

**DESIGNATED SAFEGUARDING CHILDREN'S OFFICER (DSCO)
PROTECTING CHILDREN AND VULNERABLE ADULTS**



How to report a concern:

The Club's Designated Safeguarding Children's Officers are:

CLAIRE MEENEHAN
M: 077 3831 3989
E: claire@includeyouth.org

KAREN O'HARE
M: 078 8281 6719 or 077 0371 8800
E: karen.ohare@drinksinc.com

What to do if you have a concern:

- If your concern is regarding a specific incident please make a note of the date and time it occurred and report it as soon as possible. Please also make a note of the key facts relating to the incident.
- If you have a general concern please make a note of the main points of your concern and report them to CLAIRE MEENEHAN or KAREN O'HARE.
- If you are not sure about whether to report a concern or not we advise that you do report it, it is important that the club is aware of your concerns even if you are unsure about them. The club's employees are bound by their codes of conduct to treat all reports with the utmost discretion and confidentiality.
- If for any reason you do not wish to raise your concern with our DSCO, please contact JUDITH HINDES, CHARLOTTE MCKEE or ANDREW O'HARE.

Ways of making contact:

- You can raise your concerns by approaching KAREN O'HARE and/or CLAIRE MEENEHAN before or after a session to discuss or arrange a meeting.
- You can phone if you are not comfortable discussing the issue in person.
- You can write a letter addressed for our attention c/o EDMUND RICE COLLEGE, HIGHTOWN ROAD, GLENGORMLEY or send an email to address above highlighting your concerns.

Please remember that these guidelines are for children as well as parents. It doesn't matter who makes the report or how old they are, everyone's concerns are equally important and will be treated seriously.