

Rosses Athletic Club

Reporting Procedure

Guidelines for Reporting Accidents

In the event of an accident, the following reporting procedure will be carried out: –

All injuries/accidents related to the Clubs Activities including those on the premises, and accidents which occur when travelling or at away events, however slight, must be **reported and recorded in our incident form and the Childrens Officer or Committee member must be furnished with the form as soon as possible.**

- ☐ An accident report form is completed by the attendee Coach or Volunteer in Charge as soon as possible in conjunction with the person who had the accident. (Forms are available in the Child Safeguarding folder in the container at the track.)
- ☐ **IT IS ESSENTIAL TO MAKE CONTACT WITH PARENTS/GUARDIANS OF JUVENILES**
- ☐ Contact emergency services/ GP if required.
- ☐ Record in detail all facts surrounding the accident, actions taken witnesses etc.
- ☐ The Club Children's Officer or Rosses Athletic Club Committee member must be informed of the accident/incident as soon as possible and within 24hrs.
- ☐ This form is signed by a member of the Club Committee or Child Welfare Officer who forwards the form to the Athletics Ireland insurer as appropriate.
- ☐ The Committee must keep a record/copy of all Accident /Incident Forms. The Child Welfare Officer / Committee Member who is furnished with the form by the attendee coach/volunteer must pass the form to the Committee Secretary for filing and state what action was taken and when the Athletics Ireland insurer was informed.
- ☐ In some circumstances the insurer may also carry out a more formal accident investigation.

Reporting Allegations/ Incidents

We believe that the welfare of the child is paramount and recognise that all children have the right to be safe and that this fundamental principal takes precedence over all other considerations. Young athletes have the right to be kept safe from harm, and it is the responsibility of their parents and guardians to make sure that they are protected.

Rosses AC is committed to creating and maintaining the safest possible environment for all young people who participate in our activities. We shall take all practical steps to protect young people from discernible forms of abuse from harm, discrimination or degrading treatment and shall respect their rights, wishes and feelings.

Reporting of Abuse

If a young person has a concern or wishes to report possible abuse they should talk to a responsible adult that they can trust. This could be a **parent**, another **family member**, a **teacher** or someone involved who will listen. A young athlete may wish to discuss their concerns or seek advice in confidence from their **Club Coach, Children's Officer** or another trusted person in the Club. The names and numbers of the Children's Officers and Designated Liaison Person are on the noticeboard.

The Club has appointed a Designated Liaison Person who on behalf of the Club is responsible at an initial stage for dealing with any concerns relating to the possible abuse of children as reported to club members or made known to them.

This appointment forms an essential part of the Club's Child Welfare and Protection strategy to ensure that in so far as is practically possible we provide a safe environment for children, young people and also for the adults who assist our underage members at events and competition.

The Club is committed to taking appropriate action where allegations or suspicions of abuse are

made known to us and to sharing such information with the relevant statutory authorities in accordance with legislation and relevant guidelines. The Designated Person will deal with any such onward reporting as required by the guidelines and legislation.

Guidelines for a young person to report possible abuse

If you are being harmed or abused by someone you know, it could be hard for you to tell. However it is very important that you do tell so that you can get help.

This could be a parent, another family member, a teacher or someone involved in your life who will listen.

In Rosses Athletic Club you may wish to discuss your concerns or seek advice from a Coach, your Children's Officer or another trusted person in your Club.

Designated Liaison Person – Michael McIlroy. 087 6718524

Club Childrens' Officer – Cathriona Brennan. 0876828680

As a young person you are entitled to talk to your local Duty Social Worker in

**TUSLA Child and Family Agency
Unit 9, Nutgrove Retail Park
Churchtown
Dublin 14
Ph : 01 9213400**

The Duty Social Worker has a legal responsibility to protect you and keep you safe.

If at any stage, you are scared and believe you are in danger you should talk to your local Gardaí by calling 999. An Garda Síochána also have a special legal responsibility to keep you safe.

Guidelines for Members/Officials/Coaches Reporting Allegations/Incidents

- Record all incidents reported or observed on 1st page of the Incident Form
- Make contact with and forward report to Children's officer/Designated Liaison Person for further action.
(Designated Liaison Person (DLP): The person who is responsible for reporting allegations or suspicions of child abuse and welfare issues to the Statutory Authorities.)
- Ensure confidentiality – only "need to know basis"

Guidelines for Responding to a Child Reporting an Incident / Abuse

DOs

- Stay calm
- Listen & hear. Give the child time to say what they want
- Reassure them that they have done the right thing in telling and that it will be dealt with appropriately
- Record in writing what was said as soon as possible
- Report to the Clubs Childrens Officer / Designated Liaison Person
- Record your report.

DON'Ts

- Panic
- Promise to keep secrets
- Enquire into the details of the abuse
- Make a child repeat the story unnecessarily.

Guidelines for Reporting – in the event of a dispute or a complaint about behaviour of a club member

Are you Concerned about the behaviour of an officer/coach/volunteer or member of your club?

If Yes

Could it also be Child Abuse?

NO	YES
Is it serious poor practice/an alleged breach of the role of ethics and conduct? (Refer to codes of Conduct) The Clubs Committee/ Children's Officer will deal with it as a misconduct issue.	Report concerns to the Designated Liaison Person Who must then ensure the safety of the child and other children. The DLP will then refer concerns to the Social Services and/or the Gardai
If Concerns remain refer to Athletics Ireland	DLP should 'informally consult' with Statutory Services for advice and guidance if grounds for concern are unclear.
Disciplinary Committee Investigation	If the allegation/concern refers to the club Childrens Officer/DLP refer directly to Athletics Ireland who will facilitate referral of the concerns to social services who may involve the gardai.
	Possible Outcomes: <ul style="list-style-type: none">– Gardai/Social services enquiry– Criminal proceedings– Referral to AAI Disciplinary Committee– Possible Civil proceedings

In the event of a dispute or a complaint by a member within a club the Athletics Ireland '**Complaints and Disciplinary Process**' is the procedure to follow when reporting concerns.

The Athletics Ireland Complaints and Disciplinary Officer is Kieron Stout.

Telephone 01 886 9933 or email kieronstout@athleticsireland.ie

Athletics Ireland Complaints and Disciplinary Process (see the link below)

The following process outlines how a complaint received by a club should be handled in the first instance. The Complaints and Disciplinary Officer can be consulted regarding this process as to how best to proceed on receipt of a complaint by a club, county, or regional board