



The No Name! Club

Child Safeguarding Policy

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Developed by:	Policy Committee of No Name! Club			
Approved by:	Carole Goulding (Chairperson of No Name! Club)			
Person Responsible for Implementation:	Policy Committee Chairperson			
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No Name! Club Child Safeguarding Policy
No Name! Club, Main Street, Baltinglass, Co. Wicklow, W91 RC03
& all Affiliated Clubs

No Name! Clubs respect the dignity, value and uniqueness of all young people by supporting, advocating and helping to safeguard their right to enjoy life, feel respected and to mature without a reliance on alcohol and other drugs.

No Name! Club is fully committed to safeguarding the wellbeing of all its youth members; we welcome, value and encourage the participation of young people with adult volunteers and staff in a wide range of activities and events that the organisation offers and promotes.

No Name! Club accepts, recognises, and is fully committed to safeguarding the welfare and safety of all its youth members.

No Name! Club promotes, through its leaders, staff and volunteers, respect and understanding for the vulnerability and rights of its young members and assists their development into responsible adults by nurturing similar respect and understanding for others.

No Name! Club operates through procedures and guidelines, which ensure that the health, safety and welfare of the participating young people, are of paramount importance.

No Name! Club is committed to best practice in the protection of Children, the prevention of abuse and in the reporting and management of any allegations of abuse.

Risk assessment

We have carried out an assessment of any potential for harm to a child while participating in No Name! Club. Below is a list of the areas of risk identified and the list of procedures for managing these risks.

Risk Identified	Procedure in place to manage risk identified
Child Safety and Welfare	Garda Vetting
	Child Protection Training
	Volunteer Application and Declaration
	Health & Safety Statement
	No Name! Club Policies in place and available
	Reporting Forms in place and available
	Host & Hostess Application Form
	Permissions Slips

Mandated Persons

No Name! Club Executive Programme Manager

No Name! Club National Designated Liaison Person

No Name! Club Programme Officers

Will operate in accordance with current legislation, internal process and No Name! Club guidelines. No Name! Club mandated persons must, in respect of a concern regarding Child Protection speak with the National Designated Liaison Person before making a report to Tusla. The mandated person is wholly responsible for making the report to Tusla however once the National Designated Liaison Person has been informed and agreement sought, a joint report will be made.

De-registering of a mandated person must be completed on resignation or completion of contract from the No Name! Club. This request must be sent in writing to the Chairperson of the Board promptly and the Chairperson of the Board must confirm receipt of same.

Procedures

No Name! Club Child Safeguarding Statement has been developed in line with best practice guidelines, current legislation and international and domestic law.

In addition to the procedures listed in our risk assessment, the following procedures support our intention to safeguard children.

- Procedure for the management of allegations of abuse or misconduct against a child.
- Procedure for the safe recruitment and selection of workers and volunteers to work with children.
- Procedure for provision of and access to child safeguarding training and information.
- Procedure for the reporting of child protection or welfare concerns to Tusla/Gardai.
- Procedure for maintaining a list of mandated persons.

All procedures listed are available on request.

Implementation

We in No Name! Club recognise that implementation is an ongoing process. We are committed to the implementation of our Child Safeguarding Statement and the procedures that support our intention to keep children safe.

This Child Safeguarding Statement will be reviewed as necessary, or as soon as practicable after there has been a material change in any matter to which the statement refers.

The No Name! Club Organisation operates through procedures and guidelines which ensure that the health, safety and welfare of the participating young people are of paramount importance.

The No Name! Club is committed to best practice in the protection of young people, the prevention of abuse and in the reporting and management of any allegations of abuse that come to light. To this extent, the No Name! Club has developed a comprehensive policy and procedure in this fundamental area. This policy document was developed using the procedures and practices recommended in: -

- NYCI's Toolkit for Child Protection Policy Development: *Protecting our Children and Young People*
- NYCI's Child Protection Awareness Manual
- Our Duty to Care
- Children First Act 2015

Geographical Boundaries

- This policy has been created primarily for operation in the Republic of Ireland. This policy also extends to anywhere the organisation is conducting its business or activities (e.g. for trips outside the jurisdiction). However, allegations of abuse or harm should be reported to the relevant authorities in the country where they occur while the victim and alleged offender are still in that country, giving the authorities there the opportunity to maximise on the available evidence. Delay in doing so may result in valuable time and evidence being lost or, worse case, other young people being victimised. Irish embassy and consular staff in that country will assist with advice and support if needed.
- If an allegation arises in Ireland of abuse or harm committed in another country and after the victim returns to Ireland, the matter should be dealt with as if it occurred in Ireland and reported in accordance with this policy. If the matter merits report to the civil authorities in Ireland, -the Gardai or Tusla, - those agencies will become the source of contact with their counterparts abroad or will arrange for direct contact between the victim and those agencies abroad.
- Nothing can deprive or prevent No Name! Club from reviewing or investigating matters involving departure from or breach of Child Safeguarding Guidelines wherever they may occur.

***Note:** *For the purposes of this document, a young person is anyone under the age of 18 years, unless they are or have been married.*

Policy Aims and Objectives

All paid employees, volunteers, club officials and Board members have a responsibility to:

- Make themselves familiar with and adhere to the No Name! Club Child Safeguarding Policy.
- Attend any training that is offered by the organisation.
- Report any suspicions or concerns either witnessed by them or reported to them, in good faith, in accordance with the organisation's policy.
- Follow the code of practice at all times while engaged in No Name! Club activities or business.
- Make young people aware of the Child Safeguarding Policy and practice guidelines and on how to make a complaint or raise a concern.
- Inform parents and guardians of the ethos and values of No Name! Club.
- Follow the organisation's recruitment and selection policy for staff and volunteers.

Recruitment and Selection- Paid Employees

Effective recruitment and selection procedures are vital in attracting and retaining high quality staff. Positions may be advertised internally and externally. Where appropriate, short listing may take place prior to the interview process.

It is the aim of No Name! Club to appoint staff to meet its requirements in a fair and consistent manner, reflecting our founding principles, philosophy and objectives. Our policy of equal opportunity ensures that any decisions relating to recruitment or promotion are made on the basis of merit, subject to possession of the qualifications prescribed, and suitability for discharging the responsibilities of the appointment. People applying for jobs or promotion will not be treated less favourably under the nine grounds of discrimination listed under the Employment Equality Act.

Interview panels will be set up for all positions being filled within the organisation and will be approved by the Board. All interview panels will be constituted in accordance with the needs of the post being filled. All interviews will be conducted in a fair and transparent way. Records will be made of each interview process and these will be retained in Head Office.

References and Garda vetting will be carried out for selected candidates as per organisational policy.

A pre-employment medical examination may need to be completed. This medical examination may be needed to verify the medical capacity of the candidate to conduct the duties of the post they have applied for. All medical information provided will be retained in the strictest confidence by the organisation, in the employee's human resource file.

Recruitment and Selection- Volunteers

- Complete Garda Vetting with No Name! Club
- Complete Volunteer Registration Form for No Name! Club
- Complete Tusla Online Child Safeguarding Training
- Complete No Name! Club Child Safeguarding Training
- Actively Promote the Philosophy, Aim and Objectives and Ethos and Values of No Name! Club
- All Volunteers should promote the National Framework Better Outcomes Brighter Futures, The Health Quality Mark, Healthy Ireland and the National Quality Standards Framework
- All Volunteers should make themselves aware of all No Name Club! policies

Garda Vetting Procedure, Conviction Disclosure and Reference Checking Policy

Working with children and young people places a considerable onus on the organisation to ensure that we provide a responsible approach to safeguarding people, which is in line with current legislation. All staff of No Name! Club, irrespective of their role will be screened, that is to say that they are Garda vetted.

Procedure

- A Garda vetting application form will be completed prior to appointment and will be immediately submitted through the appropriate channels to the National Vetting Bureau.
- Two satisfactory written references (at least one of which must be from the most recent employer) will be obtained by the Organisation with regard to the potential employee IN ADVANCE of them being offered employment with No Name! Club.
- As an interim measure, while waiting for Garda vetting to be completed, successful candidates will be asked to sign a form stating that they do not have any criminal conviction. This form will also state that there is no reason that they are aware of that would preclude them from working with young people and furthermore that they have not been subject to any disciplinary action in relation to matters pertaining to child or adult protection issues.
- Failure to disclose material information or false declarations may result in disciplinary action and/or termination of employment. Proof of a criminal record/conviction which could adversely affect the employment relationship, may result in termination of employment.
- Re-vetting of each appointee will be required as policy dictates or as legislation requires.

Code of Conduct

No Name! Club is committed to the highest integrity in all its dealings and requires staff members to perform with a high level of professionalism, personal integrity and loyalty to No Name! Club. Staff members play a significant part in determining the public's attitude towards No Name! Club, both in the manner in which they interact with young people and the way in which they conduct themselves generally.

Staff members are responsible for delivering services to young people to the highest possible standard, in keeping with the level of skill and knowledge that they have. They must uphold the core values of the organisation at all times and they must respect the individuals with whom they deal and ensure that their needs are met, in so far as is possible.

In dealing with club members, staff should be courteous and considerate, and maintain a professional relationship and distance at all times.

Staff members found to be in breach of the code of conduct will be subject to the disciplinary procedure (up to and including dismissal) in the event of gross misconduct.

Support, supervision and training of staff and volunteers

Procedure for Paid Employees:

On appointment to a position, all employees must complete Child Safeguarding Training or provide acceptable evidence of certification to a satisfactory standard.

Procedure for Volunteers:

It is the responsibility of all Club Chairpersons to ensure that all volunteer leaders undertake the specific No Name! Club Child Safeguarding training or provide acceptable evidence of certification to a satisfactory standard and Garda Vetting.

Adult/Child Ratios

The adult to child ratio recommend for a voluntary organisation dealing with children in our age group (15-18 years) is 1 adult to 10 children. It is the policy of No Name! Club that an adult should never be alone with a young person but should adhere as closely as possible to the recommended supervision ratios of one adult leader to 10 young people with a minimum of 2 leaders at any time.

If the group is mixed gender, the supervising staff should also include both male and female workers wherever possible.

When deciding on the number of adults required, it is important to bear in mind that these ratios are guidelines only: in certain situations, it will be necessary to have a higher number

of adults than our recommendations suggest. If, for instance, the children or young people have specific support needs, or a risk assessment identifies behaviour as a potential issue for the group or event, the number of supervising adults will need to be higher.

It may not always be possible to adhere to these recommended ratios. However, every effort should be made to achieve the best level of supervision of children at all times.

Reporting Procedures

Within No Name Club, all persons, whether a member, a volunteer and whether within or outside the remit of any Mandated Person, should deal with any information, suspicion or concern in connection with Child Abuse in such a way as to prioritise the safety of the child in question.

Dealing with Allegations and Suspicions of Abuse

Allegations or suspicion of abuse or harm can come to the notice of staff or volunteers in the following manner:

- Disclosure made directly by a victim
- Where the abuse or harm has been seen or witnessed by a third party
- Where the abuse or harm has been witnessed by staff or the volunteer
- Where circumstances give rise to a reasonable inference that the young person is or has been subjected to abuse or harm in the past or recently, for example, unexplained physical injuries

To Summarise:

Where a disclosure, allegation or suspicion arises, the following course of action should be followed:

The role of the Child Protection Officer at club level is to be the first point of contact for any volunteer or child who has a concern. If the concern can be dealt with at club level it should be, for example a case of bullying. The National Designated Person for No Name! Club will always be available to advise on such matters, however the resolution should be reached and the issue closed at local level. If the situation escalates and a resolution cannot be reached, the National Designated Person should be consulted.

In the event of a more serious incident it is the responsibility of the Child Protection Officer at local level to contact the National Designated Liaison Person who will discuss the concern and make a decision on how to progress. If a report needs to be made, the Child Protection Officer at local level steps back and the National Designated Liaison Person will manage the issue in consultation with the Deputy Designated Liaison Person. It is advised to inform the Child Protection Officer that no further information will be shared with them in the interest of the Child, however they may be called upon to give evidence if an investigation occurs.

Where the matter is urgent or serious, Tusla or An Garda Síochána can be contacted for advice or immediate action. Mandated Persons will deal with such matters in line with their

mandate, which requires that reports are made jointly with the National Designated Liaison Person. In every case, reports made to Tusla or An Garda Síochána should be copied to the National Designated Liaison Person regardless.

In no circumstances should a Child Protection concern be ignored or delayed so as to allow the risk to continue or a child be harmed.

The guiding principle in every situation is that the safety of the young person is the most important consideration. In every case involving a suspicion of abuse or harm, the details and supporting evidence will be discussed with the National Designated Liaison Person, who will engage in making the decision as to how the issue will be processed.

Care should be taken in every scenario in regard to confidentiality. Confining the flow of information to those who need to know the facts around the issue or to those you need to help you with making the important decisions as to proper process.

Nothing should occur which might result in evidence being destroyed, witnesses being approached or anything happening which might disrupt or interfere with a subsequent investigation by the Tusla or Gardai. It is also vital to realise that delay or inaction may result in further harm or abuse to other young people.

All concerns, allegations, suspicions and disclosures must be taken seriously, and where made by the victim, the young person should be believed, listened to carefully and reassured.

It is important to understand here that it is *not* your role to investigate this matter.

Your responsibility here is to evaluate the evidence, carry out a reasonable appraisal of the matter and inform the National Designated Liaison Person early on so that a reasonable decision can be arrived at on whether to report the matter to the Tusla or An Garda Síochána. In cases where the issues for decisions are not clear-cut, the National Designated Liaison Person must be informed and his / her advice factored into the final decision on whether to involve the civil authorities.

At the first opportunity on receiving a report of possible abuse or harm, make a written note of the report, allegation or disclosure made by a victim, recording the date, time and location with names of any witnesses. Ideally these details should be recorded on the official *No Name! Club Form for reporting Child Protection Concerns*. If the name of the alleged offender is used, that should be recorded also as well as any words or phrase used in describing the detail of the allegation.

The note should be signed and dated and may have an important influence in the National Designated Liaison Person's decision on whether to engage with the civil authorities. The

note might also become important in any subsequent investigation carried out by the Tusla or An Garda Síochána.

The victim should be listened to carefully but should not be asked intrusive or leading questions. Remain calm and make no promise to keep the matter secret; explain why the matter has to be reported onward and the procedure followed by No Name! Club Organisation to keep young people safe. Avoid any comment or judgment on the detail of the disclosure and on the alleged offender where named. However, it can be important to let the young person know that he/she is believed and that the matter will be processed.

In any case where a child is deemed to be in immediate danger the notifier should deal directly with the Tusla or An Garda Síochána. The report made to the authorities should be confirmed to the No Name! Club's National Designated Liaison Person as soon as possible thereafter.

An immediate report to Gardai directly may be necessary to safeguard against the loss or destruction or deterioration of important evidence in cases which are evidently criminal in nature, for example a crime scene.

Anonymous Allegations or Concerns

Anonymous reports should be treated with care. In some cases, such reports can be vexatious.

In other cases, the reporter may be genuine and because of fear, intimidation or other good reason cannot come forward. Clubs together with the National Designated Liaison Person should consider the report and any possible evidence in support before reaching a final decision on how to deal with the issue. If the issue cannot be ruled out, consultation with the Tusla or An Garda Síochána may be sought where their wider expertise may enlighten the decision.

Concerns or Suspicions not amounting to Child Protection Concerns of Abuse or Harm

Non-compliance with guidelines and codes of conduct or practice may not amount to child abuse or harm, and while breaches can never be ignored – they should be addressed suitably at Club level – care, deliberation and consultation with the National Designated Liaison Person should occur before reaching a decision as to whether possible abuse or harm has occurred and a decision reached on referring the matter to the civil authorities or not.

Protected Disclosure.

Where an officer or volunteer in any Club feels a volunteers behaviour, competency or practice is defective, deficient or in non-compliance with a code of behaviour and other guidelines, they should discuss their view with that volunteer. If a satisfactory outcome is not achieved the issue should be raised with Club Chairperson for appropriate resolution. Where the issue is not resolved by the Chairperson, the person with the concern has the right to

escalate their concern to the No Name! Club and if appropriate this may be passed on to the National Designated Liaison Person.

Staff, officials and volunteers as well as young people must be facilitated to express concerns about the practice of others involved in No Name! Club activities. They must be reassured that raising a proper concern is important and is supported and that an appropriate resolution will be put in place.

The need to be vigilant and to deal with concerns appropriately will be reinforced in training.

Role of the National Designated Liaison Person

It is the role of the National Designated Liaison Person(Mandated) to receive and process information where it is alleged or suspected that a young person or young people are being or have been abused or harmed while in any way involved with No Name! Club activity or events. The same responsibility applies to a situation where a disclosure is made or a concern or suspicion arises outside of the organisation's remit but the issue is raised at an activity or event or through our staff, officials or volunteers. The responsibility to prioritise the safety of young people is always paramount.

An example is where a young person attends an activity or event and has been subjected to abuse or harm quite recently at any other location.

Immediate reporting should occur in any case where a young person is in imminent danger or where other young people may be at risk.

The role of the National Designated Person (Mandated) involves:

- Providing support and assistance to No Name! Club around Child Safeguarding issues.
- Receiving information about a concern or allegation.
- Ensuring that the procedure about managing concerns, suspicions, reports or allegations of abuse has been followed and ensuring that an appropriate referral has been made to the proper authority in appropriate cases.
- In any urgent case where a young person or others are at imminent risk of serious abuse or harm, taking appropriate action to ensure that a young person is not left in that situation.
- Ensuring that any evidence pertaining to any possible investigation is notified to the proper authority.
- Informing the Executive Programme Manager of No Name! Club prior to any reports being made to the civil authorities, except where immediate intervention is required.
- Assisting the civil authorities where requested subsequent to a report having been made. Keeping a written account of such contacts. Updating relevant parties including the Executive Programme Manager on progress in the investigation within the confines of confidentiality.

- Appraising the Executive Programme Manager or the Chairperson of the Board of Directors where allegations exist against any member of staff, official or volunteer relative to their holding a position within the organisation.
- Assist, cooperate and support with any internal review or investigation conducted by the Board around Child Safeguarding issues or allegations.
- Assist the Policy Committee in reviewing Child Safeguarding Policy and how guidelines are being complied with.
- Making recommendations from time to time on how the Child Safeguarding policy can be strengthened or reinforced within Clubs or within the organisation and reviewing the Child Safeguarding Policy on a national basis when needed as required.

Guidelines on Confidentiality

Due to the sensitivity of information held in No Name! Club, all members of staff are asked to sign a confidentiality agreement on commencement of employment. Please see No Name! Club Data Protection Policy for further information.

Guidelines for sharing information with Statutory Agencies

No Name! Club will establish links with statutory child protection agencies – Tusla and An Garda Síochána – to develop good working relationships in order to prioritise the safety of young people. Our Organisation also welcomes the participation of employees of those agencies as volunteers and officers within clubs and at Board level.

The National Vetting Bureau is the source where volunteers, officers and staff achieve vetting as part of our Child Safeguarding Policy and where those vetted consent in writing to the vetting process. Please see No Name! Club Garda Vetting Policy, Data Protection Policy and Communications Policy for further information.

Guidelines for sharing information with young people and Parents/Guardians/Carers

Please see No Name! Club Communications Policy.

Procedures for dealing with accidents

No Name! Club has developed a comprehensive Health and Safety Statement which is included in the club manual that is issued to all No Name! Clubs and available for download from www.nonameclub.ie The rules for dealing with accidents are set out in that document.

Child Safeguarding Policy requires that all accidents and near misses, whether resulting in injury or not, must be recorded on an Accident/Near Miss Form.

Dealing with accidents/near misses will be the responsibility of the Club concerned. Corrective action will be taken where necessary to avoid a reoccurrence and the Club with the Young People and Parents/Guardians/Carers will decide jointly if the activity is to be repeated or venue is to be revisited. Advice and support will be available from the National Office.

Accidents involving persons who are not members of No Name! Club but are visiting or working on the premises must also be reported.

Parents, Guardians or Carers are to be informed as soon as possible.

The following details are required when reporting accidents/near misses:

- Date, Time and Place of the Incident.
- Name, Address, Occupation (if applicable) and Age of the injured person(s).
- Circumstances, including cause and nature of the injury and the arrangements made for its treatment.

Clubs must equip themselves with a First Aid Box and a member of the Adult Committee or a Young Person is to be suitably trained in First Aid.



No Name! Club

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**An Roinn Leanaí
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