



Recommended Actions when recording and reporting an Incident:

In all cases of reported poor practice/abuse, the following principles must always be adopted:

Ensure That You Do:

- Stay calm - do not rush into inappropriate action. React calmly in order to not alarm the young person.
- Reassure the child - That they are not to blame and confirm that you know how difficult it must be to confide.
- Listen sympathetically - to what the child says and show that you take them seriously.
- Keep questions at a minimum - the law is very strict and child abuse cases have been dismissed where the child has been led or words and ideas have been suggested. Only ask questions to clarify.
- Ensure you clearly understand what the child has said - in order that the information can be passed on to the appropriate agencies.
- Inform club DLP\ Deputy DLP - ensuring that you have communicated all the information accurately.
- Maintain confidentiality - complete the incident report form. All incidents will be treated with an open mind and be handled in a fair and equitable manner. Confidentiality must be maintained until a case is proven.
- Keep track of the child's safety and well-being - if urgent medical attention is required, then call an ambulance, inform the doctors of the concerns and ensure they are aware that this is a child protection issue.

Ensure That You Do Not:

- Panic - or allow your feelings to be evident.
- Make promises that you cannot keep - explain that you will need to tell other people.
- Make the child repeat the story unnecessarily.
- Delay.
- Speculate or make assumptions.
- Approach the alleged abuser.
- Investigate yourself.



Record The Incident:

Make sure all relevant information passed to external agencies is as helpful as possible. It will be necessary to make a detailed report at the time of disclosure. The report should contain the following details:

I.R.F.U. number

- Nature of allegation
- A description of any injuries/bruising
- Any observations about the behaviour/emotional state of the young person
- Times, locations, dates
- The young person's account in their own words of what happened
- Actions that have been taken as a result of your concerns
- Whether the person writing the report is expressing their own concerns
- Sign and date
- Keep a copy
- Keep a record of the name and designation of the H.S.E. member of staff or the Garda to whom concerns were passed on to.

Sligo RFC have appointed the following people to the posts of DLP and Deputy DLP.

Designated Liaison Person (DLP) - John Davey

Deputy Designated Liaison Person (DDL) - Lisa Moore