

# ***Tullamore Court Hotel Leisure Centre***



## ***Child Protection Policy***



# CONTENTS

	Page
<b>FOREWORD</b>	<b>2</b>
<b><u>PART I - CHILD PROTECTION POLICY</u></b>	<b>3</b>
<b>Types of abuse and neglect and their recognition</b>	<b>3 - 5</b>
<b>Disclosures of abuse - What to do?</b>	<b>6</b>
<b>Flowchart - What happens next?</b>	<b>7</b>
<b>Good practice</b>	<b>8</b>
<b>Model Club Policy Statement</b>	<b>9</b>
<b>Model Club Checklist</b>	<b>10</b>
<b><u>PART II – GUIDANCE</u></b>	
<b>Named Child Protection</b>	<b>11</b>
<b>Responding to allegations against a member of staff / volunteer or another child / young person</b>	<b>12</b>
<b>Bullying</b>	<b>12 - 13</b>
<b>Vulnerability of some groups of children - care of disabled children and young people</b>	<b>13</b>
<b>Changing policy in dressing rooms</b>	<b>14</b>
<b>Use of photographic, video recording, image recording and mobile phone camera use</b>	<b>14</b>
<b>Whistle Blowing Procedure</b>	<b>15</b>
<b>Kids Club</b>	<b>16</b>
<b>Lost Children</b>	<b>17</b>
<b>Kids Club Terms &amp; Conditions &amp; Ratios</b>	<b>18-19</b>
<b>Kids Club Schedule</b>	<b>20</b>
<b>Copy of Kids Club Sign in Form</b>	<b>21-23</b>
<b>Club Child Welfare Incident Form</b>	<b>24 - 26</b>
<b>Photography event registration form</b>	<b>27</b>
<b>Club Risk Assessment Form</b>	<b>28</b>
<b>Child protection officer induction to activities &amp; spot checks</b>	<b>29</b>
<b>Child protection training records</b>	<b>30</b>
<b>Useful contacts / websites</b>	<b>31</b>

## **FOREWORD**

This policy brings together two really important themes for our children and young people; being fit, and active and keeping safe. All of us who are involved in the many agencies that support our children recognize the enjoyment and health benefits that leisure activities can play in their lives.

Leisure activities have a lot to offer our children. Sports organizations reach a broad audience of children / young people. Leisure and sports activities can and do have a very powerful and positive influence on children / young people. It can provide valuable opportunities for success, enjoyment, achievement, personal and social development and development of positive life skills. It can help develop their self-esteem, leadership and teamwork skills. It contributes to a healthy lifestyle by encouraging children's / young people's physical, mental and emotional wellbeing.

Leisure activities can also provide children / young people with a role model, and a significant, trusted adult whom they can confide in. Having this trusted adult is very important to the welfare of many children. It helps promote their confidence, self-esteem, resilience and ability to manage difficult circumstances. It can promote positive outcomes for them.

In all of these ways, leisure activities protect and safeguard our children.

We also want to ensure, as much as possible, that our leisure centre facilities are fun, friendly, safe and positive places for children so The Tullamore Court Hotel Leisure Centre has produced a Child Protection Policy and Procedures for our Leisure Centre. It aims to ensure that all necessary steps are taken to protect the children and young people (all those under 18) who participate in leisure activities at all levels. The policy establishes leisure facilities' responsibilities in relation to child protection and safeguarding children, and provides good practice guidance.

## PART I - CHILD PROTECTION POLICY

### TYPES OF ABUSE AND NEGLECT AND THEIR RECOGNITION

The four main categories of abuse are physical, sexual, emotional abuse and neglect. Bullying can also be a category of abuse. The abuse, or possible abuse, of a child/young Person may come to your attention in a variety of ways. There may be aspects of the Child's/young person's behavior or presentation that leads, you to suspect that they may be at risk. These possible signs should be shared with Darren Cuskelly and Collette Sweeney. They may then decide to refer the case to senior management for further enquiries to be made.

#### The possible signs of abuse/neglect include:

- Information given by the child/young person
- Information reported by a concerned adult
- Changes in the child's/young person's behavior. For example, the child/ young person suddenly becomes quiet, tearful, withdrawn or aggressive
- Loss of weight without a medical explanation
- Eating problems, for instance, overeating or loss of appetite

#### Physical Abuse

Physical abuse implies physically harmful action/inflicted injury directed against a child/ young person. For example, hitting, shaking, squeezing, burning, biting, bruises, burns, head injuries, fractures, abdominal injuries or poisoning. In sports this could mean forcing a child/ young person to train beyond their capabilities.



#### Some possible signs of physical abuse:

Unexplained injuries, for example, bruising, bite marks, burns and fractures, particularly if recurrent. Improbable explanations given for injuries. Several different explanations provided for an injury:  
Refusal to discuss injuries  
Untreated injuries  
Withdrawal from physical contact  
Reluctance to use changing rooms

#### Sexual Abuse

Sexual abuse is any exploitation of children/ young people for the sexual pleasure, gratification or profit of an adult or significantly older person. It includes obscene phone calls, indecent exposure, inappropriate or sexually explicit language, taking pornographic photographs, showing pornographic material, touching, fondling, oral and anal sex, masturbation, attempted Intercourse or intercourse. In sports this could involve inappropriate Photography/videoing.

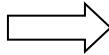


#### Some possible signs of sexual abuse:

Acting in a sexual way inappropriate to their age. Continual or excessive masturbation. Asking if you will keep a secret if they tell you. Unexplained sources of money, sweets or presents. Reluctance to changing for an activity.  
Chronic ailments such as stomach ache or headaches. Involving other children in sexual activity. Self-harm.

### **Emotional Abuse**

Emotional abuse includes verbal abuse, being constantly shouted at, threatened or taunted  
In sports this could involve constant criticism, name-calling, ridicule, sarcasm, bullying, or unrealistic expectations of parents/ guardians/ coaches over what a child/ young person can achieve.

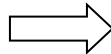


### **Some possible signs of emotional abuse:**

Withdrawal  
Nervousness  
Aggressive behavior  
Emotional abuse may be difficult to recognize as the signs are usually behavioral rather than physical. The manifestations of emotional abuse might also indicate the presence of other kinds of abuse.

### **Neglect**

Neglect is when adults fail to meet a child's/young person's basic needs, like food or warm clothing. It also includes being left alone unsupervised, failure to protect from harm or danger, failure to ensure access to appropriate medical care or treatment and lack of love and affection.  
In sports this could be when a child's/young person's personal or intimate requirements are ignored, not ensuring children/young people are safe, or exposure to undue cold, heat or unnecessary risk of injury.

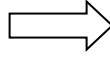


### **Some possible signs of neglect:**

Constant hunger  
Poor personal hygiene  
Constant tiredness  
Poor state of clothing  
Untreated medical problems  
Compulsive eating  
Scavenging

## **Bullying**

Bullying is the abuse and/or intimidation by a person, people or an organization against another or others. It may be a specific act or it may be institutional. It is an abuse of a perceived power relationship. The bully in sport can also be the parent/ guardian who pushes too hard or the coach who adopts a win at all costs philosophy. Children can also bully other children. Bullying may include verbal abuse and intimidation, acts of physical or sexual abuse and coercion. Whatever its form it is unacceptable within any club. It must be challenged and appropriately addressed.



## **Some possible signs of bullying:**

Reluctance to attend activities previously enjoyed.  
Tearfulness, depression, erratic emotions, loss of concentration.  
Stomach aches, headaches, difficulty in sleeping, bed-wetting, bruising, cuts scratches, damaged clothing, bingeing on food, alcohol or cigarettes.  
Shortage of money, frequent loss of possessions. Asks for money or starts stealing (to pay bully/ies)  
Drop in performance or standard of play.

**These signs do not necessarily mean that a child has been abused. However if you are concerned about the welfare of a child you must report it. Do not assume that someone else will help the child. They might not.**

## **DISCLOSURES OF ABUSE – WHAT TO DO?**

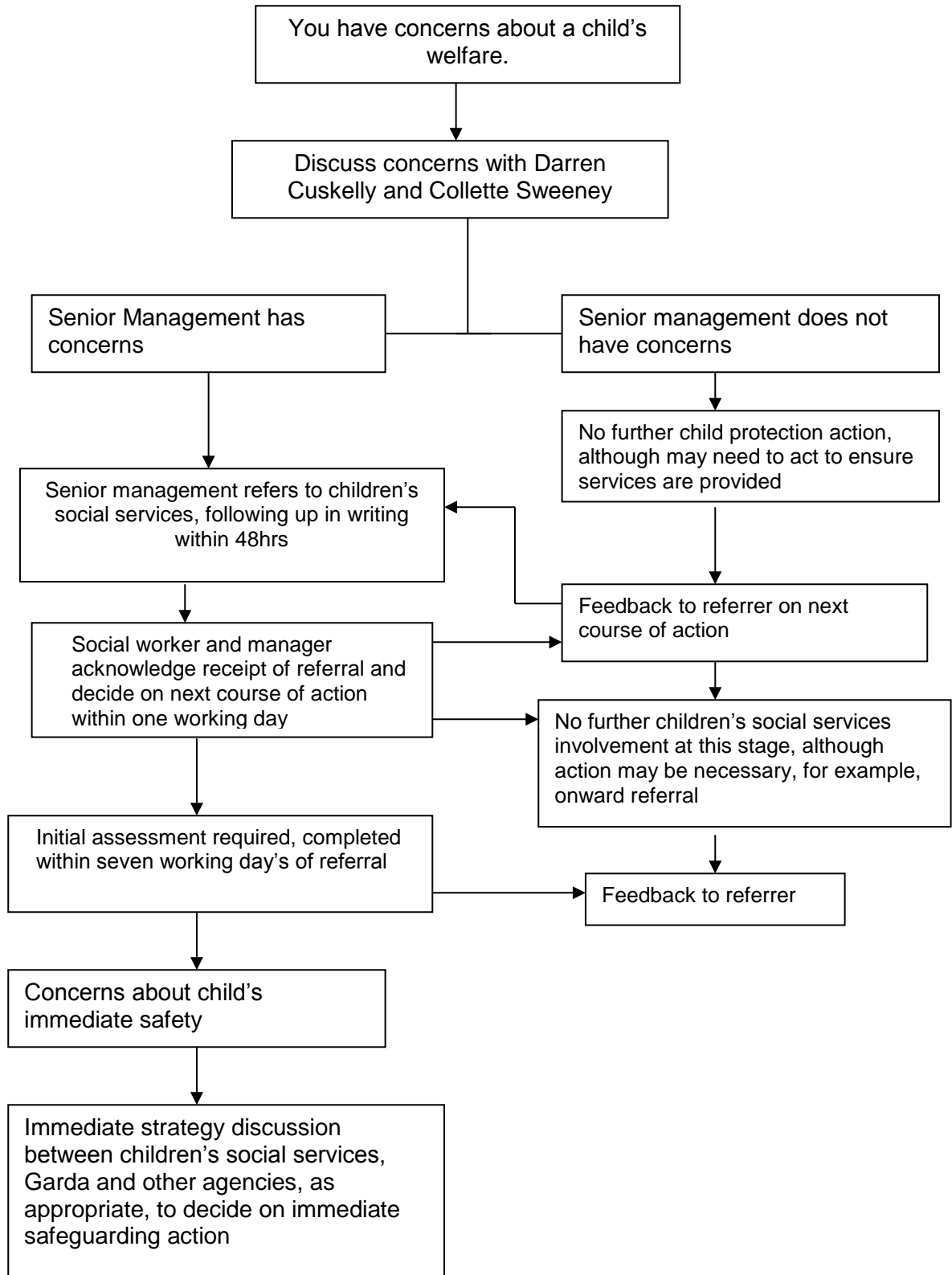
If a child makes a disclosure of abuse the following actions are to be taken:

- React calmly so as not to frighten or deter the child / young person
- Listen carefully to what the child / young person tells you without interrupting and take it seriously
- Ask questions for clarification only. Avoid asking questions that suggest a particular answer
- Do not stop a child/ young person who are freely recalling significant events. Allow them to continue at their own pace.
- Acknowledge how difficult it might have been for them to share this with you
- Reassure them that they have done the right thing in telling
- Tell the child / young person that they are not to blame
- Never promise a child / young person that what they told you can be kept a secret. Explain to the child / young person that you have a responsibility for their safety and therefore have to tell somebody in authority. Let them know that there are others who can help them and that they are not alone
- Tell them what you will do next and with whom the information will be shared
- Ensure the safety of the child / young person
- As soon as possible take care to record in writing what was said using the child's own words. Record the date, time, setting, any names mentioned, to whom the information was given and other people present. Sign and date the record
- Record any subsequent events and actions
- It is not your responsibility to decide if a child has been abused. Any disclosure must be raised with Darren Cuskelly and Collette Sweeney and followed through appropriately

A child may recall former abuse once in a safe situation. Although they may be under no Current threat to their safety, any disclosure must be raised with Darren Cuskelly and Collette Sweeney and followed through appropriately.

You may also have concerns about a child's welfare where there has not been any disclosure or allegation. In the best interests of the child / young person, these concerns should be raised with Darren Cuskelly and Collette Sweeney and followed through appropriately.

## FLOWCHART WHAT HAPPENS NEXT?





## **GOOD PRACTICE**

The following guidelines should be followed:

- Treat all children and young people equally, with respect and dignity
- Put the welfare of the child first, before winning or achieving goals
- Make the leisure centre safe, fun, enjoyable and promote fair play
- Give enthusiastic and constructive feedback
- Adopt a Child Protection Policy and actively promote it to all staff, volunteers, parents/ guardian, children and young people
- Display the Tullamore Court Hotel child protection policy Statement
- All staff and volunteers are carefully selected and are Garda Vetted.
- All staff and volunteers have access to training
- Ensure that any videoing or photography of the children/young people is pre-arranged with the Leisure Centre Manager and requests are in writing
- Avoid situations where you may be alone with a child or group of children and are completely unobserved
- Avoid taking children/young people on car journeys
- Do not allow any physically rough or sexually provocative games or inappropriate talking or touching during any activity

All physical interactions between adults and children must be appropriate to the situation. If physical contact needs to be made, for example, supporting a child/young person during a particular movement, the staff member should always explain what they are going to do and why beforehand. Physical contact should be minimized and ceased as soon as it is safe to do so.

## TULLAMORE COURT HOTEL LEISURE CENTRE POLICY STATEMENT

The Tullamore Court Hotel Leisure Centre is committed to creating and maintaining the safest possible environment for children and young people.

***We do this by:***

Recognizing that all children have the right to freedom from abuse and harm

Ensuring that all our staff and volunteers are carefully selected and vetted, have the Relevant qualifications and experience, and accept responsibility for helping to prevent the abuse of children in their care

Responding quickly and appropriately to all suspicions or allegations of abuse

There must be minimal contact with children at all times.

Providing parents/ guardian, children and young people with the opportunity to voice any concerns they may have

Adopting disciplinary measures and sanctions which are non-violent and do not impose Humiliation

Appointing Darren Cuskelly and Collette Sweeney, who take specific responsibility for Children's and young people's protection, safety and well-being

Reviewing the effectiveness of the leisure centre Child Protection Policy and Procedures Working with external agencies, for example, Children's Social Services, Garda, to ensure, as far as is possible, that children and young people are protected

Not tolerating bullying. Incidents of bullying will be investigated and treated seriously. Action will be taken to stop the bullying.

All staff must act in a professional manner at all times towards children, members and guests.

Staff must abide by our child protection policy at all times.

## TULLAMORE COURT HOTEL CLUB CHECKLIST

Does your club/ facility have the following?

		Yes	No
1.	A child protection policy which all staff and volunteers are aware of?	✓	
2.	A named child protection person for dealing with concerns or allegations of abuse?	✓	
3.	A rigorous recruitment, selection, supervision and monitoring process for staff and volunteers?	✓	
4.	A written code of conduct and behavior which outlines good practice When working with children and young people?	✓	
5.	A written complaints and disciplinary procedure?	✓	
6.	A whistle blowing policy?	✓	
7.	Information for children, young people and parents/ guardian about the child protection policy and where to go for help?	✓	
8.	A well-publicized anti-bullying policy?	✓	
9.	A child protection training plan for staff and volunteers?	✓	
10.	Procedures for making sure that the safeguards that are put in place are working?	✓	
11.	Clear guidance on confidentiality?	✓	
12.	A protective culture that puts children's interests first?	✓	

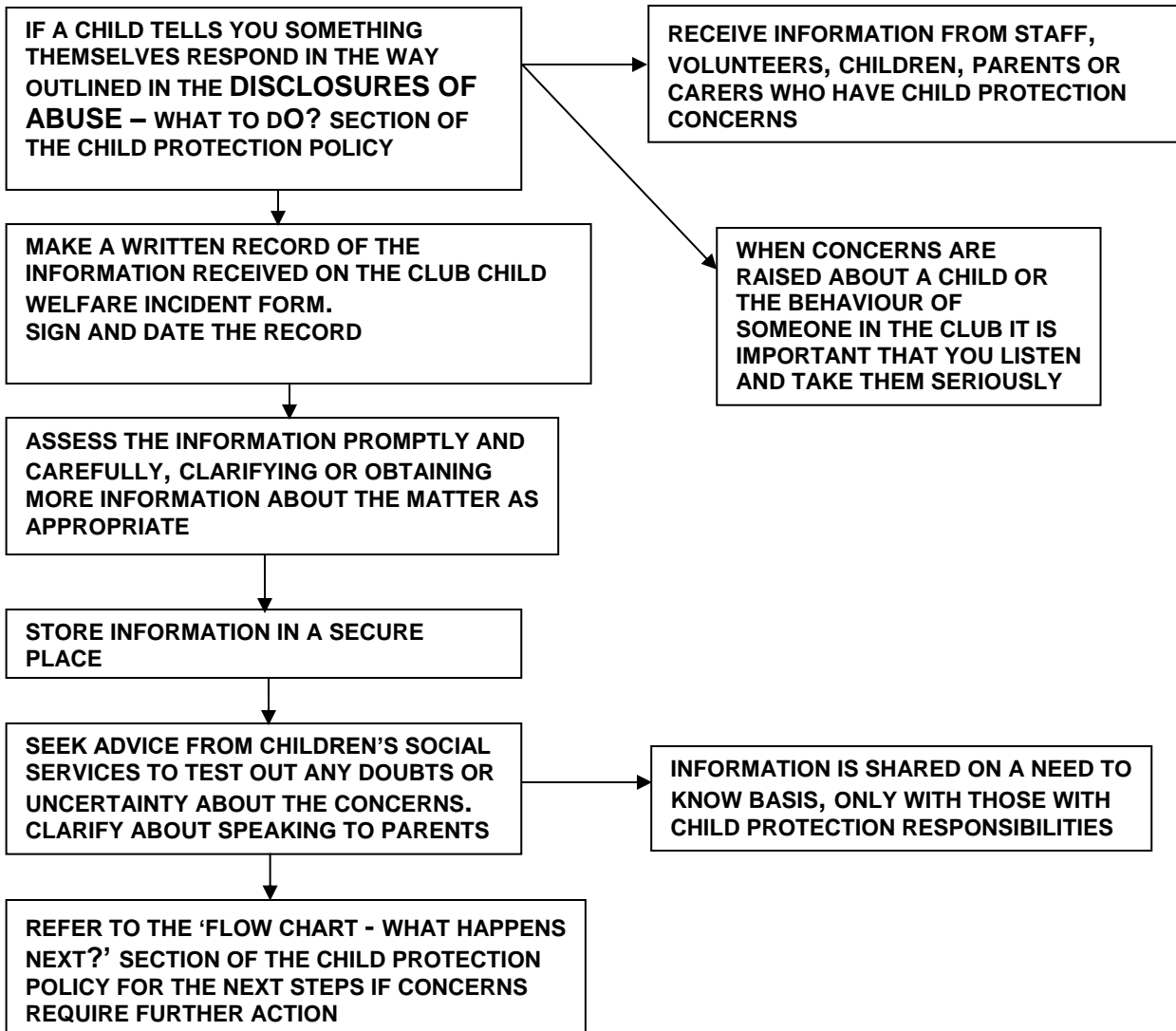
## **PART II – TULLAMORE COURT HOTEL GUIDANCE NAMED CHILD PROTECTION PERSON**

All organizations need to identify one person to be responsible for dealing with allegations or suspicions of abuse. If your club is small this person can be shared with other clubs or governing bodies. Having a Named Child Protection Person will ensure that there is an informed point of contact in your club who can manage and advice on child protection issues, everyone in the organization should know who The Named Child Protection Person is and how to contact them.

It is not the role of the Named Child Protection Person to decide whether a child has been abused or not.

This is the task of Children’s Social Services who have the legal responsibility. But it is the responsibility of the Named Child Protection Person to ensure that concerns are shared and appropriate action taken.

### **RESPONDING TO CONCERNS**



## **RESPONDING TO ALLEGATIONS AGAINST A MEMBER OF STAFF /VOLUNTEER OR ANOTHER CHILD / YOUNG PERSON**

As with any allegation of abuse this information must be passed on to Darren Cuskelly and Collette Sweeney. If the allegation is against Darren Cuskelly or Collette Sweeney, concerns should be reported to a senior management member and / or the relevant governing body for advice on how to proceed.

Fully support and protect any staff / volunteer who in good faith (without malicious intent) reports their concerns about a colleague's practice, or the possibility that a child / young person may be being abused. Staff / volunteers should be able to raise concerns confidentially if necessary ensure the safety of the child / young person.

As a preventative measure, procedures should be in place for the safer recruitment of staff and volunteers.

### **BULLYING**

**Bullying is not always easy to define but includes:**

- Deliberate hurtful behavior, hostility and aggression towards a victim
- A victim who will often be weaker and less powerful than the bully or bullies
- An outcome which is always painful and distressing for the victim
- Physical: pushing, kicking, hitting, pinching, poking or any other form of physical contact which is harmful to the victim
- Verbal: name-calling, sarcasm, spreading rumors, persistent teasing, swearing
- Emotional: including, tormenting, ridicule, humiliation, isolation, sending hurtful text messages
- Emotional and verbal bullying can be more difficult to cope with or prove than physical bullying
- Racist: racial taunts, gestures, graffiti
- Sexual: unwanted physical contact, abusive sexual comments, sexual innuendos, graffiti
- Homophobic: taunts, teasing about the victim's sexuality, gestures, spreading rumors, sexual innuendos, unwanted physical contact, graffiti
- Disability: taunts, gestures, graffiti, unwanted physical contact, teasing about the victim's disability

#### **Actions to prevent bullying:**

- Take all signs of bullying very seriously
- Encourage children to speak and share their concerns
- Have a clear anti-bullying policy to which staff, volunteers, parents/ guardian, children / young people sign up to
- Improve supervision
- Hold Leisure Centre discussions on bullying

**If bullying occurs the Leisure Centre will:**

- Take the problem seriously
- Investigate it
- Talk to the bullies and victims separately
- Decide on appropriate action

**Responding to suspected bullying:**

- Help the victim speak out
- Take action to ensure the victim is safe
- Inform senior management
- Inform parents / guardian of victim
- Hold a follow-up meeting with the victim and their families to report progress
- Talk to the bully to see if the allegation has any foundation, ideally not one-to-one
- Try to get the bully/ies to see the consequences of their behavior
- Support / encourage bullies to change behavior
- Obtain an apology from bully/ies to victim
- Inform parents / guardian of the bully/ies
- Insist on the return or replacement of any items 'borrowed', stolen or destroyed
- Impose appropriate sanctions against bully/ies in consultation with the parents / guardian. These may result in the bully/ies being asked to leave the leisure Centre
- Hold a follow-up meeting with the bully/ies and their families to report progress
- Provide support to the kids club coordinator of bullies and victims
- Inform relevant members of the leisure Centre about the incident and any action taken
- Keep a written record of incidents and action taken
- Report any concerns to the Named Child Protection Person

**VULNERABILITY OF SOME GROUPS OF CHILDREN - CARE OF DISABLED CHILDREN / YOUNG PEOPLE**

- Discuss and agree with parent / guardian and child / young person the care they require and the physical contact that is necessary for them to participate in the activity
- Communicate with the child / young person about what you are doing and give choices where possible, particularly if you are involved in dressing / undressing outer clothing or if lifting / assisting a disabled child / young person
- Avoid taking on the responsibility of tasks for which you are not appropriately trained

## **CHANGING POLICY IN DRESSING ROOMS**

- Parents must be allowed to supervise children whilst they are changing if they so wish
- Staff should not change or shower at the same time as children / young people during all activities
- Children / young people should be supervised at all times in the changing rooms by parents or 2 members of staff
- If any child / young person are uncomfortable changing or showering in public no pressure should be placed on them to do so. In this instance, encourage them to change or shower at home
- If the activity is mixed gender, separate facilities should be made available

## **USE OF PHOTOGRAPHIC, VIDEO RECORDING, IMAGE RECORDING AND MOBILE PHONE CAMERA USE**

It is not the intention to prevent parents / guardian from taking pictures, but to ensure that photographic practices are monitored and to reduce the risks of inappropriate photography / filming.

- No one is permitted to photograph or record images in the following areas:
  - changing areas
  - toilet areas
  - First Aid areas
- Participants and parents / guardian must be informed when a photographer will be attending an event
- Permission will only be granted after the Event Registration Form is completed
- Photographers will be required to have formal identification which must be worn at all times
- Children's / young people's images will not be used for promotional or press releases unless parents / guardian have consented
- Unsupervised access to participants or one-to-one photo sessions are prohibited
- Photo sessions outside the event or at a participant's home are not allowed
- Personal details which might make a child / young person vulnerable, for example, address, email address, phone number, should never be revealed
- Any concerns regarding inappropriate or intrusive photography / filming reported to, or observed by, the event organizer must be followed up by them with the person in question. If concerns persist this person can be requested to leave the event
- Use of video equipment is a legitimate coaching aid. Participants and parents / guardian should be made aware that this is part of the coaching programme. Care must be taken in the storing of these films.

## **WHISTLE BLOWING PROCEDURE**

### **Principles**

The company has instituted a system for reporting information which in your reasonable belief points to a wrongdoing at work.

A wrongdoing is any of the following:

- A criminal offence has been or is likely to be committed;
- A person has failed, is failing or is likely to fail to comply with a legal obligation;
- A miscarriage of justice has happened, is happening or is likely to happen;
- The health and safety of an individual has been, is being or is likely to be damaged;
- Damage to the environment has occurred, is occurring or is likely to occur;
- Information showing any of the above has been, is being or is likely to be deliberately concealed.

The company wishes to ensure that any such wrongdoings are reported and dealt with. If you become aware of a wrongdoing at work then please follow the procedure below immediately. If you believe that the Company's managers may be involved in the wrongdoing, then please approach the Managing Director directly.

### **Procedure**

If you become aware of a wrongdoing, raise your concerns immediately with your HOD. Your HOD will carry out a prompt and thorough investigation of the matter and report his/her findings to the HR department. The HR department will take any necessary action including, if appropriate, reporting the matter to the relevant external authority. Where, as a result of the disclosure, it is necessary to take disciplinary action against an employee, this will be done in accordance with the Company's formal discipline procedure. Your HOD will inform you of the outcome of the investigation and any actions taken as a result.

If you are not satisfied that your disclosure has been dealt with properly or you believe that your HOD or any of the Company's managers are involved in the wrongdoing, raise your concerns directly with the HR department. The HR department will arrange for an investigation or further investigation to be carried out. The HR department will take any necessary action including, if appropriate, reporting the matter to the relevant external authority. Where, as a result of the disclosure, it is necessary to take disciplinary action against an employee, this will be done in accordance with the Company's formal discipline procedure. Your HOD will inform you of the outcome of the investigation and any actions taken as a result.

### **Victimisation**

The company will not tolerate the victimisation of any person who discloses a wrongdoing under this procedure. Any such victimisation will be treated as a disciplinary offence.



## **KIDS CLUB**

All kids' club activities should be safe and fun for all children. It should be a chance for them to grow in confidence, self-esteem and skills. Parents / guardian will nearly always worry when their children are away from them but careful planning and preparation should help to ease their worries, and demonstrate that you have taken into account the various needs of their children and the potential dangers of each activity. Adequate supervision must be provided to all children and young people.

- Parents and guardian must be notified and sign a consent form giving permission for their child to attend each activity.
- Although parents / guardian have a valuable and crucial role, they should not be left alone with children who are not their own
- The kids club staff member must have registration forms, a full and up to date first aid kit, medical notes, medicines.
- There should always be a qualified first aider on duty in the hotel
- Any hospital referrals must be relayed to parents / guardian immediately
- A complete list of all children must be drawn up and heads counted at the start and end of each activity.
- All children should safely be returned to parent/guardian at the end of each activity unless specifically told otherwise in writing and signed for by the parent / guardian in advance. A verbal agreement is not acceptable
- In the event of a 'new' person being requested to collect a child, the parent must complete an additional registration form. At no time should a child be handed over without full confirmation by the parent / guardian.
- If a parent / guardian fail to collect a child, two members of staff must be present and remain with the child / young person at all times. It is the duty of the leisure centre manager or assistant manager to try and contact the parent / guardian.
- If no parent / guardian arrive after one hour it is advisable to contact the General Manager

### **Lost children**

- On suspicion of a lost child the kids club staff member will conduct a roll call without alarming the children
- The kids club and one other staff member will conduct a thorough search of the premises and immediate vicinity
- Staff conducting the search and remaining staff must ensure a calm manner and normal routine will be conducted
- Senior management to be informed
- If the child is not found, the Gardaí and the child's parent / guardian will be contacted
- Darren Cuskelly and Collette Sweeney will be informed
- The relevant authorities will be informed
- Staff will work closely with the Gardaí and parents / guardians to ensure all relevant information is made available to aid the safe recovery of the child
- The incident will be evaluated and fully discussed with all staff, Darren Cuskelly and Collette Sweeney, Children's Social Services and the Garda
- A full report will be produced
- Procedures and policies will be reviewed and amended if necessary

## **Tullamore Court Hotel Kids Club** **Terms & Conditions (updated 2017)**

- Kids Club is for Children aged 4 - 12 years.
- Kids Club is complimentary to hotel residents.
- Kids club is available to non-residents at €50 per week.
- Parents/Guardians are required at the time of booking to make reservations aware that their children will be participating in the Kids Club activities.
- Parents/Guardians must inform reservations of children's name and age.
- All children who wish to take part in daily activities must register strictly between 9.30 – 10.00am in the Leisure Centre.
- Places for each activity are subject to availability. This is to ensure all activities and numbers are adhering to the Tullamore Court Hotel Child Protection Policy.
- Maximum Numbers for all activities permitted under the child protection policy are:
  - Kids Club 15 max per each activity
  - Minimum number of 2 are required in order for the activities to take place.
  - Parents are advised that children must have suitable clothing for each activity i.e. outdoor games pool activities and studio games
  - Children participating in pool games must be confident in the water
  - Children participating in Kids Club must be toilet trained
  - No food, drinks or mobile phones are permitted in Kids Club, Water will be supplied
  - However if a child requests food a parent must be in a position to come back sign their child out for lunch and resign them back in for the remainder of the activities.
  - Kid's club daily schedule is subject to change without notice to accommodate numbers and weather

Places for each activity are subject to availability. This is to ensure all activities and numbers are adhering to the Tullamore Court Hotel Child Protection Policy.  
Maximum Numbers for all activities permitted under the child protection policy are:

- Movie Club                      10 max
- Pool Games                      10 max
- Studio Activities                10 max

Ratio is 1 adult to 10 children. If numbers exceed this amount, leisure centre management needs to be informed so adequate cover is got immediately.

Minimum number of 2 children are required in order for any activity to take place.

## **Group Activities: Child/ Supervisor Ratios**

### **Hotel Policy**

All children under the age of 16 are not permitted to use the gym facilities unless part of a scheduled supervised programme

All children under the age of 14 must be accompanied by a competent adult in the water at all times.

Swim hat must be worn at all times in pool. Swim hats may be purchased at leisure centre reception for €3.

### **Minimum recommendation for Non-Programmed Activities**

- Children aged 1-5 must be accompanied by a responsible adult in the pool.
- Children aged 6-10 must be accompanied by a responsible adult who must remain in view of the child in the pool.
- Children aged 14 and upwards may be unaccompanied, however, staff are to ensure the children are competent swimmers and are aware of the pool policies and procedures. The reception staff are to communicate to lifeguard that unaccompanied children (14+) are heading out to pool.

### **Recommendation for Programmed Activities**

#### **Children Swim Lesson Groupings**

Swimming Level:	Max Group Size (per instructor):
Seal 1 & 2	5
Seal 3, 4 & 5	6
Marlin 6 & 7	8
Marlin 8, 9 & 10	10
Orca 11 & 12	10
Orca 13, 14 & 15	10
Swim Club	15



# Summer Kids Club Schedule 2017 sample look

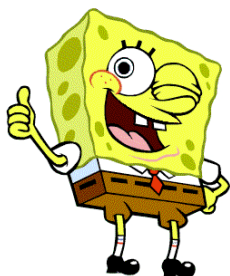
Monday, Wednesday, Friday

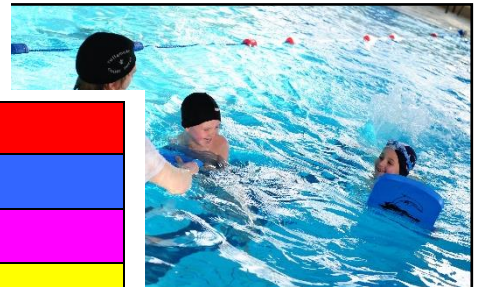



Tuesday, Saturday




Thursday, Sunday





Tullamore Court

HOTEL

Kids Club

Sign in Sheets



**Please fill out the following sign in sheets for each event today**

# Please fill out the following details for each child attending kids club

No.	Child's Name:	Parent/ Guardian leaving child:	Parent/ Guardian collecting child:	Contact number:	Room Number or Member/ Non-member?	Any Allergies or Medical Conditions?	Parent/ Guardian Collecting Signature:
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							

By signing below, you have agreed that you have received the Kids Club terms & Conditions & was made aware of the Tullamore Court Hotel Child

Protection Policy

Date: \_\_\_\_\_ Instructor(s): \_\_\_\_\_ Wristband colour: \_\_\_\_\_

	Child's Name:	Tick box for event(s) child is attending		
		Fit Kids 4-5pm	Games-Games- Games 5-6pm	
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
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**TULLAMORE COURT HOTEL CHILD WELFARE INCIDENT FORM**  
(Including concerns and allegations)

**TO BE COMPLETED BY NAMED CHILD PROTECTION PERSON**  
(BLOCK CAPITALS PLEASE)

Name of Club / Facility where incident occurred:

**PERSONAL DETAILS**

Name of Child:	Age:	Parent's / Guardian's Name:
Date of Birth:		Home Tel No:
Home Address:		Parent's / Guardian's Work No:
		Mobile No:

**2. INCIDENT (including concerns and allegations) DETAILS**

Nature of incident, concerns, allegations:

Date:  
Time:

**3. REPORTING**

Name of person reporting incident:

Address:

Tel No:  
Date incident reported:  
Time incident reported:

**Have you or anyone else spoken to the parents/ guardians? YES/NO**

**If yes, please provide details of what was said:**

**Date parents spoken to:**

**Have you spoken to the child? YES/NO**

**If yes, please provide details of what was said:**

**Date child spoken to:**

**Have you spoken to the person the allegations are being made against?  
YES/NO**

**If yes, please provide details of what was said:**

**Date person spoken to:**

**Please provide details of any further action taken to date:**

**Have you informed the statutory authorities, Children's Social Services, Garda?**

**Please give details and who you informed:**

#### **4. YOUR SIGNATURE**

**I certify that the details provided on this form true.**

**Signature:** \_\_\_\_\_

**Date**\_\_\_\_\_

**Time**\_\_\_\_\_

**TULLAMORE COURT HOTEL PHOTOGRAPHY EVENT  
REGISTRATION FORM**

**THIS FORM SHOULD BE COMPLETED BY ANYONE TAKING  
PHOTOGRAPHS OR RECORDING IMAGES AT AN EVENT**

**I wish to take photographs or record images at this event. I agree to abide by the  
event organizers' guidelines and confirm that the photographs or recorded images  
will only be used for the purposes agreed with the event organizer**

<p><b>Name:</b> _____</p> <p><b>Address:</b> _____ _____ _____</p> <p><b>Tel No:</b> _____</p>
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**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please return this registration form to the event organizer**

# **Kids Club Activities Risk Assessment**

<b>Area:</b>	<b>Date</b>	<b>Time</b>	<b>Findings</b>	<b>Signed</b>
Kids Club				
Swim Lessons				

**TULLAMORE COURT HOTEL LEISURE CENTRE CHILD PROTECTION OFFICER INDUCTION TO ACTIVITIES & SPOT CHECKS**

# STAFF TRAINING ATTENDANCE RECORD

SESSION CONTENT
Kids Club Training

DATE	TIME

PRINTED NAME	SIGNATURE

<p><b>TRAINER:</b> _____</p> <p><b>Signature:</b></p> <p>_____</p>	<p><b>COMMENTS:</b> _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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## **Useful Contacts /Websites**

### **Garda Siochána**

Tel: 057 932 7600

Website: [www.garda.ie](http://www.garda.ie)

### **H.S.E.**

For information,

Tel: 1850 24 1850

Email: [infoline1@hse.ie](mailto:infoline1@hse.ie)

### **Irish Child Services (An Roinn Slainte)**

Tel: 01 6354000

[www.dohc.ie](http://www.dohc.ie)

### **Darren Cuskelly (Leisure Centre Manager)**

Tel: 057 93 46669

### **Colette Sweeney (Child Protection Officer)**

Tel: 057 93 46669