

CHILD AND VULNERABLE PERSON PROTECTION POLICY

Aghalee Village Hall

This child protection policy is based on guidelines underpinned by values and principles of the following documents: -

- Childrens (NI) Order 1995
- Code of Ethics and Good Practice for Childrens Sport 2000
- Protection of Children and Vulnerable Adults Order 2003
- Co-Operating to Safeguard Children DHAA&PS (NI) 2003
- The Safeguarding of Vulnerable Groups (NI) Order 2007
- United Nations Convention of the Rights of the Child
- The Sexual Offences (NI) Order 2008
- Disability Discrimination Act 1995
- Race Relations (NI) Order 1997

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1 CHILD AND VULNERABLE ADULT PROTECTION POLICY STATEMENT

We at AGHALEE VILLAGE HALL are committed to good practice, which protects children and vulnerable adults from harm. Staff and volunteers accept and recognise their responsibility to provide an environment that promotes the safety of the child and vulnerable adult at all times. To achieve this we will: -

- Develop an awareness of the issues, which may lead to children and vulnerable adults being harmed.
- Create an open environment by identifying a 'Designated person' to whom the children and vulnerable adults can turn to if they need to talk.
- Report suspected or disclosed abuse
- Adopt child and vulnerable adult centred and democratic approaches to working with children and vulnerable adults..
- Adopt child and vulnerable adult protection guidelines through codes of conduct for all children and young people and all adults working in the Village Hall. Adult workers can include coaches, tutors, parents and volunteers.
- Ensure careful recruitment, selection and management procedures.
- Ensure complaints and disciplinary procedures are included in our management procedures.
- Share information about concerns with all others who need to know.
- Provide information as required to the management committee.
- Ensure good and safe working/playing practices
- Be involved in training made available through the various agencies and strengthen links with these agencies.
- Keep child and vulnerable adult protection policies under regular review.
- Have procedures in place relating specifically to bullying, away trips, transport and use of photography and images.
- Have an induction document available for parents, Coach/Tutors, volunteers, children and vulnerable adults, clearly outlining their rights and responsibilities.
- Designated Officer - Carol Redpath Telephone – 02892651762/07918150825

CHAIRPERSON, AGHALEE VILLAGE HALL MANAGEMENT COMMITTEE

2 AWARENESS OF THE ISSUES

The **Children (Northern Ireland) Order (1995)** is based on a clear and consistent set of principles designed with the common aim of promoting the welfare of children. The additional Orders as named on the cover sheet also have clear and consistent principles designed with the common aim of promoting the welfare of children and vulnerable adults.

- For the purposes of this document, children and vulnerable adults A child, young person or young adult refers to a person 25 years and under unless deemed to be a ‘vulnerable’ adult. Where the words ‘child’ or ‘children’ are used throughout this document they are deemed to include the terms young person and young adult and vulnerable person.

Adults deemed vulnerable include the following;

- People with physical disabilities
- People with learning disability
- People with sensory impairment
- People with mental health needs
- People who misuse substances or alcohol
- People who are physically or mentally frail
- People who are ‘vulnerable’ due to current circumstances. These may include low self esteem, social exclusion, involvement in the criminal justice system, homelessness, domestic abuse, ethnicity and immigration.

Children have the right to be safe. All those working with children should ensure that this fundamental principle takes precedence over all other considerations.

- This policy applies to all those involved in AGHALEE VILLAGE HALL, coaches, tutors, administrators, officials, volunteers, parents and young people and these guidelines are specifically targeted at all those in contact with and working directly with children, young people and young adults. This includes all persons either using Aghalee Village Hall to run a club or group, or employed by Aghalee Village Hall Management Committee either in a full-time or part time capacity including persons employed on a free lance or sessional basis. They also apply to the Management Committee itself, alongside any other young person or adult who is a volunteer or student in contact with or working directly with children, young people and young adults within Aghalee Village Hall.

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 AGHALEE VILLAGE HALL is the issue of Child Protection of our young members within the operation of the hall. However, being cognisant of the indicators of abuse in respect of young members caused by others outside the hall is also of equal importance for the safety and well being of that child.

The protection and well-being of children, young adults and vulnerable adults is a national and international requirement. The U.N. Convention on the Rights of the Child upholds the interests of children, young adults and vulnerable adults.

It stipulates that **“children have the right to be protected from all forms of violence. They must be kept safe from harm. They must be given proper care by those looking after them.”**

Under the Safeguarding Children and Vulnerable Group Order (NI) 2007, anyone who works in a regulated activity once a month or more must be checked by AccessNI or an offence may be committed. Accessni@am.x.gsi.gov.uk

The aim of the Policy is to set up a framework for protection of the child. The protection of children is something is a priority for all those who work in or are involved in or attend Aghalee Village Hall.

This overarching policy will set out the framework for this and ensures that Aghalee Village Hall meets all its legal and moral responsibilities to children and families that it directly or indirectly provides a service to. By having a clear written policy for all users Aghalee Village Hall will ensure that everyone is provided with the tools and knowledge to know how to protect children and deal with situations that may cause them concern.

The Children (NI) Order 1995 formally recognises four main types of abuse but it is recognised there are other types of abuse.

Physical Abuse

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.

Emotional Abuse

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. 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.

Sexual Abuse

Sexual abuse involves forcing or enticing a child to take part in sexual activities. 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.

Neglect

Neglect is the persistent failure to meet a child's physical, emotional 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 non-organic failure to thrive.

(Source - Co-operating to Safeguard Children DHSS&PS, 2003)

In addition to these, Aghalee Village Hall Management Committee recognises that it has a responsibility to:

“protect children from bullying and to have policies and procedures in places to do so”

Co-operating to Safeguard Children DHSS&PS, 2003

3 INDICATORS OF ABUSE

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 for responding to a disclosure,

DO's

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

DON'Ts

- Panic.
- Promise to keep secrets.
- Enquire into the details of the abuse.
- Make the complainant repeat the story unnecessarily.

4 DESIGNATED PERSON

The Designated person within AGHALEE VILLAGE HALL is

NAME	Carol Redpath
Telephone:	02892 651762 / 07918 150825

These details shall be made known to young members, Coach/Tutors and parents alike as it is the designated person to whom concerns will be addressed. If the concern is about the designated person please report to Aghalee Village Hall Chairperson.

This role of the Designated Person is a very important one since the expertise and experience of child protection is focused on one person who in turn will act as a pivotal point for all child protection matters.

Specifically the role and responsibilities of the Designated Child Protection Officer will include:

Referral of child protection concerns

- Monitoring the implementation of Aghalee Village Hall's Child Protection Policy and procedures and specifically to inform Social Services/PSNI within the appropriate Trust area of any concerns about a child or children.
- Ensuring that any referral is recorded and forwarded to Social Services or the PSNI.
- Securing the safekeeping of any case material and keeping the Management Committee apprised of any developments.

Relationship with Down Lisburn Trust

- Providing a link through regular liaison with senior members of Down Lisburn Trust and to participate in any appropriate training.

Within Aghalee Village Hall

- Taking the lead role in raising and maintaining awareness about child protection on the Committee.
- Acting as source of advice and assistance on child protection matters on the Committee.
- Assisting functions within Aghalee Village Hall to develop additional and supplementary child protection procedures and the promotion of good practice.
- Advising Aghalee Village Hall of any child protection training needs.

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

5 EQUALITY STATEMENT

AGHALEE VILLAGE HALL MANAGEMENT COMMITTEE is committed to a policy of equal treatment of all members and requires all members of whatever level of authority to abide and adhere to this general principle and the requirements of the Codes of Practice issued by the Equal Opportunities Commission and Commission for Racial Equality. (See appendix 11)

All children should be valued and treated in an equitable and fair manner regardless of ability, age, gender, religion, race, sexual orientation, 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

AGHALEE VILLAGE HALL MANAGEMENT COMMITTEE recognises the additional vulnerability of some children and vulnerable adults and the extra difficulties they may face when seeking help, i.e.

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

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

6 CONFIDENTIALITY STATEMENT

We at AGHALEE VILLAGE HALL MANAGEMENT COMMITTEE 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 or vulnerable adult paramount.

Considerations of confidentiality will not be allowed to override the rights of children, young members or vulnerable adults to be protected from harm. (See appendix 12)

A Child and Vulnerable Adult Protection policy statement is displayed and copy of the full Policy is available on request to the Secretary for all interested parties to read.

CHAIRPERSON, AGHALEE VILLAGE HALL MANAGEMENT COMMITTEE

7 SAFE RECRUITMENT PROCEDURES FOR VOLUNTEERS / COACH/TUTORES

- Volunteers and coaches/tutors are carefully selected, trained and supervised. The office bearers of Aghalee Village Hall must vouch for their potential involvement and their participation must be ratified by unanimous approval and involve existing coaches/tutors.
- All new Coach/Tutors/ volunteers working with children or young people must complete the enclosed application form. **(See appendix 1)**
- Declaration of past convictions or cases pending and agreement to be vetted through Access NI is of course a pre-requisite to approval to coach/tutor. **(See appendix 1)**
- **ALL** volunteers/Coach/Tutors must agree to abide by the club's Child Protection Policy and all are required to sign a pro-forma stating this. **(See appendix 2)**
- Any concerns or objections with regard to suitability of a Coach/Tutor 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. These may also be reported to the Designated Officer.

8 TRAINING FOR VOLUNTEERS/COACH/TUTORS

- Governing Body approved Coach/Tutoring sessions for volunteers/Coach/Tutors are expected to have been achieved and ALL volunteers/Coach/Tutors are expected to qualify to at least basic level as appropriate.
- Appointment of volunteers /Coach/Tutors will be on the basis of their current or previous experience either playing or Coach/Tutoring plus sight of current qualifications.
- Education and training in the basics of child protection will apply to all Coach/Tutors/volunteers/management committee members working with children or young members. AGHALEE VILLAGE HALL is committed to continuous updating and review of its current Child Protection Policy.
Child protection training should include
 - Basic awareness of child protection issues
 - Awareness of Aghalee Village Hall's child protection policies and procedures including the Code of Conduct
- Training should be carefully selected to ensure it is sufficient. All new Coach/Tutors should attend a child protection awareness workshop within six months of taking up their post. This opportunity should also be made available to parents and other volunteers to enable a culture of a child-focused club to prevail.
- All staff and volunteers should receive induction, and training appropriate to their role. Training should be updated and reviewed regularly for new staff/ volunteers and in line with changing legislation.

9 SUPPORT & SUPERVISION

AGHALEE VILLAGE HALL recognises that it is good practice to set up a system of support & supervision of staff/volunteers. This will enable staff/volunteers to become more effective by identifying training needs and dealing quickly with difficulties. See staff handbook for further details on staff supervision. Volunteers will be offered regular opportunities to review their experiences at AGHALEE VILLAGE HALL and to identify any training or further support they require.

Supervision

- There should be adequate supervision at all times. This will vary depending on the needs of the group, age group of participants, vulnerability of children, young people and young adults, gender breakdown and the overall nature of the activities involved.
- With regard to ratios of leaders and children, young people and young adults, it is preferable to have 2 leaders for groups of 12 or more. There should be one additional staff member for every ten extra children, young people and young adults. Please see ratios detailed below.
- In relation to mixed gender groups it is preferable to have a leader of each gender. This is essential for residential groups, alongside having a qualified youth worker or equivalent.

Also due consideration needs to be given to the following;

- Ensuring the children, young people and young adults, both those in a leadership role and those they are working with are not left in a vulnerable position and at risk.
- High level of transparency to ensure relevant workers, and local community and youth organisations know what their role is if relevant and the programme involved.
- Levels of training, experience and support.

The following staff/volunteer to children, young people and young adults ratios are recommended;

7-10 years	=	1 member of staff to 8 children
11-14 years	=	1 member of staff to 10 children and young people
15-18 years	=	1 member of staff to 12 children, young people and young adults
18-25 years	=	1 member of staff to 15 young people and young adults
Vulnerable adults	=	1 member of staff to 6 adults depending on the needs of the group

SANCTIONS

Failure to adhere to Aghalee Village Hall's policies and procedures may result in sanctions being applied to the following:

- Staff members – disciplinary rules and procedures including areas of misconduct are included in a separate policy.
- Persons employed on a free lance or sessional basis who fail to adhere to Aghalee Village Hall's policies and procedures may have their contracts terminated.
- Volunteers who fail to adhere to Aghalee Village Hall's policies and procedures may have their volunteering opportunities withdrawn.

Children and children, young people and young adults who fail to comply with the programme contract may be asked to leave the programme especially in relation to putting the other children, young people and young adults at risk. This will only be as a last resort and all efforts will be made to support children, young people and young adults to complete the programme.

Depending on the nature of activities eg. residentials, daytrips or outdoor pursuits, it is important to complete a risk assessment and consider if additional staff are needed.

10 GUIDELINES FOR REPORTING ACCIDENTS

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

- Fill in 2 copies of the Accident Form (**see appendix 3 may have own**) for **ALL** accidents.
- Make contact with parents/guardians
- One copy of form to incident book/folder.
- Forward 1 copy to Designated person for record keeping/ action required.
- Contact emergency services/ GP if required
- Record in detail all facts surrounding the accident, witness's etc.

GUIDELINES FOR REPORTING ALLEGATIONS/ INCIDENTS

- Record all incidents reported or observed on an Incident Form (**see appendix 4**)
- 1 copy to designated person
- Ensure confidentiality - only "need to know basis" (reference confidentiality clause)
- The designated person will be responsible for passing on information to Social Services or the PSNI and storing any report in a safe and secure environment

See Appendix 6 if the concern is about the behaviour of a member of AGHALEE VILLAGE HALL MANAGEMENT COMMITTEE.

See Appendix 7 if concern is about possible abuse outside the organisation.

11 USEFUL NUMBERS

Social Services Gateway Team – Greater Lisburn	02890 602705
NSPCC Helpline	0808 800 5000
PSNI Antrim Child Abuse Centre	02894 482633
PSNI – General	028 90650222
Childline	Freephone 0800 1111
Child Protection in Sport Unit	0203 222 4246

12 AVAILABILITY OF INFORMATION

It is important that there is a free flow of information between coaches/tutors/volunteers, children and parents, in terms of promotion of the club and what we aim to achieve in relation to your child.

Parents should know what we do and how we do it, and the coach/tutors/designated person will always be on hand during, or after coaching/tutoring sessions, for consultation or advice.

When appropriate, letters (or telephone contact) will be issued in relation to further information or specifics in respect of an event etc.

A regular review of club policies will take place through meetings with those working directly with children and vulnerable adults and feedback from children and parents.

APPENDIX 1:

COACH/TUTORING / VOLUNTEER APPLICATION FORM

RECRUITMENT PROCEDURES FOR AGHALEE VILLAGE HALL MANAGEMENT COMMITTEE

Guidance for this recruitment procedure has been taken from:

- Childrens (NI) Order 1995
- Co-operating to Safeguard Children, DHAA&PS (NI) 2003
- AGHALEE VILLAGE HALL Guidelines

AGHALEE VILLAGE HALL MANAGEMENT COMMITTEE relies heavily on the time and commitment freely given by volunteers, and without this the opportunities for children and young people to participate in village hall activities would not exist.

AGHALEE VILLAGE HALL MANAGEMENT COMMITTEE will ensure good recruitment procedures by: -

- **Defining the role the individual is applying for (job specification).**
- **Insisting that a person applying for any post of responsibility within the club complete the relevant form (see sample application form).**
- **Obtaining 2 references in writing.**
- **Obtaining the individual's signed permission to enable AGHALEE VILLAGE HALL MANAGEMENT COMMITTEE to request a Pre-Employment Consultancy Service check (proof of identity should be provided).**
- **Setting a probationary period (6 months for staff or long term volunteers).**
- **Interviewing the individual either formally or informally by two members.**
- **Assessing the individual's experience of working with children or young people and knowledge of child protection issues.**
- **Assessing their commitment to promoting good practice.**
- **Assessing their ability to communicate with children and young people (i.e. be approachable). One way of doing this is to consult young people or ask questions to examine how a person would respond to a particular scenario e.g. are they authoritarian or too relaxed in their approach.**

Application Form

Full Name: _____

Maiden Name (if applicable): _____

Current Address: _____

How long have you lived at this address? _____ Years

Previous address(es): _____

(if you have lived at current address less than 5 years) _____

Telephone No: _____ Date of birth: _____

Place of birth _____ National Insurance No. _____

Previous experience / involvement in this or any other club.

Do you agree to abide by AGHALEE VILLAGE HALL MANAGEMENT COMMITTEE Code of Conduct (copy included with this form)?

Yes No

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 on the role of the (*position being appointed*)

Yes No

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

Referee:

Please supply the names of two responsible people whom we can contact and who from personal knowledge are willing to endorse your application. If you have had a previous involvement in a working with children and vulnerable adults one of these names should be that of an administrator / leader in your last club / place of involvement.

Referees – Names / Addresses / Telephone No / Designation

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INFORMATION ABOUT AND CONSENT TO THE ACCESS (NI) ENHANCED SERVICE CHECK BY APPLICANTS FOR POSTS INVOLVING WORK WITH CHILDREN AND/OR VULNERABLE ADULTS

You have applied for a post which will involve contact and interaction with Children or Vulnerable Adults. Before appointing anyone to such a post, it is our policy to ask for the relevant check to be carried out by ACCESS (NI). This check is to make sure that individuals who might be a risk to children and/or vulnerable adults are not appointed.

The check will tell us if you have a criminal record, or if your name is included on any Disqualification from Working with Children List or Vulnerable Adults List. Any information received will be treated confidentially, and we will talk to you about it before a final decision is reached. After the decision is made the information will be retained for 12 months).

A check will only be carried out if you are considered to be the preferred candidate and are being offered an appointment. You **must** tell us now if you have ever been convicted of a criminal offence, or cautioned by the police, or bound over. You **must** tell us about **all** offences, even minor ones 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.

Please complete the section below and return it with your application. The form also asks you to give your written consent to the check. If you do not consent we will not accept your application.

CONSENT TO ACCESS (NI) ENHANCED CHECK

Do you have any prosecutions pending **YES/NO** (if yes give please give details)

Have you ever been convicted at a court or cautioned by the police for any offence? **YES/NO**

If yes, please list below details of **all** convictions, cautions, or bind-over orders. Give as much information as you can, including, if possible, the offence, the approximate date of the court hearing and the court which dealt with the matter.

Have you ever been the subject of an Adult or Child Abuse investigation? **YES/NO**

If yes, please list full details below. If possible please provide the approximate date/s.

I understand that an ACCESS (NI) Enhanced Service check (as specified above) must be carried out before an offer of 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 consent to the check being made.

SIGNATURE : _____ **DATE :** _____

NAME: _____

Position Applied For: _____

Confidential

The following person: _____

has expressed an interest in working for AGHALEE VILLAGE HALL MANAGEMENT COMMITTEE.

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?**

4. **Please rate this person on the following – please tick one box for each statement:**

	Poor	Average	Good	V Good	Excellent
Responsibility					
Maturity					
Self-motivation					
Can motivate others					
Energy					
Trustworthiness					
Reliability					

This post involves substantial access to children. As an organisation committed to the welfare and protection of children, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children and young people.

YES

NO

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

Signed: _____ Date: _____

Print Name: _____

Position: _____

Organisation: _____

APPENDIX 2

GUIDELINES FOR GOOD PRACTICE & CODE OF CONDUCT

GOOD AND SAFE WORKING / PLAYING PRACTICES

AGHALEE VILLAGE HALL MANAGEMENT COMMITTEE will ensure...

- Proper supervision of children within the club and with a satisfactory ratio of volunteers/coaches/tutors: children.

The following staff/volunteer to children, young people and young adults ratios are recommended as best practice:-

7-10 years	=	1 member of staff to 8 children.
11-14 years	=	1 member of staff to 10 children
15-18 years	=	1 member of staff to 12 children, young people and young adults
18-25 years	=	1 member of staff to 15 children, young people and young adults
Vulnerable adults	=	1 member of staff to 6 adults depending on the needs of the group.

- Use of proper, recommended equipment including.
 - Activity specific guidelines
 - identification markers/ cones, clearly visible
 - playing /Coach/Tutoring surfaces, free from debris
- Use of equipment only when supervised by a Coach/Tutor.
- A clearly defined area of play/ in bounds, fenced and safe from vehicular traffic.
- Public Liability Insurance in place, covering all members of the club.
- Only children within same/ similar age bands should be selected for team playing/ Coach/Tutoring.
- A first aider and first aid kit on hand in event of an accident, with accident incident book to be marked up at every accident. **NB** All accidents will be reported to parents at collection.
- In the event of transport being required this will be provided and supervised by Coach/Tutoring/ volunteers in possession of driving license and roadworthy vehicles only. Permission must be sought from parents prior to any transport being facilitated. (See Appendix 10)
- A safe environment for members
- Ongoing training and information for Leaders
- Implementation of policy and procedures in line with guidance from Our Duty to Care and the Code of Ethics & Good Practice for Children's Sport
- Facilitation of open discussion on member protection issues
- Support to members who report accusations of abuse
- Suspected abuse information treated confidentially
- Appropriate action is taken if members breach standards of reasonable behaviour
- The establishment and maintenance of a Coach/Tutoring register
- The setting of standards of good practice

- The designated officer has knowledge of statutory child protection procedures and their responsibility in reporting concerns from Co-operating to Safeguard Children DHSSPS
- That parents are kept informed, therefore parents should have access to AVHMC policy guidelines for away trips / overnights (see **appendix 8**) and the use of photography and video equipment. (See **appendix 9**)

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

AGHALEE VILLAGE HALL MANAGEMENT COMMITTEE 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, sexually or through neglect.
- Take appropriate action in the event of accusations
- Complete vetting on all coaches/tutors/volunteers
- Maintain records on individuals in line with advice from the data protection agency i.e. only hold records on individuals that they have a justifiable reason for holding.

The Volunteers/Coaches/Tutors Charter

All Coach/Tutors & volunteers are encouraged to demonstrate exemplary behaviour in order to protect children in their care and themselves from false allegations. The following are common sense examples of how to create a positive culture and climate within the Village Hall.

As a Coach/Tutor/volunteer within this club I, the undersigned, agree to the following charter

- Coach/Tutors should respect the rights, dignity and worth of every person and treat everyone equally within the context of the activity.
- Coach/Tutors should place the well-being and safety of the child above the performance. They should follow all guidelines laid down by AVHMC.
- Coach/Tutors should develop an appropriate working relationship with children based on mutual trust and respect. Coach/Tutors must not exert undue influence to obtain personal benefit or reward.
- Coach/Tutors should encourage and guide players to accept responsibility for their own behaviour and performance.
- Coach/Tutors should hold up to date and nationally recognised qualifications and hold appropriate insurance cover.
- Coach/Tutors should ensure that activities they direct or advocate are appropriate for the age, maturity and ability of the individual.
- Coach/Tutors should at the outset clarify with children (and where appropriate with their parents) exactly what is expected of them and what players are entitled to expect from their Coach/Tutor. A simple checklist may sometimes be appropriate.
- Coach/Tutors should co-operate fully with specialists (e.g. other Coach/Tutors, officials, sports scientists, doctors, physiotherapists) in the best interests of the child.
- Coach/Tutors should always promote the positive aspects of SPORT (e.g. fair play) and never condone rule violations or the use of prohibited substances.
- Coach/Tutors should consistently display high standard of behaviour and appearance. They should be an excellent role model – this includes not smoking, drinking alcohol, using foul language or taking drugs in the company of young people
- Coach/Tutors should always work in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment, e.g. no secrets)
- Coach/Tutors should treat all service users equally, and with respect and dignity
- Coach/Tutors should always put the welfare of each child/young person first, before winning or achieving goals
- Coach/Tutors should maintain a safe and appropriate distance with service users (e.g. it is not appropriate to have an intimate relationship with a child or to share a room, tent, shower/bath or changing facilities with them)
- Coach/Tutors should build balanced relationships based on mutual trust which empowers children to share in decision-making

- Coach/Tutors should make the activity fun, enjoyable and promoting fair play
- Coach/Tutors should ensure that if any form of manual/physical support is required, it is provided openly and according to agreed guidelines. If physical support is needed, talk aloud to the child/young person explaining what you are doing and why as it is difficult to maintain hand positions when a child is constantly moving. Children/young people should always be consulted before they are touched and their agreement gained. Parental/carer views about manual support should always be carefully considered
- Coach/Tutors should involve parents/carers wherever possible (e.g. for the responsibility of their children in changing rooms). If groups have to be supervised in changing rooms, always ensure parents/teachers/Coach/Tutors/officials work in pairs
- Coach/Tutors should ensure that if mixed children are taken away, a male and female Coach/Tutor should always accompany them. Be aware of the potential for same gender abuse by male adults of boys and female adults of girls.
- Coach/Tutors should ensure that at tournaments or residential events, adults do not enter children's rooms, invite or permit children into their rooms or become involved in unobserved or unsupervised 1:1 situations with children and young people
- Coach/Tutors should give enthusiastic and constructive feedback, encouraging achievements rather than negative criticism
- Coach/Tutors should recognise the developmental needs and capacity of children/young people, including those with a disability – avoiding excessive competition and not pushing them against their will
- Coach/Tutors should secure parental consent in writing to act in loco parentis, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment
- Coach/Tutors should keep a written record of any injury that occurs, along with the details of any treatment given
- Coach/Tutors should request written parental consent if AVHMC officials are required to transport young people in their cars and not doing so without the presence of a second adult
- Coach/Tutors should keep a written record of any inappropriate body contact with a child
- Coach/Tutors should immediately report any accusations made against you or your colleagues
- Coach/Tutors should challenge bullying in any form i.e. physical or emotional. Physical bullying can take the form of attacks, such as hitting, kicking, taking or damaging belongings. Emotional bullying may be a verbal assault, including name-calling, insults, repeat teasing, sectarian/racist assaults, or it may take more indirect forms, such as spreading malicious gossip, rumours or excluding someone from a social group. Bullying is not an accepted behaviour towards anyone at AGHALEE VILLAGE HALL MANAGEMENT COMMITTEE be they child, Coach/Tutor, volunteer or parent. Anyone found to be bullying others will be dealt with seriously both in regards to the behaviour exhibited and the reasons for the behaviour. (See Anti-Bullying policy for more details.)

Practices Coach/Tutors/volunteers should avoid

- Avoid spending any time alone with children/young people away from others.
- Never take children/young people to your home.

Practices **never** to be sanctioned by Coach/Tutors/volunteers

The following should **never** be sanctioned. You should **never**:

- Engage in rough, physical or sexually provocative games, including horseplay
- Share a room/tent/changing room/bath or shower with a child/young person
- Allow or engage in any form of inappropriate touching
- Allow children/young people to use foul, sexualised or discriminatory language unchallenged
- Make sexually suggestive comments to a child/young person, even in fun
- Reduce a child/young person to tears as a form of control
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- Undertake personal care for children/young people. Ensure that a parent or carer is responsible for personal care.
- Invite or allow children to stay with you at your home

SANCTIONS

Failure to adhere to Aghalee Village Hall's policies and procedures may result in sanctions being applied to the following:

- Staff members – disciplinary rules and procedures including areas of misconduct are included in a separate policy.
- Persons employed on a free lance or sessional basis who fail to adhere to Aghalee Village Hall's policies and procedures may have their contracts terminated
- Volunteers who fail to adhere to Aghalee Village Hall's policies and procedures may have their volunteering opportunities withdrawn.

I understand any misdemeanours or breach of this code will be dealt with immediately and reported verbally to the designated person. Persistent breach of the code will result in dismissal from the club.

Dismissals can be appealed by the Coach/Tutor / volunteer with final decisions taken by the club committee.

Emergency Action/First Aid

All Coach/Tutors, leaders and members should be prepared with an action plan in the event of an emergency.

This will include

- Access to First Aid equipment
- Telephone contact if the participant is a minor
- Telephone contact to the Emergency Services

SIGNED BY (COACH/TUTOR)

CODES OF CONDUCT FOR CHILDREN/YOUNG PEOPLE

Children are expected to:

- Keep within the defined boundary of the playing area.
- Behave and listen to all instructions from the Coach/Tutor.
- Take care of equipment owned by the club.
- Refrain from the use of bad language or racial/sectarian references.
- Refrain from bullying or persistent use of rough and dangerous play.
- Show respect to other youth members and leaders
- Keep themselves safe
- Report inappropriate behaviour or risky situations for youth members
- Play fairly
- Respect officials and accept decisions
- Show appropriate loyalty and be gracious in defeat
- Respect opponents
- Not cheat
- Not use violence

Children/Young people have the right to:

- Be safe
- Be listened to
- Be respected
- Privacy
- Enjoy your activity in a protective environment
- Be referred to professional help if needed
- Be protected from abuse by other member or outside sources.
- Participate on an equal basis, appropriate to their ability
- Experience competition and the desire to win
- Be believed
- Ask for help

Any misdemeanours and general misbehaviour will be addressed by the immediate Coach/Tutor and reported verbally to the designated person. Children and children, young people and young adults who fail to comply with the programme contract may be asked to leave the programme especially in relation to putting the other children, young people and young adults at risk. This will only be as a last resort and all efforts will be made to support children, young people and young adults to complete the programme. Persistent misbehaviour will result in dismissal from the club.

Parents will be informed. Dismissals can be appealed by the child/parent with final decisions taken by the club committee.

CODES OF CONDUCT FOR PARENTS

Parents are expected to:

- Complete and return the Health and Consent Form pertaining to their child's participation in activities at AGHALEE VILLAGE HALL. There is a **legal requirement** for parental consent. (See appendix 5)
- Deliver and collect the child punctually to and from sessions/matches.
- Ensure their child is properly and adequately attired for the weather conditions of the time, including shorts, shirt, socks, tracksuit, sweat-tops, hat, gloves etc...
- Ensure that proper footwear and protective equipment are worn at **ALL** times in accordance with Health and Safety Regulations. Any child not in possession of these 2 fundamental requirements will not be permitted to participate.
- Detail any health concerns pertaining to the child on the consent form, in particular breathing or chest conditions. Any changes in the state of the child's health should be reported to the Coach/Tutor prior to sessions.
- To inform the Coach/Tutor prior to departure from the field of play if child is to be collected early from a session
- Encourage their child to play by the rules and teach them that they can only do their best
- Behave responsibly on the sidelines
- Show appreciation and supporting the Coach/Tutor
- Ensure their child is punctual
- Be realistic
- Provide their child with proper clothing and equipment
- Ensure their child's hygiene and nutritional needs are met
- Accept the official's judgement
- Acknowledge the importance and role of the club Coach/Tutors who provide their time free to ensure children's participation in the club
- Promote their child's participation in playing sport for fun

Parents/Guardians have the right to:

- Know their child is safe
- Be informed of problems or concerns relating to their children
- Be informed if their child is injured
- Have their consent sought for issues such as trips
- Contribute to decisions within the club
- Complain if they have concerns about the standard of Coach/Tutoring

An AGHALEE VILLAGE HALL MANAGEMENT COMMITTEE official will deal with any misdemeanours and breach of this code of conduct immediately. Persistent concerns or breaches will result in the parent/guardian being asked not to attend competitions if their attendance is detrimental to the child's welfare.

The ultimate action should a parent/guardian continue to breach the code of behaviour may mean the AGHALEE VILLAGE HALL MANAGEMENT COMMITTEE officials regrettably asking the child to leave the club.

APPENDIX 3

ACCIDENT REPORT FORM

AGHALEE VILLAGE HALL MANAGEMENT COMMITTEE ACCIDENT FORM

COACH/TUTOR IN ATTENDANCE:	
INJURED PARTY	
Name	
Age/DOB	
School	
Address	
ACCIDENT DETAILS	
<ul style="list-style-type: none"> ▪ Date: ▪ Time: ▪ Exact location: ▪ Injury: ▪ How happened 	
SEVERITY:	
• Minor	<input type="checkbox"/>
• Considerable	<input type="checkbox"/>
• Severe	<input type="checkbox"/>
FIRST AID INVOLVED	YES / NO
MEDICAL ATTENTION REQUIRED	YES / NO
PARENTS INFORMED	YES / NO
BY WHOM	_____
FORM COMPLETED BY: _____	
REFERRED TO DESIGNATE PERSON	YES/ NO
DESIGNATED PERSON SIGNATURE _____	

APPENDIX 4

INCIDENT FORM

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

AGHALEE VILLAGE HALL MANAGEMENT COMMITTEE

Incident Form

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 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.

NB A copy of this form should be sent to social services after the telephone report and to AVHMC's Designated Officer for monitoring purposes.

APPENDIX 5

Consent Forms

Standard Parental/Guardians Consent Form

Anything written on this form will be held in confidence. Our Coach/Tutors need to know these details in order to meet the specific needs of your child.

I give permission for my child to attend for training and playing sessions.

CHILD'S FULL NAME:

.....

ADDRESS:

.....

.....

.....

HOME TEL: **AGE:**

DATE OF BIRTH: **MALE/FEMALE (Please circle)**

NAME OF FRIEND ATTENDING:

EMERGENCY TEL (1): **(2):**

IF UNAVAILABLE CONTACT:

TEL: **RELATIONSHIP TO CHILD:**

NAME AND TEL OF G.P.:

CHILDS MEDICAL NUMBER.....

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

.....

.....

.....

ANY OTHER SPECIAL NEEDS, REQUIREMENTS OR DIRECTIONS THAT WOULD BE HELPFUL FOR THE COACH/TUTORS TO KNOW ABOUT:

.....

.....

.....

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

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

I have been made aware that AGHALEE VILLAGE HALL MANAGEMENT COMMITTEE's have developed a child protection policy & they are commitment to ensuring the safety of my child by having: -

- **A Coach/Tutors/volunteer charter**
- **Clear recruitment policy which includes vetting all Coach/Tutors & volunteers**
- **A transport policy**
- **A photography policy**
- **An anti-bulling policy**
- **Disciplinary procedures**
- **A designated person for child protection**
- **Guidelines on confidentiality**

The AGHALEE VILLAGE HALL MANAGEMENT COMMITTEE is committed to ensuring that any information gathered in relation to our youth academies meets the specific responsibilities as set out in the Data Protection Act 1998. The AGHALEE VILLAGE HALL MANAGEMENT COMMITTEE development officer will store the above information on their youth academy database for a maximum of 12 months before re-registering the player if still associated with the club. (See appendix 14 of the AGHALEE VILLAGE HALL MANAGEMENT COMMITTEE Child Protection Policy for further details)

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

Signature Parent/Guardian

Print Name

Date

Please return this form to the relevant Coach/Tutor or Manager of your age group

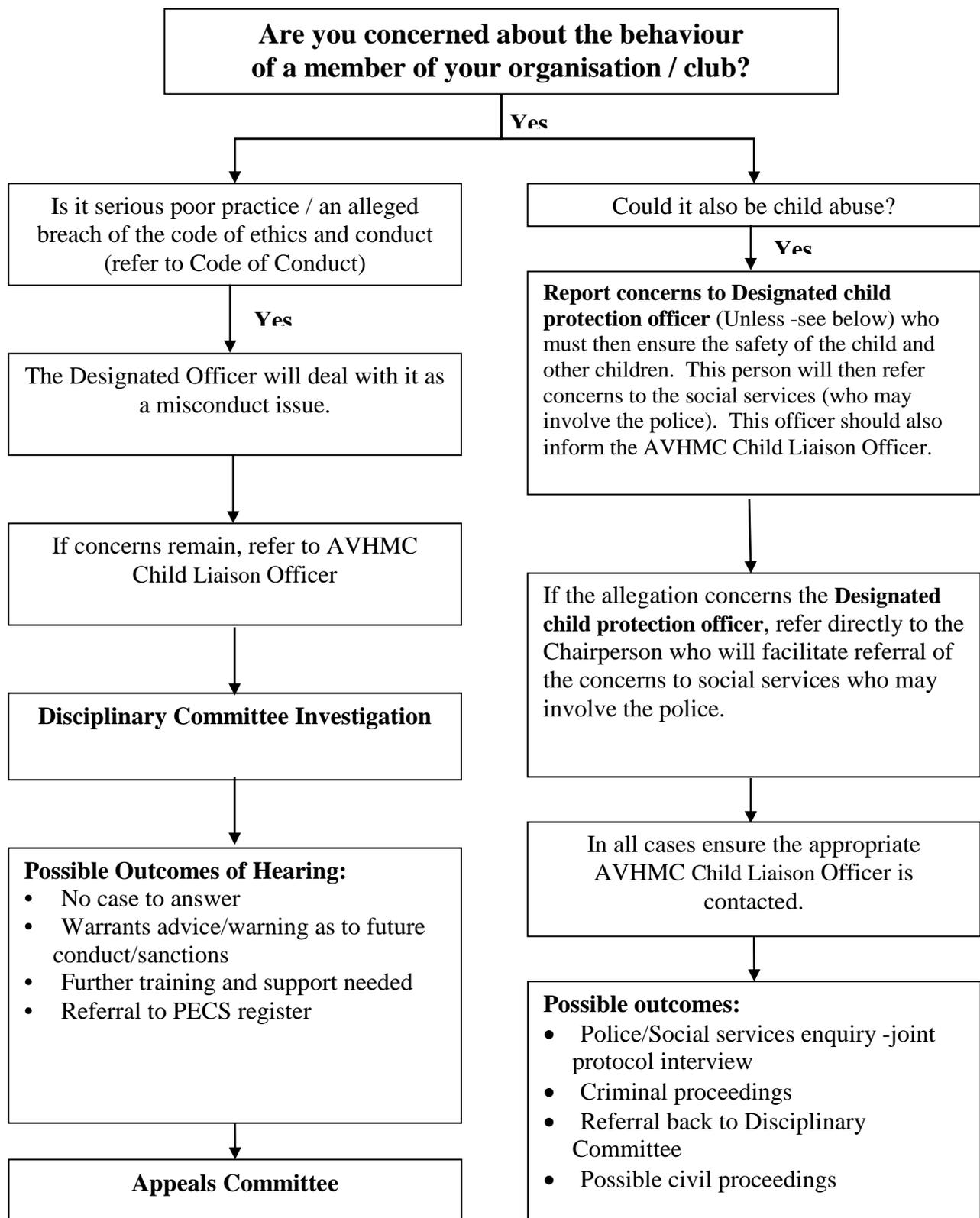
* Parental consent is defined by the children (NI) Order 1995 Article 6 (i)
Natural mother always has parental responsibility.

Natural father gains parental responsibility;

- If married to the mother at the time of birth or subsequently marries her
- Through an agreement witnessed by solicitor or a Parental responsibility Order
- Post 15 April 2002 if the jointly register the baby's birth.

APPENDIX 6

REPORTING PROCEDURES RELATING TO BEHAVIOUR OF A MEMBER/VOLUNTEER OF AGHALEE VILLAGE HALL MANAGEMENT COMMITTEE



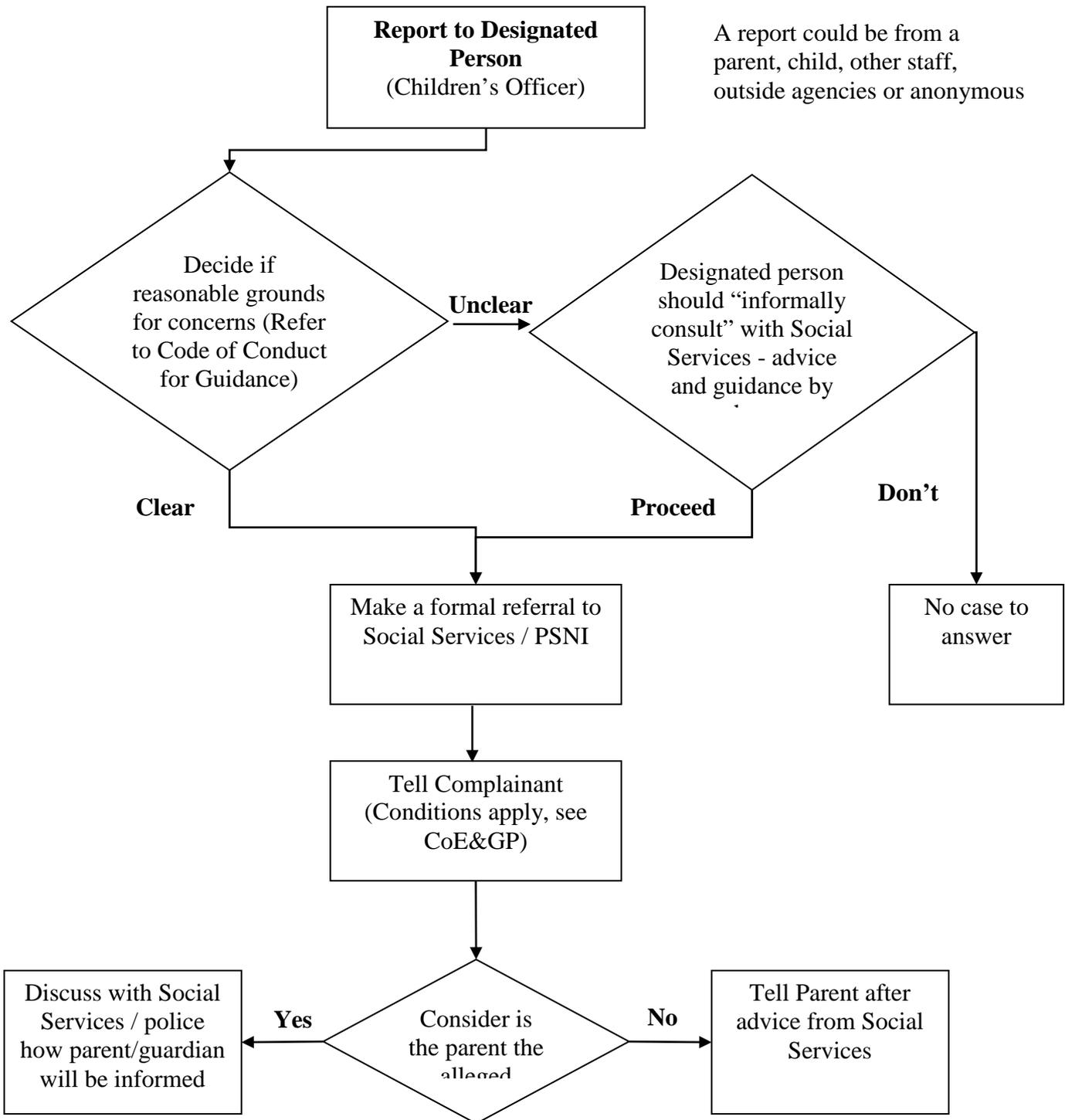
If you do not know who to turn to for advice or are worried about sharing your concerns with a senior colleague, you should contact the Social Services direct (or the NSPCC on 0808 800 5000 or Childline on 0800 1111). At any stage during the process in the left hand column the issue can be referred externally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

APPENDIX 7

REPORTING PROCEDURES IF CONCERN ABOUT BEHAVIOUR EXTERNAL TO CLUB

WHAT STEPS NEED TO BE TAKEN WHEN REPORTING CONCERNS

When the complaint is about possible abuse outside the organisation



APPENDIX 8

GUIDANCE FOR AWAY TRIPS

Away Trips

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

Communication with;

- **Children** – they should be aware of the travel plans, venue and time for collection, time of return and any costs. Children should also have a clear understanding of what standard of behaviour is expected of them. Children must know what kit they need to bring with them.
- **Parents** – should be made aware of the above and must have completed a consent form detailing any medical issues that the team manager should be aware of. Parents should also have the name and contact details of the team manager in the event of an emergency.
- **Other Coach/Tutors / volunteers** – need to be made aware of what their responsibilities are in advance of the trip. If the trip is a long journey, it is important that all Coach/Tutors / volunteers have an itinerary.

Transport

A more detailed transport policy is available in appendix 10, but the following are some basic points.

Ensure the driver has an appropriate and valid driving licence.

Allow an appropriate length of time to complete the journey.

Consider the impact of traffic and weather conditions.

If using a mini-bus ensure that all seats are forward facing and they all have seat belts fitted if carrying children. Is the driver experienced in driving a mini-bus?

Ensure leaders and children wear seat belts.

Check there is appropriate insurance for the journey.

Clarify supervision requirements with other leaders. The driver should not be considered as a supervisor during the journey.

Ensure that the vehicle is road worthy.

Ratio

Dependent on the sport the ratio of adult to child may vary but what ever is considered appropriate would generally need to be increased when travelling away from home.

Insurance

In addition to the mini-bus / car insurance, the team manager needs to ensure that the AVHMC general insurance covers travel to away events.

Emergencies

Ensure that the vehicle has breakdown and recovery cover. At least one of the leaders should be trained in first aid procedures and a first aid kit should be available.

The leader should have access to a mobile phone and contact details for all the children.

The above are only basic points of advice and are not comprehensive guidelines. For more detailed guidelines see Safe Sport Away.

Hosting

Being a host family or being hosted is an integral part of many events and, if handled appropriately, can add to a child's enjoyment and experience at a competition. The whole area of hosting though can create a great deal of concern for parents, children and the hosts. It is in response to these concerns that we have drawn up the following guidelines.

Being a host can be a particularly challenging role, but also very rewarding. A host should be provided with as much information about the child/children staying with them and details of the competition. They in turn should agree to provide references and be vetted when this is available. With the introduction of the Criminal Records Bureau, Disclosure Scotland and the Pre-Employment Consultancy Service, access to vetting for sports clubs organising events within England, Scotland, Wales or Northern Ireland should be achievable.

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

Child/Youth Member

Right To:	Responsibility
<ul style="list-style-type: none"> • Be safe • Have any concerns listened to • Be respected by their Coach/Tutor and host family • Have easy access to phone contact with the trip organiser • Have a list of events (itinerary) • Regular group meetings with other young people • Have their religious needs facilitated • Have prior knowledge of the climatic variation to enable them to bring adequate clothing • Be made aware of the codes required for phoning home • Maps of the local area • Have the currency of the country they are visiting explained to them • Be made aware of collection and drop off arrangements 	<ul style="list-style-type: none"> • Show respect to their host families • Show respect to other youth members and their leaders • Keeping themselves safe • Reporting inappropriate behaviour or risky situations • Attending any prior planning meeting to ensure they are fully informed of the plans • Maintain the sport's reputation by adhering to their code of conduct • Discussing their dietary needs with the host family (though it is the parent's/organiser's responsibility to ensure this information is passed on in advance) • Maintain the accommodation to the standard set by the family • Be aware that they are acting as an ambassador for their sport and on occasions their country • Dependent on arrangements with parents, manage their own money

Parents/Guardians

Right To:	Responsibility
<ul style="list-style-type: none"> • Know their child is safe • Be informed of any problems or concerns relating to their children • Be informed if their child is injured • Have their consent sought prior to the trip • Contribute to the decisions in planning the trip (when appropriate) • Have knowledge of where their child is staying and with whom • Have a contact number for their child's hosts and trip organiser • Have a detailed itinerary of events that their child will be taking part in 	<ul style="list-style-type: none"> • To be aware of the Code of Conduct for children, Coach/Tutors and hosts • To agree sanctions with the Coach/Tutor and child prior to the trip • Ensure the child has appropriate spending money • To pay for relevant costs prior to their child going on the trip • Provide the Coach/Tutor with all relevant documents and emergency contact number • Ensure the child has a passport (if required) prior to the trip • Provide appropriate clothing to meet the needs of the child while away from home • Drop off and collect their child at agreed time • Encourage their child to play by the rules

Coach/Tutor/manager

Right To:	Responsibility
<ul style="list-style-type: none"> • Have support form their Governing Body if reporting any concerns about the arrangements • Be protected from abuse by children/youths, other adults, members or parents involved in the trip • Not be left vulnerable when working with children • Receive the relevant information from parents/guardians in advance of the trip i.e. <ul style="list-style-type: none"> - Dietary needs - Any personal care needs - Emergency contact numbers - Signed medial consent form/permission form - List of any medication/allergies - E111 form completed (EU visits) • Be respected by the children in preparation for and during the trip • To have any personal “out of pocket” expenses reimbursed • To be able to apply sanctions in line with the Governing Body guidelines and discussed prior to the trip • To have time off i.e. that another adult is the point of contact for an emergency rather than one individual all the time 	<ul style="list-style-type: none"> • To plan well in advance of the trip • Check Governing Body guidelines • Gather information on destination and venue (if possible carry out a risk assessment) • Facilitate information meetings prior to the trip for parents and children • Maintain confidentiality about sensitive information • Be a role-model during the trip (disciplined/committed/time keeping) • Fostering team work to ensure the safety of youth members in their care • Respond to children/youth members’ statements and concerns • Record any complaints or accidents on relevant documentation • Provide the children, parents and host with an itinerary of events • Have clear arrangements for collecting and transporting children during the trip • Ensure that if a young person has to share a room that it is with someone of the same sex and that they are aware of who this is in advance • Check adequate insurance cover is arranged • Ensure they have received the relevant documentation from the child’s parents/guardians • To inform parents and children of standards of behaviour required and possible sanctions • To ensure that there is an appropriate adult/child ratio • To submit a report to club after the trip • Make parents and children aware of photographic policy and obtain parent’s signature (or include on permission form)

Hosts

Right To:	Responsibility
<ul style="list-style-type: none"> • To be treated with respect by the children, Coach/Tutors and parents • To have prior knowledge of any special requirements e.g. <ul style="list-style-type: none"> - Medical - Food - Religious -Transport - Mobility • To have telephone contacts, lists of parents and Coach/Tutors in the event of an emergency • To be financially reimbursed for any expenses (when agreed) • To be informed of competition details • To have clearly defined roles prior to the event • To be consulted about any change in plans 	<ul style="list-style-type: none"> • To have agreed to a Code of Conduct • To consent to checks/references being sought into their appropriateness of being hosts • To provide a safe and supportive environment for the children while they are hosting them • To attend host family meeting prior to and during the competition of arranged • To provide the child with a positive experience of staying away from home and possibly a different culture

Overseas Trips

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

APPENDIX 9

PHOTOGRAPHY & IMAGE GUIDANCE

PHOTOGRAPHS AND IMAGES OF CHILDREN

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

AGHALEE VILLAGE HALL MANAGEMENT COMMITTEE has decided that we needed to develop a policy in relation to the use of images of young people on our website and in other publications. We have considered the type of images that are suitable and that appropriately represent our sport, without putting children at increased risk. We have ensured that parents support this policy. When assessing the potential risks in the use of images of athletes, the most important factor is the potential of inappropriate use of images of children. By increasing the awareness of the potential risks and taking appropriate steps the potential for misuse of images can be reduced.

AGHALEE VILLAGE HALL MANAGEMENT COMMITTEE will:

- Consider using models or illustrations if you are promoting an activity.
- 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.

Guidance:

- If the child is named, avoid using their photograph.
- If a photograph is used, avoid naming the child.
- Ask for the child’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 Child’s Permission Form is one way of achieving this.
- Ask for parental permission to use an image of a young person. This ensures that parents are aware of the way the image of their child is representing the sport. A Parental Permission Form is one way of achieving this.
- Only use images of children in suitable dress to reduce the risk of inappropriate use. With regard to the actual content it is difficult to specify exactly what is appropriate given the wide diversity of sports. However there are clearly some sports activities - swimming, gymnastics and athletics for example when the risk of potential misuse is much greater than for other sports. With these sports the content of the photograph should focus on the activity not on a particular child and should avoid full face and body shots. So for example shots of children in a pool would be appropriate or if poolside, waist or shoulder up.
- Create a recognised procedure for reporting the use of inappropriate images to reduce the risks to children. Follow your child protection procedures, ensuring both your sports child protection officer and the Social Services and/or Police are informed.

AGHALEE VILLAGE HALL MANAGEMENT COMMITTEE has: -

- Established the type of images that appropriately represent activities for the Web and other media.
- Thought about the level of consideration we give to the use of images of children in other publications, for example, the processes involved in choosing appropriate images for the newsletter or magazine. Apply an increased level of consideration to the images of children and young people used in the web site.

Guidelines for Use of Photographic Filming Equipment at Events AGHALEE VILLAGE HALL MANAGEMENT COMMITTEE will

- Provide a clear brief about what is considered appropriate in terms of content and behaviour.
- Issue the official photographer with identification, which must be worn at all times.
- 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.
- Not allow unsupervised access to children or one to one photo sessions at events.
- Not approve/allow photo sessions outside the events or at a child's home.
- Ensure that if parents or other spectators are intending to photograph or video at an event they should also be made aware of your expectations.
- Ask spectators to register at an event if they wish to use photographic equipment.
- Inform children and parents that if they have concerns they could report these to the organiser.
- Encourage anyone with concerns regarding inappropriate or intrusive photography to report these to the event organiser or official and recorded in the same manner as any other child protection concern.

APPENDIX 10

TRANSPORTING OF CHILDREN

Guidelines on transporting a child or young person in your car

The issue of transporting children has become very sensitive for sports leaders and parents. Many Coach/Tutors argue that their club could not operate without the goodwill of volunteers and parents ensuring that children are returned home or transported to events in a private car.

The CPSU and guidance from the Sports Council for Northern Ireland encourages Coach/Tutors not to take children on journeys alone in their car. This view has been taken as our knowledge has grown of how those who want to harm children has developed. The vast majority of Coach/Tutors and volunteers will help out through their genuine desire to see children or their particular sport develop. Unfortunately we must face the reality that a minority of others will join a sports club to gain access to children and create an air of acceptability about their role, justifying their close contact with children.

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 there are a number of safety measures that AGHALEE VILLAGE HALL MANAGEMENT COMMITTEE recommend should be put in place to minimise the risk:

- The driver like all Coach/Tutors / volunteers who have access to children in our organisation should have agreed to being vetted through Access NI. 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 AVHMC) 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.
- When leaving children off after a match or training session Coach/Tutors / volunteers should alternate which child is dropped off last. Ideally two children 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.
- 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.
- Late collections. These can present our club and Coach/Tutors with particular difficulties. Parents/guardians will be provided with guidelines addressing the issue and outlining their responsibility and the consequences of late collections. Our club should have contact numbers for parents/guardians and if possible be provided with an alternative contact number.

Parents/guardians should have a contact number for the club/Coach/Tutor to inform them of emergencies and possible late collections.

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

APPENDIX 11

Equal Opportunities Policy for AGHALEE VILLAGE HALL

Equal Opportunities Policy – AGHALEE VILLAGE HALL

- AGHALEE VILLAGE HALL is committed to a policy of equal treatment of all members and requires all members of whatever level of authority to abide and adhere to this general principle and the requirements of the Codes of Practice issued by the Equal Opportunities Commission and Commission for Racial Equality.
- All members are expected to abide by the requirements of the Race Relations Act 1976, Sex Discrimination Act 1986 and Disability Discrimination Act 1995. Specifically Discrimination is prohibited by:
 - Treating any individual on grounds of gender, colour, marital status, race, nationality or ethnic or national origin, religion, sexual orientation or disability less favourably than others.
 - Expecting an individual solely on the grounds stated above to comply with requirement(s) for any reason whatsoever related to their membership, which are different from the requirements of others.
 - Imposing on any individual, requirements, which are in effect more onerous on that individual than they are on others. For example, this would include applying a condition, which makes it more difficult for members of a particular race or sex to comply than others not of that race or sex.
 - Victimisation of an individual
 - Harassment of an individual, by virtue of discrimination
 - Any other act or omission of an act, which has as its effect the disadvantaging of a member against another, or others, purely on the above grounds. Thus, in the entire Club's recruitment, selection, promotion and training processes, as well as disciplinary matters, it is essential that merit, experience, skills and temperament be considered as objectively as possible.
- AGHALEE VILLAGE HALL commits itself to the immediate investigation of any claims of discrimination on the above grounds and where such is found to be the case, a requirement that the practice cease forthwith, restitution of damage or loss (if necessary) and to the investigation of any member accused of discrimination.
- Any member found guilty of discrimination will be instructed to desist forthwith. Since discrimination in its many forms is against the AVH's policy, any members offending will be dealt with under the disciplinary procedure.
- AVH commits itself to the disabled person whenever possible and will treat such members, in aspects of their recruitment and membership, in exactly the same manner as other members. The difficulties of their disablement permitting assistance will be given, wherever possible to ensure that disabled members are helped in gaining access. Appropriate training will be made to such members who request it.

CHAIRPERSON, AGHALEE VILLAGE HALL MANAGEMENT COMMITTEE

APPENDIX 12

GUIDELINES ON CONFIDENTIALITY

Confidentiality, who needs to know what?

Our organisation have a clear statement about confidentiality and how this is to be respected. This statement covers much broader issues than child protection. We insist that families and children in contact with our organisation are sure, for example, that personal and sensitive details which they have confided about their lives or family situations will not be talked about or passed on to others without their consent.

However, the legal principle that 'the welfare of the child is paramount' means that considerations of confidentiality should not be allowed to override the right of children to be protected from harm. Everyone in our organisation, including children, must be aware that they can never promise to keep secrets. However, information of a confidential nature will only be communicated on a 'need to know' basis. Your statement of confidentiality should make this clear.

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

This will mean, at the very least, informing:

- the person responsible for child protection in our organisation;
- where relevant, a statutory child protection agency;
- the parent of the child;
- the alleged perpetrator.

Informing the parents of a child about whom you are concerned will need to be handled in a sensitive way and should only be undertaken in consultation with a statutory agency.

Any individual under suspicion whether or not she is a staff member or volunteer within your group has a right to be notified of the cause of the concern. This is another matter that will need careful consideration and should only be undertaken in consultation with a statutory agency.

Depending on the outcome of our initial inquiries, staff and other agencies that have contact with either the child concerned or the alleged perpetrator may need to be given brief details of the incident and subsequent action. The statutory agency will keep you right about who should be told, when they should be told, and the kind of information, which it is appropriate to share.

APPENDIX 13

ANTI-BULLYING POLICY

ANTI-BULLYING

Guidance Notes

The Individual

- 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

- Bullying will not be accepted or condoned. All forms of bullying will be addressed. Bullying can include:
 - physical pushing, kicking, hitting, pinching etc
 - name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation and the continual ignoring of individuals
 - sectarian/racial taunts, graffiti, gestures
 - sexual comments and /or suggestions
 - unwanted physical contact
- Children from ethnic minorities, disabled children, young people who are gay or lesbian, or those with learning difficulties are more vulnerable to this form of abuse and may well be targeted.
- Everybody has the responsibility to work together to stop bullying – the child, the parent, the Coach/Tutor, the sport's official
- Appropriate forums will be established within the club, including children, parents & Coach/Tutors, to address, monitor and stop bullying
- Commitment to the early identification of bullying and prompt, collective action to deal with it
- Policy and practice should 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 should be reviewed regularly in the light of changing needs and changes adopted by other agencies (e.g. schools)
- Coach/Tutors will have access to appropriately trained staff for support when dealing with bullying

Support to the Child

- Children should know who will listen to and support them
- Any advice and assistance should be given by an experienced Coach/Tutor
- 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.

Appendix 14

Data Protection

AGHALEE VILLAGE HALL is committed to ensuring that any information gathered in relation to our youth academies meets the specific responsibilities as set out in the Data Protection Act 1998.

To achieve this we have drawn up the following guidelines:

- All Youth Development Officers and Youth Academies should use the same registration form to ensure consistency of information and that the child/guardian is made aware of why we require the information. (See appendix 5)
- The names and addresses of children and guardians are only gathered for the purpose of maintaining a record of those currently involved in the clubs youth academy, for example to know who is on the premises at any given time and for emergency contact purposes.
- That the information requested is relevant to the needs of the database and to ensure we adhere to good child protection practices.
- We will make every effort to ensure the information entered onto the database from paper records are accurate and kept up to date. The paper record will be stored in a secure place & to the same standards as the database.
- AGHALEE VILLAGE HALL will only keep a child's information on the database for 12 months at a time. Re-registration forms will be completed following this time. If a child leaves during these 12 months the information will be deleted after 12 monthss.
- The database will be password protected and will only be accessed by eligible staff members based at that club.
- The database or any individual's name and address will not be forwarded to a third party without the prior permission of the child and guardian.

