



Safeguarding Statement of The National Federation of Arch Clubs

We in **Portmarnock Arch Clubs** want to make sure that the children and vulnerable adults are protected and kept safe from harm while they are in our care.

We are committed to providing a safe environment in which all our members can socialise, learn and develop.

We are also committed to ensuring that management, staff, contractors, and volunteers are aware of their personal and professional responsibilities to promote children's and vulnerable adults' safety and welfare in accordance with relevant legislation and guidance documents outlined in this policy.

We recognise that the welfare of our members is paramount, and our service will endeavour to safeguard children and our vulnerable adults by ensuring that:

- procedures to recognise, respond to and report concerns about children's and vulnerable adults' protection and welfare are in place.
- a confidentiality policy exists.
- that a code of behaviour for management, employees, students and volunteers exists.
- an anti-bullying policy is in place
- safe recruitment and selection procedures are in place.
- the club adheres to safe management practices and procedures.
- procedures to respond to accidents and incidents are in place.
- procedures to respond to complaints are in place.
- procedures to respond to allegations of abuse and neglect against staff members are in place. As part of this policy, we have appointed a Designated Liaison Person and a Deputy Liaison Person. The Designated Liaison Person details have been circulated throughout the organisation and on our website.

Important Contacts:

Arch Club DLP is Sinead Mc Gowan and Craig O'Brien

Each club provides a safe place for people to come and express themselves whether through chats and communication or activities of sports or indeed educational workshops, these integral aspects build on the individual's experience of the world and assist in helping their personal growth.

The organisation aspires to help and support those with special needs in their quest to be part of the community and also assists those from a volunteer background to add to the value of the great work they do on the ground.

Therefore, all in our organisation are required to familiarise themselves with our child and adult safety policy and procedures.

- We have appointed a Designated Liaison Person and a Deputy Liaison Person for our group.
- Child Protection awareness will form part of our training schedule.
- Child Protection will be an agenda item at our governance meetings.
- This statement and policy will be reviewed at least every year and more frequently if needed in response to changes in legislation or national guidance.



Child / Vulnerable Adult Safeguarding Risk Assessment

We have carried out an assessment of any potential for harm to a child/Vulnerable Person while availing of our services. Below are a list of the areas of risk identified and the list of procedures for managing these risks

The risks are rated as

High = (likelihood of occurrence)

Medium = (moderate risk of developing)

Low = (Reduced risk of occurrence)

HAZARD & RISK DESCRIPTION	CONTROL MEASURES	RATING
<p>Bullying/Harassment by Peers causing Emotional pain Illness/fear/anxiety and depression.</p>	<p>Volunteer training, complaints procedure within the club. Code of conduct policy for members.</p>	<p>Medium</p>
<p>Recruitment of volunteers The risk involved is sexual abuse, physical harm emotional abuse, verbal abuse and theft of our members' money/property</p> <p>Transition Year Students, Work Placements & Temporary Clerical Officers under 18 years of age That a Transition Year/Work Placement Student might be harmed during their placement (definition of harm). The nature of work that the student is exposed to may not be appropriate.</p>	<p>Identity checks, interviews for suitability, following up on references, induction, training and ongoing supervision. Garda Vetting</p> <p>That a student will disclose to staff that they are being harmed by persons either within or outside of arch clubs and that this disclosure would not be appropriately reported to Tusla. All staff in contact with Children in an official capacity during their work do not deal with children unaccompanied. Details of Child Safeguarding Statement explained to Student/ as part of Student/TCO is provided with the name and contact details of staff member to contact in HR (the liaison person). The Child Safeguarding liaison person will be obliged to contact the TY student at the time of placement. The Child Safeguarding</p>	<p>Low-Medium</p> <p>Low to Medium Risk</p>
<p>Slips Trips Falls Cuts The risk involved is that members may endure physical harm causing distress, pain Illness/fear and anxiety</p>	<p>Clubs receive health and safety policy, Health and safety/first aid training. Generic Arch procedures in policy such as keeping walkways and open spaces in halls free from coats, equipment, boxes. Ensuring unblocked exits.</p>	<p>High-Medium</p>

<p>Outings & Trips away from club base. A member may get separated from the group running the risk of sexual abuse, physical harm, emotional abuse, verbal abuse and theft of our members' money/property. Also, emotional pain, fear and anxiety</p>	<p>In Junior clubs parents should be in attendance on outings & trips away to care for their child. Youth groups and senior groups must follow safe management practices as outlined in this policy for trips away. Sufficient help should be available to ensure that all emergencies and disruptive behaviours are catered for and that the group is not compromised or put into a vulnerable position.</p>	<p>Low – Medium</p>
<p>Assisting with personal hygiene</p> <p>The risk here is sexual abuse and the spread of infection.</p>	<p>Ensuring sufficient volunteers are present on club days. Arch policy is no unsupervised access to any of our members (volunteers in this case must act in twos). Also, each club is given a framed copy of our code of hygiene to be displayed on club days. Garda Vetting</p>	<p>Low</p>
<p>Swimming Pool</p> <p>Activities Outdoors</p>	<p>Making sure pool is attended by lifeguard and members are accompanied by volunteers at all times</p> <p>Supervised by volunteers at all times and guidelines adhered too</p>	<p>medium</p>



<p>HAZARD & RISK DESCRIPTION</p>	<p>CONTROL MEASURES</p>	<p>RATING</p>
<p>Workers in Centre</p>	<p>Children to stay with group and not interact with outside group</p>	<p>Low</p>
<p>Doors left open when there are other meetings</p>	<p>Keep someone on duty to check doors.</p>	<p>medium</p>