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**Monitoring Leavers and Transfers**

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Monitoring leavers and transfers to other clubs is an important part of safeguarding in Special Olympics Ireland. This will help us to identify any trends which may indicate an issue or concern.

Special Olympics Ireland will monitor leaver, transfer and renewal information through their database and identify any trends which may be occurring in clubs or at events. It is important to track both athletes and volunteers. This information will support safeguarding initiatives and could highlight issues or concerns which may, or may not, have been raised previously. This is relevant only where a decision not to continue has been made as opposed to a volunteer or athlete who has unintentionally become inactive.

**Exit Interview and Record Keeping**

Clubs should also monitor this information and carry out Exit Interviews with athletes or volunteers who are moving clubs or no longer wish to be involved with Special Olympics Ireland. Individuals under eighteen (18) years of age should be contacted through their parent/guardian/carer.

Within clubs, the Club Safeguarding Officer should carry out the interview and complete the template form. The interviews will allow clubs and Special Olympics Ireland to record reasons for transfer or Leaver; there are numerous reasons for this and many will not be cause for concern, however keeping records is a fundamental step in minimising risks and safeguarding members. This is in keeping with procedures for members who cease their role due to misconduct or behaviour contravening Special Olympics Ireland Safeguarding Policies, as outlined in the Club Model Constitution.

The information should be recorded using the Exit Interview template and stored securely in line with your Record Keeping and Data Retention policies.

Often the reasons given during Exit Interviews will not be a safeguarding concern but could instead identify poor practice which needs to be addressed within a club or event setting. The information may help us to improve how we do things and better understand the needs of members; and how we provide opportunities within Special Olympics Ireland.

As with all concerns it is important that volunteers are vigilant to indicators which might cause reasonable grounds for concern and continue to provide an open environment for reporting and raising awareness of issues. Capturing this data is important however, it is also important to continually provide opportunities for athlete/volunteer engagement and feedback whilst they are currently event or club members.