



UNIVERSITY OF
LIMERICK
OLLSCOIL LUIMNIGH

UL SPORT
IRELAND'S SPORTS CAMPUS



UL Sport Policy and Procedures for the Protection and Safeguarding of Children

UL Sport is committed to a coordinated and comprehensive approach to promoting the protection and safeguarding of children

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UL Sport Policy and Procedures for the Protection and Safeguarding of Children

1. INTRODUCTION

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

1.1 UL Sport Nature of Service:

UL Sport (Plassey Campus Arena CLG) is a subsidiary company of the University of Limerick which manages facilities and services that contribute to sport on campus. UL Sport operates the following services:

- **UL Sport Arena which includes:**
 - 50m and 25m swimming pool
 - Gym
 - Sports hall
 - Indoor running track
 - Climbing wall
- **Outdoor facilities which includes:**
 - All weather pitches (North and South Campus)
 - Running track
 - Tennis Courts
 - UL Sport Adventure Centre (Killaloe, Co. Clare)
- **Provision of both indoor and outdoor fitness classes**

Guiding Principles:

The guiding principles are as set out in the Child Safeguarding Statement of UL Sports (Appendix 1). It will be the responsibility of UL Sport to ensure these principles are followed to safeguard, as far as practicable, children who are attending UL Sport facilities.

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

- Responding without undue delay to protection and welfare concerns in respect of children and following the guidance contained within UL Sport Policy and Procedures for the Protection and Safeguarding of Children 2021 document.
- Ensuring that a Relevant Person and a Named Person are appointed for the purposes of the Children First Act 2015
- Ensuring that a Designated Liaison Person (DLP) is appointed for the purposes of the 2017 National Guidance in respect of Children First
- Reporting child protection or welfare concerns/suspicions to the Designated Liaison Person or the Deputy Designated Liaison Person and following Children First compliant procedures.
- Ensuring that identified mandated staff fulfil their responsibilities under the Children First Act 2015 and that a list is maintained by UL Sport of such personnel
- Ensuring appropriate management, recruitment and supervision of staff and volunteers is in place and is subject to regular internal audit
- Drafting and implementing a safeguarding children training plan for all staff/volunteers and a role specific training plan for the safeguarding children post holders
- When UL Sport is partnering with another body in respect of a children's event there must be **prior** agreement on which bodies reporting procedures are to be followed in cases of incidents or suspected child protection or welfare concerns. This includes any outreach work carried out by UL Sports staff in the community
- Compliance with UL Sport Data Protection policy in respect of the retention, by the Designated Liaison Person (DLP), of confidential, personal and sensitive data regarding children and their parents/carers who are subject to protection and/or welfare concerns. Such sensitive personal information must only be shared on a 'need to know' basis
- Ensuring, when practicable, that parents/guardians are informed of any issues or concerns regarding their children
- Ensuring groups/organisations bringing children to UL Sport facilities, on a planned basis, confirm they will have appropriate supervision ratios in place prior to accessing the facilities, i.e. adults: children. Such groups should also confirm they have Children First compliant procedures in place at the booking stage.
- Ensuring children and parents/guardians are aware of the UL Sport Policy and Procedures for the Protection and Safeguarding of Children 2021.

- UL Sport will be inclusive of children and young people with disabilities in the provision of and access to their facilities
- Ensuring that all appropriate organisations and the general public are aware of UL Sport Policy and Procedures for the Protection and Safeguarding of Children 2021 document.
- Ensuring that the Policy and Procedures for the Protection and Safeguarding of Children document and appendices are available on the UL Sport website and on the internal shared drive.
- Encouraging children to report any bullying concerns and staff being aware of the dignity at work policy and procedures outlined in the UL Sport Staff handbook (2020)
- Ensuring a Protected Disclosures policy (UL Sport Protected Disclosures Policy 2021 TBA) is in place which reflects the needs of children.
- Ensuring that photographing or recording identifiable visual images of children or permitting such actions will only take place with the written consent of the parent/guardian.
- Not displaying images of children without the written consent of the parent/guardian. This will apply in particular to the UL Sport website or social media links of the body.
- Any observed possible breach of the UL Sport code of conduct, related to children, by staff or a volunteer, which is observed by a colleague, will be reported without delay to the relevant line manager for appropriate response.
- UL Sport will be responsible for reviewing and updating the Policy and Procedures for the Protection and Safeguarding of Children at a minimum bi-annually or as soon as possible if there has been a material change in any national policy, legislation or relevant procedural issues.

Note:

A glossary of terms in respect of UL Sport Policy and Procedures for the Protection and Safeguarding of Children 2021 is referenced in Appendix 2

Relevant legislation and national guidance are referenced in Appendix 3

2. **UL SPORT CHILD SAFEGUARDING CONTEXT**

2.1 **Adult-Child Relationships in Sport**

The trust implicit in adult-child relationships in sport places a duty of care on all adults, voluntary or professional, to safeguard the health, safety and welfare of the child while engaged in their sporting activity within the environment of UL Sport facilities.

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

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

Adult-child relationships in sport should be:

- Open, positive and encouraging
- Entered into by choice
- Defined by a mutually agreed set of goals and commitments
- Respectful of the creativity and autonomy of children
- Carried out in a context where children are protected and where their rights are promoted
- Free, as far as practicable, from physical, emotional or sexual abuse and neglect or any threat of such harm
- Respectful of the needs and developmental stage of the child
- Aimed at the promotion of enjoyment and individual progress
- Governed by a code of ethics and good practice in sport that is agreed and adhered to by all members of the sports club/organisation
- Respectful, but not unquestioning of authority
- Mindful of the fact that children with disabilities may be more vulnerable

2.2 Code of Conduct for children

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

The code of conduct aims to:

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

The code of conduct sets out the following guidance for children and young people attending UL Sport facilities in terms of:

- Cooperating with others
- Listening to others
- Treating everyone with respect
- Taking responsibility for their own behaviour
- Talking to a responsible adult about anything that they may be worried or concerned about
- Following this code of conduct and other guidance, including the law.

Children and young people should not:

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

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

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

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

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

Positive behaviour is always expected from children while attending UL Sport facilities. Parents/guardians, or if in a school group, their teachers, supervisors, and the school which they attend are expected to take responsibility for the behaviour and safety of children while accessing UL Sport facilities. Where a child visits a UL Sport facility independently and alone positive behaviour is equally always expected. The UL Sport Lone Child Procedure applies in this case.

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

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

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

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

The report of a disruptive incident shall describe:

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

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

2.3 Code of Conduct for adult staff and volunteers in relation to children

This code of conduct outlines the conduct UL Sport requires from all staff and volunteers in their contact with children accessing UL Sport facilities. The code of conduct also extends to third party entities/bodies who work in partnership with UL Sport to deliver services e.g. Limerick Sports Partnership, PESS and students volunteering or employed by UL Sport.

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

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

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

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

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

The code sets out the following guidance for staff and volunteers when in contact with children attending UL Sport facilities:

- That a child's welfare and safety is paramount
- To treat all children fairly and without prejudice or discrimination
- That a child accessing UL Sport facilities has a right to be safe and feel safe
- That a child should be able to make a complaint by using a child friendly process

- To listen to and respect children
- To provide positive encouragement, support, and praise to children
- To have due regard to cultural differences.
- To be alert and tackle inappropriate behaviour in others including peer to peer behaviours.
- To take care that language is not open to sexual or racist connotations. If language used may have caused offence to a child, this should be addressed with them in a sensitive manner.
- To treat all children as individuals
- To respect a child's personal space
- To be aware of a child's limitations
- To use age-appropriate teaching/learning and communication aids when required
- To lead by positive example when interacting with children and young people
- To work towards creating an atmosphere of trust with children
- To respect and be aware of differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems between yourself and others
- If personal information is known in respect of a child, this must be kept confidential and will only be shared on a need-to-know basis.

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

- Allow allegations or concerns in respect of possible abuse or harm to children to go unreported. Reporting includes abusive behaviour being displayed by an adult or child and directed at a child.
- Smoke, consume alcohol or use illegal substances when interacting with children during working hours.
- Spend excessive amounts of time alone with a child or children during working hours or volunteer hours.

- Transport children, attending UL Sport facilities, on journeys alone in a vehicle without the consent of the parent/guardian. Excepting in an emergency situation.
- Take children from the work environment to the staff member's home
- Take a session alone
- Be in a one-to-one situation with a child. However, if a child needs to talk separately to an adult this should be done in an open environment in view of others whilst respecting the child's privacy.
- Use or allow offensive or sexually inappropriate physical contact and or verbal language with children.
- Single out a particular child they have contact with through their work environment for unfair favouritism, criticism, or ridicule.
- Hit or physically chastise children.
- If physical contact is an inherent part of an activity to not seek consent of the child/young person in relation to physical contact (excepting an emergency or high-risk situation)
- Another adult should be involved in any demonstrations that require physical contact
- Take measurements or engage in certain types of fitness testing with a child without the presence of another adult
- To be involved in horseplay or inappropriate touching of children
- Reveal personal information about children where you are not concerned about possible protection or welfare concerns which may require contact with Tusla and/or An Garda Síochana
- Collude with any person to suppress child protection or welfare concerns.

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

- If a child is left at a UL Sport facility after closing time the senior manager on site is to immediately contact the parent/guardian. If no parent/guardian responds or can be contacted, An Garda Síochana are to be informed
- Within UL Sport facilities if requested to direct a child to the toilet, staff/volunteers should not accompany the child into the toilet, excepting a child that has a disability and may require or request assistance.
- In a difficult situation involving a child, try and ensure another member of staff is present.
- Do not accompany a child outside of the UL Sport facility in search of a parent/guardian. Keep them safe until a parent or carer returns.
- Contact An Garda Síochana if you have cause to believe that a child has been abandoned/forgotten or may be at possible risk of harm
- Do not make arrangements to directly contact a child related to work-based activities either by phone or through electronic or social media.
- Do not carry out tasks of a personal nature for a child that the child could do for him/herself
- Ensure that clear child friendly guidance exists for children and their primary carers to be able to communicate with and access staff if they have a complaint.

The following behaviour will not be accepted “from adults or children” at UL Sports activities or facilities:

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

Note UL Sport “facility specific “additional guidance for staff and volunteers can be accessed in Appendix 5 & 6

2.4 Supervision of children

UL Sports recommends that organised groups of children using their facilities should apply the following adult to child ratios:

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

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

Note that National Governing Bodies may have specific guidelines for the type of sport or activity e.g. GAA, FAI and IRFU. Please refer to sector specific guidelines in this case. (See appendix 5 for sector specific examples)

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

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

- whether the children have special needs or medical requirements
- the range of ages of the children
- the nature of the activity
- the duration of the activity

UL Sport may receive bookings from groups such as schools or sports clubs to use their facilities, such bodies need to ensure the following measures are in place:

- That the body has in place a Children First compliant protection and safeguarding of children policy and procedures
- That a safeguarding children risk assessment has been completed in respect of the activity
- That the staff and/or volunteers are appropriately trained, qualified, and vetted.

- That they have appropriate and gender balanced supervision in place
- That they have appropriate ratios of adults to children to maintain safe supervision levels (see above)
- That appropriate insurance is in place.
- That the parents/carers have been informed in writing and briefed in respect of the details of the activity and given written consent for their child / young person to participate

NOTE: Event Booking form (Appendix 7) must be completed in all circumstances where children under the age of 18 will be attending UL Sport facilities.

2.5 Children with special needs or disabilities

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

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

2.6 Lost or Missing children

If a child participating in activities/sessions/camps at a UL Sport facility, gets lost or goes missing UL Sport will initiate and apply the following procedure:

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

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

3. **RESPONDING TO CHILD WELFARE AND PROTECTION CONCERNS**

Managing abuse or welfare concerns at UL Sport

If a staff/volunteer becomes concerned that a child's behaviour or presentation suggests that there may be child protection or welfare concerns they will follow UL Sport Policy and Procedures for the Protection and Safeguarding of Children 2021.

In summary this will involve initially contacting the Designated Liaison Person (DLP) of UL Sports or the Deputy DLP (DDLDP) who may then need to inform Tusla, Child and Family Agency.

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

UL Sport has in place a Designated Liaison Person and Deputy Designated Liaison Persons for Children First.

The primary functions of the Designated Liaison Person are:

- To receive and consider, in consultation with the person making the report, child protection and welfare concerns and to consider if reasonable grounds exist for reporting to Tusla.
- To ensure that reporting procedures are followed within UL Sport and such child protection and welfare concerns are referred promptly to Tusla.
- To ensure that all such concerns and the subsequent actions taken by UL Sport are recorded and retained in a confidential file. This includes recording concerns where it is decided reasonable grounds for concern do not exist and the DLP does not make a report to Tusla.
- To ensure that a secure system is in place to manage and store confidential records of concerns of a child welfare or protection nature.
- To be available for advice and guidance when someone is unsure about reporting a concern.
- Where necessary to carry out informal consultation with the Tusla duty social work service in respect of a concern
- To ensure that a working relationship is established with An Garda Síochana and Tusla in respect of liaison arrangements for child protection and welfare concerns
- To develop procedures for liaison between the Designated Liaison Person, Deputy Designated Liaison Persons and the mandated persons, if applicable, in relation to child protection and welfare concerns. This is with particular regard to concerns that come to the notice of mandated persons.
- Where requested to jointly report with a mandated person.

- To inform, with the person making the report, the child's parents/guardians that a report is to be submitted to Tusla or An Garda Síochana unless:
- Informing the parent/guardian is likely to endanger the child or young person.
- Informing the parents/guardians may place the reporter at risk of harm from the family.
- The family's knowledge of the report could impair Tusla's ability to carry out an assessment or interfere with a Garda investigation.
- To provide feedback to the reporter, as appropriate

The necessary elements of managing a concern are:

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

3.1 Recognising a concern

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

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

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

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

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

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

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

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

3.2 Responding to a concern

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

Children First national guidance 2017 lists the following as reasonable grounds for concern:

- Evidence, for example of an injury or behaviour, which is consistent with abuse and is unlikely to have been caused in any other way.
- Any concern about possible sexual abuse
- Consistent signs that a child is suffering from emotional or physical neglect.
- A child saying or indicating by other means that he or she has been abused.
- Admission or indication by an adult or a child of an alleged abuse they committed.
- An account from a person who saw a child being abused.

3.3 Responding to a child/young person who discloses abuse.

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

- Remain as calm as possible.
- Listen to the child and give them time to share their concerns.
- Try not to show any feelings such as anger or disbelief.
- Accept the child's story. False disclosures by children are rare.
- Reassure the child that they have taken the right step in disclosing.
- Avoid asking leading questions.

- Advise the child that you cannot guarantee to keep confidentiality as you may need to share information with Tusla and/or An Garda Síochána
- Keep a record of the conversation and record the actual words used by the child.
- Reflect back to child what you think you have heard, and, in the words, they used to you.
- Do not make any comments about the alleged abuser.
- Do not make any attempt to confront the alleged abuser.
- Ensure the child is aware of what may need to happen next in terms of the process.
- Inform the DLP immediately with a view to appropriate notifications to the statutory authorities.

3.4 Responding to an adult who discloses childhood abuse.

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

- Establish whether there is any current risk to children from the alleged abuser e.g., is this person still alive and do they have contact with children.
- Advise that you cannot guarantee to keep confidentiality as you may need to share information with Tusla and/or An Garda Síochána
- Reports of retrospective child abuse are assessed by Tusla. (**See appendix 8 for Reporting Retrospective Abuse Report Form**)
- Inform the DLP immediately with a view to appropriate notifications to the statutory authorities.

3.5 Responding to a person who admits abusing a child.

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

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

3.6 Responding to allegations of child abuse made against a child by another child.

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

- Note that this type of abuse may be called peer abuse.
- Inform the DLP immediately with a view to appropriate notifications to the statutory authorities.
- If reports are to be made, they should be made in respect of both children individually.

3.7 Responding to allegations of abuse of a child made against staff or volunteers.

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

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

Note that in such cases the reporting system to Tusla is to be followed with the DLP and the internal HR procedures will also be initiated. The DLP is to ensure that the PCC Group Chief Operations Officer (COO) or their designate is advised of such concerns.

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

- Priority will be given to protecting the child/young person while at the same time taking account of the staff or volunteer's right to due process. The fact that protective measures may have been taken does not presume guilt.
- The same person in UL Sport should not have the responsibility for dealing with the child protection reporting procedure and the employment/contractual issues.
- The UL Sport reporting procedures for the reporting of child protection and welfare concerns will be followed by the DLP and/or deputy DLP.

- The UL Sport COO or their designate will oversee procedures relating to employment issues.
- Any action taken will consider the applicable employment contract and the rules of natural justice.
- It will be to the benefit of everyone concerned that a timely resolution to the allegation is achieved.
- The agreed procedures for dealing with allegations of abuse against staff or volunteers should be applied objectively and in a consistent manner.
- All elements of the process will be recorded, including any liaison with the statutory agencies.
- UL Sport will ensure that any actions or investigations by them do not compromise or prejudice any statutory investigation by An Garda Síochana or assessment by Tusla
- Close liaison will be maintained between UL Sport, An Garda Síochana and Tusla. The DLP will be the liaison person for UL Sport with the statutory agencies

Responses by UL Sport will include:

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

- The COO /delegate should record the response of the member of staff to the allegation and pass on this information to Tusla via the DLP if making a formal report to that statutory body.
- Formal inter agency meetings will be requested by UL Sport with Tusla and An Garda Síochana to ensure effective liaison takes place in respect of the allegation and the necessary follow up actions
- It should be noted that the requirements of fair procedure and natural justice will result in Tusla not sharing the details of any assessment against a staff member or volunteer until he/she has had an opportunity to respond fully to the allegation and any findings or decisions by Tusla

Responding to a person who is dissatisfied with how their allegation was dealt with by UL Sport

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

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

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

3.8 Talking to parents/guardians about a concern

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

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

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

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

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

4. REPORTING CHILD WELFARE AND PROTECTION CONCERNS

The following steps will be taken by UL Sport in responding to and reporting child protection and welfare concerns:

Step 1

- On receipt of a concern a staff member or volunteer will immediately report the details to the UL Sport DLP
- This information should be relayed to the DLP using the Tusla Child Protection and Welfare Report Form. (Appendix 8)
- If there is an immediate risk to a child, the safety and welfare of the child is paramount. The DLP in that situation may after consultation with the initial reporter make an immediate report to Tusla or the Gardaí, if Tusla are unavailable.

Step 2

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

Step 3

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

Step 4

- If the DLP is of the view that a report should not be made to Tusla then the staff member/volunteer must be given a written explanation for this decision. In this situation the staff member/volunteer can still make their own report to Tusla or An Garda Síochana if they are of the view that reasonable grounds for concern do exist. They have protections from the Protection of Persons Reporting Child Abuse Act 1998 in making such an independent report in good faith.

Step 5

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

Step 6

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

4.1 False abuse allegations

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

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

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

4.2 Protected Disclosures

Staff and volunteers of UL Sport have guidance available in respect of protected disclosures in the UL Sport Protected Disclosures Policy (TBA 2021). This document provides guidance for staff and volunteers in respect of the internal and external reporting of wrongdoing and the legal protections of reporting under the Protected Disclosures Act 2014.

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

4.3 Anonymous reports

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

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

4.4 Malicious reports

Malicious reports have the potential to cause harm to the named child and the person/s identified as the alleged abuser/s. The Protection of Persons Reporting Child Abuse Act 1998 has introduced an offence of false reporting of child abuse where a person makes a referral of child abuse to the appropriate authorities “knowing that statement to be

false. “ In the event that any staff or volunteer is concerned that a report is malicious they should initially bring it to the notice of the DLP.

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

In an emergency where the considered opinion is that there is an immediate risk to a child’s health or welfare and the Designated Liaison Person or their Deputy, or Tusla, cannot be contacted a report should be made directly to An Garda Síochana. Following such an action the standard report (CPWRF) (Appendix 8) should be forwarded to the Designated Liaison Person with a view to submission to Tusla as per normal procedures on the next working day.

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

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

5. RECORDING CHILD WELFARE AND PROTECTION CONCERNS

When child abuse or neglect is suspected, it is essential that a written record of all the information created is maintained by UL Sport. Therefore UL Sport staff or volunteers reporting a concern to the DLP shall be expected to provide as detailed an account as possible of the concern by completing the TUSLA Child Protection and Welfare Report form (Appendix 8).

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

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

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

6. MANDATED PERSONS

Reporting mandated concerns of harm

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

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

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

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

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

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

6.1 Legal obligations of a mandated person

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

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

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

The Children First Act 2015 defines harm as:

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

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

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

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

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

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

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

“Where a child believes that he or she –

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

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

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

1. Neglect

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

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

2. Emotional Abuse/ill treatment

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

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

3. Physical Abuse

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

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

4. Sexual Abuse

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

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

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

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

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

1. A concern that a child may have been harmed, is currently being harmed or may be harmed becomes known to the mandated person. The mandated person is of the view that the threshold for making a mandated report is met or exceeded.

2. A child protection and welfare report form is completed in respect of the concern and forwarded to Tusla, as soon as practicable, indicating clearly that this is a mandated report. The mandated person may also first consult with Tusla if the mandated person is in doubt that the concern meets the threshold for a mandated report. Such consultation must be recorded by the mandated person.

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

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

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

Note:

- As stated above, it will be best practice within UL Sport that mandated reports when made are brought to the attention of the Designated Liaison Person
- The statutory obligation of mandated persons to report under the Children First Act 2015 must be discharged by the mandated person and cannot be discharged by the Designated Liaison Person on their behalf.
- Mandated persons can make a joint report with the Designated Liaison Person or another person, mandated or otherwise.
- If UL Sport or the DLP do not wish to report to Tusla, the mandated person should still proceed with the report if the defined threshold for reporting has been met or exceeded. In this case the provisions of the Protection for Persons Reporting Child Abuse Act 1998 apply.
- If the mandated person has a concern that they believe does not reach the threshold for a mandated report they must consider whether the concern meets reasonable grounds for concern. The concern will then be reported to the DLP if the mandated person is of the view that reasonable grounds for concern exist.
- If a mandated person is in doubt as to whether the concern reaches the legal definition of harm for making a mandated report, the Tusla duty social work service can be approached to give advice in this regard. The decision to report remains the individual responsibility of the mandated person. Any advice received must be recorded on the confidential file which will have been created by the DLP

- Mandated persons who receive a disclosure of harm from a child/young person which meets or exceeds the thresholds set out in Children First: National Guidance for the Protection and Welfare of Children 2017 are required to make a mandated report to Tusla. It is not required of the mandated person that they would assess the accuracy or credibility of the child's claims.
- As noted previously in this document under no circumstances should a child be left in a situation that exposes him or her to harm or risk of harm pending intervention by Tusla. If the mandated person is of the view that the child is in immediate danger and Tusla cannot be contacted, An Garda Síochana should be contacted. A mandated report should then be made to Tusla on the next working day by the mandated person.
- The same concern should not be reported more than once. If, however, additional information comes to the attention of the mandated person in respect of the reported concern this should be considered and forwarded to Tusla without undue delay in the form of a further report.
- The legal obligation to report under the Children First Act 2015 applies only to information that a mandated person acquires in the course of their professional work or employment. It does not apply to information acquired outside of their employment, or information given to them in respect of a personal rather than a professional relationship.
- Reporting requirements under the Children First Act 2015 only apply to information that a mandated person has received or become aware of since the Act came into force, irrespective of whether the harm occurred before or after the commencement of the section related to mandated reporting. However reasonable concerns about past abuse where information came to the notice of the professional prior to the Act where there is a possible *continuing risk* to children can be reported to Tusla under Children First: National Guidance for the Protection and Welfare of Children 2017
- Mandated persons cannot report a concern anonymously and if they do so they are not in compliance with their obligations under the Children First Act

6.2 Informing a family that a mandated report is being made.

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

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

6.3 Consequences of non-reporting by the mandated person

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

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

Note:

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

6.4 Mandated Assisting

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

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

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

6.5 Information sharing

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

Note:

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

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

6.6 Protection from civil liability

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

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

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

6.7 Confidentiality

UL Sport is committed to protecting a person's right to confidentiality.

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

- Where child protection and welfare concerns arise, to share personal information on a 'need to know' basis, in the best interests of the child, with the relevant statutory authorities and the parents/guardians. Such sharing may require attendance at formal meetings organised by Tusla e.g child protection conferences or strategy meetings

- Not to give undertakings regarding secrecy. Those staff members and volunteers engaged with or in contact with children should make this clear to parents/guardians and the children themselves
- To provide information on a proportionate basis to the statutory agencies necessary for the protection of a child
- To advise children and parents/guardians that personal information is being shared, unless it is the considered opinion that doing so could put the child at further risk or may place the reporter at risk
- To retain records generated in respect of child protection and welfare concerns in accordance with Data Protection legislation, in a secure setting, managed by the DLP
- To respond to breaches by staff or volunteers in respect of the sharing of confidential information which is not related to child protection or welfare concerns which may be regarded as a disciplinary matter

Note:

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

7. SAFE RECRUITMENT

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

Safe recruitment requires that UL Sport will:

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

7.1 Recruitment of Staff

The following procedures will apply to the appointment of Staff:

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

Note:

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

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

Service level agreements (SLA) have been signed previously between PCA and UL for service use and data processing of the vetting application system for the National Vetting Bureau of An Garda Síochana.

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

7.2 Recruitment of Volunteers

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

8. EXTERNAL CONTRACTORS CARRYING OUT WORK AT UL SPORT FACILITIES

UL Sport will seek a signed declaration from a contractor that they have read and understand the particulars outlined in UL Sport Policy and Procedures for the Protection and Safeguarding of Children.

The signed declaration will confirm that they agree to comply with UL Sport Policy and Procedures for the Protection and Safeguarding of Children. e. g. cleaners, maintenance contractors,

Note: Garda vetting of such persons will not normally be required as they will tend not to be involved in work or activities, a necessary and regular part of which consists mainly of them having access or contact with children or vulnerable persons.

9. SAFEGUARDING CHILDREN TRAINING PLAN

UL Sport commits to the following actions in respect of training staff in respect of safeguarding children:

- That all post holders within the safeguarding children structure will receive training commensurate with their roles
- That the induction programme for all UL Sport staff will include a briefing in respect of the UL Sport Policy and Procedures for the Protection and Safeguarding of Children 2021 plus completion of the Tusla E learning Children First module
- That all UL Sport staff will be facilitated to access the Tusla Children First E learning module in 2021

- That a training needs analysis in respect of safeguarding children training needs for all staff will be initiated with a view to completion by the end of September 2021. This will inform and help to frame any future training plans

10. SAFEGUARDING CHILDREN COMMUNICATIONS PLAN

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

The child safeguarding statement and the Policy and Procedures for the Protection and Safeguarding of Children will be placed on the UL Sport website and the shared drive.

All UL Sport facilities will display a child safeguarding notice which references in particular the contact details for the Designated Liaison Persons and the website link for the child safeguarding statement.

All relevant agencies, including statutory bodies, will be given details in respect of the internet links for accessing the child safeguarding statement and the related policy and procedures.

Feedback systems will be developed with children, parents/guardians, staff and volunteers to advise UL Sport as to whether the safeguarding children communication process is working.

11. ONLINE SAFETY AND SOCIAL MEDIA

Information technology, of some form or another, is now an integral part of the lives of most children. If, however, this technology is used inappropriately it can present possible child safeguarding risks. These risks may lead to abuse concerns both online and offline.

The following are key actions for UL Sport staff and volunteers to implement in maintaining a safe environment for children when online and when using social media:

- Ensure there are online safety policies and procedures in place as part of creating a safe environment for children.
- Be aware of the signs of online abuse and harm.
- Respond to any concerns immediately and follow UL Sport procedures for reporting child protection or welfare concerns.
- Ensure that in any employees' or volunteers' work-based communication with a child/young person, personal accounts should never be used as a form of communication. Any such communication must have secured parental/guardian consent in advance.

- A UL Sport mobile phone or tablet must be used if a work-related communication with a young person is essential.
- Any such communication with a child should include a reference for the young person to unsubscribe to any further communications.
- Ensure that parental controls are on all UL Sport devices that children may access.
- Ensure that if young people are provided with access to live stream within a UL Sport facility that this can only be done in an open area which can be supervised by staff and with the prior consent of a parent/guardian

12. PHOTOGRAPHY AND CHILDREN

The following guidelines are to be followed by staff in respect of photography and children:

- If UL Sport wishes to use an identifiable photograph of a child for promotional publicity, then written permission must be sought from the parents/guardians via the media consent form (**Appendix 12**). Such consent must be further approved by the Duty Manager of the facility in advance of the event.
- Photographs of children at UL Sport facilities will not be taken by staff using their own cameras, except for specified official reasons authorised by the Duty Manager.
- Photographing of persons is not permitted within a UL Sport facility unless a request is made to and approved by the Duty Manager. A form should be filled out by any person wishing to take photographs, detailing the photographers' name, contact details, membership of photography association (if relevant) and reasons for photographs being taken.
- Professional photographs for official events should have an appropriate accreditation which must be provided to the Duty Manager in advance of the event.
- The names of children whose photographs are used for promotional activity will not be made public.
- Inappropriate use of children's images by staff or volunteers will be reported to the DLP and may be considered a breach of the code of practice
- Where possible UL Sport aims to use professional models or illustrations when promoting an activity and will avoid the use of identifiable photographs of children. This will also include the UL Sport website and social media. The content of any photographs must focus on the activity not on a particular child.
- The use of a phone's camera function in UL Sport dressing rooms and toilet facilities is prohibited.

13. USE OF CCTV AND VIDEO EQUIPMENT IN UL SPORT FACILITIES

- The Swimming Pool High Performance video equipment will only to be used for filming High Performance swimmers by appropriate approved personnel.
- UL Sport has Closed Circuit Television Camera (CCTV) located throughout its facilities, covering buildings and internal areas. UL Sport CCTV system is implemented in a proportionate manner as necessary to protect UL Sport property against theft, pilferage or damage and for the safety and security of staff, students and visitors to the UL Sport facility (to protect their vital interests).
- CCTV footage is monitored by UL Sport staff however access to recorded footage is strictly limited to authorised personnel. Footage is retained for 3 weeks, except where incidents or accidents have been identified in which case such footage is retained specifically in the context of an investigation of that issue.
- CCTV footage is not disclosed to third parties except where disclosure is required by law (such as for the purpose of preventing, detecting or investigating alleged offences) and in such instances disclosure is based on a valid request. Signage indicating that CCTV is in use is displayed prominently throughout the UL Sport facilities.

14. GENERAL HEALTH AND SAFETY CONSIDERATIONS

General Health and Safety considerations referenced for Children accessing UL Sport facilities include:

- Obligations under the Employment Equality Acts (1998 – 2011) and Equal Status Acts (2000 – 2012) must be taken into consideration. In providing services, staff shall not discriminate against any child on the basis of the nine grounds detailed in the Acts.
- Obligations under the Disability Act 2005 shall also be taken into consideration.
- UL Sport must ensure there is compliance with the requirements of the relevant fire certificates and any recommendations or requirements of the fire authority and the facilities' insurers.
- UL Sport must ensure that there is awareness of each UL Sport facility's first aid arrangements.
- UL Sport must ensure there is an awareness of the emergency evacuation procedures relevant to each facility and ensure that children are also aware of what to do if there is an emergency.

15. **UL SPORT DESIGNATED LIASON PERSONS CONTACT DETAILS**

Details of personnel to contact if a concern exists in respect of the protection and welfare of a child:

The Designated Liaison Person (DLP) for UL Sport is:

Ciara O’Sullivan

Contact details **061 213519**

The Deputy Designated Liaison Persons (DDLDP) for UL Sport are:

Colette Moloney, UL Sport Aquatics: 061 202883

Martin Flood, UL Sport Activity Centre: 061 376622/ 061237671

Jennifer Anne Mulholland, UL Sport Halls: 061 213582

Gerard Cunningham, UL Sport Outdoor Pitches: 061 234641

Suzanne Fitzpatrick, UL Sport Reception: 061 234189

An Garda Síochána

Protective Services Unit, Henry
Street Garda Station, Limerick.

061 212448

Limerick.psu@garda.ie

TUSLA, Child and Family Agency

Duty Social Worker

Address: Roxtown Terrace Health Centre

Limerick. Phone: 061 483097 / 061 483098

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

16. APPENDIX 1: UL Sport Child Safeguarding Statement & Risk Assessment 2021

UL SPORT CHILD SAFEGUARDING STATEMENT

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

UL Sport have carried out additional safeguarding children risk assessments to help eliminate and reduce potential risks to both staff and children attending our facilities. These detailed “facility specific” child safeguarding risk assessments can be made available by contacting the UL Sport Designated Liaison Person.

This document has been developed with reference to the following:

Children First Act 2015

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

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

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

Legal framework

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

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

The relevant person for UL Sport is Ciara O’Sullivan, UL Sport Aquatics

Named Person

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

The named persons for UL Sport are:

Ciara O’Sullivan, UL Sport Aquatics – DLP

Colette Moloney, UL Sport Aquatics – DDLP

Jennifer Anne Mullholland, UL Sport Halls - DDLP

Martin Flood, UL Sport Activity Centre - DDLP

Gerard Cunningham, UL Sport Outdoor Pitches- DDLP

Suzanne Fitzpatrick, UL Sport Reception- DDLP

Name of Service being provided

UL Sport (Plassey Campus Arena CLG) is a subsidiary company of the University of Limerick that manages facilities and services which contribute to sport on campus. UL Sport operates the following services:

- **UL Sport Arena which includes:**
 - 50m and 25m swimming pool
 - Gym
 - Sports hall
 - Indoor running track
 - Climbing wall
- **Outdoor facilities which includes:**
 - All weather pitches (North and South Campus)
 - Running track
 - Tennis Courts
 - UL Sport Adventure Centre (Killaloe, Co. Clare)
- **Provision of both indoor and outdoor fitness classes**

Nature of Service

UL Sport serves students and members of the public who may be aged under 18 and employs personnel who may be under the age of 18. UL Sport also provides services to children which include sporting activities, sport camps and many other activities, which permit children to remain on campus for periods without their parents or guardians.

Principles to Safeguard Children and keep them safe from harm

UL Sport is committed to a child centred approach in the provision of services and the use of its facilities by all persons under 18 years.

UL Sport are committed to the following principles in safeguarding children/young people and maintaining child centred relevant services:

- That the safety and welfare of children/young people is everyone's responsibility
- That the promotion of the welfare, health and safety of children/young people is paramount
- That children/young people attending and using UL Sport facilities are to be respected as individuals and encouraged to reach their potential, regardless of background
- That children/young people raising welfare or abuse concerns will be treated equally and listened to by staff members and/or volunteers
- That any identified welfare or protection concern of a child/young person that becomes known to UL Sport staff or volunteers will be managed in a safe manner by the company. The response will be in compliance with best practice as set out in Children First National Guidance 2017 and will adhere to UL Sport Policy and Procedures for the Protection and Safeguarding of Children 2021
- That safe management procedures are in place for all staff and volunteers, covering in particular; recruitment, Garda vetting and a person's suitability to work with children
- That designated liaison persons and mandated persons in respect of child safeguarding are identified, trained and are known to all staff members and volunteers
- That UL Sport retains and maintains a list of staff who are mandated persons
- That safe procedures are in place and implemented, to respond to an allegation of abuse of a child/young person against a staff member or volunteer
- That procedures are in place to respond to an allegation of abuse of a child by another child/young person
- That a specific safeguarding children training plan is in place to ensure that all staff are aware of their role in keeping children safe and to raise organisational awareness of this issue
- That UL Sport has developed and is maintaining clear and secure record keeping procedures in respect of child protection and welfare concerns. Such records are held by the Designated Liaison Person.
- That a code of conduct is in place for staff and volunteers which sets out their responsibilities in their engagement with children and young people
- That a code of conduct is in place which outlines the responsibilities of children in their interactions with each other and adults whilst attending a UL Sport facility or engaging with its services
- That UL Sport recognises the importance of multi-agency working in keeping children safe and on that basis working relationships have been developed with the relevant statutory agencies e.g. An Garda Síochana and Tusla

RISK ASSESSMENT

UL Sport acknowledges that while the services they provide are not applicable under either schedule of the Children First Act 2015, they provide services within the grounds of the University of Limerick, which is a relevant service as set out in Schedule 1 of the Children First Act 2015. On that basis UL Sport has completed a safeguarding children risk assessment. This is with a view to having a safeguarding plan in place which minimises the risk, as far as practicable, to any children attending their facilities and/or having contact with the services.

The completed risk assessment framework is set out below.

NOTE

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

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

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

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

The risk rating rationale is as follows:

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

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

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

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

UL SPORT CHILD SAFEGUARDING RISK ASSESSMENT 2021

UL Sport Activity	Risk of Harm in respect of the activity	Procedures / Protocols in place to address risk of harm identified	Risk Rating: (L-Low/ M-Medium /H-High)	Person Responsible
1. CAMPUS, INFRASTRUCTURE				
Children visiting UL Sport facilities	Risk of harm to children by members of UL Sport or members of the public.	<ol style="list-style-type: none"> 1. 24-hour campus security contractor in place. 2. Security are available/contactable at all times. 3. CCTV monitoring in place across the UL campus. 4. Activity based risk assessments and/or facility based risk assessments and implementation of control measures 5. Staff vetting programme in place. 6. UL Sport provides all staff and contractors with a copy of the Child Safeguarding Statement. 7. Children First, Child protection training is conducted at regular intervals. 	MEDIUM	GM UL Sport/DLP/DDLP/All Department Managers

		8. Child safeguarding controls are included in event management plans submitted by event organisers.		
Adults accessing UL Sports facilities	Risk of harm to children from adults	<ol style="list-style-type: none"> 1. 24-hour campus security contractor in place 2. Security are available/contactable at all times. 3. CCTV monitoring in place on campus. CCTV in use signage erected on-site. 4. Opening and closing hours are available on the UL Sport website. 5. Child safeguarding controls are included in event management plans submitted by event organisers. 6. Codes of conduct in place for adults and for children 	MEDIUM	GM UL Sport/ All Department Managers
Use of toilet/shower /changing	Risk of harm to children by other children or adults	<ol style="list-style-type: none"> 1. Guidance in respect of the use of toilet/shower facilities contained within the UL Sport Child Safeguarding policy and procedures 	MEDIUM	All Department Managers

		<p>2. Facilities are allocated for each gender including gender-neutral facilities</p> <p>3. Facilities are maintained at regular intervals by Cleaning Services staff.</p> <p>4. UL Sport provides all staff and contractors with a copy of the Child Safeguarding Statement.</p> <p>5. UL Sport encourage all staff to undertake online training as may be required from time to time</p>		
2: PERSONNEL				
Children First Training for UL Sport Personnel not taking place	<p>Risk of harm to children.</p> <p>Risk of Harm / Abuse not being reported properly and promptly by UL Sport personnel.</p>	<p>1. Designated Liaison Person (DLP) /Deputy Designated Liaison Person (DDL) avail of training provided by professional organisations.</p> <p>2. Heads of Departments are aware of their responsibility to ensure staff attend the appropriate level of Children First, Child Safeguarding training and maintain staff training records.</p> <p>3. All UL Sport personnel who have contact with / engage with children are requested to do the Safeguarding training and provide a copy of the certificate of completion to their Head of Department.</p>	LOW	GM UL Sport/ DLP/DDLP/All Department Managers

		<p>Details of training can be found at: https://www.tusla.ie/children-first/children-first-e-learning-programme/</p> <p>4. The UL Sport Child Safeguarding Statement is available to all members of UL Sport.</p> <p>5. All members of staff who work with children are required to sign the 'UL Acceptance of UL Child Safeguarding Statement' and return to their Head of Department.</p>		
Specific Training for Mandated Persons not taking place	Risk of harm to children not being recognised by mandated UL Sport staff.	<p>1. The Mandated Person is required to undertake the Safeguarding training module and any online training as may be required from time to time. Children First, Child Safeguarding training is provided on-campus each academic semester.</p> <p>2. All concerns are required to be reported to the UL Sport DLP and where necessary a joint report is made to Tusla.</p>	LOW	GM UL SPORT / DLP
Provision of child protection and safeguarding	Indicators of harm /abuse not being recognised by UL students and other	1. The UL Child Safeguarding Statement and the Policy and Procedures has been brought to the attention of students during their	MEDIUM	GM UL Sport/DLP/All

<p>information for UL students is not taking place</p>	<p>attendees at UL Sport facilities.</p> <p>Harm / Abuse not being reported properly and promptly by students.</p>	<p>induction programme. These documents are available online.</p> <p>2. Campus signage advises students as to where they can access these procedures and emergency numbers.</p> <p>3. The name and contact details of the DLP is prominently displayed within UL Sport facilities and on the UL Sport website</p> <p>4. All UL students who have contact with / engage with children as part of their studies /work placements receive appropriate information on reporting procedures.</p> <p>5. UL student vetting programme in place.</p>		<p>Department Managers</p>
<p>Recruitment of UL Sport personnel does not follow safe recruitment procedures</p>	<p>Risk of a child being harmed by a member of staff or volunteer of UL Sport.</p>	<p>1. Recruitment personnel issue a job description for each position detailing the required qualifications and the job role being recruited for. Recruitment personnel appoint staff with appropriate qualifications and experience. Candidates undertake a formal interview. Reference checks are completed on successful candidates.</p> <p>2. UL Sport must ensure compliance with the legal requirements in relation</p>	<p>MEDIUM</p>	<p>All Department Managers</p>

		<p>to vetting of all employees who conduct relevant work.</p> <p>3. The UL Health and Safety Unit oversees the University vetting and foreign police clearance process with the National Vetting Bureau. Heads of Departments or their delegates are responsible for ensuring appropriate staff are vetted. Recruitment personnel are responsible for identifying new recruits who require vetting.</p> <p>4. It is compulsory for UL Sport to ensure that anyone who is carrying out relevant work with children or vulnerable adults undergo the University vetting process.</p> <p>5. All newly recruited staff undergo a probationary period.</p> <p>6. The UL Sport Child Safeguarding Statement and policy and procedures is made available to all members of staff and volunteers of UL Sport.</p> <p>7. UL Sport require that all staff working with children undertake a training module and any online training as may be required from time to time. Children First, Child Safeguarding training is provided on- campus each academic semester.</p>		
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<p>Retrospective vetting is not taking place</p>	<p>Risk of a child being harmed by a member of the UL Sport community.</p>	<ol style="list-style-type: none"> 1. Retrospective vetting process in place for relevant UL Sport staff. All UL Sport staff are provided with a copy of the Child Safeguarding Statement and the policy and procedures. 2. Staff working with children receive training in relation to the Policy and Procedures for the Safeguarding and Protection of Children , and Children First 	<p>MEDIUM</p>	<p>All Department Managers</p>
<p>Students (under 18) On Placement or employed within UL Sport (E.g. Coop students, Lifeguards, TY students, Instructor programme in the Activity Centre)</p>	<p>Risk of harm to UL students under 18/ children by staff members in the host organisation/ members of the public.</p>	<ol style="list-style-type: none"> 1. Low frequency of occurrence due to University programme structures. The UL Child Safeguarding Statement and policy and procedures is made available to all members of UL Sport. 2. UL Student Placement staff are required to confirm the child safeguarding procedures implemented at the host organisation when setting up student placements. 3. UL Sport requires that students complete the Tusla training module and any online training prior to going on placement. Anyone under 18 years of age should have parental consent to access the Tulsa online training programme. 	<p>Medium</p>	<p>DLP/DDLP/All Department Managers</p>

<p>Student Placements where students have access to children (E.g. Students on Coop, TY students, Limerick Sports Partnership)</p>	<p>Risk of harm to children by University students. Risk of harm to children by members of the public in placement organisations. Risk of harm to children by the host organisation staff. Indicators of harm /abuse not being recognised by UL students.</p>	<ol style="list-style-type: none"> 1. The UL Child Safeguarding Statement is made available to all members of UL. Individual departments to implement local children protection procedure while on placement. 2. Student Garda Vetting programme in place for relevant UL students. 3. UL request students to complete the Tusla online training module prior to going on placement. UL students are required to review the host organisation’s child safeguarding procedures. Placement students are supported by designated UL staff while in host organisations. 	<p>Medium</p>	<p>DLP/DDLP/All Department Managers</p>
<p>Children attending UL sport facilities via placements/school/club activities.</p>	<p>Risk of a child being harmed</p>	<ol style="list-style-type: none"> 1. The UL Sport Child Safeguarding Statement and policy and procedures is made available to all members of UL Sport. 2. An event specific risk assessment must be conducted by the programme organiser to confirm Children First compliance and that necessary controls are in place while children are accessing the facility 	<p>Medium</p>	<p>All Department Managers</p>

		<p>3. In the event of a UL Sport staff member finding an unaccompanied child they are required to report this to on- campus security and the Duty Manager for the facility. 24 hour security staff provided on- campus.</p> <p>4. CCTV access is maintained at all times.</p>		
<p>Volunteers involved in activities on the UL campus.</p>	<p>Risk of child being harmed by a volunteer / parent /guardian while child participating in UL activities.</p> <p>Risk of Harm / Abuse not being reported properly and promptly by Volunteers/ Parents.</p>	<p>1. Confirmation of Children First compliance shall be included in events management plan submitted to UL Sport including the event specific risk assessment</p> <p>2. Specifically UL Sport third party organisation must confirm compliance with the 2015 Act and 2017 guidance including submission of their Child Safeguarding Statement. All volunteers involved in relevant UL Sport activities shall undertake the University vetting process.</p> <p>3. All volunteers who deal with or work with children shall be required to undergo Child Safeguarding training</p> <p>4. All volunteers involved in UL Sport activities are provided with a copy of the UL Sport Child Safeguarding</p>	<p>MEDIUM</p>	<p>All Department Managers</p>

		Statement and the policy and procedures.		
3. COMMUNICATION				
Images Use of camera / mobile phone camera	Risk of harm/abuse to children through the inappropriate taking of and /or sharing of images.	<ol style="list-style-type: none"> Members of UL are forbidden from photographing or recording images in changing rooms, toilet area or locker rooms. Photographs and/or recorded images of children cannot be used or shared without the prior approval of parents/legal guardians and the children themselves. 	Medium	All Department Managers
Posting of team photographs/cultural photographs on social media	Risk of harm/abuse to children through the inappropriate taking of and /or sharing of images.	<ol style="list-style-type: none"> GDPR training is provided to University staff. Photographs and/or recorded images of children are not permitted to be used or shared without the prior approval of parents/legal guardians and the children themselves. 	Medium	All Department Managers

<p>Use of Information and Communication Technology by UL staff to access child pornography.</p>	<p>Risk of harm/abuse to children through the inappropriate taking of and /or sharing of images.</p>	<p>1. The Information Technology Department at UL has an acceptable usage policy in place. All staff and students are provided with the policy.</p> <p>2. Access to an Individual's computer by policy includes the statement "<i>The University is obliged by law to report the discovery of any illegal material (such as child pornography) to the relevant authorities.</i>"</p>	<p>Medium</p>	<p>All Department Managers</p>
<p>4. SPORTING ACTIVITIES</p>				
<p>Use of personnel to support sporting events involving children.</p>	<p>Risk of a child being harmed by a member of the UL Community.</p> <p>Indicators of harm /abuse not being recognised by UL Sport personnel.</p>	<p>1. Safe recruitment procedures observed.</p> <p>2. A local risk assessment must be conducted by the programme organiser to confirm the required staff vetting and organise necessary controls while children are off-campus.</p> <p>3. UL Sport has its own Child Safeguarding Statement which has been written and is maintained in accordance with the 2015 Act and 2017 Guidance. UL encourage all University staff to undertake the Tusla training module and any online training as may be required from time to time.</p>	<p>MEDIUM</p>	<p>All Department Managers</p>

		4. UL Sport provides all staff and contractors with a copy of the Child Safeguarding Statement.		
5. RECORD KEEPING				
Records kept of all safeguarding training.	That compliance with the legal requirements has not/ is able to be shown.	<p>1. Head of Departments are responsible for ensuring appropriate staff and students complete Child Protection training.</p> <p>2. Staff are requested to submit a soft copy of the certificate to their Head of Department.</p>	LOW	DLP/DDLP/All Department Managers
Records kept of mandated and non-mandated reports	Failure to record records.	1. All concerns of a child protection or welfare nature at UL Sport shall be reported to the DLP. DLP records all information and stores records in a safe and secure manner.	LOW	DLP/DDLP/All Department Managers
Records kept of claims/child protection related instances and injuries which requires insurance notification.	Failure to record records.	1. All concerns relating to child protection or welfare at UL Sport shall be reported to the DLP. DLP records all information and stores records in a safe and secure manner. All child protection and welfare data is processed and managed in accordance with GDPR.	LOW	DLP/DDLP/All Department Managers

Procedures for Managing Risks

In addition to the procedures listed in our risk assessment, the following procedures support our intention to safeguard children while they are availing of our service:

- UL Sport child safeguarding statement
- UL Sport policies and procedures for the protection and safeguarding of children
- UL Sport Equality, Diversity, Dignity and Respect in the Workplace Policy
- UL Sport online safety for children guidance
- UL Sport CCTV policy
- UL Sport safe recruitment procedures.
- UL Sport code of conduct for staff, volunteers with regard to their interactions with children and young people
- UL Sport code of conduct for children and young people for when they are availing of UL Sport services and facilities
- **UL Sport protected disclosures of information policy TBA**
- UL Sport Grievance and Disciplinary process
- UL Sport safeguarding children training strategy and action plan 2021
- UL Sport safeguarding children communication plan 2021
- UL Sport lone worker policy and lone incident procedure
- UL Sport confidentiality guidance in respect of safeguarding children

All procedures and policies listed above are available on request or are available on the UL Sport website,

Implementation

This Child Safeguarding Statement has now been provided to;

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

This statement is also available on line on the UL Sport website. **Link? (LINK TO GO LIVE AND BE INSERTED HERE ONCE THIS DOCUMENT IS FINALISED)**

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

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

Signed: _____

Date _____ / _____ / _____

Chief Operations Officer UL Sport

17. APPENDIX 2: Glossary of Terms

Glossary of Terms

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

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

An Garda Síochana:

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

Assault: see physical abuse

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

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

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

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

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

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

Designated and Deputy Designated Liaison Persons:

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

In the event that the Designated Liaison Person is unavailable Deputy Designated Liaison Persons with delegated responsibility have been appointed by UL Sport

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

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

Employee: a full time, part time or voluntary employee of UL Sport

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

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

Mandated Persons

A Mandated Person is a person specified in schedule 2 of the Children First Act, 2015. The Act contains a list of classes of mandated persons (**Appendix 8**). Under this Act, mandated persons have a statutory obligation to report concerns which meet or exceed a particular threshold and to cooperate with Tusla in the assessment of such mandated reports, where requested to do so

Member(s) of UL Sport : of a person who is involved in the operation of UL Sport including all staff , contractors, students and voluntary workers.

Named Person/s:

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

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

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

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

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

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

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

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

Responsible adult:

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

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

Or

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

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

Safeguarding: Safeguarding children/young persons involves creating and maintaining safe environments for children by:

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

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

Sexual Abuse : in relation to a child

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

Tusla:

Volunteer:

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

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

18. **APPENDIX 3: Relevant Legislation**

Child Care Act 1991

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

Non Fatal Offences Against The Person Act 1997

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

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

Protections for Persons Reporting Child Abuse Act 1998

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

This legal protection means that even if a person reports a case of suspected child abuse and it proves unfounded, a plaintiff who took an action would have to prove that you had not acted reasonably and in good faith in making the report. A person who makes a report in good faith and in the child's best interests, may also be protected under common law by the defence of qualified privilege.

The act created an offence of false reporting of child abuse where a person makes a report of child abuse to a designated officer of Tusla or of the Health Service Executive (HSE) or to a member of an Garda Síochána "knowing that statement to be false". This is a criminal offence designed to protect innocent persons from malicious reports.

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

Criminal Justice Act 2006

Reckless Endangerment

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

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

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

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

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

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

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

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

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

Children First Act 2015

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

The schedule of relevant services under the children first act 2015 is contained in Appendix 6 of these procedures.

A full schedule of Mandated Persons under the children first act 2015 is contained in Appendix 8 of these procedures.

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

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

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

Criminal Law (Sexual Offences) Act 2017

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

Freedom of Information Acts 1997, 2003 & 2014

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

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

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

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

The Data Protection Acts, 1998 and 2003

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

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

GDPR (General Data Protection Regulation)

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

19. APPENDIX 4: Incident Report Form



**UNIVERSITY OF
LIMERICK**
OLLSCOIL LUIMNIGH

UL SPORT
IRELAND'S SPORTS CAMPUS

INCIDENT REPORT FORM:

Name: _____ Contact No: _____

What was happening at time of incident: _____

Where did the incident take place: _____

Details of the incident: _____

Who dealt with the incident: _____

What was the outcome: _____

Signed _____ Date _____

20. **APPENDIX 5: Additional Guidance**

Additional Guidance for UL Sport staff, including service specific risk assessments

Reception Personnel

Reception staff will be trained to deal with complaints and feedback on all child safeguarding and entry policies for each area of the UL Sport.

Swimming Pools Pool Entry Policy

- Children under the age of 8 years old must be accompanied by a person of at least 16 years at all times in the water
- Lifeguards/Swim Teachers are not permitted to accompany children to the toilet area
- Should First Aid be required for a child, the first aid room door should be left open and another adult must be present at all times
- Female children with school groups and swim lessons must wear a full swim suit or tankini, no bikinis permitted
- Aqua jogging and Aqua Aerobics, children can participate with parents agreement
- Under 18's are not permitted to use either the sauna or steam room
- Employees under 18 years-see employment law

Gym, Fitness Classes, Climbing Wall and Adventure Centre

UL Sport has a duty of care to any child or young adolescent who participates in a UL Sport physical activity program within the centre.

Where a centre conducts physical activity programs for children or young adolescents, it is the responsibility of that centre to provide:

- safe and well-maintained facilities and equipment
- qualified fitness professionals to conduct physical activity classes
- supervision in all areas of the centre
- protection against physical, sexual and emotional abuse and neglect from other centre members, participants and staff plus a policy of safe supervision for change rooms for children and adolescents under the age of 18 years.

Where classes are conducted for children or young adolescents, the exercise environment should be inviting and appropriate, which might be achieved by the use of colour and other appropriate visual stimuli

Fitness equipment and children

Most resistance training equipment used in centres is designed for adults. As children's limbs and bodies are substantially shorter than those of adults, the lever systems of such equipment often do not suit children. In addition, machines designed for adults, while

offering some level of adjustment, simply do not offer the level of adjustment required to accommodate a child or an adolescent. Children and young adolescents should not use equipment that cannot be suitably adjusted for them, as this could lead to injury.

The use of free weights may also lead to injury in children and young adolescents through improper lifting techniques and lack of adult supervision. Close adult supervision by appropriately qualified staff is therefore essential when free weights are used by children and/or young adolescents.

Some resistance training equipment specifically designed for use by children may be recommended. Centres that offer physical activity classes for children and young adolescents using resistance weight training or electronic cardiovascular equipment should ensure that all equipment can accommodate the physiological and biomechanical differences between children, adolescents and adults.

Non-weights-based group fitness classes and use of cardiovascular equipment

For the purposes of centre membership and the use of centre facilities and services as a centre member, it is recommended that the minimum age of entry to cardio fitness centre be 14 years of age for participation in general non-weights based group fitness exercise classes and use of cardiovascular equipment. A pre-exercise screen should be assessed by a qualified member of staff before the individual concerned begins any exercise program. The exercise program should mainly consist of exercises which focus on technique, flexibility and movement preparation. Any muscular imbalances should be addressed at this point.

Weights-based group fitness classes

For the purposes of centre membership and the use of centre facilities and services as a centre member, it is recommended that the minimum age of entry be 16 years of age for participation in weights-based group fitness classes, including weights-based circuit classes and classes that incorporate boxing type exercises. A pre-exercise screen should be assessed by a qualified member of staff before the individual concerned begins any exercise program. When commencing a weight-based programme young adults should not be allowed to progress in terms of weight used until technique is good enough to ensure injury prevention.

Unsupervised resistance training

For the purposes of centre membership and the use of centre facilities and services as a centre member, it is recommended that the minimum age of entry be 16 years of age for participation in unsupervised resistance training.

An unsupervised resistance training program should only occur after a pre-exercise screen has been assessed by a qualified member of staff, and an initial resistance training program has been developed and supervised by a suitably qualified member of staff.

Where a centre staff member is placed in a position of one-on-one supervision, or supervises a group fitness class behind closed doors with children or young adolescents, there must be another adult present.

Fitness Classes

Young people from 16 to 18 years of age can join fitness classes. Teen Fit classes are arranged for 13-16 year olds.

Other structured or supervised programs

For participation in other structured or supervised physical activity programs by groups such as those of schools, sports teams, swim classes or junior elite athlete training squads

Centres must clearly define and display the minimum age of entry for children.

Once the minimum age of entry requirement has been defined, the centre must follow these limits strictly for legal liability reasons.

From the ages of 16 to 18 young people can enter the gym without adult supervision. From the ages of 14-16 young people can enter the gym, upon parents signing a form. From 14 and under children must be accompanied at all times by an adult

Sports Halls and Birthday Parties

If a party booking requires a party coach, then the ratio is 1 coach to 20 children with at least 2 parents must be present with the party. The same applies to parties that include bouncy castles.

- A coach is not permitted to accompany children to the toilet area
- Should first aid be required for a child, the coach should call the Duty Manager

Additional Safeguarding Children Risk Assessment Template for UL SPORT Departments carrying out a Risk Assessment.

In order to comply with the statutory obligations all UL SPORT Departments are required to contribute to the UL SPORT Child Safeguarding Risk Assessment process by appointing a senior fulltime member of staff to review on a 24 month basis the overarching UL SPORT Risk Assessment and to:-identify additional risks (not already identified in the overarching UL SPORT Child Safeguarding Risk Assessment) and the procedures / policies that are in place in UL SPORT Departments to manage those risks -notify the DLP of the additional risks and the procedures/policies that are in place to manage those risks. The DLP must then include additional risks identified and the procedures to manage them in the overarching UL SPORT Child Safeguarding Risk Assessment. The risk assessment process is intended to enable UL SPORT Departments to:

- Identify potential risks
- Develop policies and procedures to minimise risk by responding in a timely manner to potential risks
- Review whether adequate precautions have been taken to eliminate or reduce these risks

Sector Specific Guidance on Child: Adult Ratios:

1. GAA:

Abide by supervision ratios that recommend a ratio of one adult for 8 children under 12 years of age teams and a ratio of 1:10 for children over 12 years of age. While abiding by such ratios a coach must always be accompanied by at least one other suitably qualified adult at all times. More information at:

<https://www.gaa.ie/api/pdfs/image/upload/ukepvlq3qhyie10jfqy.pdf>

2. FAI:

Sport Ireland Guidelines apply where guidance on adult child ratio is specified at 1:8 for under 12 years of ages and 1:10 for over 12 years of age. More information at:

<https://www.sportireland.ie/sites/default/files/2020-01/safeguarding-guidance.pdf>

3. IRFU:

A ratio of 1:10 should be considered as a minimum requirement where players are 11 years of age or older and a ratio of 1:8 for children under that age. For younger players or situations involving travel, the ratio should increase depending on the requirements or the activity the group will be involved in. More information at:

<https://d19fc3vd0ojo3m.cloudfront.net/irfu/wp-content/uploads/2020/09/25120828/Supervision-Safety.pdf#:~:text=As%20a%20guide%2C%20a%20ratio,group%20will%20be%20involved%20in.>

21. **APPENDIX 6: Recognising child protection and welfare concerns**

Categories and indicators of abuse:

Types of child abuse and how they may be recognised

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

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

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

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

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

Neglect

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

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

the child's life, as well as the age of the child and the frequency and consistency of neglect.

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

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

Other forms of neglect may only emerge over time as a pattern emerges. For example, a child who suffers a series of ongoing minor injuries may not be having his or her needs met in terms of necessary supervision and safety. A child who consistently misses school may be being deprived of intellectual stimulation or adequate supervision.

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

The following are examples of child neglect:

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

- lack of protection and exposure to danger, including moral danger, or lack of supervision appropriate to the child's age;
- persistent failure to attend school;
- abandonment or desertion.

Emotional abuse/ill treatment

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

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

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

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

- rejection;
- lack of comfort and love;
- lack of attachment;
- lack of proper stimulation (for example, fun and play);
- lack of continuity of care (for example, frequent moves, particularly unplanned);
- continuous lack of praise and encouragement;
- persistent criticism, sarcasm, hostility or blaming of the child;
- bullying;
- conditional parenting in which care or affection of a child is made contingent on his or her behaviours or actions;
- extreme over-protectiveness;
- inappropriate non-physical punishment (for example locking a child in a room)

- ongoing family conflicts and family violence;
- seriously inappropriate expectations of a child relative to his/her age and stage of development.

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

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

Physical abuse

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

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

Physical abuse can include the following:

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

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

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

Sexual abuse

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

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

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

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

Examples of child sexual abuse include the following:

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

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

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

Bullying

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

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

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

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

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

NOTE

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

Complicating factors in child welfare and protection

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

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

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

Examples of these may include:

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

NOTE:

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

22. APPENDIX 7: UL Sport Event Booking Form



Event Booking Form

UL Sport
University of Limerick

T: +353 (0)61 213555
F: +353 (0)61 213598

CONTACT

Principal Contact:			
Organisation:			
Address:			
Telephone:		Facsimile:	
Email:		Mobile:	
Signature:		Date:	

EVENT

Event Name:			
Number of Participants:		Number of Spectators:	

DETAILS

	Date:		Date:		Date:	
<i>Facility</i>	Qty.	Time	Qty.	Time	Qty.	Time:
50m Pool (x25m)						
33m Pool (x25m)						
16m Pool (x25m)						
Court(s)						
Sprint Track						

Elite Weight Room						
Pool Classroom						
Classroom						
Aerobics Suite						
Changing Rooms						
Squad Rooms						
First Aid Room						
Seating (Bleachers)						
Other Equipment						
(Tables Chairs etc.)						

I acknowledge that I have read and understand the attached procedures and conditions and agree to abide by same.			
Signed:		Date:	

For Official Use Only:

Booking Accepted by:		Booking ID Ref:	
Quoted Price:		Date:	
Deposit Received:		Date:	

Event Booking Procedures and Conditions

Responsibility rests with the contracting party to ensure sufficient and appropriate supervision of children and vulnerable adults at the event. It is the responsibility of the contracting party to comply with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016

Safeguarding children while on campus/child protection policy

We want to ensure that children are protected from harm while on our premises and acknowledge our responsibilities in this regard. You acknowledge however, that you have full responsibility for all members of your party or your visitors who are under the age of 18 years.

Guests who are 17 years and younger can only check in with a parent or official Guardian.

Will participants include persons 18 years or younger:	YES		NO	
If you have indicated YES to the above question you MUST answer the following questions:				
• Have all staff/contractors/volunteers whose work or activity involves access to children or vulnerable adults been Garda vetted?				
• Do you have a detailed Child Safeguarding Risk Assessment in place to safeguard children before, during and after event?				
• Do you have a Lost/Missing Child Policy in place for the event?				
• Have all Event staff/contractors/volunteers been provided with appropriate Child Safeguarding Training?				
• Name of Safeguarding Contact Person				
• Contact details for Child Safeguarding Contact Person				
Please attach a copy of the current Child Safeguarding Statement for your organisation				

- A. All bookings must be submitted on the UL Sport official booking form and mailed to the University Arena for the attention of Bookings Manager.

- B. The Bookings Manager will return a quotation to the principal contact identified on the form.

- C. The booking will be confirmed upon the receipt of the signed UL Sport Form.

- D. To cancel a booking, you must give a minimum of 28 days' notice or otherwise lose your booking deposit.
- E. Data Protection: We will retain your data in accordance with the Data Protection Act 1988 and Data Protection (Amendment) Act 2003, so that we can deliver the services you have booked. We will not discuss your booking or pass your details to any other party unless required to do so by law; in order to carry out a credit check if required; or at your request – e.g. when acting as your agent to book third party services.
- F. Photo and film media for use in marketing material may record events hosted by UL Sport. Attendance at events may result in inclusion in marketing material including brochures and social media pages. We will not take images of persons under the age of 18 years.
- G. The campus is monitored by CCTV and images produced are controlled by UL Campus Security. UL Sport have considered the use of CCTV and have decided it is required for the prevention and detection of crime, protecting the safety of our customers and prevention and detection of damage to our property. CCTV images will not be used for any other purpose. UL Sport do not have user access to provide our customers with image copies or to review footage. However, should a customer require a copy of same, a request can be submitted to UL Campus Security.
- H. Responsibility rests with the contracting party to ensure sufficient and appropriate supervision of children and vulnerable adults at the event. It is the responsibility of the contracting party to comply with the National Vetting Bureau (Children and Vulnerable Persona) Acts 2012 to 2016

Will participants include persons 18 years or younger:		YES	NO
If you have indicated YES to the above question you MUST answer the following questions:			
• Have all staff/contractors/volunteers whose work or activity involves access to children or vulnerable adults been Garda vetted?			
• Do you have a detailed Child Safeguarding Risk Assessment in place to safeguard children before, during and after event?			
• Do you have a Lost/Missing Child Policy in place for the event?			
• Have all Event staff/contractors/volunteers been provided with appropriate Child Safeguarding Training?			
• Name of Safeguarding Contact Person			
• Contact details for Child Safeguarding Contact Person			
Please attach a copy of the current Child Safeguarding Statement for your organisation			

Please note the following requirements

1. Proof of Public Liability and Employers Liability insurance for €6,400,000 and €12,700,000 respectively, specifically indemnifying Plassey Campus Arena Ltd., must be provided at the time of booking. Personal Accident Insurance is the responsibility of each group and is strongly recommended.
2. Insurance:
3. Signage:

A list of proposed advertising boarding and displays must be submitted to the University Arena management prior to the event. The management reserves the right to refuse certain advertising if it is in conflict with company policy or existing contractual obligations.
4. Vendors:

External vendors wishing to sell any form of product or service must apply in writing to the University Arena management three weeks in advance of the event. Management reserve the right to refuse such applications if they are in conflict with company policy or existing contractual obligations. A separate fee may be required. The sale of food and beverages is strictly prohibited.
1. Equipment:

In the interest of the protection of the playing surfaces, it is necessary to fully complete the enclosed form outlining all equipment and objects to be used in the Arena. Objects that may damage the playing surface, in the opinion of and at the discretion of management, may not be permitted in the Arena.
2. Right to Refuse:

In the interest of safety, management reserve the right to refuse admission of any participant or spectator who, in the opinion of management, may pose a risk to himself/herself or any other user of the Arena. The University Arena management reserve the right to withdraw the use of facilities from any person(s) without notice. Appropriate dress and behaviour is expected from all participants and spectators.
3. Food & Beverages:

Food and beverages are not permitted on the premises save for those under contract with Plassey Campus Arena Ltd.
4. Storage:

External equipment used for an event must be removed from the premises immediately after the event unless prior written agreement has been received from the University Arena Bookings Manager.
5. Staffing:

Patrons are responsible for providing adequate personnel to marshal their events. The University Arena Floor Manager, or her designee, will provide advise on such matters.
6. Personal Property:

UL Sport management will not accept responsibility for loss of or damage to personal items or vehicles in the Arena or Arena car park.
7. Completion:

Upon completion of the event, patrons should ensure that all litter is removed from the premises. It is in the best interests of all users of the Arena that events are run in a timely manner, as groups will not be permitted to infringe upon a following booking. In such cases, the University Arena management may impose severe financial penalties.
8. Seating:

Seating for twenty-five people must be reserved and made available at the discretion of UL Sport Management.

Please return to:

MS. Jennifer-Anne Mulholland

T: (061) 213582

Bookings Manager

F: (061) 213598

UL Sport

E: Jennifer-anne.mulholland@ul.ie

University of Limerick

Limerick

23. **APPENDIX 8: UL Sport Complaints/Customer Feedback Policy**

At UL Sport receipt of any complaints will be address within 3 working days. Complaints or any customer feedback is addressed as follows:

4. On receipt of the complaint/feedback, assess corrective action required with the relevant department manager. Complaints/feedback may be received in writing, in person or over the telephone.
5. If the complaint is received in person or over the telephone ensure to record all details of the complaint and note the full name and contact details of the complainant.
6. Log the complaint/feedback on the UL Sport Customer Feedback Log located on the UL Sport shared drive
7. If the complaint requires a straightforward corrective action, implement same and close the feedback loop by reverting to the complainant advising of your corrective actions.
8. If the complaint requires consultation with UL Sport management, escalate the matter to your line manager for urgent review. The line manager will assess the complaint, consult with other members of the UL Sport management team if necessary and agree corrective action required. At this point the line manager is responsible for closing the customer feedback loop and deciding the necessary action to address the complaint.
9. While corrective actions may address the complaint, all complaints and customer feedback will be reviewed at the UL Sport fortnightly Quality Meetings where Quality Improvement Action Plans may be necessary to address complaints/feedback of a repetitive nature and evolve operating processes in accordance with the UL Sport Continual Improvement Process.

24. APPENDIX 9: Child Protection and Welfare Report Form (CPWRF)

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

Use block letters when filling out this form.

Fields marked with an * are mandatory.

1. Tusla Area (this is where the child resides)*	
---	--

2. Date of Report*	
---------------------------	--

3. Details of Child

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

4. Details of Concerns*

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

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

5. Type of Concern

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

6. Details of Reporter

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

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

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

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

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

8. Parents Aware of Report

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

9. Relationships

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

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

Details of Father				
First Name		Surname		
Address		Mobile No.		
		Telephone No.		
		Email Address		
Eircode				
Is the Father a Legal Guardian?*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

10. Household Composition

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

11. Details of Person(s) Allegedly Causing Harm

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

Telephone No.			
Eircode		Email Address	
Occupation		Organisation	
Position Held			

Relationship to Child	
------------------------------	--

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

First Name*		Surname*	
Male*	<input type="checkbox"/>	Female*	<input type="checkbox"/>
Address		Date of Birth	
		Estimated Age	
		Mobile No.	
		Telephone No.	
Eircode		Email Address	
Occupation		Organisation	
Position Held			

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

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

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

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

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

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

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

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

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

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

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

Report Received by					
First Name		Surname		Date	

Mandated Report Acknowledgement by					
First Name		Surname		Date Sent	

Authorised Person Signature*	
Date*	

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

25. **APPENDIX 10: Retrospective Report form**

Retrospective Abuse Report Form

MANDATED PERSONS AND NON MANDATED PERSONS

(Children First Act 2015 & Children First National Guidance)

Use block letters when filling out this form.

Fields marked with an * are mandatory.

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

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

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

4. Reporter details if third party*

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

Reporter's relationship to adult complainant	
---	--

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

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

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

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

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

First name		Surname			
Address		Female	<input type="checkbox"/>	Male	<input type="checkbox"/>
		Date of birth			
		Estimated age			
		Previous address, if known			
Telephone No.					
Eircode					

7. Type of abuse being reported*

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

8. Details and description of alleged abuse*

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

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

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

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

10. Details of PSAA's social and employment status

11. PSAA household composition

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

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

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

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

Please attach additional sheets for additional children, if necessary.

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

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

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

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

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

In completing this report form you are providing details on yourself and on others. Details such as name, address and date of birth fall under the definition of 'Personal Data' in the Data Protection Acts, 1988 & 2003. Tusla has a responsibility under these Acts in its capacity as a Data Controller to, amongst other things, obtain and process this data fairly; keep it safe and secure; and to keep it for a specified lawful purpose. That purpose is to fulfil our statutory responsibility under the Child Care Act 1991 to promote the protection and welfare of children.

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

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

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

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

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

Report received by					
First name		Surname		Date	

Mandated report acknowledgement by					
First name		Surname		Date sent	

Authorised person signature*	
Date*	

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

26. APPENDIX 11: List of mandated persons as specified by Children First Act 2015

MANDATED PERSONS

The following classes of persons are specified as mandated persons for the purposes of this Act:

1. Registered medical practitioner within the meaning of section 2 of the Medical Practitioners Act 2007.
2. Registered nurse or registered midwife within the meaning of section 2(1) of the Nurses and Midwives Act 2011.
3. Physiotherapist registered in the register of members of that profession.
4. Speech and language therapist registered in the register of members of that profession.
5. Occupational therapist registered in the register of members of that profession.
6. Registered dentist within the meaning of section 2 of the Dentists Act 1985.
7. Psychologist who practises as such and who is eligible for registration in the register (if any) of members of that profession.
8. Social care worker who practises as such and who is eligible for registration in accordance with Part 4 of the Health and Social Care Professionals Act 2005 in the register of that profession.
9. Social worker who practises as such and who is eligible for registration in accordance with Part 4 of the Health and Social Care Professionals Act 2005 in the register (if any) of that profession.
10. Emergency medical technician, paramedic and advanced paramedic registered with the Pre-Hospital Emergency Care Council under the Pre-Hospital Emergency Care Council (Establishment) Order 2000 (S.I. No. 109 of 2000).
11. Probation officer within the meaning of section 1 of the Criminal Justice (Community Service) Act 1983.
12. Teacher registered with the Teaching Council.
13. Member of An Garda Síochána.
14. Guardian *ad litem* appointed in accordance with section 26 of the Child Care Act 1991.

15. Person employed in any of the following capacities:
- (a) manager of domestic violence shelter;
 - (b) manager of homeless provision or emergency accommodation facility;
 - (c) manager of asylum seeker accommodation (direct provision) centre;
 - (d) addiction counsellor employed by a body funded, wholly or partly, out of moneys provided by the Oireachtas;
 - (e) psychotherapist or a person providing counselling who is registered with one
of the voluntary professional bodies;
 - (f) manager of a language school or other recreational school where children reside away from home;
 - (g) member of the clergy (howsoever described) or pastoral care worker
(howsoever described) of a church or other religious community;
 - (h) director of any institution where a child is detained by an order of a court;
 - (i) safeguarding officer, child protection officer or other person (howsoever described) who is employed for the purpose of performing the child protection and welfare function of religious, sporting, recreational, cultural, educational and other bodies and organisations offering services to children;
 - (j) child care staff member employed in a pre-school service within the meaning of Part VIIA of the Child Care Act 1991;
 - (k) person responsible for the care or management of a youth work service within the meaning of section 2 of the Youth Work Act 2001.
16. Youth worker who—
- (a) holds a professional qualification that is recognised by the National Qualifications Authority in youth work within the meaning of section 3 of the Youth Work Act 2001 or a related discipline, and
 - (b) is employed in a youth work service within the meaning of section 2 of the Youth Work Act 2001.
17. Foster carer registered with the Agency.
- (a) A person carrying on a pre-school service within the meaning of Part VIIA of the Child Care Act 1991.

List of Mandated Persons at UL Sport

Ciara O’Sullivan, UL Sport Aquatics	061 213519
Alan Ward, UL Sport Aquatics	061 213410
Colette Moloney, UL Sport Aquatics:	061 202883
Martin Flood, UL Sport Activity Centre:	061 376622/ 061237671
Jennifer Anne Mulholland, UL Sport Halls:	061 213582
Gerard Cunningham, UL Sport Outdoor Pitches:	061 234641
Suzanne Fitzpatrick, UL Sport Reception:	061 234189

27. APPENDIX 12: Media consent form



UNIVERSITY OF
LIMERICK
OLLSCOIL LUIMNIGH

UL SPORT
IRELAND'S SPORTS CAMPUS

Parent/Guardian Release Form for Media Recording

I, the undersigned, do hereby grant or deny permission to UL Sport to use the image of my child (aged under 18 years), _____, as marked by my selection(s) below.

Such use includes the display, distribution, publication, transmission, or otherwise use of photographs, images, and/or video taken of my child for use in materials that include, but may not be limited to, printed materials such as brochures and newsletters, videos, and digital images such as those on the UL Sport web site.

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

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

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

Parent/guardian/other signature _____ Date _____

Child's consent (if of secondary level age)

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

Signed: _____ Date: _____

For completion by UL Sport:

Recording Name/Subject: _____

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

Recording requested by: _____

Date: _____

WITHDRAWAL OF CONSENT

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

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

28. **APPENDIX 13: Acceptance of Child Safeguarding Statement**



Acceptance of UL Sport Child Safeguarding Statement

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

Signature: _____

Date: _____

Print Name: _____

Facility/Service Area: _____

Employee number

This form must be retained by UL Sport

29. APPENDIX 14: UL Sport Child Safeguarding Poster

(NOTE: Original High Resolution Copy located on the Shared Drive for printing purposes)



UNIVERSITY OF LIMERICK
OLLSCOIL LIMERIGH

UL SPORT
IRELAND'S SPORTS CAMPUS

Safeguarding Children


UL Sport wishes to ensure that it maintains the highest possible safeguarding standards in all its interactions with children

This statement is in compliance with the requirements of the Children First Act 2015 and of the Children First National Guidelines for the Protection and Welfare of Children 2017.

The services provided by UL Sport are set out in the UL Sport Policy and Procedures for Child Safeguarding. The principles and procedures that are in place ensure, as far as practicable, that a child/young person visiting or in contact with UL Sport is safe from abuse and harm.

An assessment of risk of harm to a child/young person while accessing UL Sport facilities or having contact with UL Sport staff/volunteers has been completed. Procedures to manage such identified risks have also been specified. A full version of the UL Sport Child Safeguarding Statement and the risk assessment is available on the UL Sport web site www.ulsport.ie. The relevant person for any enquiries in respect of the child safeguarding statement is Ciara O'Sullivan, UL Sport Designated Liaison Person.

If you have a protection or welfare concern in respect of a child/young person, please contact Ciara O'Sullivan, UL Sport Designated Liaison Person. Telephone number 061 213519

Signed:  Date: 13 September 2021

Michael Foley,
Chief Operations Officer, UL Enterprise

ul.ie