

ASHBOURNE CRICKET CLUB

CHILD SAFEGUARDING POLICY

REVISION #: 01
ISSUED: 20th FEBRUARY 2018

TABLE OF CONTENTS

Ashbourne Cricket Club Child Safeguarding Policy 20th February 2018

TABLE OF CONTENTS

	Table of Contents	Page. 2
	Purpose of the Child Safeguarding Policy	Page. 3
Section 1.	General	Page. 4
Section 2.	Policy	Page. 5 & 6
Section 3.	Principles	Page. 7
Section 4.	Sports Leaders	Page. 8
Section 5.	Children's Officers	Page. 9
Section 6.	Designated Liaison Person	Page. 10
Section 7.	Parents and Guardians	Page. 11 & 12
Section 8.	Children	Page. 13
Section 9.	Bullying	Page. 14
Section 10.	Photographic Policy	Page. 15
Section 11.	Use of mobile phones	Page. 16
Section 12.	Substance Abuse/Drugs	Page. 17
Section 13.	Disciplinary Complaints and Appeals Procedures	Page. 18
Section 14.	Selection and Recruitment Procedures	Page. 19
Section 15.	Transportation of Children and Minors	Page. 20
Section 16.	Children / Youths Playing in Open Age Teams	Page. 21
Section 17.	Change Room and Toileting	Page. 22
Appendix A	Child Safeguarding Statement	
Appendix B	Child Safeguarding Risk Assessment	

PURPOSE OF THE CHILD SAFEGUARDING POLICY AND STATEMENT

Purpose of the Child Safeguarding Policy

The Ashbourne Cricket Club Child Safeguarding Policy aims to ensure that the Club's core values, ethos and good reputation of Ashbourne Cricket Club ("the Club") are maintained by the highest standards, positive behaviours and attitudes. The Child Safeguarding Policy and Child Safeguarding Statement (the "Statement") shall assist the Club and all those involved with the Club in ensuring that every child, young person or adult involved in cricket within the Club, whether competitive or social, is treated with respect and dignity, and is safe and protected from all forms of abuse.

The Policy as set out in the Statement ensures that everyone involved in the activities of the Club is aware of his or her responsibilities, legal and ethical rights.

The Policy and Statement provides procedures that support the Club's firm commitment to preventing discrimination, harassment, child abuse and other forms of inappropriate behaviour from occurring as a result of the Club's activities. As part of this commitment, Ashbourne Cricket Club shall take all appropriate actions including disciplinary action where necessary.

The Policy and Statement commenced on 20th February 2018 and will operate until reviewed within 24 months of commencing. The Club may amend the Policy and Statement from time to time.

Copies of the Policy and Statement are available at the Ashbourne Cricket Club Pavilion, on the Ashbourne Cricket Club website or on request from the Secretary.

GENERAL

1. General

- 1.1 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.
- 1.2 The Club is fully committed to safeguarding the well-being of all of its members including children, as set out in the Children's First Act 2015, Children's First Bill 2014 and Our Duty to Care 2002 (all published by the Dept. of Children and Youth Affairs).
- 1.3 The Club supports best practice as set out by the national governing body, Cricket Ireland in the Cricket Ireland Child Safeguarding Manual and the provincial governing body, Cricket Leinster.
- 1.4 The Club supports best practice as set out in the "Code of Ethics and Good Practice for Children's Sport" published in 2005 by the Irish Sports Council ("the Code of Ethics"). The Club, acting through its Officers, Committee and Sub-Committees shall take all reasonable steps to ensure compliance with the "Code of Ethics and Good Practice for Children's Sport in Ireland".
- 1.5 The Club supports the best practices and actions outlined in the "Children First - National Guidance for the Protection and Welfare of Children" guidelines published by The Department of Children and Youth affairs
- 1.6 The Club accepts the roles and responsibilities of the various people involved in the Club including Children's Officers, the Designated Liaison Person, Sports Leaders, Parents/Guardians and children; the Club expects all to achieve high standards and appropriate behaviour in order to comply with this Statement.
- 1.7 The Statement should be read in conjunction with Ashbourne Cricket Club Rules which set out procedures including disciplinary processes which have to be followed.
- 1.8 It is the responsibility of the Committee and /or the Youth Sub-Committee to update the Statement as required but at least every 24 months as set out in the Children First Bill 2014.
- 1.9 The Statement can be revised as required by the Committee; revisions to the Plan do not have to be voted on by the Members at a General Meeting.

POLICY

2. Policy

- 2.1 Ashbourne Cricket Club Policy is to ensure that the best practice is followed by the Club as set out in the Club Rules and the Statement.
- 2.2 In order to promote best practice, the Club shall comply with the Guidelines of the Code of Ethics and Good Practice for Children's Sport which are:
 - 2.2.1 To adopt and implement the Code of Ethics and Good Practice for Children's Sport as an integral part of the Club's policy on children's well-being within the Club.
 - 2.2.2 To promote the interests of the child within the Club including through meetings and AGMs.
 - 2.2.3 To adopt and consistently apply a safe and clearly defined method of recruiting and selecting Sports Leaders.
 - 2.2.4 To clearly define the roles and responsibilities of Officers, Committee Members, Youth Sub-Committee Members, Sports Leaders, parents/guardians and children
 - 2.2.5 To appoint at least one Children's Officer.
 - 2.2.6 To have a Designated Liaison Person to act as liaison with the Statutory Authorities in relation to the reporting of allegations or suspicions of abuse.
 - 2.2.7 To have in place procedures that follow best practice for dealing with a concern or complaint against a Sports Leader, or Children's Officer or other Member of the Club.
 - 2.2.8 To ensure that the Sports Leaders report to the Youth Sub-Committee and/or the Committee as set out in the Club Rules.
 - 2.2.9 To develop effective procedures for responding to and recording incidents.
 - 2.2.10 To ensure that any unusual activity is reviewed, investigated if necessary and reported to the Committee.
- 2.3 In order to promote best practice, the Club shall comply with the Cricket Ireland Child Safeguarding Manual.
- 2.4 All persons involved in the Club have a responsibility to:
 - 2.4.1 Refrain from any inappropriate behaviour towards children or vulnerable adults
 - 2.4.2 Avoid situations which could give rise to allegations of inappropriate behaviour or abuse.
 - 2.4.3 Report disclosures, suspicions or concerns of abuse that relate to children or vulnerable persons.
- 2.5 It is the Club's policy to support the Children's Officers and Sports Leaders through education and training to be aware and understand best practice.
- 2.6 All persons involved in the Club that witness, suspect or have concerns of inappropriate behaviour or abuse, must take action and report the incident to the Designated Liaison Person.

POLICY

- 2.7 The Club shall minimise in as far as reasonable, the risk of harm to children and vulnerable adults during the activities of the Club.
- 2.8 The Club shall ensure that persons working with children and who have substantial access to children in the Club have appropriate qualifications and clearances.
- 2.9 The Club will ensure that all those involved have received approval for their involvement from the national sporting body as required by the National Vetting Bureau (Children and Vulnerable Persons Act 2012).

PRINCIPLES

3. Principles

- 3.1 The Club supports the participation of children in cricket and the importance of participation of each child.
- 3.2 Best effort and enjoyment are considered to be important as well as winning.
- 3.3 The Club is committed to emphasising the importance of fair play and aspires to provide an atmosphere of fair play at all times, by defining acceptable standards of behaviour.
- 3.4 The Club supports the Spirit of Cricket as set out in preamble to the Laws of Cricket.
- 3.5 The Club supports the concepts of friendship, respect for others and participating in the right spirit.
- 3.6 The Club aims to ensure that an enjoyable, friendly, safe, positive and encouraging atmosphere for all its members including children is provided.
- 3.7 It is the Club's policy to encourage involvement in an open and inclusive manner to the best of ability of each child.
- 3.8 The Club supports the principle that all children should be valued and treated in an equitable manner regardless of ability, age, gender, religion, social background or political persuasion.
- 3.9 The Club's Policy applies to all activities of the Club including training, matches and other activities run by or that the Club is participating in including travelling to and from matches.
- 3.10 The Club's Policy applies to all categories of membership and in whatever capacity the Member may be acting in.
- 3.11 The Club accepts that competition is an essential element of sport and should be encouraged in an age appropriate manner.
- 3.12 The Club aims to comply with guidelines for adult: child ratios which shall be interpreted appropriately for each age group and activity.
 - 3.12.1 1:8 For children under 12 years old
 - 1:10 For children over 12 years old
 - 3.12.2 As policy and best practice, Sports Leaders and Children's Officers at ACC must never work alone, where a minimum of two (2) present at all times including travel and transportation of events.
- 3.13 The Clubs aims to ensure that facilities and equipment are suited to the age group and stage of development.

SPORTS LEADERS

4. Sports Leaders:

- 4.1 All adults involved in administration, coaching or managing players for the Club are referred to as Sports Leaders, whether paid or in acting in a voluntary capacity.
- 4.2 Sports Leaders are key individuals and are the Club's primary interface with each child; as such their focus should be on the child's safety, wellbeing, enjoyment of the game and on each child playing to the best of their individual ability in a fair manner.
- 4.3 Sports Leaders are in a position of trust and influence, and are expected to treat children with integrity, respect and ensure the self-esteem of the child is enhanced.
- 4.4 For the avoidance of doubt, Sports Leaders should:
 - 4.4.1 Be positive praise and encourage efforts as well as results
 - 4.4.2 Put the welfare of young people first.
 - 4.4.3 Strike a balance between participation, enjoyment and winning.
 - 4.4.4 Encourage fair play and treat participants equally
 - 4.4.5 Have relevant knowledge, qualification and experience to work with young people
 - 4.4.6 Have an understanding of the varying development needs of young people.
 - 4.4.7 Report any concerns immediately to the Designated Liaison Person, including complaints raised by parents/guardians/children so they can be investigated.
 - 4.4.8 Be a role model and behave in an exemplary manner.
 - 4.4.9 Avoid neglecting a child.
- 4.5 All Sports Leaders should be familiar with the Statement, the Children First Bill 2014, Our Duty to Care 2002 and the Cricket Ireland Child Safeguarding Manual.
- 4.6 The Club will ensure that Sports Leaders have received approval for their involvement from the national sporting body as required by the National Vetting Bureau (Children and Vulnerable Persons) Act 2012.
- 4.7 All Sports Leaders should be aware of the Criminal Justice (Withholding Information on Offences against Children and Vulnerable Persons) Act 2012.
- 4.8 All Sports Leaders should make the Club aware of any information that may affect their involvement in the Club.
- 4.9 Sports Leaders should be aware of the good practice with regard to transport, toileting, away/overnight trips, communicating by text, activities that require one-to-one sessions, social network communications, first aid and best practice for those involved with children.
- 4.10 For the avoidance of doubt, the term Sports Leaders will include all those with access to children; this includes using an electronic interactive communication service likely to be wholly or mainly by children and driving a vehicle being used for conveying children.
- 4.11 For the safety and welfare of all club members, Sports Leaders and Children's Officers must work in a minimum group of two at all times.

CHILDRENS OFFICERS

5. Children's Officers:

- 5.1 The Children's Officers are the persons that are appointed within the Club to act as a resource for children and to represent them at Committee or Sub-Committee level.
- 5.2 The Children's Officers should review current policies in relation to young people and make recommendations as necessary to the Committee including the updating of the Statement.
- 5.3 The Children's Officers primary aim is to ensure the establishment of a child centred ethos within the Club.
- 5.4 The role of the Children's Officers should be to:
 - 5.4.1 Promote the awareness of the Code of Ethics and Club Policy, the Statement, the Children's First Act 2015, Children First Bill 2014, Our Duty to Care 2002 and the Cricket Ireland Child Safeguarding Manual to all involved in the Club.
 - 5.4.2 Influence policy and practice within the Club
 - 5.4.3 Ensure that children know how to make concerns known to appropriate adults.
 - 5.4.4 Encourage the appropriate involvement of parents/ guardians.
 - 5.4.5 Report to the Committee
 - 5.4.6 Keep appropriate records including all new junior memberships, training, matches and event participation registers, behavioural issues. It is the Children's Officers responsibility to forward these documents to the Designated Liaison Person for record keeping, within an applicable and reasonable time frame.
 - 5.4.7 Ensure that each member or parent/guardian signs a membership and consent forms as necessary
 - 5.4.8 Monitor changes in membership
 - 5.4.9 Liaise with the Sports Leaders in relation to medical conditions of their child or children and any special requirement for the child's safety.
 - 5.4.10 Inform the sports leaders and Designated Liaison Person of any behavioural or other incidents which may impact on the child's involvement and participation in the Club.
 - 5.4.11 Be the primary point of contact for any complaints, concerns or incidents raised by parents/ guardians/ children or instances which occur during any training or events. Compile detailed information and specifics and report these to the Designated Liaison Person as soon as possible to be investigated.
- 5.5 The Children's Officers must have access to Parent/Guardian contact information during all events, made available via the club
- 5.6 The Children's officer shall remain with child until Parent/Guardian has collected each child form an event.
- 5.7 For the avoidance of doubt, all Youth Sub-Committee Members and those Committee Members responsible for the youth activities within the Club, are deemed to be Children's Officers.

DESIGNATED LIAISON PERSON

6. Designated Liaison Person:

- 6.1 The Designated Liaison Person shall have knowledge of the Code of Ethics and the Plan, Statement, the Children First Act 2015, Children's First Bill 2014, Our Duty to Care 2002 and the Cricket Ireland Child Safeguarding Manual and shall be appropriately trained in relation to child protection.
- 6.2 The Designated Person is the person responsible for the reporting of allegations or suspicions of reportable incidences to the Statutory Authorities in accordance with "Guidance for Reporting Abuse".
- 6.3 The Designated Liaison Person shall be make recommendations the Committee regarding the updating of the Statement and its implementation.
- 6.4 The Designated Liaison Person shall recognise the responsibility of the Statutory Agencies in dealing with reportable incidences.
- 6.5 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.
- 6.6 When for any reason the position of the Designated Liaison Person is not filled, the role shall be filled by the President of the Club or other appointed Club Officer until the position is filled.
- 6.7 The Designated Liaison Person shall act as a safeguarding and child protection officer within the Club; the Designated Liaison Person's duties and responsibilities shall include those set out for the Mandated Person in the Children First Bill 2014.
- 6.8 The Designated Liaison Person shall inform the committee of incidents raised which need to be dealt with at a club level in accordance with the club disciplinary procedure.
- 6.9 The Designated Liaison Person shall always place a child's welfare as paramount importance.
- 6.10 The Designated Liaison Person shall store relevant records and ensuring records are up to date, of those individuals interacting with children, including and not limited to: GARDA Vetting documentation, relevant Child Safeguarding Training, First Aid documentation.
- 6.11 The Designated Liaison Person shall store any documents received in relation to junior cricket, child/junior membership application forms and parental details, participation registers of training, matches and/or club events, any parental consent forms, including travelling, communications etc. as they are forwarded on by the Children's Officers.

PARENTS/GUARDIANS

7. Parents/Guardians:

- 7.1 Parents/Guardians have the primary responsibility for the care and welfare of their children.
- 7.2 Parents/Guardians should assist in the promotion of good practice within the Club and refrain from actions which bring the game or club into disrepute. Parents are bound by the club disciplinary procedure and code of conduct.
- 7.3 Parents/ Guardians should refrain from actions that might make the experience of playing not enjoyable for a child including having unreasonable expectations with regard to performance.
- 7.4 Parents/Guardians should:
 - 7.4.1 Be aware of the Sports Leaders and their role within the Club.
 - 7.4.2 Show appreciation of and respect for the Sports Leaders and their decision.
 - 7.4.3 Encouraged their child or children to play in a fair manner and by the Laws & Regulations of the game as well as the Spirit of Cricket.
 - 7.4.4 Behave responsibly and in accordance with Club Policy when at the Club or involved in any of the Club's activities.
 - 7.4.5 Avoid behaviour that brings the Club into disrepute.
 - 7.4.6 Focus on the child's or children's enjoyment and participation; in addition the focus should be on best efforts rather than performance.
 - 7.4.7 Liaise with the Sports Leaders on the activities of the Club and support their child or children's involvement with the Club.
 - 7.4.8 Be aware of the timing and location of the activities including travel arrangements etc. And deliver and/or collect their child or children promptly
 - 7.4.9 Liaise with the Sports Leaders in relation to medical conditions of their child or children and any special requirement for the child's safety.
 - 7.4.10 Inform the sports leaders of any behavioural or other incidents which may impact on the child's involvement and participation in the Club.
- 7.5 Parents/Guardians have a responsibility to ensure that their child or children are aware of the Children's Officers, the Designated Liaison Person and their respective roles and raise any issues/complaints directly through these officers.
- 7.6 Parents/Guardians have a responsibility to ensure that their child or children are expected to treat other children, officials, Officers and Sports Leaders with fairness and respect.
- 7.7 Parents/Guardians should be aware of the recommended limitations on practice and training set out by the national sporting body; the Club considers that Parents/Guardians should report concerns regarding overtraining and stress or anxiety which may be due to high expectations and psychological pressure, to a Sports Leader or Children's Officer within the Club. This includes signs of loss of interest or enthusiasm for the activities of the Club.
- 7.8 Parents/Guardians should be aware that the use of video equipment is a legitimate coaching tool as part of the coaching programme for certain age groups.
- 7.9 Parents/Guardians should be responsible for ensuring that their child or children within the Club are aware of the need to use protective equipment and where possible ensure that protective gear is available; where protective gear is not available the Parent and Guardian should inform the Sports Leader that protective equipment is required.

PARENTS/GUARDIANS

- 7.10 Parents/Guardians of children under the age of 12 must remain in attendance for the duration of any training or event their child is participating
- 7.11 Parents/Guardians shall ensure their children are dressed appropriately for events in the absence of change room facilities being available.
- 7.12 Parents/Guardians of Junior Members within the club are bound by the same rules, policies and procedures as all ACC Club Members and should conduct themselves in a manner representative of the club, in line with the "Spirit of Cricket" as outlined in the club Constitution.
- 7.13 Parents/Guardians need to make Children's Officers or Sports Leaders aware of any special dietary requirements their child has for events which are catered. These should also be noted on Club Membership Enrolment Form where applicable.
- 7.14 Parents/Guardians need to make the Children's Officer or Sports Leaders aware of any pre-existing medical conditions their child has or instances where special needs assistance is required. These should also be noted on Club Membership Enrolment Form where applicable.

CHILDREN

8. Children:

- 8.1 It is the Club's Policy that children within the Club should:
 - 8.1.1 Enjoy playing cricket and being a member of the Club.
 - 8.1.2 Be aware of the importance of participating in the Club's activities.
 - 8.1.3 Experience the desire to win as a positive and healthy outcome for striving for best performance.
 - 8.1.4 Be allowed to participate on an equal basis appropriate to their ability and stage of development
 - 8.1.5 Be safe and to feel safe
 - 8.1.6 Be treated with dignity, sensitivity and respect
 - 8.1.7 Be respected, be listened to and to be believed
 - 8.1.8 Not be neglected
- 8.2 Children should report any incidences of behaviour or actions that contravene Club Policy to a Children's Officer and in the case of abuse or a suspected incidence of abuse to the Designated Liaison Person.
- 8.3 Children should refrain from:
 - 8.3.1 Cheating
 - 8.3.2 Bullying in any form
 - 8.3.3 Physical, emotional, psychological or verbal abusing of any other individual.
 - 8.3.4 Gesturing in an unsportsmanlike manner to any Member or player of any other team, arguing or shouting at any other child or person involved in any capacity in the activities of the club.
 - 8.3.5 Using violence or physical contact with any other child or person involved in any capacity in the activities of the club.
 - 8.3.6 Using equipment in a violent or other manner than its intended use.
- 8.4 Children playing for the Club are expected to:
 - 8.4.1 Play fairly
 - 8.4.2 Show respect to fellow team members (by supporting , encouraging etc.), players on other teams (by helping injured players, assisting if required, handshaking, etc.), officials (accepting decisions, etc.), coaches and managers (by co-operating with activities and programmes, behaving well, etc.), and all those involved in any capacity with the activities of the Club.
 - 8.4.3 Avoid behaviour that brings the Club into disrepute or that disrupts the activities of the Club.

BULLYING

9. Bullying:

- 9.1 The Club is committed to ensuring that no Member is subjected to physical, emotional, psychological, and 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.
- 9.2 All members should be able to enjoy the activities of the Club free from bullying, abuse and harassment.
- 9.3 The Club's policy is to provide an environment 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. For the avoidance of doubt this applies not only to actions during the activities of the Club but also to any actions by a Member or Members or other persons associated with the Club that may restrict a Member's involvement and enjoyment in the Club.
- 9.4 All forms of bullying are considered unacceptable including physical, emotional, psychological, and verbal or cyber bullying: bullying based on racism, ethnic background, religious background or sexual orientation is unacceptable.
- 9.5 The Club expects all Members or other persons associated with the Club to report any incidence of bullying or a suspected incidence of bullying to a Sports Leader or Children's Officer or to other appropriate person.

PHOTOGRAPHIC POLICY

10. Photographic Policy:

- 10.1 It is the Club's policy to ensure that photographers, operators of film and video equipment and all other devices for making images, do so in line with good practice with Child Protection policies and avoid the use of zoom close-up and repetitive images; this is to avoid the risk of inappropriate unsolicited attention from persons within and outside the Club.
- 10.2 The Policy with regard to use of images applies to all Members, Officers, Parents/Guardians or other persons associated with the Club and is intended to protect all persons associated with the Club.
- 10.3 Any person associated with the Club who is concerned about photography taking place should contact the Designated Liaison Person.
- 10.4 Parents/Guardians shall be given the option to opt-out of any/all social media postings of their child on membership applications or at any stage upon request.

MOBILE PHONES

11. Use of mobile phones:

- 11.1 The Club acknowledges the significant impact that communications and social media technologies have for all Members including children, and because of various formats available, the Club encourages that they 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.
- 11.2 The Club policy on mobile phones is as follows:
 - 11.2.1 To ensure that mobile phones are stored with personal possessions during the activities of the Club
 - 11.2.2 To ensure the appropriate use of mobile phones in changing rooms and other private areas.
 - 11.2.3 To ensure that camera phones are used safely and responsibly.
 - 11.2.4 Where photos are being taken, that the Club policy in relation to photographs and images are strictly adhered to.
- 11.3 All communications by Sports Leaders and Children's Officers by text, email, websites and social media should follow the guidelines for use of such communications.
- 11.4 Club mass-mail outs and communication messages regarding club events, will be sent to the Parents/Guardians of Junior Members under 12 years of age.
- 11.5 Messages will only be sent to children under 12 years of age, where Parent/Guardian has requested so on consent section of membership form at the Parent/Guardians request.
- 11.6 Club communication to children over the age of 12 years of age shall be made available, where those contact details are given to the club. These can be stopped at any time at the request of the Parent/Guardian.

SUBSTANCE ABUSE / DRUGS

12. Substance Abuse/Drugs:

- 12.1 It is the Club's policy to comply with the international, national and provincial bodies' policies on substance abuse as set out in the Club's Rules.
- 12.2 The use of drugs is actively discouraged as being incompatible with a healthy approach to sporting activity.
- 12.3 It is the Club's policy to promote fair competition through development of sound training practice and discourage the use of any substance that is perceived to offer short cuts to improved performances or to by-pass the commitment and hard work required to achieve success.
- 12.4 In instances where a child is attending an event and is suspected to be under the influence of any degree, that child will be immediately removed from activities within the club to protect the child from harm.
- 12.5 Parents are to be notified immediately if any child under ACC care is under the influence to any degree
- 12.6 Sports Leaders shall notify Children's Officers of any instances where a child is under the influence or is suspected of abusing substance drugs. Any instances must be reported in detail immediately to the Designated Liaison Person for review.
- 12.7 Designated Liaison Person will act on report and forward to the committee where further disciplinary action may be taken as per ACC Club Rules.

DISCIPLINARY, COMPLAINTS AND APPEALS PROCEDURES

13. Disciplinary, Complaints and Appeals Procedures:

- 13.1 The Club, its Officers and its Members, encompassing parents of Junior Members, shall be bound by the reporting procedures as set out by legislation.
- 13.2 All Members are bound by the ACC club rules and the disciplinary, complaints and appeals procedures set-out by The Club.
- 13.3 The Club disciplinary, complaints and appeals procedure set out in the ACC Club Rules shall apply in addition to any applicable statutory requirements.

SELECTION AND RECRUITMENT PROCEDURES

14. Selection and Recruitment Procedures:

- 14.1 The Committee is committed to ensuring persons working with children and who have substantial access to children in the Club are selected and recruited according to a systematic recruitment procedure; the Committee is committed to taking all reasonable steps to ensure that people working with children and who have substantial access to children in the Club, are suitable and appropriately qualified.
- 14.2 The Recruitment Procedure will include the checking of original documentation including:
 - 14.2.1 Photographic ID.
 - 14.2.2 References from similar organisations.
 - 14.2.3 Qualifications for the role being undertaken.
 - 14.2.4 Garda vetting and vetting certificates as set out in by the National Vetting Bureau (Children and Vulnerable Persons) Act 2012.
- 14.3 The Committee is committed to ensuring that all persons working with children and who have substantial access to children are selected and recruited into the Club receive child safeguarding training appropriate to the role.
- 14.4 The Committee is committed to adopt specific procedures for managing on an ongoing basis all persons working with children; this may include periods where a Sports Leader may be supervised by others.
- 14.5 All persons applying to work with children and who have substantial access to children in the Club will be required to make the Club aware of any information that may affect their involvement in the Club.

TRANSPORTATION OF CHILDREN AND MINORS

15. Transportation of Children and Minors:

- 15.1 The club is responsible for ensuring that best practice is followed and has set-out the following rules in relation to the transportation of children and minors under club care.
- 15.2 It is expected that any parent/guardian of a child under the age of 12 years old, is responsible (7.4.8) for the timely transportation of their child to club events.
- 15.3 In circumstances where this is not possible, the parent/guardian must notify the Children's Officer of the circumstances as early as possible to see if arranging alternative transport options are possible.
- 15.4 It is at the discretion of the Children's Officer's/Sports Leaders as to a decision on transporting any child, with the following provisions to be followed as ACC policy:
 - 15.4.1 Parental/Guardian consent is given for the transportation of their child
 - 15.4.2 Two Sports Leaders/Children's Officers are to be present in the transportation of any children
 - 15.4.3 A transportation log is kept of any names, dates, times of any transportation of children and given to the Designated Liaison Person for file.
- 15.5 Children/Minors over the age of 12 may be permitted to travel with Sports Leaders, provided parent/guardian consent is given. It is at the discretion of the Sports Leaders as to a decision on transporting any child without transport.
- 15.6 Exclusion from club events may apply if any parent/guardian cannot arrange appropriate transport.
- 15.7 Any Sports Leader transporting children or minors on behalf of the club must also adhere to the following ACC policy provisions:
 - 15.7.1 Hold a current and valid Irish licence not under suspension.
 - 15.7.2 Ensure their vehicle is a safe and legal condition for driving, including current tax, NCT, Insurance.
 - 15.7.3 Ensure appropriate seating and seatbelts are fitted and worn by all passengers.
 - 15.7.4 Drive safely and within speed limits and legislative road rules
- 15.8 If any of the policy provision in this section are not met, a child/minor must not use or be transported in a vehicle provided by ACC members or Sports leaders.

CHILDREN / YOUTHS PLAYING IN OPEN AGE TEAMS

16. Children / Youths Playing in Open Age Teams:

- 16.1 In line with developing the skills of youth cricketers, children and minors may be selected to play in open age completion. To ensure best practice, the following policy shall apply and must be followed.
- 16.2 All ACC Team Captains are to be GARDA vetted. In the absence of a Team Captain, at least one adult playing member of the team, will act as a Sports Leader and must be Garda vetted. If Leinster Cricket Umpires are present they will also be GARDA vetted.
- 16.3 Parents/Guardians of children under 12 years old must be in attendance for the duration of the event and at a minimum one Children's Officer must be present. If no Children's Officer is available, children under 12 are not permitted to play.
- 16.4 Parents/Guardians of children 12 years and over are not required to be present for the duration of the event, provided they have given permission for their child to play and providing a Sports Leader / Children's Officer is present.
 - 16.4.1 Should no Children's Officer be present, the parent/guardian must be advised that no Children's Officer is present. The Child/Youth may only play if Parent/Guardian permission/consent is given in the absence of a Children's Officer.
 - 16.4.2 Ultimately it is the Club and Club Captains decision to allow a child/youth to play or not to play in these instances, depending on varying factors with the child's safety first and foremost.

CHANGE ROOM AND TOILETING

17. Change Room and Toileting:

- 17.1 Where possible, Parents/Guardians shall minimize the need for children to use change room facilities by ensuring children are dressed adequately and appropriately for events as set out in section 7.11.
- 17.2 Should change room facilities or toilet facilities be required, a request to the Children's officer must be made and provisions made where/if appropriate.
- 17.3 Where practicable, children and youths shall be appropriately supervised at all times in changing rooms by a minimum of 2 Sports Leaders or Children's Officers.
- 17.4 Where there are mixed gender groups, separate changing room facilities will be utilised and supervised accordingly.
- 17.5 Sports Leaders and Children's Officers of the opposite gender shall not be present whilst children or youths are showering or changing.
- 17.6 In line with section 10 (Photographic Policy) and section 11 (Mobile Phone Policy), any person present in a change room, including parents, should be aware that no photographic equipment, including cameras, video cameras, mobile phones with photographic capabilities etc. should be used in changing rooms.