



# Standard Operating Procedure

## Safeguarding Roles & Responsibilities

**Ownership & Applicability**

Person responsible for update of this procedure:	Children's Officer
Responsible for Activity:	
Applicable to:	

**Approval**

Drafted / Revised	Approved	Revision	Effective from
Emer O'Donnell	Ciaran O'Reilly	Rev1	June 2021

SOP Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Flag Officer: \_\_\_\_\_ Date: \_\_\_\_\_

## **1.0 Organisation Leader**

In MYC the club commodore assumes the role of Organisation Leader, in line with Irish Sailing policies. The organisation leader is ultimately responsible for all the actions in or by MYC including the implementation of appropriate policies, procedures and actions to protect and care for children participating in activities organised or run by MYC.

***Our current organisation leader is Club Commodore Daniel Flavin, commodore@myc.ie***

## **2.0 Designated Liaison Person**

The Designated Liaison Person is the person within an organisation responsible for reporting statutory suspected statutory abuse to the relevant authorities. In MYC this role is assumed by the Club Children's Officer.

## **3.0 Club Children's Officer**

In line with Irish Sailing guidelines the Children's Officer in Malahide Yacht Club has completed Safeguarding levels 1 & 2, is garda vetted, and is known to the young people in the club. They also assume the role of relevant person for the purposes of reporting.

In MYC, as advised by Irish Sailing, the Club Children's Officer has the following role:

- Promote awareness of our safeguarding codes of practice within the club, among young members and their parents/ guardians.
- To influence policy and practice within the club to prioritise children's needs
- Establish contact with the Irish Sailing's National Children's Officer
- 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 Leaders on best practice in children's sport
- To report regularly to the organisations Management Committee where this exists
- To monitor changes in membership and follow up any unusual dropout, absenteeism or club transfers by children or 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 activities/ experiences
- Establish communication with other branches of the club e.g. facilitate parent's information sessions at the start of the season

- Ensure that records are kept on file for members/ participants/ leaders
- Where appropriate, ensure each member/ participant signs up to the code of conduct
- Ensure that the club rules and regulations include:
  - Complaints, disciplinary and appeals procedures
  - An anti-bullying policy
  - Safety statement
- Supervision and recruitment of leaders

The Children's Officer in MYC does not sit on the main management committee but in line with Irish Sailing guidelines has the right of hearing at all management committee meetings dealing with matters likely to affect children within that organisation.

***Our current Club Children's Officer is Emer O'Donnell, [emer.odonnell@gmail.com](mailto:emer.odonnell@gmail.com), 0872497532***

#### **4.0 Centre Principal – Junior Affairs Officer**

In line with Irish Sailing requirements for Irish Sailing Training Centres, MYC has a nominated Centre Principal. This adult has overall responsibility for the implementation of Irish Sailing accredited training and coaching activities within the organisation. In MYC the centre principal and Junior Affairs Officer role are combined into one role, as provided for in the Irish Sailing guidelines.

Our centre principal is responsible to Irish Sailing for the conduct of Irish Sailing accredited activities within MYC including the issuing of certificates on behalf of Irish Sailing.

The centre principal is the primary contact for Irish Sailing and is the person. With whom. Irish Sailing communicates.

***Our current centre principal is Therese Flavin, [thereseflavin@gmail.com](mailto:thereseflavin@gmail.com), 086 1712443***

#### **5.0 Leaders/ Instructors/ Coaches**

Leaders are those people like instructors, coaches, class captains etc who are responsible for organising and running activities and who would be expected to have direct responsibility for the safety and conduct of children while they are under their care. They may be under 18 years of age but in this case must have adult supervision at all times.

## **6.0 Officials**

These are people with responsibility for overseeing the conduct of activities run by MYC and include club committee members, race officers etc.

## **7.0 Children**

For the purposes of this safeguarding policy anyone under the age of 18 years old is considered a child.

## **8.0 Vulnerable Adults**

Definition of a vulnerable person for the purposes of this Safeguarding Policy uses the Garda Vetting Bureau Act 2021, which defines a vulnerable person as a person, other than a child who:

- Is suffering from a disorder of the mind, whether as a result of mental illness or dementia
- Has an intellectual disability
- Is suffering from a physical impairment, whether as a result of injury, illness or age
- Has a physical disability, which is of such a nature or degree:
  - As to restrict the capacity of the person to guard himself or herself against harm by another. Person
  - That results in the person requiring assistance with the activities of daily living including dressing, eating, walking, washing and bathing.

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