Aghalee Village Hall

Safeguarding Policy

2024

Review every 2 years **Last review – March 2024** **Next review – March'26**

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1 Why have a Safeguarding Policy to protect children, young people and adults?

The following policy and procedures have been produced by Aghalee Village Hall as part of our commitment to provide a duty of care to children, young people and adults who participate in our programmes.

Where children, young people and adults are mentioned all are intended. A child or young person refers to a person under 18 years of age. An adult is recognised as all adults engaged in our programmes and in particular *adults at risk of harm* and *adults in need of protection* as recognised within Adult Safeguarding: Prevention and Protection in Partnership – (DOH and DOJ, 2015)

Adult at risk of harm – a person over 18 years or over, whose exposure to harm through abuse, exploitation or neglect may be increased by their personal characteristics and/or life circumstances e.g disability, special educational needs and mental or physical frailty.

Adult in need of protection – a person over 18 years or over, whose exposure to harm through abuse, exploitation or neglect may be increased by their personal characteristics and/or life circumstances and who is unable to protect their own well-being, property, assets, rights or other interests and where the action or inaction of another person or persons is causing, or is likely to cause, him/her to be harmed.

This policy applies to all those involved in AGHALEE VILLAGE HALL, coaches, tutors, administrators, officials, volunteers, parents and young people.. 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 adults within Aghalee Village Hall.

Background knowledge and the general principles of safeguarding including the ability to recognise and respond to abuse are important issues. Of primary concern for AGHALEE VILLAGE HALL is the issue of safeguarding of our young people and adults within the operation of the hall. However, being cognisant of the indicators of abuse in respect of young people and adults caused by others outside the hall is also of equal importance for their safety and well-being. The protection and well-being of children, young people and adults is also both a national and international requirement. Aghalee Village Hall therefore accepts and recognise their moral and legal responsibilities under the following legislation and policies;

- **The U.N. Convention on the Rights of the Child 1998**
- **The Human Rights Act 1998 The Children (NI) Order 1995**
- **The Safeguarding Vulnerable Groups (NI) Order 2007 (as amended by the Protection of Freedoms Act 2021) Section 75 of the NI Act 1998**
- **The Sexual Offences (NI) Order 2008**
- **Disability Discrimination Act 1995**
- **Race Relations (NI) Order 1997**
- **General Data Protection Regulations (GDPR) 2018**
- **The Protection of Children and Vulnerable Adults (NI) Order (2003);**
- **The Human Trafficking and Exploitation (Criminal Justice and Support for Victims) Act (Northern Ireland) 2015**
- **The Forced Marriage (Civil Protection) Act 2007**
- **The Family Homes and Domestic Violence (NI) Order 1998**
- **Adult Safeguarding: Prevention and Protection in Partnership (July 2015)**
- **The Justice Act (NI) 2015**
- **The Safeguarding Board Act (NI) 2011**
- **AVH Covid-19 Protocols V5 (August 2020)**

AGHALEE VILLAGE HALL

2 SAFEGUARDING POLICY STATEMENT

Aghalee Village Hall are committed to keeping all children, young people and adults safe from harm and exploitation and to upholding their rights throughout all our programmes and activities.

Aghalee Village Hall accept and recognise both their moral and legal responsibilities about providing a duty of care for children, young people and adults and endeavour to carry those out by the following;

- Adhere to our safeguarding policy and ensuring it is supported by robust procedures;
- Develop an awareness of the issues, which may lead to young people and 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;
- Adopt child and vulnerable adult protection guidelines through codes of conduct for all young people and adults working in the Village Hall. Adult workers can include coaches, tutors, parents and volunteers;
- Share information about concerns with all others who need to know;
- Provide information as required to the management committee;
- Complete safeguarding training made available through the various agencies and strengthen links with these agencies;
- Manage personal information, confidentiality and information sharing about our Safeguarding Policy and Procedures;
- Report concerns of suspected or disclosed abuse through a designated person to the relevant authority;
- Have procedures for effective recruitment and selection of staff and volunteers;
- Provide effective management of staff and volunteers;
- Designate a person to take a lead role in ensuring that the procedures adopted are fully implemented, reviewed, recorded and updated when necessary.

- **Safeguarding Designated Officer, Carol Redpath – 02892651762 (H) 07918150825 (M)**

Signed Caroline Redpath. Reviewed and Agreed 17th April 2024

Proposed, seconded and agreed 17/04/24 by

AGHALEE VILLAGE HALL MANAGEMENT COMMITTEE



3 INDICATORS OF ABUSE

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

PHYSICAL INDICATORS	BEHAVIOURAL INDICATORS
• 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	• 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

4 DESIGNATED PERSON

The Designated person within AGHALEE VILLAGE HALL is

NAME **Carol Redpath**

Telephone: **07918 150825**

These details shall be made known to all those involved with AVH 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 safeguarding is focused on one person who in turn will act as a pivotal point for all safeguarding matters.
Specifically the role and responsibilities of the Designated Child Protection Officer will include:

Referral of safeguarding concerns

Monitoring the implementation of Aghalee Village Hall's Safeguarding Policy and procedures and specifically to inform Social Services/PSNI within the appropriate Trust area of any concerns about a young person or adult.

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 appraised of any developments.

Relationship with *South-Eastern Health and Social Care Trust*

Providing a link through regular liaison with senior members of ***South-Eastern Health and Social Care Trust*** and to participate in any appropriate training.

Within Aghalee Village Hall

Taking the lead role in raising and maintaining awareness about safeguarding on the Committee.
Acting as source of advice and assistance on safeguarding matters on behalf of the Committee.
Assisting functions within Aghalee Village Hall to develop additional and supplementary safeguarding procedures and the promotion of good practice.
Advising Aghalee Village Hall of any safeguarding 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, young people and adults 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, young people and adults irrespective of ability or disability should be involved in activities in an integrated and inclusive way, thus allowing them to participate to their full potential.

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

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

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

6 CONFIDENTIALITY STATEMENT

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 young person and adult paramount.
Considerations of confidentiality will not be allowed to override the rights of young members or adults to be protected from harm. (See Appendix 12)

The safeguarding policy statement is displayed on AVH website – www.aghaleevillagehall.org.uk and copy of the full Policy is available on request to the Secretary for interested parties to read.

7 SAFE RECRUITMENT PROCEDURES FOR VOLUNTEERS / COACHES/TUTORS

- 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 coaches/tutors/ volunteers working with 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 if required is a pre-requisite to approval to volunteers/coach/tutor as required. **(See appendix 1)**

- **ALL** regular volunteers including AVH Committee Members alongside coaches/tutors must agree to abide by the **AVH Safeguarding Policy** including **Safeguarding Code of Conduct** and all are required to sign a pro-forma stating this. Ad hoc volunteers are not required to complete this paperwork but will at all times be under the supervision of an AccessNI checked and approved person. **(See appendix 2)**

- **ALL** AVH Management Committee members and regular volunteers complete basic Access NI checks and Safeguarding training as appropriate. Ad hoc volunteers are not required to complete AccessNI checks or training, but will at all times be under the supervision of an AccessNI checked and approved person.

- All coaches or tutors working on behalf of Aghalee Village Hall who are working or who plan to work specifically with children or vulnerable persons will complete enhanced AccessNI checks and suitable Safeguarding training as appropriate.

- Any concerns or objections with regard to suitability of a coach/tutor/volunteer must be submitted to the Designated Person. These matters will be raised with the AVH Management Committee with appropriate action taken including a formal response in writing to the concerned party if required.

8 TRAINING FOR VOLUNTEERS/COACHES/TUTORS

- Governing Body approved volunteers/coaches/tutors sessions are expected to have been achieved and ALL volunteers/coaches/tutors are expected to qualify to at least basic level training as appropriate.

- Appointment of volunteers /coaches/tutors will be on the basis of their current or previous experience either playing or volunteering/coaching/tutoring plus sight of current qualifications.

- Education and training in the basics of safeguarding will apply to all coaches/tutors/volunteers/management committee members working with young members and adults. AGHALEE VILLAGE HALL is also committed to continuous updating and review of its current Safeguarding Policy.
  Safeguarding training should include;
    - Basic awareness of safeguarding issues
    - Awareness of Aghalee Village Hall's safeguarding policies and procedures including the Code of Conduct

- Training should be carefully selected to ensure it is sufficient. All new volunteers,coaches/tutors should attend a safeguarding awareness workshop within six months of taking up their post.

- 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. 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 adults, gender breakdown and the overall nature of the activities involved.
- With regard to ratios of leaders and children, young people and adults, it is preferable to have 2 leaders for groups of 12 or more. There should be one additional volunteer/staff member for every ten extra children, young people and adults. Please see ratios detailed below.
- In relation to mixed gender groups it is preferable to have a leader of each gender.

Also, due consideration needs to be given to the following;

- Ensuring the children, young people and 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 everyone knows what their role if relevant and the programme involved.
- Levels of training, experience and support.

The following staff/volunteer to children, young people and 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 adults
18-25 years	=	1 member of staff to 15 young people and 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, young people and 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 adults at risk. This will only be as a last resort and all efforts will be made to support children, young people and adults to complete the programme.

Depending on the nature of activities it is important to complete a risk assessment and consider if additional staff and/or volunteers are needed.

10 GUIDELINES FOR REPORTING ACCIDENTS/INCIDENTS

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

- Fill in 2 copies of the Accident Form /Incident Form (**see Appendix 3 /4(a)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.

11 GUIDELINES FOR REPORTING CAUSES FOR CONCERN /DISCLOSURE OF ABUSE

Guidelines for responding to a disclosure;

Do's	Dont'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.	■ Panic. ■ Promise to keep secrets. ■ Enquire into the details of the abuse. ■ Make someone repeat the story unnecessarily.

- Record all information on Reporting 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.

12 USEFUL NUMBERS

Contact details for each Trust area are as follows;

Northern Health and Social Care Trust

Ballycastle, Ballymoney, Portrush and Coleraine	03001234333
Ballymena, Magherafelt and Cookstown	03001234333
Antrim, Carrickfergus, Newtownabbey and Larne	03001234333

Out of Hours Emergency Service - 02894424459

Southern Health and Social Care Trust

Central number 02837567100/08007837745
Craigavon 02837567100/08007837745
Dungannon 02837567100/08007837745
Newry 02837567100/08007837745

South-Eastern Health and Social Care Trust

Dunmurry and Greater Lisburn 03001000300
Newcastle and Downpatrick 03001000300
Bangor, Ards and Peninsula Areas 03001000300

One number 03001000300 or Out of Hours Emergency Service – 02890565444

Western Health and Social Care Trust

Enniskillen 02871314090
Omagh 02871314090
L'Derry 02871314090

Belfast Health and Social Care Trust

One number 02890507000 or Out of Hours Emergency Service – 02895049999

Police, Public Protection Unit (PPU's)

(Covers all abuse relating to under 18's alongside vulnerable adults.)

Telephone Number: **028 90650222**

OR

NSPCC
Telephone Number: Freephone **0800 800 500 (24 hrs).**

Social Services offices are normally open 9.00 am - 5.00 pm Monday to Friday. There is an **emergency out of hours service** which can be contacted at :

Telephone Number . **02894468833**

Referrals for Vulnerable adults - 02890565656

NB It is NOT the responsibility of staff or volunteers to identify or investigate possible instances of abuse. This is the role of the Statutory Services or the Northern Ireland Police Service.

Adult Safeguarding Gateway Teams

Trust Area	Telephone Number
Northern	02894413659
Western	02871611366
South Eastern	02892501227
Belfast	02895041744
Southern	02837564423
Emergency (Out of Hours) Social Work	02895049999

12 AVAILABILITY OF INFORMATION

It is important that there is a free flow of information between coaches/tutors/volunteers, children, young people and parents.

Parents should know what we do and how we do it, and the coach/tutors/volunteers 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 AVH policies will take place through meetings with those working directly with children and adults and may include feedback from children, adults and parents.

APPENDIX 1:

COACH/TUTORING or VOLUNTEER APPLICATION FORMS

RECRUITMENT PROCEDURES FOR THOSE APPLYING TO AGHALEE VILLAGE HALL MANAGEMENT COMMITTEE FOR A VOLUNTEERING POST

Guidance for this recruitment procedure has been taken from:

- **Childrens (NI) Order 1995**
- **The Safeguarding Vulnerable Groups (NI) Order 2007 (as amended by the Protection of Freedoms Act 2012) Section 75 of the NI Act 1998**
- **The Protection of Children and Vulnerable Adults (NI) Order (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 a particular role (job specification).**
- **Insisting that a person applying for any post of responsibility 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 an Access NI check if required.**
- **Setting a probationary period (6 months for staff or longer term volunteers).**
- **Interviewing the individual either formally or informally by one of the Committe.**

- **Assessing the individual's experience of working with children or young people and knowledge of safeguarding.**
- **Assessing their commitment to promoting good practice.**
- **Assessing their ability to communicate with children and young people**

Example 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 Ins 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 Safeguarding Training?

☐ Yes ☐ No

If yes, who was it organised by and when approximately

_____

Do you agree to undergo specific training, as required, on the role of the (*position being appointed*)

☐ Yes ☐ No

Have you ever been asked to leave an 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 organisation / place of involvement.

Referees – Names / Addresses / Telephone No / Designation

§

INFORMATION ABOUT AND CONSENT TO THE ACCESS (NI) ENHANCED SERVICE CHECK BY APPLICANTS FOR POSTS PROVIDING SERVICES TO OR HAVING CLOSE AND REGULAR SUPERVISION OF CHILDREN OR VULNERABLE ADULTS.

You have applied for a post which may 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:_____

FOR OFFICIAL USE ONLY:

Date application received: _____

Interviewed by: **1.** _____

2. _____

Date of interview: _____

Recommendation ☐ **Approved** ☐ **Not approved**

Reasons **Reasons**

SIGNED _____ **DATED** _____

Confidential
The following person:_____

has expressed an interest in working for AGHALEE VILLAGE HALL 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 known this person?

_____

2. In what capacity?

_____

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

_____

_____

_____

4. Please rate this person on the following – 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

GUIDELINES FOR GOOD PRACTICE

Aghalee Village Hall Management Committee will ensure;

- Proper supervision of children, young people and adults with a satisfactory ratio of volunteers/coaches/tutors**.**

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
- Use of equipment only when supervised by a volunteer/coach/tutor.
- Public Liability Insurance in place
- 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.
- A safe and welcoming environment
- Ongoing training and information
- Implementation of policy and procedures in line with guidance from Our Duty to Care
- Facilitation of open discussion on safeguarding issues
- Support to those who report accusations of abuse
- Suspected abuse information treated confidentially
- Appropriate action is taken if members breach standards of reasonable behaviour
- The setting of standards of good practice
- The designated officer has knowledge of statutory safeguarding procedures and their responsibility in reporting concerns

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

AGHALEE VILLAGE HALL MANAGEMENT COMMITTEE has the right to:

- Expect all leaders to comply with its Safeguarding Code of Conduct - see page 23.

- Expect all children, young people and adults to maintain standards of reasonable behaviour
- Take appropriate action if anyone breaches the Code of Conduct or Safeguarding Policy
- Expect all coaches, tutors, volunteers to undertake appropriate training when advised to
- Expect coaches, tutors, volunteers will not abuse children, young people and adults physically, emotionally, sexually or through neglect.
- Take appropriate action in the event of accusations
- 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.

Aghalee Village Hall

Safeguarding Code of Conduct

For **ALL** committee members and volunteers working at Aghalee Village Hall

In its simplest form, ‘safeguarding’ can be defined as ‘keeping children, young people and adults at risk, safe from harm’.

In Aghalee Village Hall (AVH) we believe that all those volunteering and/or working on behalf of the committee share responsibility for safeguarding and promoting the welfare of children, young people and adults at risk. The Safeguarding Code of Conduct below sets out what is required.

As a volunteer it forms part of the agreement for your role. Everyone is expected to adhere to this Code and you will be asked to sign and return it as acceptance of your commitment to it. You may also be required to undertake training in safeguarding.

The Safeguarding Code of Conduct:

- makes clear what is required of all volunteers;
- supports volunteers in meeting their obligations;
- enables volunteers to raise concerns without fear of recrimination;
- reduces the risk of misplaced or malicious allegations by clarifying responsibilities.

Volunteers, coaches, tutors and staff must abide by the following:

- Report any incidents or concerns that cause you to believe that a child, young person or adult at risk is, or is likely to be, at risk of harm. AVH will support any staff member, worker or volunteer who raises a legitimate concern about the actions of others.
- Respect the rights, dignity and worth of every person and treat everyone equally within the context of the activity/event undertaken.
- The well-being and safety of children, young people and adults is paramount.
- Ensure activities/events are appropriate for the age, maturity and ability of the individual.
- Always work in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment, e.g. no secrets)
- Build balanced relationships based on mutual trust which empowers children, young people and adults to share in decision-making
- Keep a written record of any injury that occurs, along with the details of any treatment given
- Immediately report any accusations made against you or your colleagues.
- Challenge bullying in any form i.e. physical or emotional. Physical bulling 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 regard to the behaviour exhibited and the reasons for the behaviour.

- Under no circumstances must photographs be taken without the consent of a group or individual on personal media/mobile devices.
- Due care must be taken in the use of personal media/mobile devices when carrying out duties on behalf of or helping within AVH. Care must be taken to ensure that any actions, including anything that might be visible on these devices could not be deemed detrimental, and would keep children, young people and vulnerable adults at risk, safe from harm.

You will conduct yourself in accordance with this Safeguarding Code of Conduct in all your volunteering for AVH. Any breach of the Safeguarding Code of Conduct may result in the termination of your involvement as a volunteer with AVH. In certain circumstances, if following investigation breaches of the Code are found, such action will also result in reports to Regulatory bodies, relevant Local Authorities and/or the police, as appropriate.

I confirm that I have read and understood Aghalee Village Hall Safeguarding Code of Conduct and agree to abide by its contents.

Please PRINT name:

……..

Signed & Dated:

……

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 volunteer/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 group. Parents will be informed. Dismissals can be appealed by the child/parent with final decisions taken by the relevant group 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 ▪ **Date:** ▪ **Time:** ▪ **Exact location:** ▪ **Injury:** ▪ **How happened**
SEVERITY: • **Minor** ☐ • **Considerable** ☐ • **Severe** ☐
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 4(a)

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:

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

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

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

Appendix 4 (b)

CAUSE FOR CONCERN FORM

Once this form is completed pass it **IMMEDIATELY** (within 24 hours) to the next appropriate/available person i.e Line Manager ⇨ Designated person ⇨ Director

Staff Details

Name

Position

Young Person's details

Name

Address

Date of Birth

Tel No

Name of Project/Group

Parent/Guardian

Any other relevant details:

Give details of your 'Cause for Concern'
i.e Why do you suspect abuse? How did you get this information? What exactly did the young person say and do? Any other relevant information?

Details of your ‘Cause for Concern’ continued

Any medical attention required? Give details

What future action do you believe is required?

Signed: ……... Date: ……

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.

Information for parents, 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 acknowledge that the club will be liable in the event of any accident only if they have failed to take reasonable steps in their duty of care for my child during the trip. 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.

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/flu medication that may be given.

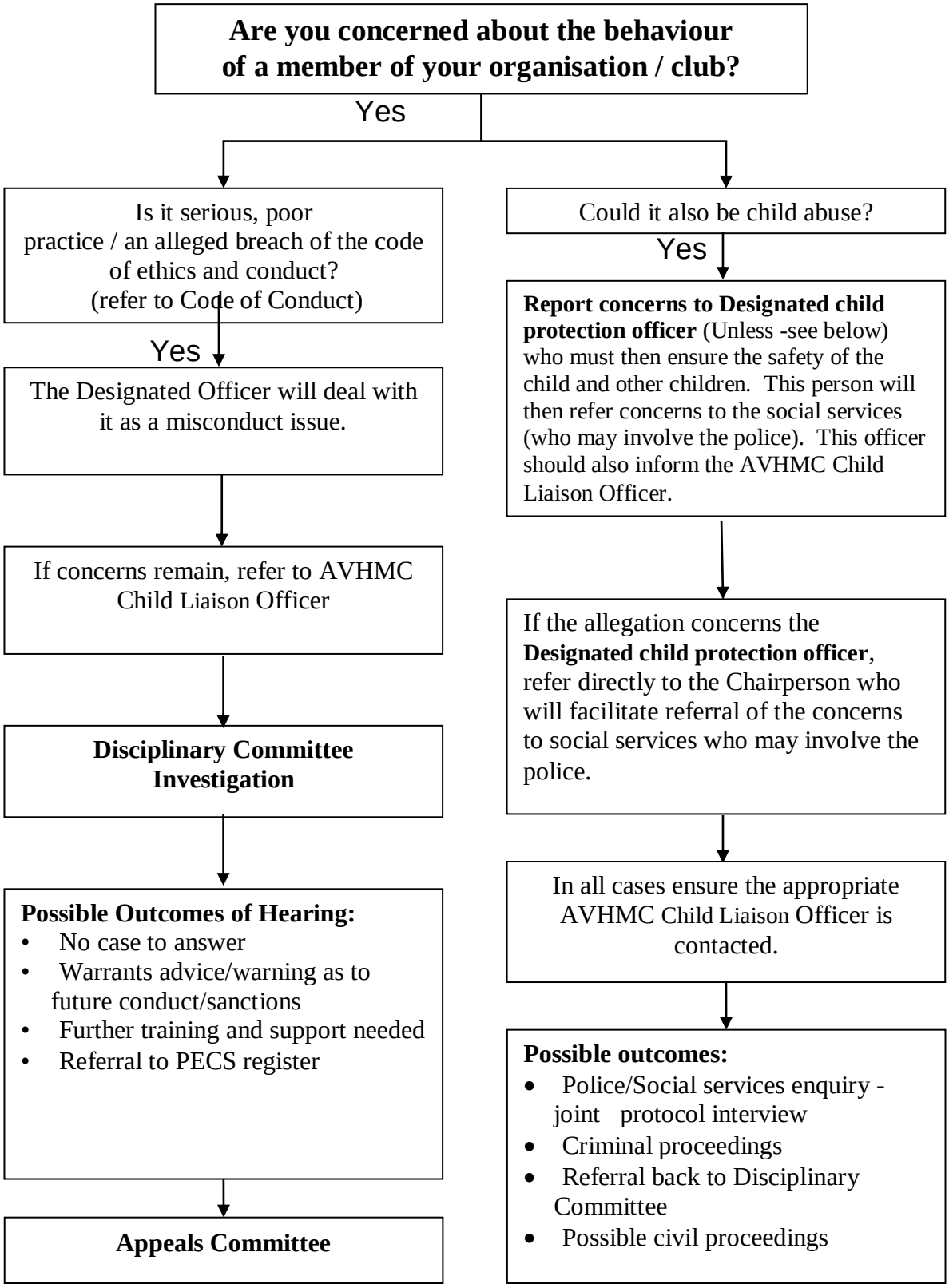
_____

_____

_____

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 refered externally either formally or informally for advice. Following the external (right column) outcome the matter may be refered back to the club's Disciplinary Committee.

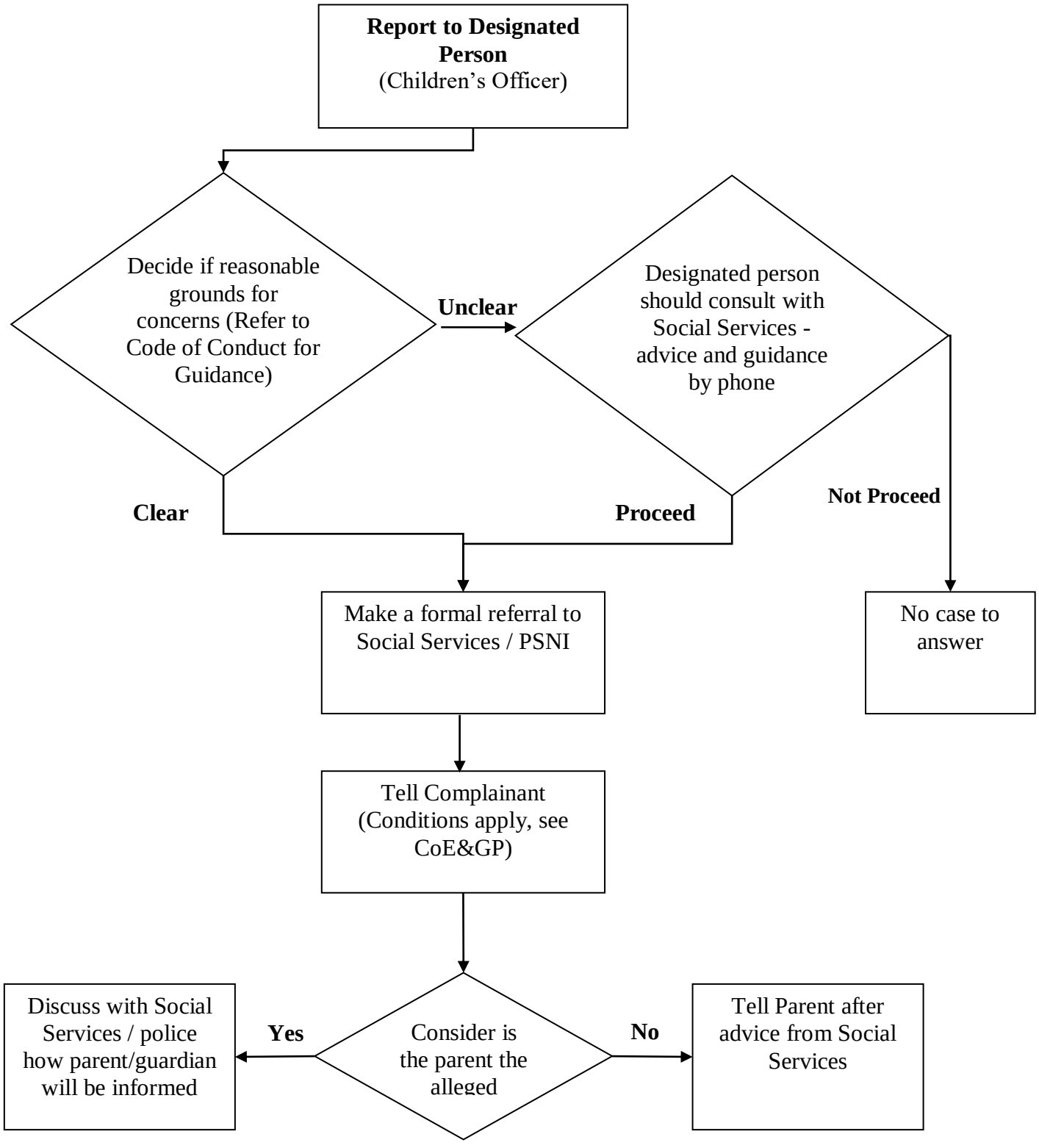
APPENDIX 7

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

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



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
• 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	• 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
• 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	• 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
• 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. - 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	• 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
• To be treated with respect by the children, Coach/Tutors and parents • To have prior knowledge of any special requirements e.g. - 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	• 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 way 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 then 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 by 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.