

Draft Club Child Protection
and
Vulnerable Adults Policy
(Antrim, Armagh, Derry, Down, Fermanagh, Tyrone)

Robert Emmets, Cushendun CLG

Child Protection Policy

*Date: _01/11/2011_____

(*This is the date when the policy was adopted by the club)

POLICY STATEMENT

The Club aim to promote the participation of children in our club by creating a culture of safety and fun. We recognise that all children have the right to be safe and that this fundamental principle takes precedence over all other considerations.

"Children have the right to be protected from all forms of violence; they must be kept safe from harm, and they must be given proper care by those looking after them "
(Article 19; UN Convention on the Rights of the Child)

The Club recognises that we have a responsibility to:

- Safeguard and promote the interests and well-being of all those under 18 years who are involved in our club activities;
- Take all reasonable steps to protect children from harm, discrimination or degrading treatment;
- Respect the rights, wishes and feelings of all children in our club.

RATIONALE

All children's sport should be conducted in an atmosphere of fair play. Ireland has adopted and are committed to the European Code of Sports Ethics, which defines fair play as:

"much more than playing within the rules. It incorporates the concepts of friendship, respect for others and always playing within the right spirit. Fair play is defined as a way of thinking, not just a way of behaving. It incorporates issues concerned with the elimination of cheating, gamesmanship, doping, violence (both physical and verbal), exploitation, unequal opportunities, excessive commercialism and corruption."
(European Sports Charter and Code of Ethics, Council of Europe, 1993)

The Children (NI) Order (1995) is based on a clear and consistent set of principles designed with the common aim of promoting the welfare of children.

This policy applies to all those involved in **Robert Emmets, Cushendun** coaches, mentors, trainers, administrators, officials, volunteers, parents/guardians, young people and supporters.



The Club has the right to:

- Expect all leaders to comply with its Code of Conduct.
- Expect all youth members to maintain standards of reasonable behaviour.
- Take appropriate action if members breach the Code of Conduct or Child Protection Policy.
- Expect all members to undertake appropriate training when advised to.
- Expect leaders will not abuse members physically, emotionally or sexually.
- Take appropriate action in the event of accusations, in line with the GAA Guidelines for Dealing with Allegations of Abuse Fourth Edition 2009.
- Acquire AccessNI checks on all coaches and personnel who are responsible for working with children or vulnerable adults as from April 2008, as agreed by the Ulster Council.
- Maintain records on individuals in line with the Data Protection Act 1998 and advice from the data protection agency i.e. only hold records on individuals that they have a justifiable reason for holding.

DEFINITIONS

For the purpose of this policy we define children as any person under the age of 18 years. As defined in the Safeguarding Vulnerable Groups Order 2007.

EQUALITY STATEMENT

All children should be valued and treated in an equitable and fair manner regardless of ability, age, sex, religion, social and ethnic background or political persuasion. Children, irrespective of ability or disability should be involved in sports activities in an integrated and inclusive way, whenever possible, thus allowing them to participate to their full potential alongside other children (Code of Ethics and Good Practice for Children's Sport 2006)

The Club recognises the additional vulnerability of some children and the extra difficulties they may face when seeking help, i.e.

- Dependency due to disability may make some children feel powerless
- On occasions possible limited ability to communicate their feelings
- A negative self image can make children vulnerable to manipulation by others

To address this vulnerability coaches will seek guidance on working with children with a disability from external agencies, parents/guardians and the children themselves.

CONFIDENTIALITY STATEMENT

We at **Robert Emmets, Cushendun** 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 paramount.

Considerations of confidentiality will not be allowed to override the rights of children or young members to be protected from harm.



CLUB DESIGNATED PERSON

The appointed Designated Officer during **2012** in **Robert Emmets, Cushendun** is **Sean Mc Kendry (02821761285)**

Sean shall be made known to young members, coaches and parents alike as the designated person to whom concerns will be addressed. If the concern is about the designated person please report to the Executive Committee Chairperson or another trusted member of the committee, who will be aware of the correct procedures to deal with any concerns.

A list of current committee members is on display in the club and on the club website: **www.cushendugac.com**

The Club Designated Person will be responsible for dealing with any concerns about the protection of children in the Club. The designated person is responsible for reporting allegations or suspicions of child abuse to the County Board Designated Person, Social Services Social Care Trusts and/or Police Service of Northern Ireland.

The Club Designated Person should:

- Have detailed knowledge of the GAA Code of Best Practice in Youth Sport and the GAA Guidelines for Dealing with Allegations of Abuse document (Fourth Edition 2009).
- Have knowledge of the Code of Ethics Good Practice for Children's Sport (Irish Sports Council and Sport Northern Ireland).
- Have knowledge of statutory guidelines and relevant legislation as they relate to child protection and welfare of young people.
- Have knowledge of definitions, categorization and indicators of abuse.
- Undertake Code of Ethics (ISC/SportNI) Basic Awareness training provided by Cumann Lúthchleas Gael and any other training relating to their role or to Child Protection and Welfare matters.
- Be familiar with and able to carry out reporting procedures as outlined in the GAA Guidelines for Dealing with Allegations of Abuse (Fourth Edition 2009).
- Communicate with parents and external agencies as appropriate.
- Assist with and identify the need for Code of Ethics training within the Club and other appropriate training in consultation with the Club's Children's Officer.
- Be aware of local contacts and support services that may assist in developing and delivering their role(s).
- Advise, as appropriate, club administrators on issues of confidentiality, record keeping and data protection.

The distinct role of the GAA Club Designated Person is outlined in the GAA Guidelines for Dealing with Allegations of Abuse (Fourth Edition 2009). It is important to note that the Designated Officer does not have a counselling or therapeutic role or a responsibility for investigating or validating child protection concerns within their Club.

Investigations of alleged abuse are carried out by the relevant Statutory Authorities as outlined in Our Duty to Care or by specially appointed trained personnel in counselling, psychological and child therapeutic services. Further review and consideration of any Allegations of Abuse within the GAA structures may be carried out as deemed necessary by the appropriate body in the GAA, appointed for such purposes.

Further details on the role of the Club and County Designated Persons may be obtained in the GAA Guidelines for Dealing with Allegations of Abuse (Fourth Edition 2009).



CLUB CHILDRENS OFFICER

The appointed Children's Officer during 2012 in (Robert Emmets, Cushendun) is Tara Mc Hugh-Logan (hughmybee@hotmail.com)

The Club Children's Officer has as her primary aim the establishment of a child and youth centred ethos within the Club and will be viewed by many as the link between the children/young people in the Club and the adults. The Club Children's Officer shall be made known to young members, coaches and parents alike at the beginning of the year. It is the responsibility of the Children's Officer to regularly report to the Club Executive or Management Committee on how Club policy and procedures impact on the welfare and safeguarding of underage players and their coaches.

The Club Children's Officer should:

- Promote greater awareness within the Club of the GAA Code of Best Practice in Youth Sport.
- Assist with and identify the need for Code of Ethics training within the Club and other appropriate training in consultation with the Club's Designated Person.
- Ensure, in as far as possible, that all Players, Coaches/Team mentors, Parents/Guardians, Officials and Spectators adhere to the Code of Best Practice for Youth Sport.
- Distribute copies of the GAA Joint Code of Behaviour at club level.
- Influence policy and practice within the Club in order to prioritise children's and young people's needs.
- Promote greater consultation with underage players and participation by them in club activities and planning.
- Encourage the involvement of parents/guardians in organising Club activities and to cooperate with parents in ensuring that every young person enjoys his/her involvement with the Club.
- Establish good links with local schools involved in the promotion of Gaelic Games.
- Liaise with Coiste na nÓg to ensure that the "child centred ethos" is being adhered to through coaching and games development.
- Develop good practice procedures in the recruitment and selection of persons working with young people in the club.
- Assist, or oversee if appropriate, the distribution of AccessNI forms as applicable in the club.
- Monitor, in association with team coaches, any significant drop out rates, lack of attendance or club transfers of under age players and report accordingly to the Club Executive or Management Committee.
- Maintain on-going contact with the County Board Children's Officer and with other Club Children's Officers.

Club Children's Officers do not have the responsibility to investigate or validate child protection allegations or concerns within the Club. The liaison person appointed by the Club to deal with such concerns is the Club's Designated Person as per the GAA Guidelines for Dealing with Allegations of Abuse (Fourth Edition 2009).

The Club Children's Officer should avail of any training provided for them at County, Provincial or National level.



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 **Robert Emmets, Cushendun** is the issue of Child Protection of our young members within the operation of the club. However, being cognisant of the indicators of abuse in respect of young members caused by others outside the club is of an equal importance for the safety and well being of that child.

The Children (NI) Order 1995 formally recognises four types of abuse

- Physical** Physical abuse is the deliberate physical injury to a child, or the wilful or neglectful failure to prevent physical injury or suffering. This may include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, confinement to a room or cot, or inappropriately giving drugs to control behaviour.
- Neglect** Neglect is the persistent failure to meet a child's physical and/or psychological needs, likely to result in significant harm. It may involve a parent or carer failing to provide adequate foods, shelter and clothing, failing to protect a child from physical harm or danger, failing to ensure access to appropriate medical care or treatment, lack of stimulation or lack of supervision. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.
- Sexual** Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at or the production of pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.
- Emotional** Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Smothering a child's development through over-protection can also be a form of abuse. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone. Domestic violence, adult mental health problems and parental substance misuse may expose children to emotional abuse.



INDICATORS OF 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.

Remember Child abuse is not always readily visible

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

PHYSICAL INDICATORS	BEHAVIOURAL INDICATORS
<ul style="list-style-type: none">• Unexplained bruising in soft tissue areas• Repeated injuries• Black eyes• Injuries to the mouth• Torn or bloodstained clothing• Burns or scalds• Bites• Fractures• Marks from implements• Inconsistent stories/excuses relating to injuries	<ul style="list-style-type: none">• Unexplained changes in behaviour - becoming withdrawn or aggressive• Difficulty in making friends• Distrustful of adults or excessive attachment to adults• Sudden drop in performance• Changes in attendance pattern• Inappropriate sexual awareness, behaviour or language• Reluctance to remove clothing

GUIDELINES IN RESPONDING TO A DISCLOSURE

When responding to a disclosure or allegation of abuse it is important to observe the following:

DO's

- Be sensitive, stay calm and listen carefully to what is being reported to you. React calmly when responding, as over-reacting may alarm the young person and compound feelings of anxiety and guilt.
- Listen & hear. Give the person time to say what they want and take what is said to you seriously.
- Reassure them that they have done the right thing in telling and that it will be dealt with appropriately.
- Emphasise that the discussion, while confidential, may have to be shared with others so as to pursue the allegation correctly.
- Explain and ensure that the young person understands the procedures which will follow.
- Record in writing what was said as soon as possible.
- Report to someone else in the organisation - "the designated person". Inform the relevant GAA Designated Person of the allegation received as per the procedures



outlined in Section 6 of *GAA Guidelines for Dealing with Allegations of Abuse* 2009.

- Record your report.
- Treat all information received in a confidential manner

DON'TS

- Panic.
- Do not make false promises, particularly regarding secrecy.
- Enquire into the details of the abuse. If asking any questions do so for the purpose of clarification only
- Make a child repeat the story unnecessarily.
- Never make a judgmental statement about the allegation or the alleged abuser

GUIDELINES FOR REPORTING ALLEGATIONS/ INCIDENTS OF CHILD ABUSE IN THE GAA

- Record all incidents reported or observed on an Incident Form (**Appendix 1**)
- 1 copy to designated person
- Ensure confidentiality - only "need to know basis" (reference confidentiality clause)
- The designated person will be responsible for storing any report in a safe and secure environment
- Please refer to "Guidelines for Dealing with Allegations of Abuse", Cumann Luthchleas Gael, (Fourth Edition) 2009

Any member/employee of the Gaelic Athletic Association, who is informed, knows, suspects or is concerned that a child may be or may have been subject to child abuse, while engaged in Association activities or involving persons acting on behalf of the association, has a duty to convey such concerns as a matter of urgency to the Designated Persons at Club, County, Provincial or National level in accordance with GAA procedures, as outlined in the *GAA Guidelines for Dealing with Allegations of Abuse* (Fourth Edition).

Members of the GAA, in common with all other members of the public have a responsibility to report allegations of abuse directly to the statutory authorities. The GAA however is happy to facilitate our members in reporting these matters to the statutory authorities and have appointed Designated Persons at Club, County, Provincial and National level so as to assist this procedure.

Members/Employees of Cumann Lúthchleas Gael are furthermore obliged to facilitate and co-operate with any review or consideration of a complaint, a report or allegation of abuse which may be carried out by statutory authorities or by the relevant Club,



County or Provincial, National Designated Person or by the GAA National Child Welfare and Protection Committee.

It should be noted from the outset that when a report of abuse has been received all units and members of the Association are obliged to consider the following:

- The safety and welfare of the child must be of paramount concern to all members of the GAA. Any steps deemed necessary to protect the child should be implemented as a matter of urgency while also being careful that the person against whom the allegation has been made is not unreasonably penalized
- All actions taken should be carefully considered by the Club and County Designated Person. Issues of debarment and reporting to statutory authorities should be considered in the strictest of confidence. The formal reporting of any allegation to statutory authorities and the issuing of a debarment order shall be made by the County Designated Person on behalf of Clubs within their County or if necessary by the Provincial Designated Person (where applicable) or the GAA National Designated Person
- All matters concerning any allegation of abuse must be dealt with in strict confidence
- The principle of natural justice must always be adhered to thus ensuring that the presumption of innocence applies until otherwise proven
- When an allegation has been made and where reasonable grounds for concern have been established the matter shall be reported to the relevant authorities as a matter of urgency and to the relevant GAA Designated Person

If an allegation of child abuse is received, protective measures, proportionate to the level of risk, should be taken by the GAA Designated Person. Other than in exceptional circumstances, where a risk to a child's welfare and safety takes precedence or where the relevant statutory authority is unavailable, the relevant statutory authority must be consulted before contact is made with the person against whom the allegation is made. This may ensure that any actions taken by the GAA do not impact negatively on possible future external investigations.

- The need to invoke the temporary debarment or standing aside of the person against whom an allegation has been made shall be done in a confidential manner, notwithstanding the urgency of the matter while also ensuring that the welfare of the child is deemed to be of paramount importance.
- All reports made, whether internal or external to the GAA, shall note times, dates, locations etc. and should be signed by the person that raised the concern or made the allegation.



- Designated Persons shall accept reports, allegations or concerns of abuse from members or non members of the GAA verbally or in writing
- Any reports or concerns regarding allegations of abuse once received by the Club/County Designated Person shall be recorded, signed, dated and where reasonable grounds for concern have been established shall be reported by the County Designated Person to the Statutory Authorities and to the GAA National Designated Person
- Responses to and the reporting of allegations, reports or concerns of abuse to Club/County Designated Persons, to the Statutory Authorities and to the GAA National Designated Person (as appropriate) shall be carried as soon as possible and as a matter of priority.

Where Reasonable Grounds for Concern Exist

The ability to recognise child abuse depends very much on a person's willingness to accept the possibility of its existence as it does on an individual's knowledge and information on such matters. Child abuse need not be visible to all and while a young person may disclose that they are being abused we primarily rely on adults to be vigilant and to observe any possible forms of suspected abuse and to report all such matters to their Designated Person.

Mentors or other adults in a club are not expected to be in a position to instantly recognise instances of abuse, particularly without any prior training or experience in these matters.

The following would constitute reasonable grounds for concern and should be reported to the designated person:

- disclosures by a young person that they have been abused
- an account by a person who witnessed a child being abused
- evidence of injury for which there is no explanation, or which is consistent with abuse and unlikely to be caused in any other way
- age-inappropriate or abnormal sexual play or knowledge
- specific injuries or patterns of injuries
- consistent indication, over a period of time, that a young person is suffering from emotional or physical neglect
- absconding from home
- attempted suicide
- under-age pregnancy or sexually transmitted disease
- a young person's behaviour may raise concerns

A suspicion that is not supported by any objective indicator of abuse or neglect would not constitute a reasonable suspicion, or constitute reasonable grounds for concern. If an individual is unsure as to how to proceed with their concerns they should consult with their relevant Designated Person. Where reasonable grounds for concern exist the relevant statutory authority must be contacted.

Allegations of Child Abuse relating to a volunteer in the GAA



- The Designated Person in each Club, County or Province shall receive complaints, allegations or reports of abuse
- Should the Club, County or Provincial Designated Person be unsure as to the status of any allegations of abuse they should contact a duty social worker for advice or may seek advice from the GAA National Designated Person
- Allegations received at Club level shall be assessed in consultation with the County Designated Person. Where reasonable grounds for concern are subsequently established the County Designated Person shall report such matters to the statutory authorities, and also to the GAA National Designated Person, as soon as is practically possible

All allegations and or complaints, whether reported to the statutory authorities or not, shall be reported to the GAA National Designated Person.

- Where it has been established that there are reasonable grounds for suspecting that a child has been abused or may be at risk of being abused the County Designated Person shall immediately invoke a debarment order against any person named in the complaint or report. This would normally be done following consultation with the relevant statutory authority. The debarred person(s) shall be instructed to withdraw from all activities in the GAA pending the outcome of a full consideration and review of the allegation
- The debarment of any individual should be done in a confidential manner and the presumption of innocence remains until proven otherwise. A debarment decision, once communicated, comes into effect immediately and remains in effect until removed and the person against whom the debarment decision has been informed of such a removal or a reversal of such decision
- When an individual has been debarred by a County Designated Person this information shall also be reported immediately to the National Child Welfare and Protection Committee (through the National Children's Office) for further possible consideration
- A debarment decision must be communicated by the County, Provincial or National Designated Person or by the NCWPC
- The Designated Person making the report shall inform the parents/guardians of the child named in the complaint as to the nature of the complaint or allegation received unless by doing so it could endanger the child. This would normally be done following consultations with the relevant Statutory Authority. Actions taken by the GAA in relation to the allegations or complaint shall be communicated to the parents/guardians of the child based on the advice received from the Statutory Authorities
- The Designated Person making the report shall inform the person against whom allegations have been made as to the nature of the allegations. This would normally be done following consultations with the relevant Statutory Authority. Always allow for the necessary level of confidentiality when reporting such allegations. Inform the person if a debarment order has been enacted and the nature of such



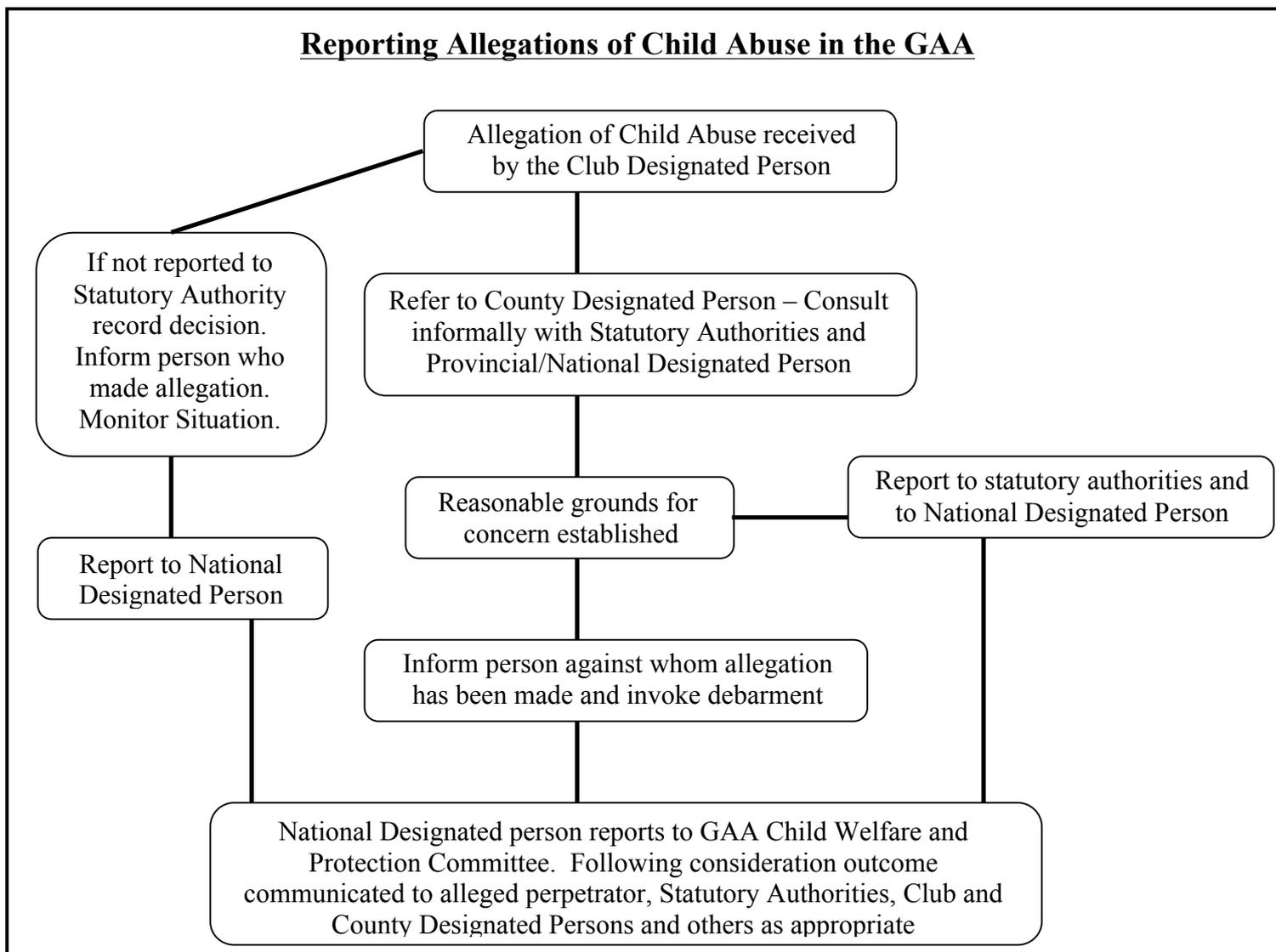
a debarment order which will remain in effect pending further consideration by the NCWPC

- The Cathaoirleach of the club shall be informed if a debarment order is made against any member of the Club. Such information shall be treated with the strictest of confidence

Non availability of Designated Person or in case of emergency

In an emergency, or in the event of a Club or County Designated Persons (or Deputy Designated Person) being unavailable to assist, reports and/or allegations of abuse may be made directly to Social Services or to the PSNI by a member of the GAA or by any member of the public.

Reporting Allegations of Child Abuse in the GAA



Allegations of Child Abuse relating to an employee in the GAA

Where the GAA, at Club, County, Provincial or National level has entered into an employer/employee arrangement with an individual the 'employer' must ensure that employees are aware of the internal line management reporting procedures for dealing with allegations of abuse. These procedures should clarify how allegations of abuse are processed when such allegations are made against fellow employees, volunteers or young people. Employers should be aware of employment legislation and



any other employee relations policies when dealing with allegations involving paid employees.

Similarly as to cases involving allegations of abuse made against a volunteer, should any allegations of abuse be made against an employee the safety and welfare of the child must be of paramount concern to all members of the GAA. Any steps deemed necessary to protect the child should be implemented as a matter of urgency while also being careful that the person against whom the allegation has been made is not unreasonably penalised.

Employer's procedural responsibilities

It is recommended that the same person should not have responsibility for dealing with the issues surrounding the reporting of allegations and the employment/contractual issues. The Designated Person will normally have responsibility for the volunteer or young person while a person acting in the capacity of employer or on behalf of the employer e.g. a Chief Executive Officer, County Secretary, Human Resources Manager or equivalent senior person will have responsibility for dealing with allegations made against an employee.

Staff and indeed volunteers may be subject to erroneous or malicious allegations. Therefore any allegations of abuse should be dealt with sensitively and relevant supports provided, within the resource capabilities of the Association and following legal and statutory authority advice.

The principal aim however is to protect the child while taking care to treat the employee fairly. Organisations need to identify how they can best fulfill this objective.

Action taken in reporting an allegation of abuse against an employee should be based on an opinion formed reasonably and in good faith. When an allegation is received it should be assessed promptly and carefully. It will be necessary to decide whether a formal report should be made to the statutory authorities and this decision should be based on reasonable grounds for concern.

When an allegation has been made against an employee the following steps should be taken:

- All actions shall be guided by agreed GAA reporting procedures, as outlined elsewhere in these Guidelines, by the employees contractual arrangements and by the rules of natural justice
- The Chief Executive Officer, County Secretary, Human Resources Manager or equivalent senior person shall be informed of the allegation as soon as possible and shall take responsibility for processing the matter on behalf of the employer
- The first priority should be to ensure that no child is exposed to unnecessary risk. The employer should, as a matter of urgency, take any necessary protective measures. These measures should be proportionate to the level of risk and should



not unreasonably penalise the employee financially or otherwise, unless this action is deemed necessary to protect children. Where protective measures do penalise the employee, it is important that early consideration be given to the case

- The agreed recording and reporting procedures, as outlined in these Guidelines should be adhered to at all times in respect of the young person and the employee
- The CEO/HR Manager or equivalent senior person should advise the employee of the allegation. This should be done in private and with due consideration of confidentiality and natural justice and following advice from the statutory authorities. The procedures for dealing with the allegation should also be outlined to the employee
- The employee should be afforded the right to respond in accordance with established grievance procedure. The response should be noted and passed to the statutory authorities as part of any subsequent formal reporting procedure
- The CEO/HR Manager or equivalent senior person should also notify the statutory authority of any other organisation working with children with which the person against whom the allegation is made may be involve
- If the allegation is against the CEO, the allegation should be referred to the Chairperson of the Board/Management Committee or an equivalent senior person
- The parents/guardians of the young person should be informed immediately of the complaint against the employee unless by doing so you endanger the young person. Advice should be taken from the statutory authorities as to how this might best be done
- Any follow up on an allegation of abuse against an employee should be made in consultation with the relevant statutory authorities. An immediate meeting should be arranged for this purpose
- After the consultations referred to above have taken place, and when pursuing the question of the future position of the employee the CEO/HR Manager or equivalent senior person on behalf of the employer should advise the employee of the situation and should follow the agreed procedures
- Employers should ensure that any actions taken by them do not undermine or frustrate any investigations being conducted by the statutory authorities.
- Employers must keep comprehensive records of any allegations made, details of how the allegations were managed and details of any action taken and decisions reached. These records must be stored confidentially and a copy given to the individual concerned. This information must be retained on file, including information on those who may leave the employment of the organisation for further possible reference

Where 'Reasonable Grounds for Concern' may not exist

There will be occasions where certain instances of alleged abuse may be suspected, or there may be doubts as to the substantive nature of an allegation or suspicion. A suspicion which is not supported by any objective indication of abuse or neglect would not constitute a reasonable suspicion or reasonable grounds for concern. Where there may be insufficient grounds for establishing or substantiating such concerns the following course of action is recommended but should be proceeded with



carefully and confidentially while ensuring the welfare of the child remains paramount:

- The issue, as it may relate to a volunteer or young person in the Association, should be subject to clarification of facts and updating where appropriate between the Club and County Designated Person. In the case of an employee the matter should be subject to updating by the CEO/HR Manager or equivalent senior person previously involved in the initial reporting of the allegation or suspicion of abuse.
- Advice on the matter may be sought from the National Designated Person and/or from the relevant statutory authority
- The conduct of the person that caused such concerns should be monitored and recorded as appropriate
- A formal review of the matter should be agreed between the Club Designated Person and the County Designated Person as it relates to a volunteer or young person and the CEO/HR Manager or equivalent senior person in consultation with the National Designated Person, as it relates to an employee
- Should reasonable grounds for concern be established, following the commencement of this course of action, the formal reporting procedures should be enacted
- At all times the welfare of any child involved in such matters should be of paramount concern and the Association through the appointed Designated Persons or while acting in the capacity of an employer should act accordingly.

When an allegation is not referred to the statutory authorities

In situations where the Designated Person, following consultations (perhaps with the relevant statutory authority) subsequently decides that an allegation received or concerns relayed to them will not be formally reported to the relevant statutory authorities the individual (whether it is an adult or a child) who raised the concerns or made the allegations should be given a clear written statement of the reasons why the reported concern are not being reported to the statutory authorities. The individual should be advised that, if they remain concerned about the situation, they are free to consult with, or report to, the statutory authorities themselves.

All report of alleged abuse made against members of the GAA **must** be forwarded to the National Designated Person, regardless of whether it has or has not been reported to the relevant statutory authorities. Where a decision is made not to refer reported concerns to statutory authorities this decision and the reasons contained therein must be recorded and subsequently brought to the attention of the GAA National Designated Person.

The above directions also apply to situations where an allegation received or concerns relayed against an employee are not being reported to the relevant statutory authorities.

False Allegations



The making of a false allegation by a member of the GAA shall be deemed to be a serious breach of the GAA Code of Best Practice in Youth Sport. Any allegation made which is subsequently found to be false or of a malicious nature, shall also be deemed to be a serious breach of these Guidelines and subsequent disciplinary action may follow.

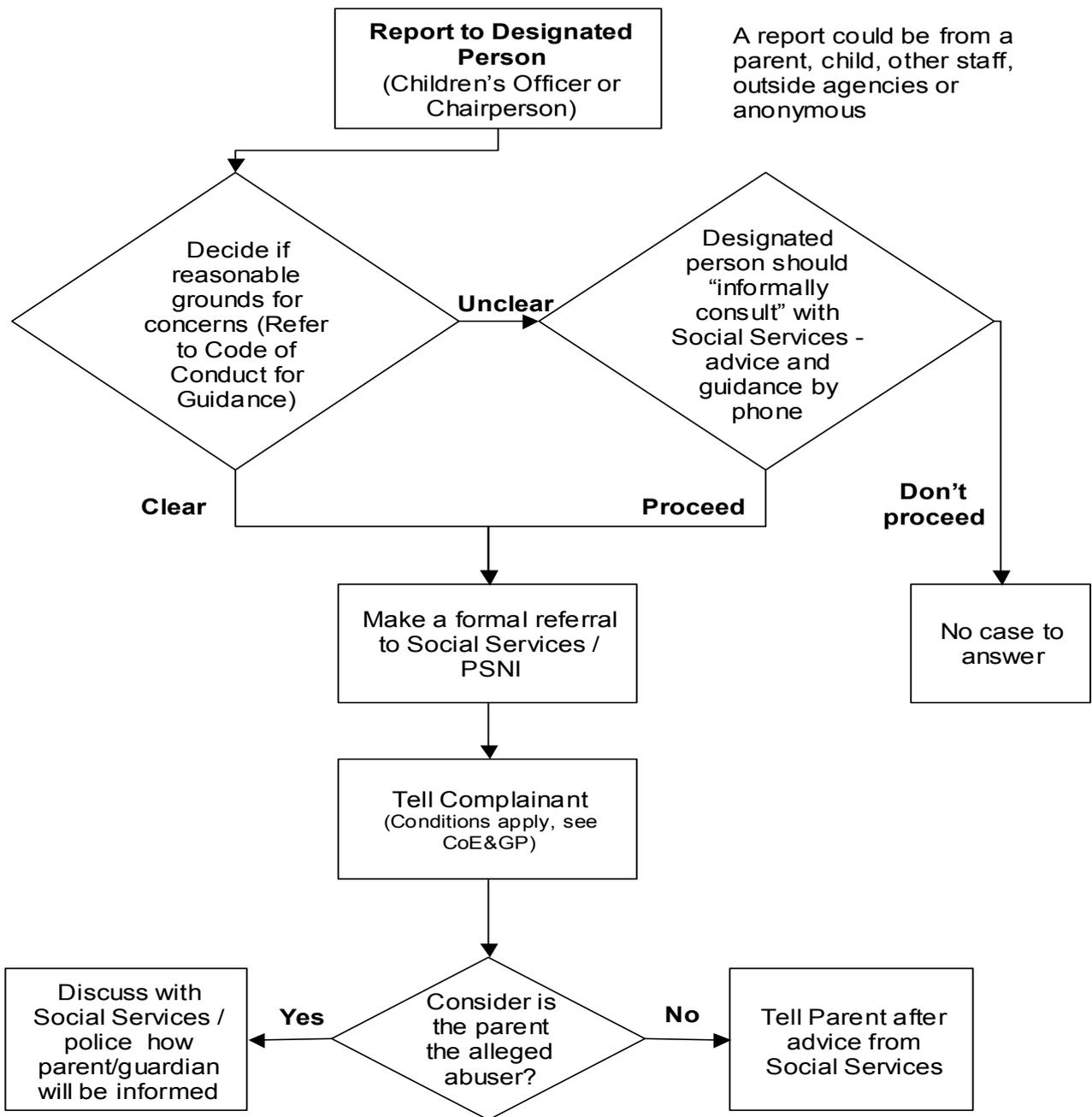
It should be noted that an individual who reports concerns in 'good faith' is not deliberately attempting to slander another person's name., **The Criminal Law Act (NI) 1967** exists in the six counties and places the responsibility on everyone to report offences or to forward information to the police by emphasising the, 'duty of every other person, who knows or believes,

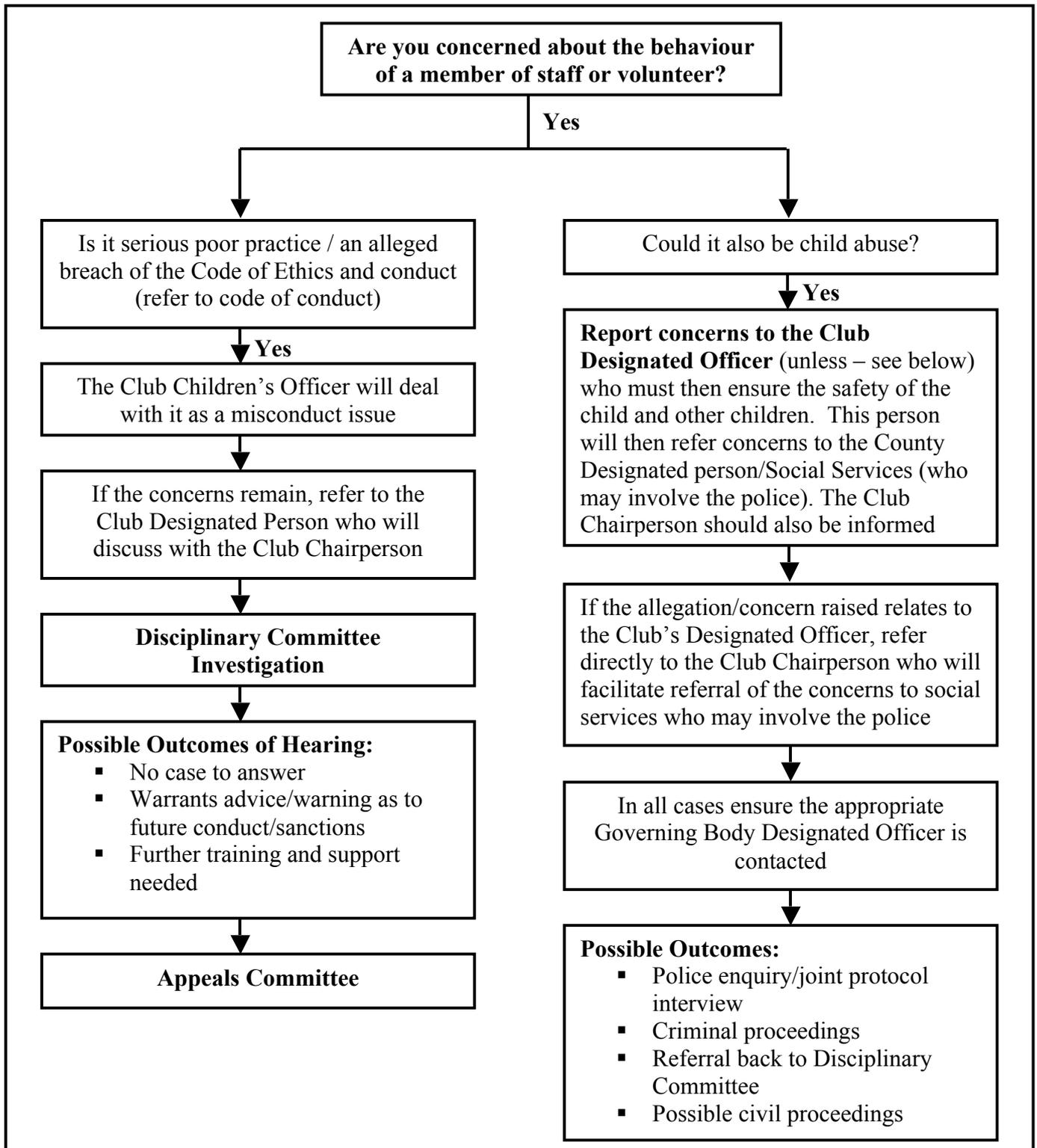
(a) that the offence or some other arrestable offence(s) have been committed: and

(b) that they have information which is likely to secure, or to be material assistance in securing, the apprehension, prosecution or conviction of any person for that offence.'

When the complaint is about possible abuse outside the organisation







If you do not know who to turn to for advice or are worried about sharing your concerns with a senior colleague, you should contact the Provincial Designated Officer or the Provincial Children's Officer (028 37521900); or the GAA National Children's Officer (00353 18363222); the Social Services direct (or the NSPCC on 0808 800 5000 or Childline on 0800 1111). At any stage during the process in the left hand column the issue can be referred externally either formally or informally for advice. Following the external (right column) outcome the matter may be referred back to the club's Disciplinary Committee.



BULLYING

Robert Emmets, Cushendun;

- Respect every child's need for, and rights to, a play environment where safety, security, praise, recognition and opportunity for taking responsibility are available.
- Respect for 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

What is Bullying?

Bullying behaviour can be defined as repeated aggression be it verbal, psychological or physical, conducted by an individual or group against others. The term 'target' is used to describe the person or persons that are bullied.

Bullying contains seven key features:

- An intention to be hurtful
- The intention is carried out
- The behaviour harms the target (the person or persons being bullied)
- The bully overwhelms the target with his or her power
- There is often no justification for the action
- The behaviour repeats itself again and again
- The bully derives a sense of satisfaction from hurting the target

There are a number of forms or types of bullying which may take place in a sports context including:

- **Direct bullying** - where the behaviour is obvious and bystanders are aware of it, e.g. physical or verbal bullying
- **Indirect bullying** - where the behaviour is more difficult to recognise, e.g. intimidation or isolation
- **Verbal bullying** - including slandering, ridiculing, slagging, sarcasm, abusive telephone calls, name calling, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation and the continual ignoring of individuals etc.
- **Physical bullying**- including pushing, striking, shoving, kicking, hitting, pinching, assaults, damage to person's property and theft
- **Gesture bullying** - including non-verbal gestures/glances which can convey threatening or frightening messages/intent



- **E-bullying/Cyber-bullying** - using web pages, emails, text etc. to abuse, intimidate and attack others, either directly or indirectly
- **Relational bullying** - behaviour which sets out to deliberately damage another person's friendship or feelings of inclusion in a friendship group, e.g. exclusion, isolation etc.
- **Extortion** - the deliberate extortion of money or other items of property accompanied by threats
- **Homophobic bullying** - bullying that is typically aimed at young people who are or who are perceived to be gay, lesbian or bisexual. It can include name calling, isolation and violence
- **Sectarian/Racial bullying** - can be expressed physically, socially or psychologically when one is labelled negatively as being different from others according to one's race or religion and could also include taunting, gesturing or graffiti
- **Mobbing** - This means that the target is being bullied by a group of perpetrators and not just one perpetrator
- **Sexual** - unwanted physical contact, sexually abusive comments or suggestions

Peer Abuse

In some cases of abuse the alleged perpetrator will also be a child. In these situations the GAA child welfare and protection procedures, including those outlined in the GAA Code of Best Practice for Youth Sport and in these Guidelines for Dealing with Allegation of Abuse should be adhered to for both the victim and the alleged abuser. If there is any conflict of interest between the welfare of the person against whom allegations of abuse are made and the victim, the victim's welfare is of paramount importance.

Abusive behaviour perpetrated by children must be taken seriously. Early referral and intervention is essential in all such instances. Peer Abuse can be defined as the physical, mental, emotional or sexual mistreatment of a person by somebody else of the same peer and/or age group. Quite often in a sporting context, whether in a team or individual context a key concern would be where a child/young person is mistreating another child/young person of a similar age.

E-Bullying/Cyber Bullying

Action that results in the deliberate tormenting, threatening, harassing, humiliating, embarrassing, or otherwise targeting of a child or young person by another person using the Internet, interactive and digital technologies or mobile phones would constitute E-Bullying or Cyber Bullying.

- Children or vulnerable adults 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 child, the parent and the coach.



- This club is committed to the early identification of bullying and prompt, collective action to deal with it.
- Policy and practice will be agreed through consultation with the club, parents and children.
- Children should be encouraged to take a role in stopping bullying in the club.
- Policy and practice will be reviewed regularly in the light of changing needs and changes adopted by other agencies.
- Coaches will be given support when dealing with a bullying incident.

All types and forms of Bullying are unacceptable. Bullying behaviour may take place in any setting whether it is in schools, the home or in a sporting environment. Instances of Bullying in a sporting environment, as with many other forms of social interaction by young people, may be carried out by other children, younger or older, by children individually or as part of a group or by an adult or adults involved in the club. Indeed a child may be suffering from Bullying outside of their participation in the GAA but the actions suffered may still impinge upon the child's participation in GAA club activities and games.

Robert Emmets, Cushendun implements an anti-bullying approach which includes children and young people and sports leaders who are directly involved and take account of everyone in the organisation or club, as they all have a part to play in countering bullying. Creating a supportive environment where it is not acceptable to bully and where the ethos of the club is that it is 'ok to tell' or to report instances of bullying. In creating this type of environment, the cycle of silence in relation to bullying can be broken. In the first instance, it is the responsibility of the Club whether it is through their Children's Officer or coaches to deal with any instances of Bullying at Club level.

The more extreme forms of bullying behaviour would be regarded as physical or emotional abuse, and as such should be referred to the Club's Designated Person who in line with GAA guidelines may deal with the matter as a reported allegation of abuse.

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

Support to the Child

- Children should know who would listen to and support them.
- Any advice and assistance should be given by an experienced coach.
- Children should have access to Helpline numbers.
- Children should be told what is being recorded, in what context and why.
- Systems should be established to open the door to children wishing to talk about bullying or any other issue that affects them. Barriers to talking need to be broken down to enable children to approach adults.



- Anyone who reports an incident of bullying will be listened to carefully and be supported, whether the child being bullied or the child who is bullying.
- Any reported incident of bullying will be investigated objectively and will involve listening carefully to all those involved.
- Children 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, should be avoided.

Support to the Parents

- Parents should be advised on club policy and practice about bullying.
- Any incident of bullying will be discussed with the child's parent(s).
- Parental advice on action will be sought and agreements made as to what action should be taken.
- Information and advice on coping with bullying will be given.

Support should be offered to the parent(s) including information on other agencies or support lines (e.g. Parentline 0808 800 2222)

PHYSICAL CONTACT

Physical Contact should always meet the child's needs, NOT the adult's.

It should only be used to:

- Develop skills or techniques.
- Treat an injury (following first aid guidelines).
- Prevent an injury or accident from occurring.
- Meet the requirements of the activity.
- In responding to distress and success.

The nature and reason for the physical contact should be explained to the child in advance.

YOUTH MEMBERSHIP

At the start of each training/coaching year (January) we will issue Youth Membership Forms for all our youth members to complete (Appendix 2). This will ensure that the coaches have important information for each youth member e.g. contact details for parents, medical information etc. All information will be treated with the strictest of confidence and will only be used if an emergency situation arises.



SAFE RECRUITMENT PROCEDURES FOR VOLUNTEERS / COACHES

- Volunteers and coaches are carefully selected, trained and supervised. The office bearers of the club committee must vouch for their potential involvement and their participation must be ratified by the unanimous approval of remaining coaches.
- All new coaches / volunteers working with children or young people must complete an application form (**Appendix 3**)
- All references will be verified by the Club Executive Committee and should be kept on file for record (**Appendix 4**)
- Declaration of past convictions or cases pending and agreement to have an AccessNI Check completed, this is of course a pre-requisite to approval to coach or work with Children or vulnerable adults in any capacity within the club, as agreed by the Ulster Council GAA.
- In cases where a report is returned as part of the AccessNI check with information regarding criminal activity the Governing Body will consider the contents of the report and make a decision on the suitability of the proposed individual to work with children. The Child Protection Officer and/or the Chairperson of the Executive Management Committee will be notified if the individual is deemed unsuitable.
- **ALL** volunteers/coaches must agree to abide by the club's Child Protection Policy and all are required to sign a pro-forma stating this.
- **ALL** new volunteers/coaches who commence duties will have a 6 month probationary period
- Any concerns or objections with regard to suitability of a coach must be submitted to the "designated person". These matters will be raised with the club committee with appropriate action taken including a formal response in writing to the concerned party if required.
- We recommend that volunteers should be given an induction period for two months, after which the Club Executive Committee have the power to remove a person from a role should they be deemed unsuitable.

TRAINING FOR VOLUNTEERS/COACHES

- Governing Body approved coaching sessions for volunteers/coaches have been scheduled by the County Board and ALL coaches are expected to qualify to at least Foundation level.
- Education and training in the basics of child protection will apply to all coaches/volunteers/committee members working with the children or young members. Continuous updating and review of our current Child Protection Policy will be committed to.
- We will ensure that all new coaches have attended child protection awareness workshop within six months of taking up their post. This opportunity will also be made



available to parents and other volunteers to enable a culture of a child-focused club to prevail.

- Volunteer Officers will be urged in their role to attend Ulster GAA Club Maith Officer Training Programme.

GOOD AND SAFE WORKING / PLAYING PRACTICES

Robert Emmets, Cushendun agree to provide:

- Proper supervision of children within the club and with a satisfactory ratio of coaches: children. A **maximum** ratio of 1 coach to 20 children will be adhered to. (This will vary dependent on the age group being trained)
- Use of proper, recommended equipment including.
 - Sport specific guidelines e.g. goal posts etc....
 - identification markers/ cones, clearly visible
 - playing /coaching surfaces, free from debris
- Use of equipment only when supervised by a coach.
- A clearly defined area of play/ in bounds and safe from vehicular traffic.
- Public Liability Insurance in place, covering all members of the club.
- Only children within same/ similar age bands will be selected for team playing/ coaching.
- A first aider and first aid kit on hand in event of an accident, with accident incident book/folder to be marked up at every accident. **All** accidents will be reported to parents at collection (Appendix 5).
- In the event of transport being required this will be provided and supervised by coaching/ volunteers in possession of driving license and roadworthy vehicles only. Permission must be sought from parents prior to any transport being facilitated.
- A safe environment for members.
- Ongoing training and information for coaches and volunteers.
- Implementation of policy and procedures in line with guidance from *the GAA Code of Best Practice in Youth Sport; Our Duty to Care;* and the *Code of Ethics and Good Practice for Children's Sport.*
- Facilitation of open discussion on member protection issues.
- Support to all members who report accusations of abuse.
- Suspected abuse information treated confidentially.
- Appropriate action if members breach standards of reasonable behaviour in line with our code of conduct policy.
- The establishment and maintenance of a coaching register.
- The setting of standards of good practice.
- The designated protection officer has knowledge of statutory child protection procedures and their responsibility in reporting concerns from Co-operating to Safeguard Children DHSSPS.



- The legal duty to refer a volunteer to the Independent Safeguarding Authority (ISA) if they remove that person for causing harm or risk of harm to a child or vulnerable adult
- That parents are kept informed, therefore parents should have access to the club's policy guidelines for away trips / overnights and the use of photography and video equipment.

The implementation of good and safe working practice is to develop the club in the short, medium and long term to the mutual benefit of the member, the local area and community as a whole.

GUIDELINES FOR REPORTING ACCIDENTS

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

- Fill in a copy of the Accident Form for **ALL** accidents.
- Contact emergency services/ GP if required.
- Inform parents/guardians if a young person has been injured.
- Record in detail all facts surrounding the accident, witness's etc.
- One copy of form to incident book/folder.
- An accident book/folder is required for all coaching sessions for Under 8's, Under10's, Under 12's, Under 14's, Under 16's and Minors etc any teams that involve children under the age of 18 years old.
- If any coach identifies an action required to prevent a similar accident occurring they are encouraged to inform the Youth Committee/Executive Committee as soon as possible.

PHOTOGRAPHS AND IMAGES OF CHILDREN

Robert Emmets, Cushendun feel it is important to recognise the achievements and successes of our youth and of the club as a whole. One of the ways to do this is to publish photographs and details of achievements in our local press. As a club we would like to use pictures of our youth members in the local press and at times, on the club website.

We take the issue of child safety very seriously and this includes the images of the children in our care. Our duty to our young members is paramount and this form of publicity must be carefully monitored to ensure that it is consistent with our Child Protection Policy and the Data Protection Legislation.

For this reason we have put the following guidelines into place:

- We ask parental consent for the club to take and use photographs of their children and for permission to use the press and media to promote the youth programme (Appendix 6).
- Photographs and interviews will at all times take place in the presence of a coach.
- We will only use team photographs and action photographs on our website.
- Action and individual photographs will only be used, with individual parental consent, prior to the inclusion on the club website or in the local press.
- No personal details relating to the young person should be revealed as accompanying materials to the photograph or recorded image.



The guidelines for use of photography and filming, as previously stated above also apply to those that maintain a club website with regards to uploading photographs and recorded images.

The Child Protection in Sport Unit (CPSU) also recommends the following practices which we shall adopt;

- Provide a clear brief to the photographer about what is considered appropriate in terms of content and behaviour.
- At the beginning of each year ensure that parents are asked to sign a photograph consent form for their child/children.
- Inform children 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.
- Do not allow unsupervised access to children or one to one photo sessions at events.
- Do not approve/allow photo sessions outside the events or at a child's home.
- Children and parents should be informed that if they have concerns they could report these to the organiser.
- Concerns regarding inappropriate or intrusive photography should be reported to the event organiser or official and recorded in the same manner as any other child protection concern.

GUIDELINES ON TRANSPORTING A CHILD OR YOUNG PERSON IN YOUR CAR

The Child Protection in Sport Unit and guidance from the SportNI encourages coaches not to take children on journeys alone in their car.

Best practice is clearly to avoid transporting a child alone, but we recognise that in some circumstances it is an essential part of a child's participation in training and competition.

If all alternatives have been exhausted and an adult has to transport a child these are the safety measures that insert club name have put in place to minimise the risk:

- The driver like all coaches / volunteers who have access to children in our club should have agreed to an AccessNI check being carried out on them. The club should also have sight of the driver's licence to ensure there are no endorsements.
- Parents 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 about transport arrangements to check they are comfortable about the plans.
- The driver (and club) 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 in the car.



- Coaches should avoid leaving off after a match or training session but if this is necessary coaches / volunteers should alternate which child is dropped off last. Ideally two child would be left off at an agreed point i.e. one of their family homes.
- The person who leaves children home should be alternated; this would reduce the risk of any one individual from always being alone with the child.
- The driver should have a point of contact and mobile phone should they break down.
- Vehicles should be equipped with a First Aid Kit
- Our club must ensure that children are aware of their rights and they have someone to turn to or report any concerns they may have. If a culture of safety is created within our club then the child is more likely to talk to another person if they are feeling uncomfortable about a situation.
- Children should wear seatbelts at all times. The driver is legally responsible to ensure that a child under 14 wears a seatbelt (i.e. the adult would have to pay any fine) but morally responsible to ensure all passengers wear seatbelts.
- In the instance of late collections these can present the club and coaches with particular difficulties. Parents/guardians will be provided with reminders addressing the issue and outlining their responsibility and the consequences of late collections. This issue will be addressed through the youth newsletters. Our club through the membership forms have contact numbers for parents/guardians and if possible be provided with an alternative contact number. Parents/guardians have a contact number for the club/coach to inform them of emergencies and possible late collections. Appropriate action will be agreed on an individual basis if children are continually collected late. Each individual case will be discussed and the Youth Committee will agree appropriate action.

Like all advice these procedures will only reduce the risk and still the best advice is to avoid transporting children alone in a car.

USE/MISUSE OF MOBILE PHONES

Robert Emmets, Cushendun understands and respects the importance that parents/guardians place on the use of mobile phones as a means of contacting their children when away from the home setting. However, there are times that the use of mobile phones must be limited in order to protect all children within the club. For this reason we have placed the following limitations on the use of mobile phones in our club activities;

- It is recommended that children are discouraged from bringing mobile phones to training sessions to avoid loss and damage.
- It is the responsibility of parents and children to ensure that mobile phones are kept in a safe and secure place at all times.
- The club holds no responsibility for mobile phones lost or stolen while on club premises or while away from club premises attending away games.
- Children are forbidden to use mobile phones, and, in particular, picture/video phones in dressing rooms while on club grounds or while attending away games.
- The misuse of mobile phones will be taken seriously by all club members and persistent misuse will be brought to the attention of the Child Protection Officer to be actioned.
- Coaches should not use internet chat sites e.g. MSN, Bebo, and Facebook etc, to communicate with young players.



- It is strongly recommended that when information is passed on regarding games, training or other activities for under age players that it is done via group texts and that these group texts **should preferably be sent to the parents of under age players**. Coaches and /or the Club Rúnaí should obtain these relevant contact numbers when an under age player is being registered. This recommendation only applies to underage players i.e. under 18 year of age.
- If, for whatever reason, a parent/guardian insists or requests that the information is sent directly by the club to their child and gives this request in writing the club may, if they so wish, accede to this request. However, if the club accedes to the request the information can only be sent as part of a group text and cannot be communicated individually to the under age player.
- The GAA would regard the individual texting of an under age player by their coach or mentor as being inappropriate and unnecessary. We do not wish to compromise the role of the coach and its best not to communicate by mobile in such instances where the coach would have the personal mobile telephone number of a child and the child or young person could equally have access to the coaches telephone number as well.
- County underage development squads and minor squads, the recommended group text mechanism is still preferred but if you have parental/guardian permission to group text under age players you may avail of this option.
- If an underage player is on the club's senior panel, the same recommendation applies and parental/guardian permission must be sought if you wish to directly communicate with the young person as part of a group text scheme.

SUPERVISION OF DAY TRIPS AWAY FROM THE CLUB

- Written permission of parent/guardians should be obtained for all away day trips **(Appendix 7)**.
- Medical conditions or special needs details of children should be sought from parents/guardians.
- Emergency contact details of parents/guardians should be sought and recorded.

Details of the away day trip should be given to parents/guardians e.g. location, venue, time, guidelines in respect of clothing, provision of lunches etc.

SUPERVISION OF OVERNIGHT TRIP AWAY FROM HOME

- Written permission of parent/guardians should be obtained for all overnight trips **(Appendix 8)**.
- This form should be completed by a parent/guardian before a child can participate in an over night trip away from home.
- Medical conditions or special needs details of children should be sought from parents/guardians.
- Emergency contact details of parents/guardians should be sought and recorded.

The following guidelines should apply:

- A specific ratio of adults to children should have been agreed in advance.



- Check out the proposed accommodation for children/young people and Club leaders. Ensure that it complies with Health and Safety regulations, is accessible, is of a suitable standard and is appropriate for the particular group and programme.
- When availing of overnight accommodation adults should not share a room with a child. If exceptional or emergency circumstances so dictate and the presence of an adult are deemed necessary there should be more than one child in the room with the adult.
- Where children and young people are sharing a room it should be done so with others of the same age grouping and gender. It also be preferably that the sharing of rooms be done with fellow club members at an inter club event.

Club Cathaoirleach:

Signed: _____

Date: _____

Club Rúnaí:

Signed: _____

Date: _____



Robert Emmets, Cushendun CLG

Safeguarding Vulnerable Adults Policy

*Date: _01/11/2011_____

(*This is the date when the policy was adopted by the club)

1. **Robert Emmets, Cushendun** acknowledges its responsibility to safeguard the welfare of all vulnerable adults involved in club from harm.
2. **Robert Emmets, Cushendun** confirms that it adheres to the GAA Safeguarding Policy and the procedures, practices and guidelines and endorses and adopts the Policy Statement contained in that document.
3. **A Vulnerable Adult is a person who is 18 years of age or over and unable to care** independently for themselves. This may be because they have a physical disability, experiencing mental health issues including dementia, have learning disabilities or due illness, injury or have become severely frail, through old age. All of which could be either a permanent or temporary state as defined in the Safeguarding Vulnerable groups order 2007.
4. The Key Principles of the **Robert Emmets, Cushendun** Safeguarding Vulnerable People Policy are that:
 - The welfare of the vulnerable adult is, and must always be, paramount to any other considerations;
 - All participants regardless of age, gender, ability or disability, race, faith, culture, size, shape, language or sexual identity have the right to protection from abuse or harm;
 - All allegations or suspicions of abuse, neglect, harm and poor practice will be taken seriously and responded to swiftly, fairly and appropriately;
 - Working in partnership with other organisations, statutory agencies, parents, careers, is essential for the welfare of vulnerable adults; and
 - Vulnerable Adults have a right to expect support, and personal and social development delivered by an appropriately recruited, vetted and managed in relation to their participation in sport, whether they are playing, volunteering or officiating in the community areas of the sport.
5. **Robert Emmets, Cushendun** recognizes that all vulnerable Adults have the right to participate in sport in a safe, positive and enjoyable environment whilst at the same time being protected from abuse, neglect, harm and poor practice. **Robert Emmets, Cushendun** recognises that this is the responsibility of everyone involved, in whatever capacity, at the club.
6. **Robert Emmets, Cushendun** will implement and comply with the **Robert Emmets, Cushendun** Code of Conduct and the GAA Codes of Conduct for Coaches, Spectators and Officials as appropriate.
7. The Club Safeguarding Officer is:
(Sean Mc Kendry, 02821761285)

If you witness or are aware of an incident where the welfare of a vulnerable adult has been put at risk you must in the first instance inform the Club Safeguarding Officer. They will then inform the **Robert Emmets, Cushendun** Club Chairman. If an incident involves the Club Safeguarding Officer you should inform the Club Chairman as long as the Club Safeguarding officer is not the Club Chairman. If the Safeguarding Officer happens to also be the Club Chairman then the incident must be reported to the Club Secretary.



8. All members of **Robert Emmets, Cushendun** who have a regular supervisory contact with vulnerable Adults or a management responsibility for those working with vulnerable adults must undertake an Access NI check.
9. **(Club Name)** will ensure that all its members, whether they are coaches, parents, players or officials will comply with the GAA Code of Best Practice in youth sport guidance. In summary, the following are NOT acceptable and will be treated seriously by the club and may result in disciplinary action being taken by the club:
- Working alone with a child, children, vulnerable adult, or adults;
 - Consuming alcohol whilst responsible for vulnerable adults;
 - Humiliating vulnerable adults;
 - Inappropriate or unnecessary physical contact with a vulnerable adult;
 - Participating in, or allowing, contact or physical games with vulnerable adults;
 - Making sexually explicit comments or sharing sexually explicit material with vulnerable adults.
10. **Robert Emmets, Cushendun** manages the changing facilities and arranges for them to be supervised by two adults of the appropriate gender for the players using the facilities. **Robert Emmets, Cushendun** ensures that all its coaches, parents, officials and spectators are aware that adults must not change at the same time, using the same facilities as children or vulnerable adults.
11. **Robert Emmets, Cushendun** will ensure that its coaches and team managers will receive the support and training considered appropriate to their position and role.
12. Any events held on **Robert Emmets, Cushendun** premises must comply with this Policy and if appropriate a Safeguarding Plan should be discussed and circulated to those affected. Any tours, overseas or domestic activities, undertaken by **Robert Emmets, Cushendun** must comply with the relevant Regulations and Guidance relating to tours and trips.

Club Cathaoirleach:

Signed: _____

Date: _____

Club Rúnaí:

Signed: _____

Date: _____



APPENDIX 1

**CHILD PROTECTION
INCIDENT FORM**

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

Club or Agency:	
Your name:	
Your position:	
Child's name:	
Child's address:	
Parents/carers names and address:	
School:	
Child's date of birth:	
Date and time of any incident:	
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:	
External agencies contacted (date & time)	
Police yes/no	If yes – which: Name and contact number: Details of advice received:



<p>Social services Yes/ no</p>	<p>If yes – which: Name and contact number: Details of advice received:</p>
<p>Governing Body: GAA Yes/no</p>	<p>Name and contact number: Details of advice received:</p>
<p>Local Council/Education Dept Yes/no (If appropriate)</p>	<p>If yes – which: Name and contact number: Details of advice received:</p>
<p>Other (e.g. NSPCC)</p>	<p>Which: Name and contact number: Details of advice received:</p>
<p>Signature: _____ Print name: _____</p>	
<p>Date: _____</p>	

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.



YOUTH MEMBERSHIP FORM

Member Details:

Name of Member: _____

Address: _____

Date of Birth: _____

Telephone Number: (Home) _____

(Mobile) _____

E-Mail: _____

School: _____

Parent Information:

Name: _____

Address: _____

Telephone Number: (Home) _____

(Mobile) _____

E-Mail: _____

MEDICAL DETAILS:

Name of Doctor: _____

Address: _____

Telephone Number: _____

Medical Conditions (e.g. Asthma etc):

Special Needs: _____

Allergies: _____

All information submitted is given on a voluntary basis and will be treated with the strictest of confidence and only be used if an emergency situation arises.





Robert Emmets, Cushendun

**APPLICATION FORM FOR NEWLY RECRUITED
COACHES/VOLUNTEERS/MEMBERS/OFFICERS etc....**
(Delete as appropriate)

Advice to Applicants

Please complete this form as accurately as possible and return it to the person responsible in your club. An arrangement will be made with you to discuss any clarification if required.
Thank you for your co-operation.

Position Applied For: _____

Full Name: _____

Maiden Name (if applicable) _____

Date of Birth: _____

Address: _____

Telephone No: _____

Mobile Number: _____

Please outline why you wish to become involved in the GAA:

Continue on a separate page if necessary.

Previous experience / involvement in this or any other club. Please give details below:

Continue on a separate page if necessary.



Have you ever been asked to leave a sporting organisation in the past?

(If you have answered yes we will contact you in confidence)

Yes No

TRAINING:

Have you completed Child Protection Awareness Training?

Yes No

If yes, who was it organised by and when approximately?

Do you agree to undergo specific training where necessary on the role of the **(insert position being appointed)**

Yes No

CRIMINAL CONVICTIONS

You **must** tell us now if you have a case pending or if you have ever been convicted of a criminal offence, or cautioned by the police, or bound over. You **must** include all offences, even minor matters such as motoring offences, and ‘spent’ convictions, that is, things which happened a long time ago. If you leave anything out it may affect your application. The disclosure of a criminal record or other information will not debar you from registration / appointment unless **NAME OF ORGANISATION** considers that the conviction renders you unsuitable. In making this decision the **NAME OF ORGANISATION** will consider the nature of the offence, how long ago it was committed and what age you were at the time and other factors which may be relevant.

Have you ever been convicted of a criminal offence or been the subject of a caution; a Bound Over Order; or the subject of an investigation alleging that you were the perpetrator of adult or child abuse?

Yes No

If so, please state below the nature, date(s) and sentence of the offence(s)

Please provide any other information you feel may be of relevance such as:

- the circumstances of the offence/incident
- a comment on the sentence received
- any relevant developments in your situation since then
- whether or not you feel the conviction has relevance to this post.

Continue on a separate page if necessary.

Please note you are advised that under the provisions of the Rehabilitation of Offenders (Exceptions) Order (N.I.) 1979 as amended by the Rehabilitation of Offenders (Exceptions) (Amendment) Order (NI) 1987 you should declare all convictions including ‘spent’ convictions.



Declaration

I understand that I must also complete an AccessNI Disclosure Certificate Application Form and that this check must be carried out before my application for registration/appointment can be confirmed. This has been explained to me and I am aware that spent convictions may be disclosed. I declare that the information I have given is accurate and I am also aware that Ulster GAA as the registered Body carrying out the check may, share information returned with the designated signatory, Club Chairperson or Club Secretary in my club.

REFEREES:

Please supply the names, addresses, and a contact telephone numbers of two responsible people whom we can contact and who from personal knowledge are willing to endorse your application and are not related to you. If you have had a previous involvement in a sports club one of these names should be that of an administrator / leader in you last club / place of involvement.

Name:	Name:
Address:	Address:
Tel No:	Tel No:
Occupation:	Occupation:

Declaration

I declare that any answers are complete and correct to the best of my knowledge and I will inform the Club Designated Officer / Children's Officer of any future convictions or charges.

I declare that the above information is true and agree to abide by the GAA Code of Behaviour and Code of Best Practice in Youth Sport and the guidelines contained in the Code of Ethics and Good Practice for Children's Sport.

I also agree to abide by the Rules of the Gaelic Athletic Association and to the Club's Child Protection Policy and I will agree to sign up to and abide by the GAA Code of Behaviour for all persons working with young people.

Print Name: _____

Signed: _____

Date: _____



Robert Emmets, Cushendun



COACH/VOLUNTEER REFERENCE FORM

Confidential

NAME: _____ has expressed an interest in becoming a coach/volunteer in **(INSERT CLUB NAME)** and has given your name as a referee.

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 know this person?

2. In what capacity?

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

This post involves substantial access to children/vulnerable adults. YES
As an organisation committed to the welfare and protection of children and 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 and/or vulnerable adults. NO

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

Signed: _____ Date: _____

Print Name: _____

Position: _____



ACCIDENT REPORT FORM

INSTRUCTIONS – ACCIDENT FORM

The Accident Report Form must be completed as follows:

- Coach of Team / Individual
- Injured Party's Name
- Injured Party's Date – of – Birth and Address
- FULL details of time, location, nature of injury etc
- Severity of Injury
- First Aid and Medical Attention provided
- Parents / Guardians informed
- Contact Details and Signatures of two Witnesses
- Form MUST be signed by Coach AND Individual completing form
- Form MUST be signed by Parents /Guardians if injured party is under 18 years old

ALL forms must be forwarded to the relevant Designated Officer (Male INSERT NAME –& Female INSERT NAME–) as soon as possible on completion. The purpose of this is that all records can be kept should there be the need to complete Injury Claim Forms for the individual(s) concerned.

Signed: _____

(Runai) (Secretary)



ACCIDENT REPORT FORM

COACH IN ATTENDANCE: _____

INJURED PARTY

Name: _____

Date of Birth: _____ Age: _____

Address: _____

ACCIDENT DETAILS

▪ Date: _____ Time: _____

▪ Event: _____

▪ Exact location: _____

▪ Injury: _____

▪ How accident happened: _____

SEVERITY:

• Minor

• Considerable

• Severe

FIRST AID INVOLVED?

YES / NO

MEDICAL ATTENTION REQUIRED?

YES / NO

WAS HOSPITAL TREATMENT REQUIRED?

YES / NO

If injured party is Under 18:

WAS PARENT/GUARDIAN INFORMED?

YES / NO

HOW WAS PARENT INFORMED?



Any Additional Information:

WITNESSES:

Witness 1

Name: _____

Address: _____

Contact Number: _____

Signature: _____

Witness 2

Name: _____

Address: _____

Contact Number: _____

Signature: _____

FORM COMPLETED BY (Please Print):

Signed by individual who completed the form: _____ **Date:** _____

Signed by injured party: _____ **Date:** _____

Signed by Parent/Guardian if under injured party is under 18 years old:

Date: _____

Robert Emmets, Cushendun , Return to Robert Lavery, 3 Craigagh View, Cushendun, BT44 0PR



PHOTOGRAPH CONSENT FORM

Insert Club Name we feel it is important to recognise the achievements and successes of our youth and of the club as a whole. One of the ways to do this is to publish photographs and details of achievements in our local press. As a club we would like to use pictures of our youth members in the local press and at times, on the club website.

We take the issue of child safety very seriously and this includes the images of the children in our care. Our duty to our young members is paramount and this form of publicity must be carefully monitored to ensure that it is consistent with our Child Protection Policy and the Data Protection Legislation.

For this reason we have put the following guidelines into place:

- We ask parental consent for the club to take and use photographs of their children and for permission to use the press and media to promote the youth programme.
- Photographs and interviews will at all times take place in the presence of a coach.
- We will only use team photographs and action photographs on our website.
- Action and individual photographs will only be used, with individual parental consent, prior to the inclusion on the club website or in the local press.

I have read the conditions of use and consent to my child/children photograph being used. If there is any change to my decision I will inform the club.

Name of child/children: _____

Name of parent/guardian: _____

Signature: _____ Date: _____

Queries regarding this form should be addressed to:
Tara Mc Hugh-Logan (hughmybee@hotmail.com)



DAY TRIP PERMISSION FORM

Sample

Dear Parent/Guardian,

The U-12, U-10 and U-8 teams will visit on Saturday 30th of October.
The programme for the day is below:

9.30am	Meet at the clubhouse
11am	Arrive in
5.00pm	Leave
5.30/6.00pm	Arrive back to the clubhouse

Children will be charged £5.00.

The 2nd child in a family will be charged £4 and the 3rd £3. This includes meal and entry to bowling alley.

PARENTS WELCOME TO ATTEND

Name: _____ DOB: _____

Medical Conditions: _____

School: _____

*I give permission for my child to attend the day trip to
organised by (Insert Name).*

Parent/Guardians Signature: _____

Tel number (in case of an emergency): _____

DATE _____

I will/will not be attending



APPENDIX 8

OVERNIGHT TRIP AWAY FORM

This form should be completed by a parent/guardian before your child can participate in an over night trip away from home (**INSERT DETAILS OF TRIP, DATE, TIME, LOCATION ETC.**). One form should be completed for each child/young person.

Name: _____

Date of Birth: _____

Address: _____

Post Code: _____

Telephone Number: _____

Mobile Number: _____

School: _____

Medical Details:

Name of Doctor: _____

Doctor's Address: _____

Doctor's Telephone No: _____

Child's Medical Number: _____

Any specific medical conditions requiring medical treatment and/or medication?

Yes If Yes, give details:

No

Any allergies?

Yes If Yes, give details:

No

Any contact with contagious or infectious diseases within the last four weeks?

Yes If Yes, give details:

No



Please provide any special dietary requirements and the type of pain medication that may be given.

Parental Consent (to be signed for competitors under 18 years)

I, _____ being parent/guardian of the above named child hereby give permission for the Team Manager to give the immediate necessary authority on my behalf for any medical or surgical treatment recommended by competent medical authorities, where it would be contrary to my son/daughter's interest, in the doctor's medical opinion, for any delay to be incurred by seeking my personal consent.

Name: _____

Signature _____ (consent by parent/guardian)

Date _____

NB. Please note that a young person can give their own consent for medical treatment if they are over 16.



Information to be added to consent forms for away trips:

I undertake to pay the required sums by the dates specified in the information and accept that in respect of any withdrawal from the trip, for whatever reason, there can be no refund of the whole or part of the payments unless the circumstances are covered by insurance.

I confirm that I have received the details of the above activity and consent to my child taking part in the visits and activities indicated. I understand that the staff have a common law duty to act in the capacity of a reasonably prudent parent.

I have read the Code of Conduct and agree that my child should abide by this whilst in the care of the club and I understand that a serious or continued breach of this code may result in my child being sent home early at my expense.



THIS POLICY SHOULD BE READ IN CONJUNCTION WITH...

“Gaelic Athletic Association Official Guide - Part 1”

Published by the Central Council of the Gaelic Athletic Association
Croke Park, Dublin (2009)

“Code of Best Practice in Youth Sport”

Cumann Lúthchleas Gael, (April 2009)

“Code of Behaviour”

Cumann Lúthchleas Gael, (April 2009)

“Guidelines for Dealing with Allegations of Abuse”

Cumann Lúthchleas Gael, (Fourth Edition) (2009)

“Code of Ethics and Good Practice for Children’s Sport”

Produced by the Irish Sports Council and SportNI (2006)

“Our Duty to Care”

Principals of Good Practice for the Protection of Children and Young People, produced by
the Volunteer Development Agency

