



Child Safeguarding Statement

YMCA Cricket Club (“**YMCA**” and/or the “**Club**”) is committed to safeguarding children and by working under the guidance of Cricket Ireland and Cricket Leinster Safeguarding Policies. Our Staff, both Volunteers and employed, working with our young people, throughout the organisation, seek to create a safe environment for young people to grow and develop. The Club has developed this policy to ensure that the Club’s aims as set out in the Club Rules can be conducted in an enjoyable, friendly, safe, positive and encouraging atmosphere for all its members including children.

YMCA’s written Risk Assessment document, which forms an integral part of this Child Safeguarding Statement, indicates the areas of potential risk of harm, the likelihood of harm to a child occurring, and gives the required policy, guidance or process documents to alleviate those risks. The list of risks identified are contained in the following categories:

- Club and coaching practices
- Complaints & discipline
- Reporting procedures
- Use of facilities
- Recruitment
- Communications
- General risk of harm

The Risk Assessment was undertaken on 11 March 2018. The Club recognise that the process of risk assessment associated with the Clubs activities is both ongoing and dynamic and the Club is committed to regular review of identified risks and the policies and procedures in place to alleviate those risks.

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 risk 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.

This Child Safeguarding Statement replaces in full, as of the date hereof, the YMCA Youth Policy and Child Safeguarding Statement dated 20th April 2015.

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

- Procedures for the management of allegations of (a) abuse or (b) misconduct by Staff or Volunteers against a child availing of our activities (the “**Allegations Procedure**”)
- Procedures for the safe recruitment of Staff and Volunteers to work with children (the “**Recruitment Procedure**”)

- Procedures for access to child safeguarding training and information including the identification of the occurrence of harm (the **“Training Procedure”**)
- Procedure for reporting of child protection or welfare concerns to Statutory Authorities (the **“Reporting Procedure”**)
- Disciplinary procedures (the **“Disciplinary Procedure”**)

Definitions

“Captain” shall mean any person appointed by the Club as captain of a Club Cricket team either permanently or for any individual match, provided however that such person has a minimum age of 18.

“Coach” shall mean any person appointed by the Club to engage in the instruction of Cricket on behalf of the Club whether at prescribed training sessions or otherwise.

“Designated Liaison Person” shall mean the person holding the position within the Club of designated liaison person in keeping with best practice in child safeguarding, as may be appointed by the Committee from time to time. The designated liaison person responsible for the reporting of allegations or suspicions of reportable incidences to the Statutory Authorities in accordance with **“Guidance for Reporting Abuse”**.

“Manager” shall mean any person appointed by the Club to engage in the management and administration of a Club Cricket Team and its activities.

“Staff” shall mean any person appointed by the Club to engage in a general manner with the provision of the Club’s services and activities and entitled to remuneration for the performance of such duties.

“Volunteer” shall mean any person appointed by the Club to engage in a general manner with the provision of the Club’s services and activities.

Procedures for the management of allegations of (a) abuse or (b) misconduct by Staff or Volunteers against a child availing of our activities

Abuse

The Club has decided to apply the guidelines and procedures set out in [sections 5 and 6 of the Cricket Ireland Child Safeguarding Policy and Guide](#). All instances or suspicions of abuse must be reported to the Designated Liaison Person who will then inform the Mandated Person.

Misconduct by Staff or Volunteers against a child availing of our activities

Any reported misconduct by Staff or Volunteers against a child availing of our activities shall be dealt with by the Club Disciplinary Sub-Committee in accordance with the Disciplinary Procedures.

Procedures for the safe recruitment of Staff and Volunteers to work with children in our children.

Recruitment Procedures

The Club is committed to ensuring persons (working with and having substantial access to children) have appropriate qualifications and clearances and are selected and recruited accordingly.

Recruitment by the Club seeks to be objective in the recruitment and selection process and aims to take all reasonable steps to ensure that any Staff and Volunteers working with children and who have substantial access to children on the grounds at the Club, are suitable and appropriately qualified.

The Club relies heavily on Volunteers to deliver its activities. Volunteers are generally well known persons associated with the Club, who are invited by one or more members of the Club's Sub-Committees to assist in the delivery of the Clubs activities. The Governance Sub-Committee will ensure that all Staff and Volunteers by virtue of their role within the Club, whom are in a position to form a relationship of trust with a child have received approval for their involvement from the national sporting body as required by the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 as amended. The Club's Governance Sub-Committee maintain a register of all Staff and Volunteers whom are Garda Vetted together with a copy of their Cricket Ireland Clearance Letter and a note of the date of expiry of same.

Procedures for access to child safeguarding training and information including the identification of the occurrence of harm

Child Safeguarding training

- It is the Club's policy to support all Staff and Volunteers through education and training to be aware and understand best practice. The Club is committed to ensuring that all Volunteers who have access to children at the Club receive child safeguarding training appropriate to the role.
- The Club has developed this Child Safeguarding Statement to ensure that the Club's aims as set out in the Club Rules can be conducted in an enjoyable, friendly, safe, positive and encouraging atmosphere for all its members including children.
- Annually before every season, the Governance Sub-Committee will ensure that all Staff and Volunteers receive a copy of this Child Safeguarding Statement.
- All Staff and Volunteers will be promptly updated with any changes made to such Child Safeguarding Statement.

- At the end of each season, all Staff and Volunteers will be asked to provide recommendations to the Governance Sub- Committee for any changes to the Child Safeguarding Statement or to the child safeguarding training.
- The Governance Sub-Committee will maintain a list of all Staff and Volunteers who have received a copy of the relevant materials and all appropriate child safeguarding training undertaken to support their role.
- The Governance Sub-Committee will ensure that copies of the Cricket Ireland Child Safeguarding Manual, the Children First Act 2015, the Criminal Justice (Withholding of Information on Offences against Children and Vulnerable Persons) Act 2012 (as amended) will be available on the Club’s website so that all Staff, Volunteers, members and parents can access them at any time.
- The Governance Sub-Committee will ensure that all Staff and Volunteers are made aware that it is the Club’s policy that children within the Club should:
 - enjoy playing cricket and being a member of the Club.
 - be aware of the importance of participating in the Club’s activities.
 - experience the desire to win as a positive and healthy outcome for striving for best performance.
 - be allowed to participate on an equal basis appropriate to their ability and stage of development
 - be safe and to feel safe
 - be treated with dignity, sensitivity and respect
 - be respected, be listened to and to be believed
 - not be neglected
- If any Staff or Volunteer witnesses, suspects or has concerns of inappropriate behaviour or abuse, they must report the incident to the Designated Liaison Person.

Procedure for reporting of child protection or welfare concerns to Statutory Authorities

Reporting procedure

- The Designated Liaison Person shall have knowledge of the Code of Ethics and the Plan, this Child Safeguarding Statement, the Children First Act 2015, the “Our Duty to Care” document covering The principles of good practice for the protection of children and young people as prepared by the Department of Health & Children and the Cricket Ireland Child Safeguarding Manual.
- The Designated Liaison Person shall be encouraged to make recommendations to the Committee regarding the updating of the Child Safeguarding Statement and its implementation.
- The Designated Liaison Person shall recognise the responsibility of the Statutory Agencies in dealing with reportable incidences.
- The Designated Liaison Person shall keep records of incidences that are not reported and the actions taken as a result of the concerns or allegations brought to his or her attention.
- When for any reason the position of the Designated Liaison Person is not filled, the role shall be filled by the Chairman of the Club or other appointed Club Officer until the position is filled.
- The Designated Liaison Person’s duties and responsibilities shall include those set out for the Mandated Person in the [Children First Act 2015](#) .
- Key sections of the Children First Act 2015 are set out below as they form part of the reporting procedure:

Note that Section 14 of the Children First Act 2015 states that:

“Subject to subsections 3, 4, 5, 6 and 7, where a mandated person knows, believes, or has reasonable grounds to suspect, on the basis of information that he or she has received, acquired or becomes aware of in the course of his or her employment or profession as such a mandated person, that a child (a) has been harmed, (b) is being harmed, or (c) is at risk of being harmed, he or she shall, as soon as practicable, report that knowledge, belief or suspicion, as the case may be, to the Child and Family Agency”.

Section 14 (2) states that:

“Where a child believes that he or she (a) has been harmed, (b) is being harmed, or (c) is at risk of being harmed and discloses that belief to a mandated person in the course of the mandated person’s employment or profession as such a person, the mandated person shall, subject to subsections 5, 6, 7 as soon as practicable, report that disclosure to the Child and Family Agency”.

Section 14(6) states that:

“ Subject to subsection 7, a report under subsection 1 or 2 shall be made by the completion such form as shall be specified for that purpose by the Agency(in this Act referred to as a “ mandated report form”) and may be made by the mandated person(a) himself or herself, or (b) jointly with one or more than one other person, irrespective of whether or not the other person is a mandated person”

“Where a mandated person action in the course of his or her employment or profession knows, believes or has reasonable grounds to suspect that a child may be at risk of immediate harm and should be removed to a place of safety, he or she may make a report to the Child and Family Agency under subsection (1) or (2) other than by means of a mandated report form”.

Disciplinary Procedures

- The Disciplinary Sub-Committee shall be responsible for all matters relating to (i) misconduct or (ii) breach of Club Rules or (iii) bringing the Club into disrepute by a Member and shall consider all incidents and any complaints by one Member of alleged misconduct or breach of Club Rules or bringing the Club into disrepute by another Member.
- Within 14 days of the alleged misconduct or breach, a complaint by one Member of alleged misconduct or breach of Club Rules or bringing the Club into disrepute by another Member shall be made in writing to the Honorary Secretary of the Club setting out the reasons for the complaint.
- The Disciplinary Sub-Committee shall investigate the details of the misconduct, shall hold such meetings as it shall deem necessary and shall afford the Member involved an opportunity of answering the allegation of misconduct or complaint or breach.
- The Disciplinary Sub-Committee may suspend a Member’s rights and privileges until the process for dealing with misconduct or breach of the Club Rules is completed as set out in the Club Rules.
- If the Disciplinary Sub-Committee is satisfied that a complaint made about a Member shows prima facie evidence of misconduct or breach of the Club Rules or bringing the Club into disrepute, the Disciplinary Sub-Committee shall be entitled to, if it deems appropriate, suspend the Member from membership for a period of not more than 30 days to enable the Disciplinary Sub-Committee to consider the matter.
- The members of the Disciplinary Sub-Committee who have investigated the complaint shall make a written report of their initial findings which shall be furnished to the Member by the Honorary Secretary. The Disciplinary Sub-Committee responsible for misconduct shall convene

a hearing within the period of the Member's suspension, but not earlier than 7 days after furnishing the Officer's report to the Member. The member shall be entitled to be accompanied by another person. The Member, Complainant (if applicable) and any other persons whose evidence is considered necessary shall attend the hearing.

- If the Member does not attend or is not represented at the hearing, the Disciplinary Sub-Committee may proceed to adjudicate on the complaint if it is satisfied that the Member was properly notified of the hearing and supplied with the report. If the Complainant does not attend, the Disciplinary Sub-Committee will dismiss the complaint.
- The Disciplinary Sub-Committee shall be entitled to adjourn or postpone the hearing for a period of not more than 14 days and the suspension of the Member may be extended until the date of the hearing. If the hearing is adjourned and has to be reconvened, the suspension shall be extended until the date of the final hearing. Following the final hearing, the Disciplinary Sub-Committee shall be entitled to suspend the Member from membership for a stated period or expel the Member from the Club. The Member and Complainant (if applicable) shall be notified of the Disciplinary Sub-Committee's decision by the Honorary Secretary within 7 days.
- The Disciplinary Sub-Committee shall have the power to reprimand the Member, warn the Member as to future conduct or suspend the Member's rights and privileges for a defined period or permanently. An appeal may be brought by the Member or by the Complainant to the Committee. The appeal shall be made in writing to the Honorary Secretary within 14 days of the decision. The Committee shall meet to consider the appeal within 14 days of the receipt of the appeal. No officers previously involved in hearing the complaint nor members of the Sub-Committee shall attend any meeting of the Committee while it is considering the appeal other than to give evidence. The Committee may affirm or reverse or vary the findings of the Disciplinary Sub-Committee.
- The Disciplinary Sub-Committee shall be appointed by the Committee at its first meeting of the year and shall hold office until the corresponding meeting the following year. It shall consist of an Officer of the Club who shall act as Chairperson, an ex-Officer of the club and a Member of the Club. In the event that one of the Disciplinary Sub-Committee being unable or unwilling to adjudicate on a particular complaint, the Committee will appoint a substitute.
- If the Disciplinary Sub-Committee has not completed the investigations into a particular complaint by the date on which it shall be due to vacate office that Disciplinary Sub-Committee shall be entitled to remain in office for the sole purpose of completing its investigation and making a final decision on that complaint. In the event of criminal charges being initiated in relation to the alleged misconduct of a Member either before or during the period of suspension of a member, then the period of suspension shall be continued pending the determination of the charges.
- If a Member is convicted of a criminal offence, which, in the opinion of the Committee, is likely to bring the Club into disrepute, then the Committee may suspend or expel that Member notwithstanding the fact that the Disciplinary Sub-Committee may have already investigated the incident.

The Club's Mandated Person is Cliodhna O'Reilly whom holds the position of Designated Liaison Person. At any point in time, in the event that there are no mandated persons, as defined in Schedule 2 , Children First Act, 2015, in the Club, the Club's Mandated Person shall be the Designated Liaison Person or in the absence of a person holding that position shall be the Club Chairman.

We recognise that implementation of child safety procedures 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.

This Child Safeguarding Statement will be reviewed not later than 1 September 2018.

Signed: **Derek Maltby, Hon. Secretary**

Date: **11 March 2018**

For and on behalf of YMCA Cricket Club

Name: Derek Maltby

Phone no: +353 (86) 8051233

For queries on this Child Safeguarding Statement, please contact the Honorary Secretary at ymcaccdublin@gmail.com.

11 March 2018



Risk Assessment

We have carried out an assessment of any potential risk for harm to a child while (1) attending cricket training sessions at our Club, (2) playing cricket games at our Club and (3) playing cricket at away games. Below is a list of the areas of risk identified together with our assessment of the level of risk and the list of policies for managing these risks.

Activities	Category	Risk Level	Identified Risk(s)	Procedures in place to manage risk
Social Media including but not limited to Photography Video Website Mobile phones	Communications	Low	Policy not communicated properly Risk not recognised	The Training procedure in conjunction with the Social Media Policy - see Appendix 1
Children in open competitions	Club and coaching practices	Low	Injury, risk not recognised Unknown people and environments at home and away games	Appendix 2 Safety Policy
Travel to away games	Club and coaching practices	Low	Inadequate supervision	Appendix 3 Away Game Policy
Late collection of children	Club and coaching practices	Low	Children going home without permission Inadequate supervision	Appendix 4 Supervision Policy
Disciplinary procedures	Complaints and discipline	Low	Policy not known / implemented	Appendix 5 Disciplinary Procedures
Changing rooms Showering policy	Use of facilities	Low	Inadequate supervision/ Inappropriate behaviour	Appendix 6 Changing Rooms Policy
Physical contact	Club and coaching practices	Low	Harm by adult or other children	Appendix 7 Physical Contact Policy
Bullying	General risk of harm	Low	Harm by adult or other children Risk not reported	Appendix 8 Bullying Policy

Appendix 1



Social Media Policy

The Club recognises that social media provides an effective platform for discussion and information sharing amongst adult and youth club members together with the wider community. YMCA wishes to promote and encourage the positive use of social media platforms by all members for the benefit of the Club.

Nevertheless, YMCA also recognises that the use of social media can pose risks to the Club, our reputation, our requirement to comply with legal obligations as well as to individual members. One inappropriate comment can cause distress to one person and impact hundreds of others. The purpose of this policy is to protect Club members, minimise risk and ensure YMCA's social media is used appropriately.

This policy covers all members of Y.M.C.A. Cricket Club.

1 GUIDELINES FOR SOCIAL MEDIA POSTS

The Key Message is *"Think before you post!"*

- Posts on YMCA's social media or media linked to YMCA's social media, be it photos, comments or links should not be inappropriate.
- Users must not engage in activities or transmit content that is harassing, discriminatory, menacing, threatening, obscene, defamatory, or in any way objectionable or offensive.
- Users are personally responsible for what they communicate on social media and should remember that what they publish may be available to a wide audience over a lengthy period of time.
- Users should not post comments which could be construed as sensitive, objectionable or inflammatory.
- When using social media, users should respect their audience.
- Users should not engage in any inappropriate chat with young members.
- Users should not criticise a player's performance or skill development or make a personal attack on any player, umpire, official club or any other person or body which could bring the game or YMCA into disrepute.
- Inappropriate, derogatory or defamatory remarks or unseemly language should never be used

Remember, the term 'young person' means those under 18 years old.

Anyone who finds a post inappropriate or wishes to make a complaint should e-mail details to the Club Chairman and Hon. Secretary at ymcaccdublin@gmail.com.

2 SANCTIONS

- Comments that are deemed to flout the guidelines above will be removed by the administrators and the person who posted will be informed.
- Destructive or negative uses will be deleted and users blocked from engaging with the club's Facebook page, Twitter account or Website. Any YMCA member who persistently posts inappropriate content will be dealt with by the Club's disciplinary subcommittee.
- The Club Designated Liaison Person will be informed of any matters relating to young or vulnerable people and deal with the post as appropriate.
- Issues relating to adults and the reputation of YMCA will be referred to the Executive Committee who may refer to matter to the Club's disciplinary subcommittee.
- There may also be additional sanctions imposed on the Club/member by Leinster Cricket Union and Cricket Ireland.

3 CONTROLS OVER CLUB SPECIFIC SOCIAL MEDIA

YMCA uses a Twitter account @ymcaccdublin, Facebook page <https://www.facebook.com/ymcaccdublin/> and Website <https://ymcaccdublin.com/> to represent the Club to the outside world, catering for members and prospective members as well as providing information for other clubs and general browsers seeking knowledge about YMCA. The Club may add additional social media platforms may be added from time to time.

- Material published on these mediums is strictly controlled by members of the Executive Committee.
- The Executive Committee authorises certain individuals involved in key roles within the Club to post on these social media platforms.
- Comments and photos/videos posted will feature positive club news and events.
- Personal information about members will not be disclosed.
- No statements will be made that are misleading, false or likely to injure the reputation of another person/club.

4 IMPLICATIONS FOR YOUNG PEOPLE

The Cricket Ireland Child Safeguarding Manual ([CI Child Safeguarding Manual](#)) and the Club's Child Safeguarding Statement provide the relevant guidance to communicating with young or vulnerable people.

The key Do's and Don'ts when communicating with young people are:

Do

- contact players only when necessary
- copy parents into written communication (i.e. letters or emails)
- speak with a player and their parents if there is a need to communicate information in relation to playing, training or competition
- clearly state the club's policy on communication with players and parents.

Contacting young people by phone, text, e-mail or social networking site should never be undertaken without parental consent.

Avoid

- contacting a young person unnecessarily
- e-mailing young people directly as individuals (but this can be done as part of a disclosed list, once permission has been gained to do so)
- using text or a social networking site as a medium of contact with a young person
- making or receiving calls on a mobile phone during training or at competition. It is inappropriate to compromise the safety of a session
- e-mailing one young person without copying in parents, other players or club members.

5 WHATTSAPP

WhatsApp is a popular instant messaging app, which lets you send messages, images and videos to friends. You can have 1-1 conversations as well as group chats. The app is being increasingly used by Club members (not by the Club itself) as a useful communication tool. This clause recognises that Whatsapp is being used with young persons and provides guidance on good practice for using the app.

Do

- Have an adult (Captain/Coach or Manager) set the group up (allowing admin rights)
- Ensure the group has at least 2 adults
- Tell participants what the app is/isn't to be used for
- Inform parents of its intended use
- Get the participants to agree how the app is to be used i.e. only Cricket orientated content
- Keep language appropriate
- Ensure members have a mechanism to report inappropriate content

Don't

- Assume everyone is on WhatsApp
- Use the app for private messaging
- Use the app to replace formal feedback

This guidance should be applied to all equivalent social media/group communication apps.

6 ADVERTISING

Any form of advertising of a commercial nature must be approved by the Executive Committee prior to being distributed through any social media channel that is viewed by YMCA Members, including but not exclusive to Facebook, Twitter or the Club Website.

7 PHOTOGRAPHS OR VIDEO

The Club acknowledges that the use of photographs of members on websites or social media and in posters, the press or other publications poses direct and indirect risks to children and young people if not managed correctly. Before using photographs or video as a coaching aid for Children, all Coaches must obtain written advance permission from the parents and the ownership, storage and retention of any such video material must be clarified. Coaches should endeavour to use the Childs photographic equipment and not their own. The Club will ensure that any child whose parents have not consented to have photographed will be identifiable (by means of a discrete sticker or wristband for example) to minimise the risk of having their photo taken. The Club would like to remind all members that anyone who has any query about the use of photographs or videos by the Club or any Coaches or Volunteers

can contact the Committee anytime. All Coaches and Managers and Volunteers must consider using models or illustrations when they are promoting cricket rather than certain specific children who are involved. The taking of photographs, use, retention and storage of any photographs at the Club must comply the applicable laws on data protection and confidentiality. The Club confirms that it is not permitted to take any photographs in any of the changing rooms or the toilets at the Club.

8 MOBILE PHONES

The Club encourages that mobile phones are used safely, sensibly, securely and responsibly at all times for their positive benefits and to minimise the potential negative or harmful uses for which they can be used.

All Coaches, Managers and Volunteers are asked to comply with the following:

- Not to use mobile phones to cause harm to children
- To ensure that mobile phones are stored with personal possessions during the activities of the Club
- To ensure that mobile phones are used safely and responsibly
- Not to use a mobile phone in an inappropriate location such as the changing room.
- Not to send out messages late at night
- To remind all children not to answer any offensive messages or emails but to tell the Designated Liaison Person or a Children's Officer about any such message or email.
- All communications by Coaches, Managers and Volunteers by text, email, websites and social media should follow these guidelines for use of such communications.

Appendix 2



Safety Policy for Open Competitions

Coaches, Managers have a responsibility to ensure the safety of the children whom they coach or manage especially in any Open Competitions (i.e. adult games). It is the Club's policy that the Club Selectors consider all relevant factors including but not limited to the age, maturity and ability of any child before a decision is made to allow or otherwise such child to play in open competitions. The Club is committed to ensuring that the Captain, Coaches and Managers as applicable take the following safety measures when children are playing in such games.

At every game, the Captain, Coach or Manager will do the following:

- ensure any necessary protective gear has been brought by all players
- implement safety requirements by ensuring that all children are wearing the appropriate helmets, bowling restrictions and fielding restrictions

If an incident occurs, either at an away game or a home game, the Captain, Coach or Manager must:

- arrange for the child to be taken to a local hospital or doctor if required
- contact the player's parents and keep them informed of all details
- make a brief record of injury and action taken
- make a brief record of the problem/action/outcome

Appendix 3



Policy on Away Games (Youth)

The Club acknowledges that there is extra responsibility to be taken on by Coaches, Managers and Volunteers when they travel with children to away games. When travelling to away games, the Coach/ Manager/ Volunteers should do the following:

- communicate in advance of any away game in writing with all parents with regards to provision by them of food and water for their children for the trip, travel times, location of the game and notify them of the timing of the end of the game.
- ensure that anyone transporting children in their cars should be aware of the extent and limits of their motor insurance cover particularly in relation to acceptable numbers and liability
- alternate drivers if possible and which child is dropped off last/ collected first
- inform parents that they can download the Sport Ireland's Safeguarding App as one of the features of the App is a "Travel Tracker" function which will allow them to have oversight of their journey to and from the away game
- if travelling by car, not carry more than the permitted number of passengers
- ensure the use of safety belts
- ensure the use of booster seats where applicable
- avoid travelling alone with one child
- if travelling by car, put children in the back seat
- arrange central collection points
- all children are supervised at all times at the location of the away game and no child should be allowed to leave such venue
- ensure the Club's Policy on Supervision is complied with at the away game venue

Appendix 4



Policy on Supervision of Children

The Club will ensure that when children are attending training at the Club or are travelling to and from away games or are playing at home games, the following steps will be taken by Coaches and Managers and Volunteers with regards to the supervision of children during such times:

- An adequate adult: child ratio is maintained. Recommended ratio is 1:8 under 12 and 1:10 over 12. This will depend on the nature of the activity, the age of the participants and any special needs of the group.
- Where there are mixed groups, there should be leaders of both genders.
- Avoid being alone with one child.
- If there is a need to talk separately to one child, do so in an open environment in view of others.
- Communicate in writing in advance the start and end of coaching sessions.
- Two people (either Captains, Coaches, Managers or Volunteers) should stay until all children have been collected.
- Keep an attendance record of all children.
- Comply with all other policies and procedures set out in the YMCA Child Safeguarding Statement.

Appendix 5



Policy on Disciplinary Procedures

Annually before every season, the Governance Sub-Committee will ensure that all Staff and Volunteers receive a copy of the Child Safeguarding Statement. This will include a copy of the Disciplinary Procedures.

Appendix 6



Policy on Changing Rooms and Showering

The Club acknowledges that the changing room is a place for the members to change clothes (and shower) in privacy. The Coaches, Managers and Volunteers must comply with the following steps with regards to changing rooms:

- Only Coaches, Managers and players of a team may enter the changing rooms before, during and after a match.
- No Coach, Manager or Volunteer may enter a showering room while members are showering.
- Parents should be made aware that adults may be changing at the same time as children and any concerns that they may have should be passed on to the Committee.
- Parents can choose to supervise their young children while they change.
- If any children are uncomfortable changing or showering at the Club, no pressure should be put on them and they can change at home if they prefer.

Appendix 7



Policy on Physical Contact

The Club is committed to ensuring that a Coach, Manager or Volunteer will not do anything for a child that the child can do for himself or herself. All Coaches, Managers and Volunteers will ensure that they do the following at all times when coaching/ managing/ supervising children who are members of the Club when they are attending training sessions or playing in home or away games for the Club:

- avoid unnecessary physical contact
- any necessary contact should be in response to the needs of the child and not the adult
- physical contact should be determined by the age and development stage of the child.
- never engage in inappropriate touching

Appendix 8



Policy on Bullying

The Club is committed to ensuring as far as practicable that bullying shall not take place at the grounds of the Club. The Club's policy is to provide an environment at the Club which is free from actions that are intentionally aggravating or intimidating behaviour to an individual; this includes teasing taunting, threatening, hitting or extortion by one or more children against an individual.

The Club's policy aims to ensure the following:

- No member is subjected to physical, emotional, psychological, verbal or cyber aggression that is conducted by a member or a group of members, or other persons associated with the Club and is deliberately hurtful.
- All members should be able to enjoy the activities of the Club free from bullying, abuse and harassment.
- All forms of bullying are considered unacceptable including physical, emotional, psychological, verbal or cyber bullying: bullying based on racism, ethnic background, religious background or sexual orientation is unacceptable.
- The Club expects that any member or Volunteer or Coach should report any incidence of bullying to a member of the Committee or the Designated Liaison Person who will then follow the Reporting and Disciplinary Procedures as set out in the Child Safeguarding Statement.
- The Governance Sub-Committee will ensure that copies of the Cricket Ireland Child Safeguarding Manual, the Children First Act 2015, the Criminal Justice (Withholding of Information on Offences against Children and Vulnerable Persons) Act 2012 (as amended) will be available on the Club's website so that all Staff, Volunteers, members and parents can access them at any time.