



Safeguarding Plan – Young People

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Section 1 - Introduction

This Rowing Ireland Safeguarding Plan contains Policies, templates and guidance suitable for Club use. All the information shall be read to apply to young people unless specifically stated. A plan regarding vulnerable adults is dealt with separately.

The legislation in both NI and the Republic of Ireland is based on a clear and consistent set of principles designed with the common aim of promoting the welfare of young people and vulnerable persons. Rowing Ireland acknowledges this duty of care and is committed to ensure Safeguarding practice reflects statutory responsibilities

Safeguarding - The term “child protection” has been expanded to Safeguarding as it reflects the wider responsibility for health & safety & prevention as well as just protection from abuse. The word “safeguarding” has been used with increasing frequency over the last few years in a wide range of settings and situations, going well beyond the world of children and child protection i.e. Doing everything possible to minimise the risk of harm to young people.

This Plan applies to all those involved in Rowing Ireland, including but not limited to, coaches, administrators, officials, volunteers, participants, carers, parents, employees and the Board. Our Plan recognises that young people have the right to be safe regardless of age, ability, disability, race, religion or belief, sex or sexual orientation or socio-economic background.

Safeguarding is about being proactive and putting measures in place in advance of any contact with participants - as such Rowing Ireland will:

- ensure young people are kept safe
- ensure staff and volunteers are properly vetted when recruited
- ensure all who come into contact with young people as part of their role understand their responsibilities
- ensure appropriate action is taken in the event of concerns of abuse
- ensure confidential, detailed, accurate records of safeguarding concerns
- ensure all in the sport of rowing implement the safeguarding procedures.

Section 2 – Risk Assessment of Harm

This is a mandatory document to be completed by Rowing Ireland, Provincial Branches (if applicable) and Affiliated Clubs (ROI) as per legislation - Children First Act 2015 (ROI) and two documents - Children First National Guidance for the Protection and Welfare of Children (ROI 2017). It is regarded as good practise for NI Affiliated Clubs

Each Affiliated Club is required to undertake an assessment of the risk of harm to children where children are involved in the services you provide and how these risks can be managed. Clubs need to appoint a Relevant Person, state the risks and the measures taken to alleviate these risks. The risk assessment information is then included in the Child Safeguarding Statement.

The Risk Assessment template is available below and provides guidance for Clubs and Provincial Branches. Additional risks specific to a Club must be added to the template when being completed. The template sets out the steps needed to help manage potential risks:

Step 1 - Identify potential risks

Step 2 - Rank each risk

Step 3 - Control and Manage the risks

Step 4 - Monitor and review

It is not possible to eliminate risk completely, but risks can be significantly reduced if properly managed.

The Risk Assessment should be correctly signed and retained. Rowing Ireland will regularly ask for confirmation that the Risk Assessment has been reviewed and updated if necessary.

Reviews – the Children First Act states the Risk Assessment of Harm and the Child Safeguarding Statement should be reviewed every 24 months. However constant awareness of good Safeguarding principles should be applied.

New Clubs – should complete a Risk Assessment of Harm on Affiliation to Rowing Ireland

[Child Safeguarding Risk Assessment of Harm](#)

Section 3 – Child Safeguarding Statement (CSS)

This is a mandatory document to be completed by Rowing Ireland, Provincial Branches (if applicable) and Affiliated Clubs (ROI) as per legislation - Children First Act 2015 (ROI) and two documents - Children First National Guidance for the Protection and Welfare of Children (ROI 2017). It is regarded as good practise for NI Affiliated Clubs

The CSS outlines the Principles, Policies and Procedures within the Rowing Ireland Safeguarding Plan to ensure the safety and well-being of children in Relevant activities and identifies those responsible for overseeing the implementation of the policies.

The CSS specifies the need to carry out a Risk Assessment of Harm, as above

The CSS for Clubs must be signed by a Club Officer and the Club Children's Officer as the Relevant Person. In Rowing Ireland the CSS must be signed by the CEO and the NCO as the Relevant Person

Reviews – the Children First Act states the Risk Assessment of Harm and the Child Safeguarding Statement should be reviewed every 24 months. However constant awareness of Safeguarding practises is good practice

[Child Safeguarding Statement Template](#)

Section 4 – Implementation and Availability of Information

Rowing Ireland realises it is important that there is a free flow of information between Club administrators, coaches, volunteers, young people, vulnerable persons, parents, carers, guardians in promoting what we aim to achieve in relation to safeguarding participants. The following implementation framework will be used by Rowing Ireland.

- A. **Policies, Procedures and guidance** – Rowing Ireland will review and update as necessary (minimum every 3 years) and make available for Clubs and all involved in the sport of rowing
- B. **Organisational ownership of Safeguarding** – Safeguarding will be a Rowing Ireland Board agenda item where Policies and procedures can be discussed and agreed.
- C. **Case Management** – Rowing Ireland will ensure there are clear internal and external reporting procedures and that all involved within the sport are aware of such procedures from point of joining the sport
- D. **Safeguarding Training** – Rowing Ireland will operate a process to ensure all those involved with working with children are required to attend safeguarding training relevant to their role from commencement along with regular updates
- E. **Communicating safeguarding** – Rowing Ireland will operate an open communication system for all Safeguarding information to all involved in the sport of rowing and will also provide opportunities for consultation and feedback.

Section 5 – Vetting

Information regarding responsibility for vetting, why vetting is necessary, who should be vetted, the vetting process, re-vetting, record keeping and disputes is contained in the

- [Vetting Policy](#)
- [Vetting Form](#) – National Vetting Bureau
- [Vetting Policy - Recruitment of Ex-offenders NI](#)
- [Vetting Policy – Storage, Retention and Disposal of Disclosure Information](#)
- [Vetting Policy – Notes for NI Clubs](#)
- Vetting Form for Access NI – available from Club Children’s Officer in Affiliated Clubs

Section 6 – Safeguarding Policies Applicable to the Safeguarding Plan

- [Anti-Bullying Policy](#)
- [Child Abuse – Recognition and Reporting Policy](#)
- [Volunteer Policy](#)
- [Safeguarding Training Policy](#)
- [Photography and Filming Policy](#)
- [Social Media Policy](#)

Section 7 – Statements Applicable to the Safeguarding Plan

- [Confidentiality Statement](#)
- [Equity and Equality Statement](#)

Section 8 – Fact Sheets and Guidelines Applicable to the Safeguarding Plan

- [Glossary of Terms Factsheet](#)
- [ADHD and Coaching Factsheet](#)
- [Autism and Coaching Factsheet](#)
- [Deaf and Disabled Children and Coaching Factsheet](#)
- [Neglect and Abuse Factsheet](#)
- [Indicators of Abuse Factsheet](#)
- [Risk of Self-Harm Factsheet](#)
- [Cyberbullying Factsheet](#)
- [Away Trips Guidelines](#)
- [Preventing Abuse Guidelines](#)
- [Changing Facilities Guidelines](#)
- [Bullying – Homophobic and Transphobic Guidelines](#)
- [Safe Recruitment – Selection Guidelines](#)

Section 9 - Templates Applicable to the Safeguarding Plan

- [Anti-Bullying Record Sheet Template](#)
- [Club Child Safeguarding Statement Template](#)
- [Club Risk Assessment of Harm Template](#)
- [Incident Report Form Template](#)
- [Parental / Guardian Consent Form for Juniors](#)
- [Recruitment – Criminal Disclosure Form](#)
- [Recruitment – Reference Form](#)
- [Recruitment – Volunteer Application Form](#)
- [Recruitment – Volunteer Induction Checklist](#)

Section 10 – Codes of Conduct Applicable to the Safeguarding Plan

- [Code of Conduct Children & Young People](#)
- [Code of Conduct Coaches & Leaders](#)
- [Code of Conduct Parents & Guardians](#)

Section 11 – External Information – Applicable to the Safeguarding Plan

- [Safeguarding Guidance for Children and Young People in Sport](#)
- [Club Framework for Safeguarding Standards in Sport \(Sport NI\)](#)
- [Children First: National Guidance for the Protection and Welfare of Children](#)
- [The Children First Act 2015](#)