

Kinvara Hockey Club
Children's Officer & Club Designated Persons
Roles and Responsibilities

Club Designated Person

Designated persons are responsible for dealing with any concerns about the protection of children. The Designated Person is responsible for reporting allegations or suspicions of child abuse to TUSLA and/or An Garda Síochána.

Club Designated Person should:

- Have knowledge of the Code of Ethics and statutory guidelines.
- Have a knowledge of categories and indicators of abuse.
- Be prepared to undertake training in relation to child protection.
- Be familiar with and able to carry out reporting procedures as set out in the Code of Ethics and Good Practice in Children's Sport and in the Hockey Ireland's Code of Ethics for Hockey for Young People.
- Communicate with parents and/or agencies as appropriate.
- Assist with the ongoing development and implementation of the club's child protection training needs.
- Be aware of local contacts and services in relation to child protection (contact list included in the Code of Ethics for Hockey for Young People).
- Inform local duty social worker in the Health Services Executive Local Area Board and/or An Garda Síochána of relevant concerns about individual children using the Standard Report Form
- Advise Club Administrators on strategies to deal with poor practice and bullying concerns
- Advise Club Administrators on issues of confidentiality/record keeping/data protection.
- The Designated Person of affiliated clubs and groups should report suspected abuse in relation to Sports Leaders or persistent poor practice to the National Designated Person who will then have the responsibility of advising the organisation of ways to ensure that other clubs are protected from re-occurrence of situations of abuse.

Club Children's Officers

The appointment of Club Children's Officers is an essential element in the creation of a quality atmosphere for young people in any club. They act as a resource to members with regard to children's issues and also ensure that children have a voice in the running of the club and can talk freely about their experiences.

Government guidelines advise that a children's officer should be appointed by all clubs and this should be done in accordance with recommended selection and recruitment procedures. The appointment of this person should be carried out in consultation with juvenile members and their parents/guardians. The Children's Officer should be on the Management Committee or have access to the Management Committee.

The Children's Officer should have the following functions:

- To promote the Code of Ethics & Good Practice
- To familiarise with *Children First* and *Our Duty to Care* to ensure they can act as an information source to other members of the organisation
- To influence policy and practice and prioritise children's needs
- To ensure that children know how and whom they can report their concerns to within the club. Information disclosed by a child should be dealt with in accordance with the guidelines in the Code of Ethics for Hockey for Young People
- To encourage the participation of parents/guardians in club activities
- To co-operate with parents to ensure that each child enjoys his/her participation in hockey
- To act as a resource with regard to best practice in children's hockey
- To report regularly to the club management committee
- To monitor changes in membership and follow up on any unusual drop-out, absenteeism or club transfers by children or coaches/volunteers

Club Children's Officers and/or Designated Persons do not have the responsibility of investigating or validating child protection concerns within the club and have no counselling or therapeutic role. This responsibility lies with the Health Services and the Gardaí.