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Cycling Ireland safeguarding Policy

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SECTION 1: INTRODUCTION

Policy Statement

Cycling Ireland is committed to safeguarding the well-being of all its members.

Every member of Cycling Ireland deserves to be treated, at all times, with respect and dignity. Equally, all members should show respect and understanding for other members' rights, safety and welfare. They should conduct themselves in a way that reflects the principles of the organisation and guidelines contained in this Code and the Code of Ethics and Good Practice for Children's Sport as issued jointly by the Irish Sports Council and the Sport Northern Ireland.

Cycling Ireland's first priority is the welfare of young and vulnerable people. We are committed to providing an environment which allows members to participate to the best of their ability in a fun and safe environment that is free from bullying and intimidation.

We shall take all practicable steps to protect our members from any form of abuse, harm, discrimination or degrading treatment and shall respect their rights, wishes and feelings.

Cycling Ireland strives to create an environment that is safe and has the welfare of participants at the forefront.

Cycling Ireland recognises that it has a duty of care, to protect all young and vulnerable people and to safeguard their welfare, irrespective of age, disability, gender, racial origin, religious belief and sexual identity.

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Glossary of terms and abbreviations used in this document

Cycling and Cyclist refers to cycling activity at all levels, including leisure and competitive activities, and to all cycling disciplines: BMX, Cyclo-Cross, Mountain Biking (Cross Country and Downhill), Road Racing, Time Trials, Track Cycling etc.

Child: Anyone under the age of 18 is considered to be a child. This means that all safeguarding guidelines included in this document refer to Juniors as well as Youths. In this document, the term 'young person' refers to anyone under the age of 18 years.

National Safeguarding Officer: is a paid member of Cycling Ireland staff. The National Safeguarding Officer (NSO) will act as a resource to staff members and volunteers on any issues regarding child welfare. They are also the point of contact for Club Safeguarding Officers.
Under the Children First Act, The NSO will act as the Mandated Person for Cycling Ireland. It is the legal duty of the Mandated Person to report any child welfare concerns reaching a certain threshold to the statutory bodies.

Club Safeguarding Officer: must be appointed as a committee member within a club that has any young or vulnerable members. Like other committee positions, this is a voluntary role. The Club Safeguarding Officer (CSO) will act as a resource to the committee for any decisions that will affect its young members and to represent young riders at a committee level. The CSO will listen and look out for any concerns that young riders may have and raise concerns to the statutory authorities when necessary.

Designated Liaison Person: the role undertaken by the Club Safeguarding Officer in all Cycling Ireland clubs. The Designated Liaison Person (DLP) is responsible for reporting allegations/suspicions of child abuse to the Statutory Authorities. This person will also be responsible for dealing with any concerns about the protection of young people.

Parent: is used as a generic term to represent parents, carers and guardians.

Safeguarding: emphasises the proactive approach that Cycling Ireland adopts in relation to child welfare and the welfare of vulnerable adults. This is done by putting policies and procedures in place and by outlining best practice to our members. Cycling Ireland strives to safeguard our young participants, vulnerable adults and all of our members and to ensure that participation with Cycling Ireland is a wholly positive experience for all involved.

Statutory Authorities: promote the welfare and protection of children and vulnerable adults and who have a legal responsibility for the investigation and/or validation of suspected child abuse. These include Republic of Ireland: TUSLA (The Child and Family Agency) and An Garda Síochána.
Northern Ireland: Health and Social Care Trusts and Police Service of Northern Ireland (PSNI).

National Vetting Bureau (NVB): carries out Garda Vetting in the Republic of Ireland

Access NI (ANI): the vetting service in Northern Ireland**.**

Affiliated Club: All cycling clubs in Ireland which are affiliated through membership of Cycling Ireland. All Affiliated clubs are bound by Cycling Ireland's Code of Practice and Safeguarding for Young and Vulnerable Cyclists ("The Code").

Youth: Those aged 16 and under.

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Junior: Those aged 17 – 18.

Vulnerable Person: means a person, other than a child, who-
(a) is suffering from a disorder of the mind, whether as a result of mental illness or dementia,
(b) has an intellectual disability,
(c) is suffering from a physical impairment, whether as a result of injury, illness or age, or
(d) has a physical disability,
which is of such a nature or degree—
(i) as to restrict the capacity of the person to guard himself or herself against harm by another person, or
(ii) that results in the person requiring assistance with the activities of daily living including dressing, eating, walking, washing and bathing.

N.B. In Northern Ireland, 'Adult at Risk' is the preferred term.

Adult at risk of harm: is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect may be increased by their:
a) Personal characteristics which may include, but are not limited to, age, disability, special educational needs, illness, mental or physical frailty or impairment of, or disturbance in, the functioning of the mind or brain.
AND/OR
b) Life circumstances which may include, but are not limited to, isolation, socio-economic factors and environmental living conditions.

In this document, the term 'vulnerable person' will be utilised to refer to both jurisdictions.

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SECTION 2: CORE VALUES IN CYCLING

Core Values in Cycling for Young People and Vulnerable Adults

The work of Cycling Ireland is based on the following principles that will guide the development of cycling for young and vulnerable people. Young and vulnerable people's experience of cycling should be guided by what is best for them and their personal, physical and social development.

The stages of development and the ability of the young/vulnerable person should guide the types of activity provided. Adults will need to have a basic understanding of the needs of young and vulnerable people. This includes physical, emotional and personal needs.

Adults interacting with young/vulnerable people in sport are in a position of trust and influence. Adults engaging with young/vulnerable people in cycling activities should do so with integrity and with respect for the young/vulnerable person.

All adult actions in cycling should be guided by what is best for the young/vulnerable person and in the context of quality open working relationships.

Neglect, physical, emotional or sexual abuse of any kind is unacceptable within cycling.

Integrity in relationships

Adults interacting with young/vulnerable people in sport are in a position of trust and influence. Adults engaging with young/vulnerable people in cycling activities should do so with integrity and with respect for the young/vulnerable person.

All adult actions in cycling should be guided by what is best for the young/vulnerable person and in the context of quality open working relationships.

Neglect, physical, emotional or sexual abuse of any kind is unacceptable within cycling.

Quality atmosphere and ethos

Cycling for young/vulnerable people should be conducted in a safe, positive and encouraging atmosphere.

Cycling Ireland believes that a child-centred ethos should be adopted by all those involved in the promotion and development of youth activities.

The importance of childhood should be understood and valued by everyone involved in sport. The right to happiness within childhood should be recognised and enhanced at all levels of sport.

Equality

All persons should be treated in an equitable and fair manner regardless of age, ability, sex, religion, social and ethnic background or political persuasion.

Individuals with disability should be involved in cycling activities in an integrated way, thus allowing them participation opportunities to develop their potential alongside other participants.

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Fair play

All children's cycling should be conducted in an atmosphere of fair play. Fair play incorporates the concepts of friendship, respect for others and always taking part with the right spirit. Fair play is a way of thinking, not just a way of behaving.

The importance of participation for each child/vulnerable person, best effort and enjoyment rather than winning should take priority.

Competition

A balanced approach to competition can make a significant contribution to the development of young/vulnerable people, while at the same time providing fun, enjoyment and satisfaction. However, competitive demands placed on children/vulnerable people can result in excessive levels of pressure on them. This can contribute to a high level of drop out from the sport. Leaders should always put the welfare of the child/vulnerable person first and competitive standards should come after this.

A child-centred approach will help to ensure that competition and specialisation are kept in their appropriate place.

REMEMBER

A child-centred approach should be adopted by all Cycling Leaders with the welfare and enjoyment of the child at the forefront of all cycling activities.

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A Multi-Disciplinary Approach

Cycling Ireland firmly believes that our young cyclists should be encouraged not only to participate in the different cycling disciplines which take place on the road, on track and off road but also in other sports.

By doing so they will:

- learn transferable skills.
- have a healthier lifestyle.
- learn about proper diet, training, and general fitness.
- learn to respect other disciplines and sports.
- be more motivated.
- learn self-discipline.
- learn to work as part of a team.
- be encouraged to remain within the sport.
- learn the hugely valuable life skill of viewing from other perspectives

No-one under the age of 18 should be forced to commit solely to any discipline unless it is on the understanding that:

- It is with the full agreement of the rider following consultation with the rider and their parents/guardians and the reasons for the commitment fully outlined.
- It is for an agreed period of time in order to qualify for a major event which the young cyclist themselves wishes to target.

Cycling Ireland will endeavour to fulfil its commitments to Young People and Vulnerable Adults by:

- Recognising that all young/vulnerable people have the right to be protected from harm.
- Ensuring that our coaches and volunteers are carefully recruited and selected and that they accept responsibility for ensuring the wellbeing of those in their care.
- Responding swiftly and appropriately to protect the welfare of those who participate in our sport and activities.
- Providing parents and children/vulnerable people with the opportunity to voice any concerns they may have.
- Appointing Safeguarding Officers in each of our Clubs where young/vulnerable people are involved.
- Appointing a Mandated Person as the safeguarding officer at National level to oversee the implementation of best child and vulnerable person protection and welfare practices within Cycling Ireland.
- Ensuring that all allegations of abuse of young/vulnerable people are confidentially dealt with in accordance with Cycling Ireland's Guidelines for Dealing with Allegations of Abuse and with statutory guidelines and relevant legislation.
- Reviewing the effectiveness of our Child/Vulnerable Person Protection procedures and policies on an ongoing basis.
- Ensuring that members, coaches, team mentors, administrators, parents sign up to and adhere to our Code of Conduct. (Link to be added)

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- Ensuring children/vulnerable people are aware of their rights and understand how to voice a concern in relation to their participation with Cycling Ireland.

Code of Behaviour for Young/Vulnerable Cyclists

Cycling Ireland wishes to provide the best possible environment for young/vulnerable people involved in the sport of cycling.

Young/vulnerable people deserve to be given enjoyable, safe sporting opportunities, free of abuse of any kind. These participants have rights, which must be respected, and responsibilities that they must accept. Young/vulnerable people should be encouraged to realise that they have responsibilities to treat other participants and cycling leaders with fairness and respect.

Young/Vulnerable Cyclists ARE ENTITLED TO:

- Be safe and to feel safe.
- Be listened to.
- Be taken seriously
- Be treated with dignity, sensitivity and respect.
- Have a voice in the club / organisation.
- Participate on an equal basis.
- Have fun and enjoy sport.
- Experience competition at a level at which they feel comfortable.
- Make complaints and have them dealt with.
- Get help against bullying behaviours.
- Say No.
- Protect their own bodies.
- Confidentiality.

Young/Vulnerable Cyclists should ALWAYS:

- Treat cycling leaders with respect e.g. commissaires, marshals, coaches, managers, selectors, club officials, mentors, youth leaders etc.
- Always cycle fairly.
- Respect team members even when things go wrong.
- Respect opponents and be gracious in defeat.
- Abide by the rules set down by Team Managers, Club Officials when travelling to events.
- Behave in a manner that avoids bringing cycling into disrepute.
- Abide by Cycling Ireland's Anti-Doping policies and regulations at all times
- Talk to a Safeguarding Officer if they have any concerns.
- Obey the rules of the road.

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Young/Vulnerable Cyclists should NEVER:

- Cheat.
- Use violence or physical contact.
- Consume alcohol or other banned substances.
- Shout or argue with officials, teammates, opponents, commissaires, marshals etc.
- Harm team members, opponents or their property.
- Display bullying behaviours to isolate another cyclist.
- Use unfair or bullying tactics to gain advantage.
- Keep secrets, especially if they have been caused harm.
- Tell lies or spread rumours about adults or other young people.
- Play or train if they feel unwell or are injured.

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Cycling Ireland Leaders

All Coaches, Mentors and Leaders etc. (referred to hereafter as Leaders) should ensure that young/vulnerable people benefit significantly from participation in cycling by providing a positive and encouraging environments for all young/vulnerable cyclists.

In developing the skills levels of participants leaders should always encourage fun and enjoyment. Leaders should remember that they are role models for the people in their care.

Code of Behaviour for Cycling Ireland Officials involved with Young and Vulnerable People

This Code of Behaviour complements the Code of Ethics and Good Practice for Children's Sport and addresses the appropriate levels of behaviour, practice and conduct required from officials, coaches, leaders and mentors.

Cycling Ireland recognises the key role Leaders (coaches, selectors, team managers, etc.) play in the lives of children/vulnerable people in sport. All Leaders should have as their first priority the children/vulnerable person's safety and enjoyment of the sport and should adhere to the guidelines and regulations set out in this Code.

Leaders should be appropriately qualified and up to date with coaching methods. All Leaders must agree to undergo a vetting check through the relevant authorities and attend safeguarding training.

Creating a Positive Atmosphere

Leaders must:

- Respect the rights, dignity and worth of every child/vulnerable person and treat everyone equally, regardless of sex, ethnic origin, religion or ability.
- Have the safety and enjoyment of young/vulnerable people as their number one priority.
- Strive to create a positive environment for children/vulnerable people in their care and ensure that positive and healthy experiences are provided.
- Never use physical punishment.
- Understand the developmental needs of young/vulnerable people and make them aware that their participation is valued. Learning appropriate skills is important and should take precedence over too much training and competition.
- Be generous with praise and never ridicule or shout at young/vulnerable riders for making mistakes or not winning an event. We all learn by making mistakes so improvement in skills should be praised and a rider's efforts treated with respect.

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- Give equal time and attention to all participants and avoid singling out any one participant for special attention or praise.

- Act quickly and appropriately if any form of bullying is identified whether from other riders, leaders, competitors or parents.

- Act within the rules of the sport and ensure that participants understand the rules.

- Report any concerns in accordance with Cycling Ireland Code of Practice and Safeguarding Procedures for Young and Vulnerable Cyclists.

Setting Good Example

Leaders should:

- Act as role models. Promote the positive aspects of cycling and maintain the highest standards of personal conduct.

- Avoid smoking when working with young/vulnerable people and do not take alcohol or non-prescribed drugs before or during sessions. Never consume alcohol whilst at an event where you are responsible for young people. If you must take prescribed medicine, please take it out of view of young cyclists

- Treat other officials with respect and encourage young/vulnerable riders to do likewise and accept decisions made by officials in a sporting manner.

- Ensure that their language and gestures are appropriate avoiding foul, racist, sectarian remarks or signs. Do not allow young/vulnerable cyclists to use inappropriate language unchallenged.

- Promote a sense of fair play, appreciation and respect for the skills of other riders.

- Act in a professional manner.

- Be generous with praise for the efforts of the riders in your care.

Best Practice Guidelines for Leaders

- Ensure that participants are suitably and safely attired for sessions and insist on the use of safety helmets for all activities.

- Ensure that all equipment is checked prior to a session. Riders should be taught to check their own bikes and carry out these checks before sessions or events.

- Ensure that young riders use gearing appropriate to their age group.

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- Ensure adequate insurance cover is in place.
- Keep a record of attendance at sessions.
- Plan sessions in advance, taking into account the age and ability of the participants. Have alternative activities to hand in the events of poor or dangerous weather conditions etc.
- Adhere to a ratio of 1 leader to 6 children (always have a minimum of two adults to each group and where there are mixed groups, it is good practice that there should be leaders from both genders). When working with vulnerable adults volunteers/officials should consider each group's needs and levels of supervision required to maintain a safe environment. In some situations, the level of supervision required may be one to one dependent on the individual needs of the rider.
- Avoid being alone with a child/vulnerable person as this can increase their vulnerability and leaves the adult volunteer in a situation where they do not have the support of other volunteers.
- Keep a record of attendance at each session. Record all accidents and actions taken. Ensure that another leader witnesses the actions. Keep all records securely and in line with data protection.
- Ensure that there is a First Aid kit at all sessions.
- Have a list of contact numbers and a record of any medical condition for each participant. Do not disclose any medical condition or confidential information unless it is in the best interest of the participant to do so.
- Involve parents where possible and inform parents where problems arise.
- Set realistic and achievable goals for young/vulnerable riders.

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Safeguarding Yourself (practices to be avoided)

- Physical punishment or physical force must never be used. Never punish a mistake - by verbal means, physical means, or exclusion.
- Coaches must **never** develop a sexual relationship with young people under their care. It is a criminal offence[1] in ROI for a person in a position of trust to develop a sexual relationship with a person under 18 and a breach of Cycling Irelands code of conduct as this would be considered an abuse of power in the relationship dynamic. This standard of practice applies to working relationships with vulnerable adults.
- Avoid one to one coaching sessions or situations where you are alone with a young/vulnerable person and ensure there is adequate supervision for all.

[1] Criminal Law (Sexual Offences) Act 2017

- Avoid taking young/vulnerable people to your own home or involving them in your personal life.
- Avoid individual texting or private messaging of young/vulnerable people.
- Avoid behaviour which can be misinterpreted by others.
- Never expose a child/vulnerable person intentionally or unintentionally to embarrassment or disparagement by use of sarcastic or flippant remarks about the child/vulnerable person or their family.
- Avoid transporting young/vulnerable participants. When this is unavoidable ensure that someone else accompanies you and the individual is in the back of the vehicle, securely seat belted. Be aware of legislation regarding the use of booster seats. Ensure that insurance cover is in place.
- Avoid giving advice of a personal or medical nature if you are not qualified to do so.
- Do not compare the performance or commitment of one rider over another in their presence.
- Do not criticise other Leaders in public.
- Do not abuse the position of trust that you have been given as a Leader.

Unacceptable Practices

In the context of your role within Cycling Ireland, the following practices will never be endorsed:

- Engaging in sexually provocative games or behaviour that could be misinterpreted
- Engaging in horseplay which may be misinterpreted or may result in risk or cause injury.
- Physical/verbal/emotional abuse or exclusion to punish mistakes.
- Forming intimate emotional, physical or sexual relationships with children/vulnerable people.
- Allowing or engaging in touching a child/vulnerable person in a sexually suggestive manner.
- Allowing children to swear or use sexualised language unchallenged.
- Making sexually suggestive comments to a child/vulnerable person, even in fun.

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- Reducing a child/vulnerable person to tears as a form of control.
- Allowing allegations made by a child/vulnerable person to go unchallenged, unrecorded or not acted upon.
- Exert undue influence over a participant in order to obtain personal benefit or reward.
- Take measurements or engage in certain types of fitness testing that involves touching, photographing or videotaping children/vulnerable person without the presence of another adult.
- Undertake any form of therapy (hypnosis etc.) in the training of children/vulnerable people.
- Inviting or allowing children/vulnerable people to stay with you at your home.
- Allowing children (anyone under the age of 18 under your care) to consume alcohol or other banned or illegal substances. Adults should act as a role model in this regard.
- Share a room alone with a child/vulnerable person for sleeping accommodation on residential trips.

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Physical Contact

Cycling requires a 'hands on approach', from time to time. For example, it may be necessary to support a rider learning a new move in cycling. Physical contact should be in an open environment with the permission and understanding of the participant. In general, physical contact should:

- Be determined by the age and developmental stage of the participant - don't do something that a child can do for themselves.
- Meet the child's needs, NOT the adults.
- Develop skills/ techniques or to prevent an injury or accident from occurring.
- Treat an injury (following first aid guidelines).
- To meet the requirements of the activity and the nature and reason for the physical contact explained to the child; or,
- As a response to distress and success.
- Never engage in inappropriate contact such as touching of groin, genital areas, buttocks, breasts, or any other part of the body that might cause a child distress or embarrassment.

- ***Ensure the parents/carers are aware of the need for physical contact from time to time and they are comfortable with what is required*** (examples of this include supporting a rider on a track bike or a time trial, demonstrating skills in off road events. If it is possible the parent/carer can be asked to carry out this task if preferred.)

REMEMBER!

All physical contact should be in response to the needs of the child/vulnerable adult which is in accordance with the child/vulnerable adult's age and stage of development. Adults should not do for a child what a child can do for themselves. Contact should be in an open environment and with the permission of the child/vulnerable adult.

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Code of Behaviour for Parents

Cycling Ireland believes that parents have an important role in their child's enjoyment of cycling activities and their continued development and involvement in cycling.

PARENTS SHOULD:

- Be a role model for their children and maintain the highest standards of conduct when interacting with children, other parents, officials and event organisers.
- Always behave responsibly and not seek to unfairly affect the outcome of an event.
- Never intentionally expose any young participant to embarrassment or disparagement by the use of flippant or sarcastic remarks.
- Always recognise the value and importance of the volunteers who provide sporting/recreational opportunities for children. Do not publicly question the judgment or honesty of commissaires, coaches or organisers.
- Encourage their children to compete by the rules of cycling and understand that honest endeavour is as important as winning.
- Encourage good sportsmanship.
- Set a good example by applauding good performances even by rival competitors. Encourage mutual respect for teammates and opponents.
- Support all efforts to remove abusive behaviour and bullying

Please read the Cycling Ireland Guidelines on Bullying.

REMEMBER!

Parents should encourage mutual respect for teammates, opponents, officials and other parents at all times

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Code of Conduct for those working with Vulnerable Adults

Coaches and those working directly with adults at risk should:

- Respect the developmental stage of each athlete and not risk sacrificing their welfare in a desire for team or personal achievement.
- Ensure that the training intensity is appropriate to the physical, social and emotional stage of the development of the athlete.
- Work with adults at risk, medical adviser and their carers (where appropriate) to develop realistic training and competition schedules which are suited to the needs and lifestyle of the athlete, not the ambitions of others such as coaches, team members, parents or carers.
- Build relationships based on mutual trust and respect, encouraging adults at risk to take responsibility for their own development and decision-making.
- Always be publicly open when working with adults at risk:
- Avoid coaching sessions or meetings where a coach and an individual athlete are completely unobserved.
- Avoid unnecessary physical contact with people. Physical contact (touching) can be appropriate so long as:
    - It is neither intrusive nor disturbing.
    - The athlete's permission has been openly given.
    - It is delivered in an open environment.
    - It is needed to demonstrate during a coaching session.
- Maintain a safe and appropriate relationship with athletes and avoid forming intimate relationships with athletes you are working with as this may threaten the position of trust and respect present between athlete and coach.
- Be an excellent role model by maintaining appropriate standards of behaviour.
- Gain the consent of the adult at risk and, where appropriate, the consent of relevant carers, in writing, to administer emergency first aid or other medical treatment if the need arises.
- Be aware of medical conditions, disabilities, existing injuries and medicines being taken and keep written records of any injury or accident that occurs, together with details of treatments provided.
- Arrange that someone with current knowledge of emergency first aid is available at all times.
- Gain written consent from the correct people and fill out relevant checklists and information forms for travel arrangements and trips. This must be the adult themselves if they have capacity to do so (see definition page 5).

POOR PRACTICE

The following are regarded as poor practice and should be avoided:

- Unnecessarily spending excessive amounts of time alone with an individual adult.
- Engaging in rough, physical or sexually provocative games, including horseplay.
- Allowing or engaging in inappropriate touching of any form.
- Using language that might be regarded as inappropriate by the adult and which may be hurtful or disrespectful.
- Making sexually suggestive comments, even in jest.
- Reducing an adult to tears as a form of control.
- Letting allegations made by an adult go un-investigated, unrecorded, or not acted upon.
- Taking an adult at risk alone in a car on journeys, however short.
- Inviting or taking an adult at risk to your home or office where they will be alone with you.

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- Sharing a room with an adult at risk.
- Doing things of a personal nature that adults at risk can do for themselves.

***Note**: At times it may be acceptable to do some of the above. In these cases, to protect both the adult at risk and yourself, seek written consent from the adult at risk and, where appropriate, their carers and ensure that the National Safeguarding Officer of Cycling Ireland is aware of the situation and gives their approval.*

If, during your care, an adult at risk suffers any injury, seems distressed in any manner, appears to be sexually aroused by your actions, or misunderstands/misinterprets something you have done, report these incidents as soon as possible to another adult in the organisation and make a brief written note of it.

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SECTION 3: Club Safeguarding Officer

All Cycling Ireland clubs with young and/or vulnerable members must have a Club Safeguarding Officer (CSO).
The role of the CSO is to ensure that the welfare of young/vulnerable people is upheld within the club and that these populations are safeguarded from any risks that may arise through their involvement with cycling.

The CSO should also act as a listening ear for any child or vulnerable person who has concerns about something that is happening to them in other settings like school or the family home.

It is important that the CSO also acts as an advocate for young/vulnerable people in ensuring that these populations have a voice in the running of their club. The CSO must be attentive in using their ears and eyes to listen to, and look out for, any concerns that the young or vulnerable riders may have. Ultimately, the CSO should seek to prevent any risk of harm to young and vulnerable riders and promote a safe, fun and inclusive environment for young/vulnerable riders within their club.

In Cycling Ireland, the club CSO also acts as the club Designated Liaison Person. The role of the Designated Liaison Person is to raise any concerns regarding the welfare of young or vulnerable people to the relevant statutory authorities.

Training Opportunities
CSOs are required to attend the following training (as relevant to their jurisdiction):

Rep. of Ireland:

- Safeguarding 1 Basic Awareness
- Safeguarding 2 Children's Club Officer
- Safeguarding 3 Designated Liaison Person

Northern Ireland:

- Safeguarding Children and Young People in Sport
- Designated Safeguarding Children's Officer.

It is also recommended that CSOs attend the following training too (as relevant to their jurisdiction):

Rep. of Ireland:

- Disability Awareness in Sport (CARA)
- Disability Inclusion Training (CARA)

Northern Ireland:

- Disability Inclusion Training (Disability Sport NI)

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Core Duties

The Club Safeguarding Officer should work with club management and leaders to ensure the following;

Positive atmosphere

• All young and vulnerable riders are treated fairly and with respect.

• Promote an inclusive atmosphere within the club, especially for members from minority groups or with a disability.

• Ensure a positive atmosphere is maintained in sessions. Feedback should be given on a constructive basis.

• Act quickly and appropriately if bullying is identified. Adopt a 'no blame' approach.

• Encourage positive parental involvement within your club.

• Ensure inappropriate language, gestures or behaviour does not go unchallenged.

Safe recruitment

• Follow appropriate recruitment procedures within the club for adults engaging with young and/or vulnerable people. This includes vetting checks (Garda Vetting / Access NI). The CSO may validate the identity of persons in their club completing a vetting check.

• Have clear knowledge of the principles behind the Code of Conduct and ensure it is communicated to all persons. Retain records of those who have signed up to agree to the code including Cycling Leaders, Parents and Young People within the club.

Safe cycling

• Ensure the club adheres to appropriate supervisory ratios in all sessions. Remember that a minimum of 2 adults is required at all times.

• Ensure young and vulnerable riders are riding at a level that is suitable to their age and stage of development.

• Advise all members to follow guidelines in relation to appropriate protective gear.

• Ensure parental consent forms and medical information / details of special requirements are taken for all young and vulnerable riders and held securely and in line with data protection.

Represent children on club committee

• Attend club meetings to promote a child-centred approach in all decisions within your club. Act as a link between young riders and adult members of the club.

• Act as an advisory resource to the Club Committee and all other Leaders on best practice in children's sport. Prepare reports for the club executive on a regular basis and formally for AGM

Under review

• Monitor changes in membership and follow up any unusual dropout, absenteeism or club transfers by children, leaders, coaches or other participants.

• Liaise with the National Safeguarding Officer in looking for advice in dealing with concerns that arise within the club.

• Report persistent poor practice within the Club/Cycling Ireland to the National Safeguarding Officer

RAISING CONCERNS

• The name and contact details of the Club CSO should be promoted to all club members and they should be available to young and vulnerable riders, parents, coaches or leaders who have concerns relating to child welfare and the welfare of vulnerable adults.
• Report any concerns regarding the welfare of young and vulnerable persons, including any possible risk of abuse, to the relevant statutory authorities. These authorities include Tusla (The Child and Family Agency) and An Garda Síochána in the Rep. of Ireland and the Social Services and PSNI in Northern Ireland.

• Co-operate as required with the statutory authorities (as above) if any disclosures or concerns of abuse regarding a club member arise within the club.

• Operate with and encourage a strict code of confidentiality within the Club, including any matters concerning a child occurring outside the Club environment

REMEMBER!

The Club Safeguarding Officer does not have the responsibility to investigate or validate child/vulnerable adult protection allegations or concerns within the Club. Rather, it is their responsibility to report any concerns to the relevant bodies, as detailed above. The concern will be investigated by trained professionals in the relevant authorities who will decide on any further action required.

Qualities of a CSO:
First and foremost, the CSO must have a child-centred focus and a committed understanding of the welfare of the child/vulnerable person as paramount. In addition, a CSO should also have the following qualities:

- Good active listener
- Observant
- Empathetic
- Proactive in ensuring the welfare of children
- Approachable to young/vulnerable members, parents and other club members and officials
- Knowledge of Children First or other relevant legislation for your jurisdiction (eg. Co-operating to Safeguard Children and Young People in Northern Ireland 2017)

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- Knowledge of CI Code of Practice for Young and Vulnerable Cyclists
- Understand and respect the confidentiality requirements of their role

SECTION 4: SAFE RECRUITMENT

Policy for the Selection and Approval of Volunteers

Cycling Ireland has a responsibility to young/vulnerable people and to their parents and guardians to ensure that those that work with young/vulnerable people, on behalf of Cycling Ireland, are selected in a careful, sensible and effective manner.

Cycling Ireland will take all reasonable steps to ensure that Leaders working with young/vulnerable people are suitable and appropriately qualified. Cycling Ireland expects that clubs will apply this Code of Practice at local level. Cycling Ireland will apply the Code of Practice to national-level staff and volunteers.

People working with children are required to:
1. Agree, in writing, to abide by this Code of Practice.
2. Attend a Child Safeguarding workshop.
3. Complete a vetting check prior to up-taking their role - Garda Vetting checks must be completed by individuals engaging with young/vulnerable people in the Rep. of Ireland as this is a legal requirement. Access NI checks should be completed by individuals engaging with young/vulnerable people in Northern Ireland.
4. Complete the Disclosure/Application Form contained within this Code of Practice – see appendix C.
5. Provide 2 references / referees
6. Understand that the welfare of children is paramount at all times.

A National Vetting Review Panel comprising of the National Safeguarding Officer, at least one designated person and the CEO will rule on any adverse finding reported by the National Vetting Bureau. In Northern Ireland, this will be carried out by Cycling Ulster in relation to Access NI.

Cycling Ireland will maintain a database of suitably qualified leaders.

The following procedures will be carried out by Cycling Ireland when appointing a person to a National Position. When a club is recruiting new volunteers, they should follow the same guidelines. This process will assist clubs when choosing to place coaches and other personnel into a position to which they are best suited.

Role Clarification
The role envisaged (for example manager, coach, etc.) should be clearly stated and the responsibilities relating to the role and the level of experience or qualifications required should be clarified at the outset.

Code of Conduct
The Code of Conduct should be read through and discussed with the applicant. This Code should be agreed upon and signed in writing prior to appointing the individual to any position.

Role assistance
Support structures which are available through the club, Cycling Ireland, Sport Ireland or your Local Sports Partnership (LSP) such as Foundation Level Coaching, First Aid or Safeguarding Training that would help the volunteer should be made known and, if deemed appropriate, should be offered to the person when they are recruited.

References

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As part of the recruitment process references may be sought for applicants. These may refer to the person's character and if applicable to the applicant's previous background in cycling. All references should be verified by the club. A sample reference request is attached as appendix D.

Meeting with the Volunteer

A senior representative of the club should meet with each applicant to ensure that they are aware of the role(s) allocated to them and they may use the occasion to clarify any issues that may arise and identify any coaching or up-skilling needs as appropriate.

Review and Assessment

A probationary period is advisable. This period is currently six months. Throughout this time, and during the volunteer's engagement with young people following this probationary period, adequate support and supervision should be provided to the volunteer; a Leader should not have to work alone.

Statement of non-discrimination

Cycling Ireland is committed to equal opportunity for all applicants including those with criminal convictions. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the post. Any disclosure will be seen in the context of the job criteria, the nature of the offence and the responsibility for the care of existing members, volunteers and employees. This organisation will adhere to Access NI guidance on the recruitment of ex-offenders.

Under Review

Club Recruitment Process - Check List

The process outlined in the table below applies to clubs recruiting volunteers for a position in a regulated role, working with young and vulnerable people.

When a person is appointed to a National/Provincial Position the process below will be carried out by an appointed National/Provincial Committee/Commission.

ACTION	RESPONSIBILITY
Confirm identity of leader by checking formal identification	Club Management Committee or appointed representatives
Ensure all persons in Regulated Positions complete Garda/AccessNI check **before** uptaking their role in the club/organisation	Club Safeguarding Officer
Verify qualifications, experience and gaps in employment history	Club Management Committee or appointed representatives
Take up two identified referees	Club Management Committee or appointed representatives
Process Garda Vetting/AccessNI forms as appropriate	CI Liaison Person (ROI)/Registered Signatory (NI)
Determine suitability of candidates for position	Club Management Committee
Ensure candidate has attended appropriate training, including safeguarding training.	Club Management Committee
Appoint suitable candidate to club regulated position	Club Management Committee
Maintain a database of vetted leaders	Cycling Ireland/Cycling Ulster as appropriate
Candidate should be supervised for a designated period of time	Club Management Committee

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Vetting

Vetting is now incorporated into our recruitment and selection procedure for persons with access to children and vulnerable people within Cycling Ireland at local, regional and national level.
Vetting checks are carried out on all persons, who on behalf of the organisation, engage in 'relevant work' (ROI) or a 'regulated activity' (NI), whether in a voluntary or paid capacity, with children and/or vulnerable people.

This service is one part of the overall recommended Cycling Ireland recruitment and selection procedures for those who on our behalf work in areas of responsibility with children and/or vulnerable adults, or who may do so at a later stage.

There are two types of vetting checks available to Cycling Ireland - Garda Vetting and Access NI.
Garda vetting is the vetting process carried out by the National Vetting Bureau (NVB) in the Republic of Ireland. Vetting checks in Northern Ireland are carried out by AccessNI. Both checks are applicable to Cycling Ireland members, depending on where in Ireland the individual intends to engage with young people or other vulnerable populations. Sometimes it may be necessary for the individual to complete both NVB and ANI vetting checks

Garda Vetting

Garda vetting is the pre-checking of an applicant's background for criminal convictions or prosecutions. It is a legal requirement under The National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016, that all persons engaging in relevant work with young /vulnerable people on a regular and ongoing basis complete a Garda Vetting check prior to up taking their position within the organisation. 'Relevant work' is defined by the above Act. It includes both paid and voluntary positions.
More information regarding this type of activity can be found in CI Vetting Policy.

Cycling Ireland is registered with the National Vetting Bureau. Cycling Ireland's designated signatory will process vetting applications on your behalf.

Access NI Checks

Access NI is the statutory body established to carry out vetting checks on people who as part of their employment or volunteer involvement have access to a child/vulnerable person (adult at risk).

Cycling Ireland is a Registered Body with Access NI to carry out vetting checks as part of the Access NI service for all affiliated clubs in Ulster. A Registered Body is an organisation which has registered with Access NI to make applications for vetting checks on behalf of specified groups.
Access NI checks are processed by both Cycling Ireland and Cycling Ulster.

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As part of Cycling Ireland's/Ulster's Code of Practice in relation to Safeguarding and to comply with current Safeguarding legislation, all personnel engaging in a regulated activity (NI) with young/vulnerable people within the North must be vetted.

In Northern Ireland, there is a legal requirement to not recruit/allow a barred individual (as defined by the Disclosure and Barring Scheme) to take up a regulated activity position. In order to satisfy this requirement, it is essential that the subject completes an Access NI enhanced check prior to up taking their role within the organisation.

These checks will inform us:

- A Garda Vetting disclosure certificate will reveal information of any criminal record, or 'specified information' in relation to the vetting subject.
- An Access NI enhanced check disclosure certificate will reveal information of criminal record, 'non-conviction information' and 'barred lists'. The 'barred lists' refers to the 'Disclosure and Barring Service' which includes two lists; People who are unsuitable for working with children; People who are unsuitable for working with adults at risk.

Any information received will be treated confidentially and is subject to applicable Data Protection Acts.

Having a criminal record will not necessarily bar you from working with Cycling Ireland. This will depend on the nature of the position and the circumstances and background of your offences. Please see the CI Vetting Policy for more information on this matter.

PLEASE NOTE:

Vetting is a filtering process used to assess the eligibility of an individual to work with vulnerable populations. However, a vetting check can only provide information to confirm that there is no known criminal information that would make the candidate unsuitable to work with these populations. In itself, the vetting process does not solely determine the candidate's suitability to work with vulnerable populations and other safe recruitment processes, and ongoing supervision should apply for all candidates.

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SECTION 5: BEST PRACTICE GUIDELINES

If you are planning an overnight trip or trip abroad with young or vulnerable riders, you must first contact our National Safeguarding Officer. This must be done at least **one month** in advance of the proposed start date of the trip.

Pre-Departure Requirements

Forms

Forms must be completed and submitted in the outlined timeframe. This is to ensure that there is sufficient time to access and input all necessary safeguards. Remember, there may be sensitive information held in these documents so please ensure that information is shared only on a need-to-know basis and that it is held in line with data-protection.

What forms to complete, who should complete them and when should they be completed?

Contact: National Safeguarding Officer to register and approve trip.

Form: *Trip Approval Form*; to be completed by Trip Co-ordinator and sent to NSO.

Time: At least one month before trip

↓

Contact: Parents of Riders to obtain parental consent for all riders travelling

Form: *Consent Form Youth Cyclists travelling to an event requiring overnight stay*; to be completed by parents and stored by Trip Co-ordinator

Time: at least 3 weeks in advance

Note: If parents disclose a disability or medical condition on this form that may affect the rider's participation on the trip, this may need to be followed up with a medical professional

↓

Contact: National Safeguarding Officer

Form: *Youth Trip Abroad Form;* to be completed by Trip Co-ordinator and sent to NSO

Time: At least 2 weeks in advance

↓

Contact: Riders travelling

Form: *Code of Conduct;* to be discussed between riders and Trip Co-ordinator and signed by each individual rider

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Time: at least one week in advance

Note: this code of conduct may be modified as appropriate for your trip

Contact: National Safeguarding Officer

Form: *Trip Report Form;* to be completed by Trip Co-ordinator and sent to NSO

Time: one week after trip

Note: any major incidents should be communicated to the NSO ASAP

Code of Conduct
All young/vulnerable riders must sign up to abide by a code of conduct before travelling. You may choose to use (and amend as fit) the CI Code of Conduct for Young People Travelling Abroad/Overnight (see appendix *) or you may invite the young riders to design and agree to a Code as a group.
Leaders travelling should also be asked to sign up to a Code of Conduct and must be familiar with this document.

Safeguarding Officer
The Co-ordinator should ensure that a trained Safeguarding Officer is appointed as one of the senior officials at the camp. Cycling Ireland advise the Trip Co-ordinator and Safeguarding Officer to work together in preparation for the trip.

Information Session
We advise Leaders to hold a parents/guardians' information evening before the trip in order to share all information regarding the trip and to answer any questions or concerns that the parents may have. It is essential that all parents/guardians are provided with transport and accommodation details and contact details for at least two adults who will be accompanying the young riders in case of emergency.
CI also advise that an information session is held for all young riders due to travel. This is also an opportunity to discuss the Code with the riders.

Safety Plan
The Trip Co-Ordinator must include details of a safety plan to the National Safeguarding Officer, in case of emergency. All those travelling must be briefed on the safety plan **before** departure.
If there are any emergencies or serious incidents over the course of the trip, this information must be relayed to the National Safeguarding Officer ASAP.

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PLEASE NOTE

The Co-ordinator and the officials at a camp must be members of Cycling Ireland. Parents or guardians of participants who are not Cycling Ireland members may be used to supervise their own children or children in their care. Visiting guest speakers or experts need not be members of Cycling Ireland. It is important to ensure that vetting requirements have been met for all adults who will require vetting, in advance of the trip. It is essential to give yourself adequate time to ensure that vetting will be completed in sufficient time.

Trip Guidelines

Accommodation

1. A person is given the task of accommodation co-ordination. Accommodation details, keys etc and directions to the accommodation should, ideally, be given to participants prior to arrival. Riders returning from a spin must have immediate access to a shower or else have immediate access to the room where they will be staying.

2. A person is given the task of ensuring that everyone is adequately and properly fed. This means a diet appropriate to athletes and attention to any special dietary needs e.g. vegetarians, diabetics, coeliacs etc. It also means ensuring that riders in outlying B+B's get transport to where the meal is taking place.

3. **When availing of overnight accommodation adults should not share a room with a child.** If exceptional or emergency circumstances so dictate and the presence of an adult is deemed necessary, there should be more than one child in the room with the adult.

4. Every house or B&B where young/vulnerable riders are staying must have at least one (and preferably two) adult supervising (gender mix should in line with the young/vulnerable people attending). Their tasks need to be defined by the Accommodation Coordinator for each separate event but they will at least include the following, that every rider is in bed at an agreed time, that the behaviour of the riders is adequate, that personal hygiene is attended to, that riders get to and from the various meetings on time and that allowing for a degree of personal freedom they ensure that the riders stay out of trouble. Where the use of a car or a bus is necessary, they must ensure that the vehicles are not loaded above the design/insurance limit.

Training Spins

1. For every spin it is preferable to have a lead car, a service car and possibly a broom wagon. **A First Aid person must be part of the structure.**

2. Before going out on a spin every rider, vehicle driver and group leader should be given a map/route guide indicating where they are going as well as the telephone no. of the Co-ordinator. No group should be led by a person unfamiliar with the course to be used. The purpose of the spin should be made clear to everyone. If attack tactics, sprints or other manoeuvres are to be practised during the spin then appropriate stop points for a regroup must be detailed. Lead cars are the best tools to avoid a group of stronger riders racing away from the rest and destroying a planned day's work.

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3. Before setting out on a spin it is essential that a communications plan is in operation. This can involve mobile phones or two-way radios. It is imperative that each group should be able to keep in contact with the Co-ordinator and with the other groups;

4. For squads on endurance spins the aim should be to keep the group intact. This is essential for underage groups. When riders puncture or crash the rest of the group must stop and wait until the effected riders are ready to ride again or get in the service car/broom wagon. If a rider is delaying a group by a lack of strength or fitness, it may be necessary to put the rider in the service car/broom wagon. This should be done whilst ensuring that the dignity of the rider is upheld. It is important that the rider in question is not mocked, made to feel inadequate, guilty or less valued. If the rider feels up to it, they should be given a chance to return to the bunch when an opportunity presents itself. If the rider still delays the group, then they should be encouraged to get back in the car.

5. Under no circumstances should a programme be devised to ensure that a group splits up;

6. Under no circumstances should a rider be left alone on a spin.

7. A helmet and bike check should be built into the schedule for each day. Adequate spares should be available to ensure that everyone who wants to can complete all the tasks in the schedule.

8. A clothing check should be carried out to ensure that young/vulnerable riders are appropriately attired for the prevailing weather conditions. The use of mitts/gloves/leggings etc are necessary for cold weather conditions.

9. An emphasis on defensive use of the road needs to be practiced even when having training races.

10. On balance, the practice of separating club mates and mixing them with riders from other clubs seems the best idea.

11. The purpose of development squads is to raise standards. This necessarily means that some riders will have difficulty reaching the new standard. Particularly in the case of youth riders, physiological maturity can be a more dominant factor than latent talent or fitness. It is vital that no youth should come away from a squad session feeling worth less than his companions. The most basic principle of coaching and teaching is that positive reinforcement is good and negative or harsh criticism is bad.

Officials

The adult leaders at squad sessions/training camps must set the highest standards of behaviour and courtesy. This should be done by example. Adults should use age-appropriate language and refrain from any foul or suggestive language or language that could be misinterpreted by others. Officials should correct any riders who use such expletives or who are in any way intimidating to others at the session. Officials should ensure that all young riders are treated equally and that no rider is shown favourable treatment. Officials should remember that while young/vulnerable people are in their care, they should not engage in any activity that could affect their ability to supervise the young/vulnerable people under their care.

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Supervision

A level of supervision of one adult to six underage riders is appropriate (with a minimum of two adults). Clubs sending young riders to squad sessions or to training camps must send accompanying adults at this ratio. If a club is sending less than this then they either send an accompanying adult or they combine with other clubs to nominate one adult until the ratio is met. These accompanying adults may be required to assist at the general running of the camp. This person will be required to stay overnight if the camp lasts longer than one day.
Where the camp contains both male and female participants there must be one designated supervisor from each gender as a minimum requirement.
Any adult who will be in a supervisory role overnight on a residential camp must complete a Garda Vetting/ Access NI check prior to the camp.

Transport

It is advisable not to use members' cars when travelling on away trips. Coaches and mini buses should be used as much as possible.

The following should be considered:

- All vehicles should be well-maintained and roadworthy and should be properly taxed and insured.
- Transport should be fully accessible for people with disabilities whether they are members of the group or for others who may accompany them.
- Appropriate legislation should be followed with regard to seatbelts and booster cushions.
- Alternative access to transport should be available in case of emergency.
- Vehicles should be equipped with a First Aid kit.

Non-Cycling Activities

An element of fun or participation in other activities should be considered at all camps. Such activities can form part of the evening's entertainment so that participants in the camp are not left to their own devices in the evening. It is important to fill free time with appropriate activities in order to reduce any opportunity for risky behaviour.
Under no circumstances must young people be allowed to consume alcohol, or other illegal substances, or to engage in sexual behaviour in the duration of the camp.
Similarly, officials should refrain from consuming alcohol or other banned substances over the duration of the camp. This is imperative as adults must be aware of their duty to care, particularly in case of emergency. In addition, abstaining from these substances will provide a good example for young people attending the camp.

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Post-Trip Guidelines

Review

A full review of the trip should involve all who participated and the result of the review should be retained and reviewed if and when the group intend organising another or similar trip. In the case of a prolonged camp, the Trip Co-ordinator will report at regular intervals – certainly no longer than once a fortnight.

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Guidelines on use of Photographic and Filming Equipment

Cycling Ireland has adopted a policy in relation to the use of images of riders on their websites and in other publications, as there have been concerns about the risks posed directly and indirectly to young people through the use of photographs on sports websites and other publications. Where practical we will try to use models or illustrations when promoting an activity and avoid the use of the first name and surname of individuals in a photograph. This reduces the risk of inappropriate, unsolicited attention from people within and outside the sport.

When dealing with photography keep our response proportionate to any risks by understanding them. Children First, The Children (NI) Order or any other related legislation do not place any legal restrictions on the photography / videoing children.

Photography and the recording of images in a public place do not generally require explicit or prior consent. Taking photographs is not against the law but it is important that clubs are vigilant to ensure only those who have a justifiable reason for taking the picture can do so. The majority of cycling activities take place in public places such as parks and forests or on the open road. Cycling Ireland has no power to stop members of the public, parents or spectators taking photographs in these situations. If there is a cause for concern the organiser may ask a person to desist from taking pictures or contact the police.

In a controlled environment such as a leisure centre or track which has been hired for the specific use by a club or Cycling Ireland, the Leader has the authority to decide who may photograph an event.

Taking photographs of riders, using websites to publicise cycling activities and videoing events, races, training and coaching sessions are normal activities within most cycling clubs. Cycling Ireland does not seek to eliminate or curtail these activities. Instead, we propose certain safeguards in order to minimise the risk or threats that inappropriate use of photographs or the recording of images may pose, particularly for young people.

These safeguards should:

- allow and facilitate the recording of relevant and suitable materials,
- record the enjoyment of young people participating in cycling activities.
- enable coaches to use the latest technology in the delivery of training skills.
- enable clubs to promote their activities in a safe and non-threatening manner.

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Outlining the Club's photography and recording policy at the outset will help to clarify matters for all concerned.

Clubs should request permission from young riders and their parents for photography and filming. It is useful to do this as part of the registration process. This should be done in the form of explicit written parental consent. If young riders or parents do not wish to have their photo, or their child's photo recorded, this should be respected as far as possible.

Guidelines on the use of photography:

- If the rider is named, avoid using their photograph – unless parental permission is obtained.
- If a photograph is used, avoid naming the rider.
- If you are aware a child within your club / organisation is under a court order or is in care of TUSLA/social services, their image must not be placed in the public domain without the permission of the statutory agency.
- Only use images of riders in suitable dress to reduce the risk of inappropriate use. The content of the photograph should focus on the activity not on a particular child.
- If a rider or their parent is not comfortable with a certain image being published, this should be respected. If an image is published and a rider or parent asks for it to be removed, this should be respected as far as possible.
- Create recognised procedures for reporting the use of inappropriate images to reduce the risks to riders. Follow the safeguarding procedures and ensure that the Club Safeguarding Officer is informed. The Club Safeguarding Officer may need to raise this concern to the police or to an appropriate duty social worker. If an individual who is engaged in filming/photography presents an immediate danger, please report to your local Garda/police Station.
- From time-to-time young cyclists are presented with an award or achieve recognition and these events are photographed. Prior parental permission should be sought to name these individuals in media or website reports.
- Clubs, coaches and volunteers should be permitted to use video equipment as a legitimate coaching aid and as a means of recording special occasions; however, extreme care should be taken in the dissemination, storage and use of such material.
- Anyone using photographic or filming equipment on a regular basis will need to complete the vetting process prior to up taking this role.

Professional Photography

When commissioning professional photographers or inviting the press to an activity or event ensure they are clear about Cycling Ireland's expectations of them in relation to child protection. Professional photographers'/film/video operators wishing to record an event or practice session should seek accreditation with the Club/ National Safeguarding Officer or

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event organiser by producing their professional identification for the details to be recorded. We will then:

- Provide a clear brief about what is considered appropriate in terms of content and behaviour.
- Ask the photographer to sign up to Cycling Ireland's Code of Practice and to complete either a vetting check or a Self-Declaration form.
- Issue the photographer with identification which must be worn at all times.
- Keep a record of accreditations.
- Inform riders and parents that a photographer will attend an event and ensure they consent to both the taking and publication of films or photographs.
- not allow unsupervised access to riders or one to one photo sessions at events.
- not approve/allow photo sessions outside the event(s) or at a rider's home.

Videoing as a Coaching Aid

The use of video or digital recording is now a recognised training aid in developing the skills, knowledge, bike position etc. of young riders. Coaches use these tools to develop their coaching skills and as a legitimate coaching aid. Permission should always be obtained from the cyclist and their parent before any recording takes place.

REPORTING CONCERNS

Anyone concerned about any photography taking place at events or training sessions can contact the Club Safeguarding Officer or the National Safeguarding Officer and ask them to advise on the matter. If there is a perceived immediate risk to young people, An Garda Síochana / police should be contacted.

It should be noted that we have little or no influence on what photographs may be taken and published in local or national newspapers. This type of photography is covered by a different set of guidelines. If Cycling Ireland are unhappy with the publication of certain photographs or images, we will address this matter with the individual newspaper or the Press Council of Ireland and the Office of the Press Ombudsman.

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Use of Web, Social Media and Mobile Phone Guidelines

Web Site Usage

Cycling Ireland, its Provincial Bodies and many of its clubs have well established web sites that enable the publishing of activities, improving communication with members and the general public and as a general publicity forum for local, national and international use.

The Internet is an exciting and user-friendly communication outlet for young people. It is important, therefore, that we attempt to engage with our young cyclists in an equally user-friendly manner. These websites are regularly used by young people, so it is important that guidelines are put in place to avoid any inappropriate usage. This can be done through an Acceptable Use Policy.

Acceptable Use Policy for Websites

It is important that, while not wishing to restrict the use of and accessibility to our cycling websites, we also recognise our responsibility in maintaining websites that are not only interesting and newsworthy but that are also safe. The Guidelines for use of photography and filming, as previously outlined elsewhere in this document also apply to those that maintain a website. These guidelines are particularly applicable when photographs and images of youth cyclists are being used.

Website Guidance for Clubs

- Agree a club web site policy also known as an Acceptable Use Policy ("AUP"). Discuss what should be included in this policy with your Club Management or Executive Committee, with members, including any junior reps and your Club Safeguarding Officer. This UAP will promote your strategy on the safe use of the Internet in your club. It will also outline what behaviour is expected by club members online and the consequences of breaching this expected behaviour.
- Consider the age of children and young people who will engage with this site when deciding on the AUP
- Decide at the outset the purpose of your website.
- Appoint at least three administrators for your club website or social media. Administrators that will monitor a page used by young people must complete the vetting process.
- Administrators will be responsible for uploading content and monitoring posts on the site. If any of these administrators or any other person is acting inappropriately on the site, their access should be removed and passwords should be changed.
- Each administrator should be familiar with the privacy and safety setting of the site that they are using. Appropriate privacy settings should be enabled to avoid the posting of any inappropriate material on the page.
- Agree if you will have a specific youth section. If so, agree the extent and the limitations on its content etc.
- Ensure that the guidelines for Photographic/Recorded Images (as outlined previously in this document) are adhered to.
- Ensure that the language and tone of the website is positive and informative.
- Consult with the Club Safeguarding Officer when designing the web site and agreeing the AUP and content material.
- Agree to review the overall maintenance and upkeep of the web site at regular intervals.
- Agree a procedure in the club for dealing with any complaints or concerns that may be raised about the content of your web site.

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- Online misconduct should be treated seriously and reported to your Club Safeguarding Officer, or the Statutory Authorities as appropriate. Remember, bullying and unlawful behaviour can occur online.

Message Boards and Public Forums

Increasingly club websites now include a message board or other form of public forum. Such boards can add interest to a website and promote social networking, club camaraderie and interesting debates. However, they are not without danger. Clubs should be aware of this and consider what persons should have access to such forums.

Sometimes, posts on these boards can contain inappropriate language or defamatory remarks. This is not acceptable as children or young people may read or have access to these boards. Derisive statements or criticism, particularly of younger participants can be very hurtful and may be seen as a form of bullying.

Guidelines for Message Boards

- Decide if the forum is open to all or is only for registered members.
- Ensure that moderators are appointed. Moderators should have the ability to delete inappropriate material from the board.
- Set out clear instructions for what behaviour is considered acceptable or not acceptable.
- Your Club Safeguarding Officer should deal with any complaints which may be brought by parents or young people in regard to published material.
- Have systems in place to ban abusers of the board.

Use of Mobile Phones

Mobile phones are often given to children for security, enabling parents to keep in touch and make sure they are safe. Young people value their phones highly as it offers a sense of independence. In addition, mobile phones allow quick and easy access which can make for safe and efficient way to carry out club business. However, this technology has also allowed an increase in direct personal contact with young people. In some cases, mobile phones can be used to cross personal boundaries and to cause harm to young people. It is therefore essential to encourage responsible and secure use of mobile phones by adults and young people in your club.

As a young person remember:

- If you receive an offensive photo, text or message, do not reply, save it (or take a screenshot), make a note of times and dates and tell a parent or Club Safeguarding Officer.
- Be careful about who you give your number to and don't respond to unfamiliar numbers.
- Change your phone number in cases of bullying or harassment.
- Do not use your phone in certain situations – inappropriate use of your camera phone may cause upset or offence to another person, e.g., in changing rooms.
- Treat your phone as you would any other valuable item and protect from theft.

As a Leader remember:

- You should not engage in private messaging with young people.

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- For children aged 12 and under, messages should be sent to parents/guardians of the young person
- Children aged 13 or over may be messaged through group messages. Prior written consent must be obtained from parents. The group chat should include at least 2 adults who must have completed the vetting process.
    - The content and tone of the group chat should be agreed to at the start of the season. Messages should be to the point and relate only to specifics around cycle training.
- Inform parents of the use of group messaging at the outset of the season and seek their permission.
    - Your club may choose to keep all communication to coach – parent if they feel this would be more suitable for their club's needs.
- Ensure messages are informative and to-the-point.
- Do not use your phone in certain situations – inappropriate use of your camera phone may cause upset or offence to another person, e.g., in changing rooms.
- If you must respond to a message sent by an individual young person (such as young person texting to say they will be late for training), keep your reply short and to the point, acknowledging receipt of the message and avoiding any 'banter' or endearment.

Use of Social Networking Sites

Social networking sites such as Facebook have becoming hugely popular. They provide a quick and easy method of communication and allow people to chat to each other.
However, they are not without problems.

In using Social Networking Sites, all cycle leaders should be aware of:

- Do not accept friend or follow requests from riders under 18 years of age on your personal account. Direct users to your club's social media page instead.

- You should not engage in private messaging or any inappropriate chat with young members.

- Do not use these sites to criticise a rider's performance or skill development.

- Consider the privacy of your page. Others may be able to read your public posts.

- Never reveal personal information about a young rider on a social networking site.

- Never use inappropriate, derogatory or defamatory remarks or unseemly language.

- Cycle Leaders and mentors should also warn young people about the language and remarks which they say on these sites.

- Many funding bodies and external partners or sponsors access sites like this on a regular basis. Keep this is mind when you are writing a post.

- Ensure young people are aware of the consequences of posting and sharing images through social media.

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SECTION 6: BULLYING

Bullying is negative behaviour carried out by a person or group of people, that is unwanted by the victim(s) and repeated over time. Bullying can be verbal, psychological or physical. It can take place face to face, over the phone or online.

Cycling Ireland adopts a zero-tolerance policy to bullying. Bullying behaviour, whether between young people, adults, or both, is unacceptable in Cycling Ireland clubs and in all areas of the organisation.

There are many different forms of bullying. These can include:

VERBAL - using nasty words to aggravate or intimidate an individual. Spreading rumours is also a form of verbal bullying.

PHYSICAL - using force to physically hurt and scare the individual. This can include kicking, slapping and hair-pulling.

GESTURE - staring threateningly at the victim or using intimidating gestures that make the victim feel uncomfortable

EXCLUSION - isolating an individual either by not speaking to the victim or not allowing the individual to take part in games or other activities. The bully may also encourage others to isolate the victim too.

EXTORTION - Threatening to hurt the individual if they do not do what the bully says. This may include forcing the victim to give money, lunch or other personal possessions to the bully.

CYBER/e-BULLYING - aggravating or intimidating an individual by posting nasty comments online or by sharing unwanted information/photos of the person online.

Sometimes a person displaying bullying behaviour may harass an individual based on their identity. This can include racial, sexual, religious, homophobic or disablist bullying.

It is the responsibility of **everyone** to create a positive, inclusive club environment in which bullying behaviour of any kind is totally unacceptable. Having an anti-bullying policy in place will help to ensure that your club remains a safe and enjoyable space for young and vulnerable riders.

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REMEMBER!

Bullying is never your fault. Speak to a trusted adult, such as a parent, coach, Club Safeguarding Officer or The National Safeguarding Officer if you feel you are being bullied or if you witness someone else being bullied.

How would you know if a child is being bullied?

All persons displaying bullying behaviour operate using furtiveness, threats and fear. Bullying behaviour can therefore only survive in an environment where the victim does not feel empowered to tell someone who can help or in which it is not safe to do so.

The following indicators are warning signs that an individual might be experiencing bullying behaviour:

- Reluctance to come to a venue or take part in activities.
- Physical signs (unexplained bruises, scratches, or damage to belongings);
- Stress-caused illness – headaches, and stomach aches which seem unexplained.
- Fearful behaviour (fear of walking to a meeting, going different routes, asking to be driven).
- Frequent loss of, or shortage of, money with vague explanations.
- Having few friends.
- Changes in behaviour (withdrawn, stammering, moody, irritable, upset, distressed).
- Not eating.
- Self-harm
- Attempting suicide or talking about suicide.
- Anxiety (shown by nail-biting, fearfulness, tics).

Who should deal with bullying?

While the more extreme forms of bullying would be regarded as physical or emotional abuse and are reported to Tusla/HSCT or the police, dealing with bullying behaviour is normally the responsibility of all Leaders and Safeguarding Officers within a club / Cycling Ireland.

How can it be prevented?

- Ensure that all members follow the Code of Practice and Safeguarding for Young and Vulnerable Cyclists ("The Code") of conduct, which promotes the rights and dignity of each member.
- Deal with any incidents as they arise.
- Use a whole group policy or 'no-blame approach', i.e., not 'bullying the bully' but working with those who display bullying behaviour and the group of young people,

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helping them to understand the hurt they are causing, and so make the problem a 'shared concern' of the group, (see below).

- Reinforce that there is 'a permission to tell' culture rather than a 'might is right'.
- Encourage young people to negotiate, co-operate and help others, particularly new or different children.
- Offer the victim immediate support and put the 'no blame approach' into operation.
- Never tell a young person to ignore bullying, they can't ignore it, it hurts too much.
- Never encourage a young person to take the law into their own hands and beat the person displaying bullying behaviour at their own game.
- Tell the victim there is nothing wrong with them and it is not their fault.

Cyber Bullying

As young people have more and more access to online and social networks, often unlimited and unsupervised, cyber bullying has become prevalent in recent years. Cyber bullying is a serious form of bullying and needs to be treated with as much importance as all other forms of bullying. Unlike traditional forms of bullying, with cyber bullying, the person experiencing the bullying often cannot escape the person(s) displaying bullying behaviour who may have access to the victim via social media at any hour.

Here are some tips for young people in dealing with cyber bullying:

- Don't keep it to yourself – tell an adult you trust about the bullying behaviour
- Don't feed the troll – don't reply to any nasty messages
- Don't share, comment on or like any bullying related posts
- Screenshot any inappropriate posts
- Keep your social media accounts on private and only friend people you know and trust
- Tell the police if things become serious
- Remember, bullying is never your fault

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What is the 'No Blame' Approach?

Step 1 – Discuss with the victim

If you find that there has been an incident of bullying, first talk to the person experiencing bullying behaviour. At this stage find out who was involved and what the victim is now feeling. Try asking the following questions:

- Was it verbal or physical intimidation?
- How hurt is the victim.
- Was it within his/her own peer group?
- Ensure the victim that his/her name will not come out in the investigation.
- Actively listen.

Step 2 – Meet with all involved

Arrange to meet with all those involved; this should include some bystanders, those who may have colluded, those who joined in and those who initiated the bullying.

- Have a maximum of six to eight in the group – keep the number controllable.
- Make a point of calling a 'special' meeting.
- Ensure the severity of the topic is understood by all.
- Speak only of the hurt caused in general terms with no reference to the victim.
- Play on the conscience of all – ask questions like: How would you feel? Would you like it done to you?

Step 3 – Explain the problem

The distress being suffered as a result of the bullying incident is explained. At this stage the details of the incident or the allocation of the blame is not discussed. Explain the feelings of loneliness, feeling left out, rejected, laughed at. Try asking questions:

- Would they like it if it happened to them.
- "If someone here in this group was bullied by someone within the group, what could we do to see it does not happen again?".
- Listen, watch out for reactions, and pick up on any without isolating anyone.

Step 4 – Share the responsibility

Explain what steps / controls may have to be introduced to prevent further incidents and how everyone will lose out as a result

Step 5 – Ask the group for their ideas

At this stage the group is encouraged to suggest ways that would make the victim feel happier. All positive responses are noted. Use phrases "if it were you" to encourage a response. Listen to all suggestions and note them.

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Step 6 – Leave it to them

Now the problem has been identified, solutions suggested, the problem is now handed over to the group to solve. Arrange to meet again in a week's time. Pass responsibility over to the group and give a time frame within which something must be done.

Step 7 – Meet them again

Each member of the group, including the person displaying bullying behaviour, discuss how things are going, who is doing what and have there been other incidents. This allows for continual monitoring and also keeps all involved in the process. Again, enforce the idea of the 'team' looking after each other at regular intervals to ensure it is known that bullying or intimidating behaviour will not be tolerated.

RESOURCES:

You can also visit information on challenging bullying on the CPSU web site:

https://thecpsu.org.uk/Search?term=anit+bullying

Cycling clubs should actively promote helplines for young people:

Childline UK: www.childline.org.uk Tel: 08001111 or

ChildLine Republic of Ireland: www.childline.ie Tel: 1800 66 66 66

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SECTION 7: CHILD WELFARE AND PROTECTION PROCEDURES

A sports club/organisation, like any other organisation that includes children among its members, is vulnerable to the occurrence of child abuse. This possibility should be openly acknowledged and addressed in its formal policies and procedures.

An environment, in which awareness of what constitutes abusive behaviour and a willingness to tackle the issue head on, is the most likely to contribute to the implementation of effective child protection measures. It is only by discussing and agreeing procedures and best practice that all Sports Leaders can be assured that they are providing the safest and most enjoyable experiences in sport for the children and for themselves.

The prevention and detection of child abuse depend on the collaborative effort of everyone concerned.

The following factors are central to effective child protection in sport:

• acceptance by all involved with children that abuse, whether physical, emotional, neglect or sexual is wrong and can severely damage children and must be confronted

• awareness of the behavioural and physical indicators of various forms of abuse

• knowledge of the appropriate response and action to be taken where abuse is revealed or suspected

• vigilance, and avoidance of all situations conducive to risk

• open, trusting and co-operative relationships within the club/organisation, and with parents/guardians and others concerned with children's progress or welfare

• prioritise the co-operation with the Statutory Authorities (police authorities, health services executives or social services), in relation to sharing information about child protection concerns at any time

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Harm

Harm can be defined as the ill-treatment or the impairment of the health or development of a child. Whether it is significant is determined by their health and the development as compared to that which could reasonably be expected of a child of similar age, (Children First or Children (NI) Order Article 66 3.2.2).

Categories of Abuse

All Sports Leaders should be familiar with signs and behaviours that may be indicative of child abuse. Though a child may be subjected to more than one type of harm, abuse is normally categorised into four different categories: neglect, emotional abuse, physical abuse and sexual abuse. In Northern Ireland there is an additional category of abuse – Exploitation. For detailed definitions of abuse, refer to Children First: National Guidelines for the Protection and Welfare of Children (R.O.I.) and Co-operating (N.I.) to Safeguard Children.

The categories of abuse may be briefly summarised as follows:

1. **Neglect**

Neglect is normally defined in terms of an omission, where a child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, or medical care. It may also include neglect of a child's basic emotional needs. Neglect generally becomes apparent in different ways over a period of time rather than at one specific point. For instance, a child who suffers a series of minor injuries is not having his or her needs for supervision and safety met. The threshold of significant harm is reached when abusive interactions dominate and become typical of the relationship between the child and the parent/guardian.

2. **Emotional Abuse**

Emotional abuse is normally to be found in the relationship between an adult and a child rather than in a specific event or pattern of events. It occurs when a child's need for affection, approval, consistency and security is not met. It is rarely manifested in terms of physical symptoms. For children with disabilities, it may include over-protection or conversely failure to acknowledge or understand a child's disability. Examples of emotional abuse include:

(a) Persistent criticism, sarcasm, hostility or blaming.

(b) Where the level of care is conditional on his or her behaviour.

(c) Unresponsiveness, inconsistent or unrealistic expectations of a child.

(d) Premature imposition of responsibility on the child.

(e) Over or under protection of the child.

(f) Failure to provide opportunities for the child's education and development.

(g) Use of unrealistic or over-harsh disciplinary measures.

(h) Exposure to domestic violence. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone. The threshold of significant harm is

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reached when abusive interactions dominate and become typical of the relationship between the child and the parent/guardian.

3. Physical Abuse

Physical abuse is any form of non-accidental injury that causes significant harm to a child, including:

(a) Shaking, hitting or throwing

(b) Use of excessive force in handling.

(c) Deliberate poisoning.

(d) Suffocation or drowning

(e) Munchausen's syndrome by proxy (where parents/guardians fabricate stories of illness about their child or cause physical signs of illness).

(f) Allowing or creating a substantial risk of significant harm to a child.

(g) For children with disabilities it may include confinement to a room or cot, or incorrectly given drugs to control behaviour (h) Burning or scalding

4. Sexual Abuse

Sexual abuse occurs when a child is used by another person for his or her gratification or sexual arousal, or for that of others, for example:

(a) Exposure of the sexual organs or any sexual act intentionally performed in the presence of a child.

(b) Intentional touching or molesting of the body of a child whether by a person or object for the purpose of sexual arousal or gratification.

(c) Masturbation in the presence of a child or involvement of the child in the act of masturbation.

(d) Sexual intercourse with the child, whether oral, vaginal or anal.

(e) Sexual exploitation of a child.

(f) It may include non-contact activities, such as involving children in looking at pornographic material or watching sexual activities or encouraging children to behave in sexually inappropriate ways.

(g) Sexual exploitation also occurs when a child is involved in the exhibition, modelling or posing for the purpose of sexual arousal, gratification or sexual act, including its recording (on film, video tape or other media) or the manipulation, for those purposes, of the image by computer or other means.

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(h) It may also include showing sexually explicit material to children, which is often a feature of the 'grooming' process by perpetrators of abuse.

5. Exploitation (NI only)

Exploitation is the intentional ill-treatment, manipulation or abuse of power and control over a child or young person; to take selfish or unfair advantage of a child or young person or situation, for personal gain. It may manifest itself in many forms such as child labour, slavery, servitude, engagement in criminal activity, begging, benefit or other financial fraud or child trafficking. It extends to the recruitment, transportation, transfer, harbouring or receipt of children for the purpose of exploitation. Exploitation can be sexual in nature.

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Signs of Child Abuse

Signs of abuse can be physical, behavioural or developmental. A cluster or pattern of signs is the most reliable indicator of abuse. Indicators should be noted. It is important, however, to realise that all of these indicators can occur in other situations where abuse has not been a factor, and that the list is not exhaustive.

Some examples include:

Physical

- Unexplained bruising in soft tissue areas
- Bites, burns and scalds
- Reluctance to change clothing
- Becoming withdrawn or aggressive

Emotional

- Drop in performance
- Regressive behaviour
- Crying
- Excessive clinginess

Neglect

- Weight loss
- Changes in attendance
- Untreated fractures
- Reluctance to go home

Sexual

- Torn or bloodstained clothing
- Distrustful of adults
- Inappropriate sexual awareness, behaviour or language
- Sudden drop in performance

Exploitation

- Access to drink drugs supplied by others
- Unexplained money
- Poor self -worth

Cycling Ireland accepts that organisations, which include young people among its members, are vulnerable to the occurrence of child abuse. Below are the procedures for dealing with any welfare or protection issue that may arise. Child welfare and the protection of young people is the concern of all adults at all times, irrespective of their role within the organisation.

If there are grounds for concern about the safety or welfare of a young person you should react to the concern. If you are unsure about whether or not certain behaviours are abusive, and therefore reportable, you should contact the local duty social worker in Tusla (ROI) or in your Regional Health and Social Care Trust (NI) for an informal consultation. There, the social worker will advise you on what procedures to follow.

Grounds for concern include a specific indication from a child, a statement from a person who witnessed abuse or an illness, injury or behaviours consistent with abuse.

A report may be made by any member in the club but should be passed on to the Club Safeguarding Officer. The Club Safeguarding Officer should then, in turn, pass on the concern to the local Statutory Authorities. At national level, concerns should be passed to the National Safeguarding Officer.

PLEASE BE AWARE

It is not the responsibility of anyone working within Cycling Ireland, in a paid or voluntary capacity, or those working in affiliated organisations, to take responsibility or decide whether or not child abuse is taking place. That is the job of the local statutory authorities. However, there is a responsibility to protect children by assisting the appropriate agencies so that they can then make enquiries and take any necessary action to protect the young person.

Everyone should follow the procedures outlined below, firstly the procedure for responding to a child in distress and secondly the procedure for reporting the concern.

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Response to a Child Disclosing Abuse

When a young person discloses information of suspected abuse you should:

(a) Deal with any allegation of abuse in a sensitive and competent way. This should be done by listening to the child and by facilitating the child to talk about the problem, rather than interviewing the child about details of what happened.
(b) Stay calm and not show any extreme reaction to what the child is saying. Listen compassionately and take what the child is saying seriously.
(c) Understand that the child has decided to tell 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.
(d) Be honest with the child; tell them that it is not possible to keep information a secret.
(e) Make no judgmental statements against the person whom the allegation is made.
(f) Not question the child unless the nature of what they are saying is unclear. Leading questions should not be used. Open, non-specific questions should be used such as "Can you explain to me what you mean by that".
(g) Inform parents/guardians before making a report unless doing so would endanger the child.
(h) Give the child some indication of what would happen next, such as informing parents/guardians, statutory authorities. It should be kept in mind that the child may have been threatened and may feel vulnerable at this stage.
(i) Carefully record the details, Use the child's words as far as possible and record facts rather than opinion.
(j) Pass on this information to Club/National Child Safeguarding Officer of Cycling Ireland.
(k) Reassure the child that they have done the right thing in telling you.
(l)

Who are the relevant statutory authorities?

In the **Republic of Ireland,** concerns should be passed on to your local duty social worker in Tusla (The Child and Family Agency).

Find your local duty social worker here: www.tusla.ie/get-in-touch/duty-social-work-teams

In case of emergency, where you cannot get in touch with your local duty social worker, or if it is out of hours, contact An Garda Síochána on 112.

In **Northern Ireland**, concerns should be passed to the Gateway Team of your regional Health and Social Care Trust.

Find your local Gateway Team here: https://www.nidirect.gov.uk/publications/gateway-service-teams-contact-details

You may also contact the Regional Emergency Social Work Service, out of hours and on bank holidays on 028 95049999. You can also talk with an NSPCC counsellor for free, 24 hours a day. Call 0808 800 500

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In case of emergency, where you cannot get in touch with a social worker, contact the PSNI on 999.

REMEMBER!

Never leave a child in a dangerous situation pending intervention by the Statutory Authorities.

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Responding to Disclosure Check List

Coaches, trainee coaches and leaders often share a very close and trusting relationship with their cyclists and this might result in the coach being just the sort of person to whom a child might disclose that they are being abused. **Although false allegations of abuse do occur, they are very rare.** If a young person says or indicates that they are being abused, or if information is obtained which gives concern that a young person is being abused, action must be taken immediately.

Actions to Take	**Actions to Avoid**
The person receiving the disclosure should: • react calmly so as not to frighten the child • tell the child he/she is not to blame and was right to tell • take what the child says seriously • keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said • reassure the child but do not make promises of secrecy that cannot be kept • make a full record of what had been said, heard and/or seen (fact and not opinion) as soon as possible.	The person receiving the disclosure **should not:** • ignore the disclosure • panic • allow expressions of shock or distaste to show • probe for more information than is offered • speculate or make assumptions • make negative comments about the alleged abuser • approach the alleged abuser • make promises that cannot be kept or agree to keep secrets.

REMEMBER!

You do not have the responsibility to investigate or validate child protection allegations or concerns within the Club. Rather, it is your responsibility to report any concerns to the relevant bodies, as detailed above. The concern will be investigated by trained professionals in the relevant statutory authorities who will decide on any further action required.

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Reporting Suspected or Disclosed Child Abuse

The following steps should be taken 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. If a child has disclosed information, record this information in the child's words as far as possible. Do not input personal opinion.

(b) Report the matter **as soon as possible** to the Club or National Safeguarding Officer. If the Safeguarding Officer has reasonable grounds for believing that the child has been abused or is at risk of abuse, they will make a report to the statutory authorities who have a responsibility to investigate and assess 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 Safeguarding Officer is unsure whether reasonable grounds for concern exist, they can informally consult with Tusla (ROI) or the Health and Social Care Trusts or NSPCC (NI). These agencies will advise whether or not the matter requires a formal report.

It is also important that any concern about a **potential** risk to children posed by a specific person, even if the children are unidentifiable, should also be communicated to the Statutory Authorities.

The Safeguarding Officer who is reporting suspected or actual child abuse to the Statutory Authorities will first inform the parents/guardians of the child of their intention to make such a report, unless doing so would endanger the child or undermine an investigation.

The Protection for Persons Reporting Child Abuse Act, 1998 provides immunity from civil liability to persons who report child abuse **'**reasonably and in good faith**'** to Tusla or An Garda Síochána. The act also covers the offence of 'false reporting'. The main provisions of the Act are:

1. The provision of immunity from civil liability to any person who reports child abuse "reasonably and in good faith" to designated officers of Health Boards (now Tusla) or any member of An Garda Siochána;

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2. The provision of significant protections for employees who report child abuse. These protections cover all employees and all forms of discrimination up to and including, dismissal.

3. The creation of an offence of false reporting of child abuse where a person makes a report of child abuse to the appropriate authorities "knowing that statement to be false". This is a new criminal offence designed to protect innocent persons from malicious reports.

This law does not exist in Northern Ireland, but an individual who reports concerns in 'good faith' is not deliberately attempting to slander another person's name.

In Northern Ireland there is legislation, the Criminal Law Act (NI) 1967 which places the responsibility on everyone to report offences or to forward information to the police by emphasising the 'duty of every other person, who knows or believes, (a) that the offence or some other arrestable offences has been committed: and (b) that he has information which is likely to secure, or to be material assistance in securing, the apprehension, prosecution or conviction of any person for that offence'.

Peer Abuse

In some cases of child abuse the alleged perpetrator will also be a child and it is important that behaviour of this nature is not ignored. Grounds for concern will exist in cases where there is an age difference and/ or difference in power, status or intellect between the children involved. However, it is also important to distinguish between normal sexual behaviour and abusive behaviour. In the case where both the victim and the alleged perpetrator of abuse are under the age of 18, this will be dealt as a child protection concern for both parties.

Children who may be especially vulnerable to abuse

Children in certain situations may be especially vulnerable to abuse. These include children who, for short or long periods, are separated from parents or other family members and depend on other adults for their care and protection. Children with disabilities may also be more at risk as the nature of their disability sometimes limits communication between themselves and others and they may depend more than most children on a variety of adults to meet their needs, for example, for care and transport. Those from a minority racial background may also be especially vulnerable. This could be due to the difficulty in recognising that racism is inherent in our society, which impacts on a child's ability to seek help from those in positions of authority.

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Abuse of Vulnerable Adults/Adults at Risk
What to do if you have a concern or someone raises concerns with you.

You may become aware that abuse or poor practice is taking place, suspect abuse or poor practice may be occurring or be told about something that may be abuse or poor practice. If so, you must report this to the Cycling Ireland/Club Safeguarding Officer, or, if the Lead Safeguarding Officer is implicated then report to the (Cycling Ireland CEO/Chairperson).

If you are at an international event and have a concern, then speak to the coach/team official and follow your organisation's procedures.

If you are concerned someone is in immediate danger, contact the police straight away.

It is important when considering your concern that you also consider the needs and wishes of the person at risk, taking into account the nature of the concern.

How to Record a Disclosure

Make a note of what the person has said using his or her own words as soon as practicable. Complete an Incident Form and submit to the Cycling Ireland/club Safeguarding Officer.

As long as it does not increase the risk to the individual, you should explain to them that it is your duty to share your concern with your Lead Safeguarding Officer.

Describe the circumstances in which the disclosure came about. Take care to distinguish between fact, observation, allegation and opinion. It is important that the information you have is accurate.

Be mindful of the need to be confidential at all times, this information must only be shared with your Safeguarding Officer and others on a 'need to know' basis.

If the matter is urgent and relates to the immediate safety of an adult at risk then contact the police immediately.

Definitions of Adult Abuse and Neglect (Definitions from the Adult Safeguarding Operational Procedures 2016)

Physical abuse: Physical abuse is the use of physical force or mistreatment of one person by another which may or may not result in actual physical injury. This may include hitting, pushing, rough handling, exposure to heat or cold, force feeding, improper administration of medication, denial of treatment, misuse or illegal use of restraint and deprivation of liberty.

Sexual violence and abuse: Sexual abuse is any behaviour perceived to be of a sexual nature which is unwanted or takes place without consent or understanding. Sexual violence and abuse can take many forms and may include non-contact sexual activities, such as indecent exposure, stalking, grooming, being made to look at or be involved in the production of sexually abusive material or being made to watch sexual activities. It may involve physical contact, including but not limited to non-consensual penetrative sexual activities or non-penetrative sexual activities, such as intentional touching (known as groping). Sexual violence

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can be found across all sections of society, irrelevant of gender, age, ability, religion, race, ethnicity, personal circumstances, socio-economic status or sexual orientation.

Psychological / emotional abuse: Psychological / emotional abuse is behaviour that is psychologically harmful or inflicts mental distress by threat, humiliation or other verbal/non-verbal conduct. This may include bullying, harassment, threats, humiliation or ridicule, provoking fear of violence, shouting, yelling and swearing, blaming, controlling, intimidation and coercion.

Financial abuse: Financial abuse/material abuse is actual or attempted theft, fraud or burglary. It is the misappropriation or misuse of money, property, benefits, material goods or other asset transactions which the person did not or could not consent to, or which were invalidated by intimidation, coercion or deception. This may include exploitation, embezzlement, withholding pension or benefits or pressure exerted around wills, property or inheritance.

Institutional abuse: Institutional abuse is the mistreatment or neglect of an adult by a regime or individuals in settings which adults who may be at risk reside in or use. This can occur in any organisation, within and outside the HSC sector. Institutional abuse may occur when the routines, systems and regimes result in poor standards of care, poor practice and behaviours, inflexible regimes and rigid routines which violate the dignity and human rights of the adults and place them at risk of harm. Institutional abuse may occur within a culture that denies, restricts or curtails privacy, dignity, choice and independence. It involves the collective failure of a service provider or an organisation to provide safe and appropriate services and includes a failure to ensure that the necessary preventative and/or protective measures are in place.

Neglect occurs when a person deliberately withholds, or fails to provide, appropriate and adequate care and support which is required by another adult. It may be through a lack of knowledge or awareness, or through a failure to take reasonable action given the information and facts available to them at the time. It may include physical neglect to the extent that health or well-being is impaired, administering too much or too little medication, failure to provide access to appropriate health or social care, withholding the necessities of life, such as adequate nutrition, heating or clothing, or failure to intervene in situations that are dangerous to the person concerned or to others particularly when the person lacks the capacity to assess risk.

This policy does not include self-harm or self-neglect[2]within the definition of an 'adult in need of protection'. Each case will require a professional Health and Social Care (HSC) assessment to determine the appropriate response and consider if any underlying factors require a protection response. For example, self-harm may be the manifestation of harm which has been perpetrated by a third party and which the adult feels unable to disclose.

Exploitation is the deliberate maltreatment, manipulation or abuse of power and control over another person; to take advantage of another person or situation usually, but not always, for personal gain from using them as a commodity. It may manifest itself in many forms including

[2] self-neglect is an inability or unwillingness to provide for oneself

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slavery, servitude, forced or compulsory labour, domestic violence and abuse, sexual violence and abuse, or human trafficking.

This list of types of harmful conduct is not exhaustive, nor listed here in any order of priority. There are other indicators which should not be ignored. It is also possible that if a person is being harmed in one way, he/ she may very well be experiencing harm in other ways.

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Guidelines on Allegations Against Cycling Leaders

Allegations concerning failure to observe this Code against leaders are subject to Cycling Ireland's Disciplinary Procedures as contained in General Administrative Rules. Leaders subject to allegations that they caused harm or that their negligent behaviour left a child/vulnerable adult at risk will be suspended from activities involving young person's/vulnerable adults pending the conclusion of the Disciplinary Procedures.

Confidentiality

Confidentiality should be maintained in respect of all issues and people involved in cases of abuse, welfare or bad practice. It is important that the rights of both the child and the person about whom the complaint has been made are protected.

The following points should be kept in mind:

- **A guarantee of secrecy cannot be given but confidentiality will be maintained while ensuring the welfare of the child will supersede all other considerations.**
- All information should be treated in a careful and sensitive manner and should be discussed only with those who need to know.
- Information should be conveyed to the parents / guardians of the child in a sensitive way.
- Giving information to others on a 'need to know' basis for the protection of a child is not a breach of confidentiality.
- All persons involved in a child protection process (the child, their parents/guardians, the alleged offender, their family, Cycling Leaders, Coaches) should be afforded, appropriate respect, fairness, support and confidentiality at all stages of the procedure.
- Information should be stored in a secure place, with limited access only to designated people.
- The requirements of the Data Protection laws should be adhered to.
- Breach of confidentiality is a serious matter.

Anonymous Complaints

Anonymous complaints can be difficult to deal with but should not be ignored. In all cases the safety and welfare of the child/children is paramount. Any such complaints relating to inappropriate behaviour should be brought to the attention of the Club /National Safeguarding Officer. The information should be considered as thoroughly as possible and handled in a confidential manner.

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Rumours

Rumours should **not** be allowed to hang in the air. Any rumours relating to inappropriate behaviour should be brought to the attention of the Club /National Safeguarding Officer and checked out without delay.

Disclosure and Barring Service (NI Only)

Clubs in Northern Ireland have a legal duty to refer someone to the Disclosure and Barring Service if they have followed their organisations disciplinary procedures and:

- Sacked or removed the person from their voluntary role because they harmed a child or vulnerable adult.
- Sacked them or removed them from working in regulated activity (https://www.gov.uk/government/publications/dbs-referral-and-barring-decision-making-process) because they might have harmed a child or adult otherwise; or
- Where planning to sack or remove them for either of these reasons, but the person resigned first.
- An employer or voluntary club/organisation is breaking the law if they do not refer someone to the DBS in any of the above circumstances.

Reckless Endangerment (ROI Only)

Section 176 of the Criminal Justice Act 2006 introduced the criminal charge of reckless endangerment of children.
It states: 'A person, having authority or control over a child or abuser, who intentionally or recklessly endangers a child by
(a) causing or permitting any child to be placed or left in a situation which creates a substantial risk to the child of being a victim of serious harm or sexual abuse, or
(b) failing to take reasonable steps to protect a child from such a risk while knowing that the child is in such a situation, is guilty of an offence.'
The penalty for a person found guilty of this offence is a fine (no upper limit) and/or imprisonment for a term not exceeding 10 years.

Responding to Non-Recent Allegations of Abuse

It is possible that non-recent allegations of abuse can be made a number of years after the actual incident. This may be because of a change in circumstances for either the survivor or the alleged perpetrator. Any non-recent allegations must follow the current Cycling Ireland procedures. If there are grounds for concern, then statutory authorities must be informed. The following points should also be considered.

- Clearly establish with the complainant if there may be any others currently at risk of harm from the person, they are saying abused them.

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- Advise the person making the complaint that they should inform the Police. Encourage them to do so while acknowledging the brave steps they have already taken in beginning to talk about their experience. It is important that the person knows that there is a likelihood that an abuser will not have stopped abusing after their individual abuse ended and if the person harmed them, they could be continuing to cause harm to others. This needs to be done without reinforcing the inappropriate guilt the survivor may already have for not coming forward earlier.
- If the complainant refuses to talk to the statutory authorities but has provided you with enough identifying factors then this information MUST be shared with the police. This breach of the complainants' confidence is only appropriate if there is any potential that the alleged perpetrator is still a risk to others or could face prosecution (i.e. they are alive). Remember, the welfare of any person currently at risk needs to be considered in response to any request of confidentiality from the person providing you with the information/ complaint. This should be explained to them at the earliest possible stage
- Offer support to the complainant when making a formal complaint to the police.
- Signpost the complainant to support agencies that can provide counselling.

When an adult making a complaint chooses not to report the matter to the police and you have already discussed the possibility of any other person still being at risk you MUST follow Cycling Ireland's reporting procedures and inform the statutory authorities immediately of any identifying features of the allegation including the name of the alleged abuser. The person making the complaint should be informed that this is the organisation's moral and legal responsibility. If the individual wishes to remain anonymous this should be respected but again explaining that without any further cooperation there may be little action, the Police can take to protect others. Encourage them to talk directly to TUSLA/Gateway team, if not the Police, in order to enable social services to consider if there is any action they can take to protect others at risk, as their threshold for intervention is lower than the evidence required for any criminal justice prosecution.

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SECTION 8: DISCIPLINARY, COMPLAINTS AND APPEALS PROCEDURES

Each club must ensure that it has adequate disciplinary, complaints and appeals procedures in place.

Cycling Irelands Complaints and Disciplinary Policy can be found on the Cycling Ireland website or by following the link ComplaintsandDisciplinaryPolicy-2026Approved.pdf

It is important to note that the investigation of suspected child abuse is the responsibility of the Statutory Authorities and should not be undertaken by Safeguarding Officers/Designated Liaison Persons or other club Sports Leaders. The standard reporting procedure outlined in the Statutory Authorities guidelines should be followed by each sports club/organisation and adhered to by its members.

Recommended Procedures

A quality sports club will operate on the basis of good practice to include a complaints/appeals procedure similar to the following:

- a code of conduct reflecting a child centred ethos should be drawn up, widely disseminated and returned from and applied to all Sports Leaders and members
- each club, on receiving a poor practice complaint, should appoint a case management group (CMG) with either the powers to dispense disciplinary decision or to make recommendations to disciplinary committee to resolve problems relating to the conduct of its members. This may include bullying behaviour. The complaint should ideally be in writing to the secretary or Safeguarding Officer and should be responded to within 5 working days. The CMG should consist of a representative from the Management Committee, the Safeguarding Officer and ordinary registered members of the club ideally with experience in safeguarding or dispute management.
- If the complaint involves suspected abuse or a criminal offence the Safeguarding Officer/Designated Liaison Person should be consulted and no further action by the CMG until the statutory authorities have been informed and they advise of what further action can be taken.
- the CMG should review any relevant paperwork and hold any necessary meetings with all parties to proceed with complaints into any incident of suspected misconduct that does not relate to child abuse. It should, as soon as possible, inform the Management Committee that it is dealing with a complaint while maintaining confidentiality and not identifying any individuals unless there is a requirement to stand a person down from their role. This should be done within 10 working days.
- the CMG should furnish the individual with the nature of the complaint being made against them and afford them the opportunity of providing a response either verbally or in writing, but usually at a meeting with the CMG

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• written confidential records of all complaints should be safely and confidentially kept and club procedures should be defined for the possession of such records in the event of election of new officers

• where it is established that an incident of misconduct has taken place, the CMG should notify the member of any sanction being imposed. The notification should be made in writing, setting out the reasons for the sanction. If the member is under 18 years of age, correspondence should be addressed to the parents/guardians

• if the member against whom the complaint was made is unhappy with the findings of the CMG or the disciplinary sanction, they should have the right to appeal the decision to an appeals committee (independent of a CMG/disciplinary committee). Any appeal should be made in writing within an agreed period after issue, usually 10 days of the decision of the CMG/disciplinary committee. The chairperson of the appeals committee should be a member of the Management Committee. The appeals committee may consult with the National Safeguarding Officer in relation to issues of child welfare and codes of conduct

• the appeals committee should have the power to confirm, set aside or change any sanction imposed by the CMG/disciplinary committee while following the principle that the welfare of the child is paramount and the decision-making process is based on the balance of probability.

• if any party is not satisfied with the outcome the matter can be referred to Cycling Ireland. However, efforts to resolve the issue at local level should be exhausted before Cycling Ireland is engaged in attempts to resolve the matter.

REMEMBER

If the complaint involves suspected abuse or a criminal offence the Safeguarding Officer/Designated Liaison Person should be consulted and the CMG/disciplinary committee disbanded. The statutory authorities will then be informed

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APPENDIX A

Parent's/Guardian's Acknowledgement

I agree to abide by Cycling Ireland's Code of Practice and Safeguarding for Young and Vulnerable Cyclists ("The Code"):

Parent's/Guardian's Name:	
Signature:	
Date:	
Child(ren)'s Names:	

Under review

APPENDIX B

Consent form for youth cyclists travelling to an event requiring an overnight stay

Consent form for Under 18 riders Travelling Abroad or Requiring an Overnight Stay

Child's Full Name:	
Date of Birth:	
Address:	
CI Membership Number:	

Parent/Guardian Name:	
Relationship to rider:	
Contact Number:	
Alternative Emergency Contact	
Name:	
Relationship to rider:	
Contact Number:	

Medical History Information: (please give details of any known allergies or medical conditions, including any medication that your child takes – use additional page if needed)

Does your child need to be in possession of or need to be able to administer medication while participating in sport or other activities?
Yes / No

Can your child administer this medication without assistance?
Yes / No

In the case of an emergency, coach/volunteer will do everything possible to contact the Parent/Guardian. However, in the event that contact cannot be made, I authorise the certified First Aid person and/or leader in charge to give consent for any medical treatment on my/our behalf (please circle)
AGREE **DISAGREE**

Any other special needs, dietary requirements, instructions that you feel we should be aware of?

GP Name: GP Contact Number:

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- I know of no reason, medical or otherwise, why the above-named child should not participate in the activities involved. I have willingly supplied the contact and medical details above and consent that in the event of any illness/accident, any necessary treatment can be administered to my child.
- I will inform the coaches of any important changes to my child's health, medication or needs and also of any changes to our address or phone numbers provided.
- I agree to abide by the Cycling Ireland Code of Conduct for a) Young Cyclists b) Parents/Guardians as governed by the Cycling Ireland Code of Practice and Safeguarding Procedures for Young and Vulnerable Cyclists.

For Elite Players only:

- I give permission for my child to be tested for prohibited substances in accordance with the Irish Sports Council Anti-Doping Rule and World Anti-Doping Agency Rules (where applicable)

Signed

Youth Participant	
Name:	Signature:

Parent/Guardian	
Name:	Signature:

Under Review

APPENDIX C

Disclosure/Application Form for Cycling Leaders working with Vulnerable Persons

Position applied for:	
Full name:	
Any previous surname:	
Current Address:	
Date of Birth:	
Gender:	
Telephone number:	
PPS/NI number:	
List previous experience/involvement in this or any other club. Include experience of working with young children in a voluntary or professional capacity.	

	Yes	No
Are you a Cycling Ireland Commissaire?		
Have you a Cycling Ireland coaching qualification?		
If yes to above state at what level (Foundation, 1, 2, 3, 4)		
Are you a qualified First Aider?		
Have you attended child protection training?		
Do you agree to abide by the Irish Sports Council/Sports Council Northern Ireland Code of Ethics and Good Practice for Children's Sport?		
Do you agree to abide by Cycling Ireland's Code of Practice and Safeguarding for Young and Vulnerable Cyclists ("The Code")?		
Have you ever been asked to leave a sporting organisation?		

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Have you ever been convicted of a criminal offence, subject to a caution, a Bound-over Order or at present subject to a criminal investigation?		

Name	Signature	Date

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Appendix D

Confidential Reference Form

(This form can be used as a telephone reference or used as a written reference)

The following person _____ (list name) has expressed an interest in working with _____ (name club / Cycling Ireland) as _____(list position)

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the candidate's suitability for the post, if he/she is offered the position. We appreciate you being extremely candid, open and honest in your evaluation.

How long have you known this person?

In what capacity?

What attributes does this person have that would make them suited to this work?

Please rate this person on the following (tick one box for each statement):

	Poor	Average	Good	Very Good	Excellent
Responsibility					
Maturity					

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Self-motivation					
Can motivate others					
Energy					
Trustworthiness					
Reliability					

This post involves substantial access to young people. As an organisation committed to the welfare and protection of young people, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children and young people:

Yes ☐ No ☐

If you answer yes, we will contact you in confidence.

Signed: _____

Date: _____

Position in organisation: _____

Name of club/organisation: _____

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Appendix E:

Accident/Incident Report Form

CLUB DETAILS

Name of Club:
Coach in Attendance:
Event Details:

INJURED PARTY

Name:
Club:
Home Address:

ACCIDENT DETAILS

Form completed by: _____ Date: _____

Exact Location: _____ Reported by who: _____
Time: _____ _ Time reported: _____

Nature of Injury:

How accident happened. Describe what activity was taking place, for example training/game/getting changed.

Note: this form contains sensitive personal information. Please ensure it is held in-line with data protection legislation.

Name & contact details of witnesses:

First Aid involved: Yes / No

Were the following contacted: Police / Ambulance

Parents informed? Yes / No

By whom: _____
When: _____

Referred to Governing Body or Club Welfare Officer? Yes / No

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Governing Body or Club Welfare Officer?

Signature: _____

Date: _____

Any further action to be taken?

Has the Young Person returned to [NAME OF CLUB]?
Yes / No

Signature of Management Representative: _____
Print Name:
Role:

All of the above facts are a true record of the accident/incident.

Signed (full name): _____ Date: _____

Note: this form contains sensitive personal information. Please ensure it is held in-line with data protection legislation.

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Appendix F

Child Protection and Welfare Report Form
Mandated Persons And Non-Mandated Persons
(Children First Act 2015 & Children First National Guidance)

1. **Tusla Area (this is where the child resides) ***
2. **Date of Report***
3. **Details of Child**
   First Name*

   Surname*
   Male* / Female*

   Date of Birth*
   Address*

   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
   Emotional Abuse

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Neglect
Physical Abuse
Sexual Abuse

6. Details of Reporter
First Name

Surname

Address

Organisation

Position Held

Mobile No.

Telephone No.

Eircode

Email address

If reporting in a professional capacity, please use your professional address

Is this a Mandated Report made under Sec 14, Children First Act 2015?* Yes / No

Mandated Person's Type

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

First Name

Surname
Address

Organisation
Position Held
Mobile No.
Telephone No.
Eircode

Email address

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First Name

Surname
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 / No

If the parent/carer does not know, please indicate reasons:

9. Relationships

Details of Mother
First Name

Surname
Address

Mobile No.
Telephone No.
Eircode

Email Address
Is the Mother a Legal Guardian?* Yes / No

Details of Father
First Name

Surname
Address

Mobile No.
Telephone No.
Eircode

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Email Address
Is the father a Legal Guardian?* Yes / No

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 / Female

Date of Birth
Address

Estimated Age
Mobile No.
Telephone No.
Email address
Eircode

Occupation
Organisation

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

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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

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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 / No

Allocated Case No:

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