

IRISH DRAGON  
BOAT ASSOCIATION














# Safeguarding in Dragon Boating

Responsibilities and Best Practices for Clubs

April 2025



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# Introduction

The Irish Dragon Boat Association (IDBA) is committed to safeguarding the welfare of children, young people, and vulnerable adults in line with child protection legislation across both the Republic of Ireland and Northern Ireland. Our policies are developed in accordance with:

**Republic of Ireland:** The Children First Act 2015 and the National Vetting Bureau (Children and Vulnerable Persons) Act 2012, alongside authoritative guidance such as Children First: National Guidance for the Protection and Welfare of Children (2017) and HSE Guidance on Safeguarding Vulnerable Adults.

**Northern Ireland:** The Safeguarding Board Act (Northern Ireland) 2011 and statutory guidance including Co-operating to Safeguard Children and Young People in Northern Ireland (2020).

The IDBA provides its safeguarding policies across Ireland to ensure a consistent and robust framework for all affiliated dragon boat clubs with junior members and vulnerable adults. For safeguarding purposes, a child is defined as anyone under the age of 18, and a vulnerable adult is an individual aged 18+ who may be at risk of harm, exploitation, or difficulty in reporting abuse. While these policies set out a clear standard for safeguarding practices, clubs may also need to adopt additional local operating procedures to ensure full alignment with specific local considerations and requirements.

Through these policies, the IDBA supports affiliated clubs in fostering a safe and protective environment, ensuring compliance with legal obligations and best practices.

***This booklet outlines the key points of the IDBA Safeguarding Policies, helping all affiliated dragon boat clubs understand their responsibilities in protecting children/young people and vulnerable adults.***

# Child Safeguarding

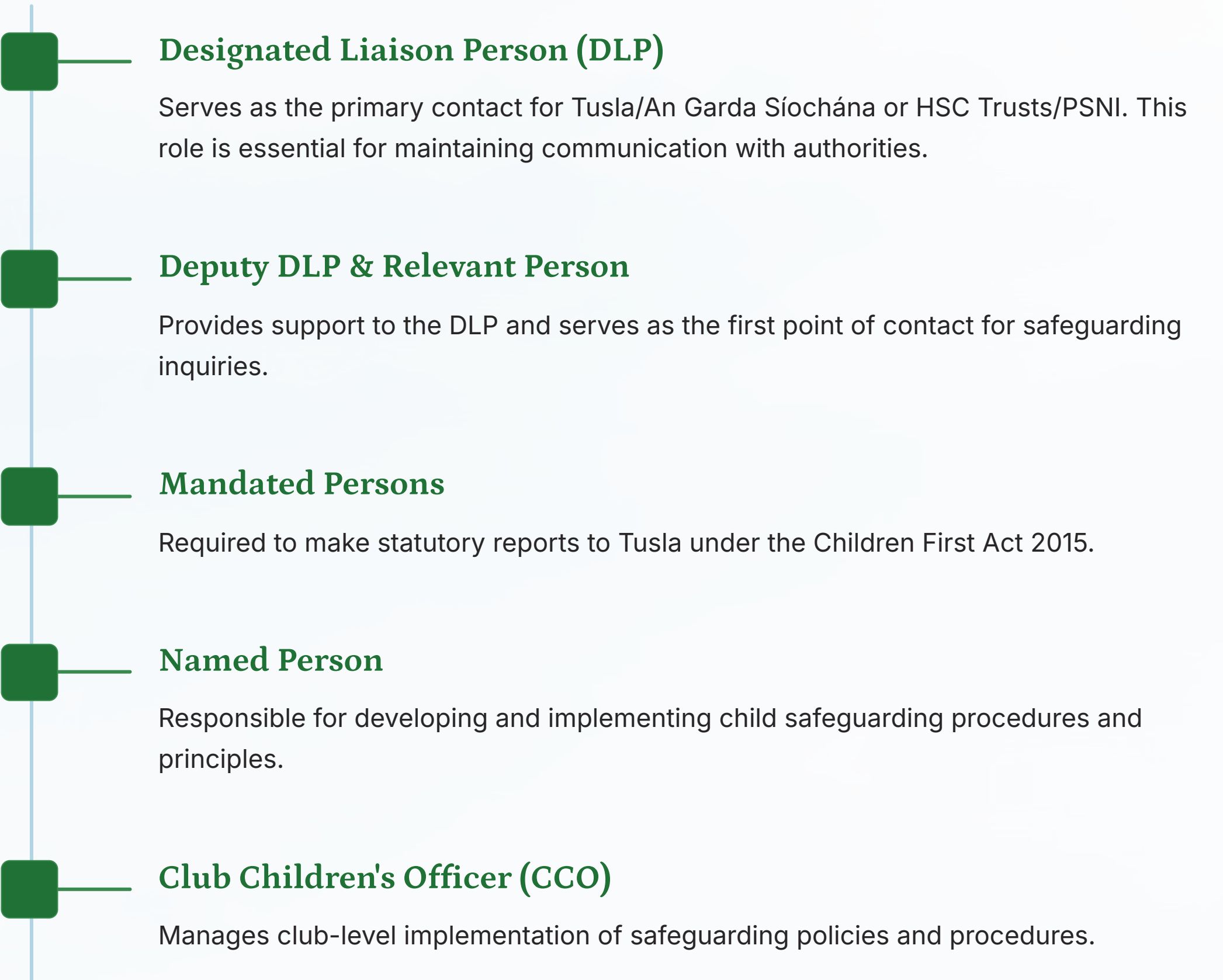
The IDBA is committed to ensuring all affiliated clubs uphold the highest child protection standards, in line with Irish and Northern Irish legislation.

- **In the Republic of Ireland**, clubs **must** conduct a **risk assessment** and maintain a **Child Safeguarding Statement**, as required under the *Children First Act 2015*.
- **In Northern Ireland**, while not a statutory requirement, clubs are **strongly encouraged** to follow the same practice in line with *Co-operating to Safeguard Children and Young People in Northern Ireland (2020)*.

These safeguarding measures are designed to protect children from harm, promote their well-being, and create a safe environment for participation in dragon boating.

## Safeguarding Roles and Responsibilities

The following roles form our safeguarding structure, with clear lines of responsibility and accountability:







# Child Safeguarding

Each club with junior members must appoint the Designated Liaison Persons (DLPs), Club Children's Officer (CCO), and any other safeguarding roles as outlined in the IDBA Safeguarding Policies. These individuals must be appropriately trained and clearly identified to all members.

Clubs must follow a structured procedure for appointing these safeguarding roles, which includes:

- Selecting individuals with the appropriate skills and commitment to safeguarding.
- Ensuring they complete mandatory safeguarding training.
- Officially designating their roles within the club governance structure.
- Communicating their responsibilities clearly to all club members.
- Maintaining proper documentation, including completed application forms for all junior members.

The IDBA has assessed the risks associated with child safeguarding in line with relevant legislation and guidance. To support affiliated clubs with junior members, the IDBA provides a **Child Safeguarding Statement (Appendix 1)**, which these clubs must complete and display prominently.

# Vulnerable Persons Safeguarding

The IDBA defines a vulnerable person as an adult (18+) restricted in their ability to protect themselves from harm or exploitation, due to physical, sensory, or intellectual impairments. The IDBA Vulnerable Person Safeguarding Policy aligns with safeguarding frameworks in the Republic of the Republic of Ireland and Northern Ireland, and is separate from the IDBA Child Safeguarding Policy. The IDBA, along with all affiliated clubs, will uphold its commitment to the policy by ensuring that:

## Safeguarding Procedures

All members, coaches, and volunteers are aware of safeguarding procedures and know who to contact if they have concerns about a vulnerable adult's welfare.

## Risk Response

Any concern that a vulnerable adult is at risk of harm is taken seriously, responded to promptly, and followed up in line with the IDBA Safeguarding Vulnerable Persons Policy and Procedures.

## Priority on Well-being

The well-being of the vulnerable adult is prioritised, and they are supported in expressing their wishes regarding safeguarding interventions.

## Proportionate Actions

Any actions taken will be proportionate to the risk of harm while respecting the rights and dignity of all involved.

## Record Keeping

Confidential, detailed, and accurate records of all safeguarding concerns are maintained securely in line with the IDBA Data Protection Policy.

## Vetting and Checks

Garda vetting (ROI) and AccessNI checks (NI) are conducted in accordance with the IDBA Safe Recruitment and Selection Policy.

# Vulnerable Persons Safeguarding

## Definitions of Abuse

**Abuse is defined as:** "Any act, or failure to act, that results in a breach of a vulnerable person's human rights, civil liberties, physical and mental integrity, dignity or general well-being, whether intended or through negligence, including sexual relationships or financial transactions to which the person does not or cannot validly consent, or which are deliberately exploitative." Abuse of a vulnerable person may be:

- A single act or repeated over time.
- Committed by someone in a position of trust (e.g. family member, carer, coach, or volunteer).
- Perpetrated by people with influence over the vulnerable person's life.

A failure to act to protect a vulnerable adult can also constitute abuse.

## Types of Abuse

A vulnerable person may experience multiple forms of abuse at the same time. The main types of abuse include:

**Physical Abuse**  
Hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions.

**Sexual Abuse**  
Rape, sexual assault, or coercing a vulnerable adult into non-consensual sexual acts.

**Psychological Abuse**  
Emotional abuse, intimidation, coercion, threats, humiliation, controlling behaviour, verbal abuse, and isolation.

**Financial Abuse**  
Theft, fraud, financial exploitation, undue pressure in financial transactions, or misuse of assets.

**Neglect and Acts of Omission**  
Ignoring medical or physical care needs, failing to provide necessary services, or withholding essential resources such as food and heating.

**Discriminatory Abuse**  
Harassment, slurs, or unfair treatment based on disability, age, gender, race, religion, or sexual orientation.

**Institutional Abuse**  
Poor care practices, rigid routines, and failure to provide adequate care in institutional setting.

# Key Principles of Safeguarding Vulnerable Persons



## Human Rights

Every person has the right to safety, dignity, and protection from harm.



## Person-Centred Approach

Vulnerable persons should be empowered to make decisions about their own well-being.



## Advocacy

Where necessary, independent advocacy should be sought to ensure the person's views and wishes are represented.



## Confidentiality

Information will be shared only on a need-to-know basis in the best interests of the vulnerable person.



## Empowerment

Support should be provided to enable self-determination while balancing safety.



## Collaboration

IDBA will work in partnership with statutory agencies, families, and organisations to safeguard vulnerable persons.

Further details on these principles: [HSE Persons at Risk of Abuse Policy](#)

# Responding to Concerns/Allegations



## Report to DLP

Contact the Designated Liaison Person (DLP) for safeguarding concerns.



## Emergency Response

If immediate danger, call An Garda Síochána (ROI) or PSNI (NI) at 999/112.



## Reporting Process

The DLP will assess, consult, and report to statutory authorities if necessary.



## Confidentiality & Consent

Ensure strict confidentiality and obtain consent where possible.



## Record-Keeping

Document all concerns using the Safeguarding Form (Appendix 1).

# Code of Conduct

The **IDBA Code of Conduct for Working with Children** applies equally to vulnerable adults, ensuring a safe and respectful environment across all IDBA-affiliated clubs.



# Child Protection Reporting Procedures

The IDBA is committed to ensuring the highest level of child protection in both the Republic of Ireland and Northern Ireland. Clubs must comply with relevant laws and ensure that all safeguarding measures are in place. The safety and well-being of children must always take priority over concerns about the rights or reputations of adults against whom an allegation may be made. Any concerns regarding child welfare or protection should be reported **without delay** to the relevant statutory authorities.

It is not the responsibility of any member, coach, or volunteer to determine whether child abuse is occurring. However, all individuals have a duty to report concerns so that the appropriate agencies can investigate and take necessary action.

## Responding to Concerns

When a concern is raised, it is essential to follow clear reporting procedures to ensure the safety and protection of the child involved. The following steps should be taken:

1. The concern must be reported to the Designated Liaison Person (DLP) immediately.
2. The DLP, in consultation with the person raising the concern, will determine if reasonable grounds for concern exist.
3. If reasonable grounds exist, the DLP will report the concern as follows:

**ROI:** Tusla via the [Tusla Web Portal](#) or local Duty Social Worker.

**NI:** Local Health and Social Care Trust (HSCT) Gateway Service.

1. If a child is in immediate danger and Tusla or HSCT cannot be reached, the Gardaí (ROI) or PSNI (NI) should be contacted immediately (999/112).

If the DLP decides not to report the concern, they must:

- Record the reasons for not reporting.
- Inform the person raising the concern of the decision in writing.
- Advise the person that they may report independently.

Under the Protection for Persons Reporting Child Abuse Act 1998 (ROI) and the Public Interest Disclosure (NI) Order 1998, individuals who report in good faith are protected from any negative consequences.

# Child Protection Reporting Procedures

## Record Keeping & Response Procedures

Proper documentation and appropriate responses are essential when handling child protection concerns. The following procedures must be followed to ensure the safety and well-being of children.

### Record Keeping Essentials

- Records must be factual and include details of contacts, consultations, and actions taken
- Records must be securely stored and only shared on a need-to-know basis in the best interests of the child
- The Chairperson and DLP will have access to child protection records, which will be retained for five years
- Records will be reviewed regularly by the DLP in compliance with GDPR and data protection regulations

***A Safeguarding Report Form (Appendix 2) should be used to document all incidents.***

### Reasonable Grounds for Concern

- Physical injuries or behavior consistent with abuse and unlikely to have another cause
- Disclosure from a child indicating they have been abused
- An admission from an adult or child of abuse they committed
- Serious neglect or emotional harm affecting the child's well-being
- A witness account of abuse

Whenever possible, concerns should be discussed with parents/guardians, unless this may place the child at further risk. Child abuse may also occur online through social media and technology. Volunteers should remain vigilant about online safety risks.

### Responding to Disclosures

- Stay calm and listen carefully
- Reassure the child that they did the right thing by telling someone
- Allow the child to speak at their own pace
- Do not press for details or ask leading questions
- Record what is said as soon as possible
- Report the disclosure to the DLP/Tusla/HSCT without delay

# Child Protection Reporting Procedures

## Confidentiality

- Information **must be shared** on a **need-to-know basis** to protect the child.
- **No guarantees of secrecy** can be given.
- Parents/guardians should be informed **unless doing so would place the child at further risk**.

## Allegations Against a Volunteer or Member

If an allegation is made against a member, coach, or volunteer, the association has a dual responsibility to:

### 1. Protect the Child

If an allegation is made, report to Tusla (ROI) or HSCT (NI).

### 2. Follow Internal Procedures

Follow internal procedures to investigate and take action.

Where reasonable grounds for concern exist:

### Step Aside

The member/volunteer may be asked to step aside pending an investigation.

### Opportunity to Respond

The individual will be informed of the allegation and given an opportunity to respond.

### Support and Fairness

The association will provide support and fairness to all involved while prioritising child safety.

Once statutory investigations are complete, the association may take disciplinary action if necessary.



# Child Protection Reporting Procedures

Under the **Children First Act 2015**, **Mandated Persons** must report concerns that reach a certain threshold.

## Understanding Harm

- Neglect**  
Serious failure to provide for a child's basic needs, such as food, clothing, shelter, or medical care.
- Emotional Abuse**  
Persistent emotional ill-treatment causing severe harm to a child's mental, emotional, or social development.
- Physical Abuse**  
Assault causing harm or likely to cause harm, including hitting, kicking, burning, or shaking.
- Sexual Abuse**  
Any form of sexual exploitation or abuse, including sexual assault, rape, or child sexual exploitation material.

## Key Actions for Clubs

- Understand Procedures**  
Ensure all volunteers and members understand child protection procedures.
- Display Statement**  
Display the Child Safeguarding Statement in the club.
- Appoint Liaison Person**  
Appoint and train a Designated Liaison Person (DLP) and Deputy DLP.
- Document Concerns**  
Use the Safeguarding Report Form (**Appendix 2**) to document concerns and maintain secure, factual records.
- Report Concerns**  
Report all reasonable concerns immediately.
- Complete Forms**  
Ensure all junior members complete the approved Application Form (**Appendix 3**).

# Code of Conduct for Working with Children

The IDBA Code of Conduct establishes best practices for fostering a safe and supportive environment for children/young people within IDBA and its affiliated clubs. It sets clear expectations for the behaviour and responsibilities of all adults, coaches, volunteers, and staff, who engage with minors in IDBA-sanctioned activities. By adhering to these guidelines, we uphold IDBA's commitment to safeguarding young participants and promoting a culture of respect, inclusion, and well-being in all affiliated clubs.

## Best Practices for Working with Children

<b>Respect &amp; Inclusion</b> <ul style="list-style-type: none"><li>• Treat children and young people with respect and dignity.</li><li>• Involve them in decision-making when appropriate.</li><li>• Ensure fair treatment; no discrimination, bullying, favouritism, or exclusion.</li></ul>
<b>Safe Environments</b> <ul style="list-style-type: none"><li>• Work in open, visible spaces, never be alone with a child in a closed space.</li><li>• Avoid private conversations in secluded areas.</li><li>• Maintain appropriate physical boundaries; physical contact should only occur when necessary and appropriate.</li><li>• Ensure gender representation in leadership and supervision.</li><li>• Obtain parental consent for events and activities.</li><li>• Conduct risk assessments for all programs involving minors.</li></ul>
<b>Communication Guidelines</b> <ul style="list-style-type: none"><li>• Use only official club communication channels, no personal accounts, devices, or private messaging.</li><li>• Do not connect with children on personal social media accounts.</li></ul>
<b>Prohibited Conduct</b> <ul style="list-style-type: none"><li>• Do not invade children's privacy in toilets or changing areas.</li><li>• Avoid inappropriate physical games or touching.</li><li>• Refrain from making sexual jokes or inappropriate comments.</li><li>• Physical punishment or any form of hitting is strictly prohibited.</li><li>• No drugs or alcohol at any IDBA-affiliated events.</li><li>• No hostile words, shaming, or gestures that could demean a child.</li></ul>
<b>Transport &amp; Supervision</b> <ul style="list-style-type: none"><li>• Do not transport children in personal vehicles except in emergencies and with parental consent.</li><li>• Always document concerns or incidents and report them appropriately.</li></ul>

# Code of Conduct for Children

Creating a safe and supportive environment in dragon boating relies on everyone's cooperation. The Code of Conduct for Children applies to all junior members across IDBA-affiliated clubs in the Republic of Ireland and Northern Ireland.

## Your Rights in Dragon Boating

As a junior member, you have the right to:

- Have fun and enjoy participating.
- Be treated fairly, with dignity and respect.
- Feel safe and have your concerns heard.
- Have a say in decisions that affect you.
- Know who to talk to if you need support.
- Have your personal information handled confidentially.

## Your Key Responsibilities

As a member of an IDBA-affiliated club, you are expected to:

- Treat leaders, coaches, and teammates with respect.
- Support and encourage fellow members.
- Follow IDBA and club rules.
- Represent your club positively, both on and off the water.
- Speak up if you have concerns or need help.

## Behaviours to Avoid

- To maintain a safe and respectful environment, **you must avoid:**
- Bullying, intimidation, or aggressive behavior.
- Disrespecting decisions, using offensive language, or inappropriate conduct.
- Keeping secrets about unsafe or harmful situations.
- Using or being pressured into using alcohol or drugs.





# Supervision of Children

To support best practice in safeguarding, the following supervision requirements must be followed by all helms, coaches, and volunteers to ensure the safety and wellbeing of junior participants during dragon boating activities.

## General Supervision Requirements

- **Minimum ratio:** 1 adult per 10 children over 12 years old.
- Lower ratios apply for younger children and high-risk activities.
- A minimum of two adults (18+) must be present for all junior activities.
- Where possible, provide gender-balanced supervision.
- Direct visual supervision of junior participants must be maintained at all times.
- Risk assessments should be reviewed as needed, particularly if activities or conditions change, to ensure appropriate supervision is in place.
- Supervised collection of juniors by authorised adults only as agreed in advance with parents/guardians.

## On-Water Supervision

- When junior crews are on the water, there must be continuous adult supervision, either from within the boat (by the helm or another adult), from the bank, or from a safety boat.

## Regional Compliance

IDBA adheres to national safeguarding regulations in both jurisdictions:

- **Republic of Ireland:** Compliance with *Children First National Guidance (2017)*
- **Northern Ireland:** Compliance with *Co-operating to Safeguard Children and Young People (2020)*



# Safe Recruitment and Selection

The IDBA is committed to ensuring only suitable individuals work with children/young people, and vulnerable persons. This procedure applies to:

- New and existing members wishing to work with children, young people, or vulnerable adults.
- All IDBA-affiliated clubs in both the Republic of Ireland and Northern Ireland.

It is the policy of the IDBA that all helms, officials, staff, and volunteers must undergo Garda Vetting/AccessNI checks where their role involves regular contact with children or vulnerable adults. The following outlines the process for each jurisdiction.


## Vetting Process: Republic of Ireland


- The IDBA Garda Vetting Officer sends a Vetting Invitation Form to the applicant (**Appendix 4**).
- The applicant completes the form and returns it to the IDBA Garda Vetting Officer at [safeguarding@dragonboat.ie](mailto:safeguarding@dragonboat.ie) along with the required identification documents.
- The IDBA will invoice the club (€12.50/head) once the Vetting Invitation Form is returned to the IDBA Garda Vetting Officer. Once payment is received the form is submitted to the National Vetting Bureau.
- The applicant receives an email with a link to complete their vetting application.
- The IDBA and the applicant are notified of the vetting result.


# Safe Recruitment and Selection


## Vetting Process: Northern Ireland

Clubs and volunteers in Northern Ireland must comply with AccessNI vetting requirements. AccessNI provides criminal record checks, similar to Garda Vetting in the Republic of Ireland.

- 

Applicants complete an AccessNI application form through the relevant umbrella body (the club or a recognised sporting organisation).
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The club submits the completed application and identification documents to AccessNI.
- 

AccessNI processes the application and provides a disclosure certificate to the applicant.
- 

The club and the IDBA review the disclosure results to assess suitability. Under Northern Irish law, individuals working with children and vulnerable adults must also be registered with the Disclosure and Barring Service (DBS) if engaging in regulated activity.

## Handling Disclosures in Vetting

If Garda Vetting (ROI) or AccessNI (NI) discloses a concern, the following process will be followed:

- Step 1**

A designated representative from the committee, along with the HR Representative, will conduct a risk assessment based on the disclosed information.
- Step 2**

A decision will be made regarding the suitability of the applicant for their intended role.
- Step 3**

The applicant may be asked to provide further information or be deemed unsuitable for the role if the risk is deemed too great.
- Step 4**

If an individual is barred from working with children or vulnerable adults (as per DBS in Northern Ireland), they must not be recruited.





# Safe Recruitment and Selection

## Ongoing Review and Re-vetting

- The suitability of all helms, officials, and volunteers working with children, young people, and vulnerable persons will be reviewed periodically by the IDBA Executive Committee, in line with safeguarding policies and re-vetting procedures. This review will consider compliance with Garda Vetting (ROI) and AccessNI (NI) requirements, as well as any concerns raised during their involvement in IDBA activities.
- In line with best practices, all helms, coaches, and volunteers will be re-vetted every 3 years.
- Clubs should maintain records of vetting status to ensure compliance with safeguarding requirements.

# Access to Safeguarding Training

Under the Children First Act 2015 (Republic of Ireland), relevant service providers must implement safeguarding procedures. The Irish Dragon Boat Association (IDBA) ensures its members and affiliated clubs receive safeguarding training. While the Act applies in the Republic of Ireland, Northern Irish clubs follow Co-operating to Safeguard Children and Young People (2020) and Sport NI's guidelines.

All IDBA workers and volunteers require varying levels of safeguarding knowledge based on their role, contact with children, and responsibilities. IDBA mandates child safeguarding training at different levels, ensuring all members can recognise and respond to concerns appropriately. The following outlines providers of various levels of training:

## Level 1 Training

### Who Needs to Take It?

Coaches, Helms, Volunteers, Club Children's Officers, and Designated Liaison Persons (DLPs)

### Republic of Ireland Options

**Tusla "Introduction to Children First"** - Free 1.5 hour eLearning programme on recognising and reporting child abuse, mandated persons, and organisational responsibilities.

**Safeguarding 1: Child Welfare & Protection** - 3 hour course (fee applicable) on implementing best safeguarding practices in sport, available through Local Sports Partnerships.

### Northern Ireland Options

**Sport NI Safeguarding Children & Young People in Sport** - 3 hour course (application of fee varies by provider) covering NI safeguarding frameworks, recognising abuse, and reporting concerns. Available through Sport NI and local sports bodies.

# Access to Safeguarding Training

## Level 2 Training

### Who Needs to Take It?

Club Children's/Safeguarding Officers responsible for overseeing child protection at club level.

### Republic of Ireland Options

**Safeguarding 2: Club Children's Officer Course** - 3 hour course (fee applicable) on fulfilling the role of Club Children's Officer and implementing Safeguarding practices.

### Northern Ireland Options

**Sport NI Safeguarding Children's Officer Training** - 3 hour course (application of fee varies by provider) designed for individuals with specific safeguarding responsibilities within clubs.

## Level 3 Training

### Who Needs to Take It?

Designated Liaison Persons (DLPs) responsible for handling safeguarding concerns and reporting to statutory authorities.

### Republic of Ireland Options

**Tusla "DLP E-learning Module"** - Free 1.5 hour eLearning programme. Participants must have evidence of completion of the "Introduction to Children First" before undertaking this module.

**Safeguarding 3: DLP Training** - 3 hour course (fee applicable) on handling concerns and reporting procedures.

### Northern Ireland Options

**Sport NI DLP Training** - 3 hour course (application of fee varies by provider) Focuses on the role of the DLP, handling concerns, and reporting procedures in NI.



# Access to Safeguarding Training

## Evidence of Completion

### Mandatory Training

- All coaches, leaders, Children's Officers, and Designated Liaison Persons (DLPs) within IDBA-affiliated clubs must complete their required safeguarding training by the deadline set by IDBA.
- Safeguarding training must be renewed every three years to remain valid and compliant with IDBA and national safeguarding regulations.

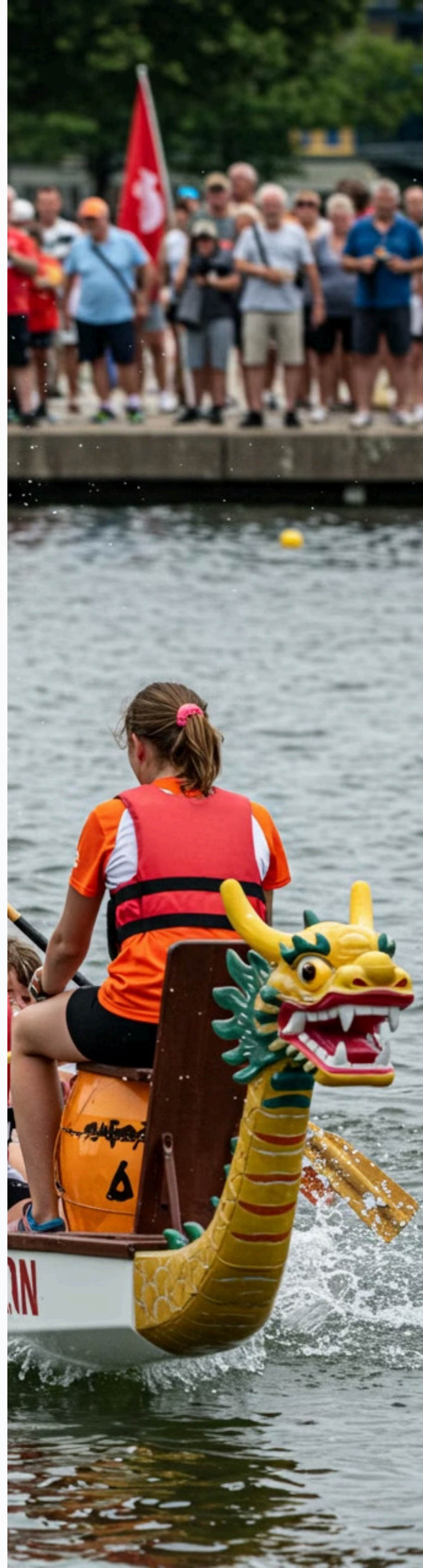
### Certification Tracking

Training certificates must be submitted to the IDBA National Safeguarding Officer at [safeguarding@dragonboat.ie](mailto:safeguarding@dragonboat.ie) for official record-keeping.

### Ongoing Compliance

All individuals involved in IDBA activities should refresh their child safeguarding training every **three years** to ensure continued awareness and compliance with best practices.

However, this timeline serves as a guideline for review. The IDBA Executive Committee, in consultation with affiliated clubs, will assess the need for additional training or refresher courses as necessary to maintain compliance with regulations and uphold the highest standards of child safety. Changes in policies, legal requirements, or emerging concerns may prompt earlier refresher sessions.





# Communications

## Social Media and Digital Communications

The IDBA and its clubs use social media to connect with members and the community, but safeguarding risks must be managed. This policy applies to all clubs in the Republic of Ireland and Northern Ireland, ensuring:

- Responsible online behaviour.
- Protection of under-18 members in digital communication.
- Required completion of junior member application forms before participation in any club activities or communications.
- Safeguarding IDBA's reputation and the sport.

It aligns with child protection guidelines, Sport Ireland and Sport NI frameworks, and data protection laws (GDPR & UK GDPR).

## Social Media Use by IDBA-Affiliated Clubs

All IDBA clubs must:

- Follow this policy as part of their club governance.
- Assign responsible administrators to manage club social media accounts.
- Ensure all content aligns with IDBA safeguarding principles.
- Use clear communication channels to engage with members.

## Guidelines for Club Social Media Administrators

Each club must appoint a social media administrator to oversee official accounts. Administrators must:

- Share only appropriate content that reflects IDBA values.
- Regularly monitor posts, comments, and interactions.
- Remove harmful or inappropriate content immediately.
- Avoid private messaging with underage members.
- Get parental consent before posting images of children.
- Report any safeguarding concerns to the Club and IDBA National Safeguarding Officers.

## Social Media and Underage Members (Children & Young People)

To protect children and young people (under 18s), IDBA officials and club members must not communicate with underage members through personal digital platforms.

# Communications

## Communicating with Underage Members

- Send all club activity updates to parents/guardians.
- Use official club email or messaging systems (e.g. Teamer).
- All junior members must complete and submit the IDBA Junior Member Application Form before participating in club activities or communications.
- Do not add underage members to private groups unless a parent/guardian is included.
- Ensure social media groups have adult oversight (e.g. Club Safeguarding Officer as an admin).
- Club officials should not accept friend requests from underage members on personal accounts.

## Posting Images or Personal Information of Underage Members

- Parental consent must be obtained before posting any images of underage members.
- Clubs must ensure that images focus on activities rather than individuals.
- No personal details (e.g. full name, address) should be included in posts.
- Group/team photos should avoid identifying children by name and position.
- Parents should be encouraged not to post images of other children on personal social media accounts.

## Handling Concerns & Policy Breaches

If inappropriate images or online activity involving underage members is found, clubs must:

- Remove the content immediately.
- Report the issue to the Club and IDBA Safeguarding Officers.
- Follow legal reporting procedures for child safeguarding concerns.



# Appendix 1: Child Safeguarding Statement

(To download and edit this poster, click [here](#))

(Name of Club)

Child Safeguarding Statement

**Name and nature of service**

(Club Name) is a dragon boat club which promotes an interest in dragon boat racing and allows the sports to be open to all by encouraging participation in the sport by juniors and adults.

**Our principles to safeguarding children/young people**

(Club Name) is committed to a child-centred approach to our work with children and young people. We undertake to provide a safe environment and experience, where the welfare of the child/young person is paramount. Our principles to safeguard children/young people from harm are to:

- ensure the safety and wellbeing of children take priority over all other considerations.
- adopt safe practices to minimise the possibility of harm happening to children.
- protect and promote the rights of children and young people, including their right to be protected, treated with respect, listened to and to have their own views taken into consideration in all decisions affecting them.
- ensure that no child or young person is disadvantaged or treated differently because of gender, social or ethnic background, family status, sexual orientation, religion, or disability.
- fully comply with its statutory obligation under the Children First Act 2015, addendum to the Children First Act 2019 and any other relevant legislation relating to the protection and welfare of children.
- encourage the involvement of parents/guardians in club activities.
- fully respect confidentiality requirements in dealing with child protection matters.

**Procedures**

Our Child Safeguarding Statement has been developed in line with requirements under the Children First Act 2015 and in line with Children First: National Guidance for the Protection and Welfare of Children (2017). In addition to the procedures listed in our risk assessment, the following procedures support our intention to safeguard children and young people while they are engaging in our activities:

- Procedure for the management of allegations of abuse or misconduct against workers/volunteers of a child/ young person engaging in our activities.
- Procedures for the safe recruitment and selection of volunteers to work with children.
- Procedure for provision of and access to child safeguarding training and information, including the identification of harm.
- Procedure for the reporting of child protection or welfare concerns to Tusla.
- Procedure for maintaining a list of the persons (if any) in the relevant service who are mandated persons.
- Procedure for appointing a relevant person.

**Risk Assessment**

We have assessed any potential for harm to a child while availing of our services, including the area of online safety when accessing the internet. Below is a list of the areas of risk identified and the list of procedures for managing these risks.

Risk Identified	Policies/Procedures
Risk of harm to a child/young person from a member/volunteer/visitor	<ul style="list-style-type: none"><li>Procedure for safe recruitment and selection</li><li>Code of conduct for working with children/young people</li><li>Procedure for supervision of children/young people</li></ul>
Risk of harm by another child/young person	<ul style="list-style-type: none"><li>Procedure for supervision of children/young people</li><li>Code of conduct for children/young people</li></ul>
Risk of harm by inappropriate use of social media/internet by and with children/young people	<ul style="list-style-type: none"><li>Communications Policy</li><li>Code of conduct for working with children/young people</li><li>Code of conduct for children/young people</li></ul>
Risk of harm from the inappropriate use of photography	<ul style="list-style-type: none"><li>Communications Policy</li></ul>
Risk of harm not recognised	<ul style="list-style-type: none"><li>Procedure for the provision of access to child safeguarding training and information</li></ul>
Risk of harm when using alternative venues	<ul style="list-style-type: none"><li>Procedure for supervision of children/young people</li></ul>
Risk of harm not being reported properly and promptly	<ul style="list-style-type: none"><li>Child Protection Reporting Procedure</li></ul>
Risk of harm due to inappropriate use of children's/young person's personal data	<ul style="list-style-type: none"><li>Data Protection Policy</li></ul>

**Implementation**

We recognise that implementation is an on-going process. Our service is committed to the implementation of this Child Safeguarding Statement and the procedures that support our intention to keep children/young people safe from harm while availing of our service. This Child Safeguarding Statement will be reviewed on (insert date), or as soon as practicable after there has been a material change in any matter to which the statement refers.

**Designated Persons**

Our **Designed Liaison Person (DLP)** is:

(Insert Name)

Our **Deputy DLP** is:

(Insert Name)

Our **Relevant Person** is:

(Insert Name)

Chairpersons Signature

Club Name

For further information contact our Relevant Person: (Insert Name)

Insert contact details)

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# Appendix 2: Safeguarding Incident Report Form

(To download a version of this form, click [here](#))

Use this form to report any safeguarding incidents or concerns. Complete all sections with as much detail as possible. This form should be used in conjunction with junior membership applications to ensure comprehensive safeguarding coverage for all young members.

Basic Information	
Date of report:	
Time report completed:	
Name(s) and contact details:	
Incident Details	
Type of Incident:	<ul style="list-style-type: none"><li><input type="checkbox"/> Injury to child/young person/vulnerable person</li><li><input type="checkbox"/> Direct disclosure</li><li><input type="checkbox"/> 3rd Party disclosure or suspicion</li><li><input type="checkbox"/> Your suspicions or concerns</li></ul>
Date of incident:	
Time of incident:	
Location:	
Witnesses:	
Description & Actions	
Description of incident/disclosure:	
Immediate actions taken:	
Signature	
Signed: _____	Dated: _____

Please submit this form to your Club Safeguarding Officer as soon as possible after the incident.

# Appendix 3: Sample Junior Membership Application Form

(To download a version of this form, click [here](#))

Participants Details	
Name*	
Date of Birth*	
Gender	
Home Address*	
Parent/Guardian Information	
Parent/Guardian Name(s)*	
Parent/Guardian contact Number*	
Parent/Guardian Email Address*	
Emergency Contact Details	
Emergency Contact Name*	
Emergency Contact Phone Number*	
Relationship to participant*	
Medical and Safety Information	
Does your child have any medical conditions or allergies?*	
If yes, please specify	
Does your child have any special needs we should be aware of?*	
If yes, please specify	
Can you child swim at least 50m?*	
Does your child have any previous experience with water sports or dragon boating?*	

# Sample Junior Membership Application Form

Parental Consent and Agreements	
I give permission for my child to participate in the (insert club name) Junior Section Activities*	<div><input type="checkbox"/></div> <div>Please Tick</div>
I acknowledge and accept the fact that the Dragon Boating requires a moderate level of fitness and can be physically testing. I acknowledge that participation in dragon boating involves inherent risks, including but not limited to, water-related injuries, falls, collisions, and other potential hazards. I confirm that I have been informed of these risks and that my child is voluntarily participating in this activity.	<div><input type="checkbox"/></div> <div>Please Tick</div>
I understand (insert club name) will take all reasonable precautions to ensure the safety of participants. However, I accept that no sporting activity is entirely risk-free. I confirm that my child is medically fit to participate and that I have informed the club of any relevant medical conditions under the medical and safety information section above.*	
In the case of an emergency, I authorise the club to seek medical treatment for my child if I am not present*	<div><input type="checkbox"/></div> <div>Please Tick</div>
I give permission for my child's photos/videos to be taken during training and events for club promotion (social media, website, etc.)*	<div><input type="checkbox"/></div> <div>Please Tick</div>
Signature*	
Print Name*	
Date*	

All field marked with \* must be completed.

# Appendix 4: Garda Vetting Invitation Form (NVB1)

To download this form please click [here](#).



## Guidelines for completing Vetting Invitation Form (NVB 1)

Please read the following guidelines before completing this form.

### Miscellaneous

The Form must be completed in full using **BLOCK CAPITALS**. Writing must be clear and legible.

The Form should be completed in ball point pen.

Photocopies / scanned copies will not be accepted.

All applicants will be required to provide documents to validate their identity **matching what you complete below**. It is essential that you check the box at the bottom of the form to indicate your consent for your personal information to be provided for you to be vetted.

### Personal Details

Insert details for each field, allowing one block letter per box.

For Date of Birth field, allow one digit per box.

Please fill in your Email Address, allowing one character / symbol per box. The invitation to the Garda E-vetting Website will be sent to this email address.

Please allow one digit per box for your contact number.

The Current Address means the address where you are now living.

The address fields should be completed in full, including Eircode / Postcode. No abbreviations.

### Role Being Vetted For

Please use the following role title: **Health and First Aid Officer responsible for all crew in boat in contact with children and vulnerable adults.**

### Declaration of Application

The applicant must confirm their understanding and acceptance of the two statements by signing the application form at Section 2 **and ticking the box provided on the form below**.

**Your completed form needs to be returned to [safeguarding@dragonboat.ie](mailto:safeguarding@dragonboat.ie)**

**Please note: The form should not be sent directly to the National Vetting Bureau**



# Garda Vetting Invitation Form (NVB1)

## **Identity Validation Form**

All applicants must validate their identity in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2021 to 2016 in order to obtain Garda Vetting.

Applicants must produce a **minimum of 3 original documents in their name:**

One document from Group 1 and two documents from Group 2 (See list below).

Where documents from Group 1 are not in the possession of the applicant, then four documents from Group 2 must be produced.

One or more documents must include the applicants current address and one or more documents must include the applicants date of birth. All documents must be in the applicant's name.

Bills / Bank Statements must be dated within the last 3 months.

### GROUP 1

- ☐ Current Passport (any Nationality)
- ☐ Current Driving Licence
- ☐ Original Long Form Irish Birth Certificate (issued at time of registration of birth).
- ☐ Irish Certificate of Naturalisation

### GROUP 2

- ☐ Birth Certificate (any EU country)
- ☐ Marriage / Civil Partnership Certificate
- ☐ EU National ID card
- ☐ Bank / Credit Union / Building Society Account Confirmation Letter
- ☐ Current UK Driving Licence (old paper version)
- ☐ Bank / Credit Union / Building Society Statement (must be less than 3 months old)
- ☐ Credit Card Statement (must be less than 3 months old)
- ☐ Utility Bill (not mobile phone & must be less than 3 months old)
- ☐ Department of Social Protection document (statement of benefit entitlement, must be less than 3 months old.)
- ☐ Revenue Income Tax Statement (dated within the last 12 months)
- ☐ National Age Card (issued by An Garda Síochána)

# Garda Vetting Invitation Form (NVB1)



Our Ref:

## Vetting Invitation

(Form NVB 1)

### Section 1 – Personal Information

Under Sec 26(b) of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, it is an offence to make a false statement for the purpose of obtaining a vetting disclosure

Forename(s):

Middle Name:

Surname:

Date Of Birth:

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D

/

M

M

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Y

Y

Y

Y

Email Address:

Contact Number:

Role Being Vetted For:

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t

s

Current Address:

Line 1:

Line 2:

Line 3:

Line 4:

Line 5:

Eircode/Postcode:

### Section 2 – Additional Information

Name Of Organisation:

I have provided documentation to validate my identity as required *and*  
I consent to the making of this application and to the disclosure of information by the National Vetting Bureau to the Liaison Person pursuant to Section 13(4)(e) National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

Please tick box.

Applicant's  
Signature:

Date:

D

D

/

M

M

/

Y

Y

Y

Y

Note: Please return this form to [safeguarding@dragonboat.ie](mailto:safeguarding@dragonboat.ie)  
An invitation to the e-vetting website will then be sent to your Email address.



**For more information on safeguarding  
or any other aspect of dragon boating  
in Ireland, please visit**

**[www.dragonboat.ie](http://www.dragonboat.ie)**

**or contact us at**

**[info@dragonboat.ie](mailto:info@dragonboat.ie)**