

# STANDARD OPERATING PROCEDURE

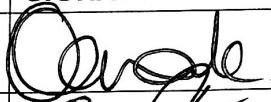
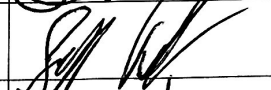
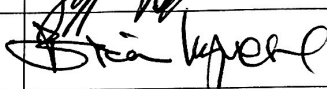
Waterford Harbour Sailing Club

SOP No: WHSC 005.03

SOP Title: Child Safeguarding

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SOP Title Child Safeguarding Procedure

	NAME	TITLE	SIGNATURE	DATE
Author	Oona Kavanagh	Club Children's Officer		12/7/25
Reviewer	Geoff Plant	Secretary		12/7/25
Authoriser	Brian Lynch	Commodore		12/7/25

Effective Date:

12/07/2025

## Revision History

### Revision 01

- Draft Document

### Revision 02

- Updated to due committee change

### Revision 03

- Updated appendix documents, updated I.S.A contacts

Revision 04. Removal of Duplications and Updated information

## Waterford Harbour Sailing Club Safeguarding Policy

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## WHSC CHILD SAFEGUARDING STATEMENT

Waterford Harbour Sailing Club (WHSC) is a sailing club located in Dunmore East Harbour, Co. Waterford. The club offers members including young people opportunities to participate in sailing, through sailing courses, race training, fun sailing, and competitive club competitions as well as participation in National level competitions.

WHSC is committed to safeguarding children by working under the guidance of Irish Sailing and Sport Ireland, with our staff and volunteers working with our young people throughout the organisation and seek to create a safe environment for young people to grow and develop.

WHSC's written Risk Assessment document indicates the areas of potential risk of harm, the likelihood of the risk occurring, and gives the required policy, guidance or process documents required to alleviate these risks.

The Risk Assessment was undertaken on Wednesday 16/7/25

Our Child Safeguarding Statement has been developed in line with requirements under the Children First Act 2015, (the Children First: National Guidance, and Tusla's Child Safeguarding: A Guide for Policy, Procedure and Practice).

WHSC has the following procedures in place as part of our Safeguarding Policies:

- Procedures for the management of allegations of abuse or misconduct by staff or volunteers against a child availing of our activities
- Procedures for the safe recruitment of staff and volunteers to work with children in our activities.
- Procedures for access to child safeguarding training and information, including the identification of the occurrence of harm
- Procedure for reporting of child protection or welfare concerns to Statutory Authorities

WHSC's Children's Officer is Oona Kavanagh

We recognise that implementation is an ongoing process. WHSC Sailing club is committed to the implementation of this Child Safeguarding Statement and the procedures that support our intention to keep children safe from harm while availing of our services.

This Child Safeguarding Statement will be reviewed by 16/7/27

For queries on this Child Safeguarding Statement, all relevant concerns, allegations, complaints and their outcomes should be notified to

WHSC's Club Children's Officer, Oona Kavanagh

Other Important people re Safeguarding in WHSC

Brian Lynch, Designated Liaison Person

Luke Murphy: Irish Sailing Association, Child Safeguarding Lead

Further Information with regard to the above and how to enrol in Safeguarding course are available on Irish Sailing Association website in the "library" section

## RISK ASSESSMENT

This Sailing Club written Risk Assessment document indicates the areas of potential risk of harm, the likelihood of the risk occurring, and gives the required policy, guidance or process documents require to alleviate these risks. The list of risks identified and procedures to manage these risks are contained in the following categories:

Risk Identified	Procedure in place to manage risk identified
<b>Club and Coaching Practices</b> <ul style="list-style-type: none"> <li>— Lack of coaching qualification.</li> <li>— Supervision issues.</li> <li>— Unauthorised photography &amp; recording activities.</li> <li>— Behavioural Issues.</li> <li>— No guidance for travelling &amp; away trips</li> <li>— Risk of harm of sexual abuse of a child by a volunteer/member of staff while away on an overnight trip</li> <li>— Lack of adherence with misc. procedures in Safeguarding policy</li> </ul>	<ul style="list-style-type: none"> <li>— Junior Sailing Procedure</li> <li>— Training Matrix / Safeguarding 1</li> <li>— WHSC Data Protection Policy 2025</li> <li>— Code of Conduct / Safeguarding 1 / Complaints &amp; Disciplinary policy</li> <li>— To be reviewed 2026, no trips planned for 2025</li> <li>— To be reviewed 2026, no trips planned for 2025</li> <li>— Safeguarding Policy / Complaints &amp; disciplinary policy</li> </ul>
<b>Complaints &amp; Discipline</b> <ul style="list-style-type: none"> <li>— Lack of awareness of a Complaints &amp; Disciplinary policy.</li> <li>— Difficulty in raising an issue by child &amp; or parent</li> <li>— Complaints not being dealt with seriously</li> </ul>	<ul style="list-style-type: none"> <li>— Complaints &amp; Disciplinary procedure</li> <li>— Complaints &amp; Disciplinary procedure</li> <li>— Complaints &amp; Disciplinary procedure</li> </ul>



## Risk Assessment contd...

<p><b>Reporting Procedures</b></p> <ul style="list-style-type: none"> <li>— Lack of knowledge of organisational &amp; statutory reporting procedures</li> <li>— No DLP appointed.</li> <li>— Concerns of abuse or harm not reported.</li> <li>— Not clear who YP should talk to or report to.</li> </ul>	<ul style="list-style-type: none"> <li>— Reporting procedures/policy / Members Code of Conduct</li> <li>— Reporting procedures/policy</li> <li>— Reporting procedures/policy / Child Safeguarding Level 1</li> <li>— Post the names of CCO, DLP and Mandated person on WHSC noticeboard.</li> </ul>
<p><b>Use of Facilities</b></p> <ul style="list-style-type: none"> <li>— Unauthorised access to designated children's play &amp; practice areas &amp; to changing rooms, showers, toilets etc....</li> <li>— Unauthorised exit from children's areas.</li> <li>— Photography, filming or recording in prohibited areas.</li> <li>— Missing or found child on site.</li> <li>— Children sharing facilities with adults e.g. dressing room, showers etc...</li> </ul>	<ul style="list-style-type: none"> <li>— Junior Sailing Procedure</li> <li>— Training Matrix</li> <li>— Data Protection Policy</li> <li>— Club Safety Statement.</li> <li>— Safeguarding policy.</li> </ul>
<p><b>Recruitment</b></p> <ul style="list-style-type: none"> <li>— Recruitment of inappropriate people.</li> <li>— Lack of clarity on roles.</li> <li>— Unqualified or untrained people in role.</li> </ul>	<ul style="list-style-type: none"> <li>— Junior Sailing procedure and recruitment</li> </ul>

## Risk Assessment contd...

<p><b>Communications</b></p> <ul style="list-style-type: none"> <li>— Lack of awareness of 'risk of harm' with members and visitors.</li> <li>— No communication of Child Safeguarding Statement of Code of Behaviour to members of visitors.</li> <li>— Unauthorised photography &amp; recording of activities.</li> <li>— Inappropriate use of social media &amp; communications by under 18's</li> <li>— Inappropriate use of social media &amp; communications with under 18's.</li> </ul>	<ul style="list-style-type: none"> <li>— Child Safeguarding Statement / Training Policy.</li> <li>— Child Safeguarding Statement (display) / Members code of Conduct</li> <li>— Data Protection Policy</li> <li>— Members Code of conduct</li> <li>— Members Code of conduct</li> </ul>
<p><b>General Risk of Harm</b></p> <ul style="list-style-type: none"> <li>— Harm not being recognised.</li> <li>— Harm caused by: Child to Child. Coach to Child. Volunteer to Child. Member to Child. Visitor to Child.</li> <li>— General behavioural issues.</li> <li>— Issues of Bullying.</li> <li>— Vetting of staff/volunteers.</li> <li>— Issues of Online Safety</li> </ul>	<ul style="list-style-type: none"> <li>— Safeguarding policy / Child Safeguarding Training.</li> <li>— Safeguarding policy / Child Safeguarding Training</li> <li>— Members Code of Conduct</li> <li>— Anti-Bullying policy.</li> <li>— Junior Sailing Procedure</li> <li>— Data Protection Policy</li> </ul>

This Risk Assessment was undertaken 16/7/25

## POLICIES AND PROCEDURES

Our Child Safeguarding Statement has been developed in line with requirements under the Children First Act 2015, (the Children First: National Guidance, and Tusla's Child Safeguarding: A Guide for Policy, Procedure and Practice). In addition to our Risk Assessment document described above, there are further procedures that support our intention to safeguard children while they are availing of our activities.

WHSC has the following procedures in place as part of our Safeguarding Policies:

- Procedures for the management of allegations of abuse or misconduct by staff or volunteers against a child availing of our activities.
- Procedures for the safe recruitment of staff and volunteers to work with children in our activities.
- Procedures for access to child safeguarding training and information, including the identification of the occurrence of harm.
- Procedure for reporting of child protection or welfare concerns to Statutory Authorities.
- Procedure for maintaining a list of the persons (if any) in the relevant service who are mandated persons.
- Procedure for appointing a relevant person (Club Children's Officer).

***Please note that all procedures listed are available on request.***

Luke Murphy is the relevant person for Irish Sailing Association, and he is also a mandated person as set out in the Children First Act 2015. Luke can be contacted on 087 1940867

### Implementation

We recognise that implementation is an ongoing process. Our club is committed to the implementation of this Child Safeguarding Statement and the procedures that support our intention to keep children safe from harm while availing of our activities.

Please note the following:

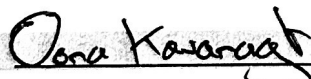
- That all volunteers and staff have been furnished with a copy of this statement.
- This statement is available to parents/guardians, the Agency & members of the public on request.
- This statement will be displayed in a prominent place by the Club.

The Waterford Harbour sailing Club Child Safeguarding Plan including all policies and procedures is available on request or at the following webpage for download at [www.WHSC.ie](http://www.WHSC.ie)

This Child Safeguarding Statement will be reviewed on 15/7/25

Signed:  Date: 15.07.25.

(By the Club Children's Officer (Relevant Person) On behalf the Club)

Name:  Phone no: \_\_\_\_\_

## APPENDIX A - ANTI-BULLYING POLICY (POLICY 004)

### What is Bullying?

Bullying can be defined as repeated aggression be it verbal, psychological, physical or cyber conducted by an individual or group against others.

It is behaviour that is intentionally aggravating and intimidating and occurs mainly in social environments such as online, schools, clubs and other organisations working with children and young people. It includes behaviours such as teasing, taunting, threatening, hitting and extortion behaviour by one or more children against a victim.

The acronym **STOP** – Several Times On Purpose - can help you to identify bullying behaviour.

### How would you know if a child is being bullied?

All bullies operate using furtiveness, threats and fear. Bullying 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 a young person might be getting bullied ...

- 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.
- Changes in behaviour (withdrawn, stammering, moody, irritable, upset, distressed)
- Attempting suicide or hinting at suicide.
- Anxiety (shown by nail-biting, fearfulness, tics).

*There are other possible reasons for many of the above*

### Who should deal with bullying?

While the more extreme forms of bullying would be regarded as physical or emotional abuse and are reported to the health board or An Garda Síochána, dealing with bullying behaviour is normally the responsibility of all Leaders within this club / organisation.

### How can it be prevented?

- Ensure that all members follow 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 bullies and the group of young people, 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.

### What is the 'No Blame' Approach?

#### Step 1 – Interview with the victim

If you find that there has been an incident of bullying, first talk to the victim. 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?
- "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.

**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 bully, discuss how things are going, who is doing what and have there been other incidents. This allows for continual monitoring and 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.

## **APPENDIX B– DISCIPLINARY, COMPLAINTS & APPEALS PROCEDURES**

### **Introduction**

Each club / centre should ensure that it has adequate disciplinary, complaints and appeals procedures in place. 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 Club Children's Officers/ Designated Liaison Person's or other organisation/club Sports Leaders. The standard reporting procedure outlined in the Statutory Authorities guidelines should be followed by each sailing club/ training centre and adhered to by its members and staff.

### **Recommended Procedures**

A quality sailing club/training centre 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 instructors, coaches, volunteers and members.

Each club/training centre on receiving a complaint, should appoint a disciplinary committee to resolve problems relating to the conduct of its members. This should include bullying.

The complaint should be in writing to the Secretary or Club Children's Officer and should be responded to within 5 working days.

The committee should consist of a representative from the Executive Committee, the Club Children's Officer and ordinary registered members of the club. If the complainant is under 18 years of age, correspondence should be addressed to the parents/ carers and invited to partake in the process.

If the complaint involves suspected abuse or a criminal offence the children's officer/designated person should be consulted, and the disciplinary committee disbanded. The statutory authorities will then be informed.

The disciplinary committee 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 Executive Committee of the progress of the disciplinary process. This should be done within 10 working days.

The disciplinary committee should furnish the individual with the nature of the complaint being made against him/her and afford him/her the opportunity of providing a response either verbally or in writing, but usually at a meeting with the disciplinary committee. It is advised to take onboard any information that witnesses can give from both parties of the complaint.

Written confidential records of all complaints should be safely and confidentially kept in compliance with GDPR 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 disciplinary committee 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/ carers.

### **Appealing Procedure**

If the member against whom the complaint was made is unhappy with the decision of the disciplinary committee s/he should have the right to appeal the decision to an appeals committee (independent of the disciplinary committee). Any appeal should be made in writing within 10 days of the decision of the disciplinary committee. The chairperson of the appeals committee should be a member of the Management Committee. The appeals committee should consult with the Club Children's 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 disciplinary committee.

If any party is not satisfied with the outcome the matter can be referred to the governing body Irish Sailing.

*However, efforts to resolve the issue at local level should be exhausted before the National Governing Body is engaged in attempts to resolve the matter.*

To make an appeal to Irish Sailing it must be in writing and addressed to:

Ciarán Murphy

National Children's Officer

Irish Sailing

3 Park Road, Dun Laoghaire, Co. Dublin

ciaran.murphy@sailing.ie

**APPENDIX D – WHSC ACCIDENT / INCIDENT LOG****Details of Accident / Incident**

Classify as an Accident or Incident \_\_\_\_\_

Date and time of event: Date: \_\_\_\_\_ Time (24hr) \_\_\_\_\_

Location: \_\_\_\_\_

Recorded by: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor \_\_\_\_\_ Group \_\_\_\_\_

Describe the injury or incident:

Were there any witnesses? \_\_\_\_\_ If so, give names and contact details:

**Was anyone injured?**

Name: \_\_\_\_\_ Age: \_\_\_\_\_ M / F \_\_\_\_ Phone: \_\_\_\_\_

*If a number of people injured, then record their details on overleaf and indicate so here or attach additional forms***Action taken:**

Immediate Action to make situation safe:

List people notified of event (Parents, Safety Officer, JO, etc):

**Learning Points from Incident:****Signed & Dated by:**

Senior Instructor / Coach / Leader: \_\_\_\_\_

Junior Organiser / Safety Officer: \_\_\_\_\_