

**Baseball Ireland**

**Safeguarding Statement**

Revision 1.0

15th July, 2020

1. Introduction

Baseball Ireland is committed to providing a fun, safe and inclusive environment for young people to learn and play our sport. The following safeguarding policy had been developed to carry out the directives of the Children First legislation, Children (NI) Order and is guided by the Sport Ireland Code of Ethics for Young People in Sport. The policy will outline the legislative requirements that Baseball Ireland and their clubs have, and the role they play, in safeguarding young people in sport, on the island of Ireland. As Baseball Ireland is the National Governing Body for an all island sport this policy will outline the requirements across two jurisdictions as well as the best practice guidance of Sport Ireland, Sport Northern Ireland and the World Baseball Softball Confederation. The paramount principle of the following information is the safety and welfare of all young people in our care and the structures of our sport. We are committed to ensuring compliancy measures are met and our personnel are qualified and understand and adhere to the legislative requirements, best practice and the Baseball Ireland ethos.

**All clubs with u18 members must have the following in place**:

* Child Safeguarding Statement and Risk Assessment
* Reporting procedures and policy
* A nominated Club Safeguarding Officer (role description below)
* All Club Safeguarding Officers and Coaches/Managers must complete the following:

**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)

**Northern Ireland**: Sport NI Safeguarding Children +Young People + Children in Sport workshop (ALL)
 Sport NI Designated Safeguarding Children’s Officer Workshop (CSO only)

**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**.
* Children (NI) Order 1995 deals with public and private law for children in **Northern 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

1. **Core Values and Ethos**

Baseball Ireland are governed by a core set of values and an inclusive ethos which create a player centred environment and promotes child welfare and safety throughout. The mission is to grow and develop the sport of baseball across the island of Ireland. As set out in Baseball Ireland’s “10x10” Strategic Plan, the following are the Baseball Ireland values:

- Enjoyable, safe baseball experience

- High standards of play and behaviour

- Respect for the game and its traditions

- Non-discrimination and equality of access

- Sportsmanship and fair play

- Community orientation

- Improvement through competition

- Drug-free competition

- Excellent organisation

- Non-profit

The leadership of Baseball Ireland and the organisation has benefitted from the ideals learned and taught by playing baseball. The organisation has a goal to instil these ideals in all who participate:

- Teamwork

- Goal setting

- Dependability

- Responsibility

- Trust in others

- Sportsmanship

- Winning with grace

In everything we do, we aspire to have the welfare of the participating children as our primary concern.

1. **Child Safeguarding Statement + Risk Assessment**

**Section 1 –** Baseball Irelandprovides various sporting activities and opportunities for young people

Club details:

* Name: Baseball Ireland
* Sport: Baseball
* Training Venue/s: Corkagh Park, Clondalkin; International Baseball Centre, Ashbourne; Shanganagh Park, Shankill; Hydebank Park, Belfast; The Peacelink, Clones; The Showgrounds, Cork; Portmarnock Sports & Leisure Centre, Portmarnock, Co Dublin;

**Section 2 - Principles to safeguard children from harm**

Baseball Irelandis committed to safeguarding children and vulnerable adults under the guidance of Baseball Ireland 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 & 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, religion, social and ethnic background or political persuasion.

**Section 3 - Risk Assessment**

This Baseball Ireland 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:

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

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

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

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

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

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| **General Risk of Harm** |
| **Risk Identified** | **Procedure in place to manage risk identified** | **Risk** **L,M,H** |
| Harm not being recognised | Safeguarding policy / Child Safeguarding Training | M |
| Harm caused by:Child to ChildCoach to ChildVolunteer to ChildMember to ChildVisitor to Child | Safeguarding policy / Safeguarding Training L1 | L |
| General behavioural issues | Code of Conduct | M |
| Issues of Bullying | Anti-Bullying policy/Code of conduct | M |
| Vetting of staff/volunteers | Recruitment policy / Vetting policy | L |
| Issues of Online Safety | Social Media / Online Safety policy | M |
| Safety in Virtual Environments | Safeguarding Policy | M |

The Risk Assessment was undertaken on 15th July, 2020.

**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.

Baseball Ireland 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.

***Please note that all procedures listed are available on request.***

The Relevant Person for Baseball Ireland is Helen Purcell.

**Section 5 – Implementation**

We recognise that implementation 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.

Please note the following:

* That 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 on the Baseball Ireland website at www.baseballireland.ie.

This Child Safeguarding Statement will be reviewed in June of 2022

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: 15th July, 2020

(On behalf of Baseball Ireland, Tom Kelley, President)

For queries on this Child Safeguarding Statement, please contact

Helen Purcell (National Child Safeguarding Officer) Phone no:

1. **Safeguarding Training Policy**

Baseball Ireland 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 is 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 organisation. 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 organisation. Safeguarding training provides guidance on identifying, responding to and reporting concerns of abuse.

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| **Role** | **Requirement**  |
| National Children’s Officer | Safeguarding 1,2+3 (ROI) Safeguarding 1+2 (NI)  |
| Club Safeguarding Officer/Designated Liaison Person  | Safeguarding 1,2+3 (ROI) Safeguarding 1+2 (NI) |
| Coaches | Safeguarding 1 (ROI) (NI) |
| Managers | Safeguarding 1 (ROI) (NI) |
| Director of Coaching | Safeguarding 1 (ROI) (NI) |

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| **Course** | **Valid for** |
| Safeguarding 1 or Safeguarding Children and Young People (NI) | **3 years**. Renewal can be done by attending a face to face refresher or completing the online refresher (ROI) or (NI) 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 or Designated Safeguarding Officer (NI) | **3 years**. Renewal is done by attending Face to Face training |
| Safeguarding 3 (ROI) | **3 years**. Renewal is done by attending Face to Face training |
| Safeguarding Refresher online (ROI) (NI) | **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 Baseball Ireland 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/Secretary
* Courses are organised by Local Sports Partnerships (ROI) and by Sport Northern Ireland (NI)
* Sport NI or 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) & Safeguarding Children and Young People (NI**)

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 ifSafeguarding 1 refresher e-module is completed online after 3 years of conducting the face to face course. Certificate of attendance must be renewed after 6 years by attending a face to face SG1 workshop.

**Safeguarding 2 (ROI) & Designated Safeguarding Officer (NI)**

Before a person takes up the role of Club Safeguarding Officer, they must have a valid certificate of attendance at **Safeguarding 1** or **Safeguarding Children and Young People** training and attend **Safeguarding 2** or **Designated Safeguarding Officer** 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 SG 2 or DSO face to face workshop.

**Safeguarding 3 - Designated Liaison Person (DLP)**

Before a staff member or 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** **(ROI only)** training**.** The Designated Liaison Person is responsible for reporting allegations or suspicions of child abuse to TUSLA or Social Services (NI) and/or An Garda Siochána/PSNI. It is mandatory that the Chairperson of a club attends Safeguarding 3 (ROI) training before the club affiliation is confirmed in 2020.

**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) or (NI)**

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

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

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

Safeguarding 2 and 3 are currently in development and a policy update will be issued when they are available. During this time the requirement for these courses will not be enforced, however we recommend that personnel needing this qualification do so at their earliest convenience.

1. **Recognising and Reporting Child Abuse Policy**

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| **Recognising Child Abuse**

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| 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.
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**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.

* Sensitive – listen and facilitate vs interview.
* Stay calm – don’t react emotionally.
* Take 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.

1. **Reporting structure SG issues for clubs ROI/NI**

**A concern has been raised around the safety, welfare of a child/young person.**

**Or**

**An allegation of abuse has been disclosed**

**Is the child in immediate danger?**

NO

YES

Contact your **Designated Liaison Person**. This is Baseball Ireland’s Designated Liaison Person:

Helen Purcell

INSERT PHONE

INSERT EMAIL

**Contact the Statutory Authorities**

**ROI – 1.** Call Gardaí or **2.** Find your local Tusla Social Work Office <https://www.tusla.ie/children-first/contact-a-social-worker3/> **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NI – 1.** Call the PSNI or **2.** Contact the Health and Social Care Trust:

**Northern HSCT:** 0044 03001234333 **South Eastern HSCT:** 0044 03001000300 **Southern HSCT:** 0044 08007837745 **Belfast HSCT:** 0044 2890 507000 **Western HSCT:** 0044 2871 314090

**Out of Hours:** 0044 2895 04999

**Designated Liaison Person receives a concern indirectly. Does it meet the threshold for concern?**

YES

NO

**Implement your complaints and disciplinary procedures.**

**Or/and**

**If advice is needed contact the National Children’s Officer**

Poor Practice

**Is it Poor Practice or a Code of Conduct Breach**

**Or**

**Do you need further advice and support**

Support

**Contact the National Children’s Officer in Baseball Ireland**

1. **Safeguarding Incident Log**

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| **Date of Report:**  |
| **Time of Report:**  |
| **Person receiving report:**  |

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| --- |
|  **Details of Young Person involved** |
| **Name:**  | **Male** [ ]  F**emale** [ ]  |
| **DOB:** |  |
| **Address:** |
| **Contact Number:**  |
| **Club:**  |
|  **Young Persons Emergency Contact Details** |
| **Name:** |
| **Address:** |
| **Contact Number:** |

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|  **Details of Person Reporting the Concern**  |
| **Name:**  |
| **Address:**  |
| **Contact Number:** |
| **Role within Baseball Ireland/Club:**  |

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|  **Details of concern**  |
| **What is reported? Details include details of concerns, allegations inclusive of who was present.** |
| **Who has the reported/concern been discussed with i.e. athletes family other club members etc.** |

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|  **Details of person/s allegedly causing concern to athlete/volunteer** |
| **Name:** |
| **Address:** |
| **Contact Number:** |
| **Role within Baseball Ireland/Club:** |

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|  **Incident Log**  |
| **Date**  |  |

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| **Action Taken**  |  |
| **Follow up Action**  |  |
| **Outstanding Actions** |  |

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| **Incident Outcome** |
| **Open** [ ]  |
| **Closed** [ ]  **Date closed**:  |

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|  **Details of person completing this form**  |
| **Name:**  |
| **Address:**  |
| **Contact Number:** |
| **Role within Softball Ireland/Club:** |

1. **Garda Vetting and Access NI Policy**

All members of Baseball Ireland 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 /volunteer with children or vulnerable persons unless their vetting application has been filed. As baseball 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 Baseball Ireland. The Federation of Irish Sport will conduct Garda Vetting (ROI) on behalf of Baseball Ireland. However, disclosures will be referred to Baseball Ireland for decision regarding suitability for the role applied for.

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

* National Children’s Officer
* Director of Coaching
* Coaches
* Club Safeguarding Officers
* Team Managers

**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 Baseball Ireland, The National Children’s Officer and one other non-conflicted 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 Baseball Ireland nor Federation of Irish Sport can make this query on their behalf.

Consideration is given to the recruitment of ex-offenders, a criminal record would not automatically prevent you from taking up a role with Baseball Ireland. The position applied for, the background pertaining to the offence and any other relevant information will be taken into account. This is in compliance with the Code of Practice (NI) issued by the Department of Justice (NI) in relation to the recruitment of ex-offenders.

**Storing information**

Vetting disclosures will be stored in accordance with GDPR. All information will be securely kept by the National Children’s Officer, who will be the only person with access to this information.

**Re-vetting**

Baseball 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.

1. **Roles in Safeguarding**

**National Children’s Officer (NCO)**

As this is a voluntary role in Baseball 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, NEC 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 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 Child 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 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. It is important that they acknowledge this influence and are also prepared for potential disclosures from a young person.

1. **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](http://www.dataprotectionact.ie) or the UK Information Commissioner’s web site [www.ico.gov.uk](http://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.

Membership Form

Add Club logo here

Please complete all details and return to the [INSERT SECRETARY EMAIL]

MEMBER DETAILS

First Name: Surname:

Date of Birth: Gender: M 🞎 F 🞎 Non Binary 🞎

Phone: Email:

Address:

**\*Please note: If the member is U18 contact details should be the parent/carers**

MEDICAL INFORMATION

Please outline any medical information that our coaches/team managers should be aware of, including any allergies. **Please do not leave blank** – If there is no information please write ‘None’

EMERGENCY CONTACT DETAILS

Please input the information below to indicate the persons who should be contacted in the event of an incident/accident

|  |  |
| --- | --- |
| **Emergency Contact 1** Name:Relationship to member:Phone: | **Emergency Contact 2**Name:Relationship to member:Phone: |

SECTION D: PHOTOGRAPHY & VIDEO

We only permit photographs, video or other images of children/young people to be taken with consent and in line with best practice guidelines.

Photographs/videos will be taken by an appropriate person appointed to do so by [INSERT CLUB NAME]. Any images will be used, held and stored in accordance with Filming and Photography guidelines as specified in the Baseball Ireland Safeguarding Polices. No child/young person will be identified individually in any published image or film footage. [INSERT CLUB NAME] request permission to photograph and/or record video footage of your child’s involvement in their sport for the purposes of publicising and promoting the club and/or sport.

GENERAL DATA PROTECTION

[INSERT CLUB NAME] take the protection of the data that we hold about you as a member seriously and will do everything possible to ensure that data is collected, stored, processed, maintained, cleansed and retained in accordance with data protection legislation.

When you become a member of or renew your membership with [INSERT CLUB NAME] you will automatically be registered with Baseball Ireland. It is vital therefore that a valid email address is given. If you have any questions about the continuing privacy of your personal data when it is shared with Baseball Ireland please contact secretary@baseballireland.ie

AGREEMENTS & CONSENTS

[INSERT CLUB NAME] recognises the need to ensure the welfare and safety of all young people in our sport. Please tick the appropriate boxes below to confirm your agreement and consent

|  |  |
| --- | --- |
| I agree to abide by the Baseball Ireland Safeguarding Policies  | 🞎 |
| I agree to abide by the relevant code of conduct as laid out by [INSERT CLUB NAME]? | 🞎 |

By ticking the boxes below you consent to the following.

|  |  |
| --- | --- |
| I consent to my special category personal data provided in Section B to be shared with coaches/team mangers or other appropriate personnel for the purposes of the delivery of safe participation in club activities. | 🞎 |
| I consent to my emergency contact details to be shared with coaches/team managers or other appropriate personnel in the case of an emergency. | 🞎 |
| I confirm that I give permission to be filmed and/or photographed. Photographs and/or video may be used in accordance with the Baseball Ireland Filming and Photography Policy.  | 🞎 |

|  |  |
| --- | --- |
| Name: |  |
| Signature: |  |
| Date:  |  |

**NB: If member is under 18 the parent/guardian must also sign:**

|  |  |
| --- | --- |
| Parent/Carer Name: |  |
| Parent/Carer Signature |  |
| Date: |  |

**Declaration of the Club:**

I confirm that the above named has been accepted and is involved as a member of the club, and I have verified their date of birth.

Club Secretary: Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_