



DBB AC. Reporting Procedures

Code of Ethics and Good Practice for Children's Sport

The Club shall adopt the Athletics Ireland Code of Ethics & Good practice for Children in Ireland as its Club Constitution. All Club officers, committee members and parents shall familiarise themselves with Athletic Ireland's "Code of Ethics and Good Practice for Children in Athletics". No member of the Club shall be discriminated against on the basis of age, gender, class or creed. The Club is fully committed to safeguarding the wellbeing of all its registered members. Every individual in the Club should at all times, show respect and understanding for registered members rights, consider the safety and welfare of each athlete and conduct themselves in a way that reflects the principals of the organisation and the guidelines contained in the Club's "Code of Ethics and Good Practice for Children's Sport and the Child Protection Guidelines in Ireland." The Club must complete and display it's Child Safeguarding Statement and Risk Assessment for Athletics Clubs for mandator compliance with the Children First Act 2015. The Athletics Ireland Child Safeguarding Team are available to liaise with the Club Children's Officers and Designated Liaison Person to help and support them.

Athletics Ireland Child Safeguarding Contacts

Kieron Stout - National Children's Officer & HR Manager

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Annette O'Donnell : Garda Vetting Liaison Officer

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Club Child Safeguarding Contacts

Karen Sayers: Corriedwyer@hotmail.com

Child Abuse (as per Athletics Ireland Code of Ethics and Good Practice for Children in Ireland)

The following steps should be followed in reporting child abuse to the Statutory Authorities:

- a) Observe and note dates, times, locations and contexts in which the incident occurred or suspicion was aroused, together with any other relevant information;
- b) Report the matter as soon as possible to the designated person. If there are reasonable grounds for believing that the child has been abused or is at risk of abuse, s/he will make a report to the statutory authorities who have statutory responsibility to investigate, assess and validate suspected or actual child abuse;
- c) In cases of emergency, where a child appears to be at immediate and serious risk and the Designated Person is unable to contact a duty social worker the police authorities should be contacted. Under no circumstances should a child be left in a dangerous situation pending

intervention by the Statutory Authorities;

d) If the Designated Person is unsure whether reasonable grounds for concern exist or not, s/he should informally consult with the local duty social worker. S/he will be advised whether or not the matter requires a formal report;

e) A Designated Person reporting suspected or actual child abuse to the Statutory Authorities should first inform the family of their intention to make such a report, unless doing so would endanger the child or undermine an investigation;

f) A report should be given by the Designated Person to the Statutory Authorities in person or by phone, and in writing; without delay

g) It is best to report child abuse concerns by making personal contact with the relevant personnel in the Statutory Authorities and follow up in writing

h) In those cases where the club finds that it does not have reasonable grounds for reporting a concern to the Statutory Authorities, the member who raised the concern should be given a clear written statement by the designated person of the reasons why the club is not taking action. The member should be advised that, if they remain concerned about the situation, they are free to consult with, or report to, the Statutory Authorities in their area. Response to a child reporting any form of abuse.

The following points should be taken into consideration:

1) The child should understand in an age-appropriate way that it is not possible that any information will be kept a secret;

2) It is important to deal with any allegation of abuse in a sensitive and competent way through listening to and facilitating the child to talk about the problem, rather than interviewing the child about details of what happened;

3) It is important to stay calm and not to show any extreme reaction to what the child is saying. Listen compassionately, and take what the child is saying seriously;

4) It should be understood that the child has decided to talk about something very important and has taken a risk to do so. The experience of telling should be a positive one so that the child will not mind talking to those involved in the investigation;

5) No judgmental statement should be made against the person against whom the allegation is made;

6) The child should not be questioned unless the nature of what s/he is saying is unclear. Leading questions should be avoided. Open, non-specific questions can be used if necessary such as "Can you explain to me what you mean by that". Try to let the child tell their story, use their words.

7) The child should be given some indication of what would happen next, such as informing parents/guardians, health board or social services. It should be kept in mind that the child may have been threatened and may feel vulnerable at this stage.

INFORMAL CONSULTATION

Persons unsure about whether or not certain behaviours are abusive and therefore reportable, should contact the duty social worker in the local health services executive or social services department where they will receive advice.

Disciplinary Procedures & Appeals (Non-Child Welfare Related)

1. Complaint is received by the Secretary or Children's Officer

2. Member against whom the complaint is made should be informed of the nature of the complaint being made against them within 1 working day of the complaint being received by the Club.

3. A disciplinary committee should be formed consisting of a Club Management Committee member, the Children's Officer and an ordinary member of the Club. This committee should meet & review the complaint and discuss separately with the complainant and the accused member. This should be done within 10 working days.

4. The disciplinary committee should notify the member of any sanction being imposed or not. The

notification should be made in writing setting out the reasons.

5. The member has a right to appeal any decisions to an appeals committee independent of a disciplinary committee. Any appeal would be made in writing within 10 working days of the decision of the disciplinary committee. The Chairperson of the appeals committee should be a member of the Club management committee along with two other ordinary members, neither of whom has participated on the disciplinary committee leading to the appeal. The Club appeals committee has the power to confirm set aside or change any sanction imposed by the disciplinary committee.

Dispute Escalation Procedure

Tipperary Athletics County Board

If any party is not satisfied with the outcome at club level the matter shall be referred to the county board for consideration. "Tipperary Athletics County Board shall decide any dispute that may arise between registered members, if called upon to do so" (Athletic Association of Ireland, Bye laws, April 2012, Objectives of a County Board, item 8).

Munster Council

If at the County Board level the party is not satisfied with the outcome the matter shall be referred to the Munster Council for consideration. "The Munster Council shall decide any dispute that may arise between registered members, if called upon to do so" (Athletic Association of Ireland, Bye laws, April 2012, Objectives of a Provincial Council, item 6).

Athletics Ireland

If at Munster Council level the party is not satisfied with the outcome the matter shall be referred to Athletics Ireland for consideration under Article 25(f) of the Memorandum and Articles of Association of the Athletic Association of Ireland. All decisions issued under the appeals procedure set out in Article 25(f) and Article 25(g) may be appealed exclusively by referral to Just Sport Ireland within 14 days after the decision has been communicated to the person or body in respect of whom or which the decision was made, for final and binding arbitration in accordance with the Just Sport Arbitration Rules. All costs associated with Just Sport Ireland will be the responsibility of the person or persons disputing the decision(s) issued under the appeals procedure by Athletics Ireland.