**Child Protection Policy and Guidelines**

**For Leaders, Players and Parents**

**Compiled by the**

**Child Protection Committee**

**of the**

**PK Boccia Club CLG**

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**12 November 2015**

Contents

Introduction

Policy Statement

What is Child Abuse?

Policy Doc. Recruitment and Selection of Volunteers

Notes for Interviewing Volunteers

Volunteer Application Form

Volunteer Reference Form

Annual Membership, Information and Consent Form

Good Practice Guidelines

Leaders Advice-Travel/Trips/Tournaments

Codes of Conduct- Players/Coaches/Parents/Spectators

Procedures for reporting concerns

Protection referral forms

Anti-Bullying Policy

Use of Photographic and Filming Equipment

Useful Contact Numbers

**PK Boccia Club CLG**

**Child Protection**

**Introduction**

The promotion of a child centred environment goes hand in hand with identifying and eliminating practices that impact negatively on the safe and enjoyable participation of children in sport. **PK Boccia Club CLG** like any other organisation that includes young people among its members, is vulnerable to the occurrence of child abuse. This possibility should be openly acknowledged and addressed in its formal policies and procedures. An environment in which awareness of what constitutes abusive behaviour and a willingness to tackle the issue head on is most likely to achieve effective implementation of child protection measures. It is only by discussing and agreeing procedures and best practice that all Sports Leaders can be assured that they are providing the safest and most enjoyable experiences for sport for young people and for themselves.

Child welfare and the protection of young people is the concern of all adults at all times, irrespective of their role within the organisation. Each club and organisation must accept this as part of their responsibility and duty to care for young people.

Research has shown that most abuse in childhood takes place at home and that sporting organisations are not, less likely or more likely, to cause or harbour abuse than any other aspect of society; but abuse of children is not specific to any one organisation or location, so adults need to be aware of its existence. The prevention and detection of child abuse depends on the collaborative effort of everyone concerned.

**The following factors are central to effective child protection in sport:**

**• Acceptance** by all involved with young people that abuse, whether physical, psychological or sexual is wrong, severely damages children and must be confronted.

**• Awareness** of the behavioural and physical indicators of various forms of abuse.

• **Knowledge** of the appropriate response and action to be taken where abuse is revealed or suspected.

**Vigilance** and avoidance of all situations conducive to risk.

• **Open,** trusting and co-operative relationships within the club/organisation, and with parents/guardians and others concerned with children's progress or welfare.

• **Willingness** to co-operate with Statutory Authorities (police authorities, health boards or social services), in relation to sharing information about child protection concerns at any time.

The following guidelines are taken from the Code of the Ethics and Good Practice for Children's Sport and are based on the Dept. of Health & Children guidelines and F.A.I. Child Protection Guidelines.

**PK Boccia Club CLG**

**Child Protection Policy**

The purpose of this Child Protection Policy by **PK Boccia Club CLG** is to ensure that all necessary steps are taken to protect from harm, those children and young people who participate in the clubs activities at all levels.

The policy establishes **PK Boccia Club CLG’s** position, role andresponsibilities and together with the Procedures Guidelines clarifies what is expected from all leaders and individuals involved in the club. It clearly highlights the importance placed by **PK Boccia Club CLG** on the protectionof children and young people. Every child and young person who plays boccia in **PK Boccia Club CLG** should be able to participate in an enjoyable and safe environment. Clear practices and procedures will ensure that everyone knows exactly what is expected of them in relation to the protection of children and young people involved in the club.

The key principles underpinning this Policy are that:

* The child’s welfare is, and must always be, the paramount consideration.
* All children and young people have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual identity.
* All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

Working in partnership with children and young people and their parents/carers is essential. The Department of Health and Children have a statutory responsibility to ensure the welfare of children and young people. **PK Boccia Club CLG** is committed to working together with the Department of Health and Children, the Irish Sports Council and local Community Care in accordance with their procedures. This is the responsibility of every adult involved in the Club.

**PK Boccia Club CLG** **recognises** its responsibility to safeguard the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying and local Community Care in accordance with their procedures.

**PK Boccia Club CLG**

**Child Abuse**

Recognising and Reporting Abuse:

The ability to recognise child abuse depends as much on a person's willingness to accept the possibility of its existence as it does on knowledge and information. It is important to note that child abuse is not readily visible, and may not be as clearly observable as the text book' scenarios might suggest. If a Sports Leader or a parent/guardian is uneasy about a child's safety or welfare they should talk to the designated person with responsibility for reporting within their club and/or duty social worker within the local health board.

Response to a child reporting any form of abuse:

Where a child decides to disclose information to an adult or member of the club the following points should be taken into consideration:

1. It is important to deal with any allegation of abuse in a sensitive and competent way through listening to and facilitating the child to tell about the problem, rather than interviewing the child about details of what happened.
2. It is important to stay calm and not to show any extreme reaction to what the child is saying. Listen compassionately, and take what the child is saying seriously.

1. It should be understood that the child has decided to tell something very important and has taken a risk to do so. The experience of telling should be a positive one so that the child will not mind talking to those involved in the investigation.

1. The child should understand that it is not possible that any information will be kept a secret.

1. No judgmental statement should be made against the person whom the allegation is made.

1. The child should not be questioned unless the nature of what s/he is saying is unclear. Leading questions should be avoided. Open, non-specific questions should be used such as "Can you explain to me what you mean by that”.
2. It is advisable to check out the concerns with the parents/guardians before making a report unless during so would endanger the child.

The child should be given some indication of what would happen next, such as informing parents/guardians, health board, social services or Gardaí. It should be kept in mind that the child may have been threatened and may feel vulnerable at this stage.

Reporting Child Abuse

**The following steps should be taken in reporting child abuse to the statutory**

**authorities:**

1. Observe and note dates, times, locations and contexts in which the incident occurred or suspicion was aroused, together with any other relevant information.
2. Report the matter as soon as possible to the designated person with responsibility for reporting abuse (a senior officer holder, or the children's officer). If the Designated Person has reasonable grounds for believing that the child has been abused or is at risk of abuse, s/he will make a report to the health board/social services that have statutory responsibility to investigate and assess suspected or actual child abuse.
3. In cases of emergency, where a child appears to be at immediate and serious risk and the Designated Person is unable to contact a duty social worker, the police authorities should be contacted. Under no circumstances should a child be left in a dangerous situation pending intervention by the Statutory Authorities.
4. If the Designated Person is unsure whether reasonable grounds for concern exist s/he **can informally consult with the local health board/social services. S/he will be advised whether or not the matter requires a formal report**.
5. A Designated Person reporting suspected or actual child abuse to the Statutory Authorities should first inform the family of their intention to make such a report, unless doing so would endanger the child or undermine the investigation.
6. A report should be given by the Designated Person to the Statutory Authorities in person by phone and in writing. See Appendix 6, page 53 of the Code of Ethics and Good Practice for Children's Sport, (sample reporting form).
7. It is best to report child abuse concerns by making personal contact with the relevant personnel in the Statutory Authorities.
8. The Protection for Persons Reporting Act, 1998 provides immunity from civil liability to persons who report child abuse "reasonably and in good faith" to a designated officer within the health board or any member of the Gardaí

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**Grounds for Concern -** Consider the possibility of the need to make a report if there are reasonable grounds

for concern. Examples of reasonable grounds are:

* A specific indication from a child that s/he has been abused, (a disclosure)
* A statement from a person who witnessed abuse.
* An illness, injury or behaviour consistent with abuse.
* A symptom which may not itself be totally consistent with abuse, but which is supported by corroborative evidence of deliberate harm or negligence, (e.g., & broken arm results from a fall but this injury re-occurs through constant lack of supervision) Consistent signs of neglect over a period of time.

**Categories of Abuse**

All Sports Leaders should be familiar with signs and behaviours that may be indicative of child abuse. Though a child may be subjected to more than one type of harm, abuse is normally categorised into four different types: neglect, emotional abuse, physical abuse and sexual abuse. For detailed definitions of abuse refer to

Children First: National Guidelines for the Protection and Welfare of Children (Department of Health & Children) and Cooperating to Protect Children (Volume 6 of the Children (Nl) Order regulations). The categories of abuse may be summarised as follows:

**Child Neglect**

Neglect is normally defined in terms of omission, where a child suffers significant harm of impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, or medical care. It may also include neglect of a child's basic emotional needs. Neglect generally becomes apparent in different ways over a period of time rather

than at one specific point. For instance, a child who suffers a series of minor injuries is not having his or her needs for supervision and safety met. The threshold of significant harm is reached when the child's needs are neglected to the extent that his or her well being and /or development is severely affected.

**Emotional Abuse**

Emotional abuse is normally to be found in the relationship between an adult and a child rather than in a specific event or pattern of events. It occurs when a child's need for affection, approval, consistency and security are not met. It is rarely manifested in terms of physical symptoms. For children with disabilities it may include over

protection or conversely failure to recognise or understand a child's disability,

Examples of emotional abuse include:

1. Persistent criticism, sarcasm, hostility or blaming.
2. Where the level of care is conditional on his or her behaviour.

(c) Unresponsiveness, inconsistent or unrealistic expectations of a child.

1. Premature imposition of responsibility on the child.
2. Over and under protection of the child.

1. Failure to provide opportunities for the child's education and development.
2. Use of un realistic or over-harsh disciplinary measures.
3. Exposure to domestic violence; adult mental health problems and parental substance misuse may expose children to emotional abuse.

Children show signs of emotional abuse by their behaviour for example, excessive clinginess to or avoidance of the parent/guardian, their emotional state (low self- esteem, unhappiness), or their development (non-organic failure to thrive). The threshold of significant harm is reached when abusive interactions dominate and become typical of the relationship between the child and the parent/guardian. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

Physical Abuse

Physical abuse is any form of non-accidental injury that causes significant harm to a child including:

(a) Shaking, hitting or throwing

(b) Use of excessive force in handling

(c) Deliberate poisoning

(d) Suffocation or drowning

(e) Munchausen's syndrome by proxy (where parents/guardians fabricate stories of illness about their child or cause physical signs of illness)

(f) Allowing or creating a substantial risk of significant harm to a child

(g) For children with disabilities it may include confinement to a room or cot, or incorrectly given drugs to control behaviour

(h) Burning or scalding

Sexual Abuse

Sexual abuse occurs when a child is used by another person for his or her gratification or sexual arousal, or for that of others. For example:

(a) Exposure of the sexual organs or any sexual act intentionally performed in the presence of a child

(b) Intentional touching or molesting of the body of a child whether by a person or object for the purpose of sexual arousal or gratification

(c) Masturbation in the presence of a child or involvement of the child in the act of masturbation

(d) Sexual intercourse with the child, whether oral, vaginal or anal

(e) Sexual exploitation of a child. It may include non-contact activities, such as involving children in looking at

pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Some facts about abuse:

* Abuse occurs across all social classes, education, professions and ethnic groups.
* Children and young people mostly know and trust their abuser.
* A child will rarely be moved from the home, it's usual to remove the abuser from the situation.
* Both boys and girls are abused.
* Disabled children are more vulnerable to abuse, less able to speak about it and more dependent on adults and their careers.

**Child Protection Concerns (FAQs)**

Taken from Our Duty to Care,

What do I do?

What should I do if I suspect a Child is Being Abused?

It can be difficult to know whether or not your suspicions about child abuse are real, before you act on them, you need to consider whether any alternative explanation might exist and ask yourself these questions:

* Is there any other reason why the child or parent might be behaving in a particular way?
* Is there a pattern to this type of occurrence?
* Did you or anyone else see what was happening?
* Has the child said anything to indicate that he or she is being banned?
* Could injuries or signs have been caused another way?

If you have considered these questions and you are still concerned, it is likely that you have reasonable grounds to take some action.

What action should I take?

Every organisation that provides services to children should have somebody who is responsible for dealing with suspected or actual child abuse. You should go to that person, or 'if there is no designated person, go to the manager and tell them of your suspicions. If they are reluctant to take it further, and you still feel concerned, you

should report it to your local health board yourself. If it is an emergency and outside health board hours, you should report your concern directly to An Garda Siochana. Under the law you cannot be penalised for reporting suspected child abuse to the health board or An Garda Siochana as long as your report is made in good faith and

is not malicious.

What if I am mistaken?

Don't worry - if in doubt talk to the social worker anyway, and they will decide whether or not your suspicion needs to be followed up. Under the law, nobody will be penalised for making a report of child abuse to the health board or An Garda Siochana as long as the report is not malicious and made in good faith. You are passing on a concern about a child or young person. You are not making a decision that child abuse has taken place and you are not making any accusations.

Can I report suspected or actual child abuse without giving my name?

All reports will receive attention. However, experience shows that it is much harder to help children when reports are made anonymously, or through a third party. It is much more useful if you telephone, or better still, go to see the social worker in person. The health board will not normally reveal the names of members of the public

who report suspected child abuse unless they have permission to do so. The health board social worker will know the right questions to ask. You should give as much information as you can about the child and their family, along with detailed reasons for your suspicion or concern. If a professional, e.g. a GP, hospital or clinic staff

member, or teacher is reporting suspected or actual child abuse, they should tell the family beforehand, unless doing so would put the child in danger.

What will the health board social worker do with the Information I give them?

The health board social worker will consider the information and will assess the situation. If they feel it needs to be followed up they may look for more information from other sources and may contact the child and their parent/s. They will try to establish what is going on, and will act to protect the child in whatever way is

necessary.

Will the Garda be told?

Physical abuse, sexual abuse and wilful neglect are crimes and must be reported by the health board to An Garda Siochana. Likewise, An Garda Siochana must report any child abuse that comes to their attention to the health board. The Gardaí and the health board will work together as sensitively as possible and take any action

necessary to protect the child, or any other children from future harm.

Will the child be taken away from their parents?

Very, very few children are removed from their parents because of child abuse. It is much more likely that the health board, together with other services who work with children, will try to help the children and families, and attempt to prevent the abuse happening again. They will provide advice, counselling, family support and practical

help wherever they can. Children and parents are separated only as a last resort when other measures to help them have failed.

Further reading:

Children First: National Guidelines for the Protection and Welfare of Children.

Code of Ethics and Good Practice for Children's Sport. Chapter 5

2

**PK Boccia Club CLG**

**Policy Document**

**Recruitment and Selection of Volunteers**

**Introduction**

The intentions of most people involved in Boccia involving children and young people are good. However, **PK Boccia Club CLG** **recognise** their responsibility to safeguard the welfare of all children and young people participating in boccia at our club and leagues by providing a safe and enjoyable environment. When clubs recruit new members all reasonable steps must be taken to ensure unsuitable people are prevented from working with children and young people. In addition, the leagues volunteer selection processes must be consistent and fair at all times. This guidance outlines methods which we use to assist with our recruitment choices.

**Planning**

The first stage of any recruitment process involves planning. Club officials draw up a role profile which highlights the main areas of the identified voluntary role. We also decide upon the skills and experience that an individual would need to fulfil the requirements of the role and draw up a person specification The club’s recruitment processes is developed in such a way that we treat every applicant in a fair and consistent manner.

**Advertising**

In order to attract new volunteers it may be necessary to advertise outside the club itself, for example, on a sports hall notice board, a local school, shop/community hall or newspaper. The advertisement should reflect the club’s

Child Protection Policy and it should contain the skills and experience required and the duties to be undertaken.

However, it does not discriminate in terms of age, race, gender or disability.

**Application Form**

We use application forms to collect information on each applicant. The carefully designed application form is essential as part of the vetting process, we do not accept CVs alone. (Please see or ask for the **PK Boccia Club CLG** Volunteer Application Form. More than one club official will look at the application forms to ensure that fair and equitable scrutiny is completed.

**Meeting/Interview and Verifying Information**

Club officials from **PK Boccia Club CLG** will **meet** with all applicants prior to any recruitment decisions being made and more than one club official will be present. The meeting/interview will enable the club to explore further the information provided in the application form.

We will ask to see identification documents to confirm the identity of the applicant, for example, a passport or driving licence, and a copy will be retained on file. We will also approach referees etc.,

**PK Boccia Club CLG**

**Notes for Interviewing a Potential Volunteer**

The questions to be asked at the meeting/interview should be prepared in advance and should provide the applicant with the opportunity to recount previous experiences and give examples of how they have or would handle situations. To verify that the applicant has the technical capabilities that they profess to have it would be useful to use a job

simulation test, where the applicant demonstrates that they understand and can deliver the job role. It is recommended also that the applicant is asked to bring their original certificates for their qualifications. It is very easy for applicant to falsify certificates if copies are accepted. A copy should be kept on file. It is recommended that the applicant’s higher education qualifications are verified with the awarding institution.

Whilst it is important to elicit information regarding an applicant’s technical capabilities it is also necessary to explore his or her attitudes and commitment to child welfare. Listed below are examples of questions that could be used to discover this information:

• Tell us about any previous experience you have working with children or young people.

• Give a child related scenario and ask the applicant what they would do. For example, ‘it is a Winter’s evening and the training session has finished. A parent has not arrived to pick up their child – what would you do?’ The applicant would be expected to say that they would stay with the child and contact the parents to find out where they were.

• Is there anything we should know that could affect your suitability to work with children or young people?

**References**

At least 2 references should be requested from individuals who are not related to the applicant. One reference should be associated with the applicant’s place of work and if possible one that demonstrates the individual has been involved in sport.

**Vetting**

All Applicants will be Garda Vetted, as per Garda Vetting form. The Applicant will not coach or have any involvement in thePK **Boccia Club CLG** until the Clearance has been returned by the Garda to the **PK Boccia Club CLG.**

**Post Recruitment**

It is important that once a new volunteer has been recruited follow up action is taken, for example:

• Any qualifications should be substantiated if this has not already been done (see above).

• That new volunteers are made aware and sign up to the club’s child protection policy, practices and procedures.

• That any training needs are established and addressed

• A statement of the roles and responsibilities of the new volunteer is prepared.

• Initially, a period of supervision/observation or mentoring would ideally be introduced.

**PK Boccia Club CLG**

**VOLUNTEER APPLICATION FORM**

**Please complete this form clearly using block capitals.**

Position applied for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part A: Personal Details**

Title \_\_\_\_ Surname\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Name\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any other names you have been known by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PPS No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you have lived at your current address for less than 5 years please provide any previous addresses on an additional sheet of paper.

Contact Phone Day\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evening\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part B: Employment Details**

Current Job Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Employer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nature of Duties \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHOTO

**Part C: Previous Volunteer Experience**

Name of Organisation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-

Start Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Finish Date (If applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nature of Duties\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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If you have any other relevant voluntary experience, please use an additional sheet of paper.

**Part D: Qualifications**

Sporting Qualifications (incl. participation)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Academic Qualifications \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you completed any Boccia Coaching Courses? Yes\_\_\_\_ No \_\_\_\_\_

**Have you completed a Garda Vetting form with any organisation/Club previously? Yes \_\_\_\_ No \_\_\_\_**

**Name of Organisation/Club (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)**

**Have you ever being asked to leave a club organisation for any reason? Yes \_\_\_\_ No \_\_\_\_**

**Please explain if you answered YES:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Part E: References**

Please provide the names and address of two people who know you well (but are not related) who have knowledge of your work with children who we can contact. You must have known these people for a minimum of 2 years.

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How is this person known to you? How is this person known to you?

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Part F: Applicant Declaration**

I confirm the information that I have provided in support of my application is a complete and true record.

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

(**PK BOCCIA CLUB CLG** reserve the right to check the above information with An Garda Siochana)

**PK Boccia Club CLG**

VOLUNTEER REFERENCE FORM (Sample)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has expressed an interest in being a volunteer with **PK Boccia Club CLG** and has given your name as a referee. This post involves substantial access to children.

As an organisation committed to the welfare and protection of children, we are obviously anxious to know whether you would have any reason at all to be concerned about the applicant being in contact with children or young people.

Would you consider the above named person poses any risk to the welfare of children or young people?

\_\_\_\_ Yes. or \_\_\_No {if answered Yes, we will contact you in confidence)

If you are happy to complete this reference, any information will be treated with due confidentiality

and in accordance with relevant legislation and guidance and will only be shared with the person conducting the assessment of a candidate's suitability for the post he or she is offered the position in question We would appreciate your 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.Are you related to this person in any way\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Please comment on this person’s suitability to work with Children \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PK Boccia Club CLG**

Club Annual Membership, Information

and Consent Form

This form is to be completed by the Legal Guardian and child at the start of each season. It is recommended that this form is completed and signed by the legal guardian and the player at the same time. Legal Guardians are responsible for informing the League/ Club of any changes as they occur.

**ATTACH LEAGUE/CLUB FORM SAMPLE:**

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

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Age at start of season:\_\_\_\_\_\_\_\_\_

Home address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Home phone number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Guardian’s mobile phone numbers:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supply 2

If the child is not living with parents please clarify the legal status of the child and his/her current carers.

**It is important that you fill in the rest of this form as fully as possible. Failure to tell us things could mean that the safety and welfare of your child is compromised. The League/club cannot be held responsible if information has not been shared.**

**Health Needs**

Does your child have any known Health needs? E.g. Diabetes, asthma, epilepsy, allergies. **Yes/No**

If yes please complete the section below

**Current Medication**

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

Dose:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Frequency:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Allergies:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Do League/club members need any medical training other than First Aid to care for your child? **If yes please specify.**

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

Does your child have any access needs? **If yes please tell us what we need to do to help him/her.**

**Communication**

Does your child have any communication needs e.g. non-English speaker/hearing impairment/sign language user/Dyslexia? **If yes please tell us what we need to do to enable him/her communicate with us.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Religion and Culture**

Does your child participate in religion or spiritual practice? **Please tell us what it is.**

What do we need to know to ensure your child’s preferences/needs are met e.g. are there any dietary guideline/dress codes we need to follow or support.

**Images**

At times the club may wish to take photos or videos of the team or individuals in it. We adhere to the ISC Guidelines to ensure these are safe and respectful and used solely for the purposes they are intended for, which is promotion and celebration of the activities of the club and training purposes. **Please indicate if this is acceptable to you. Yes/No**

**If you have any additional information which you wish to share with the club, please contact the clubs Designated Person.**

**Travel**

Arrangements will be made to collect and return children to specific pick up points. The club’s responsibility stops and starts at these points. It is your responsibility to arrange safe travel to and from the pickup points. If you are ever delayed in collecting your child please make every effort to contact the club contact or the escorting helpers so we can discuss arrangements for your child.

**Non-Boccia Activities**

There may be occasions when your child is involved in planned and structured non-Boccia activities such as a trip to the cinema, bowling or participating in a fund raising event such as bag-packing. The club will have collected appropriate information in preparation for the activity (e.g. about the journey, the children’s various needs and helper skills), identified any potential risks or dangers, minimised the risks and dangers by careful planning and precautions and made sure we know who is responsible for putting precautions into place (e.g. who will carry the First aid kit). This process is called a risk assessment.

**Remote Supervision**

There may be occasions when your child is involved in planned and structured unsupervised non-boccia activities (e.g. shopping trips whilst on tour). Players will only be permitted to participate in these activities if they are considered appropriate to do so. You will be informed prior to the event if any form of remote supervision will take place for such activities and the nature of these activities.

**Water based activities**

There may be occasions when your child has the chance to be involved in planned and structured swimming activities. On these occasions appropriate supervision including qualified lifeguard cover will be provided.

I confirm that my son / daughter can swim 50 metres **Yes / No**

I confirm that my son / daughter is confident in a pool **Yes / No**

I confirm that my son / daughter is confident in the sea or in open inland water **Yes / No**

**Consent of Legal Guardian**

**I give consent for my son / daughter to participate in League/Club events and agree to the conditions outlined above. I accept that it is my responsibility to**

**inform the League/club directly of any changes to the details recorded on this form**

**Signed (Legal guardian): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please print name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Players Consent**

If you are over 11 years of age sign **Section A**

If you are under 11 years of age sign **Section B**

**Section A**

I agree to participate in the League/Club’s events as detailed above and agree to adhere to guidelines and/or codes of conduct that may be issued in the interest of my own safety.

Signed (Player): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please print name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Section B**

I agree to participate in the League/Club’s events as detailed above and agree to adhere to guidelines and/or codes of conduct that may be issued in the interest of my own safety.

Signed (Player):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please print name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**PK Boccia Club CLG**

Child Protection

Good Practice Guidelines

General Guidelines in the care of Children and Young People

It is possible to reduce situations in which abuse can occur and help to protect Leaders/Volunteers by promoting good practice. The following are more specific examples of care which should be taken when working within a sports context.

1. Always be public and open when working with children or young people. Avoid situations where a teacher/coach and individual child or young person are completely unobserved.
2. Always treat players in an open environment or, if treatment is required within a closed area, ensure parents/carers are aware of this.
3. Where appropriate, parents/carers should take on the responsibility for their children or young people in the changing rooms. If groups have to be supervised in the changing rooms, always ensure that teachers/coaches work in pairs.
4. Where there are mixed teams away from home, they should always be accompanied by a male and female coach/official.
5. When working with children or young players of the opposite sex, coaches must agree with parents/carers when, or if it is appropriate to enter the changing area. It may be prudent to set a time, for example 10 minutes before a game, when the coach can enter the room accompanied by parents/carers, at least one of which must be of the opposite sex.

Everyone should be aware that as a general rule it does not make sense to:

* Spend excessive amounts of time alone with a child or young person.
* Take children or young people alone on car journeys, however short.
* Take children or young people to your home where they will be alone with you.
* If cases arise where these situations are unavoidable, they should only occur with the full knowledge and consent of someone in charge in the organisation and or the child’s/young person’s parents.

Adults should never:

Allow or engage in rough, physical or sexually provocative games, including horseplay.

* Share a bedroom with a young person or child.
* Allow or engage in any form of inappropriate touching.
* Allow children or young people to use inappropriate language unchallenged.
* Make sexually suggestive comments to a child or young person, even in fun.
* Allow allegations made by a child or young person to go unchallenged, unrecorded or not acted upon.
* Do things of a personal nature for children or young adults that they can do for themselves.
* Invite or allow children or young people to stay with you at your home unsupervised.

If you accidentally hurt a child or young person, he/she seems distressed in any manner, appears to be sexually aroused by your actions, or misunderstands or misinterprets something you have done, report any such incident as soon as possible to another colleague and make a brief written note of it. Parents or Carers should be informed of the incident.

**PK Boccia Club CLG**

**Travel, Trips and Tournaments**

**Advice for Leaders/Coaches**

Travelling to away games and having trips away from home should be both safe and fun for children (which includes all those aged under 18). It should be a chance for all children to grow in confidence, self-esteem, and skills. Parents and carers will nearly always worry when their children are away but careful planning and preparation should help to ease those worries and demonstrate that you have taken into account the various needs of their children and the potential dangers of a trip away. To help you organise trips and travelling the following **Child protection and best**

**practice – Guidelines** have been developed. Much of this preparation can be done at the start of the season when you register members at **PK Boccia Club CLG**. For regular away trips you will find that very little needs to change from week to week although if you have a new team member or helper with additional needs or a different cultural background you may need to consider your planning again.

**Essential planning – At the start of the season**

I

**Make sure you use the following:**

Consent Forms, make sure they are signed, returned and kept safely in line with data protection legislation \_ If the group is aged over 8 years there should always be 2 adults and a minimum of 1 adult to 10 children (more adults are required when working with younger age groups). When taking a male group, there should always be a male member of staff and of course when you have a female group, there should always be female staff \_ There should always be a qualified first aid person and a full and up to date first aid box \_ If any of the group have asthma or diabetes, ensure that appropriate club members are aware of how to deal with any situation

Ensure you have the following insurance in place, this includes:

– Public and civil liability

– Personal Accident

– Vehicle

– Breakdown cover (whether it’s a car or mini bus)

Remember to let everyone know where and when to

meet, this is needed for both home and away games

**Other important considerations**

Holding a meeting with parents/carers at the start of

the season, to explain your St Joseph’s philosophy, introduce staff, discuss club rules and your club code of conduct is very helpful. This is a great opportunity to discuss procedures for travelling for away fixtures, future trips or tours and the importance of the club’s consent forms

\_ Ensure that anyone transporting children or young people on behalf of the club has a valid driving licence, road tax and insurance when using their own vehicle.

**Essential Planning – When Staying Away**

During the season, many teams organise trips to take part in festivals/tournaments or go on a tour. These trips often include an overnight stay. The organisation of trips can be demanding, however properly planned they are often the highlight of the club year and very rewarding for all.

When booking accommodation you need to consider the following:

Is there a current fire certificate?

What is the locality like?

Is there secure parking?

Can varied dietary needs be met?

Can valuables be stored safely?

What are the night-time security arrangements?

Are there en-suite facilities or separate facilities for children and adults? Remember all beds must be single and staff and players must not share a room.

**Also Consider:**

\_ Make sure every child has a safe away card

\_ On trips away, the children may take part in non Boccia activities for example swimming – make sure your Event Specific Consent Form covers such activities Check your insurance covers non-Boccia activities

\_ Draw up a programme, including departure dates & times and when you are returning

\_ Have a meeting with parents/carers and players and run through the trip’s programme of events

and address any questions or concerns

\_ Someone from the Club who is not going away needs to be identified as a point of contact,

they should have a list of who is on the trip and their contact details (including the

leaders/helpers)

\_ Name the designated person for child protection for the trip and ensure the group is aware who

this person is

\_ Give everyone an information pack, that should include: dates, what you are doing, where you

are going, rules, kit list, pocket money, medical care needs

\_ Ensure all helpers have a copy of the Emergency Procedures while you are away

**Other important considerations – When Staying Away**

\_ Before you leave work with the players to establish rules for the trip (and what will happen to

those who break them)

\_ You’ve provided the adults with a detailed pack, it’s a good idea to provide the younger children

with a scaled down version of the pack

\_ Ideally children shouldn’t wear shirts or hats with their names on

\_ Agree who is sharing with whom before you go, however, be ready to change this as friendship

groups with children can change very quickly!

\_ In an ideal world you would visit the accommodation before booking, but this is not always

possible. So can you check with another club who have used this accommodation before or

check with the local Tourist Information or visit their website?

\_ When you arrive at your accommodation, check that all windows and doors are safe

\_ Remember to check the rooms for any damage and report any you find or you may end up with

a bill!

\_ Check if there are any no smoking rooms – this is very important for anyone who has asthma

If there is a bar what rules will you have in place?

\_ Is there a social area, what is there for children to do when not playing Boccia?

\_ Some children have enuresis (bed-wetting) ensure that the hotel can deal with this discretely

\_ Ensure that you have your staff bedrooms spread out, for example if the group is over 3 floors,

there should be at least one adult room on each floor

\_ If self-catering, who will do the cooking? Are there any special dietary needs? Agree the menu

before you travel.

**Essential planning – Whilst you’re away**

**On arrival**

\_ Check all rooms (are there the correct number of beds?)

\_ Ensure there is no access to alcohol in the rooms

\_ Ensure movie access is appropriate or indeed not available in the rooms

\_ Ensure that everyone is aware of fire exits and emergency procedures

\_ Store money and valuables

\_ Have a group meeting to review the programme and rules. Give out the safe away cards

**During the trip**

\_ Hold daily group meetings and a staff meeting – this is an opportunity to discuss any issues or

problems and solve them

**On return**

\_ Ask the children and the staff what they enjoyed and what they would change, this will help with

next year’s planning and other leaders/coaches. Submit your views to the Executive Committee

**Essential Planning – When going abroad**

\_ Make sure that your insurance covers you when abroad, you may need to take out additional

cover, e.g. medical

\_ Check if you need visas

\_ For some trips, you may need vaccinations, or to take pre-trip medication such as anti-malaria

\_ Don’t forget the E111 Forms /**European Health Insurance Card**

\_ Check the weather, what precautions are needed?

\_ Make sure passports and return tickets are stored in a secure place

**Other important considerations**

\_ Check the cultural traditions of the country. This may have an implication on what clothes you

ask the group to take e.g. Muslim communities

\_ Consider the implications of communication barriers where countries are not English speaking

**PK Boccia Club CLG**

**Parent’s/Guardian’s/Carer’s Code of Conduct**

1. Do not force an unwilling child to participate in Boccia.
2. Remember children are involved in Boccia for their enjoyment not yours.
3. Encourage your child to play to the Laws of the Game and not to argue with Referees and other Officials.
4. Teach your child that honest effort is more important than victory so that the result of each game is accepted without undue disappointment.
5. Turn losing into winning by helping your child work towards skill improvement and good sportsmanship. Never ridicule or yell at your child, or any other child, for making a mistake or losing a game.
6. Remember that children learn best by example. Applaud good play by your team and by members of the opposition.
7. Do not question the Referee’s judgement or honesty. Remember he/she is only human with the same feelings as you and, like you, sometimes may make an honest error.
8. Support all efforts to remove verbal and physical abuse from children’s Boccia.
9. Recognise the value and importance of coaches who are all volunteers. They give children their time and resources to provide Boccia for your child.
10. Read the Laws of the Game to understand better what you are looking at and commenting on.
11. Promote The **PK Boccia Club CLG** Club Parental/Carer Code of Conduct.

Signed……………………………

Block Capitals………………………………….. Date……………………

Parent of………………..................................................………………….

**PK Boccia Club CLG**

**Player’s Code of Conduct**

1. Play for the ‘fun of it’, not just to please your parents or coach.
2. Play by the Laws of the Game.
3. Never argue with the Referee or Assistant Referee’s decisions.
4. Control your temper and use your energies for playing better Boccia.
5. Play well for yourself and your team, your team’s performance will benefit and so will your own.
6. Be a good sport. Recognise all good play, whether by your team or by your opponent’s team.
7. Treat all players as you yourself would like to be treated. Do not interfere with, bully or take unfair advantage of any player.
8. Remember that the aims of the game are to have fun, improve your skills and feel good.
9. Co-operate with your coach/manager, team mates and opponents, for without them you will not have a game.
10. Learn the Laws of the Game and you will be a much better player.
11. Promote The **PK Boccia Club CLG** Code of Conduct.

12. I agree to abide by The **PK Boccia Club CLG** policy on images.

Signed……………………………………..

Block Capitals…………………………….. Date……………………………

**PK Boccia Club CLG**

**Spectator’s Code of Conduct**

You are very welcome to **PK Boccia Club CLG** we hope you enjoy your visit and the game you have come to see. We ask you to abide by our spectators code of conduct during your visit.

* Remember that children play organised sports for their own enjoyment. They are not there to entertain you.
* Be on your best behaviour. Do not use profane language or harass, physically or verbally, players, managers, coaches, referees or assistant referees.
* Applaud all good play by your own team and the other team.
* Show respect for your team’s opponents. Without them, there would be no game.
* Never ridicule or scold a child for making a mistake during a game.
* Condemn the use of violence and verbal abuse.
* Respect the Referee and Assistant Referees’ decisions. Remember they are only human with the same feelings as you and, like you, sometimes make an honest error.
* Encourage players always to play according to the Laws of the Game.
* Read the Laws of the Game to better understand what you are looking at, and commenting on.

**PK Boccia Club CLG**

**Code of Conduct for Coaches**

**The following is a code of conduct in relation to child protection, based on the principle that PK BOCCIA CLUB CLG have a duty of care to safeguard children.**

* Respect the dignity and spirit of all players, including children and young adults.
* Treat all players fairly.
* Establish supportive, positive environments to encourage healthy competition, skill development, fun and achievement.
* Avoid contact or conduct that may be interpreted as having sexual connotations or inappropriate behaviour.
* Do not take part in or tolerate behaviour that frightens, embarrasses or demoralises a player or negatively affects their self-esteem.
* Do not tolerate acts of aggression.
* Work towards eliminating harassment and abuse.
* Be prepared to intervene if a child or young person under 18 is being abused or neglected.
* Practice fair play both during and outside of all sports activities. “Fair Play” is defined as showing considerate regard for players, leaders, parents, spectators and officials, abiding by the rules of Boccia and officials decisions.

Adhere to the policies of **PK Boccia Club CLG**

**Code for Coaches**

Relationships

The good coach will be concerned primarily with the well-being, health and future of the individual player and only secondarily with the optimising of performance.

A key element in a coach/player relationship is the development of independence of the

player.

Players must be encouraged to accept responsibility for their own behaviour and

performance in training, competition, and in their social life.

The relationship between coach/player relies heavily on mutual trust and respect.

In detail this means that the player should be aware of the coaches' qualifications and

experience and must be given the opportunity to consent to or decline proposals for

training and performance.

Coaches must not encourage players to violate the laws of the game and should actively

seek to discourage such action. Furthermore, coaches should encourage players to obey

the spirit of such laws.

Coaches must not compromise their players by advocating measures which could be

deemed to constitute seeking to gain an unfair advantage (cheating, diving, bullying).

Above all, coaches must never advocate the use of proscribed drugs or other banned

performance enhancing substances.

Coaches must treat opponents and officials with due respect, both in victory and defeat

and should encourage their players to act in a similar manner.

Coaches must accept responsibility for the conduct of their players insofar as they will

undertake to discourage inappropriate behaviour.

**Lead by Example and Demand Best Practice Standards**

Personal Standards

Coaches are given a position of trust by parents/guardians and players, and are therefore

expected to show the highest standards of behaviour whilst in the company of under age

players. As a coach of underage players, you act in "loco parentis" and therefore your

duty of care is more onerous than that of a coach to an adult team.

The coach must consistently display high personal standards and project a favourable

image of the game and of coaching - to other players, coaches, officials, spectators, the

media and the general public.

Personal appearance is a matter of individual taste but the coach has an obligation to

project an image of health, cleanliness and functional efficiency.

Coaches should not drink alcohol so soon before coaching that their judgement may be

impaired and the smell of alcohol will still be on their breath when working with

players.

Whilst players are present, consumption of alcohol should be avoided. When the event

is a social one, with players present, consumption should be moderate.

As persons responsible for the well-being of young people, it is inappropriate to smoke

in their presence or to behave in any fashion inconsistent with your position of

responsibility,

Coaches/volunteers must respect the rights, dignity and worth of every human being and

their ultimate right to self-determination. Specifically, coaches/volunteers must treat

everyone equally within the context of their activity, regardless of sex, ethnic origin,

religion or political persuasion.

**Safe Practice**

Coaches have a responsibility to ensure the safety of the players with whom they work

as far as possible within the limits of their control. Therefore coaches should seek to

create a safe and enjoyable environment in which to play and train.

Injuries should be recorded, with a note of action taken in relation to each one. It is

recommended that each club maintain an accident/incident book with a specific report

form to be completed by the coach/manager.

A first aid kit should be available at all training sessions and matches.

Parents/guardians should be notified of injuries/illness which their children incur while

participating in a sporting activity. It would also be advisable for coaches to inform

parents if their child becomes upset for whatever reason. The reason why the child

became upset may then be clarified. It could be that a child has miss interpreted

something that has been said or it could be an indication of bullying.

Parents/guardians should be informed of the starting and finishing times of training

sessions and matches.

Besides necessary manipulation of limbs in teaching technique, physical contact is not

appropriate. In the sporting context certain types of coaching requires a "hands on

approach" i.e. it may be necessary to support a child in order to physically demonstrate

a technique.

This should only occur when necessary and in an open and appropriate way with the

knowledge, permission and full understanding of the child concerned and where

appropriate the parents/guardians.

Coaches should not treat injuries out of sight of others. Use a "Two-Deep" (two

personnel, or two players) supervision system. Only personnel who are qualified in

administering First Aid or treating sports injuries should attempt to treat an injury.

The comfort level and dignity of the player should always be the priority. Example: Only uncover the injured area, or cover private areas of the athlete's body.

Generally, physical contact between players or coach and players should not involve

touching genital area, buttocks, breasts, or mouths and should only occur when

others are present. ("Two Deep" supervision)

Any doubts of a medical nature should be passed on to a suitably qualified medical

person.

Coaches should not play injured players.

Comforting/congratulating players is an important part of the relationship

between coaches and players.

Guidelines for this type of touch are:

Limit touching to "safe" areas, such as hand-to-shoulder. It should not involve touching

genital area, buttocks, breasts, or mouths.

Make your intention to congratulate or comfort clear to the player.

Get permission from the player before embracing them - remember that personnel are in

the position of power.

Respect a players discomfort or rejection of physical contact.

Be sure that touching occurs only when others are present.

Good Practice

Coaches are responsible for setting and monitoring the boundaries between a working

relationship and friendship with their players. This is particularly important when the

coach and players are of opposite sex and/or when the player is a young person.

Young players need a coach whom they can respect, therefore it is important that

coaches should lead by example.

Young players play for fun and enjoyment therefore skill development and playing for fun take precedence over highly structured competition. Winning is not the only

objective.

Coaches should set realistic goals for both the team and individual players and should

not push young players into inappropriate or over competitive adult like competitions.

In relation to young players, coaches should ensure that all players participate and

"average" players require and deserve equal time and attention. Do not over-burden

younger players with too much information.

Coaches should help and encourage young players to develop basic skills and

sportsmanship and they should avoid over-specialisation in positional play during their

formative years.

Coaches should ensure that all players are aware that "bullying" whether verbal or

physical will not be tolerated.

Coaches should advise players and parents on how and whom to go to if they wish to

make a complaint. All clubs should have a systematic complaints procedure.

A coach must not attempt to exert undue influence over the player's performance in

order to obtain personal benefit or reward.

The coach must realise that certain situations or friendly actions could be

misinterpreted, not only by the player, but by outsiders motivated by jealousy, dislike or

mistrust and could lead to allegations of sexual misconduct or impropriety. Therefore

coaches should be aware of, and avoid all situations conducive to risk.

The coach will on occasion be required to travel and reside with players in the course of

coaching and competitive matches. On such occasions, ensure separate sleeping

accommodation for officials and players.

Coaches who use their own vehicles to transport players must ensure that they have adequate insurance cover and be careful not to carry more than the permitted number of

passengers.

Coaches should be careful not to expose children especially younger participants to

extreme weather conditions. Decisions in this regard should be made from the child's

perspective.

\*

Where the team is composed of both genders, there should be a male and female official

present.

The coach should never be in a room or similar alone with a player. Where this is

unavoidable, leave the door open and be within earshot of others. ("Two Deep"

supervision)

Officials should avoid situations where they are alone with young players in changing

rooms. Wherever practicable, there should always be two or more adults in changing

rooms.

Physical relationships with under-age players are illegal. Children are defined in Irish

taw as any person under the age of 18 years.

The use of drugs, alcohol and tobacco should be actively discouraged as being

incompatible with a healthy approach to the playing of the game.

Coaches should strive to eliminate all unfair practices, including the use of drugs which

effect performance.

PK Boccia Club CLG has amended its rules to include a child protection

element in line with recent child welfare legislation and Government Guidelines.

Specifically coaches/volunteers are required to operate within these recommended

codes of conduct and best practice. Breaches of this code may constitute a disciplinary

offence.

**Where possible, coaches should avoid:**

 spending excessive amounts of time with children away from others

 taking sessions alone (always employ "Two Deep" supervision)

 taking children to their homes

 taking children on journeys alone in their car

**Coaches should not**

 use any form of corporal punishment or physical force on a child

 exert undue influence over a participant in order to obtain personal benefit or

reward

 engage in rough physical games, sexually provocative games or allow or engage

inappropriate touching of any kind.

 make sexually suggestive comments about, or to a child.

 take measurements or engage in certain types of fitness testing without the presence of another adult. ("Two Deep" supervision)

 undertake any form of therapy (hypnosis etc.) in the training of children.

 ridicule or shout at a child for making a mistake or losing a game

put undue pressure on a child to please or perform well

**PK Boccia Club CLG**

Child Protection

Procedures for Reporting Concerns

1. Concerns about poor practice and possible abuse within Boccia settings.

Child abuse can and does occur outside the family setting. It is crucial that those involved in Boccia are aware of this possibility and that all allegations are treated seriously and appropriate actions taken.

Allegations may also relate to poor practice where an adult’s or peers behaviour is inappropriate and may be causing concern to a young person Poor practice includes any behaviour which contravenes existing Codes Of Conduct, infringes an individual’s rights and/or is a failure to fulfil the highest standards of care.

**1.1 Action to take if a child or young person informs you directly that he/she is concerned about someone’s behaviour towards them**

**If this happens you should:**

 React calmly so as not to frighten the child or young person

 Tell the child or young person he/she is not to blame and that he/she was right to tell.

 Take what the child or young person says seriously.

 Ensure the safety of the child or young person- if the child needs immediate medical treatment, take the child to hospital or call ambulance, inform doctors of concerns and ensure that they are aware that this a Child Protection issue

 Avoid leading the child or young person and keep any questions to the absolute minimum necessary to ensure a clear understanding of what has been said.

 Re-assure the child or young person but do not make promises of confidentiality or outcome which may not be feasible in the light of subsequent developments.

 The club may seek advice from Social Services before contacting parents.

 Make a full record of what has been said, heard and/or seen as soon as possible.

Report the concerns to the person in charge (Child Protection Officer) or designated person immediately, unless the concern is about the person in charge.

 The person in charge should be clearly identified i.e. Designated Executive Member or Child Protection Officer If the person in charge is not available, or the concern is about the person in charge, then report your concerns directly to the Social Services or Police. These agencies will advise whether a formal referral is necessary and what further action you may need to take .If you are advised to make a formal referral make it clear to the Social Services or Police that this a Child Protection referral.

 Confidentiality should be maintained on a strictly” need to know” basis and relevant documents stored in a secure location.

**.2 Recording of information, suspicions or concerns**

Information passed to the Social Services or Police must be as helpful as possible and it may be used in any subsequent legal action, hence the necessity for making a detailed record. The report should contain the following information...

The child’s or young person’s name, address, and date of birth

The nature of the allegation

A description of any visible bruising or other injuries

Any observations that have been made by you or to you

 Any times, locations, dates or other relevant information

 A clear distinction between what is fact, opinion or hearsay

 Your knowledge of and relationship to the child or young person

 Whenever possible, referrals to Social Services should be confirmed in writing within 24 hours.

 Keep a record of the name and designation of the Social Services member of staff or Police Officer to whom concerns were passed and record the time and date of the call, in case any follow up is needed

**Reporting Documents/Forms**

To assist in consistency and accuracy in following procedure and reporting on the issues covered by {Member Protection Policy], the following documents are to be used:

E l Confidential Record of informal complaint-to be used by [MPIOs] or others who

receive a complaint or allegation

E2 Confidential Record of Formal Complaint - to be used when a formal complaint is

received by [SO]

E3 Confidential Record of Child Abuse Allegation - to be used by {MPIOs] or others

who receive complaints/allegations of child abuse

E4 Record of Mediation - to be used by those who conduct a mediation

E5 Record of Tribunal Decision

E6 [insert any other forms/templates/documents]

General principles to be followed when completing a report of a complaint:

 Treat all complaints seriously.

 Deal with complaints promptly, sensitively and confidentially.

 Maintain a calm attitude.

 Ask the complainant if they will consent to you taking notes.

 Write the description of the complaint /problem using the complainants own words (as much as is possible).

 Find out the nature of the relationship between the complainant and the person

complained about (for example, coach/competitor, team members, etc.) and if there is

any relevant history.

 Take a note of the facts and do not pre-judge the situation.

 Ask the complainant whether they fear victimisation or other consequences.

 Find out what outcome the complainant wants and if they need any support.

 Ask the complainant how they want to the complaint to be dealt with under the policy.

 Keep the complaint confidential and do not disclose it to another person without the complainant's consent except if disclosure is required by law (for example, a report to government authorities) or if disclosure is necessary to effectively deal with the complaint

**PK Boccia Club CLG**

Child Protection

Anti-Bullying Policy

Factsheet 2 from Our Duty to Care, Dept. of Health and Children 2000

his is adapted from the Scout Association of Ireland's Child Protection Policy and

ay provide a useful reference to organisation's considering an Anti-Bullying Policy

**What is Bullying?**

Bullying can be defined as repeated aggression be it verbal, psychological or

physical conducted by an individual or group against others.

It is behaviour that is intentionally aggravating and intimidating and occurs mainly in

social environments such as schools, clubs and other organisations working with

children and young people. It includes behaviours such as teasing, taunting,

threatening, hitting and extortion by one or more children against a victim.

**Is Bullying harmful?**

Persistent bullying can have a devastating effect on a child's self-esteem. They may

feel it's somehow their fault, or that there's something wrong with them, they may

become withdrawn and insecure, more cautious, and less willing to take any sort of

risk.

Being victimised in this way can cause days of mental anguish and leave lifelong

emotional scars. It has driven some young people to try to murder their tormentors

and others to suicide. A child who has suffered bullying often needs professional

counselling to let out their feelings and rebuild their self-confidence. Bullying also

affects any child who witnesses it,

**What do children get bullied about?**

Some of the factors involved in bullying include:

• Puberty

• Peer pressure

• Gender differences

• Stereotypes/prejudice

• Structure of the group - hierarchy of dominance

• Family background of victims and bullies

Bullying can be distinguished from bossiness and boisterous play. A bossy child will

boss whoever is around. So often it is due to lack of self-control or skills of

negotiation or compromise. Boisterous play can be dangerous but it does not

involved young people wilfully setting out to hurt or victimise. Young people often

grow out of this kind of behaviour as they grow older. What distinguishes bullying

from bossiness or boisterousness is that the bully always picks on someone less

powerful and more vulnerable. Persistent 'slagging', which has the same, devastating

effects as bullying, shouldn't be ignored.

**How would you know if a child is being bullied?**

All bullies operate using furtiveness, threats and fear. Bullying can therefore only

survive in an environment where the victim does not feel empowered to tell someone

who can help or in which it is not safe to do so.

The following indicators are warning signs that a young person might be getting

bullied.

 Reluctance to come to a centre or take part in activities

 Physical signs (unexplained bruises, scratches, or damage to belongings)

 Stress-caused illness - headaches, and stomach aches which seem unexplained

 Fearful behaviour (fear of walking to scout meeting, going different routes,

asking to be driven)

 Frequent loss of 'subs' or shortage of money with vague explanations

 Having few friends

 Changes in behaviour (withdrawn, stammering, moody, irritable, upset,

distressed)

 Not eating

 Attempting suicide or hinting at suicide

 Anxiety (shown by nail-biting, tearfulness, tics)

There are other possible reasons for many of the above

What makes a person bully others?

Bullies are often making a plea for help through their violent behaviour, which may

reflect a sense of insignificance. Bullies whose activities go un-addressed often fail

socially and academically in later life. They need to be taught all important

negotiation and co-operative skills, working with others rather than competing.

**Who should deal with bullying?**

While the more extreme forms of bullying would be regarded as physical or emotional

abuse and are reported to the health board or An Garda Siochana, dealing with

bullying behaviour is normally the responsibility of the organisation where it is taking

place.

**How can it be prevented?**

modules on raising awareness and developing techniques for dealing with bullying

should be included in training.

An Anti-Bullying Policy and Code should be drawn up and enforced and procedures

should be clearly established to deal with any incidents. While it is important to have

rules about bullying, a whole group policy is the best solution. This means not

'bullying the bully' but working with bullies and the group of young people, helping

them to understand the hurt they are causing, and so make the problem a 'shared

concern' of the group. Group discussion methods have a big advantage over

punishment in that they do not drive the problem underground or escalate it by

making the bully more excluded or more of a social failure. This is known as the "No

blame approach" (see below)

**Are there any practical steps that can be used to counter bullying?**

 Use young people as a positive resource in countering bullying and to change

the culture of the group to a permission to tell culture rather than a 'might is

right' one

 Teach young people to negotiate, co-operate and help others, particularly

new or different children

 It's a good idea to run poster campaigns and have stories and role-plays on

how to deal with a bully included in ordinary group activities '

 Offer the victim immediate support and put the 'no blame approach' into

operation

 Never tell a young person to ignore bullying, they can't ignore it, it hurts too

much

 Never encourage a young person to take the law into their own hands and

beat the bully at their own game

 Tell the victim there is nothing wrong with them and it is not their fault

**What is the 'No Blame' Approach? Step 1 - Interview with the victim**

If you find that there has been an incident of bullying, first talk to the victim. At this

stage find out who was involved and what the victim is now feeling. Try asking the

following questions:

 Was it verbal or physical intimidation?

How hurt is the victim

 Was it within his/her own peer group?

Ensure the victim that his/her name will not come out in the investigation

 Actively listen

**Step 2 - Meet with all involved**

Arrange to meet with all those involved; this should include some bystanders, those

who may have colluded, those joined in and those who initiated the bullying.

 Just have a maximum of six to eight in the group - keep the number

controllable

 Make a point of calling a 'special' meeting

Ensure the severity of the topic is understood by all

 Speak only of the hurt caused in general terms with no reference to the victim

Play on the conscience of all - ask questions like: How would you feel?

Would you like 'it done to you?

**Step 3 - Explain the problem**

The distress being suffered as a result of the bullying incident is explained. At this

stage the details of the incident or the allocation of the blame is not discussed.

Explain the feelings of loneliness, feeling left out, rejected, laughed at. Try asking

1. questions:

Would they like it if it happened to them?

"Someone here in this group was bullied by someone within the group, what

could we do to see it does not happen again?"

 Listen, watch out for reactions, and pick up on any without isolating anyone

**Step 4 - Share the responsibility**

Explain what steps / controls may have to be introduced to prevent further incidents

and how everyone will lose out as a result

**Step 5 - Ask the group for their ideas**

At this stage the group is encouraged to suggest ways that would make the victim

feel happier. All positive responses are noted. Use phrases "if it were you" to

encourage a response. Listen to all suggestions and note them

**Step 6 ~ Leave it to them**

Now the problem has been identified, solutions suggested, the problem is now

handed over to the group to solve. Arrange to meet again in a week's time. Pass

responsibility over to the group and give a time frame within which something must

be done

**Step 7-Meet them again**

Each member of the group, including the bully, discuss how things are going, who is

doing what and have there been other incidents. This allows for continual monitoring

and also keeps all involved in the process.

Again enforce the idea of the team' looking after each other at regular intervals to

ensure it is know that bullying or intimidating behaviour will not be tolerated.

**PK Boccia Club CLG**

**Use of Photographic and Filming Equipment**

**PK BOCCIA CLUB CLG** has adopted a policy in relation to the

use of images of players on their website and in other publications as 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. Where possible we will try to use models or illustrations when promoting an activity and 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 the sport.

Rules to guide use of photography:

 if the player is named, avoid using their photograph.

 If a photograph is used, avoid naming the player.

 Ask for the player’s permission to use their image. This ensures that they are aware of the way the image is to be used to represent the sport. A player’s permission form is one way of achieving this.

 Ask for parental permission to use their image. This ensures that they are aware of the way the image is to be used to represent the sport. A parental permission form is one way of achieving this.

 Only use images of players in suitable dress to reduce the risk of inappropriate use.

The content of the photograph should focus on the activity not on a particular child

 Create recognised procedure for reporting the use of inappropriate images to reduce the risks to players. Follow the child protection procedures, ensuring either the designated officer or social service and/or police are informed.

Amateur photographers/film/video operators wishing to record an event or practice session should seek accreditation with the children's officer or leader of session. This club /organisation will display the following information prior to the start of an event to inform spectators of the policy:

"In line with the recommendation in the **PK BOCCIA CLUB CLG** Code of

Conduct, the promoters of this event request that any person wishing to engage in any video, zoom or close range photography should register their details with the organisers. On no account should children be photographed or filmed without their permission and the permission of their parents".

When commissioning professional photographers or inviting the press to an activity or event we will aim to ensure they are clear about our expectations of them in relation to child protection. Professional photographers/film/video operators wishing to record an event or practice session should seek accreditation with the children's officer or event

organiser by producing their professional identification for the details to be recorded. We will then:

 Provide a clear brief about what is considered appropriate in terms of content and behaviour

 Issue the photographer with identification which must be worn at all times

Keep a record of accreditations

Inform players and parents that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs

Videoing as a coaching aid: Video equipment can be used as a legitimate coaching aid.

However, permission should first be obtained from the player and the player's parent/carer.

Anyone concerned about any photography taking place at events or training sessions can

contact the children's officer/designated person and ask them to deal with the matter.

**USEFUL Contact Numbers**