

# MTU Arena Child Safeguarding Procedure

## 1. Purpose

The purpose of this procedure is to ensure the safety and well-being of all children and young people who engage in activities at MTU Arena. MTU Arena is committed to providing a safe, positive, and inclusive environment for children and to upholding their rights as outlined in national child protection legislation.

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## 2. Scope

This procedure applies to:

- All MTU Arena staff (full-time, part-time, and casual)
  - Volunteers
  - Coaches, instructors, and contractors
  - Parents/guardians
  - Children and young people using MTU Arena services
  - Any external groups or clubs using MTU Arena facilities for child-related activities
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## 3. Definitions

- **Child/Young Person:** Any person under the age of 18.
  - **Designated Liaison Person (DLP):** The person appointed to manage child protection concerns and liaise with Tusla and other agencies.
  - **Mandated Person:** A person named under the *Children First Act 2015* with a legal obligation to report child protection concerns.
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## 4. Principles

- The welfare of the child is paramount.
  - All children have equal rights to protection from harm or abuse.
  - All staff and volunteers must be aware of their responsibilities under child protection law and MTU policies.
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## 5. Code of Conduct

All staff and volunteers must:

- Treat all children equally and with respect
  - Use appropriate language and tone
  - Avoid physical contact unless necessary for safety or instructional purposes
  - Never be alone with a child in an isolated area
  - Not engage in or tolerate bullying, harassment, or exploitation
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## 6. Recruitment and Vetting

- All staff and volunteers working with children must undergo Garda Vetting before commencing duties.
  - References will be required and verified.
  - All personnel will receive induction training on child safeguarding policies and procedures.
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## 7. Supervision of Children

- Adequate adult-to-child supervision ratios must be maintained at all times (as per best practice guidelines).
  - Parents/guardians must be informed of session times and are responsible for drop-off and collection.
  - Unauthorised persons are not permitted access to children's activities.
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## 8. Responding to Concerns

All child protection concerns must be taken seriously.

**If a child discloses abuse:**

- Listen calmly and supportively
- Do not promise confidentiality
- Record the disclosure accurately and factually
- Report the concern to the Designated Liaison Person (DLP)

**DLP Contact (Mervyn O'Mahony / Fintan O'Leary)**

**If the child is in immediate danger**, contact An Garda Síochána (999) or Tusla.

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## 9. Record-Keeping

- All records of disclosures, reports, and actions taken must be stored securely and confidentially.
  - Only authorised personnel will have access to these records.
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## 10. Training

- All staff and volunteers must complete relevant child safeguarding training (e.g., Tusla's *Children First E-Learning Programme*).
  - Ongoing refresher training will be provided as needed.
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## 11. Use of Facilities by External Groups

- All external organisations must submit their own child safeguarding policies when booking the Arena.
  - Groups must ensure Garda-vetted personnel are present and follow MTU Arena procedures.
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## 12. Review

This procedure will be reviewed annually or as required in line with changes in legislation or policy.

**Date of Last Review: [1<sup>st</sup> July 2025]**

**Next Review Due: [1<sup>st</sup> July 2026]**