



# **IVEAGH UNITED FOOTBALL CLUB**

## **CHILD PROTECTION POLICY & CLUB PROCEDURES**





## **FOREWORD**

***The protection of children in football is a priority of the highest order for Iveagh United Football Club.***

*The identification, nurturing and development of talent is a primary focus of any football club. It has become more and more important to take responsibility for the care and welfare of our young aspiring boys and girls. Football, like all sport, should be an exciting experience and must be fun if we are to retain the interest of youngsters. It has a social function and the quality of the experience will determine whether children retain an Interest in football and if sport becomes an integral part of their lifestyles. There is also a duty of care to ensure that parents are satisfied that the quality of coaching is of the highest order, and there is also a responsibility on the part of the Iveagh Utd that children within its teams are treated with respect and are professionally managed. It is a huge responsibility nowadays to provide through football a safe and secure environment for young children, but it is a responsibility that cannot be neglected.*

*In recognising our responsibility to safeguard the welfare of all children, young people and vulnerable adults and by protecting them from inappropriate behaviour and all forms of abuse, Iveagh United Football Club is determined to ensure that football opportunities for children and young people are provide to the highest possible standard of care.*

*This policy and procedures document was formally agreed by the Committee of Iveagh United Football Club on 27 April 2010. Any Amendments to the document will require the approval of the Committee.*

**Kieran Adams**  
**Chairman**

## **GLOSSARY**

**Child** – to refer to child or young person under the age of 18

**Coach** - This term refers to coaches, leaders, team managers and volunteers

**Code of Ethics & Good Practice for Children's Sport** – This is a joint document produced by the Irish Sports Council & Sport NI to assist sports organisations.

**Parent/Guardian Consent** –

Parental consent is defined by the Children (NI) Order 1995 Article 6 (i)

Natural mother always has parental responsibility.

Natural father gains parental responsibility;

if married to the mother at the time of birth or subsequently marries her;

through an agreement witnessed by solicitor or a Parental responsibility Order;

post 15 April 2002 if they jointly register the baby's birth.

**Regulated Position** – For the purposes of this document a regulated position in relation to safeguarding children shall refer to those in positions of responsibility for children when involved in football activities, i.e. coaches, volunteers, selectors and those who manage these positions.

**Children's/Designated Officer** – In football this person is responsible for dealing with any concerns about the safeguarding of children. The person designated should ensure that they are knowledgeable about Child Protection and that they undertake any training that is considered necessary to keep updated on new developments.

**Iveagh United's Children's Officer is Kieran Adams can be contacted on 07798742321.**

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## **POLICY STATEMENT**

**The welfare of children and young people is paramount to Iveagh United Football Club. We will endeavour to provide an environment which values and protects all children and young people, regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual orientation. It is the policy of Iveagh United Football Club to protect children and young people involved in football from inappropriate behaviour and all types of abuse.**

The Children (Northern Ireland) Order (1995) is based on a clear and consistent set of principles designed with the common aim of promoting the welfare of children. Children have the right to be safe. All coaches should ensure that this fundamental principle takes precedence over all other considerations. This policy applies to all those involved in Iveagh United Football Club, in particular coaches, administrators, officials, volunteers, parents, young people, doctors, physiotherapists, team attendants or staff.

## **EQUALITY**

Iveagh United Football Club will endeavour to ensure all participants in club activities will be given equal opportunity irrespective of age, gender, parental or marital status, colour, race, ethnic origin, creed, disability, social status or sexual orientation.

## **CONFIDENTIALITY STATEMENT**

Iveagh United Football Club staff or representatives will never promise to keep secrets. However, information of a confidential nature will only be communicated on a "need to know" basis, with the welfare of the child remaining paramount. Considerations of confidentiality will not be allowed to override the rights of children or young people to be protected from harm (see Appendix 11).

## **AWARENESS OF THE ISSUES**

Background knowledge in relation to child abuse, the general principles of child protection and the ability to recognise and respond to abuse are important issues. Of primary concern for Iveagh United Football Club is the issue of protecting our children, young players and vulnerable adults within the operation of our facilities and activities. However, being cognisant of the indicators of abuse/inappropriate behaviour caused by others outside Iveagh United Football Club activities is of an equal importance for the safety and well being of that child/young player.

## **WHAT IS CHILD ABUSE?**

Child abuse occurs when a child is neglected, harmed, or not provided with proper care. Children may be abused in many settings; in a family, in an institutional or community/sporting setting, by those known to them, or more rarely, by a stranger. There are different types of abuse and a child may suffer more than one of them.

**Co-operating to Safeguard Children (2003) formally recognises four types of abuse:**

**Physical Abuse** may occur when a person:

- deliberately physically hurts a child by hitting, shaking, squeezing, biting etc.
- gives a child access to alcohol, cigarettes, drugs or other dangerous substances.

**In a footballing context this may occur when:**

- the nature or intensity of the training disregards the capacity of the child's/young player's growing and maturing body
- the child/young player is predisposed to injury resulting from fatigue or overuse (excessive and inappropriate training methods)
- the child/young player is given drugs to enhance their performance.

**Emotional Abuse** may happen through:

- severe or persistent lack of care and attention for the child
- shouting at, taunting or threatening the child
- conveying to a child that they are worthless, unloved or inadequate.

**In a footballing context:**

- where the coach/volunteer uses his/her position of power to bully the child/young player into something he/she is uncomfortable with
- where a child/young player is valued only in so far as they meet the needs of the coach
- never giving a child/young player the chance to play or feel valued as part of the squad
- a coach/volunteer constantly shouting at a child/young player in front of others, causing embarrassment
- parents/guardians/supporters on the touchline verbally harassing players on the pitch.

**Neglect** includes situations where an adult:

- fails to meet the child's basic needs - for example, food, water, clothing etc.
- constantly leaves the child unsupervised or not cared for.

**In a footballing context:**

- Continuously leaving a child/young player out of the team
- Constantly ignoring a child/young player
- Making a child/young player play in extreme cold conditions while inadequately dressed
- Making a child/young player play in extreme heat without sufficient fluid intake, or adequate protection from the sun
- Continuously showing favouritism towards certain players.

**Sexual Abuse** is when a person uses children to meet their own sexual needs through:

- full sexual intercourse, masturbation, oral and anal intercourse and fondling
- non-contact activities such as involving a child in looking at, or in the production of pornographic material
- inappropriately telling children sexually explicit stories or jokes.

**In a footballing context:**

- The coach/volunteer involved in horseplay or sexually provocative games with the children/young players
- The coach/volunteer using, or letting the children/young players use sexually explicit language



- The coach/volunteer inappropriately touching children/young players.

**The coach/volunteer must realise the significant position they represent in the child/young player's life and must ensure they do not abuse their position of trust and be an appropriate role model.**

## **INDICATORS OF ABUSE**

The following is a list of some indicators of abuse, but it is not exhaustive:

### **PHYSICAL ABUSE**

#### **Physical indicators**

- Scratches
- Bite marks or welts
- Bruises in places difficult to identify e.g. behind ears, groin
- Burns, especially cigarette burns
- Untreated injuries

#### **Recognition of abuse**

Even for those 'experts' working in the area of child abuse, it may not always be easy to recognise a situation where abuse may be occurring or has already taken place. Any concern about the welfare of a child should be reported as outlined in the procedures within this document.

#### **Behavioural indicators**

- Self-mutilation tendencies
- Chronic runaway
- Aggressive or withdrawn
- Fear of returning home
- Undue fear of adults
- Fearful watchfulness

### **EMOTIONAL ABUSE**

#### **Physical indicators**

- Sudden speech disorders
- Wetting and soiling
- Signs of mutilation
- Frequent vomiting

#### **Behavioural indicators**

- Attention seeking behaviour
- Rocking, thumb sucking
- Fear of change
- Chronic runaway
- Poor peer relationships

## **NEGLECT**

### **Physical indicators**

- Constant hunger
- Exposed to danger
- lack of supervision
- Inadequate/inappropriate clothing
- Poor hygiene
- Untreated illnesses

### **Behavioural indicators**

- Tiredness, listlessness
- Poor peer relationships
- Low self-esteem
- Compulsive stealing, begging

## **SEXUAL ABUSE**

### **Physical indicators**

- Soreness, bleeding in genital or anal areas
- Itching in genital area
- Stained or bloody underwear
- Stomach pains or headaches
- Pain on urination
- Difficulty in walking or sitting
- Bruises on inner thighs or buttocks
- Anorexic/bulimic

### **Behavioural indicators**

- Chronic depression
- Inappropriate language and sexual knowledge for age group
- Making sexual advances to adults or other children
- Low self-esteem
- Afraid of the dark
- Wariness of being approached by anyone
- Substance/drug abuse

## **BULLYING**

Although Bullying has not been defined as abuse within the Children (NI) Order 1995, it has been recognised by the Regional Area Child Protection Procedures produced in 2005.

Bullying has been defined as: “deliberately hurtful behaviour usually repeated over a period of time, where it is difficult for those bullied to protect themselves”.

It can take many forms, but the three main types are physical (e.g. hitting, kicking, theft), verbal (e.g. racist or sectarian remarks, threats, name-calling) and emotional (e.g. isolating an individual from the activities and social acceptance of his peer group). The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children, to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self-harm).

The coach/leader is in a position of trust and has a responsibility to make sure that bullying does not occur within the club. If it does, they must take the appropriate measures to make sure it is addressed and to ensure it does not happen again.”

### **Vulnerability of those with a Disability**

Safeguards for children with a disability should be the same as those for other children. Special input may be required if the child has severe or multiple disabilities. In the largest study into the issue of disabled children and abuse Sullivan & Knutson (2000) found that 31% of disabled children had been abused, compared to a percentage rate of 9% among the non-disabled child population. Disabled children have the same needs as other children.

They may also have additional needs associated with their disability, which may increase their vulnerability to abuse:

- Children with disabilities are often more dependent on adults, e.g. in intimate care needs and may be cared for by a number of different adults.
- Such children often spend a lot of time away from home.
- Children with disabilities may be unable to recognise abusive behaviour because they may have learning difficulties or a lack of awareness, and because they may have reduced exposure to normal adult/children interactions. For example, a child with disabilities may have difficulty in differentiating between appropriate and inappropriate touching.
- Some children, particularly those with physical disabilities, may have a poor and/or incomplete body image and therefore may not recognise inappropriate behaviour.

## **Guidelines for responding to a disclosure:**

### **DO**

- Stay calm
- Listen & hear. Give the person time to say what they want
- Reassure them that they have done the right thing in telling someone and that it will be dealt with appropriately
- Record in writing what was said as soon as possible
- Report to someone else in the organisation - Child Officer
- Record your report.

### **DON'T**

- Panic
- Promise to keep secrets
- Enquire into the details of the abuse
- Make a child repeat the story unnecessarily
- Ask leading questions

## **ANTI-BULLYING AND HARASSMENT STATEMENT**

Staff, coaches and volunteers and staff should challenge bullying in any form i.e. physical or emotional. Physical bullying can take the form of attacks, such as hitting, kicking, taking or damaging belongings. Emotional bullying may be a verbal assault, including name-calling, insults, persistent teasing, sectarian/racist remarks, or it may take more indirect forms, such as spreading malicious gossip, rumours or excluding someone from a social group.

Bullying is not an accepted behaviour towards anyone be they a coach/volunteer, parent/guardian or child/young player. Anyone found to be bullying others will be dealt with seriously both in regards to the behaviour exhibited and the reasons for the behaviour **(see Anti-Bullying policy Appendix 12 for more details)**.

## **CHILDREN'S OFFICER**

The Designated person within Iveagh United Football Club is:

**Kieran Adams: 07798742321**

The Children's Officer shall be made known to children/young players, coaches/volunteers and parents/guardians alike; as the designated person to whom concerns within Iveagh United's activities will be addressed. If the concern is about the Children's Officer please report to the IFA Child Welfare Manager/Administrator:

**Jim Grattan - Child Welfare Manager**

**Jessica de Largy - Child Welfare Administrator**

**Irish Football Association**

**20 Windsor Ave, Belfast BT9 6EG**

**Tel: 028 90 688426/ 028 90 688426**

**e-mail [jgrattan@irishfa.com](mailto:jgrattan@irishfa.com)**

**e-mail [jdelargy@irishfa.com](mailto:jdelargy@irishfa.com)**

Procedures for recording/dealing with incidents/accidents will be outlined later in this document.

## **SAFE RECRUITMENT PROCEDURES FOR STAFF/COACHES/VOLUNTEERS**

- Staff/coaches/volunteers are carefully selected, trained and supervised
- All new staff/coaches/volunteers working with children or young players must complete the appropriate form for those in regulated positions/posts and must agree to be vetted
- Declaration of past convictions or cases pending and agreement to have an appropriate vetting check completed, is of course a pre-requisite to approval to a regulated position i.e. a coach, someone with direct responsibility for working with children (**see Appendix 1**)
  
- **ALL** staff/coaches/volunteers must agree to abide by Iveagh United Football Club's Codes of Conduct and are required to sign a pro-forma stating this (see appendix 2, Consent Forms)
- Any concerns or objections with regard to the suitability of a staff member/coach/volunteer must be submitted to the Child Officer
- These matters will be raised with Iveagh United Football Club's committee with appropriate action taken including a formal response in writing to the concerned party if required.

## **TRAINING FOR COACHES/VOLUNTEERS**

- Approved courses/training sessions for volunteers will be organised by Iveagh United Football Club
- It is preferred that coaches/volunteers who wish to work directly with children/young players will have previous experience either playing/coaching football or working in other youth settings
- Education and training in the basics of Child Protection will apply to all staff, coaches, volunteers and committee members working with children or young players, through the provision of IFA/NSPCC endorsed 'Safeguarding Children in Football' awareness course.
- Iveagh United Football Club is committed to continuously updating and reviewing its current Child Protection Policy.

### **Child protection training must include:**

- basic awareness of Child Protection issues
- awareness of Iveagh United's Child Protection policy and procedures including its Codes of Conduct.

Training will be football specific. A minimum of 3 hours is required in order to complete basic awareness training. Iveagh United Football Club will ensure that all staff/coaches/volunteers attend child protection awareness training as soon as possible. This opportunity will also be made available to parents/guardians involved in clubs/centres in order to promote a child-focused culture.



All staff and volunteers will receive induction training as well as training appropriate to their role. This will be updated and reviewed regularly for new staff/volunteers and in line with changing legislation.

## **GUIDELINES FOR REPORTING ACCIDENTS**

**In the event of an accident, the following procedure will be carried out:**

- Fill in two copies of the Accident Report Form (see Appendix 3)
- Make contact with parents/guardians
- One copy of form to incident book/folder
- Forward one copy to Children's Officer for record keeping.
- Contact emergency services/GP if required
- Record in detail all facts surrounding the accident, witnesses etc.

## **GUIDELINES FOR REPORTING ALLEGATIONS/INCIDENTS**

- Record all incidents reported or observed on an Incident Report Form (see Appendix 4)
- One copy to the Children's Officer within 24 hours
- Ensure confidentiality - only 'need to know' basis (reference confidentiality clause)
- The Children's Officer will be responsible for storing any report in a safe and secure environment
- The Children's Officer will also be responsible for forwarding information to the IFA Child Welfare Manager for monitoring purposes and on occasion advice.
- See Appendix 6 if the concern is about the behaviour of a member of Iveagh United Football Club.
- See Appendix 7 if concern is about possible abuse outside the organisation.

## **USEFUL NUMBERS**

Please note there is no central number for out of hours contact now that Board areas have their own contact numbers.

### **EHSSB Belfast 028 9032 1313**

Out of hours number EHSSB 028 9056 5444

Down/Lisburn H&SST 028 9266 5181

North & West Belfast H&SST 028 9032 7156

Ulster Community & Hospitals Trust 028 9181 6666

South & East Belfast H&SST 028 9056 5656

**NSPCC Helpline** 0808 800 5000

**PSNI Child Abuse and Rape Enquiry Unit** - 028 9065 0222

Ask for your local CARE Unit

**Childline Freephone** - 0800 1111

**Sport NI** - 028 9038 1212 [www.sportni.net](http://www.sportni.net)

**NSPCC Child Protection in Sport Unit** - 028 9035 1135 [www.thecpsu.org.uk](http://www.thecpsu.org.uk)

**Volunteer Development Agency** - 028 9023 6100 [www.volunteering-ni-org](http://www.volunteering-ni-org)

**Access NI** - 028 9025 910 [www.accessni.gov.uk](http://www.accessni.gov.uk)

**Volunteer Development Agency** - 028 9023 6100 [www.volunteering-ni.org](http://www.volunteering-ni.org)  
**Child Exploitation & Online Protection Centre** - 020 7238 2391  
[www.ceop.gov.uk](http://www.ceop.gov.uk)

*Other useful websites*

**www.there4me.com** – a confidential advice website for teenagers.  
[www.nspcc.org.uk](http://www.nspcc.org.uk)

## **AVAILABILITY OF INFORMATION**

It is important that there is a free flow of information between coaches/volunteers, parents/guardians and children, in terms of what we aim to achieve in our duty to care for children, young players and vulnerable adults involved in our activities.

Parents/guardians should know what we do and how we do it, and that the coaches should be on hand during, or after coaching sessions, for consultation or advice. When appropriate, letters (or telephone contact) will be issued in relation to further information or specifics in respect of an event etc.

A regular review of IFA policies and procedures will take place through meetings with staff/coaches/volunteers.

## **IVEAGH UNITED RECRUITMENT PROCEDURES FOR THOSE IN REGULATED POSITIONS**

### **Guidance for this recruitment procedure has been taken from:**

- the Code of Ethics and Good Practice for Children's Sport 2006
- our Duty to Care
- co-operating to Safeguard Children, 2003.

Iveagh United Football Club relies heavily on the time and commitment given by staff and volunteers, and without this the opportunities for children, young people and vulnerable adults to play football would not exist.

### **Iveagh United Football Club will ensure good recruitment procedures by:**

- defining the role the individual is applying for (job specification)
- insisting that a person applying for any post of responsibility associated with the club completes the relevant form\*
- obtaining two references in writing
- obtaining the individual's signed permission to enable Iveagh United Football Club to request an appropriate vetting check (Photo ID should be provided)
- setting a probationary period for staff and coaches
- assessing the individual's experience of working with children, young people and vulnerable adults, along with their knowledge of child protection issues
- assessing their commitment to promoting good practice
- assessing their ability to communicate with children/young players (i.e. approachability). One way of doing this is to consult children/young players or ask questions to examine how a person would respond to a particular scenario e.g. are they authoritarian or too relaxed in their approach.

CHARACTER REFERENCE CONFIDENTIAL

The following person:

\_\_\_\_\_

has expressed an interest in working for Iveagh United Football Club. If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the candidate's suitability for the post, if he/she is offered the position in question. We would appreciate you being extremely candid, open and honest in your evaluation of this person.

1. How long have you known this person?

\_\_\_\_\_

2. In what capacity?

\_\_\_\_\_

3. What attributes does this person have that would make them suited to this work?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Please rate this person on the following –

Poor    Average    Good    V Good    Excellent

- Responsibility
- Maturity
- Self-motivation
- Ability to motivate others
- Energy
- Trustworthiness
- Reliability
- Communication Skills

Character Reference Form

This post involves substantial access to children. As an organisation committed to the welfare and protection of children/vulnerable adults, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children, young people or vulnerable adults. YES NO

If you have answered YES we will contact you in confidence.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_

Organisation: \_\_\_\_\_

### **CODE OF CONDUCT FOR GOOD & SAFE WORKING/PLAYING ENVIRONMENT**

Iveagh United will ensure proper supervision of children/young players at club activities with a satisfactory ratio of coaches/volunteers to children/young players.

A ratio of 1 coach: 16 children, with additional adult supervision in attendance will be the minimum requirement. However, the level of supervision required will depend on the age of the group and the experience of the coach.

We will ensure the use of proper, recommended equipment including:

- safe and secure goal-posts
- identification markers/collapsible cones which are clearly visible
- playing/coaching surfaces, free from ice, debris, glass and dog excrement
- Use of equipment only when supervised by a coach/volunteer
- A clearly defined area of play/in bounds, and safe from vehicular traffic

The club will also ensure that:

- Public Liability Insurance is in place, covering all members of the activity
- Only children/young players within same/similar age bands will be selected for team playing/coaching
- A first aider and first aid kit should be present during each session/match, with accident report form to be filled in after an accident has occurred.
- All accidents will be reported to parents at collection.
- In the event of transport being required this will be provided and supervised by coaches/volunteers in possession of current valid driving licence, insurance and roadworthy vehicles only.
- Permission will be sought from parents prior to any transport being facilitated (see Appendix 10).
- There is a safe environment for everyone
- Ongoing training and information for coaches/volunteers is provided
- Iveagh United Football Club's Child Protection policy and procedures are implemented fully
- Open discussion on players' protection issues is facilitated
- Support is provided to players or other coaches/volunteers who report accusations of abuse
- Suspected abuse information is treated confidentially
- Appropriate action is taken if coaches/volunteers breach standards of reasonable behaviour



- A coaching register together with up to date contact details is established and maintained
- Standards of good practice are set
- The Children's Officer has knowledge of statutory Child Protection procedures and their responsibility in reporting concerns from Co-operating to Safeguard Children (DHSSPS)
- That parents/guardians are kept informed and have access to Iveagh United Football Club's policy guidelines for away/overnight trips (see Appendix 8) and the use of photography and video equipment (see Appendix 9).
- The implementation of good and safe working practice is to the mutual benefit of everyone involved.

**Iveagh United Football Club has the right to:**

- expect all staff/coaches/volunteers to comply with its Codes of Conduct
- expect all children/young players to maintain standards of reasonable behaviour
- take appropriate action if anyone representing Iveagh United Football Club is in breach of its Codes of Conduct or Child Protection Procedures
- expect all staff/coaches/volunteers to undertake appropriate training when advised
- expect all staff/coaches/volunteers/players to report any faulty equipment to a club official
- expect that all staff/coaches/volunteers will not be abusive or use inappropriate behaviour
- take appropriate action in the event of accusations
- acquire appropriate checks on all staff/coaches/volunteers
- maintain records on individuals in line with advice from the Data Protection Agency i.e. only hold records on individuals that they have a justifiable reason for holding.

All coaches/volunteers are encouraged to demonstrate exemplary behaviour in order to protect children/young players in their care and themselves from false allegations.

## CODE OF CONDUCT FOR COACHES

### **As a coach/volunteer with this club, I agree to the following charter:**

- I will respect the rights, dignity and worth of every person within the club and treat them equally
- I will develop an appropriate working relationship with children/young players based on mutual trust and respect.
- I will not exert undue influence to obtain personal benefit or reward.
- As a coach, I will hold an up to date and nationally recognised coaching qualification and ensure that there is appropriate insurance cover
- I will always promote the positive aspects of football (e.g. fair play) and never condone rule violations or the use of prohibited substances
- I will be an excellent role model. This includes not smoking, drinking alcohol, using foul/racial/sectarian language or taking drugs in the company of children/young players.
- I will always work in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment with no secrets)
- I will always put the welfare of each child/young player before winning or achieving goals
- I will maintain a safe and appropriate distance with players (e.g. it is not appropriate to have an intimate relationship with a child/young player)
- I will make football enjoyable and promote fair play
- I will ensure that if any form of manual/physical support is required, it is provided openly and according to agreed guidelines. If physical support is needed, I will talk aloud to the child/young player explaining what I am doing and why as it is difficult to maintain hand positions when a child is constantly moving.
- I agree that children/young players should always be consulted before they are touched and their agreement gained. Parental/guardian views about manual support will always be carefully considered.
- I will involve parents/guardians wherever possible (e.g. for the responsibility of their children in the changing room) provided they have been successfully vetted, are of the appropriate gender and work in pairs
- I will give enthusiastic and constructive feedback, encouraging achievements rather than using negative criticism
- I will recognise the developmental needs and capacity of children/young players, including those with a disability, avoiding excessive training or competition and not pushing them against their will
- I will keep a written record or inform the Head Coach/Children's Officer of any injury that occurs, along with the details of any treatment given
- Bullying is not acceptable behaviour towards anyone, whether coach/volunteer, parent/guardian or child/young player. Anyone found to be bullying others will be dealt with seriously, both in relation to the

- behaviour exhibited and the reasons for the behaviour.
- I will avoid spending any time alone with children/young players, away from others.

**The following will never be sanctioned.** I will never:

- engage in rough, physical or sexually provocative games, including horseplay
- share a changing room, bath or shower with a child/young player
- allow or engage in any form of inappropriate touching
- allow children/young players to use foul, abusive, sectarian or racial language unchallenged
- make sexually suggestive comments to a child/young player, even in fun
- reduce a child/young player to tears as a form of control
- allow allegations made by a child/young players to go unchallenged, unrecorded or not acted upon
- undertake personal care for children/young players
- invite or allow children/young players to stay with me at my home.

I understand any misdemeanours or breach of this code will be dealt with immediately and reported verbally and in writing to the Children's Officer. Persistent breach of the code will result in dismissal from the club – decided by the Children's Officer. Dismissals can be appealed by the Committee in person or in writing.

Signed: \_\_\_\_\_

Print Name \_\_\_\_\_ Date: \_\_\_\_\_

## CODE OF CONDUCT FOR CHILDREN PLAYERS

### **Children/young players are expected to:**

- be responsible for their own kit
- wear appropriate footwear/shin pads
- bring their own water bottle/fluid
- keep within the defined boundary of the playing/coaching area
- behave and listen to all instructions from the coach/volunteers
- take care of equipment owned by the club/centre
- refrain from the use of bad language or racial/sectarian references
- refrain from bullying or persistent use of rough and dangerous play
- show respect to other players, staff/coaches/volunteers and parents/guardians
- report inappropriate behaviour
- play fairly
- respect officials and accept decisions
- be gracious in defeat
- respect opponents and not cheat
- not use violence
- arrive on time
- be collected on time.

### **Children/young players have the right to:**

- be safe and listened to
- be respected
- privacy
- enjoy football in a protective environment
- be referred to professional help if needed
- be protected from inappropriate behaviour/abuse by other club members or outside sources
- participate on an equal basis, appropriate to their ability
- experience competition and the desire to win
- be believed when asking for help.

Any breach of the Code of Conduct for Children/Young Players will be addressed by the immediate coach/volunteer and reported verbally and in writing to the designated Children's Officer. If a child/young player continues to breach the Code of Conduct after an initial verbal warning from the immediate coach/volunteer, the following disciplinary action should take place:

**1st Official Warning** verbally & in writing - Reported to parent/ guardian - 2 week suspension.

**2nd Official Warning** (final) verbally and in writing - reported to parent/ guardian - Minimum 6 month suspension

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In an extreme case expulsion will be considered.

Extreme or persistent breach of the code will result in expulsion from the club – decided by the Children’s Officer. Dismissals can be appealed to the Committee in person or in writing.

The decision of the Committee shall be final and binding on all parties Concerned.

Signed by Player: \_\_\_\_\_

Print Name: \_\_\_\_\_

Parent’s / Guardian’s Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

## **CODES OF CONDUCT/RESPONSIBILITIES FOR PARENTS/GUARDIANS**

### **Parents/guardians are expected to:**

- complete and return the Registration/Consent Form pertaining to their child's participation
- deliver and collect their child to and from coaching sessions/matches punctually
- ensure their child is properly and adequately clothed for the weather conditions
- ensure that proper footwear and protective equipment are worn at ALL times. Any child not in possession of the fundamental requirements will not be permitted to participate.
- detail any health concerns relating to the child on the consent form, in particular breathing or chest conditions. Any changes to the state of the child's health should be reported to the coach prior to coaching sessions
- inform the coach/co-ordinator if their child has been ill or hurt recently
- inform the coach prior to departure from the field of play if their child is to be collected early from a coaching session
- encourage their child to play by the rules and teach them that they can only do their best
- show appreciation and support the coach
- be realistic
- ensure their child's hygiene and nutritional needs are met
- accept the referee/game supervisor's judgement
- promote their child's participation in playing football for fun
- behave responsibly on the sidelines
- encourage children to show respect.

### **Parents/guardians have the right to:**

- know their child is safe
- be informed of problems or concerns relating to their children
- be informed if their child is injured
- contribute to decisions within the club
- speak to the coach/co-ordinator and voice their concerns about the standard of coaching.

Any misdemeanours and breach of this Code of Conduct will be dealt with immediately by the coach/co-ordinator. Persistent concerns or breaches will result in the parent or guardian being asked not to attend the club/centre if their attendance is detrimental to the child/young player's welfare. Should a parent/guardian continue to breach the code of behaviour, the coach/co-ordinator may regrettably ask the child/young player to leave the club/centre.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Name(s) of Child: \_\_\_\_\_

Date: \_\_\_\_\_

ACCIDENT REPORT FORM

Name of Club/Centre: \_\_\_\_\_

Coach in attendance:

Name of injured party: \_\_\_\_\_ Age: \_\_\_\_\_ D.O.B. \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Accident details:                      Date:                      Time:

Exact location:  
\_\_\_\_\_  
\_\_\_\_\_

Nature of injury:  
\_\_\_\_\_  
\_\_\_\_\_

How did it happen:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Witness: \_\_\_\_\_

Address:  
\_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_                      Tel: \_\_\_\_\_

Witness statement:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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Witness Signature: \_\_\_\_\_ Date: \_\_\_\_\_

First aid involved: YES / NO

Medical attention required: YES / NO

If yes, please give details:

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Parents or Guardians informed: YES / NO

By whom: \_\_\_\_\_

If not, why: \_\_\_\_\_

Referred to the Children's Officer: YES / NO

Name of Children's Officer: \_\_\_\_\_

Address:

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Postcode: \_\_\_\_\_

Tel: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Any further action:

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Form completed by (Name): \_\_\_\_\_

Address: \_\_\_\_\_

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Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_

Position at Club: \_\_\_\_\_

**INCIDENT REPORT FORM**

**(An incident could be a child protection issue, theft, bullying, a child running away, abuse from a member of another team etc).**

**CHILD PROTECTION INCIDENT REPORT FORM**

Name of Club/Centre: \_\_\_\_\_

Your Name: \_\_\_\_\_ Your Position: \_\_\_\_\_

Address:  
\_\_\_\_\_  
\_\_\_\_\_

Post Code: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Child's Address:  
\_\_\_\_\_  
\_\_\_\_\_

Post Code: \_\_\_\_\_

Parent's or Guardian's names and address:  
\_\_\_\_\_  
\_\_\_\_\_

Post Code: \_\_\_\_\_

Your Observations:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Exactly what the child said and what you said:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Remember, do not lead the child – record actual details. Continue on separate sheet if necessary)

Action taken so far:

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Witness(es) statement if applicable (Please continue on a separate sheet if necessary).

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Date of incident: \_\_\_\_\_ Time of incident: \_\_\_\_\_

External agencies contacted (date & time)

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Police YES/NO

Name and contact number: \_\_\_\_\_

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Details of advice received: \_\_\_\_\_

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Social services YES/NO

Name and contact number: \_\_\_\_\_

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Details of advice received: \_\_\_\_\_

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Other. If yes – which: \_\_\_\_\_

Details of advice received:

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Signature: \_\_\_\_\_ Print name: \_\_\_\_\_

Date: \_\_\_\_\_

**Remember to maintain confidentiality on a 'need to know' basis – only if it will protect the child. Do not discuss this incident with anyone other than those who need to know.**

**NB A copy of this form should be sent to the Irish Football Association's Child Welfare Manager for monitoring purposes and where appropriate to Social Services.**

**CONSENT FORMS**

**STANDARD PARENTAL/GUARDIANS CONSENT FORM**

Anything written on this form will be held in confidence. Our coaches need to know these details in order to meet the specific needs of your child.  
I give permission for my child to attend training sessions and matches.

CHILD'S FULL NAME:

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ADDRESS:

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HOME TEL: \_\_\_\_\_

AGE: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

MALE / FEMALE (Please circle)

NAME OF FRIEND ATTENDING:

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EMERGENCY TEL (1): \_\_\_\_\_ (2): \_\_\_\_\_

IF UNAVAILABLE CONTACT: \_\_\_\_\_

TEL:

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RELATIONSHIP TO CHILD: \_\_\_\_\_

NAME AND TEL OF GP: \_\_\_\_\_

CHILD'S MEDICAL NUMBER: \_\_\_\_\_

DETAILS OF ANY KNOWN ALLERGIES, CONDITIONS, MEDICATION BEING TAKEN: \_\_\_\_\_

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ANY OTHER SPECIAL NEEDS, REQUIREMENTS OR DIRECTIONS THAT WOULD BE HELPFUL FOR THE COACHES TO KNOW ABOUT. DOES YOUR CHILD HAVE ANY SPECIAL DIETARY REQUIREMENTS, E.G. GLUTEN FREE DIET, DIABETIC DIET, FOOD ALLERGIES?

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I will inform the coaches of any important changes to my child's health, medication or needs and also of any changes to our address or phone numbers given.

In the event of illness, having parental responsibility for the above named child, I give permission for medical treatment to be administered where considered necessary by a nominated first aider, or by suitably qualified medical practitioners. If I cannot be contacted and my child should require emergency hospital treatment, I authorise a qualified medical practitioner to provide emergency treatment or medication.

**I have been made aware that Iveagh United Football Club has developed a Child Protection policy & they are committed to ensuring the safety of my child by having:**

- a coach/volunteer charter
- guidance on recruitment, which includes vetting anyone working with children
- a transport policy
- a photography policy
- an anti-bullying policy
- disciplinary procedures
- a designated person for child protection
- guidelines on confidentiality.

Iveagh United Football Club is committed to ensuring that any information gathered in relation to our young players meets the specific responsibilities as set out in the Data Protection Act 1998. In order to effectively maintain a player database for potential training and development on solidarity payments, under the FIFA regulations for the status and transfer of players, records must be kept for the period to cover at least the player's 25th birthday.

I confirm that all details are correct to the best of my knowledge and I am able to give parental consent for my child to participate in & travel to all activities. \*

Do you give consent for your child's photograph to be used in promotional material or media coverage of Iveagh United Football Club activities? Yes/NO

Signature of Parent/Guardian: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Child: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this form to the relevant Coach or Manager of your child's age group.

\* Parental consent is defined by the children (NI) Order 1995 Article 6 (i)  
Natural mother always has parental responsibility.  
Natural father gains parental responsibility;  
If married to the mother at the time of birth or subsequently marries her through an agreement witnessed by solicitor or a Parental responsibility Order.  
Post 15 April 2002 if the jointly register the baby's birth.

**REPORTING PROCEDURES RELATING TO BEHAVIOUR OF A MEMBER/VOLUNTEER REPRESENTING IVEAGH UNITED FOOTBALL CLUB**

If you do not know who to turn to for advice or are worried about sharing your concerns with a club official, you can contact the IFA Child Welfare Officer, Jim Grattan, on 02890688426, Social Services direct (or the NSPCC on 0808 800 5000 or Childline on 0800 1111) at any stage during the process. The issue can be referred externally either formally or informally for advice. Following the external outcome the matter may be referred back to the club's Committee.

Are you concerned about the behaviour of an individual representing your club?

**Is it serious poor practice/an alleged breach of the code of ethics and conduct?**

The Designated Children's Officer within the club will deal with it as a misconduct issue.

Possible outcomes:

- No case to answer
- Warrants advice/warning as to future conduct/sanctions
- Further training and support needed
- Referral to POCVA register

If concerns remain, refer to the IFA Child Welfare Officer.

**Could it also be child abuse?**

Report concerns to Designated Children's Officer who must then ensure the safety of the child and other children. This person will then refer concerns to the social services (who may involve the police). If the allegation concerns the Designated Children's Officer, refer directly to the IFA Child Welfare Officer who will facilitate referral of the concerns to social services (who may involve the police).

Possible outcomes:

- Police/Social Services inquiry – joint protocol interview
- Criminal proceedings
- Referral back to Disciplinary Committee Appeals Committee
- Possible civil proceedings

**In all cases ensure IFA Child Welfare Officer is contacted.**



## APPENDIX 7

### **REPORTING PROCEDURES IF CONCERN ABOUT BEHAVIOUR IS EXTERNAL TO CLUB**

Report any concerns about behaviour of an individual external to the club to the Children's Officer immediately.

A report could be from a parent/guardian, child, other staff, outside agencies or anonymous.

The Children's Officer will consider incident and take appropriate action including:

- Ensuring that necessary report forms are completed
- Contacting IFA Child Welfare Officer
- Making formal referral to Social Services/PSNI
- Discussing with Social Services/PSNI, how parent/guardian will be informed
- Considering is the parent/guardian the alleged abuser?
- Suspending club activity if appropriate
- Inform Club Chairman

**GUIDANCE FOR AWAY TRIPS****Away Trips**

Travelling to away fixtures is a regular event for many junior clubs. Trips may vary from short journeys across town to play another local team or involve more complicated arrangements involving overnight stays. But even what may appear as the most straightforward of trips will require some level of planning. The following will outline a number of issues that need to be considered when travelling with children/young players.

**Communication**

**Children/young players** – they should be aware of the travel plans, venue and time for collection, time of return and any costs. Children/young players should also have a clear understanding of what standard of behaviour is expected of them. Children/young players must know what kit they need to bring with them.

**Parents/guardians** – should be made aware of the above and must have completed a consent form detailing any medical issues that the team manager should be aware of. Parents/guardians should also have the name and contact details of the team manager/coach in the event of an emergency.

**Other coaches/volunteers** – need to be made aware of what their responsibilities are in advance of the trip. If the trip is a long journey, it is important that all coaches/volunteers have an itinerary.

**Transport**

For more detailed transport procedures see Appendix 10, but the following are some basic points.

- Ensure the driver has an appropriate and valid driving licence
- Allow an appropriate length of time to complete the journey
- Consider the impact of traffic and weather conditions
- If using a mini-bus ensure that all seats are forward facing and they all have seat belts fitted if carrying children. Is the driver experienced in driving a mini-bus?
- Ensure everyone wears seat belts
- Check there is appropriate insurance for the journey
- Clarify supervision requirements. The driver should not be considered as a supervisor during the journey.
- Ensure that the vehicle is road worthy
- Ensure booster seats are used where appropriate.

**Insurance**

In addition to the mini-bus/car insurance, ensure that general insurance covers

travel to away events.

### **Emergencies**

Ensure that the vehicle has breakdown and recovery cover. At least one of the adults should be trained in first aid procedures and a first aid kit should be available. The manager/coach should have access to a mobile phone and contact details for all the children/young players.

The above are only basic points of advice and are not comprehensive guidelines.

When arranging for events/trips abroad, the club will be dependent on the ability of the host organisation to access vetting services and obtain appropriate references. It is still the responsibility of the trip organiser to provide the hosts with the relevant information on the children/young players and details of what is expected.

### **Coach/Manager Must:**

- Plan well in advance of the trip
- Check Club guidelines
- Gather information on destination and venue (if possible carry out a risk assessment)
- Facilitate information meetings prior to the trip for parents/guardians and children/young players
- Maintain confidentiality about sensitive information
- Be a role-model during the trip (disciplined/committed/time keeping)
- Foster team work to ensure the safety of children/young players in their care
- Respond to children/young players statements and concerns
- Record any complaints or accidents on relevant documentation
- Provide the children/young players, parents/guardians and host with an itinerary of events
- Have clear arrangements for collecting and transporting children/young players during the trip
- Ensure that if a child/young player has to share a room that it is with someone of the same age/gender and that they are aware of who this is in advance
- Check adequate insurance cover is arranged
- Ensure they have received the relevant documentation from the child's parents/guardians
- Inform parents/guardians and children/young player of standards of behaviour required and possible sanctions
- Ensure that there is an appropriate adult/child ratio
- Submit a report to Iveagh United Football Club after the trip
- Make parents/guardians and children/young players aware of photographic policy and obtain parental/guardian signature (or include on

permission form).

**Coach/Manager is entitled to:**

- Have support from Iveagh United Football Club if reporting any concerns about the arrangements
- Be protected from abuse by children/young players, other adults, members or parents/guardians involved in the trip
- Not be left vulnerable when working with children/young players
- Receive relevant information from parents/guardians in advance of a trip/residential i.e. Dietary needs, any personal care needs;
- Emergency contact numbers;
- Signed medical consent form/permission form;
- List of any medication/allergies;
- E111 form completed (EU visits).
- Be respected by the children/young players in preparation of/during the trip/residential
- Have any personal “out of pocket” expenses reimbursed
- Be able to apply sanctions in line with the guidelines as discussed prior to the trip
- Have time off i.e. another adult is the point of contact for an emergency rather than one individual all the time.

**Child/Young Player has a right to**

- Be safe
- Have any concerns listened to
- Be respected by their coach/leader
- Have easy access to phone contact with the trip organizer
- Have a list of events (itinerary)
- Regular group meetings with other young people
- Have their religious needs facilitated
- Have prior knowledge of the climatic variation to enable them to bring adequate clothing
- Be made aware of the codes required for phoning home
- Maps of the local area
- Have the currency of the country they are visiting explained to them
- Be made aware of collection and drop off arrangements.

**Children/Young players Must:**

- Show respect to their host family
- Show respect to other players and coaches
- Keep themselves safe
- Report abuse/inappropriate behaviour
- Attend any prior planning meeting to ensure they are fully informed of the plans
- Maintain the football club’s reputation by adhering to its Code of Conduct

- Discuss their dietary needs with the host family (though it is the parent's/guardian's/organiser's responsibility to ensure this information is passed on in advance)
- Maintain the accommodation to appropriate standards
- Be aware that they are acting as an ambassador for their football club
- Depending on arrangements with parents/guardians, manage their own money.

### **Parents/Guardians**

#### **Right To:**

- Know their child is safe
- Be informed of any problems or concerns relating to their child
- Be informed if their child is injured
- Have their consent sought prior to the trip
- Contribute to the decisions in planning the trip (when appropriate)
- Have knowledge of where their child is staying and with whom
- Have a contact number for their child's hosts and trip organizer
- Have a detailed itinerary of events in which their child will be taking part.

#### **Parents/guardians Must:**

- Be aware of the Code of Conduct for Children/Young Players, Coaches/Volunteers and Hosts
- Agree disciplinary procedures with the coach and child prior to the trip
- Ensure the child has appropriate spending money
- Pay for relevant costs prior to their child going on the trip
- Provide the coach with all relevant documents and emergency contact number(s)
- Ensure the child has a valid passport and photographic ID (if required) prior to the trip
- Provide appropriate clothing to meet the needs of the child while away from home
- Drop off and collect their child at agreed time/location
- Encourage their child to play by the rules of the game.

### **Overseas Trips**

When arranging for events/trips abroad the club will be dependent on the ability of the host organisation to access vetting services and obtain appropriate references. It is still the responsibility of the trip organiser to provide the hosts with the relevant information on the child/young player and details of what is expected.

## **PHOTOGRAPHY & VIDEOING GUIDANCE**

### **PHOTOGRAPHS AND IMAGES OF CHILDREN**

There have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs on sports websites and other publications. Photographs can be used as a means of identifying children when they are accompanied with personal information – this is X who lives at Y, is a member of the Z football club and who likes a certain music group. This information can make a child/young player vulnerable to an individual who may wish to start to “groom” that child/young player for abuse. Secondly the content of the photo can be used or adapted for inappropriate use. There is evidence of this adapted material finding its way onto child pornography sites.

Iveagh United Football Club decided that it needed to develop a policy in relation to the use of images of young people on its website and in other publications. The Club has considered the type of images that are suitable and that appropriately represent football, without putting children/young players at increased risk. We have ensured that parents/guardians support this policy. When assessing the potential risks in the use of images of young footballers, the most important factor is the potential of inappropriate use of images of children/young players. By increasing the awareness of the potential risks and taking appropriate steps the potential for misuse of images can be reduced.

#### **Iveagh United Football Club will:**

- Obtain parental permission for use of photographs of children/young players.
- Avoid the use of the first name and surname of individuals in a photograph. This reduces the risk of inappropriate, unsolicited attention from people within and outside of football.
- Ask for the child/young player’s permission to use their image.
- Only use images of children/young players in suitable dress to reduce the risk of inappropriate use.

## **GUIDELINES FOR USE OF PHOTOGRAPHIC FILMING EQUIPMENT AT CLUB EVENTS**

### **Iveagh United Football Club will:**

- provide a clear brief about what is considered appropriate in terms of content and behaviour
- ensure that local press photographers must also wear and show identification at all times
- inform children/young players and parents/guardians that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs
- not allow unsupervised access to children/young players or one to one photo sessions at events
- not approve/allow photo sessions outside of the events or at a child/young player's home
- ensure that if parents/guardians or coaches are intending to photograph or video at an event, they are aware of Iveagh United Football Club expectations that club official may want to confirm that the photographer has a justifiable reason for taking the pictures
- inform children/young players and parents/guardians that if they have concerns they could report these to a club official
- encourage anyone with concerns regarding inappropriate or intrusive photography to report these to the event organiser or official and have them recorded in the same manner as any other child protection concern.

## CONSENT FORM FOR PRESS ATTENDED EVENTS

To (Name of parent or guardian): \_\_\_\_\_

Name of child: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Location of event: \_\_\_\_\_

Date of event: \_\_\_\_\_

Iveagh United Football Club has invited the media to take photographs and/or film footage of the \_\_\_\_\_ for publicity purposes. Your son/daughter may appear in these images, which may in turn appear in local or national newspapers, on televised news programmes or on a newspaper's website.

To comply with the Data Protection Act 1998, we need your permission before any images of your child are taken. Please answer the question below, then sign and date the form where shown. Please ensure this form is returned to Iveagh United Football Club prior to the event: \_\_\_\_\_

**To the parent/guardian** *Please circle your answer*

Are you happy for your child's image to appear in the media? **Yes / No**  
Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.

I have read and understood the above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Your name (in block capitals): \_\_\_\_\_



## TRANSPORTING CHILDREN/YOUNG PLAYERS

### **Guidelines on transporting a child or young player**

The issue of transporting children/young players has become very sensitive for football coaches/volunteers and parents/guardians. Many coaches argue that their club/centre could not operate without the goodwill of volunteers and parents/guardians ensuring that children/young players are returned home or transported to events in a private car.

The Child Protection in Sport Unit and guidance from Sport NI encourages coaches/volunteers not to take children/young players on journeys alone in their car. This view has been taken as our knowledge of how those who want to harm children/young players has developed. The vast majority of coaches and volunteers will help out through their genuine desire to see children/young players and see their football develop. Unfortunately, we must face the reality that a minority of others will join a football club/centre to gain access to children/young players and create an air of acceptability about their role, justifying their close contact with children/young players.

Best practice is clearly to avoid transporting a child/young player alone, but Iveagh United Football Club recognises that in some circumstances it is an essential part of a child/young player's participation in training and competition. If all alternatives have been exhausted and an adult has to transport a child/young player there are a number of safety measures that Iveagh United Football Club put in place to minimise risks:

- The driver, like all coaches/volunteers who have access to children/young players in our organisation, should have agreed to an appropriate vetting check being carried out on them
- Parents/guardians should be informed of the person who will be transporting their child, the reasons why and how long the journey will take
- A person other than the planned driver should talk to the child/young player about transport arrangements to check they are comfortable about the plans
- The driver, must ensure that they have insurance to carry others, particularly if they are in a paid position or claiming expenses
- The driver should attempt to have more than one child/young player in the car
- When leaving children/young players off after a match or training session coaches/volunteers should alternate which child/young player is dropped off last. Ideally two children/young players would be left off at an agreed point e.g. one of their family homes.
- The person who leaves children/young players home should be alternated; this would reduce the risk of any one individual from always

- being alone with the child/young player
- The driver should have a point of contact and mobile phone should they break down
  - Ensure that children/young players are aware of their rights and they have someone to turn to or report any concerns they may have.
  - Children/young players should wear seatbelts at all times
  - Booster seats should be used/provided when appropriate

Late collections can present the clubs/centres and coaches/volunteers with particular difficulties. Parents/guardians should be provided with guidelines addressing the issue and outlining their responsibility and the consequences of late collections. Coaches should have contact numbers for parents/guardians and if possible be provided with an alternative contact number. Parents/guardians should have a contact number for the coach/volunteer to inform them of emergencies and possible late collections.

## GUIDELINES ON CONFIDENTIALITY

### **Confidentiality, who needs to know what?**

Iveagh United Football Club has a clear commitment to confidentiality and how this is to be respected. This statement covers much broader issues than child protection. We insist that families and children/young players in contact with our organisation are sure, for example, that personal and sensitive details which they have confided about their lives or family situations will not be talked about or passed on to others without their consent. However, the legal principle that 'the welfare of the child is paramount' means that considerations of confidentiality should not be allowed to override the right of children/young players to be protected from harm. Everyone in our organisation, including children/young players, must be aware that they can never promise to keep secrets. However, information of a confidential nature will only be communicated on a 'need to know' basis.

In any situation where there is an allegation or suspicion of abuse, it is important that the rights of both the victim and the alleged perpetrator are protected by ensuring that only those who need to know are given the relevant information.

This will mean, at the very least, informing (where appropriate):

- the person responsible for child protection in Iveagh United Football Club
- where relevant, a statutory child protection agency
- the parent/guardian of the child/young player
- the alleged perpetrator.

Informing the parents/guardians of a child/young player about whom you are concerned will need to be handled in a sensitive way and should only be undertaken in consultation with a statutory agency. Any individual under suspicion whether or not he/she is a staff member or volunteer, has a right to be notified of the cause of the concern. This is another matter that will need careful consideration and should only be undertaken in consultation with a statutory agency. Depending on the outcome of our initial inquiries, staff and other agencies who have contact with either the child/young player concerned or the alleged perpetrator may need to be given brief details of the incident and subsequent action. The statutory agency will keep you right about who should be told, when they should be told, and the kind of information that it is appropriate to share.

## ANTI-BULLYING POLICY

### ANTI-BULLYING

#### Guidance Notes

##### The Individual should:

- respect every child/young player's need for, and rights to, an environment where safety, security, praise, recognition and opportunity for taking responsibility are available
- respect every individual's feelings and views
- recognise that everyone is important and that our differences make each of us special
- show appreciation of others by acknowledging individual qualities, contributions and progress
- ensure safety by having rules and practices carefully explained and displayed for all to see.

#### Bullying

Bullying will not be accepted or condoned. All forms of bullying will be addressed.

Bullying can include:

- physical pushing, kicking, hitting, pinching etc;
  - name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation and the continual ignoring of individuals;
  - sectarian/racial taunts, graffiti, gestures;
  - sexual comments and/or suggestions;
  - unwanted physical contact.
- 
- Children from ethnic minorities, disabled children, young people who are gay or lesbian, or those with learning difficulties are more vulnerable to this form of abuse and may well be targeted
  - Everybody has the responsibility to work together to stop bullying – the coach/volunteer, the parent/guardian, the child/young player, the official
  - The Club has a commitment to the early identification of bullying and prompt, collective action to deal with it
  - Children/young players should will be encouraged to take a role in stopping bullying in football
  - Policy and practice will be reviewed regularly in the light of changing needs and changes adopted by other agencies (e.g. schools)
  - Coaches/volunteers will have access to appropriately trained staff for support when dealing with bullying.

### **Support to the child/young player**

- Children/young players will be listened to and supported
- Advice and assistance will be given by an experienced coach/volunteer
- Children/young players will have access to Helpline numbers
- Children/young players will be told what is being recorded, in what context and why
- Systems will be established to open the door to children/young players wishing to talk about bullying or any other issue that affects them. Barriers to talking need to be broken down to enable children/young players to approach adults.
- Anyone who reports an incident of bullying will be listened to carefully and be supported, whether it's the child/young player being bullied or the child/young player who is bullying
- Any reported incident of bullying will be investigated objectively and will involve listening carefully to all those involved
- Children/young players being bullied will be supported and assistance given to uphold their right to play and live in a safe environment which allows their healthy development
- Those who bully will be supported and encouraged to stop bullying
- Sanctions involving long periods of isolation, or which diminish and make individuals look or feel foolish in front of others, will be avoided.

### **Support to the parents/guardians**

- Parents/guardians will be advised on policies and procedures in relation to bullying
- Any incident of bullying will be discussed with the child/young player's parents/guardians
- Parental/guardian advice on action will be sought and agreements made as to what action should be taken
- Advice on coping with bullying will be given
- Support will be offered to the parents/guardians including information on other agencies or support lines.

## DATA PROTECTION

**Iveagh United Football Club is committed to ensuring that any information gathered in relation to our meets the specific responsibilities as set out in the Data Protection Act 1998.**

To achieve this we have drawn up the following guidelines:

- All staff/coaches should use the same registration form to ensure consistency of information and the parent/guardian should be made aware of why we require the information
- The names and addresses of children/young players and parents/guardians are only gathered for the purpose of maintaining a record of those currently involved in club activities
- That the information requested is relevant to the needs of the database and to ensure we adhere to good child protection practices
- We will make every effort to ensure the information entered onto the database from paper records is accurate and kept up to date. The paper record will be stored in a secure place & to the same standards as the database.
- The database will be password protected and will only be accessed by eligible staff members
- The database or any individual's name and address will not be forwarded to a third party without the prior permission of the child/young player and parent/guardian.