



RI Safeguarding Plan – Young People

RI-SFGA3

The **Rowing Ireland** Safeguarding Plan has been reviewed, updated and agreed

<i>Version</i>	<i>Date</i>	<i>Author</i>	<i>Changes</i>
1.0	1 st August 2014	H. Adams	New Version
1.1	20 Jan 2020	Board RI	Up dates
1.2	Nov 2024	B Ewing (NCO)	Up dates

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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.

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 ie *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

Risk Assessment of Harm template for Clubs SFGT1 [Safeguarding – Rowing Ireland](#)

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.

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 for Clubs SFGT2 [Safeguarding – Rowing Ireland](#)

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 no more than 4 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

RI Vetting Policy **SFGV1** [Safeguarding – Rowing Ireland](#)

RI Vetting Form – National Vetting Bureau **LINK TO GARDA VETTING** [Vetting – Rowing Ireland](#)

RI Vetting Policy - Recruitment of ex-offenders **NI SFGV2** [Vetting – Rowing Ireland](#)

RI Vetting Policy – Storage, Retention and Disposal of Disclosure Information **SFGV5** [Safeguarding – Rowing Ireland](#)

RI Vetting Policy – Notes for NI Clubs **SFGV6** [Safeguarding – Rowing Ireland](#)

Access NI Code of Practice **HERE** **SFGV3** [Safeguarding – Rowing Ireland](#)

RI Vetting Form for Access NI – available from Club Children’s Officer in Affiliated NI Clubs

Section 6 – Safeguarding Policies applicable to the RI Safeguarding Plan

RI Anti-Bullying Policy **SFGP2** [Safeguarding – Rowing Ireland](#)

RI Child Abuse – Recognition and Reporting Policy **SFGP1** [Safeguarding – Rowing Ireland](#)

RI Recruitment Safe Procedures Policy **SFGP6** [Safeguarding – Rowing Ireland](#)

RI Volunteer Policy **SFG P7** [Downloads – Rowing Ireland](#)

RI Safeguarding Training Policy **SFGP11** [Safeguarding – Rowing Ireland](#)

RI Photography and Filming Policy **SFGP14** [Downloads – Rowing Ireland](#)

RI social media Policy **SFGP13** [Downloads – Rowing Ireland](#)

Section 7 – Statements applicable to the RI Safeguarding Plan

RI Confidentiality Statement **SFGS3** [Safeguarding – Rowing Ireland](#)

RI Equity and Equality Statement **SFGS2** [Safeguarding – Rowing Ireland](#)

Section 8 – Fact sheets and guidelines applicable to the RI Safeguarding Plan

- Glossary of Terms factsheet SFGF10 [Safeguarding – Rowing Ireland](#)
- ADHD and coaching factsheet SFGF1 [Safeguarding – Rowing Ireland](#)
- Autism and coaching factsheet SFGF2 [Safeguarding – Rowing Ireland](#)
- Deaf and disabled children and coaching factsheet SFGF3 [Safeguarding – Rowing Ireland](#)
- Neglect and Abuse factsheet SFGF4 [Safeguarding – Rowing Ireland](#)
- Indicators of Abuse factsheet SFGF5 [Safeguarding – Rowing Ireland](#)
- Risk of Self- Harm factsheet SFGF6 [Safeguarding – Rowing Ireland](#)
- Cyberbullying factsheet SFGF7 [Safeguarding – Rowing Ireland](#)
- Away Trips Guidelines SFGF13 [Safeguarding – Rowing Ireland](#)
- Preventing Abuse Guidelines SFGF12 [Safeguarding – Rowing Ireland](#)
- Changing Facilities Guidelines SFGF15 [Safeguarding – Rowing Ireland](#)
- Bullying – Homophobic and transphobic Guidelines SFGF16 [Safeguarding – Rowing Ireland](#)
- Safe Recruitment – Selection Guidelines SFGF18 [Safeguarding – Rowing Ireland](#)
- On-line sessions Guidelines SFGF19 [Safeguarding – Rowing Ireland](#)

Section 9 - Templates applicable to the RI safeguarding Plan

- Anti-Bullying record Sheet template SFGT3 [Safeguarding – Rowing Ireland](#)
- Club Child Safeguarding Statement template SFGT2 [Safeguarding – Rowing Ireland](#)
- Club Risk Assessment of Harm template SFGT1 [Safeguarding – Rowing Ireland](#)
- Incident Report Form template SFGT5 [Safeguarding – Rowing Ireland](#)
- Parental / Guardian consent form for Juniors - SFGT10 [Safeguarding – Rowing Ireland](#)
- Recruitment – Criminal Disclosure Form SFGT14 [Safeguarding – Rowing Ireland](#)
- Recruitment – Reference Form SFGT15 [Safeguarding – Rowing Ireland](#)

Recruitment – Volunteer Application Form SFGT13 [Safeguarding – Rowing Ireland](#)

Recruitment – Volunteer Induction check list SFGT16 [Safeguarding – Rowing Ireland](#)

Section 10 – Codes of Conduct applicable to the RI Safeguarding Plan

Code of Conduct Children & Young People SFGC3 [Safeguarding – Rowing Ireland](#)

Code of Conduct Coaches / leaders SFGC1 [Safeguarding – Rowing Ireland](#)

Code of conduct Parents / Guardians SFGC2 [Safeguarding – Rowing Ireland](#)

Section 11 – External Information – applicable to the RI Safeguarding Plan

- Safeguarding Guidance for Children and Young people in Sport – SFGA6
- Club Framework for Safeguarding Standards in Sport (Sport NI) – SFGA7
- Children First: National Guidance for the Protection and Welfare of Children SFGA8
- The Children First Act 2015 SFGA9

[Safeguarding – Rowing Ireland](#)