

Guidelines for Reporting Accidents

In the event of an accident, the following reporting procedure will be carried out: –

All injuries/accidents related to the Clubs Activities including those on the premises, and accidents which occur when travelling or at away events, however slight, must be **reported and recorded in our incident form and the Childrens Officer or Committee member must be furnished with the form as soon as possible.** (Please see attached Incident/Accident Form)

- An accident report form is completed by the attendee Coach or Volunteer in Charge as soon as possible in conjunction with the person who had the accident.
- IT IS ESSENTIAL TO MAKE CONTACT WITH PARENTS/GUARDIANS OF JUVENILES**
- Contact emergency services/ GP if required.
- Record in detail all facts surrounding the accident, actions taken witnesses etc.
- The Club Children's Officer must be informed of the accident/incident as soon as possible
- This form is signed by a Child Welfare Officer who forwards the form to the Athletics Ireland insurer as appropriate.
- The Committee must keep a record/copy of all Accident /Incident Forms. The Child Welfare Officer who is furnished with the form by the attendee coach/volunteer must pass the form to the Committee Secretary for filing and state what action was taken and when the Athletics Ireland insurer was informed.
- In some circumstances the insurer may also carry out a more formal accident investigation.

Reporting Allegations/ Incidents

We believe that the welfare of the child is paramount and recognise that all children have the right to be safe and that this fundamental principal takes precedence over all other considerations. Young athletes have the right to be kept safe from harm, and it is the responsibility of their parents and guardians to make sure that they are protected.

Reporting of Abuse

If a young person has a concern or wishes to report possible abuse they should talk to a responsible adult that they can trust. This could be a parent, another family member, a teacher or someone involved who will listen. A young athlete may wish to discuss their concerns or seek advice in confidence from their Club Coach,

Children's Officer or another trusted person in the Club. The names and numbers of the Children's Officers and Designated Liaison Person are on the website.

The Club has appointed a Designated Liaison Person who on behalf of the Club is responsible at an initial stage for dealing with any concerns relating to the possible abuse of children as reported to club members or made known to them.

The Club is committed to taking appropriate action where allegations or suspicions of abuse are made known to us and to sharing such information with the relevant statutory authorities in accordance with legislation and relevant guidelines. The Designated Person will deal with any such onward reporting as required by the guidelines and legislation.

Guidelines for a young person to report possible abuse

If you are being harmed or abused by someone you know, it could be hard for you to tell. However it is very important that you do tell so that you can get help.

This could be a parent, another family member, a teacher or someone involved in your life who will listen.

If at any stage, you are scared and believe you are in danger you should talk to your local Gardaí by calling 999. An Garda Síochána also have a special legal responsibility to keep you safe.

Guidelines for Members/Officials/Coaches Reporting Allegations/Incidents

- Record all incidents reported or observed on 1st page of the Incident Form
- Make contact with and forward report to Children's officer/Designated Liaison Person for further action. (Designated Liaison Person (DLP): The person who is responsible for reporting allegations or suspicions of child abuse and welfare issues to the Statutory Authorities.)
- **Ensure confidentiality – only "need to know basis"**

Guidelines for Responding to a Child Reporting an Incident / Abuse

Dos

- Stay calm
- Listen & hear. Give the child time to say what they want
- Reassure them that they have done the right thing in telling and that it will be dealt with appropriately
- Record in writing what was said as soon as possible
- Report to the Clubs Childrens Officer / Designated Liaison Person
- Record your report.

DON'Ts

- Panic
- Promise to keep secrets
- Enquire into the details of the abuse
- Make a child repeat the story unnecessarily.