



Williams Syndrome Ireland

# **WSI Child and Vulnerable Adult Protection Policy**

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**WSI Governance**

Date: 22-01-2025

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## Child Protection/Vulnerable Adults Policy Statement

WSI is committed to a 'Williams Syndrome-centred approach' to our work with children and adults with Williams Syndrome (WS). Most organisations adopt a child-centred approach. This is not entirely appropriate for our organisation as most of our members with Williams Syndrome are over the age of 18, yet are deemed vulnerable adults. Therefore, we have adopted a WS approach. This means that the individuals with WS will always be the main priority of any event or activity and we will always consider the specific characteristics of WS. We undertake to provide (i) a safe environment, both physically and emotionally, and (ii) safe experiences, where the welfare of the individual with WS is prioritised. We have consulted and read widely to support the review of this policy. We adhere to the recommendations of Children First: National Guidelines for the Protection and Welfare of Children, published by the Department of Health and Children. We have also used Our Duty to Care: The principles of good practice for the protection of children and young people, published by the Department of Health and Children, Guidelines for the Protection and Welfare of Children and Young People in the Arts Section, published by the Arts Council, and Child Protection and Welfare Policy Statement, published by Swim Ireland.

Our Designated Liaison Person (DLP) is will be defined in the WSI Annual Safeguarding Statement which defines the specific Safeguarding arrangements at the beginning of each year. Our Deputy Designated Liaison Person (DDL) is will be defined in the WSI Annual Safeguarding Statement which defines the specific Safeguarding arrangements at the beginning of each year.

We are committed to implementing procedures covering:

1. Code of behaviour for all WSI staff (meaning committee members, volunteers and any representatives of Williams Syndrome Ireland)
2. Intimate care
3. Health and safety
4. Accidents and incidents
5. Supervision
6. Record keeping
7. Administration of medicine
8. Recruitment of volunteers
9. Dealing with allegations or suspicions of abuse
10. Dealing with allegations against staff
11. Dealing with allegations made against a WS individual
12. Confidentiality

This policy was redeveloped on the 29<sup>th</sup> January 2025

Signed:

\_\_\_\_\_

Chairperson

\_\_\_\_\_

DLP

\_\_\_\_\_

DDL

This policy will be reviewed annually by the WSI Committee.



## 1. Overall Policy for Child and Vulnerable Adult Protection

### 1.1. Glossary Terms

For the purposes of WSI Safeguarding Policies the following definitions will apply:

#### 1.1.1. Event Organiser

An Event Organiser is a person who takes responsibility for organising WSI events including all safeguarding arrangements. All Event Organisers are required to complete the following checklists:

- WSI Event Checklist - This ensures that all safeguarding arrangements for the event is fully specified and validated.
- WSI Risk Assessment Checklist - This checklist is used to evaluate the levels of risk associated with the event and how they are being managed.

#### 1.1.2. WSI Event Supervisor

A supervisor is a person who is over 18 years of age and has the required TUSLA Childrens First Certificate and is Garda Vetted by WSI. During WSI events any person acting as a Supervisor must refrain from alcohol for the duration of the event.

#### 1.1.3. WSI Volunteer

WSI will use volunteers to supervise and run our events. All WSI must:

- All volunteers must be over the age of 18.
- All volunteers must obtain Garda Vetting specifically for WSI events
- Adhere to the WSI Safeguarding Policies as defined in this document
- Anything else?

### 1.2. Event Approval

All WSI Events must be approved the WSI Committee prior to the event going ahead. See appendices for templates

### 1.3. Types of Events

Each year WSI provides a series of events for our members ranging from a single day time event to weekend social events and including overnight residential events extending over a number of days. WSI events can be family oriented events where WS individuals are accompanied by their parents or other designated carers (termed Family Events) or events can be organised solely for WS adults (termed Adult Events). For Family Events primary responsibility for Child and Vulnerable Adult protection rests with the parents or guardians of the WS individuals. For Adult Events WSI takes responsibility for Child and Vulnerable Adult Protection for the duration of the event. WSI will in all cases inform families of the nature of our events and fully clarify the respective responsibilities for Child and Vulnerable Adult protection during the event.

In summary the respective responsibilities for the welfare of WS individuals is outlined in the table below:

Event Type	Family Event		Adult Events	
	Social Day	Social Weekend	Day Camp	Overnight Camp
Welfare Responsibility	Family/Support	Family/Support	WSI (at designated times)	Family/Support



	See Examples Below (1)	See Examples Below (2)	See Examples Below (3)	Not Currently Provided by WSI

- (1) The Annual Picnic or the Annual Summer Concert for WS Adults
- (2) The Annual Social Weekend for Families or the Annual WS Adult Christmas Party
- (3) The Activity Weekend for WS Adults (currently proposed but not finalised)

#### **1.4. Adults with WS who Live Independently**

WSI is a strong supporter of any initiatives which help support adults affected by WS to take as full a part in independent living as possible. In Ireland some individuals affected by WS are already living independently in the community in many cases with support from parents and carers where necessary. Accordingly adults with WS who are living independently in the community may attend WSI Events on their own. In booking event accommodation for Adults with WS WSI will seek formal evidence that such adults are already living independently.

#### **1.5. Adults with WS who Live with Parents/Carers**

Adults with WS who live with their parents or carers will be fully subject to WSI’s Safeguarding policies when attending WSI events.

#### **1.6. WS Adults Travelling to Events**

In cases where adults with WS live independently in the community arrangements to travel to and from WSI events is solely a matter for the adults themselves. WSI has no role or responsibility in cases where parents make arrangements between themselves to bring WS individuals to WSI events. WSI takes no responsibility for adults with WS travelling to and from WSI events.

#### **1.7. Dispensing Medication**

WSI will not in any circumstances dispense medication to WS individuals regardless of the nature of the event. Parents or guardians should consider carefully the WS adult’s requirements for medication during the WSI event and then decide if it is possible for their the WS Adult to attend.

#### **1.8. Levels of Supervision**

In all cases where WSI takes responsibility for the welfare of WS individuals WSI will provide at least one supervisor per two WS individuals with a minimum of two supervisors where one is male and one is female.

#### **1.9. Insurance**

All WSI events must have suitable insurance in place before they are authorised by the Committee.

#### **1.10. Garda Vetting**

All individuals who act as Supervisors at WSI events must have Garda Vetting completed prior to the event.

#### **1.11. Safeguarding Form**

WSI will issue a standard Safeguarding Form to the parents or guardians of all WS Adults attending events. This Form will clarify the type event that is taking place and the nature of the supervision that will be provided and the respective responsibilities for Safeguarding that is required from WSI and the Parents or Guardians. See appendices for template.



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### **1.12. Detailed Safeguarding Policies**

Based on the overall policies outlined this section WSI will implement detailed Safeguarding policies for all WSI Events. These detailed policies are outlined in Section 2, 3 and 4.

### **1.13. Williams Syndrome - Mary Immaculate College (Limerick Summer Camp)**

WSI does not control any aspect of this Camp and Safeguarding is managed by the event Organiser.



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## 2. Code of Behaviour:

The Code of Behaviour will be laid out according to the following headings:

- a) WS-centred approach
- b) Good practice
- c) Inappropriate behaviour
- d) Physical contact
- e) Emotional care of individuals with WS

### 2.1. WS-Centred Approach:

We are committed to a 'Williams Syndrome-centred approach' to our work with children and adults with Williams Syndrome (WS). This means that the individuals with WS will always be the main priority of any event or activity and the specific characteristics of WS are accommodated. We are cognisant of promoting independence and choice while acknowledging the associated cognitive difficulties, anxiety and motor difficulties of our individuals with WS.

### 2.2. Good Practice:

Our shared understanding of our 'WS approach' means that:

- We treat all individuals with WS equally and as individuals.
- We listen to and respect our individuals with WS and we involve them in decision-making. We also encourage feedback. For this purpose, individuals with WS take part in the work of the WSI Committee, the governing board of the association. They are also encouraged to contribute to the newsletter. They are welcome to speak at the AGM or other WSI events.
- We provide encouragement, support and praise.
- We use appropriate language (physical and verbal).
- We have fun and encourage a positive atmosphere.
- We offer advice when deemed necessary.
- We respect the personal space of children and adults with WS.
- We discuss boundaries on behaviour and related sanctions, as appropriate, with children and adults with WS and with their primary carers.
- We lead by example.
- We are cognisant of the specific needs associated with WS, particularly around anxieties and obsessions.

In relation to WSI activities where the primary care givers are not present, additional good practices are detailed for events such as Summer Camps and Social Weekend Breaks.

- Individuals with WS and camp volunteers are informed at the beginning of camp what constitutes appropriate behaviour and how WSI will deal with inappropriate behaviour (see below).
- We agree a 'group contract' at the beginning of each camp (see appendices).
- We use age-appropriate/ability-appropriate teaching aids and materials where relevant.
- We are cognisant of any individual's needs, due to an additional medical condition for example.
- We are cognisant of the balance between independence and safety during the camp. We support all individuals in their independence and promote their self-help skills. However, it is often necessary to err on the side of caution to ensure the health and safety of each individual, particularly when they are away from home or out of the care of their parents/primary carers.
- We are cognisant of the likes and dislikes of each individual in terms of food and activities.





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- We ask parents/primary carers to specify their child's intimate care needs (if any) following the individual's acceptance on a WSI activity to ensure adequate arrangements can be made by suitable personnel.
- We encourage individuals with WS to express their feelings, fears and experiences openly.
- We do not engage in sexually provocative games or make suggestive comments, even in fun.
- We respect the privacy of individuals with WS in bathrooms and changing rooms.
- Many of these ground rules are also applied where appropriate for social weekend breaks and other events where individuals with WS attend without their primary care givers.

### **2.3. Inappropriate Behaviour:**

- Adults in a position of trust avoid spending excessive amounts of time alone with individuals with WS.
- We avoid offensive and sexually suggestive physical and verbal language.
- We don't single out a particular individual for unfair favouritism, criticism, ridicule or unwelcome focus or attention.
- We don't physically chastise any individual with WS.
- We don't socialise inappropriately with individuals with WS.

In relation to WSI activities where the primary care givers are not present, e.g. Summer Camp:

- Where we notice an individual with WS becoming overly engaged with a volunteer they will be spoken to sensitively by that volunteer or by a member of the committee, the aim being to prevent obsessive behaviour which can occur with individuals with WS. Other volunteers will be requested to give additional support to this individual. The volunteer in question, if distressed by such behaviour, will be supported by the camp supervisors.
- Classrooms with windows are used during the camp wherever possible. Classroom doors are left open where it is deemed appropriate, particularly where one-to-one lessons are involved. A member of the committee is available at all times around the camp while lessons are going on. Wherever possible, individuals with WS take their lessons with a volunteer present.
- Should specific behaviour such as shouting or self-injurious behaviour arise during the camp, by an individual with WS, the matter will be referred to the camp organisers. As these behaviours usually arise in children/vulnerable adults due to frustration or an inability to articulate difficulties, the matter will be dealt with in a very sensitive and supportive way. Strategies such as time-out will be used, explaining something to the individual, reasoning with the individual, relaxation and withdrawal from certain activities. Should the individual remain distressed or should their behaviour impede the health, safety or welfare of other individuals with WS or volunteers, their parents/primary carers will be contacted to ensure they can be more fully supported. This may mean withdrawal from the camp for a period of time. Where volunteers engage in inappropriate behaviour, a Camp Supervisor will discuss the matter with them. In cases of serious misbehaviour or repeated minor misbehaviours which jeopardise the health, safety and welfare of individuals with WS or the integrity of the WSI camp, the volunteer may be asked to leave the camp.

### **2.4. Physical Contact:**

- We avoid horseplay and inappropriate touch at all times.
- We seek the consent of the individual with WS in relation to physical contact e.g. we ask them if it's okay to put a hand over their hand to demonstrate a fine-motor technique.



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- We check with individuals about their level of comfort when doing touch exercises (although these are kept to a minimum, and avoided wherever possible) e.g. during piano/guitar lessons, music therapy, etc.

## **2.5. Emotional Care for Individuals with WS**

- Sensitivities, anxieties and obsessions are commonly documented features of WS. When engaging with individuals with WS it is important to avoid sarcasm and negative forms of joking. It is also important to be able to deal with such issues of sensitivity, anxiety and obsessions.
- Expressing disapproval: Individuals with WS are very sensitive to disapproval and where disapproval needs to be expressed it should be focused on the behaviour and not the person. Following an expression of disapproval, it's important to have opportunities for positive interactions with the individual who may be afraid the disapproval will persist. Volunteers will be given advice on techniques at the start of the WSI events.
- Anxieties/obsessions: Individuals with WS may persist in talking about specific anxieties e.g. a fire alarm. It is necessary to reassure them, listen to their concerns and then to distract them or discourage them from talking about it any more. During the Camps when individuals are away from home anxieties may surface. Volunteers will be given advice on dealing with this.



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### 3. WSI Safeguarding Policies

#### 3.1. Intimate Care

- During the WSI events such as the summer camps for children, teenagers and adults and the social weekend away, some individuals with WS will require help with toileting, showering and personal care when their parent/care-giver is not present. To protect all individuals, the level of support required will be sought from the parent/care giver prior to the camp. The individual will be encouraged to engage as independently as possible in the activity.
- Our policy is to respect the dignity of the individual, to supply privacy, respect their choices and provide appropriate care.
- No volunteer will be required to engage in intimate care tasks unless they are comfortable to do so. This will normally be reserved for more senior volunteers based on age, level of experience in dealing with special needs/intimate care and number of years volunteering with WSI.
- In the case of an individual needing nappies, one volunteer will work with the individual and another volunteer will remain in the room, as inconspicuously as possible to maintain the dignity of the individual. The volunteer should talk the individual through the process to explain what is required, what will be done and what is being done.
- In the case of toileting, the volunteer will work with the individual in the toilet area and provide the appropriate level of support (as expressed by parent/care giver). A second volunteer should be present. The volunteer should talk the individual through the process.
- In the case of showering, the volunteer will work with the individual in the shower area and provide the appropriate level of support. A second volunteer should remain outside the door. The volunteer should talk the individual through the process.

#### 3.2. Health and Safety:

- We don't leave individuals with WS unattended or unsupervised, yet we support the independence of individuals with WS, particularly those who on a day-to-day basis live independently.
- We manage dangerous materials and ensure WS individuals are not in contact with them (e.g. cleaning substances in the toilets at camp).
- We provide a safe environment, physically and emotionally.
- We follow an accident procedure.

#### 3.3. Accident Procedure:

- During a WSI event, all accidents should be reported to the event supervisors or a member of the WSI committee who is present.
- The WSI has an up-to-date register of the contact details of the individuals and families involved in the association.
- A first aid box is brought to WSI events with supplies which are checked for expiry dates etc. All volunteers are made aware of the first aid box and its contents on the first day of camps.
- If engaging on off-site trips from the camps or other events, a travel first aid box will be brought.
- A record will be maintained of any accident. An incident book will be kept by the Event Supervisors should a volunteer need to record an accident or incident.



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- Where appropriate the accident will be brought to the attention of the health and safety officer of the venue where the camp/event take places or to the health and safety officer in the hotel in which the camp/event is taking place.
- First Aid will be sought wherever necessary. This will be done by Event Supervisors or committee members if the accident is of a non-serious nature. If it is more serious, the services of a nurse or doctor will be sought.
- When necessary the individual with WS/volunteer will be brought to a hospital.
- Family will be informed immediately.
- An Event Supervisor will accompany the injured party and will remain with them until such time as a family member can be present.
- Should such an incident arise the situation will be discussed with the individuals with WS to alleviate their anxieties. The incident will be played down to prevent them becoming overly anxious. The activity (e.g. camp) will continue to run as fully as possible.

### 3.4. Supervision

WSI activities are organised to ensure maximum participation, fun and learning. Safety is of paramount importance during these events. For many events parents or other family members may accompany the individual with WS and in that instance the parents/primary care givers retain responsibility for their care and supervision during the course of the event.

There is a growing awareness and an increased demand for individuals to come to WSI events without parents. In the case of WSI summer Camps and in some cases at social weekends, individuals with WS may attend on their own. In these cases WSI ensures that adequate supervision is provided as follows;

#### 3.4.1. Camps

- In the case of camps, individuals may be assigned a volunteer based on their level of need.
- Adequate numbers of volunteers are available to supervise WSI activities.
- Volunteers know at all times where individuals with WS are and what they are doing.
- Adequate insurance is provided.
- Supervision for personal care is only undertaken when requested.

#### 3.4.2. Supervision at Weekend Away and other Social Events excluding the Annual General Meeting Weekend

WSI will apply the following policies for managing social events/camps organised by the association.

- WSI will define a set of guidelines for the running of the social events.
- WSI will brief all people attending these events on these guidelines at our meet and greet get together at the start of the weekend.
- All people attending will be asked to abide by these guidelines
- WSI will appoint one member of the WSI Committee as the Event Supervisor for each night of the event.
- The Event Supervisor will be contactable during the day and also after hours in exceptional circumstances and this person will refrain from taking alcohol for the period in question.
- The guidelines will notify all attendees of the identity and contact details of the Event Supervisor for each day of the event.
- Where individuals with WS attend these events in the company of their parents or guardians, responsibility for the care of these individuals remains at all times with the parents or guardians.



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- In a small number of cases individuals with WS, who do not normally live independently, will attend these events on their own and WSI will apply the following additional supervision rules in these cases:

#### DAY EVENT/CAMP:

1 Support Adult or WSI Volunteer will be in attendance at a ratio 3 WS attendees.

#### OVERNIGHT CAMP:

Individuals with WS must obtain permission to go outside the venue at any time. This rule will also apply to any additional venues used for weekend activities such as bowling etc.

- Individuals with WS will be accommodated in twin bedrooms which they will share with another WS individual, and this sharing arrangement will be agreed in advance of the event taking place.
- Individuals with WS will be required to go to bed before the Event Supervisor retires for the night. This time will usually be 12.30am on each night of the event unless otherwise stipulated in the event guidelines.
- Issues affecting individuals with WS should be brought to the attention of the Event Supervisor in all cases and the Supervisor's decision on the matter is final and must be complied with.

### 3.5. Social Media

Social media has become an ongoing issue in society but it also raises issues for the WSI. Individual with WS may obsess with certain individuals and can follow them ceaselessly on a platform such as Facebook or by texting or messaging. The rule we ask individuals to follow is that if you make contact with someone you should not do so again until the person gets back to you as complaints have been made about volunteers feeling harassed. We ask parents to support the WSI with this and to monitor their child's use of social media and use of phone for phoning/messaging others, and the way they contact people in the association.

Adult WS members that are members of the "WSI OVER 18" WhatsApp group are required to adhere to a Code of Conduct. See appendices for Code of Conduct.

Posting by WSI to Social Media platforms is governed by the WSI GDPR Policy.

### 3.6. Record Keeping

- WSI will maintain records of family names, addresses, phone numbers and e-mail addresses.
- This information is held by committee members who undertake a specific duty e.g. secretary, editor of WSI newsletter.
- In relation to the WSI events consent forms from parents/carers are held, application forms from volunteers and an incident/accident book are also maintained.
- See WSI GDPR Policy Statement.

### 3.7. Recruitment

This section concerns the recruitment of volunteers for WSI. We have a number of recruitment procedures in place:

- We prioritise volunteers who are known to the committee or to other volunteers at the camp.



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- Students from Mary Immaculate College who are studying primary school teaching and students from the University of Limerick studying music therapy, occupational therapy, speech and language therapy and physiotherapy are specifically recruited.
- Application for volunteering is advertised on the website.
- All applicants are requested to apply in writing. The form includes personal details, skills relevant to the WSI event and details of previous work with people who have special needs.
- The application form includes a declaration relating to past criminal records, information regarding other volunteering done and whether garda clearance had been sought for such work, documentation to confirm the identity of the applicant, written references.
- Where possible applicants are interviewed when they are not known by the camp organisers or the WSI committee. This may be done by phone.
- All volunteers are requested to undergo a garda clearance procedure, organised through WSI. This procedure will be undertaken at the earliest opportunity. A record will be maintained of those volunteers who have garda clearance for the association. The organisation of garda clearance is currently undertaken by Stephen Langton.
- All volunteers must be over the age of 18.
- Volunteers are not permitted to bring their own children to the camp if they are under the age of 18 as they pose additional child protection issues.
- Any WSI event can be deemed to be a probationary period for a new volunteer. Where the event organisers are unsatisfied with the volunteer after this event they will not be recruited for future events.
- Where supply exceeds demand the following criteria will be used in selecting volunteers:
  - Has current Garda clearance
  - Experience in previous WSI events
  - Has experience with special needs individuals
  - Has particular skills which would enhance the event
- Date of receipt of application
- All volunteers will receive a booklet with information on WS, and WSI policies.



## 4. Dealing with Allegations or Suspicions of Abuse (General)

### 4.1. Responsibilities:

- WSI has appointed a Designated Liaison Person (DLP) and a Deputy DLP.
- The DLP has the specific duty of receiving allegations or suspicions of abuse from members of the organisation. Abuse can be in one of four categories: physical, emotional, sexual and neglect. The abuse need not have a connection to a WSI activity or to WSI personnel.
- Reports should be made to the DLP where anyone has suspicions, concerns, worrying observations, has noticed behavioural changes or particular actions or outcomes.

### 4.2. Definition of Abuse:

- Neglect can be defined in terms of an omission, where the child/vulnerable adult suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, medical care. Harm can be defined as the ill-treatment or the impairment of the health or development of a child/vulnerable adult. Whether it is significant is determined by his/her health and development as compared to that which could reasonably be expected of a child/vulnerable adult of similar cognitive age or stage of development. Neglect generally becomes apparent in different ways over a period of time rather than at one specific point.
- Emotional abuse is normally to be found in the relationship between a care-giver and a child/vulnerable adult rather than in a specific event or pattern of events. It occurs when a child/vulnerable adult's need for affection, approval, consistency and security are not met. Unless other forms of abuse are present, it is rarely manifested in terms of physical signs and symptoms. Examples include persistent criticism, sarcasm, hostility or blaming, conditional parenting, emotional unavailability, inappropriate expectations, premature responsibilities, under/over protection and unreasonable disciplinary measures.
- Physical abuse is any form of non-accidental injury or injury which results from wilful or neglectful failure to protect a child/vulnerable adult. Examples include shaking, suffocation, and use of excessive force.
- Sexual abuse occurs when a child/vulnerable adult is used by another person for his/her gratification or sexual arousal or for that of others. Examples include exposure of sexual organs, intentional touching of the child/vulnerable adult's body for the purpose of arousal or gratification, masturbation in the presence of the child/vulnerable adult, sexual intercourse, sexual exploitation.

The DLP should be informed if anyone working WS individuals has suspicions or concerns, if they make worrying observations or note behavioural changes.

### 4.3. Dealing with a Disclosure:

If a child or adult with WS makes a disclosure of abuse it is important to note the following:

- Remain calm
- Listen to them, allow them to speak freely and to say what they need to say
- Do not ask leading questions or prompt details
- Reassure them but do not assure them of confidentiality: you will need to tell someone in authority (the DLP)
- Don't make them repeat the details unnecessarily



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- Explain to them what will happen next

#### **4.4. Procedure for Reporting**

- If the DLP is satisfied that there are reasonable grounds for the suspicion or allegation (as laid out in the Children First Guidelines), she theywill contact Tusla for advice.
- They may also contact the duty social worker in Tusla for advice if unsure if the allegation or suspicion of abuse is reasonable. She They will act on the advice of the social worker.
- The DLP or DDLP should discuss the concern or consult with primary carers. Parents, carers or responsible adults should be made aware of the report to Tusla unless it is likely to put the child/vulnerable adult at further risk.
- Reports will be made in written format or by phone (to the social worker in Tusla). Any verbal reports will be followed up by a written report.
- All written reports to Tusla will be entered into the Tusla Portal using the standard forms provided by the system.
- The committee of the WSI will be informed if a report is made at the meeting following the reporting.
- Confidentiality will be maintained at all times. The person who expressed concern initially should be involved and kept informed.

#### **4.5. Confidentiality**

WSI is committed to ensuring peoples' right to confidentiality. However, in relation to child/vulnerable adult protection and welfare we will ensure that

- All information regarding concerns of possible abuse should be shared on a need to know basis in the interests of the child/vulnerable adult. The test is whether or not the person has any legitimate involvement or role in dealing with the issue. However, giving information to those who need to have that information for the protection of a child/VA who may have been, or has been abused, is not a breach of confidentiality.
- The DLP who is submitting a report to Tusla should inform a parent/guardian unless doing so is likely to endanger the child/VA or place them at further risk. A decision not to inform a parent/guardian should be presented to Tusla.
- It is not the responsibility of the WSI to make enquiries of parents or guardians, and in some cases it could be counter-productive for them to do so. It is a matter for Tusla to investigate suspected abuse and to determine what action to take.
- Persons reporting child abuse or suspicions are protected by law once the report is made in good faith.

#### **4.6. Dealing with Allegations Against Staff (Committee/Volunteers)**

In the event of an allegation being made against staff (this specifically relates to the music camp organisers and volunteers, or any individual who is working with our WS individuals during a WSI organised activity), the protection of the individual with is the first and paramount consideration. Where an allegation is made it should be based on an opinion formed reasonably and in good faith. All allegations will be assessed promptly and carefully. It will be necessary to decide whether a formal report should be made to Tusla. Such a decision is based on reasonable grounds for concern. The duty social worker in Tusla may be contacted for advice.





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WSI has the dual responsibility of the individual with WS and the volunteer, therefore a dual procedure will be followed in such an event. The DLP will deal with the individual with WS and the DDLP will deal with the volunteer. In the case of an allegation brought against either the DLP or the DDLP, an assistant DDLP, named by the committee will assume their role.

#### **4.7. Dealing with the Individual with WS**

- Tusla be contacted by the DLP and advice sought from the duty social worker.
- In an emergency where Tusla cannot be contacted, the Gardaí should be contacted.
- All details, including the date, time and people involved in the concern or disclosure and the facts will be recorded. Information recorded should be factual. It should be submitted as part of a formal report to Tusla.
- Parents/carers will be informed.
- The individual and their parents/carers will be informed of the actions planned and taken.
- The individual will be dealt with in a way that supports their level of functioning. We will ensure they are not in a situation of being exposed to further or unnecessary risk.
- The DLP will inform the DDLP of the outcome. The staff member will be informed as soon as possible about the nature of the allegation and will be given an opportunity to respond.
- The chairperson of the WSI will be informed as soon as possible.

#### **4.8. Dealing with the Volunteer**

- The DLP will inform the volunteer of the allegation made against him/her and the actions taken to date.
- He/she/They will be given the opportunity to respond. This response will be noted. It will be submitted to Tusla with the formal report if advised by Tusla.
- He/she/They will be informed of the planned actions, in relation to advice from Tusla.
- He/she/They will be requested to cease all duties with WSI until such time as the allegations are investigated.
- All follow-up activity on the allegation of abuse will be made in consultation with Tusla and the Gardaí.
- After the consultations and when deciding on the future position of the volunteer, the DLP will advise the volunteer of the situation and agreed procedures should then be followed.
- The accused will require support although this will generally not be provided by WSI. External services, as advised by Tusla will be sought.

#### **4.9. Dealing with Allegations Made Against Another Individual with WS**

Where an allegation is made by an individual with WS against another individual with WS regarding a child protection issue, regardless of their age, the child/VA protection procedure will be followed due to the vulnerability of both individuals.

- The parents/carers of both individuals will be informed immediately.
- Tusla may be contacted for advice on how best to support both individuals.
- It will be the duty of the DLP and DDLP to deal with the situation and to arrange for immediate support for both individuals in the interim.
- In the case of a WSI event, all activities will continue as planned to reduce the anxieties of the other individuals with WS.
- Confidentiality will be maintained, in line with the WSI confidentiality policy.



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## 5. Appendices

### 5.1. Camp Volunteer Application Form

#### WSI CAMP VOLUNTEER APPLICATION FORM

WSI Events and Camps may take place each year. If you are 18 years of age or over and you would like to work at WSI events or camps as a volunteer teacher or helper, please complete the application below. If you are accepted as a teacher or helper, your accommodation and meals for the week will be provided.

Name	
Address	
Email address	
Telephone No.	
Date of birth (must be 18 years of age or over on date of camp)	
Present Occupation	
Home Telephone No.	
Emergency Contact Number for week of camp (if different to home phone no.)	
Do you smoke?	
Do you have any allergies or health issues?	
Do you have special dietary needs?	
<i>Please give details below of your musical interest and experience:</i>	
What instrument, if any, do you play?	
What instruments can you bring to camp?	
Do you sing?	
<i>Please give details of any previous work with learning disabled people:</i>	
I hereby authorise Williams Syndrome Ireland, and any persons authorised by it, to use my likeness (e.g. photographs, video tape recordings, etc. taken during camp week) in any promotional material produced for the benefit of the Williams Syndrome Association of Ireland.	
Signed:	Date:

Please return the completed application form to Williams Syndrome Ireland, at [info@williamssyndrome.ie](mailto:info@williamssyndrome.ie).



## 5.2. Event Volunteer Application Form

### WSI EVENT VOLUNTEER APPLICATION FORM

WSI Events and Camps may take place each year. If you are 18 years of age or over and you would like to work at WSI events or camps as a volunteer teacher or helper, please complete the application below

Name	
Address	
Eircode	
Email address	
Telephone No.	
Date of birth (must be 18 years of age or over on date of event)	
I agree to be Vetted for volunteering with Williams Syndrome Ireland for use by the WSI Vetting Liaison Person	Yes/No
Vetting Documentation attached for Proof of Identity	
Form of Photo identification as set out in <a href="https://vetting.garda.ie/Help/FAQ">https://vetting.garda.ie/Help/FAQ</a>	Yes/No
Proof of address as set out in <a href="https://vetting.garda.ie/Help/FAQ">https://vetting.garda.ie/Help/FAQ</a>	Yes/No
I hereby authorise Williams Syndrome Ireland, and any persons authorised by it, to use my likeness (e.g. photographs, video tape recordings, etc. taken during camp week) in any promotional material produced for the benefit of the Williams Syndrome Association of Ireland.	
Signed:	Date:

Please return the completed application form to Williams Syndrome Ireland, at [info@williamssyndrome.ie](mailto:info@williamssyndrome.ie).



### 5.3. Event/Camp Emergency Contact/Medical Form

#### WSI Event or Camp Confidential Emergency Contact/Medical Form

Notes: This form must be filled out in respect of each participant with WS in the camp. This medical information may be necessary in the event of serious illness or accident. Please complete this form accurately and truthfully. The facts you disclose will be kept confidential and the information provided will be given to others only in an emergency situation. Failure to disclose accurate and complete information could compound the seriousness of an accident or illness. Attach additional pages if more space is necessary.

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#### SECTION 1: GENERAL INFORMATION

Name of Attendee \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

#### Emergency Information

Health Insurance Company \_\_\_\_\_

Policy No. \_\_\_\_\_ Phone \_\_\_\_\_

General Practitioner \_\_\_\_\_ Phone \_\_\_\_\_

#### Person(s) to Contact in the Event of an Emergency

1) Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

2) Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_



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Phone \_\_\_\_\_ Email \_\_\_\_\_  
\_\_\_\_\_

**Parent/Guardian Authorisation: Important – this authorisation must be signed.  
Please be aware that there is no qualified First Aider attending this event.**

This health history is correct and complete as far as I know. The person herein described has permission to engage in all camp activities except as noted. I hereby give permission to the camp to provide routine health care. In the event I cannot be reached in an emergency, I hereby give permission to the doctor selected by the camp to secure and administer treatment, including hospitalisation, for the person named above.

**Signature of camper (if over 18)** \_\_\_\_\_

**Signature of Parent/Guardian** \_\_\_\_\_

**Printed Name** \_\_\_\_\_ **Date** \_\_\_\_\_



**SECTION 2: HEALTH HISTORY**

The following information must be filled in by the parent/guardian or adult camper (over 18). The intent of this information is to ensure that the camp organisers are able to provide appropriate emergency care, if necessary, while the WS individual is at camp.

<b>ALLERGIES</b> List all known	Describe reaction and management of the reaction
Medication Allergies (list)	
Food Allergies (list)	
Other Allergies (list) – include hay fever, asthma, insect stings, etc.	

Does this person have any religious objections to medical treatment Yes  No

If yes please specify

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<b>Restrictions:</b> Please give details of any restrictions that apply to this individual:	
Dietary: e.g. foods cannot eat, special foods required, etc.	
Activities: e.g. any mobility issues, stamina levels, etc.	
Personal Care: e.g. shave, dry hair, tie shoes, etc.	
Intimate Care: e.g. help with toileting or showering?	
Fears/Anxieties?	



e.g. fear of noises, enclosed spaces, water, etc.	
Other:	
Do you authorise the camp organisers to nominate a person to help your child with intimate care?	

**General Questions** (Explain “Yes” answers below)

Has/does the participant:		Yes	No		Yes	No	
1	Had any recent injury, illness or infectious disease?	<input type="checkbox"/>	<input type="checkbox"/>	14	Have any skin problems (e.g. itching, rash, acne)?	<input type="checkbox"/>	<input type="checkbox"/>
2	Have a chronic or recurring illness/condition	<input type="checkbox"/>	<input type="checkbox"/>	15	Ever been diagnosed with a heart murmur?	<input type="checkbox"/>	<input type="checkbox"/>
3	Have frequent headaches?	<input type="checkbox"/>	<input type="checkbox"/>	16	Ever had high blood pressure?	<input type="checkbox"/>	<input type="checkbox"/>
4	Have frequent ear infections?	<input type="checkbox"/>	<input type="checkbox"/>	17	Wear glasses or contact lenses?	<input type="checkbox"/>	<input type="checkbox"/>
5	Ever been dizzy or passed out during or after exercise?	<input type="checkbox"/>	<input type="checkbox"/>	18	Ever had problems with joints (e.g. knees, ankles)?	<input type="checkbox"/>	<input type="checkbox"/>
6	Have diabetes?	<input type="checkbox"/>	<input type="checkbox"/>	19	Abnormal sleep pattern?	<input type="checkbox"/>	<input type="checkbox"/>
7	Have asthma?	<input type="checkbox"/>	<input type="checkbox"/>	20	Have problems with sleepwalking?	<input type="checkbox"/>	<input type="checkbox"/>
8	Ever had surgery?	<input type="checkbox"/>	<input type="checkbox"/>	21	Have problems with diarrhoea/constipation?	<input type="checkbox"/>	<input type="checkbox"/>
9	Have frequent kidney infections?	<input type="checkbox"/>	<input type="checkbox"/>	22	Ever had seizures?	<input type="checkbox"/>	<input type="checkbox"/>
10	Any bed wetting problems?	<input type="checkbox"/>	<input type="checkbox"/>	23	Any dental problems?	<input type="checkbox"/>	<input type="checkbox"/>
11	Are you possibly pregnant?	<input type="checkbox"/>	<input type="checkbox"/>	24	Have you been hospitalised in the past year?	<input type="checkbox"/>	<input type="checkbox"/>
12	Behaviour problems?	<input type="checkbox"/>	<input type="checkbox"/>	25	Mobility problems?	<input type="checkbox"/>	<input type="checkbox"/>
13	Do you suffer from depression?	<input type="checkbox"/>	<input type="checkbox"/>	26	Any hearing problems?	<input type="checkbox"/>	<input type="checkbox"/>

**Do you or have you ever suffered from any of the following:**

27	Chicken Pox?	<input type="checkbox"/>	<input type="checkbox"/>	30	HIV/AIDS?	<input type="checkbox"/>	<input type="checkbox"/>
28	Hepatitis A?	<input type="checkbox"/>	<input type="checkbox"/>	31	Measles?	<input type="checkbox"/>	<input type="checkbox"/>
29	Hepatitis B?	<input type="checkbox"/>	<input type="checkbox"/>	32	Other contagious disease? If yes please specify	<input type="checkbox"/>	<input type="checkbox"/>

Please explain any “Yes” answers, noting the number of the question.

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Which of the following has the participant had?

	Disease?			Immunisation?	
	Yes	No		Yes	No
Measles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chicken Pox	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
German Measles (Rubella)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Mumps	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Hepatitis	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Tetanus	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

**Please state date of last Tetanus Immunisation**

Use this space to provide any additional information about the participant's behaviour and physical, emotional or mental health about which the camp should be aware.

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Name of Family Doctor \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Name of Family Dentist \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

### SECTION 3 MEDICATIONS:

**IF THIS PERSON IS TAKING PRESCRIPTION MEDICATION, PLEASE HAVE PAGE 5 OF THIS FORM COMPLETED AND SIGNED BY THE PRESCRIBING DOCTOR.**

Please list below all other non-prescription medications being taken routinely. Bring enough medication to last the entire time at camp. Keep it in the original packaging/bottle that identifies the prescribing doctor, the name of the medication, the dosage and the frequency of administration. Camp organisers reserve the right to contact the prescribing doctor regarding medications being taken at camp.



<input type="checkbox"/> This person takes, <u>or may take occasionally</u> , non prescription medications as follows:		
Med #1	Dosage	Time each day
Reason for taking		
Med #2	Dosage	Time each day
Reason for taking		
Med #3	Dosage	Time each day
Reason for taking		

**Current Care:**

If you are currently under the care of a medical professional (physician, counsellor, psychiatrist, psychologist) please indicate conditions and reasons, and explain any possible impact on participation activities:



## 5.4. WSI OVER 18 WHATSAPP GROUP CODE OF CONDUCT

### WS Over 18s Whats App Group Guidelines



The purpose of this Group is to support regular communication between adults affected by WS, to share news about events in their daily lives.

#### **Group Guidelines**

These guidelines are to be used to ensure that the group provides an easy way for us to stay contact in a happy and calm place.

***If you wish to message an individual do so directly outside of the group.***



We should all be mindful of the ways different people may respond to the posts we send them in our group. We should, at all times, be careful about the messages we post and be aware that something that we feel is important might cause great anxiety in other members.



If you feel uncomfortable in the group at any time take a break for a while and mute its notifications. If you would prefer to withdraw from the group all together then arrange to leave the group by contacting the administrator directly and not through the group.



All members of the Group should not expect ready responses from the Group at all times and should not re-message the group repeatedly with the same question or information. Most members may well be busy for most parts of the day or may wish to restrict their use of social media.



The Group Administrator may from time to time restrict access and may refer persistent issues to the WSI Committee.

**We should therefore:**



Respect the purpose and objective of the WhatsApp Group.



Please do not send messages

- of a personal nature
- intended for one member of the group
- with inappropriate language
- that include personal or insulting comments
- that voice grievances with individual members of the group.



Bullying comments intended at one or more members of the group is strictly not allowed



If you disagree with another person's message just say that you disagree and move on. Do not engage in arguments via the Group.



Try to avoid getting into a back-and-forth message arguments and if this starts to happen, tell the group you're taking a break to allow emotions to settle.

**Approved by the WSI Committee**

## 5.5. WSI Event Checklist

Event Overview	Details, Comments or Actions required	Action completed by:
Date (Departure and return)		
Time (Departure and return)		
Destination and venue(s)		
Purpose of the Trip	<i>E.g. Competition, training, social etc.</i>	
Who is attending the trip	<i>E.g. Open to all club members or a specific group (i.e. sports team)</i>	
Activities involved		
Budget / Costs	Details, Comments or Actions required	Action completed by:
Have the club identified a budget for the trip?		
How will this budget be funded - i.e. attendee contributions/ fundraising?		
Have the payment terms been agreed with all venues i.e. when payment is due, how it is to be paid, deposits etc.?		
Have the attendees been made aware of any money they may require on the trip?		

Risk Assessment & Insurance	Details, Comments or Actions required	Action completed by:
Has a risk assessment been completed for the Event?	Yes / No <i>Note: All clubs should complete a risk assessment for trips / travel to activity; a template has been provided.</i>	
Has the risk assessment been circulated to the relevant personnel? Has the club got a copy for their records?	Yes / No <i>Note: the risk assessment should be circulated and the risks / actions discussed at a planning meeting.</i>	
How will participants be instructed in the use of any equipment used in the activity?		



<p><b>Have you concerns arising from the Risk Assessment or in relation to the nature of the trip that you should discuss with the Regional office and to ensure the activity is covered under the Insurance Policy?</b></p>	
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

Communication	Details, Comments or Actions required	Action completed by:
<b>Have you sufficient information about the venue(s) to brief your attendees on the trip?</b>	<i>Yes / No E.G. transport, parking, check-in times and keys, meal times, venue facilities, meeting points, rules, curfews etc.</i>	
<b>Has the following been communicated to parents/ guardians / carers?</b>		
Pick up times and location for departure	<i>Yes / No</i>	
Pick up times and location on return	<i>Yes / No</i>	
Details of the trip - venue, activity etc.	<i>Yes / No</i>	
Clothing / equipment list	<i>Yes / No</i>	
Emergency procedures, home contact	<i>Yes / No</i>	
Club contact during the trip	<i>Yes / No</i>	
Any cost to the athlete	<i>Yes / No</i>	
<b>How will information about the trip away be communicated to attendees and families/guardians/carers?</b>	<i>E.g. Email with info pack, meeting, phone call etc.</i>	

Supervision	Details, Comments or Actions required	Action completed						
<b>Which category of event does the Event fall into?</b>	<i>Eg Family</i>							
<b>Event Type</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Family Event</th> <th style="width: 50%;">Adult Events</th> </tr> <tr> <td style="width: 50%;"><b>Social Day</b></td> <td style="width: 50%;"><b>Day Camp</b></td> </tr> <tr> <td style="width: 50%;"><b>Social Weekend</b></td> <td style="width: 50%;"><b>Overnight Camp</b></td> </tr> </table>	Family Event	Adult Events	<b>Social Day</b>	<b>Day Camp</b>	<b>Social Weekend</b>	<b>Overnight Camp</b>	
Family Event	Adult Events							
<b>Social Day</b>	<b>Day Camp</b>							
<b>Social Weekend</b>	<b>Overnight Camp</b>							
Welfare Responsibility	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Family/Support</td> <td style="width: 50%;">Family/Support</td> </tr> <tr> <td style="width: 50%;">Family/Support</td> <td style="width: 50%;">WSI (at designated times) Ratio of 1 Support to 3 WS attendee</td> </tr> <tr> <td style="width: 50%;">Family/Support</td> <td style="width: 50%;">Family/Support</td> </tr> </table>	Family/Support	Family/Support	Family/Support	WSI (at designated times) Ratio of 1 Support to 3 WS attendee	Family/Support	Family/Support	
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	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><i>See Examples Below (1)</i></td> <td style="width: 50%;"><i>See Examples Below (2)</i></td> </tr> <tr> <td style="width: 50%;"></td> <td style="width: 50%;"><i>See Examples Below (3)</i></td> </tr> <tr> <td style="width: 50%;"></td> <td style="width: 50%;"><i>Not Currently Provided by WSI</i></td> </tr> </table>	<i>See Examples Below (1)</i>	<i>See Examples Below (2)</i>		<i>See Examples Below (3)</i>		<i>Not Currently Provided by WSI</i>	
<i>See Examples Below (1)</i>	<i>See Examples Below (2)</i>							
	<i>See Examples Below (3)</i>							
	<i>Not Currently Provided by WSI</i>							



- (1) The Annual Picnic or the Annual Summer Concert for WS Adults
- (2) The Annual Social Weekend for Families or the Annual WS Adult Christmas Party
- (3) The Activity Weekend for WS Adults (currently proposed but not finalised)

Supervision	Details, Comments or Actions required	Action completed by:
<b>Do all WS attendees have a Support Adult accompanying them in line with Event Type Category ?</b>	<i>Yes / No</i>	

Supervision	Details, Comments or Actions required	Action completed by:
<b>Supervision:</b> <ul style="list-style-type: none"> <li>• Have you male and female volunteers within your volunteer personnel?</li> <li>• Have you appointed enough volunteers for supervision throughout the trip as per the WSI Safeguarding guidelines on ratios of volunteers to WS attendees</li> <li>• Have all volunteers accompanying the athletes been made aware as to what their responsibilities are and what role(s) they may have during the trip event in line with WSI Safeguarding Policy</li> </ul>	<i>Yes / No</i>	
<b>Have volunteers completed the Volunteer Application Form and been Garda Vetted in accordance with WSI Safeguarding Policy</b>	<i>Yes / No</i>	
<b>Have volunteers been issued with the Volunteer handbook</b>	<i>Yes / No</i>	



Health & Welfare	Details, Comments or Actions required	Action completed by:
<b>First aid</b>		
Is a suitably stocked travel first-aid kit available?	Yes / No	
<b>Have all athletes attending the trip provided the Event Organiser with a Confidential Emergency Contact/Medical Form</b>	Yes / No	
Catering	Details, Comments or Actions required	Action completed by:
Are you aware of any allergies, special diet requirements within your group?	Yes / No	
Have these requirements been confirmed with the catering provider in the venue(s)?	Yes / No <i>Detail any specific arrangements with the catering provider i.e. how those with specific request diets will be identified at meal times.</i>	

Accommodation	Details, Comments or Actions required	Action completed by:
Is overnight accommodation required?	Yes / No	
Is accommodation organized by WSI – if yes continue	Yes / No	
a What type of accommodation is planned?	<i>E.g. hotel, B&amp;B, self-catering</i>	
b Is the accommodation suitable for your group	Yes / No <i>E.g. Accessibility, location</i>	
c How are rooms being allocated?	<i>Have you considered accessibility, gender, age, supervision requirements?</i>	
d Have rooming lists been agreed with your group and / or their parents / guardians / carers?	Yes / No	





Transportation	Details, Comments or Actions required	Action completed by:
<p><b>No transport provided by the Club:</b></p> <ul style="list-style-type: none"> <li>• Are the attendees aware of the meeting point for the trip /activity?</li> <li>• Have the attendees been given information on drop off / collection points / car park facilities / public transport options?</li> </ul>	<p>Yes / No</p>	
<p><b>Transport Company (where vehicle and driver are hired):</b></p> <ul style="list-style-type: none"> <li>• Has supplied copy of their public liability insurance (check name of company, service being offered and in date)</li> <li>• Are you satisfied that the company fulfils its obligations with regard to driver training and vehicle maintenance</li> <li>• Are they a member of a breakdown service or have a fleet where another vehicle can be provided if a breakdown occurs?</li> <li>• Has the Transport Company been made aware of any accessibility or additional requirements of your group?</li> </ul>	<p>Yes / No</p>	



Transportation	Details, Comments or Actions required	Action completed by:
<b>Using your own club's or a volunteer's vehicle:</b> <ul style="list-style-type: none"> <li>• Is the vehicle and drivers insured for all purposes for which the vehicle is used</li> <li>• Do the travel arrangements take account of Safeguarding guidelines in relation to transporting attendees?</li> </ul>	Yes / No	
<b>Have you planned your route taking into account any planned roadworks, facilities for breaks?</b>	Yes / No <i>When planning your journey check for road works and adverse weather conditions in advance. Ensure facilities are available so regular breaks can be taken and let passengers know the distance between breaks.</i>	
<b>No transport provided by the Club:</b> <ul style="list-style-type: none"> <li>• Are the attendees aware of the meeting point for the trip /activity?</li> <li>• Have the attendees been given information on drop off / collection points / car park facilities / public transport options?</li> </ul>	Yes / No	
<b>ATTACH COMPLETED RISK ASSESSMENT SPREADSHEET</b>		
<b>SIGNED:</b>		
<b>ROLE WITHIN CLUB:</b>		<b>DATE:</b>



## 5.6. WSI Event Risk Assessment

WSI EVENT RISK ASSESSMENT <i>A TRIP MIGHT BE A ONE-DAY DAY TRIP OR ONE THAT INCLUDES AN OVERNIGHT STAY(S)</i>		NOTE: this risk assessment should be completed in conjunction with the trip / travel to activity checklist.	
Hazard / Risk	Risk Management Measures	Action By	
Please list any hazards which you could reasonably expect to result in significant harm on your trip.	<b>Current Measures</b> <i>Precautions or policies &amp; procedures currently in place to mitigate / reduce the risk from the hazards you listed</i>	<b>Additional Measures</b> <i>Items to be put in place to reduce / eliminate the risk further</i>	Identify by name / role of the person who will put the measures in place and by when
<b>Planning &amp; Communication</b>			
Insufficient planning resulting in inappropriate and insufficient resources and equipment	Event organiser allocated to each event. <i>Planning meetings held prior to the trip.</i>	Additional planning meetings to be held if required.	
Insufficient number of volunteers.	Appoint sufficient number of volunteers with appropriate skills for the trip	Combine volunteer roles where appropriate	
Lack of information	Appropriate lead in time allocated to the planning	Update all relevant documents and communicate the updated information to attendees and parents/guardians/Support Adults.	
Lack of knowledge of organisational & statutory reporting procedures	Policies and procedures in place to manage this risk include. WSI is committed to the ongoing implementation of the Code of Ethics and Good Practice and Codes of Conduct.  All WSI Committee Members accompanying attendees on the trip have completed Tusla Children First Training.  All attendees at the event are made aware of who the Designated Liaison Person is.		
<b>Activity</b>			
Unable to participate in the activity due to weather conditions e.g.: Cold conditions Wet conditions. Ice (slippery) conditions. Hot / humid conditions, sun stroke/sunburn High Winds	Monitoring of weather conditions in advance of the event. Heating / ventilation system available indoors. Shade is provided in outdoor areas. Activity can be moved from outdoors to indoors	Note weather forecast and cancel or modify activity accordingly in agreement with the activity provider.  Restrict duration of exposure.  Communication in advance to advise attendees to bring appropriate clothing / drinking water/ sun screen etc.	
<b>Venues</b>			
Unauthorised access to or exit from a designated activity area.	Supervision plan in place and all coaches/ volunteers made aware of same.	Coach education and briefings to take place in advance of the trip; including clarifications on responsibilities.	
Children / vulnerable person sharing facilities with adults e.g. changing rooms	Parents/Guardians have completed the Event Application form giving permission to WSI to designate an Intimate Care liaison. WSI is committed to the ongoing implementation of the Code of Ethics and Good Practice and Codes of Conduct.  All WSI Committee Members accompanying attendees on the trip have completed Tusla Children First Training.	Male and female changing facilities available.	
Breach of Alcohol Consumption/Misuse	Parents/Guardians/Support Adults are responsible for the Attendee. <i>Group contract discussed all attendees.</i>		
Missing Person	WSI will have a WSI Committee Member or Volunteer at a ratio of 2 Attendees: 1 for unaccompanied Adult attendees. At all other events Parents/Guardians/Support Adults are responsible for the Attendee.		
Lack of emergency procedures.	Agree a "named contact" in each venue to be available during the trip to deal with any problems or questions.  Ensure Club attendees wear clothing that makes them easily identifiable.  Keep a charged mobile phone available in case of emergency.		
Security - theft	Volunteers, Parent, Guardians, Support Adults and WS attendees are responsible for the security of their personal property. They should retain possession of their property at all times, or secure in their vehicles / accommodation if appropriate.  Vehicle owner and/or driver to be responsible for their vehicle security	Payments for activities will be made by the Club via bank transfer where possible to reduce the requirement to carry cash.	
<b>Catering / Refreshments</b>			
Dietary Requirements	Identify persons with specific dietary requirements and confirm same with the venues in advance of arrival.		
Insufficient refreshment facilities	Ensure sufficient and appropriate refreshments are provided at each venue.  Attendees briefed in advance of travel and activity times and facilities available should they wish to bring their own snacks.	Cafe available on site for individual purchases if so required.	
<b>Welfare</b>			
Lack of rest facilities or insufficient time to rest	Attendees to be briefed on the itinerary prior to departure including break times, rest periods etc.	Coaches / volunteers to monitor athlete's for signs of fatigue while under their supervision and suggest breaks from activities as appropriate.	
General behavioural issues	Group contract discussed all attendees.  WSI is committed to the ongoing implementation of the Code of Ethics and Good Practice		
<b>Traffic Management</b>			
Vehicle unable to access drop off point.	Contact details of Event Organiser available to Attendees to communicate delay.		
Pedestrian contact / Injuries through contact with moving vehicles	WSI will have a WSI Committee Member or Volunteer at a ratio of 2 Attendees: 1 for unaccompanied Adult attendees. At all other events Parents/Guardians/Support Adults are responsible for the Attendee.		
Vehicle Breakdown - Hired Vehicle	Breakdown assistance services available if required. Transport operator can provide alternative vehicle if required	Agree a "named contact" with the service provider to be available during the trip to deal with any problems or questions.	
SIGNED:			
ROLE WITHIN CLUB:			
DATE:			



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