

# **Kinvara Bay Sailing Club**

## Child Protection Document

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# Mission statement

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**Kinvara Bay Sailing Club (KBSC)** is a family orientated organization whose purpose is to promote, enable and accommodate water based sailing and boating activities, both on and off the water. We endeavor to pursue this in a safe, social and enjoyable atmosphere that is open and inclusive of all levels and abilities.

## Core Values

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As an organization KBSC is totally committed to the code of ethics and good practice for the care and protection of all young and adult participants in our Club. The following are the core values that inform our practice:

- All participants will be accommodated irrespective of their competence and ability.
- KBSC operates to a nondiscrimination policy whereby we are open to all irrespective of age, gender, race, social or ethnic background, physical/intellectual ability, political or religious persuasion and sexual orientation.
- All interactions with a young person/vulnerable adult are based on maintaining both the integrity and respect for the young person/vulnerable adult. Any attempt to exploit or undermine a young person by verbal, physical, emotional or sexual abuse of any nature is unacceptable and will not be tolerated by the members of KBSC.
- KBSC operate a zero tolerance policy with regards to bullying behavior. Please consult club constitution for further information.
- KBSC practices a mandatory reporting policy in reference to child protection.

# Guide & Code of Conduct for Young People

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KBSC wishes to provide the best possible environment for all young people involved in sailing/ water based activities. As participants, the young person has rights which must be respected and responsibilities that they must accept. Young people need to be encouraged to realize that they have responsibilities to treat their peers, other adult sailors, instructors and invited guests with fairness and respect.

Young participants are entitled to:

- Be listened to
- Be believed
- Be safe and to feel safe
- Be treated with dignity, sensitivity and respect
- Have a voice in our Club
- Participate on an equal basis
- Be happy, have fun and enjoy our activities
- Experience competition at a level at which they feel comfortable
- Make complaints and have them dealt with
- Get help against bullies
- Say No
- To protect their own bodies
- Confidentiality **WHERE APPROPRIATE** (When operating to a mandatory reporting policy we will need to explain the terms of confidentiality in this context, particularly to the young person concerned)

As a young person and a member of KBSC it's important that:

- I strive to treat all leaders, assistant leaders, guest instructors, parents, and my own peers with respect at all times
- I am supportive and sensitive to the needs of others
- I respect other members of other teams when in competition
- I do not behave in a manner that would reflect badly on the club

- I respect the property of the club and other clubs visited as part of KBSC activities
- I respect the operational environment that we share with other water based users

If I have difficulties of any nature it is important that I tell my parents, an adult that I trust and/or **Ailish O' Shea** who is the Child Protection Officer for KBSC.

# Guide for Parents

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As a Parent of a KBSC young participant:

- I accept that KBSC is a family orientated organisation that has an expectation that I will assist in junior activities organised by the club both on and off the water
- I take responsibility for the supervision of my child when shore side and at club activities
- I will endeavour to oversee that the core values of dignity and respect towards all participants is maintained during all club activities
- I will strive to follow all practice protocols of the club

In the event of a dispute or complaint I agree to abide by the guidelines as set down in our Club Constitution for dealing with such matters. The Club Constitution is available on the club website at [www.kbsc.info](http://www.kbsc.info)

# Guide for Adult Leaders

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The safety of the young person is of paramount importance and all actions taken will be in line with the guiding principles of the ISA (as found on the ISA website). Every effort will be made to ensure that individuals leading sessions are suitably competent, qualified or both.

As a Leader in KBSC:

- I accept the core values of the club as laid down in both our Club Constitution and this document
- I will endeavour to ensure that the safety, welfare and wellbeing of all young persons in my care will be maintained to the best of my ability
- I will strive to be generous in my praise of a young person's achievements
- I will avoid disparaging remarks that only serve to undermine a young person's confidence in their own abilities
- I will lead a group with another competent adult or shore marshal to ensure that the welfare, safety and protection of both the young person and marshal are maintained at all times.

## *Leaders' working relationship with the young person*

As a leader my relationship with the young person is based on respect for the integrity and dignity of the young person in my care. I accept that any physical contact with the young person should always be intended to meet the child's needs and not the adults. Appropriate contact is used in the context of assisting the young person in the development of a skill or activity or for safety reasons to prevent or treat an injury.

# Disciplinary Issues and Complaints

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In the event of a dispute between parties an independent mediator will be appointed with the consent of both parties concerned. In the event of an irreconcilable difference a disciplinary committee will be formed in line with protocols defined by the ISA and comprising of members from the KBSC Committee and its membership. In the event of continuing irreconcilable differences the following procedure will be followed:

1. The appointment of an Appeals committee
2. ISA to appoint an external appeals committee
3. The National Sports Council to appoint an appeals committee
4. Judicial litigation

In the event of a complaint involving suspected abuse or alleged criminal offence where there are reasonable grounds for concern, the designated Child Protection Officer, *Ailish O'Shea*, will immediately instigate the procedure concerning disclosure as laid down in line with the code of ethics and good practice concerning children in sport. The KBSC Chair will be informed that a situation has arisen, and the relevant authorities will be informed.

All notes concerning a disclosure will be held on a strictly confidential basis and handed over to the investigating authorities without haste. A note of the incident will be kept on record by the executive committee for a period of five years.



# Protocols concerning KBSC practices

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## *Changing clothes*

In the event of an absence of proper changing facilities the discretion of the Parent/Guardian takes precedence for the protection, privacy and dignity of the child concerned.

## *Showering when using Centres*

Two non-participating adults will be appointed in a supervisory capacity to insure the wellbeing of all children and adults is maintained at all times.

## *Transport*

It is the responsibility of parents to make their own arrangements in dropping their children to and from events. Parents are informed of the plans re pick up and drop off points.

## *Mobile phones*

We accept that appropriate use of mobile phones is acceptable. Inappropriate use of mobile phone or camera phones is unacceptable

## *Social media*

The administration of the club social media sites (Facebook and KBSC Website) is controlled by an appointed officer of KBSC and will only be used for the purpose of promoting club activities.

A data base of emails and mobile numbers for subscribers is used to communicate with members in relation to club events and activities and is administered by an appointed officer of the club.

# Recruitment Policy for Leaders

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KBSC will take all reasonable steps to ensure that Leaders are appropriately competent, experienced and suitable to work with young people. The responsibilities of the role and the level of competence & qualifications required will be drawn up and explained by KBSC Safety Officer Mr Paul Crowley.

External instructors employed by KBSC for the purpose of delivering organised training sessions will be sourced from recognised national authorities.

## KBSC Garda Vetting

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### *Statement of non-discrimination*

KBSC is committed to equal opportunity for all applicants including those with criminal convictions and/or charges. Information about criminal convictions and/or charges is requested to assist the selection process and will be taken into account only when the conviction and/or charges are considered relevant to the voluntary post. Any disclosure will be seen in the context of the job of volunteer leader criteria, the nature of the offence and the responsibility for the care of the young person.

For the purposes of your application for the post of: Volunteer

In KBSC it is our policy to ask for a check to be carried out by the Garda vetting agency in conjunction with the ISA.

### *Advice to Applicants*

Please complete this form as accurately as possible and return it marked "Confidential" in the envelope provided. An arrangement will be made with you to discuss any clarification if required. Please keep a copy of your application on your own file system.

**<<insert Garda Vetting Form in appendices >>**

# Schedule

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Please note that this document is a working document and is continuously under review. If there are areas that have been omitted please do not hesitate to contact Ailish O'Shea on 085 7030121 or [ailishos@gmail.com](mailto:ailishos@gmail.com)

Awaiting the return of the following from the ISA:

- Detailed list of the misnomers considered by the ISA that would result in an application by a volunteer being denied
- Clarification on the degree required
- Protocols regarding the appointment/recruitment of instructors
- 6/303 in GBSC two of which belong to the ISA and could be made available to us for disabled sailing. Terms and conditions apply.

# Appendices

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*Appendix A – Membership Application Form*

*Appendix B – Declaration & Consent Form*

*Appendix C – Garda Vetting Form*

Payment Details	
Received by:	_____
Date received:	_____
<input type="checkbox"/> Cash	<input type="checkbox"/> Cheque

# Kinvara Bay Sailing Club

## Membership Application Form

Annual club membership runs from **1/1/2015** to **30/12/2015** & anybody joining midterm will be liable to the full subscription. Membership is at the discretion of the Club committee who reserve the right to refuse, or in certain circumstances terminate, membership.

**Type of Membership required:**     **Family (€60)**     **Individual (€50)**

Applicant Name: \_\_\_\_\_ Address: \_\_\_\_\_

Tel (home/work): \_\_\_\_\_

\*Mobile No.: \_\_\_\_\_ \*Email: \_\_\_\_\_

*\* Mobile numbers & email addresses will be added to Club distribution lists*

For Family Membership, please provide the following:

Other Members	First Name	Surname	Date(s) of Birth
Spouse			n/a
Child 1 (u18)			
Child 2 (u18)			
Child 3 (u18)			
Child 4 (u18)			
Child 5 (u18)			

Are you a member of the ISA?     Yes     No

Are you a boat owner?     Yes     No    If **Yes**, please provide boat details:

Name of Boat: \_\_\_\_\_ Boat Type: \_\_\_\_\_

Boat Insurer: \_\_\_\_\_ Policy no.: \_\_\_\_\_

Copy attached\*

\* It is KBSC policy that all boats involved in club activity be insured. **This is the responsibility of the boat owner.** All boat owners are REQUIRED to provide a copy of their certificate of insurance to KBSC prior to participating in their first club event during 2015.

**Applicant signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# Kinvara Bay Sailing Club

## Declaration & Consent Form

Is there any medical, dietary information and/or educational requirement that are necessary for a KBSC Leader to be aware of for any family member?  Yes  No

If **Yes**, please give further details:

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Please check as appropriate:

- I give consent to allow my child/children to participate in activities organised by KBSC
- I give my consent to allow my child/children to be photographed and appear on promotional literature or on the web to promote the club
- I confirm that I have read & understood the child protection document and club constitution (on KBSC website) and I understand the conditions as set out therein
- I confirm that my child/children can swim unassisted
- If a boat owner, I have provided KBSC with a copy of my insurance policy  
*Subscription allows the member to access club equipment in accordance with club rules and priority when participating in club sponsored events such as training classes and races.  
Subscription rates provide the KBSC with limited indemnity insurance. The club strongly recommends that all members arrange adequate personal insurance coverage (accident, damage, injury and liability).*

### Declaration

I accept that the activities of Kinvara Bay Sailing Club (KBSC) are adventurous and by their very nature involve a degree of risk of personal injury. I acknowledge that KBSC cannot ensure my complete safety at all times. I accept these risks and agree to be responsible for my own actions and involvement. I accept that KBSC cannot be held liable for any injuries caused to me or caused to others by me.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# **Kinvara Bay Sailing Club**

## **Garda Vetting Form**