

IRISH FOOTBALL ASSOCIATION



SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY & PROCEDURES

GUIDANCE FOR STAFF AND VOLUNTEERS





Contents

Presidents Foreword	5	Section 4:	
Acknowledgements	5	People in Football	
Forword	6	4.1 Irish FA Staff and Volunteers	22
Supporting Statement	6	4.2 Parents and Guardians	22
Glossary	7	4.3 Children and Young People	23
Abbreviations Used	8	4.4 Officials	23
		4.5 Board of the Irish FA	23
Section 1:		Section 5:	
Introduction	10	Abuse and Poor Practice	
1.1 Safeguarding Policy Statement	10	5.1 What is Child Abuse?	26
1.2 Key Principles	11	5.1.1 The UN Convention on the Rights of the Child (1989): Legal Responsibility to Protect Children and Young People from Abuse and Neglect	26
1.3 Core Values	11	5.1.2 Facts about Abuse	26
1.3.1 Equality	11	5.1.3 Effects of Abuse	27
1.3.2 Confidentiality	12	5.1.4 Recognising Abuse	27
1.3.3 Integrity in Relationships	12	5.1.5 Categories of Abuse	27
1.3.4 Fair Play	12	5.1.6 Grounds for Concern	28
1.3.5 Competition	12	5.2 Increased Vulnerability to Abuse	28
		5.2.1 Additional Vulnerability of those with a Disability	28
Section 2:		5.2.2 Children and Young People from Minority Ethnic Groups	29
Best Practice in Football		5.2.3 Children and Young People Who Engage in Leadership Roles	29
2.1 Duty of Care to Ensure Best Practice	14	5.3 Bullying	29
2.2 Policies and Procedures	14	5.3.1 Reasons Why People Bully	30
2.3 Safe Recruitment Procedures for Staff and Volunteers	15	5.3.2 Signs and Indicators	30
2.4 Safeguarding Training for Staff and Volunteers	15	5.3.3 Effects of Bullying on Children and Young People	30
2.5 Support for Staff and Volunteers	16	5.3.4 Your Responsibilities	30
2.6 Equality	16	5.4 Appropriate Adult-Child Relationships	31
2.7 Risk Assessments	16	5.4.1 Understanding Grooming (or Entrapment) within Sport	31
2.8 Managing Challenging Behaviour	17	5.4.2 Relationships of Trust	31
2.9 Availability of Information	17	5.5 Poor Practice	32
		5.5.1 How to Recognise Poor Practice	32
Section 3:			
Responsibility for Safeguarding in Football			
3.1 Irish FA's Child Welfare Department	20		

**Section 6:**

Responding to Concerns or Direct Disclosures of Abuse	34	Appendix 3 The Irish FA's Codes of Conduct	54
6.1 Responding to Concerns about the Welfare of a Child or Young Person	34	Appendix 4 Irish FA's Health and Safety Policy	59
6.2 What is a Disclosure	34	Appendix 5 Physical Contact	61
6.3 What To Do If A Child Or Young Person Discloses To You	34	Appendix 6 Types and Indicators of Abuse	62
6.4 The Recording Process	36	Appendix 7 Anti-bullying Policy	66
6.5 The Irish FA's Reporting Procedures	36	Appendix 8 Whistle-blowing Policy	68
6.5.1 How to Report a Disclosure from a Child or Young Person	36	Appendix 9 Guidelines for Reporting Accidents	69
6.5.2 Disclosures from Staff Members	37	Appendix 10 Child Protection and Poor Practice Referral Form	72
6.5.3 Dealing with Disclosures Outside Irish FA Programmes	37	Appendix 11 Equality Policy Statement	77
6.6 Confidentiality	38	Appendix 12 Communications Policy	78
6.7 Referrals to the Disclosure and Barring Service (DBS)	38	Appendix 13 Guidelines for the Use of Photographic and Filming Equipment	82
6.8 Dealing with Possible Poor Practice and / or Abuse in Football	39	Appendix 14 Consent Form for Irish FA Media-Attended Events	84
6.8.1 Flow diagram 1: Dealing with suspected poor practice and / or possible abuse in Irish FA Programmes	40	Appendix 15 Managing Challenging Behaviour	85
6.8.2 Flow diagram 2: Dealing with possible abuse outside of Irish FA programmes	41	Appendix 16 Transporting Children and Young People	89
6.9 The Irish FA's Case Management Panel	42	Appendix 17 Travelling to Away Fixtures / Tournaments / Residentials	91
6.9.1 Possible Outcomes	42	Appendix 18 Standard Parental / Guardian Consent Form	96
6.9.2 Whistle Blowing	43	Appendix 19 Guidelines on Confidentiality	100
6.9.3 Appeals	43	Appendix 20 Useful Contacts	101
6.9.4 Complaints Procedures	44	Appendix 21 References and Source Material	103
6.9.5 Allegations of Previous Abuse	44		
6.9.6 Providing Support	44		
Appendices	45		
Appendix 1 Legislation Pertaining to Safeguarding	46		
Appendix 2 The Irish FA's Recruitment and Selection Policy	52		





President Foreword

The Irish Football Association regards its Child Welfare Programme as a fundamental part of its work. As governing body for football in Northern Ireland, the Association has a responsibility to lead by example and ensure that all children and young people who participate in Association programmes do so in a positive, secure environment that is free from abuse and harm.

The following policy and procedures, which represent a model of best practice, should be adopted by all staff and volunteers who represent the Irish FA so that everyone involved benefits from the positive aspects of the game.

Jim Shaw
President

Acknowledgements

The Irish FA would like to extend its gratitude to the FA, who kindly granted permission to adapt their Safeguarding Children Policy and Procedures.

The Irish FA would also like to thank the following people:

Paul Stephenson (Child Protection in Sport Unit [CPSU]), for his advice and support during the production of this document, as well as the CPSU, who kindly granted the Irish FA permission to reproduce their briefing guidance papers.

Jim Gamble, CEO of Ineqe Group and one of the leading authorities in safeguarding, for his invaluable advice, expertise and contribution.

Photographs courtesy of Press Eye.



Foreword

The identification, nurturing and development of talent are primary focuses of any sport's governing body and the Irish Football Association is no exception.

But increasingly it has become important to take responsibility for the care and welfare of our young and aspiring boys and girls. Football, like all sport, should be a fun and exciting experience if we are to retain the interests of our young people. It has a social function for children and young people, and the quality of the experience will determine whether sport becomes an integral part of their lifestyle. We also have a duty of care to ensure that parents and guardians are satisfied that the quality of coaching is of the highest order. In addition, we appreciate that children and young people within our programmes must always be treated with respect and be professionally managed. It is a huge responsibility nowadays to provide a safe and secure environment for our young football players, and it is a responsibility that we cannot neglect.

Patrick Nelson
Chief Executive



Supporting Statement from the Irish FA's Child Welfare Ambassador

I am honoured to continue my role as Child Welfare Ambassador for the Irish FA. Growing up as a young boy in Northern Ireland, I was fortunate to have played for clubs that had an ethos of putting the player before winning. This has been fundamental in my development both as a person and as a player. I am delighted that the Irish FA is taking such a proactive role, and this policy document clearly outlines their commitment towards safeguarding the welfare of all children and young people who participate in Association programmes.

Jonny Evans
Manchester United and Northern Ireland



Glossary

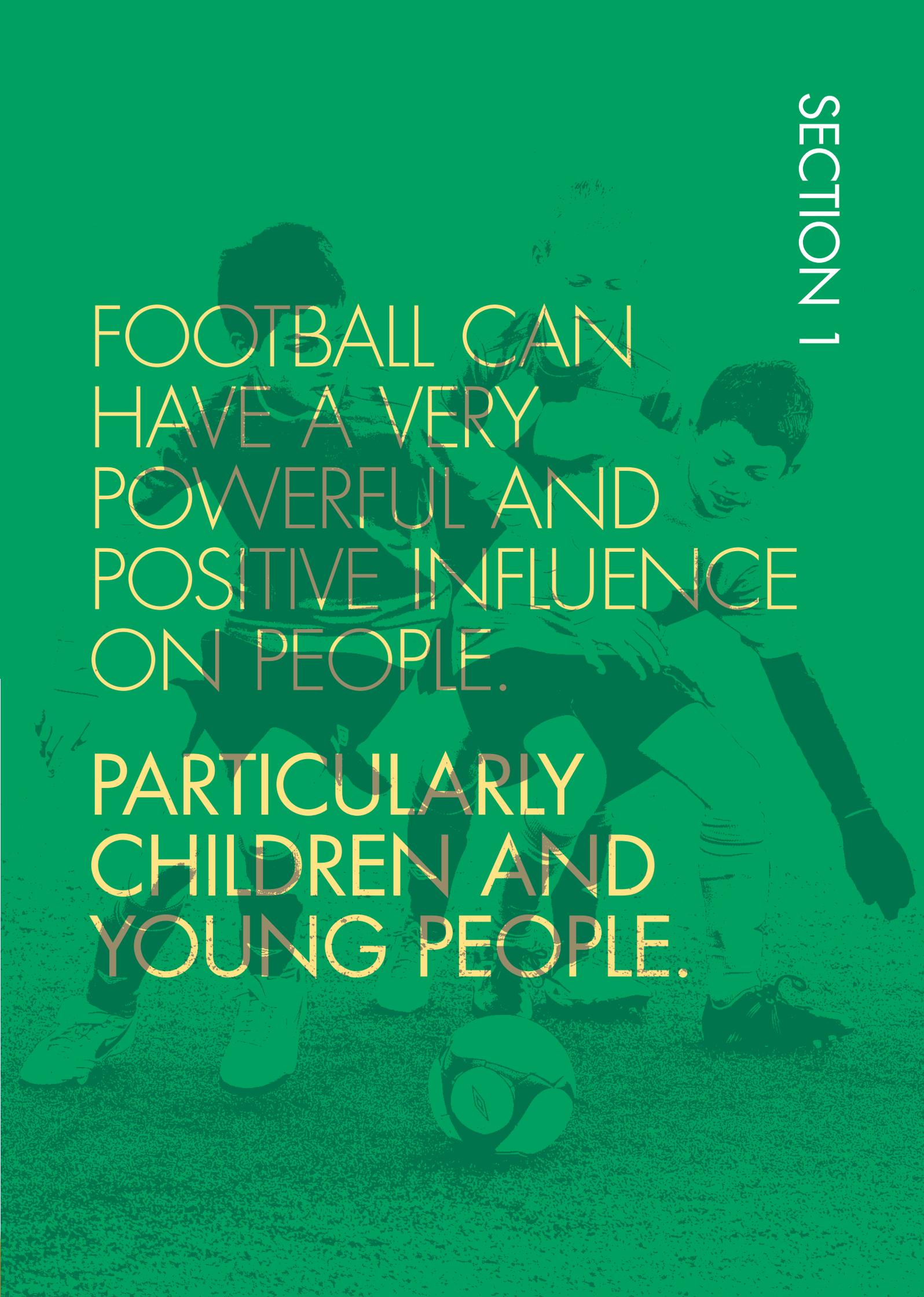
Safeguarding	doing everything possible to minimise the risk of harm to children and young people.
Child or Young Person	a person under the age of 18.
The Irish FA	the Irish Football Association Limited.
Staff	full-time and part-time paid employees.
Volunteer	a person who makes a commitment of time and energy for the benefit of society and the community, the environment, or individuals outside (or in addition to) their immediate family. A volunteer's action is unpaid and undertaken freely and by choice.
Parent / Guardian	assumes overall responsibility for their child.
Designated Person / People	the person / people responsible for dealing with any concerns about the safeguarding of children and young people. The designated person / people should ensure that they are knowledgeable about safeguarding and that they undertake any training that is considered necessary to keep updated on safeguarding legislation and best practice developments.
Board of the Irish FA (BIFA)	responsible for all matters relating to the conduct and undertakings of the Irish FA.
Official	person tasked with the responsibility of ensuring that the rules of the game are adhered to.
Parent / Guardian Consent	as 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; or post 15 April 2002 if they jointly register the baby's birth.
Regulated Activity	for the purposes of this document, 'regulated activity' in relation to safeguarding children and young people shall refer to the activity of all staff and volunteers who coach, instruct, treat, supervise or transport children and young people (frequently or intensively, as defined under current legislation) in an unsupervised capacity when involved in football activities, as well as the actions of those who manage these positions.
Statutory Authorities	government departments responsible for promoting and protecting the welfare of children and young people as well as investigating child protection concerns and allegations of abuse, namely the Health and Social Care Trusts and Police Service of Northern Ireland.



Abbreviations

BIFA	Board of the Irish FA
CMP	Case Management Panel
CPSU	Child Protection in Sport Unit
DBS	Disclosure and Barring Service, independent body responsible for preventing unsuitable people from working with children and young people
DDA	Disability Discrimination Act (1995)
DHSSPS (NI)	Department of Health, Social Services and Public Safety (Northern Ireland)
HSCT	Health and Social Care Trust
NSPCC	National Society for the Prevention of Cruelty to Children
PSNI	Police Service Northern Ireland





SECTION 1

FOOTBALL CAN
HAVE A VERY
POWERFUL AND
POSITIVE INFLUENCE
ON PEOPLE.

PARTICULARLY
CHILDREN AND
YOUNG PEOPLE.



Introduction

Football can have a very powerful and positive influence on people – particularly children and young people. It provides them with an opportunity to experience fun and achievement. Football also has the capacity to develop fundamental personal qualities and abilities such as respect, leadership, team-work and confidence.

However, children and young people can only experience the positive effects of football if the environment in which they play and learn is safe, secure and free from abuse and harm.

The protection of children and young people in football has been and remains a priority of the highest order for the Irish FA.

In recognising its legal and moral responsibility to safeguard the welfare of all children and young people, and to protect them from inappropriate behaviour and abuse, the Irish FA is determined to ensure that all staff and volunteers providing football opportunities for them do so to the highest possible standard of care.

The Irish FA's Safeguarding Children and Young People in Football Policy and Procedures sets out the Association's commitment towards safeguarding all children and young people who participate in Irish FA programmes. It clarifies the duty of care every person involved has to protect children and young people from abuse or harm as well their responsibility to report any harm or any suspected risk or harm that a child or young person may experience.

This policy document is set out to ensure the Irish FA complies with all statutory legal and moral requirements as set out in current legislation – including the United Nations Convention on the Rights of the Child (1989). The Irish FA remains committed to working alongside statutory safeguarding organisations to ensure that children and young people can benefit from engaging in football in a safe and secure environment.

1.1

SAFEGUARDING POLICY STATEMENT

The welfare of children and young people is paramount to the Irish Football Association. We endeavour to provide an environment which values and protects all children and young people, in all aspects and at every level of football in Northern Ireland, regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual orientation. It is the policy and commitment of the Irish FA to protect children and young people involved in football from inappropriate behaviour and all types of abuse.

The Children (NI) Order 1995 is based on a clear and consistent set of principles designed with the common aim of promoting the welfare of children and young people. Children and young people have the right to be safe. Irish FA staff and volunteers have a duty to ensure that this fundamental principle takes precedence over all other considerations.

The Irish FA endeavours to safeguard children and young people in its care by:

- recognising and communicating to all staff and volunteers that children have the right to be protected from all forms of abuse and harm
- appointing a Child Welfare Department to oversee the implementation and development of safeguarding best practice

- following carefully the procedures for recruiting and selecting staff and volunteers and providing effective management for staff and volunteers through supervision, support and training
- disseminating the required code of behaviour for everyone involved in Association programmes, and ensuring the code is adhered to at all times
- sharing information about safeguarding best practice with everyone involved in Association programmes
- educating staff and volunteers about the signs and indicators of abuse and how to respond appropriately
- ensuring that all allegations of abuse are responded to promptly, in a confidential manner and in line with statutory and Association guidelines
- sharing information about concerns with safeguarding agencies that need to know, and involving children and young people and their parents or guardians if appropriate
- reviewing the Irish FA's Child Protection Policy and Procedures every three years to ensure it reflects current statutory and Association requirements

Scope

This policy document covers all functions of the Irish FA and applies to all staff (full-time and part-time), volunteers and student placements – in particular those who engage in regulated activity with children and young people.

The Association's Child Protection Policy Statement is displayed and available within Irish FA premises for all interested parties to read.

Policy Review

The Irish FA has a responsibility to ensure the implementation of all policies required to govern the organisation, including its safeguarding policy. The Association is committed to reviewing its safeguarding policy and procedures every three years, or following a major change in legislation or practice advice, to ensure adherence with all government legislation and best practice guidelines.

1.2

KEY PRINCIPLES

This document offers guidance on how best to embed and promote the following principles:

- The safety and welfare of every child and young person is paramount and must take precedence over all other considerations at all times.
- Children and young people have the right to be treated equally, to be believed and to be protected from abuse and harm regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual orientation.
- Staff and volunteers have a moral and statutory duty of care towards children and young people in their care.
- The Irish FA will continuously work to ensure that all children and young people can enjoy the positive benefits of football by participating in an environment that is safe and free from harm. Any behaviour that compromises the safety and wellbeing of children and young people must be reported immediately. All suspicions and allegations of abuse will be taken seriously and acted upon in line with statutory and Association guidelines.

1.3

CORE VALUES

1.3.1 Equality

As the governing body for football in Northern Ireland, the Irish FA is committed to promoting the importance of equality so that every child and young person involved in Irish FA programmes is presented with an opportunity to participate in the game regardless of their – or their parent's or guardian's – race, skin colour, gender, language, religion, political or other opinion, ethnic or social origin, property, disability, birth or other status.



1.3.2 Confidentiality

Irish FA staff and volunteers should adhere to the principles of confidentiality except where the information relates to the safety and welfare of a child or young person, in which case, the information must be reported to the Child Welfare Department or, when appropriate, to the relevant statutory organisation/s. Considerations of confidentiality must never be allowed to override the rights of children and young people to be protected from harm. Staff and volunteers have a responsibility to ensure that information pertaining to a child protection concern is communicated on a 'need to know' basis only, with the welfare of the child or young person remaining paramount. The Association will make every effort to ensure that confidentiality is maintained when an allegation is being investigated.

1.3.3 Integrity in Relationships

Any staff member or volunteer who interacts with children and young people is deemed to be in a position of considerable trust and influence. Staff and volunteers are responsible for ensuring that all children and young people who engage in Association programmes are treated with integrity and respect – which is their right as defined in the UN Convention on the Rights of the Child (1989). All decisions and actions pertaining to the welfare and development of a child or young person should reflect this principle. Staff and volunteers must never use their position of trust for personal gain or to exercise an inappropriate influence. Any form of abusive behavior, including bullying, towards a child or young person is unacceptable. All staff and volunteers are required to challenge and report any inappropriate behaviour with or towards a child or young person.

1.3.4 Fair Play

Football should be conducted in an atmosphere which promotes fair play. The Irish FA is committed to the European Code of Sports Ethics, which defines fair play as:

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

(Ref: Irish Sport's Council and SportNI's Code of Ethics and Good Practice for Children's Sport, 2011)

Every person who engages in Irish FA programmes has a responsibility to promote and adhere to the principles of fair play. Any behaviour that compromises the principle of fair play, and thus brings the Association into disrepute, will be treated seriously and appropriately sanctioned.

1.3.5 Competition

Competition is an essential part of football and, when conducted in the right manner, can contribute to a child or young person's development. Through competition, children and young people learn respect for opponents, officials and laws of the game.

Too often, competitive demands are placed on children and young people too early, resulting in increased pressure and consequent drop-out from football altogether. Staff and volunteers have a responsibility to ensure that **competitive standards are age-appropriate**. Competition and results must never over-ride the welfare of children and young people in their care.

SECTION 2



THE IRISH FA
RECOGNISES ITS
RESPONSIBILITY
TO SAFEGUARD
THE WELFARE OF
CHILDREN AND
YOUNG PEOPLE
IN ITS CARE BY
CREATING A
SAFE, POSITIVE
ENVIRONMENT



Section 2

Best Practice in Football

2.1

DUTY OF CARE TO ENSURE BEST PRACTICE

The Children (NI) Order 1995 is based on five key principles of best practice:

- **Paramourcy** - the welfare of the child and young person is paramount
- **Parental / Guardian Responsibility** - responsibility towards children rather than rights over them
- **Prevention** - preventing abuse
- **Partnership** – parents / guardians and agencies working together to prevent abuse and harm
- **Protection** - duty to investigate when a child or young person is at risk from harm or abuse

The same principles apply in football. The Irish FA recognises its responsibility to safeguard the welfare of children and young people in its care by creating a safe, positive environment within which they can thrive and that protects them from abuse and harm.

Safeguarding in football can be achieved by implementing policies and procedures that support and promote best practice and which challenge practice that is harmful to children and young people.

In order for best practice to become embedded within the Irish FA, staff and volunteers have to develop an understanding of, and agree to adopt the policies and procedures supporting this ethos. Therefore staff and volunteers are required to participate in designated safeguarding training events designed to enhance their knowledge and develop sound child protection practice.

2.2

POLICIES AND PROCEDURES

The following policies and procedures are contained within this document to offer staff and volunteers guidance about safeguarding best practice and required standards of conduct.

Policies check list

- Safeguarding Policy
- Recruitment and Selection Policy
- Whistle-blowing Policy
- Health and Safety Policy
- Anti-bullying Policy
- Equality Policy
- Codes of Conduct for coaches and volunteers, parents and guardians, children and young people, spectators and match officials
- Confidentiality and Data Protection
- Communications and Social Media Policy
- Managing Challenging Behaviour and the Use of Force

Procedures check list

- Irish FA Child Welfare Department in place, supported by the BIFA
- Recruitment procedures
- Procedures for reporting concerns about the welfare of a child or young person
- Complaints, appeals and disciplinary procedures
- Parental and guardian consent forms
- Travel and overnight-stay procedures

2.3

SAFE RECRUITMENT PROCEDURES FOR STAFF AND VOLUNTEERS

The range and quality of Irish FA programmes for children and young people would not exist without the time, skills and commitment of staff and volunteers.

The Association recognises its responsibility to ensure that those staff and volunteers providing football opportunities for children and young people are appropriately selected, supported and have the necessary safeguarding knowledge to help them in their roles.

The Irish FA has comprehensive recruitment and selection procedures to help select the right people and to screen out and discourage those who are not suitable to work with children and young people in football.

As part of this process, staff and volunteers working in regulated positions will be required to:

complete an AccessNI Enhanced Disclosure vetting check* before commencing employment, to assess their suitability for working with children and young people

complete a Disclosure of Criminal Convictions application form detailing past convictions or impending cases

attend the Irish FA's Safeguarding Children and Young people in Football child protection awareness training* within six months of taking up post

abide by the Irish FA's Code of Conduct for staff and volunteers, and sign a pro-forma agreeing to this (see Appendix 3)

All full time-employees have a responsibility to ensure that all part-time and volunteer staff who assist them with their programmes adhere to the above requirements before commencing regulated activity roles. The Child Welfare Department must **ALWAYS** be informed when any new person commences a regulated activity role involving children and young people

*AccessNI vetting checks and child protection awareness training must be renewed every three years, as indicated in employment terms and conditions.

2.4

SAFEGUARDING TRAINING FOR STAFF AND VOLUNTEERS

Education and training in the basics of safeguarding is necessary for all staff, volunteers and management committee members engaging in regulated activity with children and young people and is provided through the Irish FA's Safeguarding Children and Young People in Football awareness course.

Safeguarding training covers:

- basic awareness and understanding of safeguarding issues
- recognising a child protection concern – including guidance on how to respond to, record and report concerns in line with Association requirements
- staff and volunteers' responsibility to safeguard children and young people who participate in Association programmes
- awareness of the Irish FA's Safeguarding Children and Young People Policy and Procedures – including its Codes of Conduct.

The Irish FA's safeguarding **training is football specific** in order to best suit the needs of staff and volunteers. Full attendance of the three-hour course is required in order for staff and volunteers to receive certification.



2.5

SUPPORT FOR STAFF AND VOLUNTEERS

Managing staff and volunteer roles is central to best practice. Line Managers have a responsibility to implement and promote support systems so that concerns and training needs relating to regulated activity roles can be shared. **Line Managers also have a responsibility to monitor the behavior and performance of those staff and volunteers who engage in regulated activity with children and young people.**

Any concerns regarding the suitability of a staff member or volunteer who engages in regulated activity must be referred to the Child Welfare Department. The department will immediately address issues pertaining to serious poor practice or abuse, in accordance with statutory guidance and the guidelines set out in this policy document.

2.6

EQUALITY

As defined in Article 2 of the UN Convention on the Rights of the Child, the Irish FA recognises its duty to provide every child and young person involved in Irish FA programmes with an opportunity to participate in the game regardless of their – or their parent's or guardian's – race, colour, sex, language, religion, political or other opinion, ethnic or social origin, property, disability, birth or other status. For more information pertaining to the UN Convention on the Rights of the Child, refer to Appendix 1.

Irish FA staff and volunteers have a responsibility to create an environment where children and young people can participate equitably without being subjected to any form of discrimination or intimidation. Staff and volunteers must challenge and report any form of discriminatory behaviour towards a child or young person involved in Irish FA programmes.

Any behaviour compromising this ethos will be challenged and dealt with in accordance with Irish FA disciplinary procedures.

2.7

RISK ASSESSMENTS

When carrying out a risk assessment, consider the following points:

- What is the activity?
- What are the potential hazards?
- What are the risks involved?
- Who may be at risk?
- How do you control the risk?
- What actions need to be carried out to do this?

(Ref: Sport NI – www.sportni.net/facilities/safety/guidance)

In preparation for an activity, also consider the following:

- What is the nature of the activity?
- Where will the activity be carried out?
- Will the group be mixed?
- What will the age range be? (Children and young people should participate in similar or equal age bands.)
- Are there special needs within the group?
- What are the experience and qualification levels of the coaches and / or volunteers?
- A qualified First Aider with a First Aid kit must be present.
- Children and young people should be properly supervised at all times, always with a satisfactory ratio of coaches and volunteers to children and young people.

The implementation of good and safe working practice is to the mutual benefit of everyone involved. For further guidance, refer to Appendix 4.

2.8

MANAGING CHALLENGING BEHAVIOUR

Staff and volunteers may, on occasion, be required to deal with a child or young person's challenging behaviour. When doing so, staff and volunteers should bear in mind the following points:

- The welfare of the child or young person is the paramount consideration.
- Everyone involved in Irish FA activities will be provided with clear guidelines about the required standard of behavior and what is deemed to be unacceptable. Information regarding the Irish FA's procedures for dealing with unacceptable behavior will be communicated to staff and volunteers.
- Children and young people must never be subject to any form of treatment that is harmful, abusive, humiliating or degrading.
- Some children and young people exhibit challenging behaviour as a result of specific circumstances – for example, **a medical or psychological condition** – and coaches / volunteers may therefore require specific or additional guidance. These, and any other specific needs the child or young person may have, should be discussed with their parents or guardians (and the child or young person) in planning for the activity, to ensure that an appropriate approach is agreed and, where necessary, additional support provided.
- Football can make a significant contribution to improving life experiences and outcomes for all children and young people. Every child and young person should be supported to participate and, only in exceptional circumstances – where the safety of either the child or young person whose behaviour is in question, or of other children and young people, cannot be maintained – should any child or young person be excluded from activities.

2.9

AVAILABILITY OF INFORMATION

It is important that there is a free flow of information between staff and volunteers, parents and guardians and children and young people in terms of what we aim to achieve in our duty of care for children and young people who participate in Irish FA activities.

From an Irish FA perspective it is important that parents and guardians **know what we do, how we do it**, and that our staff will be on hand during or after coaching sessions for consultation or advice.

When appropriate, the Irish FA will communicate with parents and guardians by letter, e-mail or by telephone conversation about specific events or for further information regarding their child.





SECTION 3

THE IRISH FA
HAS A MORAL
AND LEGAL
RESPONSIBILITY
TO PROTECT
CHILDREN AND
YOUNG PEOPLE
WHO PARTICIPATE
IN THE GAME
FROM ABUSE
AND HARM



Section 3

Responsibility for Safeguarding in Football

3.1

IRISH FA'S CHILD WELFARE DEPARTMENT

The Irish FA has a moral and legal responsibility to protect children and young people who participate in the game from abuse and harm. It also has a responsibility to ensure that children and young people have fun and achieve to the best of their ability.

The Irish FA has in place a Child Welfare Department who assume a higher level of responsibility and accountability to oversee and support the implementation of safeguarding best practice standards within the Association. The staff of this unit include:

Jim Grattan
Child Welfare Manager
e-mail: jgrattan@irishfa.com

Jessica de Largy
Child Welfare Officer
e-mail: jdelargy@irishfa.com

Both can be reached at:
Irish Football Association
20 Windsor Ave, Belfast BT9 6EG
Tel: 028 9066 9458

Staff and volunteers are responsible for reporting poor practice incidents occurring during Irish FA programmes directly to their line manager (also in writing, upon request).

Concerns regarding serious poor practice or abuse must be reported immediately to the Child Welfare Department (also in writing upon request).

If the concern relates to a member of the Child Welfare Department, please report to the Director of Football Development.

REMEMBER

it is not your responsibility to decide if abuse has occurred. It is your responsibility to report your concerns to the designated people within the Association.

Procedures for recording and responding to incidents and accidents are outlined elsewhere in this policy document.



STAFF AND VOLUNTEERS PLAY A VERY IMPORTANT ROLE, CONTRIBUTING TO THE SPORTING AND SOCIAL DEVELOPMENT OF CHILDREN AND YOUNG PEOPLE WHO ENGAGE IN ASSOCIATION PROGRAMMES.



Section 4

People in Football

4.1

IRISH FA STAFF AND VOLUNTEERS

Staff and volunteers play a very important role, contributing to the sporting and social development of children and young people who engage in Association programmes. As such, they have a duty of care to create a positive environment where children and young people can grow and develop safely and equitably.

Staff and volunteers are required to operate within Irish FA best practice guidelines to ensure that football is a positive experience for all. This includes offering encouragement and praise as well as placing effort and participation before winning. Success in children's football should not be associated with performance and results.

The trust formed in staff-player relationships must never be underestimated. Staff and volunteers are in a position of considerable influence and must never abuse this position of trust for personal gain or to exercise an inappropriate influence. They have a responsibility to operate within the Codes of Conduct set out by the Irish FA at all times (see Appendix 3).

Equally, the Irish FA also has a **duty of care to ensure that staff and volunteers are supported in their role** and that safeguards exist to protect them from compromising situations or false allegations. Staff and volunteers should be able to voice concerns or make a disclosure knowing that it will be taken seriously and responded to.

4.2

PARENTS AND GUARDIANS

Parents and guardians assume primary responsibility for the wellbeing of their child, and therefore have a duty to ensure that all of their basic needs are met during the course of participation in Association programmes.

They also have a responsibility to teach their children values such as participation and enjoyment, as well as ethics such as fair play and respect. **Codes of Conduct set out by the Irish FA should also be explained to the child by the parent or guardian**, and countersigned to confirm this was done, and to indicate that they understand and agree to these codes.

Parents and guardians themselves have a duty to lead by example and demonstrate best practice by adhering to the Codes of Conduct for Parents and Guardians set out by the Irish FA. These Codes of Conduct should be communicated to and copies shared with all parents and guardians at the time of their child's registration.

While football can evoke very passionate emotions and reactions, parents and guardians must ensure these emotions and reactions are positive rather than negative. This includes not resorting to argumentative behaviour on the sidelines, or engaging in any form of abusive behaviour – including the use of social media to make, provoke or respond to abusive, threatening or other inappropriate behaviour (see Appendix 3).

4.3

CHILDREN AND YOUNG PEOPLE

Children and young people have a right to enjoy the positive aspects of football and to participate in an environment which protects them from abuse and harm.

They also have a responsibility to participate in Irish FA programmes in a manner that promotes the best practice guidelines outlined by the Association. This includes adhering to the Irish FA's Players' Code of Conduct as well as demonstrating respect for their coaches, team mates, opponents and match officials. Children and young people also have a responsibility to promote values such as fair play, and to refrain from behaviour that brings the Irish FA, the game or themselves into disrepute.

The Irish FA wish to ensure all children and young people enjoy football in a positive environment where they feel supported and encouraged by their peers.

Children and young people should be made aware of the Irish FA's position on bullying. Irish FA staff and volunteers will not tolerate bullying or other hurtful behaviour, whether it is directly or indirectly linked to Association programmes i.e. bullying taking place outside of programme time but relating to Irish FA programmes.

Any bullying behaviour occurring in Association programmes will be taken seriously and responded to with the implementation of appropriate action or sanction.

Staff and volunteers should raise awareness of the damage that bullying can cause to teammates and to others. Children and young people should be actively encouraged to report instances of bullying and reassured that if they do, they, and or the victim, will be supported.

Children and young people should be made aware of those within Irish FA programmes to whom they can report inappropriate behaviour to and trust that they will be taken seriously and supported when they do.

4.4

OFFICIALS

Referees and match officials play a vital role in football – they are responsible for ensuring that structure and order prevail throughout the game.

They also have a duty to officiate the game in a manner that safeguards the welfare of children and young people at all times. This includes assessing the environment in which children and young people play and responding to behaviour that compromises the safety and welfare of children and young people – i.e. abusive behaviour from coaches, other players or spectators.

Referees and officials are role models and must demonstrate exemplary behaviour by adhering to the Codes of Conduct outlined in this document. This includes making consistent, fair, equitable and impartial decisions (see Appendix 3).

4.5

BOARD OF THE IRISH FA

The Irish FA operates under a constitution that promotes best practice in football. Members of the Board of the Irish FA (BIFA) have made a commitment governed by our constitution to ensure that safeguarding forms an integral part of our sport. This demonstrates the Irish FA's commitment towards protecting all children and young people who participate in Association programmes.

As part of this process, the BIFA support and endorse the Irish FA's Safeguarding Children and Young People Policy and Procedures. In conjunction with the Child Welfare Department, they will disseminate this document throughout the Association so that staff and volunteers are made aware of their responsibility to create an environment that safeguards all children and young people in their care.



SECTION 5

CHILDREN AND
YOUNG PEOPLE
ARE THE FUTURE
OF THE GAME;

THEY NEED TO BE
ENCOURAGED
AND COMMENDED
RATHER THAN
SUBJECTED TO
ABUSE.



Section 5

Abuse and Poor Practice

5.1

WHAT IS CHILD ABUSE?

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

(Ref: Department of Health, Social Services and Public Safety (DHSSPS) NI Area Child Protection Committee's Regional Child Protection Policy and Procedures, 2005)

Child abuse occurs when a person in a position of greater authority or power causes significant harm to a child or young person. Research indicates that this harm can take place in many settings, including sport, and that the perpetrator is more often an adult whom children and young people know and place their trust in, rather than a stranger.

5.1.1 The United Nations Convention on the Rights of the Child (1989): Legal Responsibility to Protect Children and Young People from Abuse and Neglect

The UK and Ireland have signed up to the Articles within the UN Convention on the Rights of the Child.

Article 19 of the UN Convention on the Rights of the Child places a responsibility on organisations to take all appropriate legislative, administrative, social and educational measures to protect children and young people from all forms of abuse and neglect. The Irish FA recognises its responsibility to do all in its power to protect children and young people involved in Association programmes from any form of maltreatment. This includes educating staff and volunteers about abuse and neglect and how to respond to concerning behaviour.

5.1.2 Facts about Abuse

- Most perpetrators are adults whom that the abused child or young person knows and trusts.
- The reported cases of child abuse are just the tip of the iceberg of the cruelty, exploitation and neglect to which children in our society are subjected.
- A third of those who sexually abuse a child are themselves under the age of 18.
- Children with a disability are more vulnerable to abuse. They are more dependent on intimate care and sometimes less able to tell anyone or run away from abusive situations.
- Children very seldom make false accusations that they have been abused, and may in fact deny actual abuse or retract an accusation due to not feeling safe enough to make a disclosure or fear of the consequences.
- Children who talk about the abuse fear the consequences of telling: If things are bad, perhaps they may get worse.
- Children and young people who are abused can be very good at hiding their unhappiness and distress.
- Abuse has serious long-term effects on children and young people. If untreated, the effects of abuse on children can be devastating and could continue into adulthood.

(Ref: Department of Health, Social Services and Public Safety (DHSSPS) NI Area Our Duty to Care – Principles of Good Practice for the Protection of Children and Young People, 2011)

5.1.3 Effects of Abuse

Jon Brown, head of strategy and development for the NSPCC's sexual abuse programme, states:

The impact of child sexual abuse on the victim can be long-term and devastating. The duration and proximity of the abuse and the abuser (i.e. a close family member) are important factors that can influence the extent of the impact.

Child sexual abuse often will leave few physical scars and where there is physical injury this will often heal relatively quickly.

Far more enduring are the emotional and psychological impacts on the victim. Children who have been sexually abused may display significant behavioural changes. They may become withdrawn, clingy, anxious; they may display sexual precociousness and / or aggression and may display some physical signs such as bed wetting, recurring thrush or other sexually transmitted diseases, bleeding from the vagina and / or anus.

Older children and adults often display depression, anxiety, feelings of uncontrollable rage, obsessive behaviours, eating disorders, regular suicidal thoughts, alcohol and substance misuse and addiction, an inability to form and maintain long-term consenting and equal adult friendships and relationships, all driven by on-going feelings of betrayal, stigmatisation and powerlessness.

Brown, J. (2012) "Child Sexual Abuse: What We Know From Practice and Research" [Online]

http://www.nspcc.org.uk/news-and-views/our-news/child-protection-news/12-12-12-child-sexual-abuse/child-sexual-abuse-issue_wda93265.html

5.1.4 Recognising Abuse

Child abuse can be a very difficult and emotive subject for staff and volunteers. However, it is a subject which requires education and open discussion so that everyone involved in Association programmes feels confident in recognising the potential signs and symptoms of abuse and knows how to respond to concerns in line with Association and statutory guidelines.

By creating a better understanding of the issue, and by facilitating open discussion about abuse, the Irish FA also endeavours to deter those who may wish to use football as a means of gaining access to children and young people for inappropriate reasons.

Child abuse inquiries indicate that abuse which takes place in a public setting is rarely a one-off occurrence. Therefore it is imperative that all allegations and suspicions of abuse are taken seriously and acted upon immediately in order to prevent further harm to children and young people.

5.1.5 Categories of Abuse

The DHSSPS (NI)'s report Co-operating to Safeguard Children (2003) formally recognises four types of abuse:

Physical abuse - occurs when an a person deliberately hurts a child or young person or gives a child or young person access to alcohol, drugs or other dangerous substances

Emotional abuse - occurs when a person persistently shouts, taunts or threatens a child or young person. They may also convey to them that they are worthless or inadequate

Neglect - occurs when a person persistently fails to provide a child or young person with basic needs such as food, water and clothing. The child or young person may also be left unsupervised and not cared for

Sexual abuse - occurs when a person takes advantage of a child or young person to gratify their own sexual needs

Although bullying is not formally recognised as a type of abuse under the Children (NI) Order, the Irish FA considers it to be a form of abuse which must be taken seriously and responded to.

For more detailed information regarding the categories of abuse, refer to Appendix 6.

For further information regarding bullying, refer to Appendix 7.



5.1.6 Grounds for Concern

The possibility of child abuse should be considered if there are reasonable grounds for concern. Reasonable grounds for concern (as adopted from the DHSSPS [NI]'s Area Child Protection Committee's Regional Policy and Procedures) exist when there is:

- a specific indication from a child or young person that they have been abused
- an account by a person who saw the child or young person being abused
- evidence, such as an injury or behaviour which is consistent with abuse and unlikely to be caused another way
- an injury or behaviour which is consistent both with abuse and with an innocent explanation but where there are corroborative indicators supporting the concern that it may be a case of abuse. An example of this would be a pattern of injuries, an implausible explanation, other indications of abuse, dysfunctional behaviour.
- consistent indication, over a period of time, that a child is suffering from emotional or physical neglect

5.2

INCREASED VULNERABILITY TO ABUSE

Children and young people who have additional care needs or who come from a minority ethnic group may face a range of additional challenges. Staff and volunteers will be made aware of this and will be encouraged to challenge any behavior that comprises the welfare or acts as a deterrent to the participation of such children and young people.

5.2.1 Additional Vulnerability of Those with a Disability

Safeguards for children and young people with a disability should be the same as those for other children and young people; however, special input may be required if the child or young person has severe or multiple disabilities.

In the largest study into the issue of disabled children and abuse, Sullivan & Knutson (2000) found that 31% of disabled children had been abused, compared to a rate of 9% among the non-disabled child population.

Disabled children and young people have the same needs as other children and young people, but they may have additional needs associated with their disability that may increase their vulnerability to abuse. For example:

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

Ref: Sullivan P. M. & Knutson, J. F. (2000) Maltreatment and disabilities: a population-based epidemiological study. *Child Abuse and Neglect*, 24(10): 1257-1273.

5.2.2 Children and Young People from Minority Ethnic Groups

Children and young people from minority ethnic groups may also be more vulnerable, as they may be subjected to racial taunts and abuse from their peers or from those in positions of authority. Language and cultural barriers may also increase the potential of abuse or poor practice. The Irish FA takes the prevention of racially and culturally motivated abuse seriously, as all people deserve to take part in football without discrimination.

5.2.3 Children and Young People who Engage in Leadership Roles

Children and young people who take on positions of responsibility (e.g. as coaches and match officials) are often susceptible to verbal, physical and emotional abuse from adult coaches, parents or guardians and match spectators. This behavior is unacceptable, and the harm which it can cause must not be underestimated. **Children and young people** who take on such roles **are the future of the game**; they need to be **encouraged and commended** rather than subjected to abuse.

Irish FA staff and volunteers have a responsibility to ensure that children and young people who engage in such roles are respected and protected. Any form of inappropriate behavior or abuse must be recorded and reported to the appropriate department within the Association. The Child Welfare Department must be notified about all cases of serious poor practice and abuse within the Irish FA.

5.3

BULLYING

The Northern Ireland Anti-Bullying Forum defines bullying as “the repeated use of power, by one or more persons, intentionally to harm, hurt or adversely affect the rights or needs of another or others.”

Bullying can be:

- **physical** - pushing, kicking, hitting, pinching, unwanted physical contact etc.
- **verbal** - name-calling, sarcasm, spreading rumours, persistent teasing, racist / homophobic taunts, gestures
- **emotional** - torment through ridicule, humiliation and the continual ignoring of individuals
- **sexual** - unwanted physical contact or sexually abusive remarks
- **homophobic** - focuses on a person’s actual or alleged sexuality
- **racist** - racial taunts, graffiti, gestures

Although bullying has not been defined as a form of abuse within the Children (NI) Order 1995, the Irish FA deems it to be an abusive behavior which will not be accepted by any individual engaging in Association programmes. Any form of bullying behavior which occurs in Irish FA programmes will be taken seriously and responded to in line with Association anti-bullying procedures (see Appendix 7).





5.3.1 Reasons Why People Bully

There are many reasons why a person may engage in bullying behaviour. Some of these include:

- Bullying can be a form of control or a way of gaining attention.
- It might be a response to jealousy of another person's attributes, success, appearance etc.
- Bullying can be inflicted on another person due to their:
 - **Gender**
 - **Race**
 - **Religion**
 - **Sexual orientation**

(Ref: www.endbullying.org.uk)

5.3.2 Signs and Indicators

A child or young person who is being bullied may display both physical and behavioural signs

(see Appendix 6). Staff and volunteers should be familiar with these signs and must respond in a reasonable way – and with the young person's best interests as paramount – if a child or young person:

- discloses they are being bullied
- is reluctant to attend training and matches
- becomes introverted and anxious
- leaves the session with damaged or missing clothes / equipment
- frequently 'loses' money or continuously asks for / steals money
- displays physical signs such as cuts and bad bruises
- is frightened to say what's wrong
- gives improbable excuses for any of the above

In more extreme cases:

- starts to stammer
- cries themselves to sleep at night or has nightmares during an away trip
- displays aggressive, disruptive or unreasonable behaviour

- bullies other children, young people or siblings
- stops eating, or binges and purges
- self harms
- attempts or threatens suicide
- runs away

If a child or young person displays any of these signs and behaviours, it is important to react immediately and report your concerns to your line manager. Although these are symptomatic signs and behaviours of bullying, they are not exhaustive – and may also indicate other problems.

5.3.3 Effects of Bullying on Children and Young People

The effects of bullying on a child or young person's development must never be underestimated. Bullying can cause considerable physical, emotional and psychological distress, the effects of which can carry over into adult life. In some cases, bullying can lead a child or young person to self harm or decide that their only option for escape is death by suicide.

5.3.4 Your Responsibilities

Everyone in the Irish FA – staff and volunteers, children and young people, parents and guardians, and officials and representatives – is responsible for working together to prevent bullying, and for responding to any bullying behaviour which may occur in Association programmes.

Staff and volunteers should encourage children and young people in their care to share their concerns if they are the victim of bullying, and must take any disclosure regarding bullying behaviour seriously.

The Irish FA has an anti-bullying policy, which every person involved in Association programmes is expected to read, agree and adhere to (see Appendix 7). Any form of bullying behaviour; whether it's from adult to child, child to child or child to adult; is deemed to be unacceptable and against the ethos and positive values that the Association is trying to promote.

5.4

APPROPRIATE ADULT-CHILD RELATIONSHIPS

5.4.1 Understanding Grooming (or Entrapment) within Sport

The majority of adults involved in Irish FA programmes with children or young people participate with the main aim of providing a fun, positive experience for those with whom they work. However, others (though thankfully a minority) may use football as a way of gaining access to children and young people for inappropriate reasons such as sexual abuse.

In order to gain access to children and young people, those who commit offences often first earn the trust of people surrounding the young person. This may include representatives of the Association, the club, coaches and volunteers, parents and guardians and other children and young people. This process is referred to as 'grooming.'

Those who commit offences often portray themselves as caring and trustworthy individuals so they are freely entrusted with the care of children and young people. Once they have gained access to children and young people, they befriend them in order to break down any pre-existing barriers. As soon as a trusting friendship has been established, they manipulate and control children and young people into gratifying their sexual needs.

The Sexual Offences (NI) Order 2008, brings Northern Ireland in line with legislation in England and Wales and means "grooming" is deemed to be an illegal offence. Therefore, staff and volunteers must report all suspicions or allegations of grooming, relating to Irish FA programmes, to the Child Welfare Department. The Child Welfare Department will assume responsibility for referring the information onto the statutory authorities.

5.4.2 Relationships of Trust

Current sexual offences legislation classifies any sexual activity involving children under 16 as unlawful. The primary motivation for legislation addressing the abuse of positions of trust is the need to protect young people aged 16 and 17 who, despite reaching the age of consent for sexual activity, are considered to be vulnerable to sexual abuse and exploitation, in defined circumstances. This includes sexual activity and relationships with adults who hold a position of trust, responsibility or authority in relation to them and, as a result, have a considerable amount of power and influence in their lives. The law defines **specific roles** and **settings** where sexual activity between 16- and 17-year-olds and those in positions of trust, responsibility or authority constitutes a criminal offence. This legislation does not include sports roles (e.g. coaches, instructors or helpers) or sports organisations and settings (e.g. clubs, leisure facilities or events) within these definitions. Thus, at present, an abuse of a position of trust within most sport contexts will not be considered illegal. There may, however, be circumstances in which the law does apply to sports coaches – for example, if they are employed by and operating within a school.

The Irish FA recognises the influence which a staff member or volunteer can have over a child or young person, and that they have the capacity to influence their personal, social and sporting development.

Staff and volunteers must remember that they are in a position of trust and must never abuse their power and authority for self-gain (e.g. forming inappropriate relationships with children and young people, including those over the age of consent [which is 16 in Northern Ireland]). A healthy, positive relationship must be maintained at all times.

The Irish FA will take disciplinary action in situations where any person representing the Association has abused their position of trust and authority by having sexual contact with a 16- or 17-year-old.



Under the Safeguarding Vulnerable Groups (NI) Order, the Association has a legal duty to refer an individual to the Disclosure and Barring Service (DBS) if it considers the individual to have harmed, or to be a risk to, a child or young person while working in a regulated position. That individual may ultimately be barred by the DBS from working with children and young people. For further information, refer to the Reporting Procedures outlined in Section 6.

5.5

POOR PRACTICE

In the scope of the Association's policy for safeguarding children and young people, poor practice refers to inappropriate behaviour towards any child or young person in a football setting. Poor practice is a breach of the Code of Conduct set out by the Irish FA, and will be taken seriously and responded to through our reporting procedures (outlined in Section 6 of this document). The Association will implement any appropriate sanctions, depending on the outcome.

The majority of poor practice cases can be dealt with by staff in charge of Irish FA programmes through prompt communication, cooperation from all parties involved and a commonsense approach. All cases should be recorded by staff members using the Child Protection and Poor Practice Referral Form contained within this document (see Appendix 10); in every instance, a copy of the form must be forwarded to the staff person's line manager.

Staff and volunteers must refer cases of serious poor practice that occur within Irish FA programmes to the Child Welfare Department. The Child Welfare Department will assume responsibility for investigating each case and will take the appropriate course of action.

5.5.1 How to Recognise Poor Practice

Poor practice refers to behavior that disregards the needs of children and young people, thus compromising their welfare. Some examples include:

- taking insufficient care to avoid injuries, e.g. exposing children and young people to intensive or inappropriate training methods
- either showing favouritism towards or ignoring certain children and young people
- placing children or young people in compromising or embarrassing situations i.e. young referees or players sharing a changing room with adults
- not adhering to the Association's Code of Conduct and Health and Safety procedures
- failing to report behavior which compromises the welfare of a child or young person e.g. abuse or bullying
- using aggressive or abusive language towards a young person, or in their presence





SECTION 6

RESEARCH AND
STATISTICS INDICATE
THAT CHILDREN
AND YOUNG
PEOPLE ARE MORE
LIKELY TO DISCLOSE
SAFEGUARDING
CONCERNS TO
AN ADULT WHOM
THEY TRUST AND
CAN RELY ON



Section 6

Responding to Concerns or Direct Disclosures of Abuse

6.1

RESPONDING TO CONCERNS ABOUT THE WELFARE OF A CHILD OR YOUNG PERSON

Research indicates that, for various reasons, the majority of children and young people will not formally and directly disclose abuse that is still occurring. As a result, Irish FA staff and volunteers may find themselves in a position whereby they need to respond to concerns that they may have rather than to a direct disclosure.

Although most issues that Irish FA staff and volunteers will have to deal with in relation to safeguarding will be issues of poor practice, as identified in section 5.5, rather than abuse, it is still essential to respond appropriately and promptly. It is a culture of poor practice that is not child centred, and where concerns are not dealt with, that opens the door to possible abuse occurring. Staff and volunteers should report concerns pertaining to the welfare of a child or young person to the Child Welfare Department. If the Child Welfare Department is unavailable, staff should contact statutory services or the NSPCC Helpline for advice on 0808 800 5000.

Many of the principles and procedures with regard to responding to a concern are similar to those for responding to a direct and specific disclosure. Therefore it is essential that all those representing the Association understand the following guidance for dealing with a disclosure and are able to apply to these principles to responding to any concerning situations that may arise.

6.2

WHAT IS A DISCLOSURE

The term 'disclosure' in this context refers to information shared by individuals, rather than the content of an AccessNI Disclosure vetting check.

A disclosure may occur when:

- a child or young person directly voices concerns about the behaviour of a staff member or volunteer towards them.
- the potentially harmful behaviour of a staff member or volunteer towards a child or young person is brought to your attention through your own observations or through a third party.

The Irish Football Association's Child Welfare Department must be made aware of all abuse cases that occur within Irish FA programmes, to ensure consistency of approach and to offer support to those affected.

6.3

WHAT TO DO IF A CHILD OR YOUNG PERSON DISCLOSES TO YOU

Research and statistics indicate that children and young people are more likely to disclose safeguarding concerns to an adult whom they trust and can rely on. In a football context, this person is more likely to be a coach, staff member or volunteer with whom the child or young person has built a relationship. Children and young people who are being subjected to harm just want an ear to listen to them, to be believed and for the abuse to stop.

Should a child or young person voice concerns about the behaviour of a staff member or volunteer towards them, the person receiving the disclosure must

- deal with any allegation of abuse in a sensitive and competent way through listening to and facilitating the child to tell about the problem, rather than interviewing the child about details of what happened.
- stay calm and not show any extreme reaction to what the child is saying.
- listen compassionately, and take what the child is saying seriously.
- understand that the child has decided to tell something very important and has taken a risk to do so. The experience of telling should be as positive as possible so that the child may be less concerned if talking to those involved in any further investigation.
- be honest with the child and tell them that it is not possible that keep information a secret.
- make no judgmental statements about the person against whom the allegation is made.
- not question the child unless the nature of what s/he is saying is unclear. Leading questions should be avoided. Open, non-specific questions should be used such as “Can you explain to me what you mean by that?”
- check out the concerns with the parents / guardians before making a report unless doing so would endanger the child or compromise any further investigation.
- give the child some indication of what would happen next, such as informing parents / guardians or Health and Social Care Trusts (HSCT). It should be kept in mind that the child may have been threatened and may feel vulnerable at this stage.
- carefully record the details.

- pass on this information to the designated safeguarding children officer.
- reassure the child that they have done the right thing in telling you.

(Ref: Irish Sport’s Council and SportNI’s Code of Ethics and Good Practice for Children’s Sport, 2011)

NEVER:

- question unless for clarification.
- make promises about confidentiality that you cannot keep.
- assume that someone else will take the necessary action.
- be dismissive or show an extreme reaction e.g. anger, shock, horror etc.
- jump to conclusions, speculate or accuse anybody.
- rush into actions that may be inappropriate.
- make or pass a judgment on the alleged abuser.
- investigate the disclosure yourself. Always consult the Child Welfare Department so you can begin to protect the child or young person and gain support for yourself.

(Ref: Irish Sport’s Council and SportNI’s Code of Ethics and Good Practice for Children’s Sport, 2011 and NSPCC Training Resources)

6.4

THE RECORDING PROCESS

How to Record a Disclosure

To record a disclosure, use the Child Protection and Poor Practice Referral Form, included in Appendix 10 of this policy document. Record-keeping is of critical importance and should be:

- factual, accurate and legible
- written in the best interests of the child – rather than in a way which protects the reputation of the Association or the individual who the concern relates to
- recorded using the child’s exact words, where possible



- inclusive of dates, times, locations and contexts in which the disclosure occurred together with any other relevant information
- signed and dated by the person writing the report

In recording, you should avoid:

- use of judgmental language
- giving your personal opinion, unless it is backed up by substantial evidence

(Ref: Irish Sport's Council and SportNI's Code of Ethics and Good Practice for Children's Sport, 2011)

6.5

THE IRISH FA'S REPORTING PROCEDURES

The Irish FA has reporting procedures in place for responding to a disclosure about child abuse whether it's directly from a child or young person, from your own observations or regarding abuse that has occurred in an external setting. The following procedures outlined below offer guidance to staff and volunteers on how to respond should any of the above scenarios come to your attention.

6.5.1 How to Report a Disclosure from a Child or Young Person

- All disclosures of child abuse must be reported to the Child Welfare Department immediately.
- This copy may be used as part of any external investigative or legal proceedings that may follow, or during an internal disciplinary process following advice from statutory agencies about what action to take.
- If the Child Welfare Department has reasonable grounds for believing that the child or young person has been abused, or is at risk of abuse, they will report their concerns to the relevant statutory organisations who will assume responsibility for investigating the referral.
- If the Child Welfare Department is unsure whether reasonable grounds for concern exist, they will consult informally with the local statutory agencies, who will advise whether or not the matter requires a formal report.
- All allegations of abuse will be responded to after consultation with the relevant statutory organisations. This response may include:
 - informing the staff member / volunteer of the allegation made against them and affording them the opportunity to respond
 - informing the line manager responsible for the staff member / volunteer
 - informing the Chief Executive Officer (CEO) of the Irish FA for coordination of response, when appropriate
 - contacting the victim and their family, if advised to do so, to inform them that the allegations have been forwarded on to the relevant statutory organisations
 - suspending the staff member / volunteer from their duties while the investigation process takes place
- The Irish FA will work in consultation with the statutory organisations at all times and will act on their advice.
- Any further action taken by the Association will be determined by the outcome of the statutory organisation(s)'s investigation.
- In cases of emergency; where a child appears to be at immediate and serious risk, and the Child Welfare Department is unable to contact a duty social worker; the PSNI will be contacted. Under no circumstances will a child or young person be left in a dangerous situation pending intervention by the Health and Social Care Trust (HSCT).
- If the Child Welfare Department is not available, report your concerns immediately to your local HSCT, the PSNI or the NSPCC. These statutory / safeguarding agencies will advise you on what steps to take next.

- Take the child or young person to the hospital should they require immediate medical treatment. Medical staff should be made aware that it is a child protection issue.
- Discourage the child or young person from bathing or showering if suspected sexual abuse has occurred, as this will destroy valuable evidence.

Current safeguarding legislation places a legal and moral duty on the Irish FA to refer any concerns about the behaviour of an adult towards a child or young person to statutory safeguarding organisations. It is imperative that staff and volunteers report any disclosures to the Child Welfare Department immediately so that the appropriate course of action can be taken.

6.5.2 Disclosures from Staff Members

Voicing concerns, suspicions or allegations of abuse can cause great concern and stress – particularly if it relates to a colleague or volunteer who engages in Association programmes. However, sharing information about the welfare of a child or young person is paramount in order to prevent the child or young person from suffering further harm. Any staff member whom, in good faith, discloses possible wrongdoing towards a child or young person involved in Association programmes will receive full support from the Child Welfare Department.

- All concerns, suspicions or allegations of child abuse must be reported in writing to the Child Welfare Department immediately.
- If the Child Welfare Department has reasonable grounds for believing that the child or young person has been abused, or is at risk of abuse, they will report their concerns to the relevant statutory organisations who will assume responsibility for investigating the referral.
- All allegations of abuse will be responded to after consultation with the relevant statutory organisations. This may include:
 - informing the staff member / volunteer of the allegations made against them and affording them the opportunity to respond
 - informing the line manager responsible for the staff member / volunteer
 - informing the CEO for coordination of response, when appropriate
 - contacting the victim and their family, if advised to do so, to inform them that the allegations have been forwarded onto the relevant statutory organisations
 - suspending the staff member / volunteer from their duties while the investigation process takes place
- The Irish FA will work in consultation with the statutory organisations at all times and will act on their advice.
- Any further action taken by the Association will be determined by the outcome of the statutory organisation(s)'s investigation.
- The Irish FA will not take disciplinary action against any staff member or volunteer who, in good faith, discloses their concerns to the Child Welfare Department – even if the disclosure's contents proves to be unsubstantiated.

Should any disclosure scenario arise, the Irish FA's Child Welfare Department will offer all available advice, guidance and support – even if the concern is proved to be unsubstantiated.

REMEMBER

- **It is not your responsibility to decide if abuse has occurred.**
- **It is your responsibility to act if you have concerns.**



6.5.3 Dealing with Disclosures outside Irish FA Programmes

If your concern relates to the behaviour of an individual outside Irish FA programmes towards a child or young person involved in Irish FA programmes, you should report your concerns immediately to the Irish FA's Child Welfare Department – in line with the reporting procedures outlined in this policy document.

If your concern relates to the behavior of an individual outside Irish FA programmes towards a child or young person not directly involved in Association programmes, you should follow your club's reporting procedures and inform your club Child Welfare Officer, who will be responsible for referring the information on to any statutory organisations. However, if you think the child or young person is in imminent danger, you should contact your local HSCT department or PSNI station and act on their advice.

When responding to any disclosure such as this, you should also:

- record accurate information, as this information may be used as part of any legal proceedings.
- confirm in writing, within a 24-hour period, any referrals made to the HSCT or the PSNI. If this is not possible, it should be done at the earliest opportunity.
- keep a record of the name of the person or police officer to whom the referral was made.
- ensure that all information is stored in accordance with Data Protection legislation.
- ensure that information pertaining to the disclosure is shared on a 'need to know' basis.
- inform the Child Welfare Department for monitoring purposes, by sending the department a copy of the Incident Report Form.

6.6

CONFIDENTIALITY

When dealing with concerns relating to possible abuse, staff and volunteers are required to apply discretion and maintain confidentiality. This places an obligation on staff and volunteers to share information on a 'need to know' basis only in order to safeguard the welfare of the child or young person whom the concern relates to. Information can, and must, be shared with statutory organisations in order to assist them with the referral / investigation process. Everyone involved in the safeguarding process is entitled to confidentiality. Information pertaining to each case will be stored in a secure place in accordance with data protection requirements. The Association will take any breach of confidentiality and responded seriously, and respond to it in accordance with disciplinary procedures.

6.7

REFERRALS TO THE DISCLOSURE AND BARRING SERVICE (DBS)

The Irish FA is legally required, under the Safeguarding Vulnerable Groups (NI) Order, to refer information to the DBS in certain circumstances. In all cases there are two conditions, both of which must be met, to trigger a referral to the DBS by a regulated activity provider.

A referral will be made to the DBS if the Irish FA:

- a. withdraws permission for an individual to engage in regulated activity, or would have done so had that individual not resigned, retired, been made redundant or been transferred to a position which is not regulated activity; because
- b. they think that the individual has:
 - engaged in relevant conduct;
 - satisfied the criteria set out in the Harm Test; or
 - received a caution or conviction for a relevant offence.

If both conditions have been met, the Irish FA must refer the information on to the DBS.

The referral must be made to the DBS when the Association has (in following with good practice) gathered sufficient evidence as part of its investigations to support its reasons for withdrawing permission for the person in question to engage in regulated activity, consulted with the relevant Health and Social Care Trust if appropriate.

The Irish FA's Child Welfare Department must also be informed if any club removes an individual from engaging in regulated activity for reasons outlined above.

6.8

DEALING WITH POSSIBLE POOR PRACTICE AND / OR ABUSE IN FOOTBALL

The flow diagrams below act as guidance tools to help staff and volunteers decide what course of action to take if poor practice or abuse has occurred within Irish FA programmes. If staff and volunteers are uncertain about what constitutes poor practice and abuse, they should contact the Child Welfare Department for advice and guidance.

REMEMBER

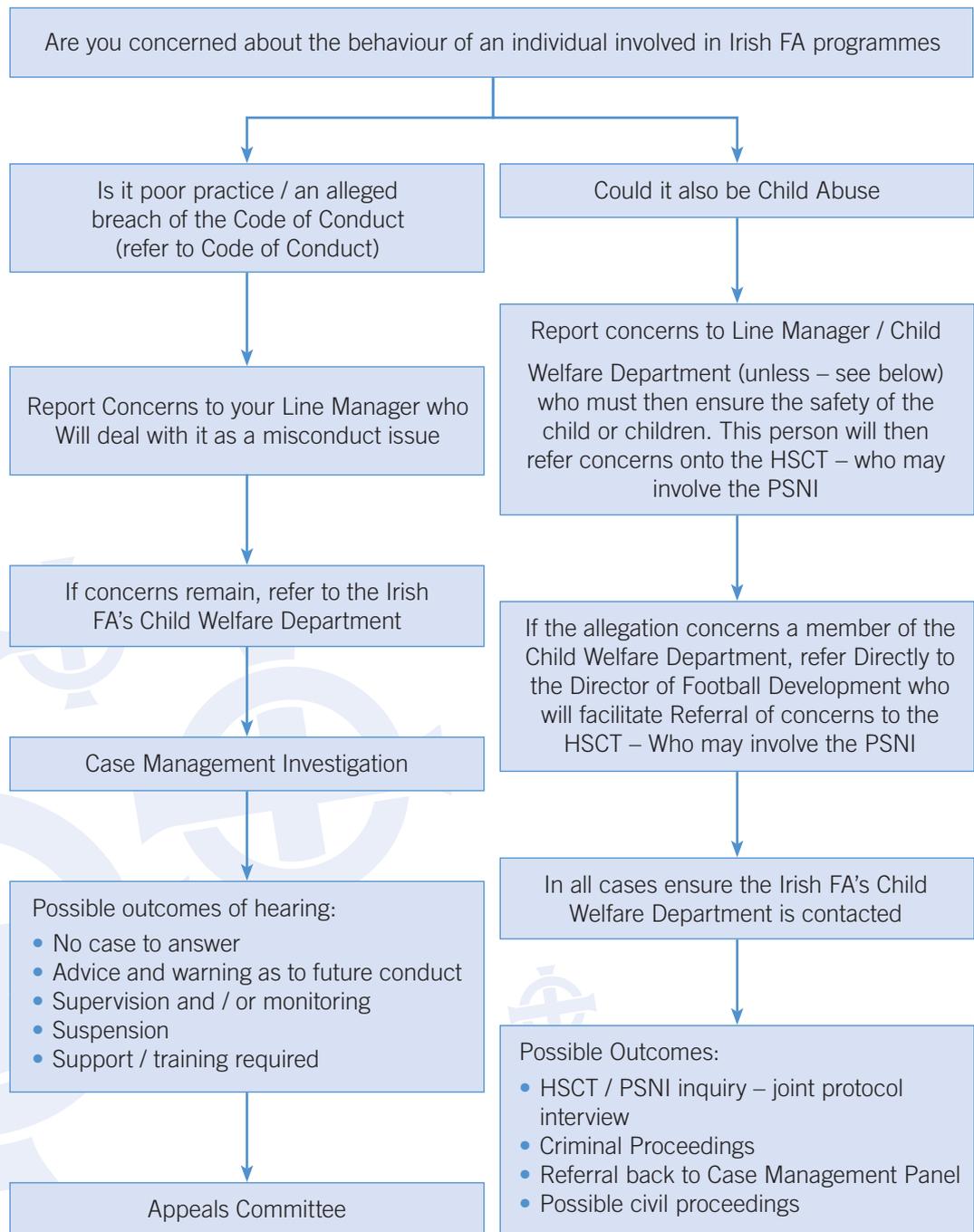
- It is not your duty to decide if abuse has occurred.
- It is your responsibility to report any concerns and suspicions.
- Additional information on the DBS and the referral process can be found on the DBS website: www.homeoffice.gov.uk/dbs.





6.8.1 Flow diagram 1:

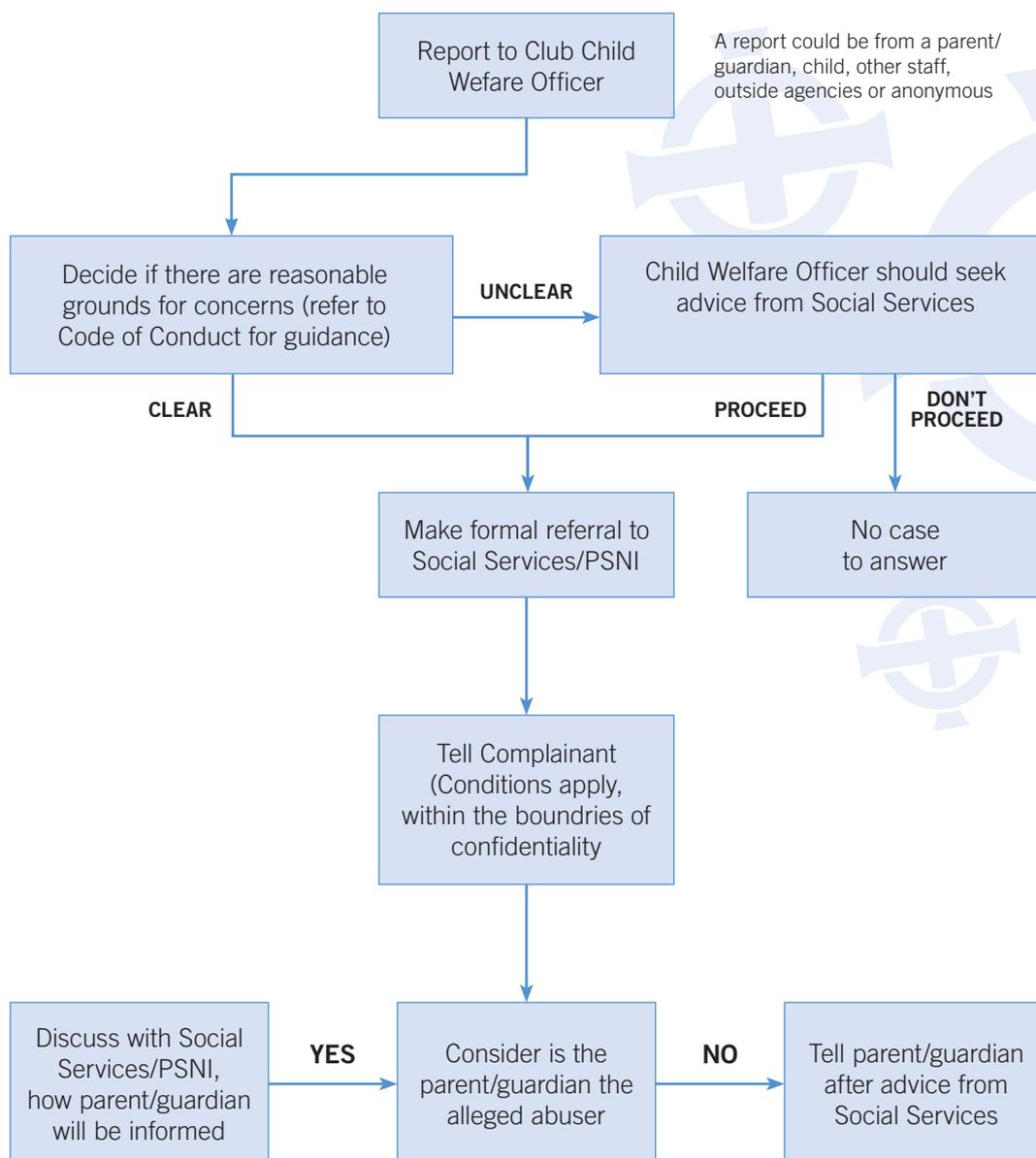
DEALING WITH SUSPECTED POOR PRACTICE AND / OR POSSIBLE ABUSE IN IRISH FA PROGRAMMES



At any stage during the process in the left hand column, the issue can be referred externally either formally or informally for advice by contacting the HSCT directly, the NSPCC (0808 800 5000) or ChildLine (0800 11 11). Following the external outcome, the matter may be referred back to the Irish FA's Case Management Panel for consideration.

6.8.2 Flow diagram 2:

DEALING WITH POSSIBLE ABUSE OUTSIDE OF IRISH FA PROGRAMMES





6.9

THE IRISH FA'S CASE MANAGEMENT PANEL

The Irish FA's Case Management Panel (CMP) is responsible for investigating cases of alleged serious poor practice relating to a staff member or volunteer, and for advising the Association on the appropriate action following the disclosure of an investigation undertaken by an external agency. Concerning information disclosed on an AccessNI Disclosure pertaining to a staff member or volunteer that meets the threshold of a joint risk assessment will also be investigated by the CMP.

Where alleged child abuse has taken place, the CMP will:

- advise / decide, in conjunction with the Human Resources Department, whether the accused should be temporarily suspended from employment or voluntary work pending statutory safeguarding body and / or police investigations.

- assess all cases in accordance with the Irish FA's disciplinary procedures irrespective of the outcome of investigations carried out by the PSNI and statutory safeguarding organisations.
- support the person who made the referral.
- inform the accused that they are subject to a child protection investigation and keep them informed of proceedings (following consultation with statutory authorities).
- notify the accused of the outcome of the process and consequent sanction in writing. Ultimately, on advice from the CMP, the Association is responsible for deciding if the individual will be presented with the opportunity to appeal the decision.
- advise / decide on communications with the media.
- advise / decide whether the person who was subject to an investigation can be reinstated and how best to do this. This decision will be made in consultation with statutory safeguarding bodies, the NSPCC and / or the police.

6.9.1 Possible Outcomes

The following outcomes are possible as a result of a CMP investigation:

- No case to answer
- Advice and warning as to future conduct
- Support or training required
- Supervision and / or monitoring
- Suspension



6.9.2 Whistle-blowing

Whistle-blowing is a process that encourages and enables staff or volunteers to voice concerns about wrongdoing or misconduct within the workplace.

The Irish FA has a policy of openness and accountability that extends to the protection of children and young people. This places a responsibility on all staff and volunteers to voice concerns about the welfare of a child or young person involved in Irish FA programmes, or the conduct of a staff member or volunteer towards a child or young person. All concerns must be reported to the Child Welfare Department, who will investigate such concerns and report their findings to the employee's line manager and the CEO.

Any staff member who, in good faith, voices concerns about the welfare of a child or young person or the behaviour of a staff member or volunteer, will be fully supported – even if the concerns prove to be unfounded. The Association has a 'no tolerance' attitude towards victimisation and harassment, and will take appropriate actions to protect any staff member or volunteer who whistle-blow.

Whistle-blowing does not constitute slander. The Public Interest Disclosure (NI) Order 1998 protects employees who disclose wrongdoing within their organisation.

6.9.3 Appeals

- An appeals process can be made available to any individual who is subject to a decision made by the CMP.
- All requests must be submitted in writing, by special-delivery post, within 14 days after the date the decision was intimated in writing to the individual concerned.
- A fee of £75 must be enclosed with the appeal. The fee shall be returned only where the appeal is upheld or not heard.
- The request must clearly identify the decision the individual wishes to appeal, on what grounds they wish to make the appeal, and reasons as to why it would be unfair not to change the decision. Evidence must also be submitted to support the claim.
- The Appeals Panel will exclude any person who sat on the original CMP.
- Where an appeal has been rejected or not heard, the initial decision made by the CMP will stand.
- The Appeals Panel will notify the individual, in writing, of the outcome of the appeal process.
- Should an individual wish to withdraw their appeal prior to the hearing taking place, they must notify the Irish FA's Child Welfare Department in writing. In such cases, the original decision made by the CMP will be upheld. The individual may also be subject to a cancellation fee.



6.9.4 Complaints Procedures

The Irish FA has a complaints process in place for staff and volunteers who have been subject to an abuse or poor practice investigation. Any staff member or volunteer who wishes to lodge a formal complaint is required to do so in writing to the Child Welfare Department. The department will endeavour to allay any concerns regarding the case management process by dealing with the issue in an efficient, open and transparent manner. Resolutions will be recorded in writing with a copy forwarded to the complainant. If the complainant deems the response to be unsatisfactory, they are required to put the matter in writing to the Irish FA's Director of Football Development.

6.9.5 Allegations of Previous Abuse

Allegations of child abuse may be reported some time after the incident occurred – for example, an adult may have been abused as a child by a coach or volunteer who is still working in football. Any staff member or volunteer who discloses an historic case of abuse in good faith will receive full support from the Child Welfare Department; this includes referring the information on to the appropriate statutory safeguarding authorities.

If the allegation relates to abuse outside Association programmes, staff and volunteers have a legal and moral duty to refer the information on to the appropriate authorities as outlined in this document. The Irish FA's Child Welfare Department should also be informed, as other children and young people involved in football may be at risk from this person.

The Irish FA's Child Welfare Department will take appropriate action following consultation with the CMP.

6.9.6 Providing Support

Reporting abuse can be an emotionally stressful procedure which can result in a person feeling worried and upset. The Irish FA will support and guide any staff member or volunteer who, in good faith, reports a concern about a child or young person or voices concerns about the conduct of a staff member or volunteer towards a child or young person, even if it is proved to be unfounded.

Every effort will be made to ensure that any child or young person who has been subjected to abuse, as well as their parents or guardians, will receive help and support from the Irish FA and appropriate safeguarding agencies. A list of independent support groups and help lines is outlined in Appendix 21.

The Irish FA will also consider what level of support may be appropriate for any staff member or volunteer against whom a complaint has been made.



FOOTBALL CAN
HAVE A VERY
POWERFUL AND
POSITIVE INFLUENCE
ON PEOPLE.

PARTICULARLY
CHILDREN AND
YOUNG PEOPLE.



Appendix 1

Legal and Policy Requirements Pertaining to Safeguarding

The United Nations Convention on the Rights of the Child (1989) (International Treaty)

What is it?

The Convention is a set of minimum standards – the bottom line – in protecting children’s rights. It is a binding international treaty which the British government signed at the United Nations, committing itself to give children the rights and protections written in the Convention.

Who is a child?

In the convention, ‘a child’ means anyone who is under 18 years of age.

What rights do children have?

There are many rights written into the Convention which include, for example, rights relating to:

- children having a say in their education
- protection of the environment in which children live
- reasonable standards of living
- protection from violence, abuse and exploitation
- protection for children cared for away from home and for children with a disability
- children being able to use their own language, enjoy their own culture and practice their own religion
- reasonable standards of health and development
- children suspected of committing a crime and children convicted of crimes

Each point in the Convention is called an ‘article.’ There are four articles that are especially important for Irish FA staff and volunteers to be aware of.

SECTION 2

Article 1 No Discrimination

Article 3 Acting in the Child’s Best Interests

Article 6 Making it Happen (the government has promised to make laws and change policies and procedures to give children these rights)

Article 12 The Child’s Right to Express an Opinion

Article 19 Protection from Abuse and Neglect

Are these all ‘legal’ rights?

Since the UK government has signed the Convention, no law or administrative action should contradict it. There is a committee at the United Nations which checks on whether governments are keeping their promises. Current legislation does not make all these rights available to children.

More information about children’s rights in local law can be obtained from the Children’s Law Centre, who can advise you or put you in touch with specialist groups with information relating to any particular issues.

The Children (NI) Order 1995

What is it?

The Children (NI) Order 1995 deals with the care, upbringing and protection of children, and with most of the public and private law about children.

Definition of Child:

A person under the age of 18.

Main AIMS:

- providing a comprehensive framework for the law relating to children in Northern Ireland
- ensuring that the child's best interests are the paramount consideration in all decisions
- ensuring that the child's views are considered in public law proceedings
- balancing parental responsibilities with the duty of the state to protect and provide services for children

KEY PRINCIPLES

Paramountcy

In decisions about a child's upbringing, the child's welfare must be the court's paramount consideration. The court must take into account the child's wishes and feelings, and their physical, emotional and educational needs. It must also consider whether the child is at risk of harm from witnessing domestic violence.

Parental Responsibility

Parents have responsibility to their children rather than rights over them. Issues of parental responsibility include, for example, decisions about education, health and religious upbringing. A mother always has parental responsibility (except where an adoption order is made), as do parents who were married at the time of a child's birth.

Prevention

This principle is about preventing children from being abused. It is about the state's obligations to provide support services to keep children safely within their families and to promote their health and welfare.

Partnership

The most effective way of ensuring that a child's needs are met is by working in partnership with their parents and carers wherever this is possible. This means that all agencies working with children should consult with parents and children throughout the decision-making process concerning their children, and give full information about the types of services provided.

Protection

Trusts have a duty to investigate when a child is at risk of significant harm due to a lack of care or actual abuse.



Cooperating to Safeguard Children (2003)

A policy document of the DHSSPS (NI), providing child protection guidelines and outlining the roles and responsibilities of all agencies in Northern Ireland.

Criminal Law Act (NI) 1967

This legislation states that anyone with direct knowledge or information about an arrestable offence is required to inform the police within a reasonable time. An arrestable offence may include the non-disclosure of serious cases of child abuse.

Data Protection Act 1998

The act applies to the UK and stipulates that personal data shall be processed fairly and lawfully.

Consideration about sensitive information must be given to the following areas:

- the length of time for which it needs to be kept
- the purpose for which it is held
- how it is stored
- how it will eventually be destroyed

Disability Discrimination Act (1995)

Currently, the Disability Discrimination Act (adopted in 1995, amended in 2005), protects the rights of disabled people in the United Kingdom. The DDA has the following effect on the sporting context:

- It is unlawful for sports organisations / clubs to treat disabled people less favourably for a reason related to their disability.
- Sports organisations / clubs are required to make 'reasonable adjustments' for disabled people, such as providing extra help or making changes to the way in which they provide services.
- Sports organisations / clubs will also have to make 'reasonable adjustments' to the physical features of their premises in order to overcome physical barriers to access.
- It is a legal requirement for sports organisations / clubs to comply with their responsibilities under the DDA.



The Human Rights Act 1998

The Human Rights Act 1998, operational since January 2000, means that the following rights are incorporated into our law and must be upheld by all public authorities, including our courts. The rights enumerated in the Act apply to children as well as to adults.

- Article 2** The right to life
 - Article 3** Freedom from torture
 - Article 4** Freedom from slavery
 - Article 5** Freedom from arbitrary arrest and detention
 - Article 6** The right to a fair trial
 - Article 7** Freedom from retrospective penalties
 - Article 8** Right to respect for privacy and family life
 - Article 9** Freedom of thought, conscience and religion
 - Article 10** Right to free speech
 - Article 11** Right to marry and found a family
 - Article 14** Freedom from discrimination
 - Article 17** Prohibition of abuse of rights
 - Article 18** Limitation on the use of restrictions on rights
-
- Protocol 1, Article 2**
The right to education
 - Protocol 1, Article 2**
The right to peaceful enjoyment of property

(Ref: Our Duty to Care (2000): Principles of good practice for the protection of children and young people, published by Volunteer Now)

Guidance on Promoting Safeguarding

Our Duty to Care

This guidance document, created by Volunteer Now, promotes the ethos that safeguarding is everyone's business and provides guidelines for the establishment of best practice. Three key points are contained within the document:

- The safety of the child is paramount.
- Creating the right atmosphere will contribute to rewarding and enjoyable experiences for children.
- Safeguarding best practice will increase peace of mind for all.

Getting it Right

This document, published by the DHSSPS, offers organisations guidance on how to meet the recognised and agreed minimum standards, they are:

- Recruitment
- Effective Management
- Reporting Concerns
- Code of Behaviour
- Sharing Information
- General Safety and Management of Activities

Code of Ethics and Good Practice for Children's Sport

Joint document produced by SportNI and the Irish Sport Council which advises sporting organisations on how to implement and achieve best practice standards when working with children and young people. The document references five specific areas including:

- Principles
- People
- Policy and Procedure
- Practice
- Protection



Sexual Offences Legislation

Sexual Offences (NI) Order 2008

- Brings Northern Ireland in line with legislation in England and Wales
- Includes additional offences and increased tariffs for those who harm children
- Part 2 of the legislation focuses on convicted individuals and their management
- Reduces the age of consent for Northern Ireland to 16 years of age, in line with the rest of the UK

The Sexual Offences Act 2003

This legislation means that people who have been cautioned or convicted for sexual offences on or after 1 September 1997; or who have been released from prison on or after that date, having been convicted for sexual offences; must notify the police of certain personal details including name(s), address(es), date of birth, National Insurance Number etc. This process is sometimes referred to as 'signing the sex offender's register.' The period of time over which offenders are required to notify is determined by the sentence handed down by the courts.

The Criminal Justice (NI) Order 2008

This legislation has created public-protection sentences within an overall new sentencing framework for Northern Ireland. It removes the right to automatic 50% remission for prisoners who receive a custodial sentence. Arguably the most significant of the public-protection sentences is the new Indeterminate Sentence, which effectively means that the offenders who receive this sentence will have to satisfy new Parole Commissioners that their risk of causing serious harm has been reduced before they are released from prison to return to the community.

The new legislation also places the Public Protection Arrangements on a statutory footing and provides for the courts to order the use of electronic tagging for offenders.

Legislation and Organisations Pertaining to Vetting

Rehabilitation of Offenders (Exceptions) Order (NI) 1979

Ordinarily, due to the Rehabilitation of Offenders (Northern Ireland) Order 1978, an employer is only entitled to request an individual's unspent record. However, exceptions are made under this legislation, listing the circumstances in which an employer may apply for a full criminal-record disclosure.

Part 5 of the Police Act 1996

This was not initially implemented in Northern Ireland, but the Northern Ireland Office has now enacted this piece of the legislation. It permits the PSNI to disclose what is termed 'soft intelligence,' i.e. non-conviction information, when they deem it appropriate. This enactment coincided with the establishment of Access NI, which is the equivalent to the Criminal Records Bureau in England and Wales.

AccessNI

This organisation was established by a joint programme between the Northern Ireland Office, DHSSPS, the Department of Education and the PSNI. It provides AccessNI-registered organisations registered with them with a central means of checking the suitability of an individual seeking work with children and young people by providing access to any information which might have a bearing on an individual's suitability. Its role is to complement each organisation's own safeguarding measures, and all organisations entrusted with the care or training of children and young people need to have robust recruitment and staff / volunteer selection procedures.

Safeguarding Vulnerable Groups (NI) Order 2007

Organisations have a legal duty to refer information to the Disclosure and Barring Service (DBS) in certain circumstances. In all cases, two conditions must be met to trigger a referral to the DBS by a regulated activity provider. A referral must be made to the DBS when an organisation / club:

- withdraws permission for an individual to engage in regulated activity, or would have done so had that individual not resigned, retired, been made redundant or been transferred to a position which is not regulated activity; because
- the organisation thinks that the individual has:
 - engaged in relevant conduct;
 - satisfied the criteria set out in the Harm Test; or
 - **received a caution or conviction for a relevant offence.**

If both conditions have been met, the case must be referred to the DBS.

The referral should be made to the DBS when the regulated activity provider has (in following with good practice) gathered sufficient evidence as part of their investigations to support their reasons for withdrawing permission to engage in regulated activity and “consulted with their Health and Social Care Trust if appropriate.”

Protection of Freedoms Act 2012

From September 2012, there have been some changes to safeguarding arrangements in relation to vetting in England, Wales and Northern Ireland; these arising from the Protection of Freedoms Act 2012, which amends the Safeguarding Vulnerable Groups (NI) Order. The Act includes a new and more limited definition of regulated activity. This new definition is intended to reduce the number and scope of positions that are eligible for a criminal record check with Barred List information.

During 2014 a new portable disclosure service is due to be introduced in Northern Ireland to allow individuals to apply for a criminal record certificate once, and then use this certificate when applying for similar subsequent posts (paid or unpaid). This was introduced on 17 June 2013 in England and Wales. Currently the government propose that the portability aspect of this service will be free for volunteers.

(Ref: NSPCC Training Resources)





Appendix 2

The Irish FA's Safe Recruitment and Selection Policy

The range and quality of Irish FA programmes for children and young people would not exist without the hard work, skills and commitment demonstrated by staff and volunteers. The Association recognises its responsibility to ensure that all staff and volunteers providing football opportunities for children and young people are appropriate and of sound character. The Irish FA has comprehensive recruitment and selection procedures to help screen out and discourage those who are not suitable to work with children and young people in Association programmes.

THE IRISH FA'S VETTING PROCESS

All persons applying for or currently in such positions that include engaging in regulated activity with children and young people must comply with the requirements of the Association's vetting process. These requirements are:

- obtaining an AccessNI Enhanced Disclosure vetting check (including a check against the Barred Lists) **before** taking up post.
- further detailing, explaining or clarifying any or all part or parts of that Enhanced Disclosure, or any matter revealed by it, as may be required by the Association. The Association also reserves the right to contact any relevant third party as required.
- completing a Disclosure of Criminal Convictions form. This requires declaration of any criminal offences, cautions, barring by the DBS or other relevant information.

- obtaining an AccessNI Enhanced Disclosure vetting check every three years from taking up post. When the updating service becomes available in Northern Ireland, the Irish FA will expect those in regulated activity to register with this service.

The Irish FA is committed to a standard of equal opportunity for all applicants, including those with criminal convictions. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the role. Any disclosure will be seen in the context of the criteria for the role, the nature of the offence and the responsibility for the care of existing clients, volunteers and employees.



THE ASSOCIATION'S SAFEGUARDING CHILDREN AND YOUNG PEOPLE IN FOOTBALL AWARENESS TRAINING

All persons applying for or currently in such positions that include engaging in regulated activity with children and young people must comply with the Association's requirement with respect to child protection awareness training.

Each staff member and volunteer must attend and complete the Association's Safeguarding Children and Young People in Football child protection awareness training within six months of taking up post. Safeguarding training must be renewed every three years, in accordance with Irish FA guidelines.



THE ASSOCIATION'S SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY AND PROCEDURES

All persons applying for or currently employed by the Association must comply with the requirements set out in the Irish FA's Safeguarding Children and Young People Policy and Procedures.

- Staff who engage in regulated activity, as defined under government legislation, are required to sign an agreement stating that they have received a copy of the Association's Policy and Procedures and will agree to adhere to all aspects of it.
- Staff or volunteers in breach of the Association's Safeguarding Policy and Procedures will be subject to disciplinary procedures where appropriate. Breaches of conduct relating to poor practice will be dealt with in accordance with disciplinary procedures outlined in the Association's employment handbook. Breaches of conduct relating to serious poor practice and abuse will be dealt with in accordance with the Association's Safeguarding Case Management Procedures.



Appendix 3

The Irish FA's Codes of Conduct

CODE OF CONDUCT FOR STAFF AND VOLUNTEERS

Staff and volunteers will create a positive football environment by displaying exemplary behaviour and implementing practices that make football a safe, fun and positive experience for all children and young people who participate in Association programmes. Football is a very passionate game that can evoke different emotions and reactions and sometimes these emotions and reactions can be negative and can spill onto the pitch. Staff and volunteers have a responsibility to ensure their conduct does not compromise the welfare of a child or young person, or bring the Association into disrepute. Any behaviour which compromises this ethos may result in disciplinary action.

As an Irish FA employee / volunteer I will:

- show respect to everyone involved in the game (i.e. coaches, players, match officials and spectators)
- be an excellent role model and display exemplary behaviour at all times. (This includes not smoking, drinking alcohol, taking drugs or using foul, racial, sectarian or discriminatory language in the presence of children and young people.)
- only develop open, honest, professional and respectful relationships with children and young people
- promote the positive aspects of football and never condone rule-violations or the use of prohibited substances

- not equate success purely with results / winning, or equate losing with failure
- respect decisions made by match officials and never publicly criticise their decisions
- never enter the field of play without permission from the referee
- never use offensive, insulting, abusive or inappropriate language

When coaching children and young people I will:

- always put the welfare of children and young people before winning or achieving goals
- work in an open environment and avoid spending time alone with children and young people away from others
- ensure that the activities that I direct or advocate are appropriate for the age, maturity, experience and ability of the child or young person
- only partake in one-to-one coaching with a child or young person if it is absolutely necessary, part of the overall team training session and is done with the child or young person's consent
- make them feel safe and ensure that staff and volunteer ratios are appropriate (as defined in Appendix 4)
- maintain an appropriate distance with players (e.g. I understand that it is not appropriate to have an intimate relationship with a child or young person)
- make football a fun experience

- communicate in a constructive, effective and age-appropriate manner
- be positive by giving constructive feedback, praising efforts and encouraging achievements
- ensure that if any form of manual / physical support is required, it is provided openly and according to agreed guidelines. If physical support is needed, I will talk aloud to the child or young person, explaining what I am doing and why, as it is difficult to maintain hand positions when a child is constantly moving. I agree that children and young people should always be consulted before they are touched and their agreement gained. Parental / guardian views about manual support will always be carefully considered.
- recognise the developmental needs and capacity of children and young people, including those with a disability, avoiding excessive training or competition and not pushing them against their will
- familiarise myself with any medical condition a player has or medication they have to take
- carry out a risk assessment and ensure that the equipment and environment used for every regulated activity is safe
- keep a written record, and inform my line manager, of any injury that occurs, including details of any treatment given
- never engage in bullying behaviour
- challenge any form of bullying behaviour and report it to my line manager and, if required, the Child Welfare Department
- avoid spending any time alone with children or young people away from others
- The following actions will never be sanctioned. I will never:
 - engage in rough, physical or sexually provocative games, including horseplay
 - share a changing room, bath or shower with a child or young person
 - allow or engage in any form of inappropriate touching
 - allow children or young people to use foul, abusive, racial, or discriminatory language unchallenged
 - make sexually suggestive comments to a child or young person – even in fun
 - engage in sexual relationships with any player under 18 years of age while that unequal power relationship exists, and will challenge any problematic relationships where there is a potential or actual abuse of trust
 - engage in inappropriate use of social media – this includes never posting comments on social media sites that compromise the welfare of a child or young person, cause them harm, or bring the Association into disrepute
 - reduce a child or young person to tears as a form of control
 - encourage or bully a child or young person into playing while injured
 - show favouritism
 - allow allegations made by a child or young person to go unchallenged, unrecorded or not acted upon
 - undertake personal care for children or young people
 - remain in the changing room while players are showering or changing (This applies to all staff and volunteers who are working with children and young people that are the opposite gender to themselves.)
 - invite or allow children or young people to stay with me at my home



CODE OF CONDUCT FOR CHILDREN AND YOUNG PEOPLE

The Irish FA strives to contribute to the sporting and social development of children and young people by presenting them with an opportunity to engage in Association programmes. In order for football to be a positive experience for all children and young people, the Association expects high standards of behaviour to be demonstrated by all players so that everyone can benefit from the positive aspects of the game. Children and young people have a responsibility to conduct themselves in a manner which does not bring the Association into disrepute. Any behaviour in breach of the Code of Conduct may result in disciplinary action.

As a player participating in Irish FA programmes, I will:

- behave and listen to all instructions from staff and volunteers
- take care of and respect equipment owned by the Irish FA or a rented facility
- refrain from behaviour that will bring the Association into disrepute
- refrain from the use of foul, abusive, racial, discriminatory and sectarian references
- refrain from bullying behaviour or the persistent use of rough and dangerous play
- refrain from engaging in inappropriate use of social media – this includes posting comments or images on social media sites that may cause harm to others or bring the Association into disrepute
- report inappropriate behaviour
- never tell lies about other adults, children or young people

- respect my coach and teammates
- show respect to other players, staff and volunteers
- respect officials and accept their decisions
- respect opponents and not cheat
- play fairly
- be gracious in defeat
- not use violence
- shake hands with the other team and the referee at the end of a match
- keep within the defined boundary of the playing / coaching area unless, instructed otherwise
- ensure I am punctual for training, matches and any other Irish FA activity
- advise team manager / coach of any injury or medical condition sustained before or during Association activities
- advise the team manager / coach if I am unavailable to play or participate in Association activities
- be collected on time
- be responsible for my own kit
- wear appropriate footwear / shin pads
- bring my own water bottle / fluid

Children and young people participating in Irish FA programmes have the right to:

- feel safe and protected
- be respected and listened to
- contribute by offering constructive comments / feed back
- privacy
- enjoy football in a protective environment
- be referred to professional help if needed
- be protected from inappropriate behaviour / abuse from staff and volunteers
- appropriate levels of confidentiality
- participate on an equal basis, appropriate to their ability
- experience competition and the desire to win
- be believed when they ask for help

CODE OF CONDUCT FOR PARENTS AND GUARDIANS

As primary carers for their children, parents and guardians assume overall responsibility for the positive development of their child and therefore have a responsibility to conduct themselves in a manner which supports this process. The Irish FA expects all parents and guardians to promote the positive aspects of football by demonstrating exemplary behaviour at all times – this includes encouraging their child's participation in the game, demonstrating respect for staff and officials and behaving responsibly on the sidelines. Persistent breaches of the code will result in the parent or guardian being asked to stay away from Association activities and may also result in their child being removed from an Irish FA programme.

As a Parent / Guardian I will:

- encourage my child to play by the rules and teach them that they can only do their best
- show appreciation and respect for staff, volunteers and other players
- be realistic and never exert undue pressure or expectations on my child
- praise effort and participation rather than focusing on performance and results
- accept decisions made by match officials
- behave responsibly on the sidelines (this includes not screaming or shouting)
- encourage children to show respect to their coach, team mates, opponents and match officials by demonstrating exemplary behavior myself
- promote my child's participation in playing football for fun
- encourage their child to play by the rules and teach them that they can only do their best
- refrain from engaging in inappropriate use of social media – this includes posting comments on social media sites that may cause harm to others or bring the Association into disrepute
- complete and return the Registration / Consent Form pertaining to my child's participation
- deliver and collect my child to and from coaching sessions and matches punctually if required – depending on the age of the young person, venue and arrangements with Irish FA staff members
- ensure my child is properly and adequately attired and equipped – particularly for seasonal weather conditions
- ensure that proper footwear and protective equipment are worn at ALL times
- detail any health concerns relating to my child on the consent form, in particular breathing or chest conditions. I will also inform the coach of any changes to my child's health.
- inform the coach / co-ordinator if my child has been ill or hurt recently
- inform the coach prior to departure from the field of play if my child is to be collected early from a coaching session
- ensure my child's hygiene and nutritional needs are met
- never attempt to fulfill my own ambitions and aspirations through my child's involvement in football
- Parents / guardians have the right to:
 - know their child is safe
 - be informed of problems or concerns relating to their child
 - be informed if their child is injured
 - speak to staff and voice any concerns about their child



CODE OF CONDUCT FOR SPECTATORS

While spectators are allowed to show support for their team and bring atmosphere to a football match, they sometimes display abusive and intimidating behavior. This type of behaviour is unacceptable and needs to be eradicated from the game so that football can be an enjoyable experience for everyone involved. Spectators have a role to play in promoting high standards of behavior in the game so that everyone benefits from the positive aspects of football.

As a spectator at Irish FA activities, I will:

- never enter the field of play unless permitted to do so by the referee
- refrain from the use of offensive, insulting or abusive language or behaviour
- not condone violent behaviour from coaches, players, match officials, opponents or spectators
- respect decisions made by match officials
- praise effort and achievements and never criticise mistakes
- let the coaches do the coaching
- encourage young players to respect their opponents and the match officials
- promote the importance of respect and fair play



CODE OF CONDUCT FOR MATCH OFFICIALS

Match Officials are responsible for officiating in a manner that not only upholds the rules of football, but promotes values to young people involved in Irish FA programmes. Officials should always adhere to the rules of the game, to ensure that safety, respect and fair play prevail throughout a match. Quite often, match officials' decisions can evoke strong emotions both on and off the field of play. As a result, match officials are also bound by codes of behaviour, to which they are required to adhere at all times

When officiating a match I will:

- put the welfare of children and young people first
- remain impartial at all times
- officiate fairly and consistently
- officiate the game in a positive manner
- respond appropriately to inappropriate behavior (e.g. violent, aggressive and unsporting behavior and foul play) in a fair but firm manner
- challenge offensive and abusive language from players and managers
- support my colleagues at all times
- be a positive role model at all times by promoting good behaviour and showing respect to everyone involved in the game
- encourage fair play
- submit accurate match reports
- remain calm and maintain composure at all times

The Irish FA requires adherence to all Codes of Conduct and will take appropriate action if any person is deemed to be in breach of a code as set out in this policy document.

Appendix 4

Irish FA's Health and Safety Policy

Staff and volunteers who provide football activities for children and young people have a duty to undertake a risk assessment of the environment in which they are operating to ensure that all Health and Safety requirements have been met.

If staff use a local authority facility (e.g. a council or school), a pre-existing Health and Safety Policy should be in place at this venue. It is your responsibility to familiarise everyone involved with the relevant aspects of the policy and to adhere to the guidelines outlined in the document.

Health and Safety Guidance - Creating a Safe Playing / Working Environment

- Consider the nature of the activity.
- Consider the experience and qualifications of the coaches and / or volunteers.
- Staff and volunteers should be made aware of their role and responsibilities.
- Children and young people should be properly supervised at all times, with a satisfactory ratio of coaches and volunteers to children and young people.

The Irish FA recommends the following guidelines for supervision ratios:

- No staff member or volunteer should work in total isolation, and must always ensure there is additional adult supervision available to support them in case of emergencies.
- When working with children between five to eight years of age, a coach-child ratio of 1:16 children (maximum) must be adhered to by staff.

- When coaching children aged nine to 16 years of age, staff are required to work on a coach-child ratio of 1:20 (maximum).
- The level of supervision required will also depend on the experience and qualifications of staff and volunteers.
- Consider if there are special needs within the group.
- Staff and volunteers must only use proper, recommended equipment. Equipment should only be used under the supervision of a staff member or volunteer.
- Think about where the activity will be carried out. Is the playing area within safe boundaries and away from vehicular traffic?
- Are there sufficient sanitation and changing facilities?
- Is the playing surface free from ice, debris, glass, dog excrement etc.?
- Is Public Liability Insurance in place and does it cover everyone involved?
- Will the group be mixed? If so, will there be both male and female supervision?
- What will the age range be? (Children and young people should participate in similar or equal age bands.)
- Do you have access to mobile telephones and emergency contact numbers?
- Will the area have mobile phone coverage in the event of an emergency?
- Do you know what the fire procedures are and where the emergency exits are located?



- A qualified First Aider with a First Aid kit should always be present.
- Accident and incident report forms should be carried at all times and completed after an accident or incident has occurred. All accidents and incidents must be reported to parents and guardians upon collection or immediately depending on the seriousness of the injury. The Child Welfare Department should be made aware of serious accidents or incidents (see Appendices 9 and 10).
- Assess the toilet and changing facilities.
- If the activity is taking place in a sports centre, community or council venue, familiarise the group with the venue's safeguarding procedures and guidelines.
- In the event of transport being required, this should be provided and supervised by staff (volunteers in case of emergency only) in possession of a current valid driving licence, with appropriate insurance in place and in road-worthy vehicles only. Permission must be sought from parents and guardians prior to any transport being facilitated.
- Ensure the establishment and maintenance of a coaching register together with up-to-date contact details.
- Parents and guardians must be kept fully informed. This includes giving them access to the Irish FA's Safeguarding Children and Young People Policy and Procedures upon request.



Appendix 5

Physical Contact

Physical contact during football activities should always be intended to meet the child or young person's needs, NOT the adult's. Staff and volunteers must always use appropriate contact with the aim of assisting in the development of the skill / activity or for safety reasons – e.g. to prevent or treat an injury. This should be in an open environment with the permission and understanding of the child or young person.

In general:

- contact should be determined by the age and developmental stage of the child or young person – don't do something that a child or young person can do for themselves
- never engage in inappropriate touching, such as touching of groin, genital areas, buttocks, breasts or any other part of the body that might cause a child or young person distress or embarrassment

There are a number of principles adults must follow when an activity with children or young people involves physical contact:

- Staff and volunteers must only use physical contact if their aim is to:
 - develop skills or techniques
 - treat an injury
 - prevent an injury or accident from occurring
 - meet the requirements of football

- Staff and volunteers must seek to explain the nature and reason for the physical contact to the child or young person, reinforcing the teaching or coaching skill or ensuring they understand the treatment for an injury. Unless the situation is an emergency, staff and volunteers must ask the child or young person for permission before touching them.
- Any form of physical punishment of children or young people is unlawful, as is any form of physical response to misbehaviour – unless it is by way of physical intervention to prevent a child or young person from:
 - harming themselves
 - harming others
 - damaging property

It is imperative that staff and volunteers understand and abide by these principles, to ensure the safety of children and young people in their care and to protect their own position as well as the overall reputation of the Irish FA.





Appendix 6

Types and Indicators of Abuse

There are different types of abuse and a child or young person may suffer more than one of them. Co-operating to Safeguard Children (2003) formally recognises four types of abuse:

- **Physical Abuse**
- **Emotional Abuse**
- **Sexual Abuse**
- **Neglect**

Although bullying is not formally recognised as a type of abuse, the Irish FA deems it to be a form of abuse that must be taken seriously and responded to.

PHYSICAL ABUSE is causing **deliberate** physical injury to a child, or wilfully or neglectfully failing to prevent physical injury or suffering. Physically abusive actions toward children may include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, confining to a room or cot, or inappropriately giving them drugs to control behaviour.

In football this may occur when: the nature or intensity of the training disregards the capacity of the child's or young person's growing and maturing body; the child or young person is predisposed to injury resulting from fatigue or overuse (excessive and inappropriate training methods); the child or young person is given drugs to enhance their performance.

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, unloved, inadequate, or valued only insofar as they meet the needs of another person. Emotional abuse can involve causing children frequently to feel frightened or endangered, or the exploitation or corruption of children. Smothering a child's development through over-protection can also be a form of abuse. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may also occur alone. Domestic violence, adult mental health problems and parental substance misuse may expose children to emotional abuse.

In football this may occur when:

a coach or volunteer uses his or her position of power to bully the child or young person into something he or she is uncomfortable with; a child or young person is valued only in-so-far as they meet the demands of the coach or volunteer; a coach or volunteer never gives a child or young player the chance to play or feel valued as part of the squad; a coach or volunteer constantly shouts at a child or young person in front of others, causing embarrassment; parents / guardians / supporters on the touchline verbally harass children or young people on the pitch.

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 food, shelter or clothing; failing to protect a child from physical harm or danger; failing to ensure access to appropriate medical care or treatment; lack of healthy physical and mental stimulation; or lack of supervision. Neglect may result in non-organic failure to thrive (faltering growth).

In football this may occur when

a coach or volunteer continuously leaves a child or young person out of the team; a coach or volunteer constantly ignores a child or young person; a coach or volunteer makes a child or young person play in extreme cold conditions while inadequately dressed; a coach or volunteer makes a child or young person play in extreme heat without sufficient fluid intake, or adequate protection from the sun; a coach or volunteer continuously shows favouritism towards certain children or young people while excluding others.

SEXUAL ABUSE involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. Sexually abusive activities may involve physical contact, including penetrative or non-penetrative acts. They may also include non-contact activities, such as involving children in looking at or the production of pornographic material, watching sexual activities or encouraging children to behave in sexually inappropriate ways.

In football this may occur when

the coach or volunteer becomes involved in horseplay or sexually provocative games with the children or young people; the coach or volunteer uses or lets children or young people use sexually explicit language; the coach or volunteer inappropriately touches children or young people.

BULLYING has been recognised and defined as deliberately hurtful behaviour usually repeated over a period of time, from which it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical (e.g. hitting, kicking, theft), verbal (e.g. racist, sectarian or homophobic remarks, threats, name-calling) and emotional (e.g. isolating an individual from the activities and social acceptance of his or her peer group). The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children, to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self-harm).

In football this may occur when

the coach places undue pressure on a child or young person to win a match; parents or spectators shout at children and young people from the sidelines; a child or young person intimidates a team mate whom they perceive to be 'different' or to have less ability.

Staff and volunteers must realise the significant position they represent in the child or young person's life; they must make sure never to abuse their position of trust, and to behave as an appropriate role model at all times.

INDICATORS OF ABUSE

Child abuse can be difficult to identify and the signs and indicators synonymous with abuse are varied and can be presented in many forms. The signs of abuse can be physical, behavioural or developmental. A cluster or pattern of signs is the most reliable indicator of abuse; however, it is important to realise that all of these indicators can occur in other situations where abuse has not been a factor. Nonetheless, staff and volunteers should record and monitor all potential indicators, in the interest of protecting the wellbeing of children and young people in their care.



The following is a list of some indicators of abuse, but it is not definitive. No one sign or symptom indicates that a child or young person is suffering from abuse, and each must therefore be examined in relation to the child or young person's overall development and context.

PHYSICAL ABUSE

Physical indicators

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

Behavioural indicators

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

EMOTIONAL ABUSE

Physical indicators

Sudden speech disorders
Wetting and soiling
Signs of self-harm
Frequent vomiting
Poor peer relationships

Behavioural indicators

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

NEGLECT

Physical indicators

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

Behavioural indicators

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

SEXUAL ABUSE

Physical indicators

Soreness, bleeding in genital or anal areas
Itching in genital area
Stained or bloody underwear
Making sexual advances to adults or other children
Stomach pains or headaches
Pain on urination
Difficulty in walking or sitting
Bruises on inner thighs or buttocks
Anorexic / bulimic
Substance / drug abuse

Behavioural indicators

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

BULLYING

Physical indicators

Cuts or bruises
Starts to stammer
Loss of appetite and subsequent weight loss
Aching body
Bed wetting

Behavioural indicators

Reluctant to attend training and matches
Becomes introverted and anxious
Leaves the activity with damaged or missing clothes / equipment
Frequently 'loses' money or continuously asks for / steals money
Cries them self to sleep at night or has nightmares during away trips
Displays aggressive, disruptive or unreasonable behaviour

Children and young people are more inclined to hide symptoms of abuse than to disclose them. This can make it difficult for an adult to gauge whether or not the welfare of a child or young person is being compromised. If a child or young person presents any of the symptoms outlined

above, it is important that you report your concerns to the Child Welfare Department. It is not your responsibility to decide whether or not abuse has occurred. It is, however, your responsibility to report any concerns via the proper channels outlined in this document.



Appendix 7

Irish FA Anti-Bullying Policy

Bullying is hurtful behavior which no child or young person should have to experience. The impact that bullying can have on a child's or young person's life should never be underestimated. In extreme cases, bullying can lead to a child or young person self-harming or taking their own life.

The Irish FA is committed to providing an environment which promotes fun, respect, inclusivity and equality for everyone involved in Association programmes. Bullying is deemed to be unacceptable behavior that compromises this ethos and will therefore be challenged and responded to. Staff or volunteers who witness bullying behavior, whether it's child-to-child or adult to child, must respond immediately and report it in writing to their line manager. Cases of serious bullying must be reported to the Child Welfare Department.

IRISH FA ANTI-BULLYING POLICY

- Staff and coaches must respect every child and young person's need for, and right to, an environment where safety, security, praise, recognition, opportunity and equality are available.
- Bullying behaviour will not be accepted or condoned at Irish FA programmes.

- Any form of bullying will be taken seriously, be investigated and be promptly and appropriately responded to.
- Everyone involved in Irish FA programmes must understand what bullying is and how it affects those involved.
- Everybody has a responsibility to work together to stop bullying.
- The Association's anti-bullying policy and reporting procedures will be made known to everyone involved in Irish FA programmes so they know how to respond to bullying, should it occur
- The Association will support children and young people, and their parents / guardians, should they be subjected to bullying during Irish FA programmes.



RESPONDING TO BULLYING: PROCESS FOR STAFF AND VOLUNTEERS

- All cases of bullying must be reported to your Line Manager in writing.
- Cases of serious bullying must be referred to the Child Welfare Department in writing.
- Parents and guardians should be made aware that their child is being bullied, or is bullying others, and should be invited to meet with relevant staff members to discuss the problem.
- Where appropriate, the PSNI should be contacted
- Mediation should be used to help achieve a resolution if there is agreement from all parties.
- The bullying behavior should be promptly addressed and stopped.
- Should the bullying behavior continue, the Association will act in accordance with its disciplinary procedures.

IN THE EVENT OF A STAFF MEMBER OR VOLUNTEER BULLYING A CHILD OR YOUNG PERSON:

- A report should be written by the Line Manager who is responsible for investigating the claim, and, where appropriate, implementing appropriate sanctions.
- Cases of serious bullying should be referred, in writing, to the Child Welfare Department by the relevant line manager.
- The Child Welfare Department will assume responsibility for investigating the case and will advise the Association of its findings.
- The Association ultimately assumes responsibility for implementing sanctions relating to serious cases of bullying towards children and young people.





Appendix 8

Whistle-Blowing Policy

Blowing the whistle on practice or behavior which compromises the safety and welfare of children and young people who participate in Irish FA programmes can be daunting. Staff and volunteers who whistle-blow about concerning practice or behaviour in Irish FA programmes should be reassured that they will be believed and supported.

Staff and volunteers, where appropriate, can refer their concerns onto their line / programme manager. Children and young people should be encouraged to disclose to a trusted adult, either internal or external to Association programmes. Parents and guardians should be informed that they can voice their concerns, where appropriate, to the head coach / programme manager. Concerns relating to serious poor practice and abuse must be referred to the Child Welfare Department.

WHY WHISTLE-BLOW?

- Everyone involved in Irish FA programmes has a duty to protect the welfare of children and young people – this includes disclosing any harmful or potentially harmful practice.
- Some children and young people are more vulnerable than others, and therefore may rely on a trusted adult to voice their concerns.
- Early intervention will prevent the child or young person from being subjected to further harm or misconduct.
- Whistle-blowing can protect other children and young people in the same environment.
- You have a moral obligation (and a legal obligation if a criminal offence has occurred) to voice any concerns to the proper authorities.

HOW TO WHISTLE-BLOW

- All concerns should be reported as outlined above.
- If the line / programme manager is unavailable, you should contact the Irish FA's Child Welfare Department.
- If you think a child or young person is in imminent danger, you should contact your local HSCT, the PSNI or the NSPCC immediately.

BARRIERS TO WHISTLE-BLOWING

- Fear of 'getting it wrong'
- Lack of knowledge as to how to report concerns and to whom
- Fear of not being believed and supported
- Fear of being subjected to consequent harassment
- Attitude of 'it's not my responsibility'

Appendix 9

Guidelines For Reporting Accidents

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

- Fill in **TWO** copies of the Accident Report Form (included in the Appendix). File one copy of the form in an incident book / folder.
- Forward one copy to your line manager for record-keeping.
- Make contact with the child or young person's parent(s) or guardian(s).
- Contact the emergency services or a General Practitioner if required.
- Record in detail all facts surrounding the accident including, witnesses etc.
- The IFA's Child Welfare Department should only receive notification of serious accidents.





ACCIDENT REPORT FORM

Completed by

Position

Staff / Volunteers in attendance

Name of injured party

Age

D.O.B.

Address

Postcode

Accident details

Date

Time

Exact location

Nature of injury

Circumstances of the injury (how did it happen?)



Name of Witness

Address

Tel Postcode

Witness statement

Date Time

First Aid involved YES NO Medical attention required YES NO

If YES to either of the above, please give details

Parent(s) / Guardian(s) informed YES NO

If so, by whom

If not, why

Referred to the head coach YES NO

Head Coach Name

Address

Tel Postcode

Signature of reporting person

Date Time

Any further action



Appendix 10

Child Protection and Poor Practice Referral Form

This form should be completed in the event of a child or young person, or a fellow staff member or volunteer or other adult, disclosing alleged abuse.

CHILD PROTECTION AND POOR PRACTICE REFERRAL FORM

Completed by

Position

Date

Name of accused person

Relationship (to alleged victim)

Gender

Address

Tel

Postcode

Age

D.O.B.

Name of alleged victim

Age

D.O.B.

Gender

Child's Address

Postcode

Parent(s) / Guardian(s) name(s)

Parent(s) / Guardian(s) address(es)

Tel

Postcode



Name of person who reported concern

Address

Tel

Postcode

Relationship to alleged victim

Relationship to accused

Details of incident *(including the location)*

Details of incident

Time of incident

Your observations *(Include exactly what the child said and what you said during the disclosure.*

Remember, do not lead the child – record actual details as given by the child. Continue on a separate sheet if necessary.)



Witnessed By

Witness(es)' statement (if applicable) (Continue on a separate sheet if necessary).

Action taken

External agencies contacted

(if yes, give date and time, contact details, and details of any advice received)

Police

YES NO

Name and contact number

Date and time contacted

Date Time

Details of advice received



Health and Social Care Trust YES NO

Name and contact number

Date and time contacted Date Time

Details of advice received

Other YES NO

(e.g. Local Council / Education Dept) (If appropriate)

Name and contact number

Date and time contacted Date Time

Details of advice received

Signature of reporting person

Date Time

Any further action



INFORMATION REGARDING OTHER ALLEGED VICTIMS CONCERNED

Completed by	<input type="text"/>		
Position	<input type="text"/>	Date	<input type="text"/>
Name of accused	<input type="text"/>		
Name of alleged victim	<input type="text"/>		
Age <i>(at time of incident)</i>	Age <input type="text"/>	D.O.B.	<input type="text"/>
Child's Address	<input type="text"/>		
		Postcode	<input type="text"/>
Parent(s) / Guardian(s) name(s)	<input type="text"/>		
Parent(s) / Guardian(s) address(es)	<input type="text"/>		
	Tel <input type="text"/>	Postcode	<input type="text"/>
Name of alleged victim's club	<input type="text"/>		
Name of person who reported concern	<input type="text"/>		
Address	<input type="text"/>		
	Tel <input type="text"/>	Postcode	<input type="text"/>
Relationship to alleged victim	<input type="text"/>		
Relationship to accused	<input type="text"/>		

Remember to maintain confidentiality on a 'need to know' basis – only if it is necessary to protect the child or young person. Do not discuss this incident with anyone other than those who absolutely must know.

NB: A copy of this form should be sent to the Irish FA's Child Welfare Department for monitoring purposes and, where appropriate, to the HSCT.

Appendix 11 Equality Policy

EQUALITY POLICY STATEMENT

- The policy is based on the recognition that all children and young people have the right to protection from abuse regardless of age, gender, ethnicity, religious belief, nationality, sexual orientation, or disability. The Irish FA also recognises in creating this policy that the needs of children with disabilities, who may be particularly vulnerable, must be taken into account.
- The Irish FA will ensure that every child and young person who engages in Association activities will be treated fairly and with respect.
- The Irish FA is committed to creating and developing a culture that promotes inclusivity and equitable practice, so that every child and young person has the opportunity to participate in an environment free from intimidation, harassment and abuse.
- All staff members and volunteers have a responsibility to promote and implement equitable practice and to report any discriminatory behaviour towards a child or young person engaging in Irish FA programmes.
- In pursuance of this policy, the Irish FA condemns and will not tolerate any form of discriminatory behaviour towards children and young people. Such behaviour will be taken seriously and responded to in accordance with Association disciplinary procedures.
- The Irish FA supports equal treatment of all children and young people, and therefore requires adherence to these policies and the requirements of the relevant equalities legislation – in particular, the UN Convention on the Rights of the Child (1989).

EXEMPTIONS

The Irish FA reserves the right to limit access to certain activities – such as situations involving heated competition – to persons of a specific age, gender or disability. This will only occur in circumstances where necessary to ensure the child's or young person's safety.





Appendix 12

Communications Policy

SOCIAL MEDIA

The use of social media provides staff and volunteers with a unique opportunity to engage and connect with colleagues and online communities. It enables them to disseminate information and good news stories about Association programmes and to share their passion for football in Northern Ireland.

POTENTIAL RISKS TO CHILDREN AND YOUNG PEOPLE

As with all emerging technologies, there is also the potential for misuse of social media. Risks associated with user-interactive services include: cyber bullying; grooming and potential abuse by online predators; identity theft; and exposure to inappropriate content, e.g. adult pornography, racist or violent content and self harm / pro-ana (pro anorexia) sites.

Most children and young people use the Internet positively, but sometimes behave in ways that may place themselves at risk. Some risks do not necessarily arise from the technology itself but result from offline behaviours that are extended into the online world, and vice versa. Potential risks can include, but are not limited to:

- Bullying by peers and people they consider 'friends'
- Posting personal information that could allow others to identify and / or locate a child offline
- Sexual grooming, luring, exploitation and abuse through contact with strangers
- Exposure to inappropriate content
- Involvement in making or distributing illegal or inappropriate content
- Theft of personal information
- Exposure to information about and interaction with others who encourage self harm

- Exposure to racist or hate material
- Encouragement of violent behaviour, such as 'happy slapping'
- Exposure to content glorifying activities such as drug-taking or excessive drinking
- Physical harm to young people in making video content, such as enacting and imitating stunts and risky activities
- Leaving or running away from home as a result of contacts made online

POTENTIAL INDICATORS OF ONLINE GROOMING AND SEXUAL EXPLOITATION OF CHILDREN AND YOUNG PEOPLE

There is also concern that the capabilities of social-networking services may increase the potential for sexual exploitation of children and young people. Exploitation can include exposure to harmful content, including adult pornography and illegal child abuse images. There have also been a number of cases where adults have used social-networking and user-interactive services as a means of grooming children and young people for sexual abuse. Online grooming techniques include:

- Gathering personal details – name, address, mobile number, name of school and photographs
- Promising meetings with sports idols or celebrities, or offering merchandise
- Offering cheap tickets to sporting or music events
- Offering material gifts, including electronic games, music or software
- Paying young people to appear naked and perform sexual acts
- Bullying and intimidating behaviour, such as threatening to expose the child by informing their parents about their child's communications or postings on a social-networking site, and / or saying

they know where the child lives, plays sport or goes to school

- Asking sexually themed questions, such as 'Do you have a boyfriend?' or 'Are you a virgin?'
- Asking to meet children and young people offline
- Sending sexually themed images to a child, depicting adult content or the abuse of other children
- Masquerading as a minor or assuming a false identity on a social-networking site to deceive a child
- Using school or hobby sites (including sports-related ones) to gather information about a child's interests likes and dislikes. Most social-networking sites set a child's webpage / profile to private by default to reduce the risk of personal information being shared in a public area of the site.

SOCIAL-NETWORKING POLICY

Staff and volunteers who use social media as part of their programme development are required to familiarise themselves with the potential risks which social media can bring to children and young people, and take all possible steps to minimise risks to children and young people. Staff and volunteers are required to fully adhere to the codes of conduct pertaining to social media use. Any breaches of the code may result in disciplinary action being taken.

CODE OF CONDUCT FOR STAFF AND VOLUNTEERS USING SOCIAL MEDIA WITHIN IRISH FA PROGRAMMES

The following guidance applies to all forms of social media platforms

- Before engaging in social media use, staff and volunteers are required to seek permission from their line manager and to inform the Director of Football Development and the Child Welfare Department of their intentions.
- All social media accounts must be set up using an official Irish FA address, and never a personal one, in order to reduce the risk of the establishment of impostor or fake profiles.
- Staff and volunteers who use social media assume overall responsibility for managing and moderating their accounts. However line managers have a responsibility to police such accounts to ensure that all content is appropriate and in line with Association policies.
- Staff and volunteers have a responsibility to familiarise themselves with safety aspects pertaining to social media use – this includes awareness of what is considered acceptable and unacceptable behaviour as an employee / volunteer on a social-networking service.
- Staff and volunteers must keep abreast of current legislation and good practice guidance pertaining to social media companies and adhere to all relevant legislation relating to communications, e.g. Communications Act 2003, Malicious Communications Act 1998 etc.
- Staff and volunteers must be aware of how this policy feeds into other policies outlined in this document, i.e. the Equality and Anti-bullying Policies and the Reporting Procedures.
- Staff and volunteers have a legal and moral duty to respond to any indications that illegal activity (e.g. grooming for abuse) is taking place by informing the Child Welfare Department, who will refer the concern on to the relevant statutory agencies and service providers.

Staff and volunteers must:

- use their social-networking page as a communications platform only – mainly to communicate on a generic basis with parents and guardians and children and young people, e.g. 'training has been cancelled tonight due to adverse weather conditions'
- ensure that the highest privacy and security settings remain activated at all times
- activate all swear filters in order to block any foul language from being disseminated to users



- where possible, monitor and view all written and visual content before accepting and posting it live
- delete and remove any inappropriate written content or images that would compromise the welfare of children and young people and / or the ethos of the Association
- be safety-conscious when adding content to an Association webpage / profile
- obtain written parental / guardian consent before posting pictures of children and young people who engage in Association activities
- communicate to third parties (i.e. spectators or venues) that it is their responsibility to obtain parental / guardian consent before passing on images of club activities to Association staff to be posted on social-networking sites. The Irish FA will not be held liable for third party actions.
- ensure, if using Facebook, that they only communicate with children over the age of 13 (in line with network providers guidelines), always through an official site, and that communication relates directly to Association activities (e.g. training / matches)
- not accept children or young people, who they are in a position of responsibility for during Irish FA programmes, as friends on their personal social-networking site
- respond to online bullying and report it to their line manager - what is said online should be treated as if said in real time
- never post any written or visual material that compromises the ethos and values of the Association
- post factual comments only. Do not enter into a debate regarding a match result etc.
- display details of their social-networking page on the Irish FA website so that children / young people and parents / guardians know that it is an authentic Association forum

- promote safe and responsible use of social media
- promote the safeguarding page and sign post users to this so that they can obtain links to the Child Exploitation and Online Protection Agency (CEOP)
- maintain professionalism at all times
- adhere to all best practice guidelines, as outlined in this document

Staff and volunteers must never:

- become friends via their own social media account with young people for whom they are in a position of responsibility
- communicate or share images via their personal social-network account with children and young people involved in Association programmes
- post any written or visual material that compromises the ethos and values of the Association
- engage in inappropriate communication with children and young people
- engage in grooming behaviour or behaviour that could be misconstrued as grooming
- engage in bullying behaviour on social-networking sites
- ridicule a child or young person by posting video images, whether intentionally or not. What may be funny to you may not be funny to others.
- use foul, abusive, sectarian, racist, discriminatory or sexualised language
- comment on individual players

Remember:

Think before you post.

If you wouldn't say it in front of your mother or granny, then don't post it!

All comments on Irish FA social-networking sites will be considered as public comment and will be treated as such. The Irish FA therefore reserves the right to take disciplinary action in cases involving social-networking where the welfare of a child or young person is compromised or where the actions of a staff member / volunteer bring the Association into disrepute.

E-MAILING AND TEXTING

Emailing and text messaging are convenient and effective ways for staff to communicate with children and young people involved in Association activities. However, it is important that we consider potential risks to both parties:

Potential risks for children and young people include:

- inappropriate access to, or use or sharing of, personal details (e.g. name, email address, mobile phone number)
- unwanted contact by adults with malicious intent
- bullying by peers
- being sent offensive or inappropriate materials
- grooming for sexual abuse via personal communication
- direct contact and actual abuse

Potential risks for staff include:

- misinterpretation of their communication with children and young people
- potential investigation (either internal or by statutory agencies)
- potential disciplinary action

E-mailing and Texting Policy

- Where possible, staff should communicate information regarding programmes, events, training and matches through parents and guardians
- When updating children and young people, messages should be communicated in bundles and should be one-way. Written parental or guardian consent must be obtained before communicating messages directly to children and young people. Children and young people should only message back to acknowledge receipt of the message or for clarification. Staff have a responsibility to advise children and young people of this in advance. Parents and guardians should be presented with the option of being sent a copy of the message.

- Messages must never contain inappropriate, abusive or offensive material
- Direct communication with children and young people must only take place if absolutely necessary; it should be kept minimal and relate to Association activities only. In the event that a staff member is required to communicate directly with a child or young person, it is only appropriate if written parental / guardian consent has been obtained and the parent / guardian is informed in advance of what the conversation will relate to. The parent / guardian should also be sent a copy of the message that is being sent to their child. Where possible, however, direct communication with a player should take the form of a meeting in the presence of a parent or guardian – particularly if in relation to non-selection or behavioural issues.
- Only full-time staff should have access to players' mobile numbers and e-mail addresses.

Personal details pertaining to each child or young person must be stored in a secure cabinet or on an electronic system that is password protected. Access to such details should be kept to an absolute minimum. Permission to retain details should be obtained from both parents and guardians and also children and young people.

The Irish FA will follow disciplinary procedures should breaches of this protocol regarding messaging be broken.

The Irish FA recognises its legal and moral duty to consult with relevant statutory agencies should indications of illegal activity (e.g. grooming for abuse) come to light.



Appendix 13

Guidelines For The Use Of Photographic & Filming Equipment

PHOTOGRAPHS AND IMAGES OF CHILDREN AND YOUNG PEOPLE

The Irish FA wants to be able to celebrate and record through photographs the participation and achievements of children and young people who take part in Association programmes. The Irish FA does not advocate the banning of photography, but requires staff and volunteers to adhere to the recommended safeguards, thereby ensuring a safe football environment for children and young people. Staff and volunteers must take all necessary steps to protect children and young people from the inappropriate use of their images in resources, media publications, on the internet and elsewhere.

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 and young people, when they are accompanied with personal information – i.e. a caption reading ‘this is X who lives at Y, a member of the Z football club’, and who likes a certain music group ... Such information can make a child or young person vulnerable to an individual who may wish to start to ‘groom’ that child or young person for abuse, or otherwise harm them. Secondly, the content of the photo can be used or adapted for inappropriate use. There is evidence of adapted material finding its way onto sites showing child-abuse images.

By raising awareness of the potential risks, and by taking appropriate steps, the potential for misuse of images can be reduced.

Staff and volunteers are required to take into consideration the following points when using images of children and young people for publicity purposes:

- When assessing the potential risks in the use of images, the most important factor is the potential for inappropriate use of images of children and young people.
- Consider the type of images that are suitable and that appropriately represent the Irish FA, without putting children and young people at increased risk.
- The safety and welfare of children and young people taking part in Irish FA programmes should be paramount at all times.
- Children and young people and their parents / guardians have a right to decide whether their photograph is taken, and how those images may be used.
- Parents and guardians must provide written consent for images of their child to be taken and used in the creation of Association communications and publications.

Guidance:

- If the child or young person is named, avoid using their photograph.
- If a photograph is used, avoid naming the child or young person.
- Before taking images of a child or young person, staff and volunteers must obtain written parental or guardian consent. This ensures that parents and guardians are aware of the way the image of their child is used in representing Irish FA programmes. This consent should be obtained through the completion of the media-related consent form, found in Appendix 14.
- Staff and volunteers should also ask for the child or young person's permission for use of their image. This ensures that they are aware of the way the image is to be used to represent the football programme. Their consent can be obtained by the inclusion of their signature on the media-related consent form.
- Only use images of children and young people in suitable dress to reduce the risk of inappropriate use.
- Any concerns regarding the inappropriate use of images should be reported immediately to the Child Welfare Department.

GUIDELINES FOR USE OF PHOTOGRAPHIC AND FILMING EQUIPMENT AT IRISH FA EVENTS**Staff and volunteers must:**

- provide the team with a clear brief about what is considered appropriate in terms of content and behavior
- issue the official photographer with identification, which must be worn at all times
- ensure local press photographers wear and show identification at all times
- inform children and young people and parents and guardians that a photographer will be in attendance at an event, and ensure they consent to both the taking and publication of films or photographs

- ensure that only pictures and images of children and young people whose parents / guardians have given consent are taken and used
- not allow any photographer or journalist unsupervised access to children or young people, or to conduct one-to-one photo sessions at events
- not approve / allow photo sessions outside of the events or at a child or young person's home
- not retain images of children and young people on personal laptops, cameras etc. All images of children and young people involved in Association programmes must be stored on an Association laptop (which is password protected) or forwarded directly to the Communications Department.
- ensure that if parents and guardians or other coaches and volunteers are intending to photograph or video at an event, that they inform a staff member of their intention and identify their reason for taking images of children and young people. A justifiable reason must be provided before consent is given.
- inform children and young people and parents and guardians that if they have concerns about photography or filming at any Irish FA event, they may report these to the staff member in charge or, to the Child Welfare Department
- report concerns regarding inappropriate or intrusive photography to their line manager and the Child Welfare Department – and record them in the same manner as any other child protection concern



Appendix 14

Consent Form For Irish FA Media-Attended Events

CONSENT FORM FOR IRISH FA MEDIA-ATTENDED EVENTS

To (Name of parent or guardian)	<input type="text"/>		
Name of Child	<input type="text"/>		
Name of Event	<input type="text"/>		
Location of Event	<input type="text"/>	Date	<input type="text"/>

The Irish FA has invited the media to take photographs and / or film footage of the for publicity purposes

ous media (i.e. local or national newspapers, televised news programmes, Irish FA social-networking sites, the Irish FA’s website or a newspaper’s website).

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

TO THE PARENT / GUARDIAN PLEASE CIRCLE YOUR ANSWER

Are you happy for your child’s image to appear in the media? YES / NO

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK child protection law applies.

Please also note that it is the policy of most newspapers to include the full name of people appearing in press photographs.

I have read and understood the above.

Signature	<input type="text"/>
Date	<input type="text"/>
Your name (in block capitals)	<input type="text"/>
Child / Young Person’s signature	<input type="text"/>
Date	<input type="text"/>
Your name (in block capitals)	<input type="text"/>
Child / Young Person’s name (in block capitals)	<input type="text"/>

Appendix 15

Managing Challenging Behaviour

Staff and volunteers may, on occasions, be required to deal with a child or young person's challenging behaviour during Irish FA programmes.

The following policy offers best practice guidance on how staff and volunteers are required to manage such behaviour. It also identifies unacceptable sanctions or interventions, which must never be used.

PRINCIPLES

- The welfare of the child or young person is the paramount consideration.
- All those involved in Irish FA programmes (coaches / volunteers, children / young people and parents / guardians) must familiarise themselves with the required standard of conduct and the Association's process for responding to behaviour that is deemed to be unacceptable.
- Children and young people must never be subject to any form of treatment that is harmful, abusive, humiliating or degrading.
- Some children and young people exhibit challenging behaviour as a result of specific circumstances, e.g. a medical or psychological condition, and staff / volunteers may therefore require specific or additional guidance. These, and any other specific needs the child or young person may have, should be discussed with parents or guardians and the child or young person in planning for the activity to ensure that an appropriate approach is agreed and, where necessary, additional support is provided, e.g. from external agencies.
- Football can make a significant contribution to improving the life

experience and outcomes for all children and young people. Every child and young person engaging in Irish FA programmes should be supported to participate and, only in exceptional circumstances where the safety of a child or young person cannot be maintained, should a child or young person be excluded from such activities.

PLANNING ACTIVITIES

Best practice entails planning coaching sessions, matches, events and activities around the group as a whole. However, it also involves taking into consideration the needs of each individual child or young person within that group. If a child or young person is likely to present any difficulties, staff and volunteers must agree on and implement a strategy for managing such difficulties, in line with the above guidance, in advance of activities taking place.

The strategy should include ensuring the presence of the appropriate number of staff and volunteers required to safely manage and support the session, match or event – including the full complement required to adequately respond to any challenging behaviour and to safeguard other children and young people and adults involved.

When children or young people are identified as having additional needs or behaviours that are likely to require additional supervision, specialist expertise or support, this should be discussed with parents and guardians and children and young people where appropriate. Staff should seek to work in partnership with parents and guardians to ensure their child can be supported to participate safely.



AGREED CODE OF BEHAVIOUR

At the start of each session, coaches and volunteers, children and young people and parents and guardians should be reminded that their behavior should reflect the Codes of Conduct outlined in the Association's Safeguarding Children and Young People Policy and Procedures.

MANAGING CHALLENGING BEHAVIOUR

Staff and volunteers are required to respond to challenging behaviour. Their response must always be proportionate to the act carried out, and should be fully explained to the child or young person and their parent(s) or guardian(s).

In dealing with children or young people who display negative or challenging behaviours, staff and volunteers should consider the following options:

- Time out – temporary exclusion from the activity, be it group or individual work
- Reparation – the act or process of making amends (i.e. apologising)
- Restitution – the act of giving something back (e.g. certain equipment or privileges)
- Behavioural reinforcement – rewards for good behaviour, consequences for negative behaviour
- De-escalation of the situation – through discussion with the child or young person
- Increased supervision by staff and volunteers
- Use of individual 'contracts' or agreements for their future or continued participation, in agreement with the child or young person and a parent or guardian
- Sanctions or consequences, e.g. missing a match
- Seeking additional / specialist support, working in partnership with other agencies to ensure a child or young person's needs are met appropriately. This should be done in consultation with the child or young person's parent(s) / guardian(s).

- Temporary or permanent exclusion

The following should never be permitted as a means of managing a child or young person's behaviour:

- Physical punishment or the threat of such
- Refusal to speak to or interact with the child or young person
- A child or young person being deprived of food, water, access to changing facilities or toilets or other essential facilities
- Verbal intimidation, ridicule or humiliation

If a child or young person's behavior requires frequent sanctioning, their parent(s) or guardian(s) should be informed. As a last resort; if the child or young person continues to present a high level of risk or danger to him or herself, or others; the Irish FA may have to suspend or bar the child or young person from Association programmes. The Irish FA reserves the right to take such a course of action if necessary.

ATTENTION DEFICIT HYPERACTIVITY DISORDER (ADHD)

This is a neurological condition – one of several 'hidden disabilities' which may not be immediately obvious to someone in contact with the child or young person. Children or young people with ADHD are characteristically overactive, impulsive and have difficulty paying attention. Although most children demonstrate some of these behaviours some of the time, those with ADHD will display them consistently across all situations and will continue to display them to some extent into adulthood. Children and young people of all levels of ability can have ADHD, and it is diagnosed far more often in boys (though symptoms are often less obvious in girls).

Although you can use the same techniques to deal with hyperactivity in the majority of children and young people, it is important to avoid assuming that every hyperactive, inattentive child or young person has ADHD. Some children or young people with ADHD regularly take medication to help them control their impulsive behaviours.

The most common of these are Ritalin and Concerta.

ADHD manifests itself in many ways and varies from child to child. Common symptoms may include, but are not limited to:

- difficulty following instructions and completing tasks
- difficulty 'sticking to' an activity
- easily distracted and forgetful
- often doesn't listen when spoken to
- restless, fidgety, can't sit still
- interferes with other children's activities
- can't stop talking, interrupts others
- runs about when inappropriate
- difficulty waiting or taking turns
- acting impulsively without thinking of the consequences
- daydreaming
- easily frustrated
- mood swings
- sleep problems
- low self-esteem
- defensive / blame other.

SOME COACHING TIPS

- At the outset, consult with the child or young person, their parent(s) / guardian(s) and perhaps (with permission) another significant adult, such as a teacher who has with experience in communicating with and managing the child or young person.
- Identify the most appropriate and effective ways to engage with the child or young person, issues likely to arise in the sports setting, and ways to respond to and manage any challenging behaviour.
- Ensure there are sufficient supervising adults to respond to situations that may arise.
- Children or young people with ADHD may perform better in smaller groups, if assistant instructors are available.
- Make eye contact when speaking to the child or young person. Use the child's or young person's name when giving instructions.

- Keep instructions simple and consistent – use as few sentences as possible.
- Respond to the child's or young person's good behaviour and contributions as often as possible; give very specific praise, such as "good stance, your knees are bent perfectly" rather than "good work."
- Keep calm – if you get angry, the child or young person will mirror this emotion and this may lead to a temper tantrum or more dangerous behaviours
- Ensure the child or young person understands the association's Codes of Conduct for Children and Young People – keep them clear and simple, and rehearse them regularly with your team.
- Use the same methods of discipline used with the other children and young people, although methods such as a 'time out' may be necessary if behavior becomes dangerous or the child or young person has a temper tantrum.
- Give the child or young person some special responsibilities, such as featuring them in demonstrations, so that others see them in a positive light and the child or young person develops a positive self-image.
- Use a variety of activities in every session and change activities regularly. The use of physically draining activities such as a thorough warm-up can take the edge off the child's or young person's hyperactive behaviours.
- Remain vigilant, as children and young people with ADHD can display unpredictable behaviour e.g. running off.
- Children and young people with ADHD can be some of the most challenging players and because of this they are also some of the most rewarding. Football can provide a structured activity through which a child or young person with ADHD can release their energy and frustration in a safe environment. It also allows them to experience success and improve their self-esteem.



PHYSICAL INTERVENTION

Staff and volunteers must always avoid the use of physical intervention unless it is absolutely necessary to prevent a child or young person injuring themselves or others, or causing serious damage to property. Physical intervention by staff and volunteers should always be the result of conscious decision-making and not a reaction to their frustration. Should it be required, staff and volunteers should ensure that physical contact is made in the least restrictive way possible to prevent a child or young person from getting hurt, and is used only after all potential other strategies have been exhausted.

The following must always be considered:

- Contact must be avoided with buttocks, genitals and breasts. Staff and volunteers should never behave in a way that could be interpreted as inappropriate.
- Any form of physical intervention must achieve an outcome that is in the best interests of the child or young person whose behaviour is of immediate concern.
- Staff and volunteers must consider the particular circumstances – the risks associated with employing physical intervention compared with the risks of not employing physical intervention.
- The scale and nature of physical intervention should always be proportionate to the behaviour of the child or young person and the nature of harm / damage they might cause.

- All forms of physical intervention must employ only a reasonable amount of force – i.e. the minimum force needed to avert injury to a person or serious damage to property - applied for the shortest period of time.
- Staff and volunteers must never employ physical interventions which are deemed to present an unreasonable risk to children and young people or staff and volunteers.
- Staff and volunteers must never use physical intervention as a form of punishment.
- Physical intervention must NEVER involve inflicting pain.
- Where children and young people are identified as having additional needs or behaviours that are likely to require physical intervention, this must be discussed with their parents or guardians and, where necessary, additional support should be sourced and provided.

Any physical intervention used must be recorded on an Incident Report Form as soon as possible after the event occurs and the record should be passed onto your line manager / head coach.



Appendix 16

Transporting Children and Young People

GUIDELINES ON TRANSPORTING A CHILD OR YOUNG PERSON

The Irish FA recognises that the majority of adults involved in football activities have a genuine desire to contribute to the development of children and young people, but others may use it as a means of gaining access to children and young people for inappropriate reasons.

The issue of transporting children and young people has become a very sensitive issue for adults engaging in regulated activity, as it has the potential to place both parties in a vulnerable situation.

The Association also recognises that adults who engage in regulated activity are also vulnerable to false accusations made by children and young people, though these are rare. Adherence to the guidelines outlined below will reduce the risk of children and young people being harmed and will protect staff members and volunteers from potential false accusations.

When travelling to away fixtures and tournaments, best practice is to ensure that staff, volunteers, children and young people travel together in a shared road coach provided by the Association. Should a scenario arise wherein a staff member is required to transport children and young people in private or Association vehicles, there are a number of safety measures that must be adhered to in order to minimise risks:

- Only staff members who are in possession of a valid AccessNI Enhanced Disclosure vetting check are permitted to transport children and young people during regulated Irish FA activities.
- Consent must be obtained from parents and guardians before staff transport children and young people. Parents and guardians should be informed of the person who will be transporting their child, the reasons why, and how long the journey will take.
- The head coach and / or team administrator should talk to the child or young person about the transport arrangements, to ensure they are comfortable with the plans.
- The driver must ensure that they have insurance to transport persons for business purposes.
- The driver should attempt to transport more than one child or young person in the car at all times.
- When collecting children and young people as part of an away trip / tournament itinerary, staff should travel in pairs or with more than one child or young person in the car. Where possible, a staff member should never be left alone with a child or young person in the car. If this not logistically possible, the staff member should ensure that the child or young person sits in the back seat, on the opposite side of the driver's seat.
- The person who leaves children or young people home should be alternated; this reduces the risk of any one individual always being alone with the same child or young person.
- The driver should have a point of contact and mobile phone in case they break down or encounter any other issues enroute.



- Ensure that children and young people involved in Association activities are aware of their rights, and understand that there are trusted adults in the Association to whom they can express any concerns they may have.
- Children and young people should wear seatbelts at all times.
- Booster seats should be used or provided when appropriate.
- Late collections from training sessions and away trips can present staff and volunteers with particular difficulties. The head coach should have contact numbers for parents / guardians and, if possible, be provided with an alternative contact number should this scenario arise. The Irish FA is within its right to review any child or young person's continued participation in Association programmes should their parents or guardians persistently fail to collect their child on time. Staff have a responsibility to inform parents and guardians about the consequences of late collections.
- The Irish FA recognises that, on occasion, unforeseen circumstances arise within a family, affecting timely pick-ups. Parents and guardians should have a contact number for the head coach to inform them of emergencies and possible late collections.



Appendix 17

Travelling to Away Fixtures / Tournaments / Residentials

Travelling to away fixtures, tournaments and residentials is a regular activity which may require complicated arrangements involving overnight stays. Even what may appear as the most straightforward of trips will require some level of planning and coordination by staff; as well as additional care, support and supervision; so it will be a safe and enjoyable experience for everyone involved. The following guidance outlines a number of issues that staff must take into consideration when travelling with children and young people.

In preparation for an away match, tournament or residential, staff should:

- inform the child or young person that they have been invited to represent Northern Ireland, or are on standby, by written correspondence (in addition to text message)
- inform parents / guardians, by way of written correspondence, that their child has been selected to represent Northern Ireland
- contact the clubs for whom children and young people play (this applies also to children or young people playing outside Northern Ireland) well in advance to ask permission for the child or young person to be released for international duty. Clubs must receive sufficient notice so as not to cause any inconvenience or disruption to their schedule.
- prepare and send out consent and medical questionnaire forms to all parents and guardians in advance of the match, tournament or residential
- obtain written parental / guardian consent before the match, tournament or residential – as part of this form parents / guardians and children / young people should sign a declaration agreeing to adhere to the programme and any requirements and procedures relating to it
- where possible, risk assessments on facilities and accommodation should be carried out prior to the match, tournament or residential
- ensure all staff have completed child protection training and an AccessNI Enhanced Disclosure vetting check prior to the match, tournament or residential
- check that staff have the relevant qualifications, experience and insurance pertaining to their role
- check insurance coverage is fully in place
- issue children and young people, parents and guardians, staff and volunteers and (where applicable) clubs with an itinerary outlining all travel arrangements, meeting points and requirements
- inform staff, volunteers, children and young people of the Irish FA's Code of Conduct and ensure they agree to, sign, date and return the expected codes of behaviour to the head delegate. Staff and children / young people must also be made aware that any behaviour bringing the Association into disrepute will result in disciplinary action as the Association deems fit.
- at least one member of staff attending a residential has a valid First Aid qualification. Staff should also familiarise themselves with the nearest hospital / A&E department.
- inform the team doctor / physiotherapist of pre-existing medical conditions / injuries / allergies (food or otherwise)



before the match, tournament or residential so that they can prepare necessary treatments in advance

- prepare Child Protection and Poor Practice Referral Forms in advance. Record in writing any accidents or incidents and, if required, report them to the appropriate authorities.
- adhere to the Communications Policy, as outlined in Appendix 12, when communicating with children and young people at and about activities involving travel.

Code of Conduct for Staff and Volunteers during Away Trips

- Ensure the safety and wellbeing of all children and young people, and place their welfare before all other considerations at all times.
- Provide a safe and fun environment for children and young people.
- Do not leave children and young people unsupervised at any stage during the course of the away trip.
- Show respect for everyone involved.
- Demonstrate equitable practice. Treat everyone involved equally and ensure they feel valued.
- Never engage in bullying behaviour. Bullying is unacceptable and must be challenged.
- Do not use any form of foul, sectarian, abusive or discriminatory language.
- Be a good role model at all times, and demonstrate a high standard of behaviour – this includes not drinking alcohol, smoking or taking illegal / performance-enhancing drugs in front of children and young people. Staff and volunteers must also ensure that they take care of their appearance and are presentable.
- Never take advantage of your position of trust.
- Ensure children and young people are presented with an opportunity to voice any concerns that arise during the course of the tournament or residential.
- Be punctual and arrive at all departing venues well in advance of children and young people so they are not left standing alone.
- Ensure children and young people stay in groups while in the departure area so that no child or young person is left isolated.
- Arrange a group meeting point prior to boarding the mode of transport (i.e. bus, plan, train).
- Undertake a health and safety risk assessment of the accommodation / facilities upon arrival.
- Ensure, where possible, that everyone is located on the same floor of the accommodation.
- Ensure that children and young people are designated 'age-appropriate' and same-gender rooms, and that each child or young person is designated an individual bed. Staff members must never share a room / bath / shower with a child or young person.
- Staff members should organise a rota to check that players are safely in their rooms at night. No staff member or volunteer should enter a player's bedroom unless it is deemed necessary and unless they are accompanied by another adult staff member or volunteer.
- Familiarise the group with the emergency exits in the event of a fire, and agree a group meeting point – this includes at the stadium where the match(es) will take place.
- Ensure that children and young people cannot gain access to adult television channels or bar facilities in their designated bedrooms.
- Work in an open environment with children and young people at all times.
- Never exert unnecessary physical or emotional pressure / stress on children and young people.
- Avoid spending time alone with a child or young person and ensure that the team doctor and physiotherapist are accompanied by another member of staff when treating players.

- Do not engage in any form of inappropriate physical contact.
- Medical staff (i.e. Doctors and Physiotherapists) must always treat a child or young person for illness or injury in a manner that reflects the ethos of their profession. This includes not gaining access to or inappropriately touching players for personal satisfaction.
- Staff who are the opposite gender to the players must remain outside the changing room while the players are showering and changing.
- Refrain from using mobile phones in changing rooms unless it is an emergency situation.
- Should a child or young person have to remain in the hotel during the course of the tournament or residential due to injury or illness, try to ensure two staff members remain behind to look after their welfare.
- In the event that a child or young person falls ill, or is seriously injured, and has to remain behind after a tournament or match, ideally two members of staff should remain with the child or young person. Staff have a duty of care to ensure that the child or young person returns safely to their UK residing address.
- Children and young people should be allocated an appropriate amount of recovery time from matches and training so that they are not physically exhausted and susceptible to fatigue and injury.
- If 'time off' is permitted by the head coach, staff and players should sight-see or partake in recreational activities as a group. Staff should undertake a risk assessment for each excursion in advance. Mobile phone contact between the team administrator and / or head coach and players must always be in place during such excursions. Parents and guardians and children and young people should be informed of any free time and related supervision arrangements in advance of the trip.
- Ensure that all players partake in group excursions, so that no child or young person is left alone in accommodation. During excursions, staff should walk both in front of and behind players to ensure no one wanders off alone. Arrange a 'meeting point' for players in the event of a player becoming separated from the group.
- Be approachable at all times.
- Make the match, tournament or residential an enjoyable experience for everyone involved.
- Demonstrate good listening skills.
- Recognise the different developmental needs and capacities of children and young people.
- Be positive by encouraging children and young people, and praising their efforts.
- Encourage team-work.
- Promote an ethos of fair play and respect.
- Ensure disciplinary procedures are in place should they be required.
- Have access to telephones and be contactable 24/7. Staff should have contact numbers for parents and guardians, and vice versa, in case of emergency.

CODE OF CONDUCT FOR CHILDREN AND YOUNG PEOPLE ON INTERNATIONAL DUTY / RESIDENTIALS

Children and young people who represent the Irish FA during international duty or residential have the right to receive the appropriate care, support and supervision required to safeguard their welfare. However, they also have a responsibility to conduct themselves in a manner that reflects the good reputation of the Association and does not bring it into disrepute.

- Show respect for everyone involved in the international programme.
- Demonstrate equitable practice: Treat everyone involved equally and ensure they feel valued.



- Never engage in any form of bullying or violent behaviour. Bullying is not acceptable behaviour towards anyone and must be challenged. All instances of bullying (whether experienced directly or witnessed) must be reported to staff.
- Do not use any form of foul, sectarian, abusive or discriminatory language.
- Be punctual: Arrive at all group meeting points on time.
- Stay in groups in the departure area and do not wander off on your own.
- Respect the accommodation / facilities / equipment and refrain from engaging in behaviour which will cause damage.
- Remain in your designated bedroom at night and do not leave the premises during this period unless instructed to do so by a staff member.
- Refrain from using mobile phones in changing rooms, unless it is an emergency.
- Adhere to all health and safety requirements, including emergency exit plans, in the event of a fire.
- Be punctual for all training sessions, matches, group meetings etc.
- Be a good ambassador for your team, club and country.
- Behave and listen to all instructions from the staff.
- Show respect for staff members, team mates, match officials and opponents alike.
- Do not leave the grounds of the residential / training area without permission.
- Be a role model – display good behaviour and be courteous at all times.
- Have fun and enjoy the experience.
- Adhere to the required dress codes.
- Promote an ethos of fair play and respect.
- Do not engage in rough or dangerous play.
- Wear the appropriate kit, including foot wear and shin pads.
- Do not chew gum or wear jewellery during training or matches.
- Show respect for members of the public.
- Respect the rules of the game. Do not cheat.
- Encourage your team mates.
- Be positive, dedicated, disciplined and committed.
- Have pride.
- Always do your best and give 100%.
- Stay in pairs (at least). Do not go off on your own at any time.



REVIEW OF AWAY MATCH / TOURNAMENT / RESIDENTIAL

Staff should complete a review of each away trip, recording in writing and reporting their observations to the relevant personnel within the Irish FA, so that any concerns or potential improvements can be reviewed and rectified in the future.

TRANSPORT

For more detailed transport procedures see Appendix 17, 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, considering the impact of traffic and weather conditions.
- If using a mini-bus to transport children and young people, ensure that all seats are forward-facing and all have seat belts fitted. Also: Is the driver experienced in driving a mini-bus?
- Ensure everyone wears seat belts.
- Check there is appropriate insurance for the journey.
- Clarify supervision requirements. The driver should not be considered as a supervisor during the journey.
- Ensure that the vehicle is road-worthy.
- Booster seats should be used where appropriate.

VEHICLE INSURANCE

On some occasions, staff may have to transport children and young people in their car as part of the international itinerary. Only staff members who hold the appropriate insurance policy (i.e. on covering transport for business purposes) are permitted to do this. However, this arrangement should always be a last resort and not a regular occurrence.

EMERGENCIES

Ensure that the vehicle has breakdown and recovery coverage. At least one staff member should be trained in First Aid procedures, and a First Aid kit should be available.

The team administrator and / or head coach should have access to a mobile phone and contact details for parents / guardians of all the children and young people.

The above are only basic points of advice and are not comprehensive guidelines. For further advice on transport, refer to Appendix 17.



Appendix 18

Standard Parental / Guardian Consent Form

CONSENT STANDARD PARENTAL / GUARDIAN CONSENT FORM

Anything written on this form will be held in confidence. Our staff members and volunteers need to know these details in order to meet the specific needs of your child.

I give permission for my child to attend (insert appropriate activity)

Child's Full Name

Address

Home Telephone Number Postcode

Age: D.O.B.

Gender Male Female

Name of Parent (s) / Guardian(s)

Please provide the names and telephone numbers of two people who may be contacted in case of emergency.

Emergency telephone number(s) 1. 2.

If given numbers are unavailable, please contact the following designated person

Name

Telephone number Relationship to Child

Name and Telephone of Child's GP

Child's Medical Number

Details of any known Allergies,
Conditions or Current Medication



Any other special needs, requirements or directions that would be helpful for staff to know about? Does your child have any special dietary requirements – e.g. gluten-free diet, diabetic diet or food allergies (e.g. to nuts)? Please state if your child carries an EpiPen in case of anaphylaxis.

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

In the event of my child's illness, having parental responsibility for the above named child, I give permission for medical treatment to be administered where considered necessary by a nominated First Aid responder, 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 the Irish FA has developed a safeguarding policy, and that they are committed to ensuring the safety of my child by having:

- a staff / volunteer charter
- guidance on recruitment, which includes vetting anyone working in regulated activity with children in Irish FA programmes
- a transport policy
- a photography policy
- an anti-bullying policy
- disciplinary procedures
- a Child Welfare Department
- strict guidelines on confidentiality

The Irish FA is committed to ensuring that any information gathered in relation to children and young people meets the specific responsibilities as set out in the Data Protection Act 1998.

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

I have read the Code of Conduct and agree that my child should abide by this whilst in the care of the Irish FA and I understand that a serious or continued breach of this code may result in my child being asked to leave the activity.

Signature of Parent / Guardian

Print Name Date

Signature of Child

Print Name Date

PLEASE RETURN THIS FORM TO THE HEAD COACH OR TEAM ADMINISTRATOR FOR YOUR CHILD'S AGE GROUP.

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



ETHNICITY

In order to help the club monitor its membership please will you tick one of the following boxes to identify your ethnic group/origin.

A

- White
- British
- Irish

Any other white background (please specify)

D

- Black or Black British
- Caribbean
- African

Any other black background (please specify)

B

- Mixed
- White and Black Caribbean
- White and Asian
- White and Black African

Any other mixed background (please specify)

E

- Chinese or other ethnic group
- Chinese

Any other (please specify)

C

- Asian or Asian British
- Indian
- Pakistani
- Bangladeshi

Any other Asian background (please specify)



INFORMATION FOR PARENTS / GUARDIANS, TO BE ADDED TO CONSENT FORMS FOR A RESIDENTIAL:

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 Irish FA 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 / tournament. I understand that staff / volunteers 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 Irish FA, and I understand that a serious or continued breach of this code may result in my child being sent home early at my expense.

When did he / she last have a tetanus injection?

Has he / she had any contact with contagious or infectious diseases within the last four weeks?

YES NO

If Yes, give details

Please provide any special dietary requirements

Indicated the type(s) of pain / flu medication that may be given, if any

Is your child allergic to any medication?

YES NO

If Yes, give details

If your child is currently on any medication(s), please list below and ensure that he / she has sufficient doses for the duration of the tournament / residential.



Appendix 19

Guidelines on Confidentiality

The Irish FA has a responsibility to demonstrate a clear commitment to confidentiality and the respect thereof.

Families and children and young people involved in Association programmes should be confident 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 and young person is paramount’ means that considerations of confidentiality should not be allowed to override the right of children and young people to be protected from harm. Everyone involved in Irish FA programmes, including children and young people, should be made aware that Irish FA staff and volunteers can never promise to keep secrets. Information of a confidential nature, however, will only be communicated on a ‘need to know’ basis.

In any situation where there is an allegation or suspicion of abuse, it is important that the rights of both the victim and the alleged perpetrator are protected by ensuring that only those who need to know are given the relevant information. This will mean, at the very least, informing (only where appropriate):

- the Irish FA’s Child Welfare Department
- a statutory safeguarding agency
- the PSNI
- the parent or guardian of the child or young person (unless doing so would further compromise the welfare of the child or young person)
- the alleged perpetrator (following consultation with statutory authorities, if they are involved)

The Irish FA recognises that when informing the parent(s) or guardian(s) of a child or young person about whom staff or volunteers have concerns, a sensitive approach must be adopted, and acknowledges that this will only occur after consultation with the relevant statutory safeguarding organisations. The Association also acknowledges that any individual under suspicion of acting inappropriately, whether or not he / she is an Association staff member or volunteer, has a right to be notified of the cause of the concern. This is another matter that will be carefully considered and only be undertaken in consultation with statutory safeguarding organisations, where relevant.

Depending on the outcome of the initial inquiries, coaches, volunteers and other agencies who have contact with either the child or young person concerned, or the alleged perpetrator, may need to be given brief details of the incident and subsequent actions taken. The Irish FA will consult with the relevant statutory safeguarding organisations to ascertain who should be told, when they should be told and the kind of information that it is appropriate to share.

Appendix 20

Useful Contacts

HEALTH AND SOCIAL CARE TRUSTS

Health and Social Care Trusts in NI

Each trust has a Gateway team to deal with initial reports of abuse, and more local contacts for ongoing professional liaison and advice on concerns.

Northern HSC Trust

Tel 0300 1234 333 (0900-1700)

Out of hours 028 9504 9999 (1700-0900)

South Eastern HSC Trust

Tel 0300 1000 300 (0900-1700)

Out of hours 028 9504 9999 (1700-0900)

Southern HSC Trust

Tel 0800 7837 745 (0900-1700)

Out of hours 028 9504 9999 (1700-0900)

Belfast HSC Trust

Tel 028 9050 7000 (0900-1700)

Out of hours 028 9504 9999 (1700-0900)

Western HSC Trust

Tel 028 7131 4090 (0900-1700)

Out of hours 028 9504 9999 (1700-0900)

POLICE SERVICE OF NORTHERN IRELAND PUBLIC PROTECTION UNITS

The following are PSNI Public Protection Units throughout the province. Contact them via the police exchange 028 9065 0222 and the relevant extension below:

North / West Belfast

Tennent St PSNI x 28969

South / East Belfast

Willowfield PSNI x 23570

Newtownards / Bangor

Newtownards PSNI x 31065

Carrickfergus / Newtownabbey / Antrim

Antrim PSNI x 36070

Armagh / Newry

Lurgan PSNI x 39084

Cookstown / Omagh / Enniskillen

Omagh PSNI x 41630

Limavady / Londonderry / Magherafelt

Maydown PSNI x 57016

Coleraine / Larne / Ballymena

Ballymoney PSNI x 63605





NSPCC

Adult Helpline 0808 800 5000
www.nspcc.org.uk

Child Protection in Sport Unit
028 9035 1135 / 011 6234 7278
www.thecpsu.org.uk

ChildLine Freephone 0800 1111
www.childline.org.uk

ACCESS NI

0300 200 7888
www.nidirect.gov.uk/accessni

DISCLOSURE AND BARRING SERVICE

Information or queries relating to referrals or barring of adults from working with children and young people

01325 953795
www.homeoffice.gov.uk/dbs

CHILD EXPLOITATION AND ONLINE PROTECTION CENTRE (CEOP)

028 7238 2391
www.ceop.gov.uk

KIDSCAPE (ANTI-BULLYING CHARITY)

0207 730 3300
www.kidscape.org.uk

PIPS (SUICIDE PREVENTION CHARITY)

028 90287836
www.pipsprogrammes.com

LIFELINE

24-hour general helpline 0808 808 8000

NEXUS

Counseling service for survivors of abuse
www.nexusinstitute.org

Belfast 028 9032 6803
Derry~Londonderry 028 7126 0566
Portadown 028 3835 0588
Enniskillen 028 6632 0046

SPORT NI

028 9038 1212
www.sportni.net

VOLUNTEER NOW

028 9023 6100
www.volunteernow.co.uk

OTHER USEFUL WEBSITES

www.bullying.co.uk
anti-bullying charity
www.thinkuknow.co.uk
CEOP's internet safety education programme

Appendix 21

References and Source Material

Area Child Protection Committees' Regional Child Protection Policy and Procedures, Department of Health, Social Services and Public Safety, 2005

Children (NI) Order, 1995

Irish Sports Council and Sport NI's Code of Ethics and Good Practice, 2006

Communications Act, 2003

Co-operating to Safeguard Children, Department of Health, Social Services and Public Safety, 2003

European Sports Charter and Code of Ethics. Council of Europe, 1993

Malicious Communications Act, 1998

Northern Ireland Anti-Bullying Forum

NSPCC Briefing Papers and Training Resources

Our Duty to Care, Department of Health, Social Services and Public Safety, 2011

Public Interest Disclosure (NI) Order, 1998

Safeguarding Vulnerable Groups (NI) Order, 2007

Sexual Offences Act, 2003

Sport Northern Ireland

Sullivan P. M. & Knutson, J. F. (2000) Maltreatment and disabilities: a population-based epidemiological study.

United Nations Convention on the Rights of the Child, 1989

www.nspcc.org.uk

www.cpsu.org.uk

www.niabf.org.uk





Signed

Jim Shaw
President

26 September 2013

Signed

Patrick Nelson
Chief Executive

26 September 2013





Notes

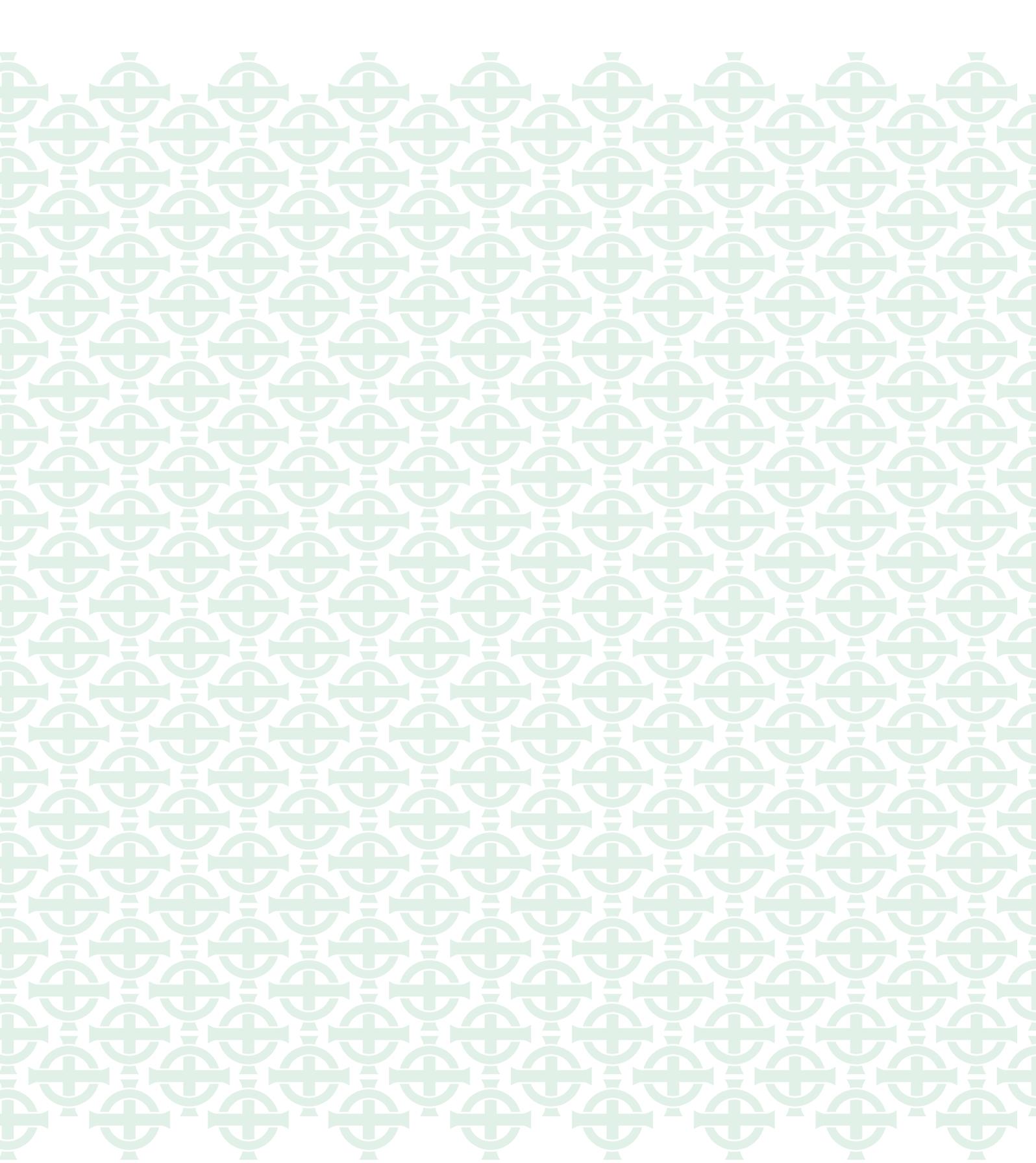




Notes







NSPCC 
Cruelty to children must stop. **FULL STOP.**