



DCU SPORT



Child Protection
&
Safeguarding Policy

Appendices

Handbook B

2024

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**" Excerpts from Chapter 2 & App. 1 of the "Children First: National Guidance for the Protection and Welfare of Children" (2017)*

In this Guidance, 'a child' means a person under the age of 18 years, who is not or has not been married.

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. Abuse and neglect can occur within the family, in the community or in an institutional setting. The abuser may be someone known to the child or a stranger, and can be an adult or another child. In a situation where abuse is alleged to have been carried out by another child, you should consider it a child welfare and protection issue for both children and you should follow child protection procedures for both the victim and the alleged abuser.

The important factor in deciding whether the behaviour is abuse or neglect is the impact of that behaviour on the child rather than the intention of the parent/carer.

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

Neglect

Child neglect is the most frequently reported category of abuse, both in Ireland and internationally. Ongoing chronic neglect is recognised as being extremely harmful to the development and well-being of the child and may have serious long-term negative consequences.

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

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

A reasonable concern for the child's welfare would exist when neglect becomes typical of the relationship between the child and the parent or carer. This may become apparent where you see the child over a period of time, or the effects of neglect may be obvious based on having seen the child once.

The following are features of child neglect:

- Children being left alone without adequate care and supervision
- Malnourishment, lacking food, unsuitable food or erratic feeding
- Non-organic failure to thrive, i.e. a child not gaining weight due not only to malnutrition but also emotional deprivation
- Failure to provide adequate care for the child's medical and developmental needs, including intellectual stimulation

- Inadequate living conditions – unhygienic conditions, environmental issues, including lack of adequate heating and furniture
- Lack of adequate clothing
- Inattention to basic hygiene
- Lack of protection and exposure to danger, including moral danger, or lack of supervision appropriate to the child's age
- Persistent failure to attend school
- Abandonment or desertion

Emotional abuse

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

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

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

1. Rejection
2. Lack of comfort and love
3. Lack of attachment
4. Lack of proper stimulation (e.g. fun and play)
5. Lack of continuity of care (e.g. frequent moves, particularly unplanned)
6. Continuous lack of praise and encouragement
7. Persistent criticism, sarcasm, hostility or blaming of the child
8. Bullying
9. Conditional parenting in which care or affection of a child depends on his or her behaviours or actions
10. Extreme over protectiveness
11. Inappropriate non-physical punishment (e.g. locking child in bedroom)
12. Ongoing family conflicts and family violence
13. Seriously inappropriate expectations of a child relative to his/her age and stage of development

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

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

Physical abuse

Physical abuse is when someone deliberately hurts a child physically or puts them at risk of being physically hurt. It may occur as a single incident or as a pattern of incidents. A reasonable concern exists where the child's health and/ or development is, may be, or has been damaged as a result of suspected physical abuse.

Physical abuse can include the following:

1. Physical punishment
2. Beating, slapping, hitting or kicking
3. Pushing, shaking or throwing
4. Pinching, biting, choking or hair-pulling
5. Use of excessive force in handling
6. Deliberate poisoning
7. Suffocation
8. Fabricated/induced illness
9. Female genital mutilation

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

Sexual abuse

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

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

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

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

Examples of child sexual abuse include the following:

1. Any sexual act intentionally performed in the presence of a child
2. An invitation to sexual touching or intentional touching or molesting of a child's body whether by a person or object for the purpose of sexual arousal or gratification

3. Masturbation in the presence of a child or the involvement of a child in an act of masturbation
4. Sexual intercourse with a child, whether oral, vaginal or anal
5. Sexual exploitation of a child, which includes:
 - (i) Inviting, inducing or coercing a child to engage in prostitution or the production of child pornography [for example, exhibition, modelling or posing for the purpose of sexual arousal, gratification or sexual act, including its recording (on film, videotape or other media) or the manipulation, for those purposes, of an image by computer or other means
 - (ii) Inviting, coercing or inducing a child to participate in, or to observe, any sexual, indecent or obscene act
 - (iii) Showing sexually explicit material to children, which is often a feature of the 'grooming' process by perpetrators of abuse
6. Exposing a child to inappropriate or abusive material through information and communication technology
7. Consensual sexual activity involving an adult and an underage person

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

In relation to child sexual abuse, it should be noted that in criminal law the age of consent to sexual intercourse is 17 years for both boys and girls. Any sexual relationship where one or both parties are under the age of 17 is illegal. However, it may not necessarily be regarded as child sexual abuse. Details on exemptions for mandated reporting of certain cases of underage consensual sexual activity can be found in Chapter 3 of this *Guidance*.

Circumstances which may make children more vulnerable to harm.

If you are dealing with children, you need to be alert to the possibility that a welfare or protection concern may arise in relation to children you come in contact with. A child needs to have someone they can trust in order to feel able to disclose abuse they may be experiencing. They need to know that they will be believed and will get the help they need. Without these things, they may be vulnerable to continuing abuse.

Some children may be more vulnerable to abuse than others. Also, there may be particular times or circumstances when a child may be more vulnerable to abuse in their lives. In particular, children with

disabilities, children with communication difficulties, children in care or living away from home, or children with a parent or parents with problems in their own lives may be more susceptible to harm.

The following list is intended to help you identify the range of issues in a child's life that may place them at greater risk of abuse or neglect. *It is important for you to remember that the presence of any of these factors does not necessarily mean that a child in those circumstances or settings is being abused.*

Parent or carer factors:

1. Drug and alcohol misuse

2. Addiction, including gambling
3. Mental health issues
4. Parental disability issues, including learning or intellectual disability
5. Conflictual relationships
6. Domestic violence
7. Adolescent parents

Child factors:

1. Age
2. Gender
3. Sexuality
4. Disability
5. Mental health issues, including self-harm and suicide
6. Communication difficulties
7. Trafficked/Exploited
8. Previous abuse
9. Young carer

Community factors:

1. Cultural, ethnic, religious or faith-based norms in the family or community which may not meet the standards of child welfare or protection required in this jurisdiction
2. Culture-specific practices, including:
 - i. Female genital mutilation
 - ii. Forced marriage
 - iii. Honour-based violence
 - iv. Radicalisation

Environmental factors:

1. Housing issues
2. Children who are out of home and not living with their parents, whether temporarily or permanently
3. Poverty/Begging
4. Bullying
5. Internet and social media-related concerns

Poor motivation or willingness of parents/guardians to engage:

1. Non-attendance at appointments
2. Lack of insight or understanding of how the child is being affected
3. Lack of understanding about what needs to happen to bring about change
4. Avoidance of contact and reluctance to work with services
5. Inability or unwillingness to comply with agreed plans

You should consider these factors as part of being alert to the possibility that a child may be at risk of suffering abuse and in bringing reasonable concerns to the attention of Tusla.

Physical Abuse:

Physical abuse can involve:

- severe physical punishment;
- beating, slapping, hitting or kicking;
- pushing, shaking or throwing;
- pinching, biting, choking or hair-pulling;
- terrorising with threats;
- observing violence;
- use of excessive force in handling;
- deliberate poisoning;
- suffocation;
- fabricated/induced illness (*see Appendix 1 for details*);
- allowing or creating a substantial risk of significant harm to a child.

Signs and symptoms of physical abuse

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

- bruises (*see below for more detail*);
- fractures;
- swollen joints;
- burns/scalds (*see below for more detail*);
- abrasions/lacerations;
- haemorrhages (retinal, subdural);
- damage to body organs;
- poisonings - repeated (prescribed drugs, alcohol);
- failure to thrive;
- coma/unconsciousness;
- death.

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

Bruises

Accidental

Accidental bruises are common at places on the body where bone is fairly close to the skin. Bruises can also be found towards the front of the body, as the child usually will fall forwards.

Accidental bruises are common on the chin, nose, forehead, elbow, knees and shins. An accident-prone child can have frequent bruises in these areas. Such bruises will be diffuse, with no definite edges. Any bruising on a child before the age of mobility must be treated with concern.

Non-accidental

Bruises caused by physical abuse are more likely to occur on soft tissues, e.g. cheek, buttocks, lower back, back, thighs, calves, neck, genitalia and mouth.

Marks from slapping or grabbing may form a distinctive pattern. Slap marks might occur on buttocks/cheeks and the outlining of fingers may be seen on any part of the body. Bruises caused by direct blows with a fist have no definite pattern, but may occur in parts of the body that do not usually receive injuries by accident. A punch over the eye (black eye syndrome) or ear would be of concern. Black eyes cannot be caused by a fall on to a flat surface. Two black eyes require two injuries and must always be suspect. Other distinctive patterns of bruising may be left by the use of straps, belts, sticks and feet. The outline of the object may be left on the child in a bruise on areas such as the back or thighs (areas covered by clothing).

Bruises may be associated with shaking, which can cause serious hidden bleeding and bruising inside the skull. Any bruising around the neck is suspicious since it is very unlikely to be accidentally acquired. Other injuries may feature – ruptured eardrum/fractured skull.

Mouth injury may be a cause of concern, e.g. torn mouth (frenulum) from forced bottle-feeding.

Bone injuries

Children regularly have accidents that result in fractures. However, children's bones are more flexible than those of adults and the children themselves are lighter, so a fracture, particularly of the skull, usually signifies that considerable force has been applied.

Non-accidental

A fracture of any sort should be regarded as suspicious in a child under 8 months of age. A fracture of the skull must be regarded as particularly suspicious in a child under 3 years. Either case requires careful investigation as to the circumstances in which the fracture occurred. Swelling in the head or drowsiness may also indicate injury.

Burns

Children who have accidental burns usually have a hot liquid splashed on them by spilling or have come into contact with a hot object. The history that parents give is usually in keeping with the pattern of injury observed. However, repeated episodes may suggest inadequate care and attention to safety within the house.

Non-accidental

Children who have received non-accidental burns may exhibit a pattern that is not adequately explained by parents. The child may have been immersed in a hot liquid. The burn may show a definite line, unlike the type seen in accidental splashing. The child may also have been held against a hot object, like a radiator or a ring of a cooker, leaving distinctive marks. Cigarette burns may result in multiple small lesions in places on the skin that would not generally be exposed to danger. There may be other skin conditions that can cause similar patterns and expert paediatric advice should be sought.

Bites

Children can get bitten either by animals or humans. Animal bites (e.g. dogs) commonly puncture and tear the skin, and usually the history is definite. Small children can also bite other children.

Non-accidental

It is sometimes hard to differentiate between the bites of adults and children since measurements can be inaccurate. Any suspected adult bite mark must be taken very seriously. Consultant paediatricians may liaise with dental colleagues in order to identify marks correctly.

Poisoning

Children may commonly take medicines or chemicals that are dangerous and potentially life-threatening. Aspects of care and safety within the home need to be considered with each event.

Non-accidental

Non-accidental poisoning can occur and may be difficult to identify, but should be suspected in bizarre or recurrent episodes and when more than one child is involved. Drowsiness or hyperventilation may be a symptom.

Shaking violently

Shaking is a frequent cause of brain damage in very young children.

Fabricated/induced illness

This occurs where parents, usually the mother (according to current research and case experience), fabricate stories of illness about their child or cause physical signs of illness. This can occur where the parent secretly administers dangerous drugs or other poisonous substances to the child or by smothering. The symptoms that alert to the possibility of fabricated/induced illness include:

- symptoms that cannot be explained by any medical tests; symptoms never observed by anyone other than the parent/carer; symptoms reported to occur only at home or when a parent/carer visits a child in hospital;
- high level of demand for investigation of symptoms without any documented physical signs;
- unexplained problems with medical treatment, such as drips coming out or lines being interfered with; presence of un-prescribed medication or poisons in the blood or urine.

Emotional Abuse:

Emotional Abuse may include:

- the imposition of negative attributes on a child, expressed by persistent criticism, sarcasm, hostility or blaming;
- conditional parenting in which the level of care shown to a child is made contingent on his or her behaviours or actions;
- emotional unavailability of the child's parent/carer;
- unresponsiveness of the parent/carer and/or inconsistent or inappropriate expectations of the child;
- premature imposition of responsibility on the child;
- unrealistic or inappropriate expectations of the child's capacity to understand something or to behave and control himself or herself in a certain way;

- under- or over-protection of the child;
- failure to show interest in, or provide age-appropriate opportunities for, the child’s cognitive and emotional development;
- use of unreasonable or over-harsh disciplinary measures;
- exposure to domestic violence;
- exposure to inappropriate or abusive material through new technology.

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

Signs and symptoms of emotional neglect and abuse

Emotional neglect and abuse is found typically in a home lacking in 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 occurs when adults responsible for taking care of children are unaware of and unable (for a range of reasons) to meet their children’s emotional and developmental needs. Emotional neglect and abuse is not easy to recognise because the effects are not easily observable. Skuse (1989) states that ‘emotional abuse refers to the habitual verbal harassment of a child by disparagement, criticism, threat and ridicule, and the inversion of love, whereby verbal and non-verbal means of rejection and withdrawal are substituted’.

Emotional neglect and abuse can be identified with reference to the indices listed 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 and love;
- lack of attachment;
- lack of proper stimulation (e.g. fun and play);
- lack of continuity of care (e.g. frequent moves, particularly unplanned);
- continuous lack of praise and encouragement;
- serious over-protectiveness;
- inappropriate non-physical punishment (e.g. locking in bedrooms);
- 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.

Children who are physically and sexually abused and neglected also suffer from emotional abuse.

Neglect:

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

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

Signs and symptoms of neglect

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 needs, 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.

Neglect is closely correlated with low socio-economic factors and corresponding physical deprivations. It is also related to parental incapacity due to learning disability, addictions or psychological disturbance.

The neglect of children is 'usually a passive form of abuse involving omission rather than acts of commission' (Skuse and Bentovim, 1994). 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'.

Child neglect should 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 due not only to malnutrition but also to emotional deprivation;
- failure to provide adequate care for the child's medical and developmental problems;
- exploited, overworked.

Characteristics of neglect

Child neglect is the most frequent category of abuse, both in Ireland and internationally. In addition to being the most frequently reported type of abuse; neglect is also recognised as being the most harmful. Not only does neglect generally last throughout a childhood, it also has long-term consequences into adult life. Children are more likely to die from chronic neglect than from one instance of physical abuse. It is well established that severe neglect in infancy has a serious negative impact on brain development.

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

Neglect may be categorised into different types (adapted from Dubowitz, 1999):

1. Disorganised/chaotic neglect: This is typically where parenting is inconsistent and is often found in disorganised and crises-prone families. The quality of parenting is inconsistent, with a lack of certainty and routine, often resulting in emergencies regarding accommodation, finances and food. This type of neglect results in attachment disorders, promotes anxiety in children and leads to disruptive and attention-seeking behaviour, with older children proving more difficult to control and discipline. The home may be unsafe from accidental harm, with a high incident of accidents occurring.
2. Depressed or passive neglect: This type of neglect fits the common stereotype and is often characterised by bleak and bare accommodation, without material comfort, and with poor hygiene and little if any social and psychological stimulation. The household will have few toys and those that are there may be broken, dirty or inappropriate for age. Young children will spend long periods in cots, playpens or pushchairs. There is often a lack of food, inadequate bedding and no clean clothes. There can be a sense of hopelessness, coupled with ambivalence about improving the household situation. In such environments, children
3. Frequently are absent from school and have poor homework routines. Children subject to these circumstances are at risk of major developmental delay.
4. Chronic deprivation: This is most likely to occur where there is the absence of a key attachment figure. It is most often found in large institutions where infants and children may be physically

well cared for, but where there is no opportunity to form an attachment with an individual carer. In these situations, children are dealt with by a range of adults and their needs are seen as part of the demands of a group of children. This form of deprivation will also be associated with poor stimulation and can result in serious developmental delays.

The following points illustrate the consequences of different types of neglect for children:

1. inadequate food – *failure to develop*;
2. household hazards – *accidents*;
3. lack of hygiene – *health and social problems*;
4. lack of attention to health – *disease*;
5. inadequate mental health care – *suicide or delinquency*;
6. inadequate emotional care – *behaviour and educational*;
7. inadequate supervision – *risk-taking behaviour*;
8. unstable relationship – *attachment problems*;
9. unstable living conditions – *behaviour and anxiety, risk of accidents*;

10. exposure to domestic violence – *behaviour, physical and mental health*;

11. community violence – *anti social behaviour*.

Sexual Abuse:

Signs and symptoms of 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. Child sexual abuse most commonly happens within the family.

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

1. 'Offensive sexual remarks', including statements the offender makes to the child regarding the child's sexual attributes, what he or she would like to do to the child and other sexual comments.
2. Obscene phone calls.
3. Independent 'exposure' involving the offender showing the victim his/her private parts and/or masturbating in front of the victim.
4. 'Voyeurism' involving instances when the offender observes the victim in a state of undress or in activities that provide the offender with sexual gratification. These may include activities that others do not regard as even remotely sexually stimulating.

Sexual contact

- Involving any touching of the intimate body parts. The offender may fondle or masturbate the victim, and/or get the victim to fondle and/or masturbate them. Fondling can be either outside or inside clothes. Also includes 'frottage', i.e. where offender gains sexual gratification from rubbing his/her genitals against the victim's body or clothing.

Oral-genital sexual abuse

- Involving the offender licking, kissing, sucking or biting the child's genitals or inducing the child to do the same to them.

Interfemoral sexual abuse

- Sometimes referred to as 'dry sex' or 'vulvar intercourse', involving the offender placing his penis between the child's thighs.

Penetrative sexual abuse, of which there are four types:

1. 'Digital penetration', involving putting fingers in the vagina or anus, or both. Usually the victim is penetrated by the offender, but sometimes the offender gets the child to penetrate them.

2. 'Penetration with objects', involving penetration of the vagina, anus or occasionally mouth with an object.
3. 'Genital penetration', involving the penis entering the vagina, sometimes partially.
4. 'Anal penetration' involving the penis penetrating the anus.

Sexual exploitation

1. Involves situations of sexual victimisation where the person who is responsible for the exploitation may not have direct sexual contact with the child. Two types of this abuse are child pornography and child prostitution.
2. 'Child pornography' includes still photography, videos and movies, and, more recently, computer-generated pornography.
3. 'Child prostitution' for the most part involves children of latency age or in adolescence. However, children as young as 4 and 5 are known to be abused in this way.

The sexual abuses described above may be found in combination with other abuses, such as physical abuse and urination and defecation on the victim. In some cases, physical abuse is an integral part of the sexual abuse; in others, drugs and alcohol may be given to the victim.

It is important to note that physical signs may not be evident in cases of sexual abuse due to the nature of the abuse and/or the fact that the disclosure was made some time after the abuse took place.

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

1. bleeding from the vagina/anus;
2. difficulty/pain in passing urine/faeces;
3. 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;

1. noticeable and uncharacteristic change of behaviour;
2. hints about sexual activity;
3. age-inappropriate understanding of sexual behaviour;
4. inappropriate seductive behaviour;
5. sexually aggressive behaviour with others;
6. uncharacteristic sexual play with peers/toys;
7. unusual reluctance to join in normal activities that involve undressing, e.g. games/swimming.

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

1. mood change where the child becomes withdrawn, fearful, acting out;
2. lack of concentration, especially in an educational setting;

3. bed wetting, soiling;
4. pains, tummy aches, headaches with no evident physical cause;
5. skin disorders;
6. reluctance to go to bed, nightmares, changes in sleep patterns;
7. school refusal;
8. separation anxiety;
9. loss of appetite, overeating, hiding food.

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

1. depression, isolation, anger;
2. running away;
3. drug, alcohol, solvent abuse;
4. self-harm;
5. suicide attempts;
6. missing school or early school leaving;
7. eating disorders.

All signs/indicators need careful assessment relative to the child's circumstances.

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* Excerpts from Chapter 3 of the “Children First: National Guidance for the Protection and Welfare of Children” (2017)

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

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

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

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

- i. has been harmed,*
- ii. is being harmed, or*
- iii. is at risk of being harmed,*

he or she shall, as soon as practicable, report that knowledge, belief or suspicion, as the case may be, to the Agency.’

Section 14(2) of the Children First Act 2015 also places obligations on mandated persons to report any disclosures made by a child:

‘Where a child believes that he or she–

- i. has been harmed,*
- ii. is being harmed, or*
- iii. is at risk of being harmed,*

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

Section 2 of the Children First Act 2015 defines harm as follows:

‘harm means in relation to a child–

(a) assault, ill-treatment or neglect of the child in a manner that seriously affects, or is likely to seriously affect the child’s health, development or welfare, or,

(b) sexual abuse of the child.’

Criteria for reporting: Definitions and Thresholds.

As a Mandated Person, under the legislation you are required to report any knowledge, belief or reasonable suspicion that a child has been harmed, is being harmed, or is at risk of being harmed. The Act defines harm as assault, ill-treatment, neglect or sexual abuse, and covers single and multiple instances. The four types of abuse are described in Chapter 2.

The threshold of harm for each category of abuse at which mandated persons have a **legal** obligation to report concerns is outlined below.

If you are in doubt about whether your concern reaches the legal definition of harm for making a mandated report, TUSLA can provide advice in this regard. You can find details of who to contact to discuss your concern on the TUSLA website at www.tusla.ie. If your concern does not reach the threshold for mandated reporting, but you feel it is a **reasonable concern** about the welfare or protection of a child, you should report it to TUSLA under this **Guidance**.

| | |
|--|---|
| <p>NEGLECT</p> | <p>Neglect is defined as <i>‘to deprive a child of adequate food, warmth, clothing, hygiene, supervision, safety or medical care’</i>. The threshold of harm, at which you must report to Tusla under the Children First Act 2015, is reached when you know, believe or have reasonable grounds to suspect that a child’s needs have been neglected, are being neglected, or are at risk of being neglected to the point where the child’s health, development or welfare have been or are being seriously affected, or are likely to be seriously affected.</p> |
| <p>EMOTIONAL ABUSE (ILL-TREATMENT)</p> | <p>Ill-treatment is defined as <i>‘to abandon or cruelly treat the child, or to cause or procure or allow the child to be abandoned or cruelly treated’</i>. Emotional abuse is covered in the definition of ill-treatment used in the Children First Act 2015.</p> <p>The threshold of harm, at which you must report to Tusla under the Children First Act 2015, is reached when you know, believe or have reasonable grounds to suspect that a child has been, is being, or is at risk of being ill-treated to the point where the child’s health, development or welfare have been or are being seriously affected, or are likely to be seriously affected.</p> |
| <p>PHYSICAL ABUSE</p> | <p>Physical abuse is covered in the references to assault in the Children First Act 2015. The threshold of harm, at which you must report to Tusla under the Children First Act 2015, is reached when you know, believe or have reasonable grounds to suspect that a child has been, is being, or is at risk of being assaulted and that as a result the child’s health, development or welfare have been or are being seriously affected, or are likely to be seriously affected.</p> |
| <p>SEXUAL ABUSE</p> | <p>If, as a mandated person, you know, believe or have reasonable grounds to suspect that a child has been, is being, or is at risk of being sexually abused, then you must report this to Tusla under the Children First Act 2015. Sexual abuse to be reported under the Children First Act 2015 [as amended by Section 55 of the Criminal Law (Sexual Offences) Act 2017] is defined as an offence against the child, as listed in Schedule 3 of the Children First Act 2015.</p> <p>A full list of relevant offences against the child which are considered sexual abuse is set out in Appendix 3 of <i>“Children First: National Guidance for the Protection and Welfare of Children” (2017)</i></p> <p>As all sexual abuse falls within the category of seriously affecting a child’s health, welfare or development, you must submit all concerns about sexual abuse as a mandated report to Tusla.</p> |

Exemptions from requirements to report

Underage consensual sexual activity.

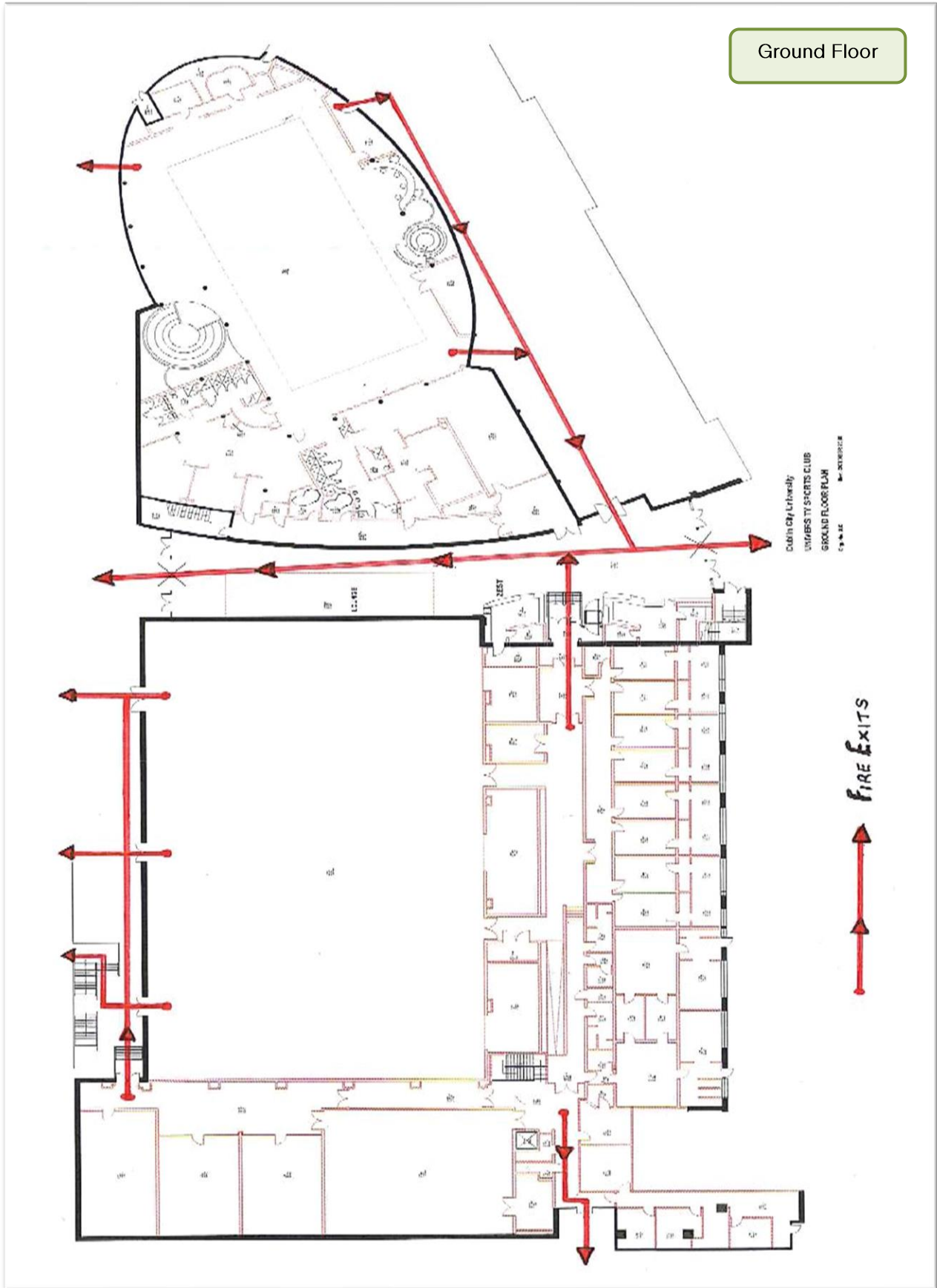
Under the Criminal Law (Sexual Offences) Act 2006 the legal age of consent is 17 years. While a sexual relationship where one or both parties is under 17 years of age is illegal, when making a mandated report to Tusla, it might not be regarded as child sexual abuse.

There are certain exemptions from reporting underage consensual sexual activity under section 14(3) of the Children First Act 2015. If you are satisfied that **all** of the following criteria are met, you are not required to make a report to Tusla:

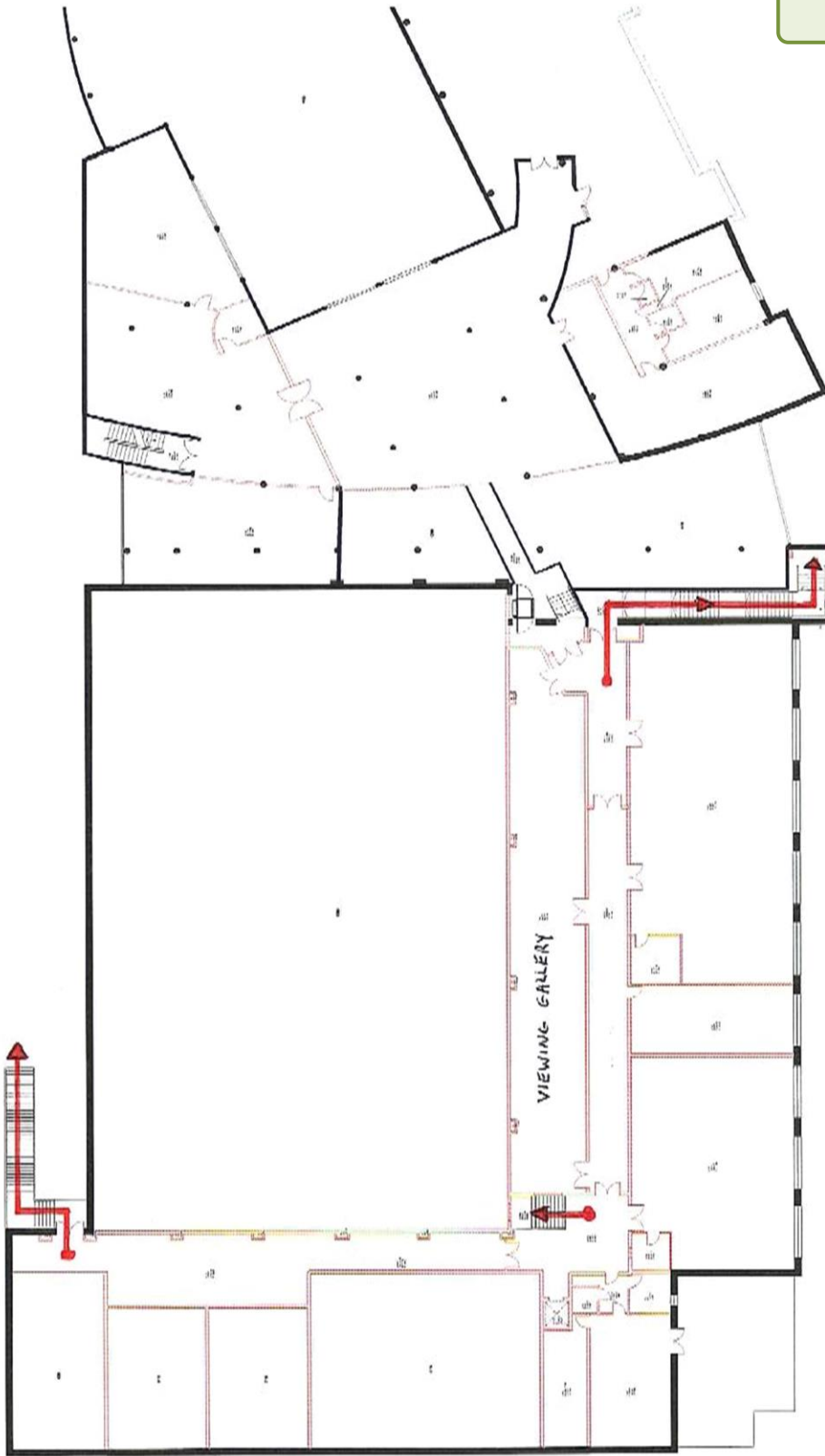
- The young person(s) concerned are between 15 and 17 years old
- The age difference between them is not more than 24 months
- There is no material difference in their maturity or capacity to consent
- The relationship between the people engaged in the sexual activity does not involve intimidation or exploitation of either person
- The young persons concerned state clearly that they do not want any information about the activity to be disclosed to Tusla

In effect, this means that if **all** of the above criteria are met, you as a mandated person do not have to report consensual sexual activity between older teenagers as sexual abuse to Tusla.

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1st Floor



Draft: City University
UNIVERSITY SPORTS CLUB
FIRST FLOOR PLAN
CITY UNIVERSITY
FORM 003/1/2019

FIRE EXITS

SECTION A

A Child and Young Person will:

| | |
|----|---|
| 1 | <i>Play fairly and have fun</i> |
| 2 | <i>Behave in a manner that avoids bringing their participation in sports /activities into disrepute</i> |
| 3 | <i>Respect all sport officials and accept their decisions</i> |
| 4 | <i>Talk to the Mandated Person if you have concerns</i> |
| 5 | <i>Respect opponents and always shake hands at the end of a competition or match</i> |
| 6 | <i>Use his/her best efforts in competition, match or other sporting activities</i> |
| 7 | <i>Win with grace and lose with dignity</i> |
| 8 | <i>Refrain from the use of bad or obscene language and inappropriate gestures</i> |
| 9 | <i>Refrain from the abuse of sports equipment</i> |
| 10 | <i>Never use unfair or bullying tactics to gain advantage over another player/participant</i> |
| 11 | <i>Never use bullying tactics to isolate another player/participant</i> |
| 12 | <i>Never pass on gossip about another player/participant</i> |
| 13 | <i>Never make false allegations about another player/participant or adult</i> |
| 14 | <i>Never keep secrets about anyone who has caused you harm</i> |

A Child or Young Person have the RIGHT to:

| | |
|----|---|
| 15 | <i>Be safe</i> |
| 16 | <i>Be listened to</i> |
| 17 | <i>Be respected</i> |
| 18 | <i>Privacy</i> |
| 19 | <i>Enjoy your sport in a protective environment</i> |
| 20 | <i>Be referred to professional help if needed</i> |
| 21 | <i>Be protected from abuse by other players/participants or outside sources</i> |
| 22 | <i>Participate on an equal basis, appropriate to your ability</i> |
| 23 | <i>Experience enjoyment in participation</i> |
| 24 | <i>Be believed</i> |
| 25 | <i>Ask for help</i> |

SECTION B

I have read the DCU Sport Code of Conduct for Children and Young People as set out above and I agree to abide by the guidelines as set out in the Code.

Furthermore, I acknowledge that

- a) any misdemeanour; general misbehaviour or breach of this Code of Conduct will be dealt with immediately by DCU Sport Manager / Coaches / Volunteers or any other Staff member.
- b) Persistent concerns or breaches will result in the parent / guardian / carer being asked not to attend activities if their presence is detrimental to the child's or young person's safety & welfare.
- c) The ultimate action should behaviours of a parent / guardian / carer continue to breach the Code of Conduct for Parents / Guardians / Carers, may mean that Management at DCU Sport regrettably asking the child or young person to leave the activities and/or facilities.

| | | | |
|--|--|-------|--|
| Signature of Child / Young Person | | | |
| Print name: (BLOCK CAPITALS) | | Date: | |
| Signature of Parent / Guardian / Carer*: | | | |
| Print name: (BLOCK CAPITALS) | | Date: | |

**Please note that the person signing Section B must ensure that they have parental responsibility for the child or young person.*

SECTION A

Parents / Guardians / Carers are **EXPECTED** to:

| | |
|---|--|
| 1 | Complete and return without delay, any Consent Form(s) pertaining to their child's or young person's participation at DCU Sport. |
| 2 | Deliver and collect the child or young person punctually to and from DCU Sport. |
| 3 | Ensure their child or young person is properly and adequately attired for the weather conditions of the time, including shorts, shirt, socks, tracksuit, sweat-tops, hat, gloves, sun creams & lotions etc... |
| 4 | Detail any health concerns pertaining to the child on the relevant Consent Form, in particular any pre-existing injuries; allergies; breathing or chest conditions. Any changes in the state of the child's health should be reported to DCU Sport Staff including coaches prior to any activities or coaching sessions. |
| 5 | Inform DCU Sport of any physical or learning difficulty which may inhibit or curtail their child's ability to fully understand and follow instruction or guidance while participating in activities or coaching sessions. |
| 6 | Inform DCU Sport in good time if the child or young person is to be collected early from any activities or coaching sessions. |

Parents / Guardians / Carers **SHOULD**:

| | |
|----|--|
| 7 | Encourage their child to play by the rules and teach them that they can only do their best i.e. focus on effort rather than performance. |
| 8 | Behave responsibly on the sidelines. |
| 9 | Show appreciation and support the coach. |
| 10 | Ensure the child or young person is punctual. |
| 11 | Be realistic. |
| 12 | Provide their child or young person with proper clothing and equipment. |
| 13 | Ensure their child's or young person's hygiene and nutritional needs are met. |
| 14 | Accept the coach's / official's judgement |
| 15 | Acknowledge the importance and role of DCU Sport Staff, Coaches and Volunteers who often provide their time for free to ensure children's participation in sports. |
| 16 | Promote their child's or young person's participation in playing sport for fun. |
| 17 | Not ignore or dismiss complaints expressed by a child or young person. |
| 18 | Not treat or regard DCU Sport, its facilities & amenities as a 'child-minding' service |

Parents / Guardians / Carers have the **RIGHT** to know:

| | |
|----|---|
| 19 | Know their child or young person is safe. |
| 20 | Be informed of any problem or concerns relating to their children. |
| 21 | Be informed if their child or young person is injured. |
| 22 | Contribute to decisions within the organisation/club. |
| 23 | Provide or contribute feedback to DCU Sport regarding its organisation and activities. |
| 24 | Complain to DCU Sport regarding any concerns or failures to maintain the high standards of care and attention of their child and/or young person, including coaching/supervision of activities. |

SECTION B

I have read the DCU Sport Code of Conduct for Parents / Guardians / Carers as set out above and I agree to abide by the guidelines as set out in the Code.

Furthermore, I acknowledge that

- d) any misdemeanour; general misbehaviour or breach of this Code of Conduct will be dealt with immediately by DCU Sport Manager / Coaches / Volunteers or any other Staff member.
- e) Persistent concerns or breaches will result in the parent / guardian / carer being asked not to attend activities if their presence is detrimental to the child's or young person's safety & welfare.
- f) The ultimate action should behaviours of a parent / guardian / carer continue to breach the Code of Conduct for Parents / Guardians / Carers, may mean that Management at DCU Sport regrettably asking the child or young person to leave the activities and/or facilities.

| | | | |
|---|--|--------------|--|
| Name of Child / Young Person | | | |
| Signature of Parent / Guardian / Carer*: | | | |
| Print name: (BLOCK CAPITALS) | | Date: | |

**Please note that the person signing Section B must ensure that they have parental responsibility for the child or young person.*

SECTION A

As a member of DCU Sport Staff; Coaches and Volunteers, I agree that I should:

| | |
|----|--|
| 1 | Ensure the safety of all children by careful supervision, proper pre-planning of coaching/training/playing sessions, using safe methods at all times. |
| 2 | Actively encourage all children and young people not to discriminate ANY person on the grounds of religious beliefs, race, gender, social classes or lack of ability. |
| 3 | Emphasise fun and participation. |
| 4 | Always be positive and to promote the objectives of DCU Sport at all times. |
| 5 | Report any incidents of alleged abuse or suspicions of abuse IMMEDIATELY to the Mandated Person or in their absence, the Deputy Mandated Person. |
| 6 | Report ALL accidents or incidents to the Mandated Person or in their absence, the Deputy Mandated Person. |
| 7 | Subject to competency, administer minor First Aid in the presence of others and where necessary, refer more serious incidents to the appropriately qualified DCU Sport Staff member. |
| 8 | Have access to telephone for immediate contact to emergency services if required. |
| 9 | Foster team work to ensure the safety of other players / participants. |
| 10 | Ensure the rights and responsibilities of players / participants are enforced. |
| 11 | Maintain confidentiality about sensitive information. |
| 12 | Be a positive role model (disciplined / committed / punctual), remembering that children learn by example. |
| 13 | Refrain from smoking and consumption of alcohol prior to and during activities. |
| 14 | Never ask anyone to keep secrets of any kind. |
| 15 | Ensure that all those working with children and young people do so under the guidance of the coach. |
| 16 | As a coach, keep my knowledge updated through Continuous Professional Development (CPD). |
| 17 | Protect myself from false accusations by: <ul style="list-style-type: none"> - Not spending excessive amounts of time alone with children away from others. - Avoid taking children alone in a car on journeys, however short. - Avoid ANY communications by mobile phone / email / social network sites with any child or young person. - Never taking children or young people for personal 1:1 training/coaching sessions. - Not administering First Aid involving the removal of a child's or young person's clothing unless in the presence of others. |

SECTION B

As a member of DCU Sport Staff, Coaches and Volunteers, I will NOT:

| | |
|----|---|
| 18 | Use any form of physical punishment or physical force on a child or young person |
| 19 | Allow any rough or dangerous play, bullying, or the use of bad or obscene language, or inappropriate gestures or behaviours |

| | |
|----|--|
| 20 | <i>Not let any allegations of abuse of any kind to go unchallenged or unrecorded.</i> |
| 21 | <i>Fail to record any incident or accident in the DCU Sport Incident/Accident Book, including notifying the parent/guardian.</i> |
| 22 | <i>Exert undue influence over a participant in order to obtain personal benefit or reward.</i> |
| 23 | <i>Abuse children and/or young people by engaging in:</i> <ul style="list-style-type: none"> - <i>Rough physical games;</i> - Sexually provocative games or; - <i>Allow or engage in inappropriate touching of any kind, and/or make sexually suggestive comments about or to a child or young person and,</i> - <i>Emotional abuse or other inappropriate conducts through innuendo, flirting or inappropriate gestures; terminology and commentary.</i> |
| 24 | <i>Take measurements or engage in certain types of fitness testing without the presence of another adult.</i> |
| 25 | <i>Undertake any form of therapy (such as hypnosis etc.) in the training of children or young people</i> |

I have read the DCU Sport Code of Conduct for DCU Sport Staff; Coaches and Volunteers as set out above and I agree to abide by the guidelines as set out in the Code.

Furthermore, I acknowledge that

- g) any misdemeanour; general misbehaviour or breach of this Code of Conduct by me, involving a child, young person or vulnerable person will be dealt with immediately and reported to the DCU Sport Mandated Person or the Deputy Mandated Person who may initiate appropriate disciplinary measures.
- h) subject to the principles of fair and natural justice of any disciplinary process, persistent breaches of the Code of Conduct and Behaviour may result in dismissal from DCU Sport as a member of DCU Sport staff, coach and Volunteer.
- i) Dismissal of a member of Staff; Coach or Volunteer from DCU Sport may be appealed with the final arbitration determined by the Head of Sport, DCU Sport

| | | | |
|---|--|-------|--|
| Signature of DCU Sport Staff; Coach or Volunteer: | | | |
| Print name: (BLOCK CAPITALS) | | Date: | |

SECTION A - Conditions

1. Section B & C of this Consent Form is to be completed by the Parent/Guardian/Carer of a young person aged between 15-18 years **of age**, together with the young person. It provides permission for images of the child/young person/vulnerable person to be taken and/or appropriately used.
2. Section C of this Consent Form is to be completed by the Parent/Guardian/Carer of a child under the age of 15. It provides permission for images of the child/young person to be taken and/or appropriately used.
3. Please note that if you have more than one child/young person under the age of 18, you will need to complete a separate Form for each person.
4. DCU Sport recognises the need to ensure the welfare and safety of all children & young people in sport. As part of our commitment to ensure the safety of children & young people, we will not permit photographs, recordings or other format for the taking of images of children or young people to be taken or used without the written consent of the Parent/Guardian/Carer **AND** the child or young person.
5. DCU Sport does not wish to prevent parents, guardians or carers being able to take legitimate photographs or recordings.
6. DCU Sport will follow the guidance for the taking and use of images of children, young people or vulnerable persons, as set out at Principle 2.7 of the DCU Sport Video Recording and Photography Policy.
7. DCU Sport will take steps to ensure these images are used solely for the purpose they are intended. However, if you become aware that these images are being used inappropriately, you should inform the Mandated Person, immediately or in their absence, the Deputy Mandated Person. In the very unlikely event that neither is available, please contact the Relevant Person
8. DCU Sport will not include details or full names (first name and surname) of any child, young person or vulnerable person in an image without good reason. For example, we may include the full name of a competition prize winner if we have their consent.
9. DCU Sport will not include personal information such as e-mail or postal addresses & telephone number.

SECTION B – To be completed by child / young person if aged between 15-18 years of age

I (*insert name of child / young person*) _____ consent / do not consent DCU Sport photographing or recording my presence at any facilities operated and/or controlled by DCU Sport under the stated guidelines as per the rules and conditions of the DCU Sport Child Protection & Safeguarding Policy

| | | | |
|---|--|-------------|--|
| Signature: | | | |
| Print name: (BLOCK CAPITALS) | | Date | |

SECTION C – To be completed by Parent / Guardian / Carer

I (*insert name of parent/guardian/carer*) _____ consent / do not consent DCU Sport photographing or recording (*insert name of child / young person*) _____ involvement at DCU Sport under the stated guidelines as per the rules and conditions of the DCU Sport Child Protection & Safeguarding Policy.

I confirm I have legal parental responsibility for this child / young person, and I am entitled to give this consent.

I also confirm that there are no legal restrictions related to images of my child / young person being taken or published.

| | | | |
|---|--|-------------|--|
| Signature: | | | |
| Print name: (BLOCK CAPITALS) | | Date | |

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Section A - To be completed by the Applicant

| | | | |
|----------------------|--|--|--|
| Name | | | |
| Media Classification | | | |
| Address | | | |
| Event to be recorded | | | |
| Date(s) | | | |
| Purpose of recording | | | |

I hereby declare that


1. the image(s)/recording(s) produced will not be altered in any way without prior written permission of the young person(s) concerned and their parent/guardian/carer or in the event the child in the image/recording is under 15, the written permission of their parent/guardian/carer.
2. I understand that I may only use the image(s)/recording(s) for the purpose stated above.
3. I agree to abide by
 - i. DCU Sport Child Protection & Safeguarding Policy.
 - ii. DCU Sport Video recording and Photography Policy

| | | | |
|--------------------------------|--|------|--|
| Signature | | | |
| Print name (BLOCK CAPITALS) | | Date | |

Section B – For Official Use ONLY.

| | | | |
|---|----------|---------|--|
| Status of Application <i>(Circle as appropriate)</i> | Approved | Refused | |
| Name of Applicant | | | |
| Applicant's Media Classification | | | |
| Address | | | |
| Event to be recorded | | | |
| Date(s) | | | |
| Media request approved subject to the following conditions: | | | |
| Media request refused for the following reasons: | | | |
| Signature | | | |
| DCU Sport Designation | | | |
| Print name (BLOCK CAPITALS) | | Date | |

NOTE: If approved, proof of identity and this signed Consent Form must be produced on request at the event or activity to which it relates.

| | | | | | |
|---|--|---|--|---|------------------------------|
|  | | An Ghnóimhbaireacht um Leanai agus an Teaghlach Child and Family Agency | | FORM NUMBER: CC01:01:01 | |
| <h2>STANDARD REPORT FORM</h2> <p>(For reporting CP&W Concerns)</p> | | | | | |
| A. To Principal Social Worker/Designate: _____ | | | | | |
| 1. Date of Report <input type="text"/> | | | | | |
| 2. Details of Child | | | | | |
| Name: | | | | Male | <input type="checkbox"/> |
| Address: | | | | Female | <input type="checkbox"/> |
| | | DOB | | | Age |
| | | School | | | |
| Alias | | Correspondence address (if different) | | | |
| Telephone | | Telephone | | | |
| 3. Details of Persons Reporting Concern(s) | | | | | |
| Name: | | Telephone No. | | | |
| Address: | | Occupation | | | |
| | | Relationship to client | | | |
| Reporter wishes to remain anonymous | | <input type="checkbox"/> | | Reporter discussed with parents/guardians | |
| | | | | | |
| 4. Parents Aware of Report | | | | | |
| Are the child's parents/carers aware that this concern is being reported | | | | - Mother | Yes <input type="checkbox"/> |
| | | | | - Father | No <input type="checkbox"/> |
| Comment | | | | | |
| 5. Details of Report | | | | | |
| <i>(Details of concern(s), allegation(s) or incident(s) dates, times, who was present, description of any observed injuries, parent's view(s), child's view(s) if known.)</i> | | | | | |
| <div style="border: 1px solid black; width: 100%; height: 100%;"></div> | | | | | |

STANDARD REPORT FORM

(For reporting CP&W Concerns)

6. Relationships

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

7. Household composition

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

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

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

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

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

10. Details of person completing form

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

| Area | Contact Address | Contact numbers |
|--|--|--|
| Dublin Mid Leinster <i>Dublin South City,</i> <i>Dublin South West,</i> <i>Dublin West,</i> <i>Kildare,</i> <i>West Wicklow</i> | Child and Family Agency, Training and Development Unit, Brickfield House, Brickfield Drive, Crumlin, Dublin 12 | Phone: (01) 415 6969 (01) 415 6967 |
| Dublin Mid Leinster <i>Dublin South (Dun Laoghaire),</i> <i>Dublin Southeast,</i> <i>Wicklow</i> | Child and Family Agency, Block B, Civic Centre, Main St, Bray, Co Wicklow | Phone: (01) 274 4273 Fax: (01) 274 4287 |
| Dublin Mid-Leinster <i>Longford,</i> <i>Westmeath, Laois,</i> <i>Offaly</i> <i>(Midlands Area)</i> | Child and Family Agency, Top Floor, Primary Care Unit, St Loman's Campus, Springfield, Mullingar, Co Westmeath | Phone: (044) 939 5510 Fax: (044) 939 5560 |
| Dublin Northeast <i>Dublin North,</i> <i>Dublin North City</i> | Child and Family Agency, 180 - 189 Lakeshore Drive, Airside Business Park, Swords, Co Dublin | Phone: (01) 635 2854 |
| Dublin Northeast <i>Cavan/Monaghan</i> | Child and Family Agency, Castleblaney Wellbeing Centre Bree, Castleblaney, Co Monaghan | Phone: (042) 979 5623 Fax: (042) 979 5628 |
| Dublin Northeast <i>Meath</i> | Child and Family Agency, Enterprise Centre, Trim Road, Navan, Co Meath | Phone: (046) 909 7846 Fax: (046) 909 7900 |

(As of 01.03.2022)

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Also listed on TUSLA website (www.tusla.ie/go/socialworkers) and from LoCall Tel. 1850 241850. These contact numbers may be updated from time to time. Please check TUSLA website for latest information.

| Area | Contact Address | Contact numbers |
|--------------|--|-------------------------------|
| DUBLIN NORTH | Blanchardstown - Duty Social Work Department, Roselawn Health Centre, Roselawn Rd, Blanchardstown, Dublin 15. | (01) 646 4518 |
| | Coolock - Duty Social Work Department, Health Centre, Cromcastle Rd, Coolock, Dublin 5. | (01) 8164200 (01) 816 0314 |
| | Finglas - Duty Social Work Department, Health Centre, Wellmount Park, Finglas, Dublin 11. | (01) 856 7704 |
| | North Inner City - Duty Social Work Department, 492 North Circular Rd, Parkview, Dublin 1. | (01) 856 6856 |
| | Swords - Duty Social Work Department, 180-189 Lakeshore Drive, Airside Business Park, Swords, Co. Dublin. | (01) 870 8000 |
| DUBLIN SOUTH | Ballyfermot - Duty Social Work Department, Bridge House, Cherry Orchard Hospital, Ballyfermot, Dublin 10. | (01) 620 6387 |
| | Dun Laoghaire - Duty Social Work Department, Our Lady's Clinic, Patrick Street, Dun Laoghaire, Co. Dublin. | (01) 663 7300 |
| | Lord Edward Street - Duty Social Work Department, Carnegie Centre, 21-25 Lord Edward Street, Dublin 2 | (01) 648 6500 |
| | Duty Social Work Department, Chamber House, Chamber Square, Tallaght, Dublin 24. | (01) 468 6289 |

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This procedure describes the process by which disciplinary matters are dealt with:

Individual

1. Stage 1 - Oral First Warning

Should an employee's conduct or performance remain less than satisfactory after an informal warning, the situation will be formally reviewed with his or her manager, who will talk to him or her about his or her poor performance and suggest ways in which he or she might improve. The manager will keep a written record of this meeting and the employee will be informed of this. This warning will remain in force for a period not exceeding one year.

2. Stage 2 - Written Warning

Should an employee's conduct or performance be unsatisfactory, and they have already received a warning under Stage 1 of the disciplinary procedure or, if the conduct or performance is a more serious nature, the situation will be formally reviewed with him or her by his or her manager.

Following this meeting, the employee will receive from his or her manager a letter recording the nature and outcome of the disciplinary meeting. The employee will be asked to sign a copy of the letter to confirm their understanding of the terms of the letter. The letter will clearly state a plan of improvement and deadline the dates for achievement and will remain in force for a period not longer than one year.

3. Stage 3 - Final Written Warning

Should an employee's conduct or performance be unsatisfactory, and they have already received a warning under Stages 1 and 2 of the disciplinary procedure or, if the conduct or performance is a more serious nature, the situation will be formally reviewed with him or her by his or her manager.

Following this meeting, the employee will receive a letter from his or her manager recording the nature and outcome of the disciplinary meeting. The employee will be asked to sign a copy of the letter to confirm their understanding of the terms of the letter. The letter will clearly state a plan of improvement and indicate that, if no improvement is forthcoming, the company will take steps to dismiss the employee concerned. This warning will remain in force for a period not longer than one year.

4. Stage 4 - Dismissal

If the employee's conduct or performance, despite warnings, is still unacceptable, the situation will be reviewed with the employee by his or her manager. The decision to dismiss an employee must have the agreement of a manager and the Head of Sport, who would not be involved in any appeal of the decision, authorised to approve such decisions, prior to the implementation. The decision will be confirmed to the employee in writing and this letter will also confirm to whom any appeal should be made and details of the procedure to be followed.

5. Summary Dismissal.

In cases of gross misconduct, summary dismissal may also be the only reasonable course of

action for the company. Examples of actions, which are likely to be treated as gross misconduct, include fighting at work or striking a colleague or supervisor, drunkenness on duty, sexual assault, chastisement of children, young people or vulnerable persons, improper/inappropriate contact with children, young people or vulnerable persons etc.

When gross misconduct is suspected, the employee will normally be suspended on full pay for up to five working days to allow for a full investigation of the matter. This investigation will be conducted by a nominated senior manager to assure impartiality or if appropriate, it may be carried out by a suitably qualified 3rd party. This investigation will include a meeting with the employee. Following the investigation, the employee will be asked to attend a meeting with the responsible senior manager. If the investigation has upheld the case of gross misconduct, the employee will be summarily dismissed without notice or pay in lieu. The decision will be confirmed to the employee in writing and this letter will also confirm details of the appeal procedure.

6. Appeals against disciplinary action.

- a) Any appeal against disciplinary action must be made in writing within 5 working days of the disciplinary action.
- b) An appeal against a written warning should be made to the Operations Manager, DCU Sport stating the reasons for non-acceptance of the warning. He or she will carry out a full review of the facts, which may include a further meeting with the employee and management. Following this review, he or she will reply in writing to the employee's comments.
- c) An appeal against dismissal should be made to Head of Sport, DCU Sport. He or she, or a nominee will carry out a full review of the facts and will reply in writing to the employee within 5 working days.

7. Personal Record

A record of any disciplinary action taken will remain on the employee's personal file for two years.

Organisation/Bookee:

1. Following due process and subject to the conditions of any contractual agreements, if a finding or a determination is made by DCU Sport that an organisation/bookee has breached the DCU Sport Child Protection and Safeguarding Policy or, the organisation's/bookee's own Child Protection Policy, one or more of the following forms of discipline may be imposed by DCU Sport:
 - a. An oral warning
 - b. A written warning;
 - c. That any rights, privileges and benefits provided or extended to that organisation/bookee by DCU Sport be suspended for a specified period;
 - d. That DCU Sport shall
 - i. cease to sanction events held by or under the auspices of that organisation/bookee, and/or
 - ii. decline the rental or hire of any of the DCU Sport facilities to the organisation/bookee.
 - e. Any other form of discipline that DCU Sport considers to be reasonable and appropriate.
2. In the event, that there is an appeals against disciplinary action taken against an organization/bookee:-
 - a. Any appeal by the organisation/bookee against disciplinary action must be made in writing within 5 working days of the disciplinary action.
 - b. An appeal against a written warning/suspension of rights, privileges and benefits should be made to the DCU Sport Operations Manager stating the reasons for non-acceptance

of the warning/suspension. The DCU Sport Operations Manager will carry out a full review of the facts, which may include a further meeting with the organisation/bookey. Following this review, he or she will reply in writing to the organisation/bookey.

c. An appeal against cancellation/termination of a contract should be made to the Head of Sport, DCU Sport. He or she, or a nominee will carry out a full review of the facts and will reply in writing to the organization/bookey within 5 working days.

3. The Head of Sport, DCU Sport shall have appropriate discretion as to the length of time that an organisation/bookey shall be

a. suspended from availing of any rights, privileges and benefits provided or extended to that organisation/bookey by DCU Sport or,

b. sanctioning of events held by or under the auspices of that organisation/bookey, and/or declining of the rent or hire of any of the DCU Sport facilities to the organisation/bookey.

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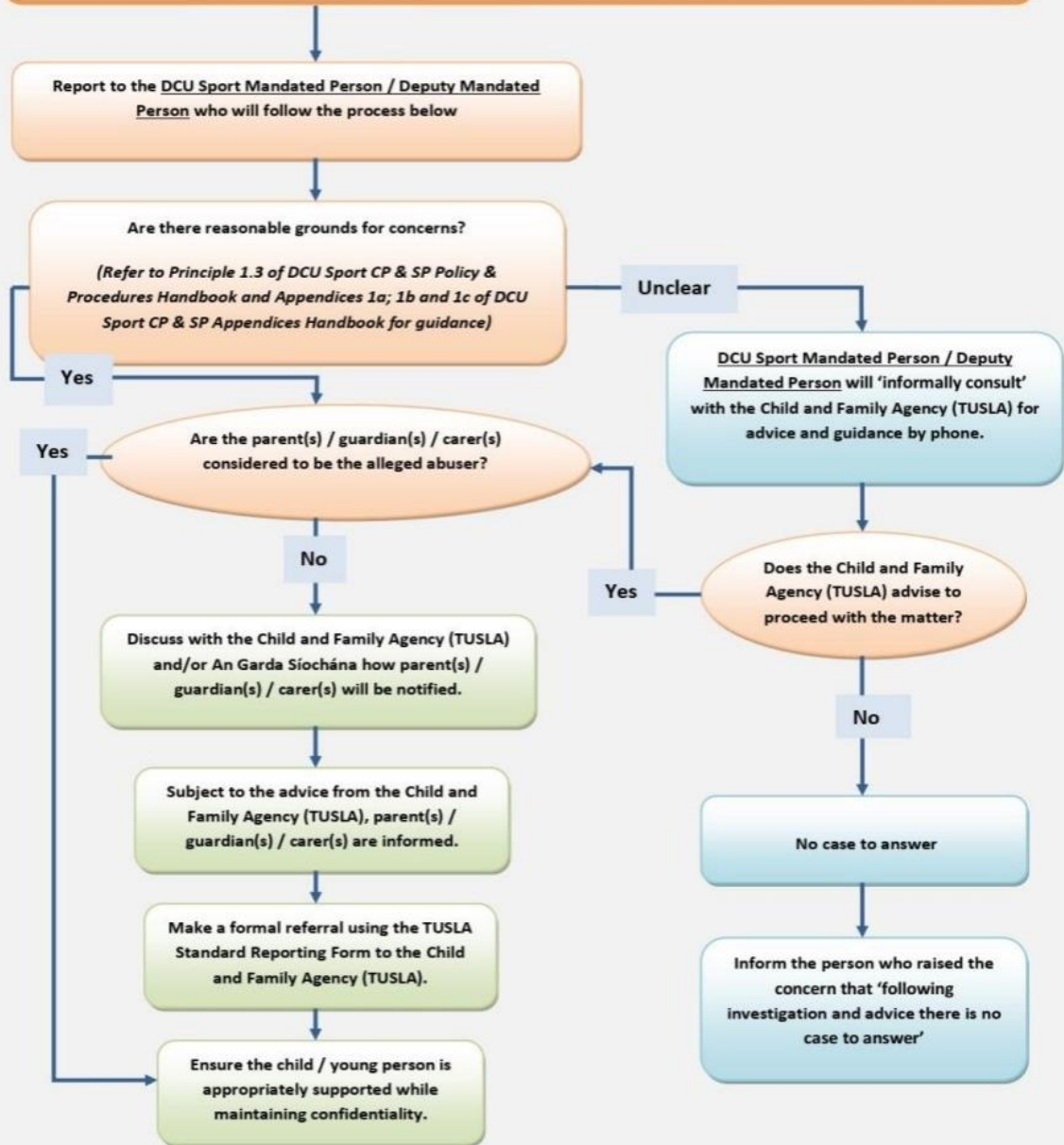
| TITLE | |
|-------|--|
| 1 | Child Care Act, 1991 http://www.irishstatutebook.ie/1991/en/act/pub/0017/ |
| 2 | Children Act, 2001 http://www.irishstatutebook.ie/2001/en/act/pub/0024/ |
| 3 | Child Trafficking and Pornography Act, 1998 http://www.irishstatutebook.ie/1998/en/act/pub/0022/ |
| 4 | Children and Family Relationships Act, 2015 http://www.oireachtas.ie/documents/bills28/acts/2015/a915.pdf |
| 5 | Children's First Act, 2015 http://www.irishstatutebook.ie/eli/2015/act/36/enacted/en/pdf |
| 6 | Criminal Justice Act, 2006 http://www.irishstatutebook.ie/2006/en/act/pub/0026/ |
| 7 | Criminal Justice (Withholding of Information on Offences Against Children and Vulnerable Persons) Act, 2012 http://www.irishstatutebook.ie/2012/en/act/pub/0024/index.html |
| 8 | Criminal Law (Rape) Act, 1981 http://www.irishstatutebook.ie/1981/en/act/pub/0010/print.html |
| 9 | Criminal Law (Rape) (Amendment) Act, 1990 http://www.irishstatutebook.ie/1990/en/act/pub/0032/print.html |
| 10 | Criminal Law (Sexual Offences) Act, 2006 http://www.irishstatutebook.ie/2006/en/act/pub/0015/ |
| 11 | Data Protection Act, 1988 http://www.irishstatutebook.ie/1988/en/act/pub/0025/print.html |

| | |
|----|--|
| 12 | Data Protection (Amendment) Act, 2003 http://www.irishstatutebook.ie/2003/en/act/pub/0006/ |
| 13 | Domestic Violence Act, 1996 http://www.irishstatutebook.ie/1996/en/act/pub/0001/ |
| 14 | Education (Welfare) Act, 2000 http://www.irishstatutebook.ie/2000/en/act/pub/0022/ |
| 15 | Freedom of Information Act, 1997 http://www.irishstatutebook.ie/1997/en/act/pub/0013/ |
| 16 | Freedom of Information (Amendment) Act, 2003 http://www.irishstatutebook.ie/2003/en/act/pub/0009/ |
| 17 | National Vetting Bureau (Children and Vulnerable Persons) Act, 2012 http://www.irishstatutebook.ie/2012/en/act/pub/0047/ |
| 18 | Protection for Person Reporting Child Abuse Act, 1998 http://www.irishstatutebook.ie/1998/en/act/pub/0049/index.html |
| 19 | Protection of Children (Hague Convention) Act, 2000 http://www.irishstatutebook.ie/2000/en/act/pub/0037/index.html |
| 20 | Sex Offenders Act, 2001 http://www.irishstatutebook.ie/2001/en/act/pub/0018/ |



EXTERNAL CONCERNS

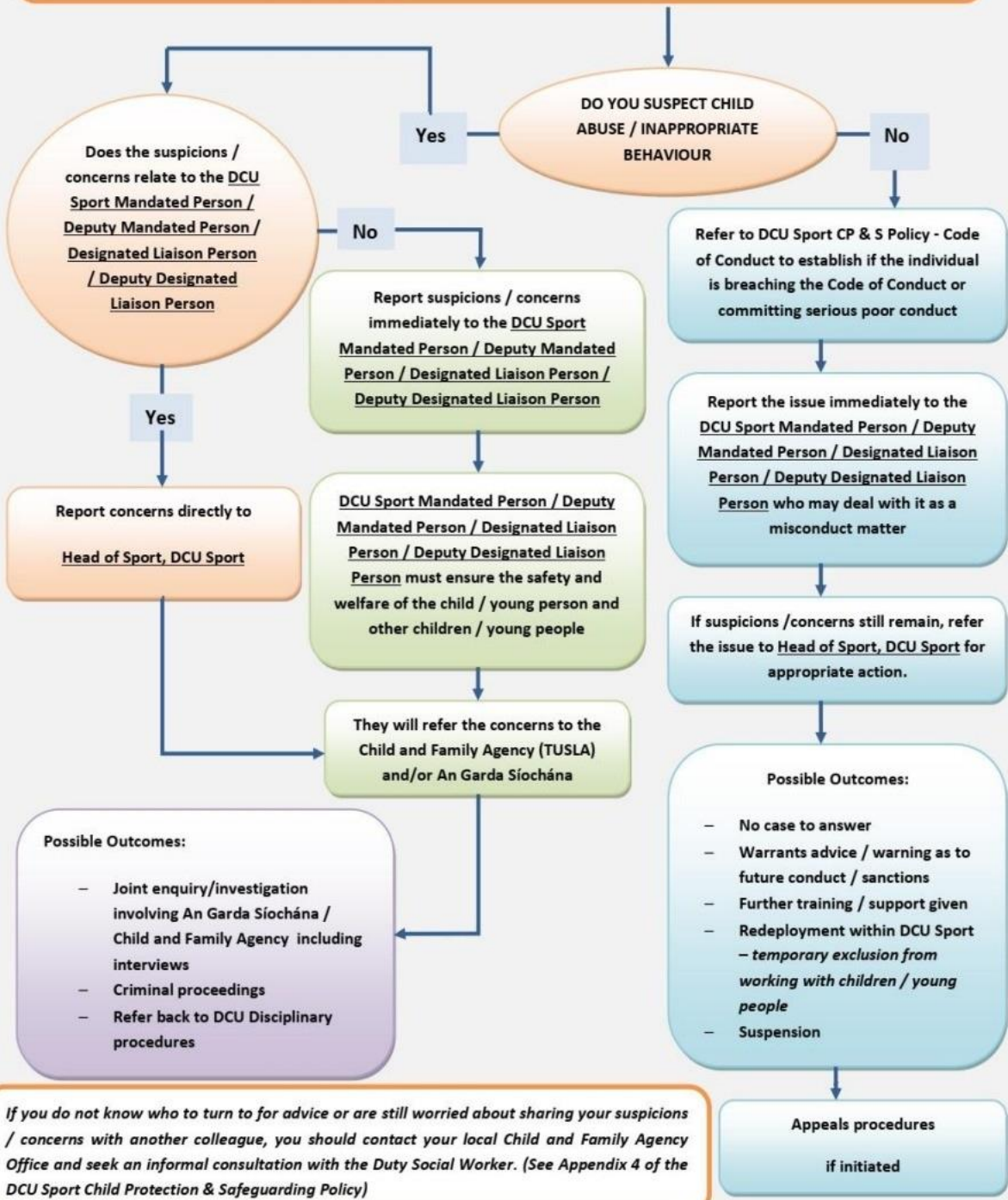
IF YOU HAVE A SUSPICION OR CONCERN THAT A CHILD / YOUNG PERSON AT DCU SPORT IS BEING OR HAS BEEN ABUSED OR NEGLECTED BY SOMEONE OUTSIDE DCU SPORT, YOU SHOULD...





INTERNAL CONCERNS

ARE YOU CONCERNED ABOUT THE BEHAVIOUR(S) OF DCU SPORT STAFF MEMBER(S)/VOLUNTEER(S)



If you do not know who to turn to for advice or are still worried about sharing your suspicions / concerns with another colleague, you should contact your local Child and Family Agency Office and seek an informal consultation with the Duty Social Worker. (See Appendix 4 of the DCU Sport Child Protection & Safeguarding Policy)



DCU SPORT STAFF REPORTING CONCERNS

ONCE YOU HAVE A SUSPICION OR A CONCERN THAT A CHILD / YOUNG PERSON IS BEING OR HAS BEEN ABUSED EXTERNALLY OF OR INTERNALLY AT DCU SPORT...

You **MUST** report all suspicions / concerns **IMMEDIATELY** to the DCU Sport Mandated Person, OR in the event of their absence, to their Deputy Mandated Person OR to the DCU Sport Designated Liaison Person OR in the event of their absence, to their Deputy Designated Liaison Person.

However, in the event that the suspicions / concerns relate to the actions of the DCU Sport Mandated Person / Deputy Mandated Person / Designated Liaison Person / Deputy Designated Liaison Person, the Staff member should report to the Head of Sport, DCU Sport.

Notwithstanding to whom the suspicions / concerns are reported to, the DCU Sport Mandated Person / Deputy Mandated Person / Designated Liaison Person / Deputy Designated Liaison Person / DCU Sport Head of Sport **MUST** ensure the safety and welfare of the child / young person and other children / young people at **ALL** times

The subsequent actions from the DCU Sport Mandated Person / DCU Sport Deputy Mandated Person / Designated Liaison Person / Deputy Designated Liaison Person / DCU Sport Head of Sport shall include some or all of the following

- May 'informally consult' with the Child and Family Agency for advice and guidance by phone.
- Refer the suspicions / concerns to the Child and Family Agency and/or An Garda Síochána
- Make a formal referral on the TUSLA Standard Reporting Form to the Child and Family Agency.
- Initiate independent internal enquiry into circumstances of report

Possible Outcomes:

- Joint enquiry/investigation involving An Garda Síochána / Child and Family Agency (TUSLA)
- Criminal proceedings
- Refer back to DCU Sport Disciplinary procedures
- Possible civil proceedings

*All DCU Sport staff members are reminded that as the safety and welfare of children **is the paramount concern at all time**, they have a duty of care to these children including statutory obligations to report any suspicions / concerns.*



WHO DO I CONTACT?

ONCE YOU HAVE A SUSPICION OR A CONCERN THAT A CHILD / YOUNG PERSON IS BEING OR HAS BEEN ABUSED OR NEGLECTED EXTERNALLY OF OR INTERNALLY AT DCU SPORT, YOU SHOULD...

Report all suspicions / concerns **IMMEDIATELY** to the DCU Sport Mandated Person, OR in the event of their absence, to the DCU Sport Deputy Mandated Person.

At DCU Sport the following persons are the:

| | |
|---------------------------------|---|
| Mandated Person:- | GEMMA DEMPSEY |
| Contact Number | (01) 700 6111 |
| Email | <i>gemma.dempsey@dcu.ie</i> |
| Deputy Mandated Person:- | |
| Contact Number | |
| Email | |

However, in the event of their absence or if your suspicions / concerns relate to the actions of the DCU Sport Mandated Person AND/OR the DCU Sport Deputy Mandated Person, you should report your suspicions / concerns **IMMEDIATELY** to the Head of Sport, DCU Sport

| | |
|------------------------------------|---|
| Chief Executive DCU Sport:- | JAMES GALVIN |
| Contact Number | (01) 700 5259 |
| Email | <i>james.galvin@dcu.ie</i> |

Notwithstanding any of the named contacts as set out, you MAY report your suspicions / concerns directly to the Child and Family Agency (TUSLA).

The Dublin North Child and Family Agency Social Work Team which covers the area in which DCU Sport is located at
Duty Social Work Department, Health Centre, Wellmount Park, Finglas, Dublin 11.

Contact Phone Number:- (01) 856 7704

The DCU Sport 'Whistleblower' Contact Person is

Contact Phone Number:- _____ Email:- _____

Spoirt DCU
Ollscoil Chathair
Bhaile Átha Cliath,
Baile Átha Cliath 9
Éire

DCU Sport
Dublin City University
Dublin 9
Ireland

+353 1 700 5797
dcu.ie/dcusport



DCU Sport Policy - No. 10

Child Safeguarding Statement 2024

DCU Sport provides sporting activities and opportunities for children and young people through several of our programmes and facility services.

DCU Sport is committed to safeguarding children and young people. All staff members and volunteers working with children throughout the organisation, seek to create a safe environment for children and young people to participate in sporting activities. We have created a Safeguarding Risk Assessment that indicates the areas of potential risk of harm for children on our premises, the likelihood of the risk occurring, the required policy and guidance or process documents required to alleviate the risk.

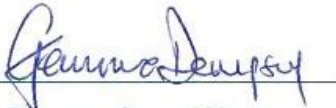
We have the following procedures in place as part of DCU Sport Safeguarding Code in addition to our Risk Assessment outlined above:

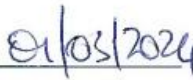
- Procedures for management of allegations of abuse or misconduct by staff or volunteer against a child availing of our facility.
- Procedure for the safe recruitment of staff and volunteers to work with children in our activities through Garda Vetting.
- Procedure for access to child safeguarding training and information for staff members and in house child protection training, including the identification of the occurrence of harm.
- Procedure for the reporting of child protection or welfare concerns to the Statutory Authorities.
- Appointment of Mandated Personnel who are the point of contact in respect to Safeguarding for this statement.

The DCU Sport Mandated Staff who under the Children's First Act 2015 has a legal obligation to report harm of children is -

Gemma Dempsey Email: gemma.dempsey@dcu.ie Phone: (01) 700 6111

DCU Sport recognise that implementation is an on-going process and are committed to the implementation of this Child Safeguarding Statement and procedures involved. For queries on this Child Safeguarding Statement, please contact DCU Sports' Mandated Person outlined above. The Child Safeguarding Statement will be reviewed every year alongside our Child Protection and Safeguarding Policy.

Signed: 
Gemma Dempsey, General Manager

Date: 
1st March 2024

Review No. 7

Next Review March 2025

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DCU Sport Summer Camp 2024
Risk Assessment

| Event Title | Date of Risk Assessment | Carried out by | | | |
|--|--|--|-------------------------------|---|---------------------------|
| DCU Sport Summer Camp 2024 - St. Pat's Campus & Glasnevin Campus | 17th June-26th July 2024 | Cora Kelly | | | |
| Hazard* | Who may be harmed | Controls in place Safety Measures to reduce/ eliminate risk | Risk Assessment (H/M/L) | Additional precautions required | Person responsible |
| Fire Hazards/ Evacuation | Anybody present on site | Down and out to the nearest exit- stand at the end (Preassembly points. Each coach responsible for their children present and supervisors/duty manager to assist | H | | Duty manager on shift |
| Overcrowding | Children participating in camp | Each coach having responsibility of children- ratio of 1:6/1:12 depending on age | M | Having each group assigned to an area at all times, following the timetable. Supervisor knowing exact location of all | Duty Manager & Supervisor |
| Emergency (i.e. First Aid) | Anybody present on site | Having a First Aider on site ready to assist in the case of emergency- first aid bag ready at each location | H | Informing security if ambulance is needed | Duty manager on shift |
| Arena curtains | Groups present in Arena | Having curtains all the way out and straight to avoid gathering / having them put all the way back in and tucked away | L | Informing children to stay away from the curtains | Supervisor/ Coaches |
| Music Speaker | Groups in dance segment of their camp | Having speaker put away in the corner/up on a height, wire as neatly as possible | L | Only coaches allowed the use of speaker | Coaches |

| | | | | | |
|--|--------------------------------|--|---|--|---------------------------------|
| Lost child | Children partaking in the camp | Coaches knowing exactly where their assigned children are at ALL times | H | Telling supervisor/ duty manager immediately in this case | Duty manager/ Supervisor/ Coach |
| Toilet Runs/ emergency runs | Coaches/ Children of camp | Ensuring the ratio of 1 coach to 3 children minimum at all times | H | Implemented at staff training | Supervisor/ Coach |
| Equipment | Coaches/ children | Equipment must be put back correctly and neatly with care after every use | M | Having the set area clean and ready for next group coming in | Supervisor/ Coaches |
| Lunch time | Children | Ensuring minimum of 3 coaches, checking lunches for no onsetting allergies | H | First aider ready in case of any reaction | Supervisor |
| Children with additional needs | Coach/ Child | Having a volunteer/ spare coach assigned to group in order to assist | L | | Supervisor/ Coach |
| Rock climbing wall | Children | Ensuring qualified coach attendance at all times | M | Assessing equipment before and end of the day | Supervisor/ Rock climbing Coach |
| General illness/injuries E.g cut/ trip | Children/ Coach | Every coach must always be aware of their timetable and have a plan in place for every segment | L | Calling supervisor over to assist | Coach |
| Noise | External users of facility | All coaches to ensure that children are not shouting on corridors/ when a class is happening | L | Call supervisor in the case of children being too noisy | Coaches |

| | | | | | |
|---|------|---|--------|---|-----|
| H | High | M | Medium | L | Low |
|---|------|---|--------|---|-----|

DCU Sport reserves the right to terminate any engagement with any non-payroll resource/contractor should they fail to discharge their obligations under the Act and/or if information is obtained through the vetting process which is disclosed by the Bureau on the basis that it is necessary, proportionate and reasonable for the purposes of protecting children and/or vulnerable adults.

Where a vetting disclosure is made in respect of any person to DCU Sport, then DCU Sport is obliged to make a copy of the vetting disclosure available to the person concerned as soon as practicable. The information contained in the vetting disclosure will not be used by DCU Sport for a purpose other than for assessing the suitability of the person for the relevant work or activities for which they are being considered.

DCU Sport will follow the National Vetting Bureau, An Garda Síochána, Code of Practice – Garda Vetting.

3. VETTING / FOREIGN POLICE CLEARANCE OF APPLICANTS

Where a person is deemed to be required to submit to vetting, for whatever reason then that person shall be required to complete the e-vetting form, which is available from the Liaison Person.

The Vetting Application Form requires the person subject to the vetting to disclose particulars of any criminal record.

The administration of the vetting process will be carried out under the direction of the Liaison Person and/or any other DCU Sport employee as may be assigned such responsibility from time to time.

If the applicant has resided outside Ireland for a cumulative period of 36 months or more over the age of 18 they must also furnish a Foreign Police Certificate (FPC) from the country or countries of residence. DCU Sport however, reserves the right to request FPC for a lesser period if it so requires. This Certificate should state that the applicant has no convictions recorded against them while residing there or the Certificate should disclose any convictions recorded against the applicant during the term of residence.

DCU Sport relies on Ireland Active and the National Vetting Bureau (NVB) in conjunction with Foreign Police Clearance to ensure, as far as is reasonably practicable, the suitability of any person who is carrying out work or activity, a necessary and regular part of which consists mainly of the person having access to, or contact with, children or vulnerable persons. DCU Sport may also require that applicants provide an enhanced disclosure by the completion of an affidavit or statutory declaration.

DCU Sport may, at its sole and absolute discretion afford an employee or a potential candidate a period of up to six months to obtain the appropriate Foreign Police Certificate. This period may be extended only in the most exceptional of circumstances. In circumstances where a Foreign Police Certificate is unobtainable in a particular jurisdiction then DCU Sport may, at its absolute discretion, agree an alternative method by which a candidate/employee can discharge this obligation.

Should any information required to be supplied by an employee, third party or prospective employment candidate be false and/or not forthcoming then the University shall be entitled to rescind any offer of employment or engagement and, in the case of employees of DCU Sport shall immediately refer the matter through the appropriate internal policy.

4. THE NATIONAL VETTING BUREAU AND FOREIGN POLICE CERTIFICATE PROCEDURE FOR APPLICANTS

The following sections outline the various stages that are involved in the vetting process:

Stage 1: Identification of Vetting

The Director of Sport having consulted with the liaison person as he/she considers appropriate will identify the types of posts that require Garda Vetting. This does not preclude the Director of Sport from requiring from time to time that additional positions will require vetting. Certain roles/activities will be designated by DCU Sport and/or liaison person as automatically requiring vetting. A sample of the current list of these roles and activities is contained at Appendix A. No assessment shall be required to be undertaken in respect of such roles and/or activities as vetting shall be a precondition of participating in such activities.

A Garda Vetting disclosure is required in advance of commencement of all relevant contracts.

Stage 2: Advertisement

All posts will state in the job description and accompanying documentation that the post will be subject to vetting and re-vetting.

Stage 3: Completion of Garda Vetting Application Forms

Following completion of the recruitment and selection process, the candidate(s) deemed suitable for appointment can be offered the position subject to them satisfying the full requirements of the role including satisfactory vetting by the NVB.

This will be explicitly reflected in the offer letter and/or contract, which will be accompanied by instructions on how to complete the Vetting process.

No person required to undergo vetting shall be permitted by DCU Sport to engage in work activities with children and/or vulnerable adults until such time as all parts of the recruitment and selection process including vetting by the NVB has been fully completed to the satisfaction of the University.

The candidate should return in hardcopy, the vetting forms within one week of receipt. Forms must include copies of acceptable photographic ID's as outlined in the form. The Liaison Person will send forms to Ireland Active, who will upload the forms to the NVB and a link will be issued to the candidate.

Applicants, employees and/or any other person who is required to provide a Foreign Police Certification may be employed / engaged by the University subject to them completing the process to the satisfaction of the University within 6 months of their commencement date.

Stage 4: Completion of Garda Vetting on-line form by candidate

The candidate will complete the on-line form within 30 days of receipt of the link. The NVB will issue a disclosure to Ireland Active, who will forward the disclosure to the Liaison Person in DCU Sport. The disclosure will indicate if the candidate has any previous convictions, prosecutions pending or any other information that may be relevant.

Stage 5: Confirmation of NVB response by Liaison Person

Where the information supplied by the NVB/Foreign Police is inconsistent with the information supplied by the applicant the Liaison person will contact the applicant to clarify:

- a) whether the information supplied by the NVB/Foreign Police is correct or;
- b) where the candidate/prospective employee does not agree that the information supplied by the NVB/Foreign Police is correct, in which case the Liaison Person will request the NVB/Foreign Police to review their information and confirm or review their initial response.

Where the vetting disclosure contains criminal records information, or 'specified information' within the meaning of the Act, DCU Sport shall as soon as practicable make available a copy of the vetting disclosure to the applicant.

Stage 6: Assessment of Information

DCU Sport shall take such action and/or invoke such internal policies, as it considers necessary and appropriate in respect of any vetting disclosure.

Where a vetting disclosure contains convictions, specified information or information that is inconsistent with that provided by the applicant then it shall be considered by DCU Sports' Decision Making Committee.

The Decision-Making Committee will comprise the following persons:

- The Director of Sport
- DCU HR Garda Vetting Liaison Person
- DCU Sport Garda Vetting Liaison Person

The role of the Decision-Making Committee will be to assess the suitability of the person who is the subject of the disclosure to perform the role.

In considering this assessment, the Decision-Making Committee may, inter-alia, consider and take into account the following criteria:

- All the information disclosed to it by the Bureau.
- Previous Employment History.
- Skills and competencies pertaining to the position sought.
- Performance at interview or job assessment.
- Satisfactory reference from acceptable referees.
- The nature and seriousness of any conviction or offence which may be recorded in respect of the individual.
- Mitigating factors, if any, in favour of the individual.
- The self-disclosure of any such offence by the individual.
- The age of the individual at the time any such offence was committed by the individual.
- The length of time elapsed since any such offence was committed by the individual.
- The conduct of the individual in the time elapsed since any such offence was committed.
- Rehabilitative efforts undertaken by the individual in the time elapsed since any such offence was committed.
- Recidivism rate, if any, of the individual in the time elapsed since any such offence was committed; &
- Any other information recorded relating to the commission of or involvement in the commission of an offence, or which would give rise or would be likely to give rise to a bona-fide concern that the individual poses a risk to the safety of children and/or vulnerable adults.

This is not an exhaustive set of criteria. It is a general guideline to criteria the Decision Making Committee may consider and take into account when assessing the suitability of an individual to undertake a role or engage in a work activity which involves contact, which is not merely incidental to the candidate role, with children or vulnerable adults.

Stage 7: Completion of National Vetting Bureau / Foreign Police Procedure

Applicants, employees and/or any other person who are deemed to require vetting by the NVB and who has satisfactorily completed vetting (and all other conditions of the appointment process) may be employed / engaged by DCU Sport.

Applicants, employees and/or any other person who is required to provide a Foreign Police Certification may be employed / engaged by DCU Sport subject to them completing the process to the satisfaction of DCU Sport within 6 months of their commencement date.

5. VETTING / FOREIGN POLICE CERTIFICATION OF EXISTING STAFF

Retrospective Vetting

DCU Sport is required to request staff members and or third parties who are already employed and/or engaged by the University in certain positions and/or undertaking certain work activities to undergo vetting (including, for the avoidance of doubt, the Foreign Police procedure). Retrospective vetting will be carried out in accordance with this policy and all persons subject to these requirements will be informed that they will be required to undergo vetting.

Re-Vetting

DCU Sport reserves the right to request any member of staff / third party who has access during the course of their employment and/or engagement to children and/or vulnerable adults to undergo vetting/police clearance at any time in their employment/engagement but in any event at appropriate intervals (currently every 3 years) or such shorter periods as may be prescribed under the Act or as may be deemed appropriate by DCU Sport.

Stages 1, 4 and 5 of Section 4 – *The National Vetting Bureau and Overseas Police Clearance Procedures for Applicants*, will also apply to Re-Vetting and Retrospective Vetting. DCU Sport shall take such action and/or invoke such internal policies, as it considers necessary and appropriate in respect of any persons failure or refusal to engage in the vetting process and/or in respect of any vetting disclosure made.

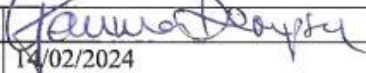
6. DISCLOSURE OF CRIMINAL CONVICTIONS

It is DCU Sport policy to ask any person who is carrying out work or activity, a necessary and regular part of which consists mainly of the person having access to, or contact with, children or vulnerable persons if they previously have been convicted of a criminal offence(s). It will be a matter for the Decision Making Committee to consider such disclosures on a case-by-case basis.

7. STORAGE OF INFORMATION

All documentation collected and received in relation to Garda Vetting applications will be securely filed and only accessible by the Liaison Person.

| | |
|--------------------------|--------------------------------|
| Document Name | DCU Sport Garda Vetting Policy |
| Version Reference | 3 |
| What was updated? | N/A |
| Document Owner | General Manager |

| | |
|---------------------------|---|
| Approved by (Sign) |  |
| Date | 14/02/2024 |
| Revision Due Date | 14/02/2025 |
| Checklist No. | N/A |

APPENDIX A

List of current 'relevant roles' in DCU Sport which are subject to Garda Vetting

1. All Summer Camp Coaches.
2. All Summer Camp Supervisors
3. Summer Camp Manager
4. Summer Camp Volunteers
5. Swimming Teachers
6. Duty Manager
7. General Manager
8. Operations Manager
9. Any other person in a role where they have access to or contact with children or vulnerable adults.

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| Implementation Date of the DCU Sport Child Protection and Safeguarding Policy – 1 st May 2013 | Date Due by | Date Completed | Initials of Reviewer |
|--|-------------|----------------|----------------------|
| 1 st Review of DCU Sport Child Protection & Safeguarding Policy | 01.05.2014 | 01.05.2014 | C.D |
| 2 nd Review of DCU Sport Child Protection & Safeguarding Policy | 01.05.2015 | 01.05.2015 | C.D |
| 3 rd Review of DCU Sport Child Protection & Safeguarding Policy | 01.05.2016 | 28.04.2016 | C.D |
| 4 th Review of DCU Sport Child Protection & Safeguarding Policy | 01.05.2017 | 18.04.2017 | C.D |
| 5 th Review of DCU Sport Child Protection & Safeguarding Policy | 01.05.2018 | 28.04.2018 | C.D |
| 6 th Review of DCU Sport Child Protection & Safeguarding Policy | 01.05.2019 | 18.02.2019 | C.D |
| 7 th Review of DCU Sport Child Protection & Safeguarding Policy | 01.03.2020 | 01.03.2020 | C.D |
| 8 th Review of DCU Sport Child Protection & Safeguarding Policy | 01.03.2021 | 01.03.2021 | C.D |
| 9 th Review of DCU Sport Child Protection & Safeguarding Policy | 31.03.2022 | 30.03.2022 | C.D |
| 10 th Review of DCU Sport Child Protection & Safeguarding Policy | 31.03.2023 | 23.03.2023 | C.D |
| 11 th Review of DCU Sport Child Protection & Safeguarding Policy | 01.05.2024 | 27.04.2024 | C.D |
| 12 th Review of DCU Sport Child Protection & Safeguarding Policy | | | |
| 13 th Review of DCU Sport Child Protection & Safeguarding Policy | | | |
| 14 th Review of DCU Sport Child Protection & Safeguarding Policy | | | |
| 15 th Review of DCU Sport Child Protection & Safeguarding Policy | | | |
| 16 th Review of DCU Sport Child Protection & Safeguarding Policy | | | |

| Implementation Date of the DCU Sport Child Safeguarding Statement – 1 st March 2018 | Date Due by | Date Completed | Initials of Reviewer |
|--|-------------|----------------|----------------------|
| 1 st Review of DCU Sport Child Safeguarding Statement | 1/3/2019 | 01.03.2019 | K.R. |
| 2 nd Review of DCU Sport Child Safeguarding Statement | 1/3/2020 | 01.03.2020 | K.R. |
| 3 rd Review of DCU Sport Child Safeguarding Statement | 1/3/2021 | 01.03.2021 | |
| 4 th Review of DCU Sport Child Safeguarding Statement | 31/3/2022 | 30.03.2022 | |
| 5 th Review of DCU Sport Child Safeguarding Statement | 31/3/2023 | 01.03.2023 | |
| 6 th Review of DCU Sport Child Safeguarding Statement | 31/3/2024 | 01.03.2024 | G.D. |
| 7 th Review of DCU Sport Child Safeguarding Statement | | | |
| 8 th Review of DCU Sport Child Safeguarding Statement | | | |
| 9 th Review of DCU Sport Child Safeguarding Statement | | | |
| 10 th Review of DCU Sport Child Safeguarding Statement | | | |

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DCU Sport Complex
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Whitehall,
Dublin 9