



Softball Leinster

Safeguarding Policies

(Adapted from Softball Ireland Safeguarding Policies)

Table of Contents

Table of Contents	2
Document Details	4
Glossary of Terms and Abbreviations	5
Introduction.....	6
Core Values and Ethos	7
Child Safeguarding Statement and Risk Assessment	8
Safeguarding and Training Policy.....	12
Safeguarding 1 (ROI).....	13
Safeguarding 2 (ROI).....	13
Safeguarding 3 - Designated Liaison Person (DLP)	13
Safeguarding Online Refresher (ROI).....	13
Impact of COVID-19 Pandemic on Training.....	14
Recognising and Reporting Child Abuse Policy.....	15
Recognising Child Abuse.....	15
Responding to an allegation from a young person	16
Reporting Structure for Safeguarding Issues for Clubs (ROI/NI).....	17
Garda Vetting Policy.....	18
Garda Vetting Process.....	18
Disclosures	19
Storing information	19
Re-vetting.....	19
GDPR.....	19
Roles with Safeguarding Responsibilities	21
Codes of Conduct.....	22
Coaches / Managers Code of Conduct	23
Officials Code of Conduct	24
Parent / Guardian Code of Conduct.....	25
Athlete Code of Conduct	26
Filming and Photography Policy	27
Appendices.....	29
Appendix 1 - Child Safeguarding Statement and Risk Assessment (Club)	29
Appendix 2 - Safeguarding Incident Log.....	29

Appendix 3 - Federation of Irish Sport Vetting Service ID..... 29

Appendix 4 - NVB 1 Vetting Invitation Form 29

Appendix 5 - NVB 3 Parent Guardian Consent Form 29

Appendix 6 - Under 18 Membership Form 29

Document Details

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Glossary of Terms and Abbreviations

Below is a list of terms and abbreviations used throughout this document:

Term	Description	Abbreviation
National Governing Body	Refers to 'Softball Ireland'	NGB
Regions	Refers to the regional associations on the island of Ireland (SL / SU / FP / GS)	-
Board	Refers to the Softball Leinster Board	-
Softball Ireland	The NGB of softball on the island of Ireland	SI
Softball Leinster	The regional association for Leinster	SL
Under 18	Refers to all players under the age of 18 years	U18
National Vetting Bureau		NVB

Introduction

Softball Leinster are committed to providing a fun, safe and inclusive environment for young people and vulnerable adults to learn and play our sport. The following safeguarding policy has been developed to carry out the directives of the Children First Act and Guidance and is guided by the Sport Ireland Safeguarding Guidance for Children and Young People in Sport. The policy will outline the legislative requirements that Softball Leinster and their clubs have, and the role they play, in safeguarding young people and vulnerable adults in sport in the Republic of Ireland. The paramount principle of the following information is the safety and welfare of all young people and vulnerable adults in our care and the structures of our sport. We are committed to ensuring compliance measures are met and our personnel are qualified and understand, and adhere to, the legislative requirements, best practice and the Softball Leinster ethos.

All clubs with U18 members must have the following in place:

- Child Safeguarding Statement and Risk Assessment (template provided)
- Reporting procedures and policy (template provided)
- A nominated Club Safeguarding Officer (role descriptor below)

All Club Safeguarding Officers and Coaches/Managers must complete the following training:

Republic of Ireland: Sport Ireland Safeguarding 1 Basic Awareness Workshop (ALL)
Sport Ireland Safeguarding 2 Club Children's Officers Workshop (CSO only)
Sport Ireland Safeguarding 3 Designated Liaison Person Workshop (CSO only)
Garda Vetting Application through the Federation of Irish Sport (ALL)

Key pieces of legislation can be found below:

Children First Guidance for the Protection and Welfare of Children is the statutory support in promoting the Children First Act (2015) in the **Republic of Ireland**.

Roles:

National Children's Officer – responsible for all Safeguarding matters, club support and safeguarding policy development. The NCO is the National Designated Liaison Person.

Child Safeguarding Officer and Designated Liaison Person – responsible for reporting any concerns, disclosures or abuse allegations to the relevant statutory authorities. Ensure the above compliances are in place. They are the first point of contact for club safeguarding queries or concerns.

Core Values and Ethos

Softball Leinster are governed by a core set of values and an inclusive ethos which creates an athlete centred environment and promotes softball in Leinster. The sport is organised on the foundation of life long participation, best practice, excellence, inclusion and fun.

Softball Leinster will support the Softball Ireland vision to provide social, recreational and high-performance sporting opportunities throughout all provinces and communities, by 2025. The leadership structures at all levels of the game will entice, engage and grow new life long participants, driving individual and team passion. We understand the important role good governance plays in providing a safe environment for young people and we are committed to ensuring our athletes feel protected when they train and compete in softball in Ireland.

In order to provide this we will ensure that we are fully compliant with legislation and best practice – taking the lead from Sport Ireland and Softball Ireland. We are aware that young people have rights and will provide opportunities for them to exercise those rights.

Softball Leinster is both the representative organisation for players and the administrative authority of the sport in the Leinster region. We are a 'not for profit' organisation and have no paid employees and rely on volunteers from our membership for the management and administration of softball in Leinster. Softball Leinster is managed by a Board that includes an executive branch consisting of a president, secretary and treasurer. Where necessary we outsource for the delivery of certain services.

Child Safeguarding Statement and Risk Assessment

Section 1 – Organisation Details

Softball Leinster provides various sporting activities and opportunities for young people.

Organisation details:

- **Name:** Softball Leinster
- **Sport:** Slowpitch Softball
- **Location:** Regional Level
- **Activities:** All levels of Softball for all ages

Section 2 – Principles to safeguard children from harm

Softball Leinster is committed to safeguarding children and vulnerable adults under the guidance of Softball Leinster Safeguarding Policies, our volunteers working with our young people, throughout the organisation, seek to create a safe environment for young people to grow and develop within sport. The following set of principles should be adhered to:

- **Importance of Childhood** – The importance of childhood should be understood and valued by everyone involved in sport.
- **Needs of the Child** – All children’s sport experiences should be guided by what is best for children. This means that adults should have a basic understanding of the emotional, physical and personal needs of young people.
- **Integrity in Relationships** – Adults interacting with children in sport are in a position of trust and influence. They should always ensure that children are treated with integrity and respect, and the self-esteem of young people is enhanced.
- **Fair Play** – All children’s sport should be conducted in an atmosphere of fair play. The principles of fair play should always be emphasised, and organisers should give clear guidelines regarding acceptable standards of behaviour.
- **Quality Atmosphere and Ethos** – Children’s sport should be conducted in a safe, positive and encouraging atmosphere.
- **Competition** – Competition is an essential element of sport and should be encouraged in accordance with ability, age and gender. A child centred ethos will help to ensure that competition and specialisation are kept in their appropriate place.
- **Equality** – All children should be valued and treated in an equitable and fair manner regardless of ability, age, gender, gender identity, sexual orientation, religion, social and ethnic background or political persuasion.

Section 3 – Risk Assessment

This Softball Leinster 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 list of risks identified (low, medium, high) and procedures to manage these risks are contained in the following categories:

Club and Coaching Practices	
Risk Identified	Procedure in place to manage risk identified
Lack of coaching qualification.	Coach Standards Policy /Recruitment policy
Supervision issues	Supervision policy
Unauthorised photography & recording activities	Photography & Use of Images policy
Behavioural Issues	Code of Conduct / Safeguarding 1 / Complaints & Disciplinary policy
No guidance for away trips	Travel/Away trip policy / Child Safeguarding Training.

Complaints & Discipline	
Risk Identified	Procedure in place to manage risk identified
Lack of awareness of a Complaints & Disciplinary policy	Complaints & Disciplinary procedure/policy / Reporting procedures
Difficulty in raising an issue by child & or parent	Complaints & Disciplinary procedure/policy / Reporting procedures
Complaints not being dealt with seriously	Complaints & Disciplinary procedure/policy with escalation to NGB

Reporting Procedures	
Risk Identified	Procedure in place to manage risk identified
Lack of knowledge of organisational & statutory reporting procedures	Reporting procedures/policy / Code of Conduct/Safeguarding Training Policy/Induction Training
No Designated Liaison Person appointed	Reporting procedures/policy
Concerns of abuse or harm not reported	Reporting procedures/policy / Child Safeguarding Training – L1
Not clear who young people should talk to or report to	Post the names of Club Safeguarding Officer/ Designated Liaison Person

Use of Facilities	
Risk Identified	Procedure in place to manage risk identified
Unauthorised access to designated play & practice areas	Codes of Conduct/ Safeguarding Training
Photography, filming or recording in prohibited areas	Photography policy and use of devices in private zones
Children sharing facilities with adults e.g. dressing room, showers etc...	Safeguarding policy/Event Management Guidelines

Recruitment	
Risk Identified	Procedure in place to manage risk identified
Recruitment of inappropriate people	Recruitment policy/Safeguarding Policy
Lack of clarity on roles	Recruitment policy/Role descriptors
Unqualified or untrained people in role	Safeguarding policy/ Role Descriptors

General Risk of Harm	
Risk Identified	Procedure in place to manage risk identified
Harm not being recognised	Safeguarding policy / Child Safeguarding Training
Harm caused by: Child to Child Coach to Child Volunteer to Child Member to Child Visitor to Child	Safeguarding policy / Safeguarding Training L1
General behavioural issues	Code of Conduct
Issues of Bullying	Anti-Bullying policy/Code of conduct
Vetting of staff/volunteers	Recruitment policy / Vetting policy
Issues of Online Safety	Social Media / Online Safety policy
Safety in Virtual Environments	Safeguarding Policy

The Risk Assessment was undertaken on: **14/1/2021**

Section 4 – Procedures

Our Child Safeguarding Statement has been developed in line with requirements under the Children First Act 2015 and in Northern Ireland the Club Framework for Safeguarding Standards in Sport. In addition to our Risk Assessment document, above, there are further procedures that support our intention to safeguard children while they are availing of our activities.

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

- Procedures for the management of allegations of abuse or misconduct by volunteers against young people availing of our activities.
- Procedures for the safe recruitment of volunteers to work with young people in our activities.
- Procedures for access to child safeguarding training and information, including identifying 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

Please note that all procedures listed are available on request.

The Relevant Person for Softball Leinster is: **Amanda Ní Ghabhann**

Section 5 – Implementation

We recognise that implementation is an ongoing process. **Softball Leinster** 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 staff/volunteers have been furnished with a copy of this statement.
- This statement is available to parents/guardians and members of the public on request.
- This statement will be displayed in a prominent place by **Softball Leinster**

This Child Safeguarding Statement will be reviewed on **30 August 2021**

Peter Murnaghan - Chairperson

Signed:



Date: 25/02/2021

Amanda Ní Ghabhann – Safeguarding Officer Phone no: 0876660421

Signed:



Date: 25/02/2021

For queries on this Child Safeguarding Statement, please contact: safeguarding@softball.ie

Safeguarding and Training Policy

Softball Leinster is committed to promoting training standards to achieve best practice for the protection of children in sport; consistent with child welfare and protection guidance and relevant legislation. A list of typical roles are outlined below, and the appropriate level of safeguarding training required.

Safeguarding training is required in order to ensure personnel have a basic level of awareness and understanding of safeguarding and roles and responsibilities within the club or Region. It is important that those taking on specific roles implement minimum standards for best practice and behave in accordance to a code of conduct set out by the Region. Safeguarding training provides guidance on identifying, responding to and reporting concerns of abuse.

Role	Requirement
National Children's Officer	Safeguarding 1,2+3 (ROI) Safeguarding 1+2
Club Safeguarding Officer & Designated Liaison Person	Safeguarding 1,2+3 (ROI)
Coaches	Safeguarding 1 (ROI)
Managers	Safeguarding 1 (ROI)
Umpires	Safeguarding 1 (ROI)

Course	Valid for
Safeguarding 1	3 years. Renewal can be done by attending a face to face refresher or completing the online refresher (ROI) also valid for 3 years. If renewal is complete via online options the applicant will need to attend a face to face course for their next renewal.
Safeguarding 2	3 years. Renewal is done by attending Face to Face training.
Safeguarding 3	3 years. Renewal is done by attending Face to Face training.
Safeguarding Refresher online (ROI)	3 years. Renewal is done by attending Face to Face training.

- It is the responsibility of each club to ensure those personnel who are in an above role, which requires regular interaction with young people, are suitably qualified.
- It is a requirement of Softball Leinster affiliation that each club appoints a Club Safeguarding Officer, who meets the above requirements, and also carries out the duties of the Designated Liaison Person.
- A valid certificate of attendance at the required course / courses must be sent to the National Children's Officer.
- Courses are organised by Local Sports Partnerships (ROI) and Softball Ireland
- Sport Ireland approved safeguarding training obtained through other sporting bodies will also be accepted.

IMPORTANT – Volunteers in the above roles who have not attended approved safeguarding training in advance of the Renewal of the Registration process, as it pertains to the individual volunteer, will not have their registration renewed.

Safeguarding 1 (ROI)

Child Welfare & Protection Basic Awareness Courses. This course educates participants on the implementation of best practice in protecting the welfare of children involved in sport.

Validation period: 3 years plus an additional 3 years if Safeguarding 1 refresher e-module is completed online after 3 year face to face course. Certificate of attendance must be renewed after 6 years by attending a face to face SG1 workshop.

Safeguarding 2 (ROI)

Before a person takes up the role of Club Safeguarding Officer they must have a valid certificate of attendance at **Safeguarding 1** training and attend a **Safeguarding 2** training. This course will help the Club Safeguarding Officer to carry out their role and support the implementation of best practice in the club. Participants will also receive a Club Safeguarding Officer Action Planning document as part of the training.

Validation period: 3 years. A Safeguarding 2 certificate may only be renewed by attendance at a Safeguarding 2 face to face workshop.

Safeguarding 3 - Designated Liaison Person (DLP)

Before a volunteer can take up the role of a Designated Liaison Person they must have a valid certificate of attendance at **Safeguarding 1** training and attend **Safeguarding 3** training. The Designated Liaison Person is responsible for reporting allegations or suspicions of child abuse to TUSLA or An Garda Síochána.

Validation period: 3 years. A Safeguarding 3 certificate of attendance may only be renewed by attendance at a Safeguarding 3 face to face workshop.

Safeguarding Online Refresher (ROI)

This is the renewal option for anyone needing to renew their Safeguarding 1 compliancy.

Impact of COVID-19 Pandemic on Training

Due to Covid-19, Face to Face training is not possible. In the interim the following measures will be in place:

- Sport Ireland have developed a virtual Safeguarding 1 and Safeguarding 2 course which can be found via Local Sports Partnerships (ROI) and by Softball Ireland
- Sport Ireland approved safeguarding training obtained through other sporting bodies will also be accepted.

Safeguarding 3 is currently in development and a policy update will be issued when available. During this time the requirement for this course will not be enforced, however we recommend that personnel needing this qualification do so at their earliest convenience.

Recognising and Reporting Child Abuse Policy

Recognising Child Abuse

Under the Children First legislation it is a requirement to report any knowledge, belief, or reasonable suspicion that a child has been harmed, is being harmed, or is at risk of being harmed, to the statutory authorities. By working with young people you have a duty of care to keep them safe; understanding child abuse and the procedures for if you have a concern, or if you receive a disclosure from a young person, will support you in your role. It is everyone's responsibility to keep young people safe. The statutory authorities have a threshold of harm for intervention of abuse; this is the level at which a concern must be reported.

"Harm" means, in relation to a child:

- (a) assault, ill-treatment or neglect of the child in a manner that seriously affects or is likely to seriously affect the child's health, development or welfare, or;
- (b) sexual abuse of the child.

A designated person should be informed if you witness anything that causes you concern; the following definitions have been taken from the Children First Guidance (ROI) and Co-Operating to Safeguard Children and Young People in Northern Ireland (NI):

Physical Abuse:

Physical Abuse is when someone deliberately hurts a child physically, or puts them at risk of being physically hurt. It may occur as a single incident or as a pattern of incidents. Examples of this might be hitting, pinching, burning etc. It is a reasonable concern if you believe the life of the young person is in imminent danger.

Emotional Abuse:

Emotional abuse is the systematic emotional or psychological ill-treatment of a child as part of the overall relationship between a caregiver and a child. A reasonable concern for the child's welfare would exist when the behaviour becomes typical of the relationship between the child and the parent or carer. In sport, bullying may also fall under the category of emotional abuse and may occur in the form of online bullying.

Neglect:

Neglect occurs when a child does not receive adequate care or supervision to the extent that the child is harmed physically or developmentally. This is commonly reported as deprivation of food, clothing, safety, hygiene or medical care. Over a period of time neglect can have a negative impact on a child's emotional and physical development. A reasonable concern for the child's welfare would exist when neglect becomes typical of the relationship between the child and the parent or carer.

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. It includes the child being involved in sexual acts (masturbation, fondling, oral or penetrative sex) or exposing the child to sexual activity directly or through pornography. Any concern about possible sexual abuse constitutes reasonable grounds for concern.

The following are noted in the Children First Guidance as being Reasonable Grounds For Concern:

- Evidence, for example an injury or behaviour, that is consistent with abuse and is unlikely to have been caused in any other way.
- Any concern about possible sexual abuse.
- Consistent signs that a child is suffering from emotional or physical neglect.
- A child saying or indicating by other means that he or she has been abused.
- Admission or indication by an adult or a child of an alleged abuse they committed.
- An account from a person who saw the child being abused

Responding to an allegation from a young person

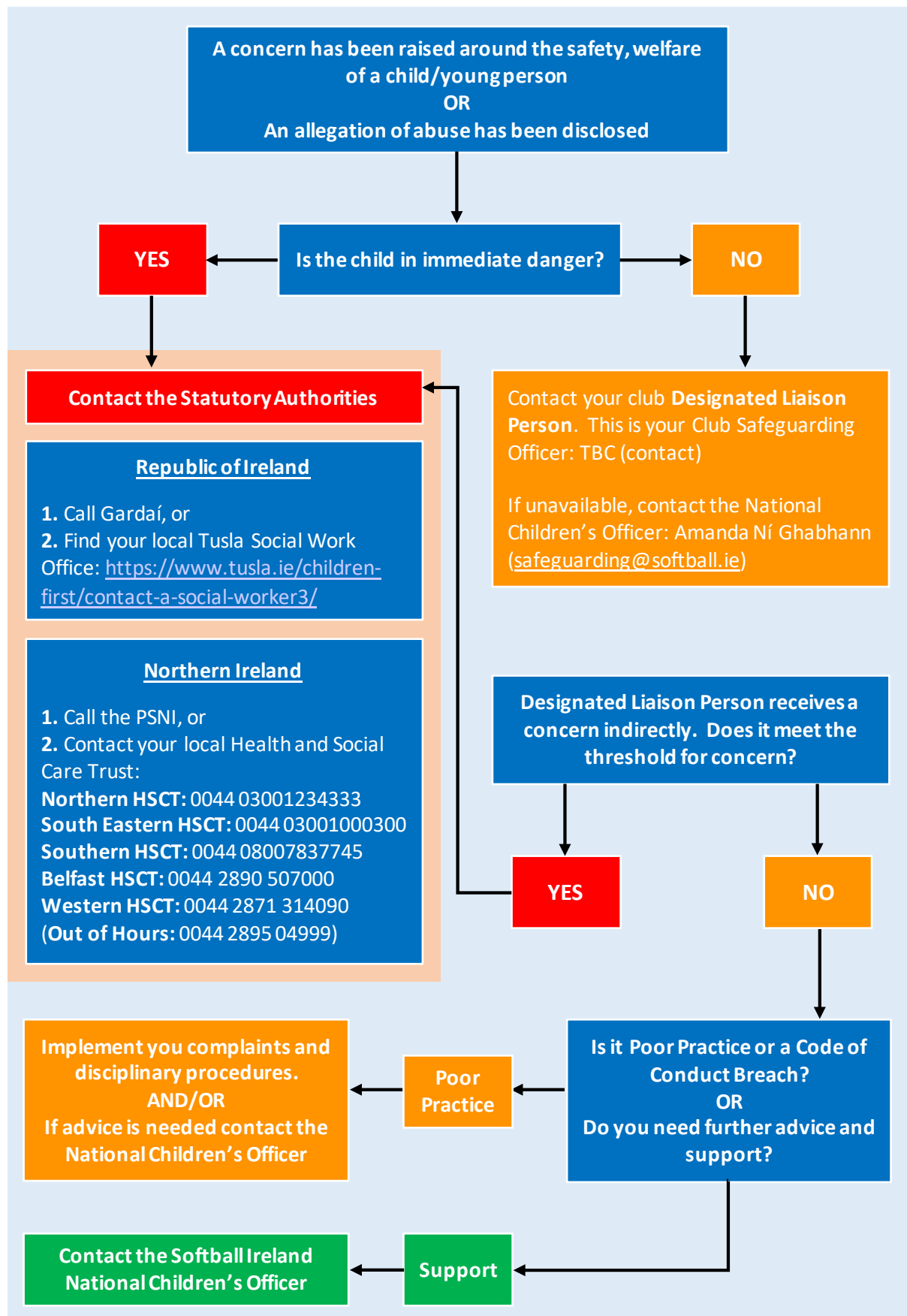
It is important to remember that if a child has chosen to disclose something to you it is because they trust you. It is important to note where a child has made a disclosure which meets the threshold of Reasonable Grounds for Concern you have a duty to report it – you cannot keep this a secret. Remember they are looking for help. Actions that can help you manage the situation include:

- Be sensitive – listen and facilitate vs interview.
- Stay calm – don't react emotionally.
- Take the child seriously.
- Don't promise to keep information a secret.
- Make no judgmental statements.
- Use open, non-specific questions.
- Explain – what happens next?

You should keep a record of the report and note dates, times, locations and contexts in which the incident/s occurred. The next step is to report the allegation to the Designated Liaison Person. If they do not find that it meets grounds for concern you can still choose to report to the statutory authorities yourself. If it is an emergency or you feel the child is in immediate danger you should contact the Gardaí/Police immediately.

IMPORTANT – You must employ a “needs to know” approach. This is confidential outside of the reporting structure and must only be passed on if the person needs to know.

Reporting Structure for Safeguarding Issues for Clubs (ROI/NI)



Garda Vetting Policy

All members of Softball Leinster who regularly work with children and vulnerable adults in a paid or voluntary capacity, and are 16 years+, must complete a vetting application. An individual cannot work or volunteer with children or vulnerable persons unless their vetting application has been completed and the outcome sent to the Liaison Person. As softball is an all island sport there are two types of vetting that members may be required to undertake – Garda Vetting (ROI) and Access NI (ANI). Vetting provides information regarding all prosecutions, pending or completed and/or convictions in respect of an individual applicant to an organisation in the form of a document known as a **Disclosure**.

The National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 provides a statutory basis for the vetting of persons carrying out relevant work with children or vulnerable persons. Safeguarding Vulnerable Groups (NI) Order 2017 is the legislation making it a legal requirement that a person barred from regulated activities is not recruited. An Access NI disclosure is obtained through the Disclosure and Barring Service (NI).

Vetting is conducted on behalf of registered organisations only and is not conducted for individual persons on a personal basis i.e. if you have been vetted for another organisation this will not suffice for Softball Ireland. The Federation of Irish Sport will conduct Garda Vetting (ROI) and Northern Ireland Sports Forum will conduct Access NI (NI) on behalf of Softball Leinster, However disclosures will be referred to Softball Ireland for decision regarding suitability for the role applied for.

Currently the following roles within Softball Leinster require Vetting (if carrying out regular activity with children and Vulnerable Adults):

- Safeguarding Officer
- Regional Coaches
- Coaches
- Club Safeguarding Officers
- Team Managers
- Umpires

Garda Vetting Process

1. Complete the Federation of Irish Sport Vetting Service ID form and the National Vetting Bureau 1 Invitation Form. If applicant is 16-17 years they must also complete National Vetting Bureau 3 consent form.
2. Present the forms and your original ID's with photocopies to one of the people authorised to validate your ID. The necessary forms along with photocopies of the ID used, and the consent form where necessary, must be sent to the Federation of Irish Sport with the payment of €10 per applicant. **Federation of Irish Sports, Irish Sports HQ, National Sports Campus, Blanchardstown, Dublin 15**
Please note: If you have lived in Ireland for less than 12 months you will also be required to supply a police check from your previous country of residence/country of origin.
3. Federation of Irish Sport will upload your information and an e-mail, inviting you to complete the online e-Vetting Form, will be sent from the NVB. This is Important as you will only have 30 days to complete this.

Please note: You will need all previous addresses which you have lived at to complete this step.

4. The Liaison Person will review the e-Vetting Form and submit it to the National Vetting Bureau for processing.
5. The National Vetting Bureau processes the application and forwards a vetting disclosure to the Liaison Person.
6. Softball Ireland will review the vetting disclosure and will advise the applicant of an outcome.

Disclosures

All disclosures will be sent to the National Children's Officer for consideration. A disclosure provides information regarding all prosecutions, pending or completed and/or convictions in respect of an individual. This is used to make a decision regarding the suitability of an application for their role. Where information is received regarding an offence the applicant will be contacted to help the review group to make a decision. The review group will be made up of the President of Softball Ireland, the National Children's Officer and one other non-conflicting board member. All information is strictly confidential and will remain so at all times. All decisions are made on an individual basis and self-disclosure will be taken into consideration. In the case of a person's application being unsuccessful the individual will be given the opportunity to withdraw from the role applied for.

In the case of a dispute in the information received on a vetting disclosure the applicant will need to contact the relevant vetting bureau as Softball Ireland nor Federation of Irish Sport can make this query on their behalf.

Storing information

Vetting disclosures will be stored in accordance with GDPR. All information will be securely kept in an online location by the National Children's officer, who will be the only person with access to this information. Disclosure information will not be shared with any person who is not authorised to receive it. The content of a disclosure will not be detailed on membership databases or spreadsheets.

Re-vetting

Softball Ireland will re-vet members requiring vetting after 3 years. From time to time it may be required to have a shorter renewal period due to a concern arising from a disclosure. Under such circumstances this will be agreed with the applicant in advance.

GDPR

All safeguarding documents will be kept according to the requirements of the Irish Data Protection Act 1988, the amended act 2003, and the UK Data Protection Act 1998; and the Privacy and Electronic Communications Directive 2009/136/EC and the General Data Protection Regulation (EU) 2016/679 ("GDPR"). This includes requirements for the collecting, storage and requests of personal data. For general information on Data Protection consult the Data Protection Commissioner's Irish web site on

www.dataprotectionact.ie or the UK Information Commissioner's web site www.ico.gov.uk. Exclusion in data protection includes: information about a data subject, which would be likely to affect the way crime is detected or prevented, catching or prosecuting offenders, the assessment of taxes or duty, need not be made available

Roles with Safeguarding Responsibilities

National Children's Officer (NCO)

As this is a voluntary role in Softball Ireland the National Children's Officer is not mandated but is the relevant person and thus the lead on all safeguarding matters within the sport. The NCO carries out the duties of the national Designated Liaison Person and is responsible for ensuring the Children First Legislation requirements are met.

It is the role of the National Children's Officer to support the Board, Regions, Fastpitch Ireland and Clubs in safeguarding matters and update guidance and policy as needed. The NCO will advocate for young people in the sport and ensure their welfare and protection remains paramount. If needed, they will also act as an advisor and be present in complaints and disciplinary matters involving a member U18.

Club Safeguarding Officer (CSO)

All clubs with member's U18 years must have a Club Safeguarding Officer. This person must be Vetted and Safeguarded to Level 3 to assume the role. It is their role to ensure all necessary club members are vetted and possess the correct level of Safeguarding; they will provide advice and support where necessary. They are the voice of young people in the club and will advocate that policy is in place and adhered to. The CSO will complete the Child Safeguarding Statement and Risk Assessment and keep up to date, with the support of the committee.

Designated Liaison Person (DLP)

The Club Safeguarding Officer will act as the Designated Liaison Person and will be responsible for reporting any concerns or allegations to the Statutory Authorities. They will also advise and lead on matters of poor practice, concerning young people, at club level.

Coach / Manager

A Coach / Manager plays a vital role in the sporting experience of young people. It is vital that they are aware of the position of power they possess and ensure a safe relationship with the athlete. The welfare of the young person is paramount to any competitive gain. The Coach / Manager should be Safeguarded and Vetted and understand how to work with young people in a way that is safe, fun and inclusive. Often Coaches / Managers are seen as trusted adults and young people may choose to disclose a concern or abuse; it is important that you know how to respond correctly.

Umpire

Although not directly responsible for U18 members, in their role, umpires are in a position of power and thus must also be Vetted and Safeguarded. It is important that they acknowledge this influence and are also prepared for potential disclosures from a young person.

Codes of Conduct

The following pages outline the codes of conduct for all individuals involved with young people or vulnerable adults.

- Coaches / Managers
- Officials (e.g. Umpires)
- Parent / Guardian
- Athlete

Coaches / Managers Code of Conduct

By signing below I agree to:

Respect others:

- Lead by example and be a positive role model
- Treat all athletes, volunteers, spectators and officials with respect.
- Not engage in inappropriate physical contact or use foul or abusive language
- Thank officials, and if clarification is needed, follow the appropriate procedures to do so
- Encourage all athletes and do not show favouritism

Respect Safeguarding guidelines:

- Undertake Vetting and attend a Sport Ireland Safeguarding workshop
- Ensure adequate supervision for athletes
- Ensure there is more than one adult present at all times
- Provide feedback opportunities and ensure expectations are clearly communicated
- Refrain from any form of abuse towards athletes, including bullying
- Be alert to any form of abuse from other sources directed towards athletes
- Be aware of any medical needs and/or disabilities
- Not take photographs of athletes that are in breach of the Photography Policy. Taking of photographs and video recording is prohibited inside changing areas, showers and toilets

Provide a safe sporting environment:

- Provide a positive experience
- Respect the talent, developmental stage and goals of each athlete
- Ensure athletes are never ridiculed, humiliated or shouted at for making a mistake
- Give clear and simple instruction
- Encourage athletes to develop skills, sportsmanship and to play for fun and enjoyment
- Ensure that the equipment, rules, training and the environment are safe for use and are appropriate for the age and ability of the athletes

Behave professionally:

- Display professionalism at all times including via online mediums
- Engage in ongoing coach education and continuous professional development
- Be knowledgeable of the rules, and governance, of the sport and the skills being coached
- Provide a planned training programme and be punctual

As a coach you have the right to:

- Be treated with dignity and respect
- Have access to adequate training opportunities for your role
- Have access to necessary policies and procedures for Softball in Ireland
- Have the freedom to make suggestions and have access to a complaints procedure

I confirm I have read the above Code of Conduct and agree to abide by the guidelines.

Signature of Coach / Manager: _____

Print name of Coach / Manager: _____

Date: _____

Officials Code of Conduct

By signing below I agree to:

Respect others:

- Lead by example and be a positive role model
- Treat all athletes, volunteers, spectators and coaches with respect
- Not engage in inappropriate physical contact or use foul or abusive language
- provide clarification if needed and requested via appropriate procedures

Respect Safeguarding guidelines:

- Undertake Vetting and attend a Sport Ireland Safeguarding workshop
- Refrain from any form of abuse towards athletes, including bullying
- Be alert to any form of abuse from other sources directed towards athletes
- Not take photographs of athletes that are in breach of the Photography Policy

Provide a safe sporting environment:

- Provide a positive experience
- Ensure athletes are never ridiculed, humiliated or shouted at for making a mistake
- Give clear and simple instruction
- Refrain from bias and be fair to all

Behave professionally:

- Display professionalism at all times including via online mediums
- Engage in ongoing education and continuous professional development
- Be knowledgeable of the rules, and governance, of the sport

As an official you have the right to:

- Be treated with dignity and respect
- Have access to adequate training opportunities for your role
- Have access to necessary policies and procedures for Softball in Ireland
- Have the freedom to make suggestions and have access to a complaints procedure

I confirm I have read the above Code of Conduct and agree to abide by the guidelines.

Signature of Official: _____

Print name of Official: _____

Date: _____

Parent / Guardian Code of Conduct

By signing below I agree to:

- Complete all the necessary forms and keep them up to date
- Inform coaches of any necessary medical information
- Drop off and pick up on time for training and competition
- Encourage my athlete to play by the rules
- Ensure I never ridicule, humiliate or shout at athletes, coaches or officials
- Set a good example by applauding all athletes and promoting the spirit of sport
- Not engage in inappropriate physical contact or use foul or abusive language
- Accept the decision of officials
- Treat coaches, volunteers, spectators and officials with respect
- Not take photographs of athletes that are in breach of the Photography Policy

I understand:

- My athlete is involved for their enjoyment, not mine
- They have their own goals and expectations for their sport
- The importance of positive behaviour and dialogue around my athletes sport
- I may be needed to provide support and help with my athletes sport from time to time

As a Parent/Guardian you have the right to:

- Know your athlete is safe
- Be informed of any concerns or issues relating to your athlete
- Access relevant policies and procedures
- Have the freedom to make suggestions and have access to a complaints procedure

I confirm I have read the above Code of Conduct and agree to abide by the guidelines.

Signature of Parent / Guardian: _____

Print name of Parent / Guardian: _____

Date: _____

Athlete Code of Conduct

By signing below I agree to:

- Treat all athletes, volunteers, spectators and coaches with respect
- Treat all personnel connected with the sport, or the venues being used, with respect
- Be a role model if you are acting as a captain
- Support other team members when they do well and also when they/you feel they have not
- Never bully or use bullying actions against another person; you should never hurt other team members, or your opponent; this includes never spreading rumours or telling lies about others
- Listen to and respect decisions made by others; if you feel unjustly treated talk to your captain
- Not engage in inappropriate physical contact or use foul or abusive language; do not shout at or argue with captains, team mates or opposing participants - talk to someone if you are upset or angry
- Do not take, or allow other people to make you take, banned substances to improve your performance.
- Take part without cheating and you must not allow others to force you to cheat
- Take care of any equipment being used for the sport
- Do not damage or take any property which does not belong to you
- Report any inappropriate behaviour to your coach/Parent/Guardian

You have the right to:

- Feel safe and secure when you are taking part in your sport
- Be listened to
- Be treated with dignity, sensitivity and respect
- Have a voice in the decisions that affect you
- Know that any details that are about you are treated with confidentiality

I confirm I have read the above Code of Conduct and agree to abide by the guidelines.

Signature of Athlete: _____

Print name of Athlete: _____

Date: _____

Filming and Photography Policy

Softball Leinster has a duty to protect athletes from inappropriate use of photographic images and video recordings. This policy will provide guidance on appropriate use and permissions to take images.

The Filming and Photography guidance provides assistance to all stakeholders on taking and using images appropriately. This guidance is not about preventing parents/guardian and supporters from taking pictures, but rather to ensure that only those who have a right to take photographs do so. This guidance is designed to promote safeguards for any photographic or filming/video activity to minimise the risk of inappropriate taking and use of images.

Definitions/Additional Details

The word **image** refers to all photography and film or video footage, including those used on social media platforms which may no longer be visible.

Storage refers to soft copies (on computers, portable storage devices, on cameras or phones) or hard copies of images (printed images, newspaper archives or promotional materials). This also includes online storage and social media posts

Getting permission to take images

Clubs, Regions and Softball Ireland must obtain permission to take images to ensure that people are aware of when images might be taken and how they might be used. If the person is under 18 years parental consent must also be obtained.

Often, this consent is built into registration or event entry forms, however if this is not the case then a separate consent form is required. E.g. where a shoot has been organised specifically to capture images.

Third parties wishing to capture images at any Softball Leinster activity must first complete a self-declaration form and register the device/s they will use. This also applies to those doing so on behalf of Softball Leinster at events; this should be announced at the event to make people aware.

A person wishing to capture images at events should register their device with the event organiser and provide photographic identification when doing so.

Environments where taking images is prohibited

Important! - Taking of photographs and video recording is prohibited inside changing areas, dormitories, medical treatment areas, showers and toilets.

This includes the use of mobile phones to record or take images in these areas. Privacy is and should be expected in these spaces and it may be, in some cases, an offence to breach this.

Flash photography should not be used in competition areas as it may cause distraction or harm to the participants.

Photographs and video recordings that may be taken

- If they are in suitable dress only i.e wearing a t-shirt/top and shorts/bottoms
- If they are taking part in an awards presentation and the above is in place
- whilst actively participating in their sport or activity i.e action shots
- where the pose is appropriate and would not cause harm or embarrassment
- by parents/guardians or other family members during an event as a celebration of an athlete's attendance or achievement

Using Images Safely

Where images are taken for personal use by family members they should be aware of people who may be visible in the image also. This should not be used in a public platform without permission or before cropping/blurring the image to remove those who have not given permission.

Images taken for media or publicity use must be in line with this policy and Softball Ireland Safeguarding policies. The correct permissions must be obtained and the image must be appropriate.

Important! - Images of u18's used on social media should not include personal details and should be in keeping with the Code of Conduct, Softball Leinster Safeguarding Policies and the guidance in this policy. It may be necessary to include more information for promotional activities or news outlets, however this should be done with safety as a priority.

When the image is no longer needed it should be deleted from all locations including the location of deleted items on storage devices. Hard copies should be shredded and disposed of in a safe location.

Reporting concerns of inappropriate use or unauthorised taking of images

If you have a concern that someone is taking unauthorised images at an event, this should be reported to the event organiser ASAP. The event organiser will have a record of registered devices and can identify the person and request that they present their identification and register their device, if this has not already been done.

If you are concerned about how images are being used in Softball Ireland you should contact your Club Safeguarding Officer (club) or National Children's Officer (regional/national) according to where the image has been posted. The appropriate action will then be taken in removing the inappropriate image and making any necessary reports to the statutory authorities or commencing the complaints and disciplinary process.

Appendices

[Appendix 1 - Child Safeguarding Statement and Risk Assessment \(Club\)](#)

[Appendix 2 - Safeguarding Incident Log](#)

[Appendix 3 - Federation of Irish Sport Vetting Service ID](#)

[Appendix 4 - NVB 1 Vetting Invitation Form](#)

[Appendix 5 - NVB 3 Parent Guardian Consent Form](#)

[Appendix 6 - Under 18 Membership Form](#)