://www.ppui.ie/admin/Vetting%20National%20Policy%202020%20pdf.pdf>



## Parental Consent Form

I confirm that I \_\_\_\_\_ am the parent/legal guardian of

\_\_\_\_\_.

I hereby consent to the above child participating in the Pitch & Putt activities of Stackallen Tennis and Pitch & Putt Club in line with the Code of Ethics & Good Practice for Children's Sport. I have provided contact details below and undertake to inform the Hon. Sec. of the club of any changes to this information. I confirm that all details are correct and I am able to give parental consent for my child to participate in all Pitch & Putt activities in the club.

I confirm that I have read Appendix 4 of the club's Child Protection Policy and undertake to abide by the obligations which it imposes on me as the parent/legal guardian of the above-named child.

I acknowledge that the club is not responsible for providing adult supervision for my child except during arranged supervised activities or coaching.

Name:(*please print*)\_\_\_\_\_

Signature \_\_\_\_\_



### Contact Details

Name of Child \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Parent's Mobile Phone No. \_\_\_\_\_

Emergency Contact No. (1) \_\_\_\_\_

Emergency Contact No. (2) \_\_\_\_\_

**Please also include all medical details that might be relevant in dealing in with your child in a safe manner, such as allergies, medication, special needs, etc.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Photographic & Video Consent

I consent/do not consent to the below mentioned child being included in any photographic or video material, in any publications/websites/social network applications which may be used for the purpose of documenting and highlighting their involvement in Pitch & Putt.

**Name:** \_\_\_\_\_

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

**Signature:** \_\_\_\_\_

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

**Print Name:** \_\_\_\_\_

**State Relationship to child:** \_\_\_\_\_

**Phone No.** \_\_\_\_\_



## MEMBERS CHILD PROTECTION UNDERTAKING

I/We agree to abide by and support the **Stackallen Pitch & Putt Child Protection Policy\*** and agree to abide by the guidelines as set out in the Policy and in particular to abide by the **Code of Ethics & Good Practice for Children's Sport**.

Name of Adult Senior/Family Member \_\_\_\_\_

Signature 1 \_\_\_\_\_

Name of Adult Family Member \_\_\_\_\_

Signature 2 \_\_\_\_\_

Name of Junior Member \_\_\_\_\_ (please print)

Name of Junior Member \_\_\_\_\_ (please print)

Name of Junior Member \_\_\_\_\_ (please print)

This Undertaking must be signed by the member or in the case of a family by both adults (where applicable). Signature 1 is deemed to be the adult signing on behalf of the family members under 18 years. (see note below) In the case of individual juniors (i.e. not joined as part of a family membership) the undertaking should be signed (below) on their behalf by the parent or legal guardian having parental responsibility for the child.

**Note:** When a Junior reaches the age of 18 they must sign an Undertaking on their own behalf (whether joined as part of a family or as an individual junior).

**Name** (if signing on behalf of Junior member) \_\_\_\_\_ (please print)

Signature \_\_\_\_\_