



LONGFORD ATHLETICS CLUB

Club Children's Officer (CCO) and Designated Liaison Person (DLP/DDLP) Roles and Responsibilities.

Longford Athletics Club have a duty to promote the welfare and safety of our young members. Staff and volunteers should be alert to the possibility that children with whom they are in contact may be being abused or at risk of being abused. They should know how to recognise and respond to the possibility of abuse or neglect, so as to ensure that the most effective steps are taken to protect a child and to contribute to the ongoing safety of children.

The guiding principles on reporting child abuse or neglect may be summarised as follows:

1. The safety and wellbeing of the child must take priority over concerns about adults against whom an allegation may be made.
2. Reports of concerns should be made without delay to Tusla.

Club Children's Officer (CCO)

The Children's Officer should be a member of or have access to, the Club Management Committee and should be introduced to the young people in an appropriate forum. The Club Children's Officer should have the following role:

- To influence policy and practice within the club in order to prioritise children's needs
- Establish contact with the National Children's Officer at governing body level.
- To ensure that children know how to make concerns known to appropriate adults or agencies.
- To encourage the appropriate involvement of parents/ guardians in the club activities
- To act as an advisory resource to Sports Leaders on best practice in children's sport
- To report regularly to the Club Management Committee.
- To monitor changes in membership and follow up any unusual dropout, absenteeism or club transfers by children or Sports Leaders
- To ensure that the children have a voice in the running of their club and ensure that there are steps young people can take to express concerns about their sports activities / experiences.
- Establish communication with other branches of the club, e.g. facilitate parent's information sessions at the start of the season

- Keep records on each member on file, including junior members, their contact numbers and any special needs of the child that should be known to leaders
- Ensure each member signs up to the code of conduct for sports leaders and children and young people.
- Facilitate Coach/Volunteer Garda Vetting activities as required and maintain a record of status of vetting for all coaches/volunteers. Address any concerns arising from vetting returns in line with guidance from https://www.athleticsireland.ie/downloads/other/Sport_Ireland_SafeguardingGuidance.pdf
- In conjunction with DLP, report disclosures or observations of concern to the appropriate authorities.
- Ensure that records on child protection concerns, allegations and disclosures are kept securely and safely within the organisation/club.
- Records should only be used for the purpose for which they are intended.
- Records should only be shared on a need to know basis in the best interests of the child/young person.

Ensure that the club rules and regulations include:

- complaints, disciplinary and appeals procedures.
- an anti-bullying policy.
- safety statement.
- rules in relation to traveling with children.
- supervision and recruitment of leaders.

Note: Rules in relation to travelling with children are not required as Club coaches/volunteers do not transport children or young athletes to events within their role as a club coach/volunteer. In the event that overnights are required, children and young athletes are the sole responsibility of their parents.

Designated Liaison Person (DLP)

Each NGB/Club must appoint a Designated Liaison Person (DLP). In Longford AC, a DLP is not appointed and this responsibility resides with the Club Chairperson.

- The DLP is a resource for volunteers/coaches and should ensure that the clubs reporting procedures are followed.
- The DLP reports any suspected cases of child neglect or abuse to the Duty Social Worker in Child and Family Agency/Túsla or an Garda Síochána/ Gateway team or PSNI.
- The DLP should also inform the NCO that a report has been submitted without identifying details
- The DLP should be knowledgeable about child protection and undertake any training considered necessary i.e. Safeguarding 3.

- The DLP should familiarise themselves with the statutory and support services within their locality
- Have knowledge of the Safeguarding Code and relevant child protection legislation (Children First Act 2015 (ROI)/National Vetting Bureau Act 2012-2016 (ROI) .

Reviewed and ratified 15 Mar 2022