

**Appendix 8**

**ROLES & RESPONSIBILITIES**

**National** **Designated Liaison Officer (NDLP)**

**The role of National Designated Liaison Officer involves:**

Irish Squash will appoint a National Designated Liaison Officer who will be a member of the Executive Committee, to ensure that children's interests are kept on the executive agenda and influence the decisions of the Governing Body.

The role of the National Designated Liaison Officer involves:

* Have knowledge of Irish Squash’s “Safeguarding Policy for Children’s Squash” and relevant child protection legislation/guidance (Children First Act 2015/National Vetting Bureau Act 2012-2016, Cooperating to Safeguard Children and Young People in Northern Ireland 2017).
* Commitment to attendance at appropriate training as required in order to act as a resource to members in relation to children's needs
* Co-ordination of child safeguarding training.
* The promotion of the values, attitudes and structures which makes sport enjoyable for children
* Circulation of all relevant information and resource materials, on children's sport to clubs and affiliates of the sports organisations
* Communication with Club Designated Liaison Officers to ensure the distribution of safeguarding policy and the promotion of related education programmes, materials events and governing body related codes
* Liaison with all clubs to examine the rules, regulations and structures to ensure that they are child centred, e.g., equal playing time, appropriate competition structures, modified equipment to allow sense of achievement and success, use of protective gear, bullying policy etc.
* Liaison with clubs, to ensure drop-out rates and transfers are monitored so that unusual developments or trends can be addressed, including transfer of sports leaders
* Assisting in the development of a system of record keeping which maintains confidentiality while allowing for appropriate information to be passed to relevant authorities where necessary
* Inform local duty social worker in the Health Services Executive Local Area Board/local Social Services and/or An Garda Siochana/PSNI of relevant concerns about individual children, using Standard Report Form (appendix 9/10 depending on the jurisdiction)
* Ensuring that Irish Squash develops an appropriate sport specific code, which includes a policy statement, codes of conduct, disciplinary procedures, bullying policy, safety statement, recruitment and selection policy and reporting procedures.
* The NDLP does not have the responsibility of investigating or validating child abuse concerns within the sport and has no counselling or therapeutic role. These roles are filled by the Statutory Authorities. But the NDLP is required to:
* liaise with outside agencies in matters concerning the welfare of a child/children.
* follow Irish Squash reporting procedure

**Relevant Person (ROI requirement)**

As an organisation that operates in Republic of Ireland Irish Squash must appoint a Relevant Person. Defined in the Children First Act 2015 as a person who is appointed by a provider of a relevant service to be the first point of contact in respect of the provider’s Child Safeguarding Statement. Irish Squash will delegate this role to the National DLP and at club level in ROI this role is delegated to the club DLP.

**Club Designated Liaison Person**

The appointment of Club DLP is an essential element in the creation of a quality atmosphere. They act as a resource for any children's issues. In summary Club DLP should communicate all Irish Squash current policies in relation to young people, check that all activities are safe and fun, and inform adults of how to deal with any concerns that may arise in relation to good practice in working with children and young people. Club DLP should be child centred in focus and have as the primary aim the establishment of a child centred ethos within the club. S/he is the link between the children and the adults in the club. S/he also takes responsibility for monitoring and reporting to the Club Management Committee on how club policy impacts on young people and Sports Leaders.

Each club/committee must appoint a Designated Liaison Person (DLP) and they should:

* report any suspected cases of child neglect or abuse to the Authorised Person/Duty Social Worker in Child and Family Agency/Túsla or an Garda Síochána/ Gateway team or PSNI.
* inform the NDLP that a report has been submitted
* be knowledgeable about child protection and undertake any training considered necessary
* consider introducing themselves to the Authorised Person/Duty Social Worker within the Child and Family Agency/Túsla or Gateway team/PSNI in advance of any suspected cases of child neglect or abuse
* have knowledge of the Safeguarding Code and relevant child protection legislation (Children First Act 2015/National Vetting Bureau Act 2012-2016 and Cooperating to Safeguard Children and Young People in Northern Ireland 2017).
* ensure that Irish Squash rules and regulations are adopted and communicated to all in the club, this includes but not limited to:
  + Complaints, disciplinary and appeals procedures.
  + Anti-Bullying policy & management strategies
  + A child safety statement
  + Equality Statement
  + Guidelines for travelling with underage players
  + Guidelines for supervision and recruitment
* The Club DLP does not have the responsibility of investigating or validating child abuse concerns within the club and have no counselling or therapeutic role. These roles are filled by the Statutory Authorities.