

**DRUMCLIFFE / ROSSES POINT GAA**

**CLUB CODE OF ETHICS AND GOOD**

**PRACTICE**

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### **Introduction to the Code of Ethics and Good Practice for Children’s Sport in Drumcliff / Rosses Point, GAA Club.**

The Code of Ethics and Good Practice for Children’s Sport is for the benefit of everyone involved in children’s sport including children, parents/ guardians, coaches and leaders. The Code is built upon a number of core principles relating to the importance of childhood, the needs of the child, integrity and fair play, and relationships and safety in children’s sport. It addresses issues relating to the roles and responsibilities of all involved in children’s sport, and underpins the importance of policies and procedures in providing quality leadership for children in sport. It outlines principles of good practice and child protection policy and procedures.

The work of the **Children’s Officer** at club level is instrumental in implementing the Code. In supporting the club’s Children’s Officer to put in place an effective Code of Ethics and Good Practice for Children’s Sport structure in the club.

### **CHILD PROTECTION OBJECTIVE**

**Drumcliff / RossesPoint GAA Club** is fully committed to safeguarding the well being of its members. Every individual in the club should at all times show respect and understanding for their rights, safety and welfare, and conduct themselves in a way that reflects the principles of the club and the guidelines contained in the Code of Ethics and Good Practice for Children’s Sport.

The action points to assist clubs to maximise compliance with the Code are set out below.

### **ACTION POINTS TO ASSIST CLUBS TO MAXIMISE COMPLIANCE WITH THE CODE OF ETHICS**

To ensure that best practice is being followed by this club we shall work closely with our Governing Body. In order to promote the best practice in children’s sport, we shall comply with the guidelines as set out in Section 2.7 of the Code of Ethics and Good Practice for Children’s Sport which are:

- Adopt and implement the Code of Ethics and Good Practice for Children’s Sport as an integral part of Club policy on children in the Club.
- Have its constitution approved and adopted by clubs members at an AGM or EGM.
- Permit all members over 16 years of age to vote, where possible, in the running of their junior section. One parent / guardian should have one vote for all their children under 16 years of age, where relevant.
- Ensure that the Club Management Committee is elected or endorsed by registered club members at each AGM.
- Adopt and consistently apply a safe and clearly defined method of recruiting and selecting Sports Leaders.
- Clearly define the role of the committee members, all Sports Leaders and parents / guardians.
- Appoint/ reappoint at least one Children’s Officer at the AGM as outlined in the C.o.E. In the event that a Club caters for both boys and girls, one children’s officer of each gender should ideally be appointed.
- Appoint one of the Children’s Officers to act as Designated Officer to liaise with the Statutory Authorities in relation to the reporting of allegations or suspicions of child abuse. Any such reports should be made according to the procedures outlined in this Code / Children’s First.
- Ensure best practice throughout the club by disseminating its Code of Conduct, including the disciplinary, complaints and appeals procedures in operation within the club to all its members. The club’s Code of Conduct should also be posted in all facilities used by the club.
- Have in place procedures for dealing with a concern or complaint made to the Statutory Authorities against a Committee Member or Sports Leader. Regulations should stipulate that a Sports Leader who is the subject of an allegation, which has been reported to the Statutory Authorities, should stand aside while the matter is being examined. S/he should be invited to resume full duties immediately if s/he is vindicated.
- Ensure that relevant Sports Leaders report to the Club Management Committee on a regular basis.
- Encourage regular turnover of committee membership while ensuring continuity and experience.
- Develop effective procedures for responding to and recording accidents/ incidents.
- Ensure that any unusual activity (high rate of drop-out, transfers, etc.) is checked out and reported by the Designated Officer in the club.
- Ensure that all club members are given adequate notice of AGMs and other meetings.
- Ensure that all minutes of all meetings (AGMs / EGMs / Committees) are recorded and safely filed.

All members will have access to the relevant Code of Conduct, the club’s Child Protection Statement and the Constitution. On annual renewal of membership all members agree to abide by the Code of Conduct, the Constitution and the Child Protection Policy. All junior club members and coaches should sign the relevant Code of Conduct.

## **GENERAL CONDITIONS**

The club shall appoint on a yearly basis, if possible, a male and female who have remits as Children’s Officers. It is recommended that these positions be reviewed regularly, i.e. 2-3- years while maintaining consistency on the committee. This will include attending relevant training courses, liaising with relevant agencies when necessary and bringing to the attention of the General Committee any incidents or information deemed appropriate. At least one of these Children’s Officers should sit on the general committee.

**CHILD PROTECTION POLICY STATEMENT**  
**Drumcliff / Rosses Point, GAA Club.**

**Drumcliff / Rosses Point, GAA Club** is fully committed to safeguarding the well being of its members. Every individual in the club should at all times show respect and understanding for their rights, safety and welfare, and conduct themselves in a way that reflects the principles of the club and the guidelines contained in the Code of Ethics and Good Practice for Children's Sport.

*"Children have the right to be protected from all forms of violence; they must be kept safe from harm, and they must be given proper care by those looking after them "*

**(Article 19; UN Convention on the Rights of the Child)**

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

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

**(European Sports Charter and Code of Ethics, Council of Europe, 1993)**

**The Childcare Act 1991 (ROI)** is based on a clear and consistent set of principles designed with the common aim of promoting the welfare of children.

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

**Standards set by Drumcliff / Rosses Point, GAA Club will be achieved through ensuring the Club: -**

- Adopt and implement the Code of Ethics and Good Practice for Children's Sport as an integral part of its policy on children in the club.
- Have its constitution approved and adopted by club members at an AGM or EGM
- Permit all members over 16 years of age to vote, where possible, in the running of their junior section. One parent / guardian should have one vote for all their children under 16 years of age, where relevant.
- Ensure that the Club Management Committee is elected or endorsed by registered club members at each AGM.
- Adopt and consistently apply a safe and clearly defined method of recruiting and selecting Sports Leaders.
- Clearly define the role of the committee members, all Sports Leaders and parents/guardians.
- Appoint/ Reappoint at least one Children's Officer at the AGM as outlined in the Code of Ethics and good Practice for Children's Sport. In the event that a club caters for both boys and girls, one Children's Officer of each gender should ideally be appointed.
- Appoint one of the Children's Officers to act as Designated Person to liaise with the Statutory Authorities in relation to the reporting of allegations or suspicions of child

abuse. Any such reports should be made according to the procedures outlined in this Code/ Children First/ Our Duty to Care.

- Ensure best practice throughout the club by disseminating its codes of conduct, including the disciplinary, complaints and appeals procedures in operation within the club to all its members. The club's Codes of Conduct should also be posted in all facilities used by the club.
- Have in place procedures for dealing with a concern or complaint made to the Statutory Authorities against a Committee Member or Sports Leader. Regulations should stipulate that a Sports Leader who is the subject of an allegation that has been reported to the Statutory Authorities, should stand aside while the matter is being examined. S/he should be invited to resume full duties immediately if s/he is vindicated.
- Ensure that relevant Sports Leaders report to the Club Management Committee on a regular basis.
- Encourage regular turnover of committee membership while ensuring continuity and experience.
- Develop effective procedures for responding to and recording accidents/ incidents.
- Ensure that any unusual activity (high rate of drop-out, transfers, etc.) is checked out and reported by the Designated Person to their Governing Body.
- Ensure that all club members are given adequate notice of AGMs and other meetings.
- Ensure that all minutes of all meetings (AGMs /EGMs /Committees) are recorded and safely filed.

This policy applies to all those involved in Drumcliff / Rosses Point, GAA Club, coaches, administrators, officials, volunteer drivers, parents and young people.

Copies of the full policy and detailed guidelines on recruitment, reporting, recording accidents/incidents, bullying, away trips and use of photography are available from the designated person or any club official.

## **CHILDREN'S OFFICERS**

The Children's Officers within Drumcliff / Rosses Point, GAA Club are:

<b>Name</b>	<b>Address</b>	<b>Telephone/ Mobile</b>
1.		
2.		
3.		

Photographs of the Children's Officers should, if possible, be displayed on the club's notice board and website.

Names of Children's Officers shall be made known to young members, coaches and parents alike as the Designated Persons to whom concerns will be addressed. If the concern is about the Children's Officer please report to Club Chairperson.

The club has procedures in place for dealing with any concern or allegation of abuse either within the club or externally, but the first point of contact for a child, parent/guardian or coach should be the Children's Officer, although any individual has the right to contact the Health Service Executive or the Gardaí directly if they have a concern about a child's safety.

## **EQUALITY STATEMENT**

All children should be valued and treated in an equitable and fair manner regardless of ability, age, sex, religion, social and ethnic background or political persuasion. Children, irrespective of ability or disability should be involved in sports activities in an integrated and inclusive way, whenever possible, thus allowing them to participate to their full potential alongside other children (Code of Ethics and Good Practice for Children's Sport 2000).

Drumcliff / Rosses Point, GAA Club recognises the additional vulnerability of some children and the extra difficulties they may face when seeking help, i.e.

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

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

## **CONFIDENTIALITY STATEMENT**

We in Drumcliff / Rosses Point, GAA Club recognise that the legal principle that the welfare of the child is paramount means that consideration of confidentiality should not be allowed to override the right of children to be protected from harm. Everyone in our organisation, including children, must be aware that they can never promise to keep secrets. However, information of a confidential nature will only be communicated on a 'need to know' basis.

A full Child Protection policy document is available within club premises (if the club have their own premises) for all interested parties to read.

## **CODE OF CONDUCT FOR COACHES /SPORTS LEADERS IN DRUMCLIFF / ROSSES POINT GAA CLUB**

## I agree to:

- Ensure the safety of all children by careful supervision, proper pre- planning of coaching/ playing sessions, using safe methods at all times.
- Actively encourage all children not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability.
- Emphasise fun and participation.
- Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour.
- Always be positive and to promote the objectives of the club at all times.
- Not let any allegations of abuse of any kind to go unchallenged or unrecorded if appropriate. Incidents and accidents to be recorded in the club incident/accident book. Parents will be informed.
- Report accidents or incidents of alleged abuse to the designated person.
- Keep records of attendance at training sessions.
- Where possible, not take sessions alone.
- Administer minor first aid in the presence of others and where required refer more serious incidents to the club "first aider".
- Have access to telephone for immediate contact to emergency services if required.
- Foster teamwork to ensure the safety of youth members in their care.
- Ensure the rights and responsibilities of youth members are enforced.
- Report suspected abuse to the appropriate designated officer.
- Not abuse members physically, emotionally or sexually.
- Maintain confidentiality about sensitive information.
- Be a role model (disciplined / committed / time keeping) and remember, children learn by example.
- Refrain from smoking and the consumption of alcohol during club activities or coaching sessions.
- Hold current coaches insurance.
- Never ask anyone to keep secrets of any kind.
- Ensure that car insurance is appropriate for transporting young people to and from events.
- Ensure that all those working with young people do so under the guidance of the coach.
- As a coach keep my knowledge updated through various courses run by my Governing Body.
- Protect myself from false accusation by...
  - Not spending excessive amounts of time alone with children away from others.

- Avoid taking children alone in a car on journeys, however short.
- Never taking children to my home.
- Not administering First Aid involving the removing of children's clothing unless in the presence of others.

Any misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the designated person. Persistent breach of the code will result in dismissal from the club/organisation.

**Dismissals can be appealed by the coach/ volunteer, with final decisions taken by the club/organisation appeals committee.**

I have read the Club's Code of Conduct and agree to abide by the guidelines as set out in the Code.

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**CODE OF CONDUCT FOR CHILDREN/YOUNG PEOPLE IN  
DRUMCLIFF / ROSSES POINT GAA CLUB**

THE YOUNG PLAYER WILL:

- Play fairly and have fun.
- Abide by the rules set down by team managers when travelling to away events.
- Behave in a manner that avoids bringing the sport into disrepute.
- Respect officials and accept their decisions.
- Talk to the children's officer if you have concerns.
- Respect opponents and always shake hands at the end of a match.
- Use his/her best efforts in competitive matches.
- Refrain from the use of bad language and inappropriate gestures.
- Refrain from abuse of sports equipment.
- Refrain from the use of coaching during competition.
- Never use unfair or bullying tactics to gain advantage on or off the playing area.
- Never use bullying tactics to isolate another player.
- Never pass on gossip about another player or adult.
- Never make false allegations about another player or adult.
- Never keep secrets about anyone who has caused you harm.
- Win with grace and lose with dignity.

**CHILD/ YOUTH MEMBER HAS THE RIGHT TO:**

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

I have read the Club Code of Conduct above and agree to abide by the guidelines as set out in the Code.

Signature of Player:

\_\_\_\_\_

Print Name:

\_\_\_\_\_

Signature of Parent/ Guardian\*:

\_\_\_\_\_

Print Name:

\_\_\_\_\_

Date:

\_\_\_\_\_

**\*Please note that the person signing the parent/guardian section must ensure they have parental responsibility for the child.**

# CODE OF CONDUCT FOR PARENTS/GUARDIANS

## DRUMMCLIFF / ROSSES POINT GAA CLUB.

### Parents are expected to:

- Complete and return the Health and Consent Form pertaining to their child's participation with Drumcliff / Rosses Point, GAA Club.
- Deliver and collect the child punctually to and from coaching sessions/matches..
- Ensure their child is properly and adequately attired for the weather conditions of the time, including shorts, shirt, socks, tracksuit, sweat-tops, hat, gloves etc.
- Ensure that proper footwear and protective equipment are worn at **ALL** times in accordance with Health and Safety Regulations. Any child not in possession of the fundamental requirements will not be permitted to participate.
- Detail any health concerns pertaining to the child on the consent form, in particular breathing or chest conditions. Any changes in the state of the child's health should be reported to the coach prior to coaching sessions.
- To inform the coach prior to departure from the field of play if child is to be collected early from a coaching session.
- Encourage their child to play by the rules and teach them that they can only do their best i.e. focus on effort rather than performance.
- Behave responsibly on the sidelines.
- Show appreciation and support the coach.
- Ensure their child is punctual.
- Be realistic.
- Provide their child with proper clothing and equipment.
- Ensure their child's hygiene and nutritional needs are met.
- Accept the official's judgement.
- Acknowledge the importance and role of the club coaches who often provide their time free to ensure children's participation in the club.
- Promote their child's participation in playing sport for fun.
- Not ignore or dismiss complaints expressed by a child.
- Not treat the club as a minding service.

### Parents/Guardians have the right to:

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

Any misdemeanours and breach of this Code of Conduct will be dealt with immediately by a club official. Persistent concerns or breaches will result in the parent/guardian being asked not to attend games if their attendance is detrimental to the child's welfare.

The ultimate action should a parent/guardian continue to breach the code of behaviour may mean the Drumcliff / Rosses Point, GAA Club officials regrettably asking the child to leave the club.

**I have read the Club's Code of Conduct above and agree to abide by the guidelines as set out in the Code.**

Name of player/s \_\_\_\_\_

Signature of parent/ guardian\* \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

\* Please note that the person signing this the parent/guardian section must ensure that they have parental responsibility for the child.

## **BULLYING IN DRUMCLIFF / ROSSES POINT GAA CLUB**

### **Types of Bullying**

Bullying can occur:

- Child to child - includes physical aggression, verbal bullying, intimidation, damage to property and isolation.
- Adult to child - includes the use of repeated gestures or expressions of a threatening or intimidatory nature, or any comment intended to degrade the child.
- Child to adult – includes the use of repeated gestures or expressions of a threatening or intimidatory nature by an individual child or a group of children.

### **The Individual**

- Respect every child's need for, and rights to, a play environment where safety, security, praise, recognition and opportunity for taking responsibility are available.
- Respect for every individual's feelings and views.
- Recognise that everyone is important and that our differences make each of us special.
- Show appreciation of others by acknowledging individual qualities, contributions and progress.
- Ensure safety by having rules and practices carefully explained and displayed for all to see.

### **Bullying**

- Bullying will not be accepted or condoned. All forms of bullying will be addressed. Bullying can include:
  - physical pushing, kicking, hitting, pinching etc.
  - name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation and the continual ignoring of individuals.
  - sectarian/racial taunts, graffiti, gestures.
  - sexual comments and /or suggestions.
  - unwanted physical contact.
- Children from ethnic minorities, disabled children, young people who are gay or lesbian, or those with learning difficulties are more vulnerable to this form of abuse and may well be targeted.
- Everybody has the responsibility to work together to stop bullying – the child, the parent, the coach, the youth worker, the sport's official.

- Appropriate forums should be established within the organisation, including children, parents, youth workers and other agencies, to address, monitor and stop bullying.
- Commitment to the early identification of bullying and prompt, collective action to deal with it.
- Policy and practice should be agreed through consultation with clubs, parents and children.
- Children should be encouraged to take a role in stopping bullying in their club.
- Policy and practice should be reviewed regularly in the light of changing needs and changes adopted by other agencies (e.g. schools).

### **Support to the Child**

- Children should know who will listen to, and support them.
- Any advice and assistance should be given by an appropriately trained and experienced worker.
- Children should have access to Helpline numbers.
- Children should be told what is being recorded, in what context and why.
- **Systems should be established to open the door to children wishing to talk about bullying or any other issue that affects them. Barriers to talking need to be broken down to enable children to approach adults.**
- Anyone who reports an incident of bullying will be listened to carefully and be supported, whether the child being bullied or the child who is bullying.
- Any reported incident of bullying will be investigated objectively and will involve listening carefully to all those involved.
- Children being bullied will be supported, and assistance given to uphold their right to play and live in a safe environment which allows their healthy development.
- Those who bully will be supported and encouraged to stop bullying.
- Sanctions involving long periods of isolation, or which diminish and make individuals look or feel foolish in front of others, should be avoided.

### **Support to the Parents/Guardians**

- Parents/Guardians should be advised on local policy and practice about bullying.
- Any incident of bullying will be discussed with the child's parent(s)/guardians.
- Parental/Guardian advice on action will be sought and agreements made as to what action should be taken.

- Information and advice on coping with bullying will be given.
- Support should be offered to the parent(s) including information on other agencies or support lines.

## **POSITIVE DISCIPLINE IN DRUMCLIFF / ROSSES POINT GAA CLUB**

No two children are ever the same and there is no exact science as to how a child will respond to certain coaching styles or discipline. One thing that is clear is that negative put-downs, shouting or even physical punishment (such as extra laps of the track / push-ups for misbehaving) will not improve a child's belief in themselves or how they value the opinion of their coach. It may well increase the child's fear of the coach but it will not increase the child's desire to remain involved in the sport.

The Code of Ethics encourages clubs to be positive in their focus: encouraging young people to become more responsible for themselves and contributing to setting boundaries for behaviour.

The following guidance on sanctions is provided:

### **The use of Sanctions**

The use of sanctions is an important element in the maintenance of discipline. However Sports Leaders should have a clear understanding of where and when particular sanctions are appropriate. It should be remembered that effectively controlling organisations and successful Sport Leaders are characterised by the sparing use of sanctions. The age and developmental stage of the child should be taken into account when using sanctions.

### **Recommended use of Sanctions**

Sanctions should be fair, consistent and in the case of persistent offence, should be progressively applied. The following steps are suggested:

- Rules should be stated clearly and agreed.
- A warning should be given if a rule is broken.
- A sanction (for example, use of time out) should be applied if a rule is broken for a second time.
- If a rule is broken three or more times, the child should be spoken to, and if necessary, the parent/guardian should be involved (the parent may need to be involved straight away if the issue is serious enough).
- Sanctions should be used in a corrective way that is intended to help children improve now and in the future. They should never be used to retaliate or make a Sports Leader feel better.
- When violations of team rules or other misbehaviours occur, sanctions should be applied in an impartial way.
- Sanctions should not be used as threats. If rules are broken sanctions should be implemented consistently, fairly and firmly.
- Sanctions should not be applied if a Sports Leader is not comfortable with them. If an appropriate action cannot be devised right away, the child should be told that the matter will be dealt with later, at a specified time and as soon as possible.
- Once sanctions have been imposed, it is important to make the child feel s/he is a valued member of the group again.
- A child should be helped, if necessary, to understand why sanctions are imposed.
- **A child should not be sanctioned for making errors when s/he is playing.**
- **Physical activity (e.g. running laps or doing push-ups) should not be used as a sanction. To do so only causes a child to resent physical activity, something that s/he should learn to enjoy throughout his/her life.**

- Sanctions should be used sparingly. Constant sanctioning and criticism can cause a child to turn away from sport.

## **Positive Discipline**

Works by:

- Creating a good relationship with the young people in your charge.
- Being a good role model – not swearing or being abusive to opponents.
- Positive reinforcement – emphasising behaviour such as being honest, accepting defeat, shaking hands.
- Listening to the view of child members and agreeing codes of conduct with them. Children like security and boundaries in which they know they are safe.
- Avoid harsh punishment.
- Having clear simple rules reducing the amount of ‘grey areas’ that children can manipulate.
- The coach remaining calm and reasonable.
- Acknowledging the young person’s feelings that they may be or at least perceive themselves as being unfairly treated.
- Keep criticisms to a minimum.
- Criticising the behaviour not the child.

Do not become trapped in circular arguments that do nothing but reinforce the child’s frustration.

Allow children opportunities to ‘escape’ from a debate about poor behaviour i.e. asking how else they could have dealt with the situation.

Remember bad behaviour is not a personal attack on you or your coaching style but may be more a reflection of the child’s limited ability to obtain attention for positive behaviour.

## **Sanctions**

As mentioned these should be progressive, examples of these could be:

- Discuss the behaviour with the child. If necessary agree a response to compensate for actions (clearing up equipment, washing up).
- Discuss the behaviour with the child and their parent. If something has been broken or damaged financial reimbursement should be considered (even as only a token gesture).
- Agree to review the matter again with child & parent. Depending on the age of the child & seriousness of the incident agree to monitor their behaviour.
- Being dropped from the team for one game/match as a sanction should always be discussed with the parent as well as the child.
- Being suspended from the team should only be used in extreme circumstances and reasons for doing this should be given in writing to the parents and children (in plain English).

Reference

Code of Ethics & Good Practice for Children’s Sport  
Encouraging Better Behaviour

ISC & SCNI  
NSPCC

## **Guidelines On Transporting A Child Or Young Person In Your Car with Drumcliff / Rosses Point GAA club**

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

The guidance from the Irish Sports Council encourages coaches not to take children on journeys alone in their car.

This view has been taken as knowledge has grown of how those who want to harm children has developed. The vast majority of coaches and volunteers will help out through their genuine desire to see children or their particular sport develop. Unfortunately, we must face the reality that a minority of others will join a sports club to gain access to children and create an air of acceptability about their role, justifying their close contact with children.

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

If all alternatives have been exhausted and an adult has to transport a child, there are a number of safety measures that should be put in place to minimise the risk:

- Your club should check out all those with access to young people (including drivers) using references, application procedures and Garda vetting (if available) as advised in this policy.
- Parents should be informed of the person who will be transporting their child, the reasons why and how long the journey will take.
- A person other than the planned driver should talk to the child about transport arrangements to check they are comfortable about the plans.
- The driver must ensure that they have insurance to carry others.
- The driver should attempt to have more than one child in the car.
- When leaving children off after a match or training session coaches / volunteers should alternate which child is dropped off last. Ideally two children would be left off at an agreed point i.e. one of their family homes.
- The person who leaves children home should be alternated; this would reduce the risk of any one individual always being alone with the child.
- The driver should have a point of contact and mobile phone should they break down.
- Ensure that children are aware of their rights and they have someone to turn to or report any concerns they may have. If a culture of safety is created within your club then the child is more likely to talk to another person if they are feeling uncomfortable about a situation.
- The driver is legally responsible to ensure that all children wear seatbelts at all times. (i.e. the adult would have to pay any fines and would incur any penalty points). It should also be noted that under 12's are not permitted to travel in the front seat of a vehicle.
- Late collections. These can present clubs and coaches with particular difficulties. Parents/guardians should be provided with guidelines addressing the issue and outlining their responsibility and the consequences of late collections. Clubs should have contact numbers for

parents/guardians and if possible be provided with an alternative contact number. Parents/guardians should have a contact number for the club/coach to inform them of emergencies and possible late collections.

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

## ***Photographs and Images of Children in Drumcliff / Rosses Point GAA Club***

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

Sporting organisations and clubs need to develop a policy in relation to the use of images of athletes on their websites and in other publications. The sport will need to make decisions about the type of images they consider suitable and that appropriately represent the sport, without putting children at increased risk. They will want to ensure that parents support their policy. When assessing the potential risks in the use of images of athletes, the most important factor is the potential of inappropriate use of images of children.

If sporting organisations are aware of the potential risks and take appropriate steps, the potential for misuse of images can be reduced.

### **The Code of Ethics advises sporting bodies to:**

- Consider using models or illustrations if you are promoting an activity.
- Avoid the use of the first name and surname of individuals in a photograph. This reduces the risk of inappropriate, unsolicited attention from people within and outside the sport.

### **Easy rules to remember are:**

- If the child is named, avoid using their photograph.
- If a photograph is used, avoid naming the child.
- Ask for the child’s permission to use their image. This ensures that they are aware of the way the image is to be used to represent the sport. A Child’s Permission Form is one way of achieving this.
- Ask for parental permission to use an image of a young person. This ensures that parents are aware of the way the image of their child is representing the sport. A Parental Permission Form is one way of achieving this.
- Only use images of children in suitable dress to reduce the risk of inappropriate use. With regard to the actual content it is difficult to specify exactly what is appropriate given the wide diversity of sports. However there are clearly some sports activities - swimming,

gymnastics and athletics for example when the risk of potential misuse is much greater than for other sports. With these sports the content of the photograph should focus on the activity not on a particular child and should avoid full face and body shots. So for example shots of children in a pool would be appropriate or if poolside, waist or shoulder up.

- Create a recognised procedure for reporting the use of inappropriate images to reduce the risks to children. Follow your child protection procedures, ensuring both your sports child protection officer and the Health Service Executive and/or Gardaí are informed.

### **First steps and things to think about...**

- Establish the type of images that appropriately represent the sport for the web and other media.
- Think about the level of consideration you give to the use of images of children in other publications, for example, the processes involved in choosing appropriate images for the newsletter or magazine. Apply an increased level of consideration to the images of children and young people used in the website.

### **Guidelines for Use of Photographic Filming Equipment at Sporting Events**

- Provide a clear brief about what is considered appropriate in terms of content and behaviour, including the displaying of notices at each event.
- Issue the photographer with identification, which must be worn at all times.
- Inform children and parents that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs.
- Do not allow unsupervised access to children or one to one photo sessions at events.
- Do not approve/allow photo sessions outside the events or at a child's home.
- If parents or other spectators are intending to photograph or video at an event they should also be made aware of your expectations.
- Spectators should be asked to register at an event if they wish to use photographic equipment.
- Children and parents should be informed that if they have concerns they can report these to the organiser.
- Concerns regarding inappropriate or intrusive photography should be reported to the event organiser or official and recorded in the same manner as any other child protection concern..

## ***Confidentiality - Who Needs To Know What?***

The Code of Ethics has a clear statement about confidentiality and how this is to be respected. This statement covers much broader issues than child protection. It insists that families and children in contact with any organisation are sure, for example, that personal and sensitive details which they have confided about their lives or their family situations will not be talked about or passed onto others without their consent.

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

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

This will mean, at the very least, informing,

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

You should inform the parents unless doing so would endanger the child. Informing the parent of the child about whom you are concerned will need to be handled in a sensitive way and may be undertaken in consultation with a statutory agency.

Any individual under suspicion whether or not s/he is a staff member or a volunteer within your group has a right to be notified of the cause of the concern unless to do so would place a child at risk. This matter will need careful consideration and should only be undertaken in consultation with a statutory agency or your Governing Body Children's Officer.

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

All information of a personal nature will be stored in a safe and secure setting. Those who will be given access to this information will be:

- Club Children's Officer.
- Club Secretary for mailing addresses, fees etc.

- Club coaches for information relating to a child's ability to participate in an activity/residential.

## ***Trips Away and Hosting by Drumcliff / Rosses Point GAA club***

### **TRIPS AWAY**

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

#### **Communication with:**

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

#### **Transport**

The following are some basic points to consider:

- Ensure the drivers should hold and be in possession of a valid driving licence.
- Allow an appropriate length of time to complete the journey.
- Consider the impact of traffic and weather conditions.

- If using a mini-bus ensure that all seats are forward facing and they all have seat belts fitted if carrying children. Is the driver experienced in driving a mini-bus?
- Ensure leaders and children wear seat belts.
- Check there is appropriate insurance for the journey.
- Clarify supervision requirements with other leaders. The driver should not be considered as a supervisor during the journey.
- Ensure that the vehicle is road worthy.

### **Ratio**

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

### **Insurance**

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

### **Emergencies**

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

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

The above are only basic points of advice and are not comprehensive guidelines.

## **HOSTING**

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

Being a host can be a particularly challenging role, but also very rewarding. A host should be provided with as much information about the child/ children staying with them and details of the competition. They in turn should agree to provide references and be vetted.

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

## **Recruitment Procedures for Sports Volunteers with Drumcliff / Rosses Point GAA Club**

### **Guidance for this recruitment procedure has been taken from:**

- The Code of Ethics and Good Practice for Children's Sport
- Our Duty to Care
- Co-operating to Safeguard Children, 2003
- Children First 1999

Sport relies heavily on the time and commitment freely given by volunteers, and without this the opportunities for children and young people to participate in the sport would not exist. Clubs will ensure good recruitment procedures by;

- 1. Defining the role the individual is applying for (job specification)**
- 2. Insisting that a person applying for any post of responsibility within the club completes the relevant form (see 'Sample Volunteer/Coach Application Form' – next page)**
- 3. Obtaining proof of identity**
- 4. Obtaining the individual's signed permission to enable the Governing Body to request a check from the Garda vetting service**
- 5. Interviewing the individual either formally or informally by two Club members**
  - *Assessing the individual's experience of working with children or young people and knowledge of child protection issues*
  - *Assessing their commitment to promoting good practice*
  - *Assessing their ability to communicate with children and young people (i.e. be approachable). One way of doing this is to ask questions to examine how a person would respond to a particular scenario e.g. are they authoritarian or too relaxed in their approach.*

6. Obtaining 2 references in writing, (the request for references will only be sought for preferred applicants)
7. Ensuring that any appointment whether paid or voluntary, is approved by the Club Committee
8. Setting a probationary period (6 months for staff or long term volunteers)

**VOLUNTEER / COACH APPLICATION FORM FOR THOSE WITH  
SUBSTANTIAL ACCESS TO CHILDREN**

**All information received in this form will be treated confidentially**

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

**Maiden Name:** \_\_\_\_\_  
(If applicable)

**Address:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Previous Address over the last 5 years:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**How long have you lived at this address?** \_\_\_\_\_

**Tel:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**PPS Number (R.O.I):** \_\_\_\_\_

**N. I Number (N.I):** \_\_\_\_\_

**Are you** (Please tick):

- |                                    |                                     |                                  |
|------------------------------------|-------------------------------------|----------------------------------|
| Employed <input type="checkbox"/>  | Unemployed <input type="checkbox"/> | Student <input type="checkbox"/> |
| Homemaker <input type="checkbox"/> | Retired <input type="checkbox"/>    | Other <input type="checkbox"/>   |

**Previous work experience & relevant qualifications:**

**Have you previously been involved in voluntary work?** YES  / NO

If yes, give details:

How much time can you commit? (Please tick)

	<i>Mon</i>	<b>Tue</b>	Wed	<i>Thurs</i>	<b>Fri</b>	Sat	<b>Sun</b>
Morning							
Afternoon							
Evening							

**Do you have any spare time hobbies, interests or activities?**

Do you agree to abide by \_\_\_\_\_ Club's Code of Conduct (copy included with this form)?

Yes  No

Have you completed Child Protection Awareness Training?

Yes  No

If yes, who was it organised by and when approximately: \_\_\_\_\_

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

Yes  No

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

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

Yes  No

Any other relevant information:

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

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

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_

Designation: \_\_\_\_\_

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

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_

Designation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

**FOR OFFICIAL USE ONLY:**

Date application received: \_\_\_\_\_ Date of interview: \_\_\_\_\_

Interviewed by: 1. \_\_\_\_\_

2. \_\_\_\_\_

References received and are satisfactory: Yes  No

Comments: \_\_\_\_\_

Statutory check completed & returned (if appropriate): Yes  No  N/A

Proof of applicants identification received: Yes  No

Identification type: \_\_\_\_\_

Recommendation:  Approved Reasons  Not approved Reasons

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

**DISCLOSURE OF CRIMINAL CONVICTIONS & PERMISSION FOR STATUTORY  
CHECKS FOR THOSE WORKING WITH CHILDREN**

*(Please read this information carefully)*

Statement of non-discrimination:

Our sport is committed to 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 post. Any disclosure will be seen in the context of the job criteria, the nature of the offence and the responsibility for the care of existing clients, customers and employees.

For the purposes of your application for the post of:

\_\_\_\_\_, it is our policy to ask for a check to be carried by Garda vetting via your sports Governing Body for this task.

Advice to Applicants:

Please complete this form as accurately as possible and return it marked “**Confidential**” in **the envelope provided**. An arrangement will be made with you to discuss any clarification is required.

Thank you for your co-operation.

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

offence, how long ago it was committed and what age you were at the time and other factors which may be relevant.

**Have you ever been convicted of a criminal offence or been the subject of a caution; a Bound Over Order (NI only); been given the benefit of the Probations Act (ROI); or are you at present the subject of criminal investigations?**

Yes  No

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

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

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

**I declare that all answers are complete and correct to the best of my knowledge and I will inform the designated person of any future convictions or charges.** I consent to the check being made via the statutory authorities in which I intend to work/volunteer. I am also aware that the Governing Body, as the umbrella organisation carrying out the check, may, following discussion with myself, share the information returned with my club chairperson.

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

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

Please return completed forms to: \_\_\_\_\_

## **Confidential**

The following person: \_\_\_\_\_ has expressed an interest in working in Drumcliff / Rosses Point GAA Club.

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the candidate's suitability for the post, if he/she is offered the position in question. We would appreciate you being extremely candid, open and honest in your evaluation of this person.

**1. How long have you know this person?**

\_\_\_\_\_

**2. In what capacity?**

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

	<b>Poor</b>	<b>Average</b>	<b>Good</b>	<b>Very Good</b>	<b>Excellent</b>
<b>Responsibility</b>					
<b>Maturity</b>					
<b>Self-motivation</b>					
<b>Can motivate others</b>					
<b>Energy</b>					
<b>Trustworthiness</b>					

<b>Reliability</b>					
--------------------	--	--	--	--	--

This post involves substantial access to children. As an organisation committed to the welfare and protection of children, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children and young people. YES   
NO

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

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

**Print Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Organisation:**  
\_\_\_\_\_

## **Effective Management of Staff and Volunteers in Drumcliff / Rosses Point GAA Club**

Good management of staff/volunteers will contribute to safe activities for children. Good management will also create an atmosphere where staff and volunteers feel valued, are listened to and where issues can be dealt with quickly by systems already in place.

### **Effective management should include:**

#### **Identifying a person responsible for welcoming/inducting new staff/volunteers.**

##### **An Induction explaining to all new leaders/coaches;**

- The Club's policies, procedures, guidelines, activities and ethos
- Making them aware of what is expected and required of them and the boundaries or limits within which they must operate
- Staff and volunteers should be asked to acknowledge that they have been introduced to the organisation's policies, procedures and guidelines that they understand them and agree to abide by them.

##### **Setting a Probationary Period (Staff)/Trial Period (Volunteers)**

All appointments should be conditional on a satisfactory period of work, i.e. a probationary period for staff and a trial period for volunteers.

Every new post/role should be reviewed within an agreed period of time. The length of time will vary depending on the nature of the post.

It is good practice to have a review at conclusion of the probationary/trial period to confirm the post/role in writing.

##### **Training**

All staff/volunteers should receive induction, particular skills and child protection training appropriate to their role. Training should be updated and reviewed regularly for new staff/volunteers and in line with changing legislation.

All staff/volunteers (including designated officers and management committees) should have Child Protection training that includes a basic awareness and understanding of child protection issues.

For further information on training opportunities contact Sligo Sport and Recreation Partnership,  
Tele No. 071 91 61511.

### **Support and Supervision**

Provision for a structure for regular formal/informal, individual/group support and supervision will enable staff/volunteers to become more effective by identifying training needs and dealing quickly with difficulties.

### **Annual Appraisal (Staff)/Review (Volunteers)**

This provides a means of enhancing support and supervision in order to highlight future support and training needs.

## ***Completion of an Induction Checklist***

### **Induction Checklist**

Drumcliff / Rosses Point GAA Club

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**Name:** \_\_\_\_\_ **Start Date:** \_\_\_\_\_

### **Volunteer Role:**

\_\_\_\_\_

The induction is to help a volunteer settle in as soon as possible. Induction should commence on the first day of joining and be completed as soon as is practicable. Complete the form by entering the instructors/coaches initials and the date alongside each item as the information or documents are given to the volunteer. If the induction is carried out by one instructor/coach only and all on the same day, leave these columns blank and complete the signature section at the bottom of the form.

---

#### **General Information**

Explanation of Induction   
Introduction to manager/coach/colleagues   
Locker

#### **Personal Details**

Received & signed Code of Conduct   
  
Agree to attend Code of Ethics training or already completed   
Have received volunteer Handbook

#### **Health & Safety**

Health & Safety Policy   
Fire Procedures & Drills   
First Aid/Accident procedures   
Security Arrangements/  
locking the venue   
Health & Safety and protective measures   
Emergency Procedures   
Health & Safety Training   
Smoking Policy   
Risk Assessments   
Alarm

**Role and Organisation**

Club Structure and services   
Appraisal, Education   
Training opportunities

**Expenses**

Allowances   
Training opportunities   
Insurance   
Other Benefits

**Sickness/Illness**

I will try to inform lead coach if I am unable to attend a coaching session or Competition

**Holidays**

I will try to inform lead coach well in advance if I am unable to attend a coaching session or competition due to holidays

Current Holiday Commitments

**General**

Refreshment Facilities   
Use of Club Facilities   
Social and Recreational Facilities   
Transport and Parking Arrangements

**Rules and Discipline**

Disciplinary, Grievance and Appeal   
Procedures

**TOUR OF PREMISES**

Show the location of cloakroom, exits and entrances, emergency and fire exits, fire alarm and first aid points, kitchen, prohibited areas, hazards, notice boards and any areas to which the volunteer will need to go in the course of their role.

**CONTACT NAMES**

Manager/Senior Coach----- ☎ -----

Children’s Officer/Representative ----- ☎ -----

First Aider ----- ☎ -----

Other Information ----- ☎ -----

**Review Period**

Please indicate below any further reading/familiarisation identified for the probationary period e.g, specific policies and/or procedures.

Induction undertaken by: \_\_\_\_\_

Date of Completion: \_\_\_\_\_

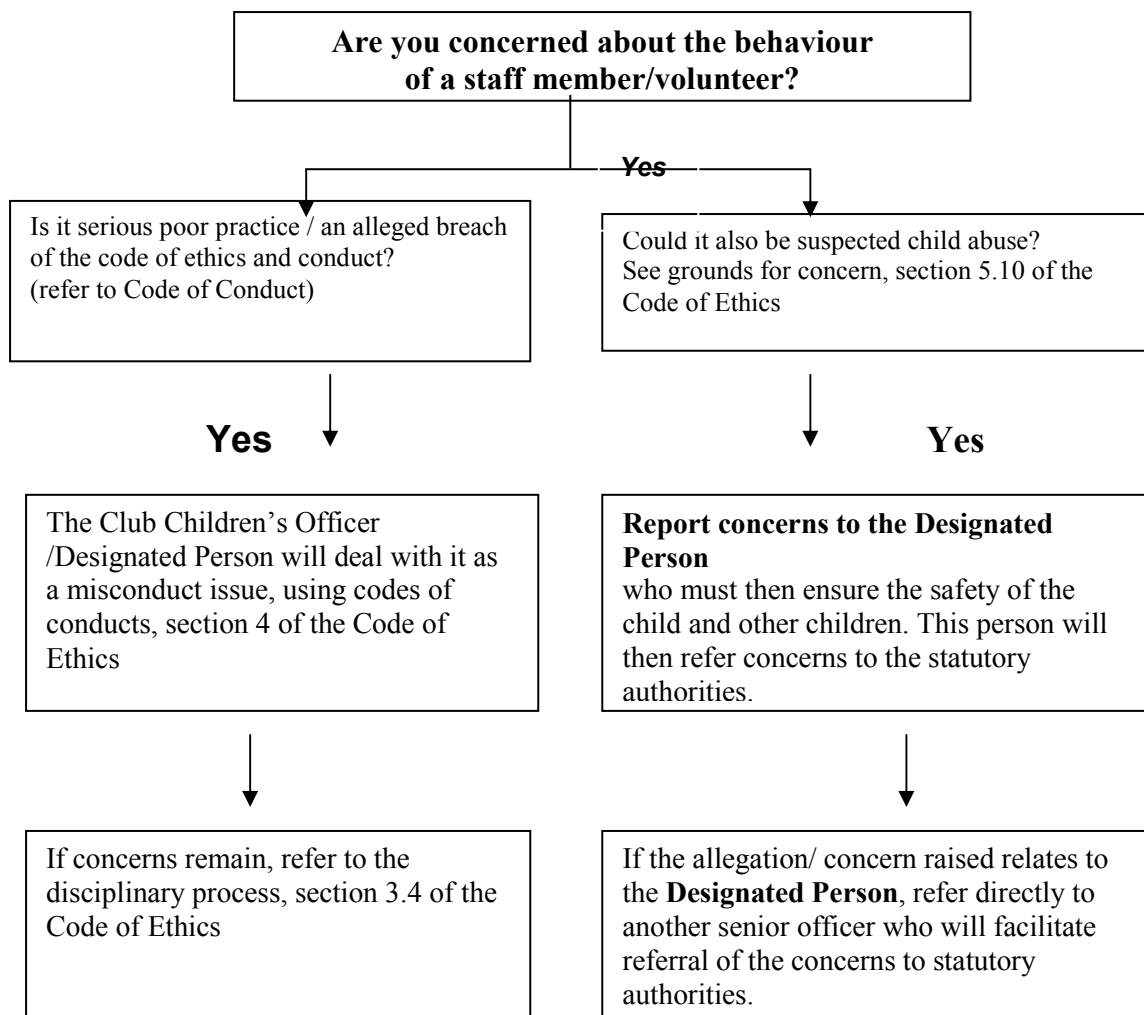
I have received the above induction training:

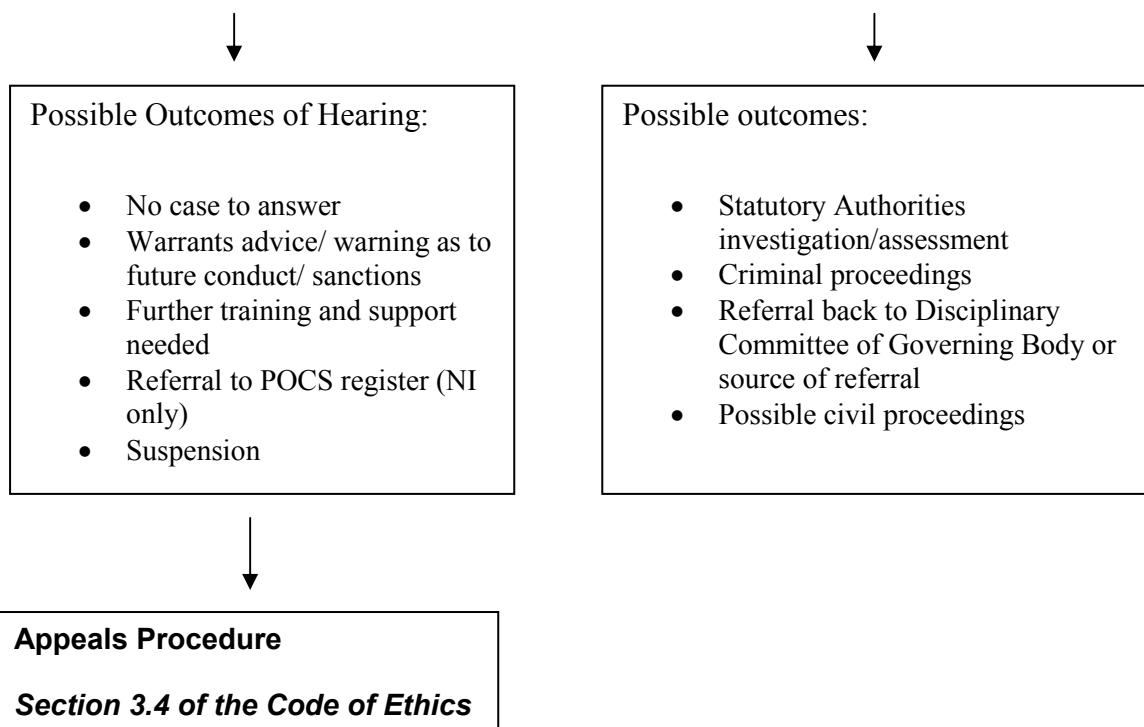
Coach/volunteer: \_\_\_\_\_

Date of Completion: \_\_\_\_\_

PLEASE FORWARD A SIGNED COPY OF THIS DOCUMENT TO THE CLUB SECRETARY.

### ***Reporting Procedures About Behaviour Of A Staff Member/Volunteer***





If you do not know who to turn to for advice or are worried about sharing your concerns, you should contact the Statutory Authorities, see Section 5.12 of the Code of Ethics.

At any stage during the process in the left hand column, the issue can be referred externally either formally or informally for advice. Following the external (right column) outcome, the matter may be referred back to the organisation's Disciplinary Committee, see Section 5.17.2 (last paragraph)

## **GUIDELINES FOR REPORTING ACCIDENTS IN DRUMCLIFF / ROSSES POINT GAA CLUB**

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

- Fill in a copy of the Accident Form (see **Fact Sheet 17**) for **ALL** accidents.
- Make contact with parents/guardians.
- One copy of Accident Form to be placed in incident book/folder.
- Forward one copy of Accident Form to Designated Person for record keeping/ action required.
- Contact emergency services/ GP if required.
- Record in detail all facts surrounding the accident, witness's etc.



## ACCIDENT FORM FOR DRUMCLIFF / ROSSES POINT GAA CLUB

<b>COACH/ LEADER IN ATTENDANCE:</b>	
<b>INJURED PARTY: Name</b>	
<b>Age/ DOB:</b>	
<b>School:</b>	
<b>Address:</b>	
<b>Accident Details:</b>	
<ul style="list-style-type: none"> <li>• <b>Date:</b></li> <li>• <b>Time:</b></li> <li>• <b>Exact Location</b></li> <li>• <b>Injury</b></li> <li>• <b>How it happened</b></li> </ul>	
<b>Severity:</b>	
<ul style="list-style-type: none"> <li><input type="radio"/> <b>Minor</b></li> <li><input type="radio"/> <b>Considerable</b></li> <li><input type="radio"/> <b>Severe</b></li> </ul>	
<b>First Aid Involved:</b>	<b>YES / NO</b>
<b>Medical Attention Required:</b>	<b>YES / NO</b>
<b>Parents Informed:</b>	<b>YES / NO</b>
<b>By Whom:</b>	
_____	
<b>Form Completed By:</b>	
<b>Referred to Designated Person:</b>	<b>YES / NO</b>
<b>Designated Person's Signature:</b>	

## ***Guidelines For Reporting Allegations/ Incidents In Drumcliff / Rosses Point GAA Club***

- Record all incidents reported or observed on an Incident Form (see Fact Sheet 19)
- One copy to Children's Officer
- Ensure confidentiality - only "need to know basis" (reference Confidentiality clause)

The Designated Person will be responsible for storing any report in a safe and secure environment.

## ***Guidelines For Responding To A Child Reporting An Incident***

### **DOs**

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

### **DON'Ts**

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

For more details see **Fact Sheet 26**.

## INCIDENT FORM - CHILD PROTECTION

Club: Drumcliff/ Rosses Point GAA club
Your name:
Your position:
Are you reporting your own concern or that of someone else <input type="radio"/> Own concern <input type="radio"/> Other Persons concern Name: Contact Details
Child's name:
Child's address:
Parents/carers names and address:
School:
Child's date of birth:
Date and time of any incident:
Your observations/ What prompted concerns:
Exactly what the child said and what you said: (Remember, do not lead the child – record actual details. Continue on separate sheet if necessary)
Action taken so far:

Have the child's parents been informed:	
<input type="radio"/> Yes <input type="radio"/> No	
External agencies contacted (date & time)	
<b>Gardaí</b> Yes/No	If yes – which: Name and contact number: Details of advice received:
<b>Health Service Executive</b> Yes/ No	If yes – which: Name and contact number: Details of advice received:
<b>Governing Body Children's Officer</b> Yes/No	If yes – which: Name and contact number: Details of advice received:
<b>Other</b> (e.g. NSPCC/, ISPCC)	Which: Name and contact number: Details of advice received:
Signature:	
Print name:	
Date:	

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

NB: A copy of this form should be sent to the Health Service Executive after the telephone report and to the Governing Body Children's Officer for monitoring purposes.

## **GOOD PRACTICE GUIDELINES FOR DRUMCLIFF / ROSSES POINT GAA CLUB**

### **Good Practice means:**

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment, e.g. no secrets).
- Treating all children/ young people equally, and with respect and dignity.
- Always putting the welfare of each child / young person first, before winning or achieving goals.
- Maintaining a safe and appropriate distance with children/ young people (e.g. it is not appropriate to have an intimate relationship with a child or to share a room, tent, shower / bath or changing facilities with them).
- Building balanced relationships based on mutual trust, which empowers children to share in decision-making.
- Making sport fun, enjoyable and promoting fair play.
- Proper supervision of children within the club and with a satisfactory ratio of coaches: children. The Code of Ethics recommends a ratio of 1 coach to 8 for under 12 years and 1 coach to 10 for 12 years +. However, please seek advice from your Governing Body on this issue.
- Use of proper, recommended equipment including.
  - sport specific guidelines
  - identification markers/ cones, clearly visible
  - playing /coaching surfaces, free from debris
- Use of equipment only when supervised by a coach/ sports leader.
- A clearly defined area of play/ in bounds, fenced and safe from vehicular traffic.
- A first aider and first aid kit on hand in event of an accident, with accident incident book to be marked up at every relatively serious accident. **NB** All accidents will be reported to parents at collection.
- Ensuring that if physical support is needed, talk aloud to the child / young person explaining what you are doing and why. Any necessary contact should be in response to the needs of the child and it should be in an open environment with the understanding and permission of the young person where possible. The leaders should never do something for the child that they can do themselves. Children / young people should always be consulted before they are touched and their agreement gained. Parental / carer views about manual support should always be carefully considered.
- Keeping up to date with the technical skills, qualifications and insurance (group or individual) in your sport.
- Involving parents / carers wherever possible (e.g. for the responsibility of their children in the changing rooms). If groups have to be supervised in the changing rooms, always ensure parents / coaches / officials work in pairs.

- Ensuring that if mixed teams are taken away, they should always be accompanied by male and female leaders. Be aware of the potential for same gender abuse by male adults of boys and female adults of girls.
- Ensuring that at tournaments or residential events, adults do not enter children's rooms, invite or permit children into their rooms or become involved in unobserved or unsupervised 1:1 situations with children and young people.
- Being an excellent role model – this includes not smoking, drinking alcohol, using foul language or taking drugs in the company of young people.
- Giving enthusiastic and constructive feedback, encouraging achievements rather than negative criticism.
- Recognising the developmental needs and capacity of children / young people, including those with a disability – avoiding excessive training or competition and not pushing them against their will.
- Securing parental consent in writing to *act in loco parentis*, if the need arises to give permission for the administration of emergency first aid and / or other medical treatment.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.
- Requesting written parental consent if club officials are required to transport young people in their cars and best practice is not to do so without the presence of a second adult.
- Keep a written record of any inappropriate body contact with a child.
- Immediately report any accusations made against you or your colleagues.
- Avoid spending any time alone with children / young people away from others. Never take children / young people to your home.
- Acquiring completed application forms, interviews and pre-employment checks on all coaches/ sports leaders whether paid or voluntary.
- Maintaining records on individuals in line with advice from the data protection agency i.e. only holds records on individuals that they have a justifiable reason for holding.

## **Practices never to be sanctioned**

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

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

For further information and copies of the Codes of Conduct please see Fact Sheets 4, 5, & 6.

## **YEARLY MEMBERSHIP & MEDICAL CONSENT FORM FOR DRUMCLIFF / ROSSES POINT GAA CLUB**

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

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

**CHILD'S FULL NAME:**

.....

**ADDRESS:**

.....  
.....  
.....

**HOME TEL:**.....**AGE:** .....

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

**NAME OF FRIEND ATTENDING:** .....

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

**IF UNAVAILABLE CONTACT:** .....

**TEL:** .....**RELATIONSHIP TO CHILD:** .....

**NAME AND TEL OF G.P.:** .....

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

.....  
.....  
.....  
.....

**ANY OTHER SPECIAL NEEDS, REQUIREMENTS OR DIRECTIONS THAT WOULD BE HELPFUL FOR THE COACHES TO KNOW ABOUT:**

.....  
.....  
.....  
.....

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

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

**I have been made aware that Drumcliff / Rosses Point GAA Club has developed a child protection policy & they are commitment to ensuring the safety of my child by having:**

- **Codes of Conduct for 1.) Coaches/Volunteer Leaders 2.) Children 3.) Parents/Guardians**
- **Clear recruitment policy which includes vetting all coaches & volunteers**
- **A transport policy**
- **An anti-bullying policy**
- **Disciplinary procedures**
- **A designated person for child protection**
- **Guidelines on confidentiality**
- **A photography policy.**

**I give/ do not give my consent for my child to be photographed in line with this policy.  
(Please delete whichever is inappropriate)**

Drumcliff / Rosses Point GAA Club is committed to ensuring that any information gathered in relation to our youth programme meets the specific responsibilities as set out in the Data Protection (Amendment) Act 2003. The Junior Co-ordinator will store the above information on their junior database for a maximum of 12 months before re-registering the player if still associated with the club.

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

Child/Young Persons Signature .....  
Print Name .....

Parent/Guardian Signature\* .....  
Print Name .....  
Date .....

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

\*Please note that the person signing the parent/guardian section must ensure they have parental responsibility for the child.

### **Person Specification For Sports Coach/ Children’s Officer Working with U 18s at Drumcliff / Rosses Point GAA Club**

**The person taking on this post should have the following skills and attributes**

- Communication skills
- Ability to engage with children
- Committed to engaging and communicating with others including parents
- Organisational skills
- Have the values and attributes to ensure children’s participation in the sport is enjoyable
- An understanding of the boundaries of confidentiality
- View the child’s welfare as paramount

### **Person Specification For a Children’s Officer at Drumcliff / Rosses Point GAA Club**

**The person taking on this post should have the following skills and attributes**

- Communication skills to ensure the widespread dissemination of good practice
- Ability to engage with children and be an accessible resource for them
- Committed to engaging and communicating with others including parents
- Organisational skills
- Have the values and attributes to ensure children’s participation in sport is enjoyable
- A commitment to confidentiality with a clear knowledge of the restrictions and guidelines in relation to child protection
- Record keeping skills to ensure clear and accurate records are kept
- Knowledge of Our Duty to Care to enable them to act as an information source to others
- **View the child’s welfare as paramount**



**PARTICIPANT CLUB EXIT LETTER FOR DRUMCLIFF / ROSSES  
POINT GAA CLUB**

**Dear Parent / Guardian,**

Our Governing Body's Child Protection Guidelines recommend that clubs monitor participant drop-out rates.

Drumcliff / Rosses Point GAA Club is always striving to improve the services to young people.

We would therefore ask you to complete the attached exit form and return to:

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

Thank you for your co-operation.

Yours in Sport,

\_\_\_\_\_  
Junior Co-ordinator

**PARTICIPANT CLUB EXIT FORM**

**(Contact Details are Optional)**

**Parent/ Guardian:** \_\_\_\_\_

**Phone No.:** \_\_\_\_\_

**Participants Name:** \_\_\_\_\_

**Reason for Leaving Club**  
**(Please tick appropriate box)**

Going to play another sport

Medical Reason

Joining another club

Leaving the club

Other (Please specify below)

---

---

---

For Official Use

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

Signed: \_\_\_\_\_

Action: \_\_\_\_\_

# INDUCTION BOOKLET FOR DRUMCLIFF / ROSSES POINT GAA CLUB

## **DRUMCLIFF / ROSSES POINT GAA CLUB POLICY STATEMENT**

**Drumcliff / Rosses Point GAA Club** is fully committed to safeguarding the well being of its members.

Every individual in the club should at all times show respect and understanding for their rights, safety

and welfare, and conduct themselves in a way that reflects the principles of the club and the guidelines contained in the Code of Ethics and Good Practice for Children's Sport.

***"Children have the right to be protected from all forms of violence; they must be kept safe from harm, and they must be given proper care by those looking after them "***

**(Article 19; UN Convention on the Rights of the Child)**

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

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

**(European Sports Charter and Code of Ethics, Council of Europe, 1993)**

Legislation in both parts of Ireland is based on a clear and consistent set of principles designed with the common aim of promoting the welfare of children.

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

**Standards set by Drumcliff / Rosses Point GAA Club will be achieved through ensuring the club: -**

- Adopt and implement the Code of Ethics and Good Practice for Children's Sport as an integral part of its policy on children in the Club

- Have its constitution approved and adopted by clubs members at an AGM or EGM
- Permit all members over 16 years of age to vote, where possible, in the running of their junior section. One parent / guardian should have one vote for all their children under 16 years of age, where relevant
- Ensure that the Club Management Committee is elected or endorsed by registered club members at each AGM
- Adopt and consistently apply a safe and clearly defined method of recruiting and selecting Sports Leaders
- Clearly define the role of the committee members, all Sports Leaders and parents / guardians.
- Appoint/ Reappoint at least one children's officer at the AGM as outlined in the C.o.E .  
In the event that a club caters for both boys and girls, one children's officer of each gender should ideally be appointed
- Appoint one of the Children's Officers to act as Designated Officer to liaise with the Statutory Authorities in relation to the reporting of allegations or suspicions of child abuse. Any such reports should be made according to the procedures outlined in this Code/ Children First/ Our Duty to Care
- Ensure best practice throughout the club by disseminating its codes of conduct, including the disciplinary, complaints and appeals procedures in operation within the club to all its members. The club's codes of conduct should also be posted in all facilities used by the club.
- Have in place procedures for dealing with a concern or complaint made to the Statutory Authorities against a Committee Member or Sports Leader. Regulations should stipulate that a Sports Leader who is the subject of an allegation, which has been reported to the Statutory Authorities, should stand aside while the matter is being examined. S/he should be invited to resume full duties immediately if s/he is vindicated
- Ensure that relevant Sports Leaders report to the Club Management Committee on a regular basis
- Encourage regular turnover of committee membership while ensuring continuity and experience
- Develop effective procedures for responding to and recording accidents/ incidents.
- Ensure that any unusual activity (high rate of drop-out, transfers, etc.) is checked out and reported by the Designated Officer to Tennis Ireland
- Ensure that all club members are given adequate notice of AGMs and other meetings.
- Ensure that all minutes of all meetings (AGMs / EGMs / Committees) are recorded and safely filed.

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This policy applies to all those involved in Drumcliff / Rosses Point GAA Club, coaches, administrators, officials, volunteer drivers, parents and young people.

Copies of the full policy and detailed guidelines on recruitment, reporting, recording accidents/incidents, bullying, away trips and use of photography are available from the designated person or any club official.

## **CHILDREN'S OFFICERS**

The children's officers within Drumcliff / Rosses Point GAA Club are

	<b>Name</b>	<b>Address</b>	<b>Telephone/ Mobile</b>
1.			
2.			
3.			

Photographs of the Children's Officers should if possible, be displayed on the club's notice board and website.

Names of children's officers shall be made known to young members, coaches and parents alike as the designated persons to whom concerns will be addressed. If the concern is about the children's officer please report to Club Chairperson.

The club has procedures in place for dealing with any concern or allegation of abuse either within the club or externally, but the first point of contact for a child, parent/guardian or coach should be the children's officer, though any individual has the right to contact the Health Service Executive or the Gardaí directly if they have a concern about a child's safety.

## **GUIDELINES FOR REPORTING ACCIDENTS**

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

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

## **GUIDELINES FOR REPORTING ALLEGATIONS/ INCIDENTS**

- Record all incidents reported or observed on an Incident Form
- 1 copy to Children's Officer
- Ensure confidentiality - only "need to know basis". (reference confidentiality clause)

The designated person will be responsible for storing any report in a safe and secure environment.

## ***Good Practice***

All personnel are encouraged to demonstrate exemplary behaviour in order to protect children in their care and themselves from false allegations. The following are common sense examples of how to create a positive culture and climate within your club.

### **Good practice means:**

- always working in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment, e.g. no secrets)
- treating all children/ young people equally, and with respect and dignity
- always putting the welfare of each child / young person first, before winning or achieving goals
- maintaining a safe and appropriate distance with children/ young people (e.g. it is not appropriate to have an intimate relationship with a child or to share a room, tent, shower / bath or changing facilities with them)
- building balanced relationships based on mutual trust which empowers children to share in decision-making
- making sport fun, enjoyable and promoting fair play
- proper supervision of children within the club and with a satisfactory ratio of coaches: children. A maximum ratio of 1 coach to 8 children is recommended
- use of proper, recommended equipment including
  - Sport specific guidelines
  - identification markers/ cones, clearly visible
  - playing /coaching surfaces, free from debris
- use of equipment only when supervised by a coach/ sports leader
- a clearly defined area of play/ in bounds, fenced and safe from vehicular traffic
- a first aider and first aid kit on hand in event of an accident, with accident incident book to be marked up at every relatively serious accident. **NB** All accidents will be reported to parents at collection
- ensuring that if physical support is needed, talk aloud to the child / young person explaining what you are doing and why. Any necessary contact should be in response to the needs of the child and it should be in an open environment with the understanding and permission of the young person where possible. The leaders should never do something for the child that they can do themselves. Children / young people should always be consulted before they are touched and their agreement gained. Parental / carer views about manual support should always be carefully considered
- keeping up to date with the technical skills, qualifications and insurance (group or individual) in your sport
- involving parents / carers wherever possible (e.g. for the responsibility of their children in the changing rooms). If groups have to be supervised in the changing rooms, always ensure parents / coaches / officials work in pairs
- ensuring that if mixed teams are taken away, they should always be accompanied by a male and female leaders. Be aware of the potential for same gender abuse by male adults of boys and female adults of girls
- ensuring that at tournaments or residential events, adults do not enter children's rooms, invite or permit children into their rooms or become involved in unobserved or unsupervised 1:1 situations with children and young people

- being an excellent role model – this includes not smoking, drinking alcohol, using foul language or taking drugs in the company of young people
- giving enthusiastic and constructive feedback, encouraging achievements rather than negative criticism
- recognising the developmental needs and capacity of children / young people, including those with a disability – avoiding excessive training or competition and not pushing them against their will
- securing parental consent in writing to *act in loco parentis*, if the need arises to give permission for the administration of emergency first aid and / or other medical treatment
- keeping a written record of any injury that occurs, along with the details of any treatment given
- requesting written parental consent if club officials are required to transport young people in their cars and best practice is not to do so without the presence of a second adult
- keep a written record of any inappropriate body contact with a child
- immediately report any accusations made against you or your colleagues
- avoid spending any time alone with children / young people away from others
- never take children / young people to your home
- acquiring completed application forms, interviews and pre-employment checks on all coaches/ sports leaders whether paid or voluntary
- maintaining records on individuals in line with advice from the data protection agency i.e. only holds records on individuals that they have a justifiable reason for holding

### **Practices never to be sanctioned**

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

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

For further information and copies of the codes of conduct please see **Fact Sheets 4,5,6**.

## **CODE OF CONDUCT FOR COACHES /SPORTS LEADERS**

### **I agree to:**

- Ensure the safety of all children by careful supervision, proper pre- planning of coaching/ playing sessions, using safe methods at all times
- Actively encourage all children not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability
- Emphasise fun and participation
- Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour
- Always be positive and to promote the objectives of the club at all times
- Not let any allegations of abuse of any kind to go unchallenged or unrecorded if appropriate. Incidents and accidents to be recorded in the club incident/accident book. Parents will be informed
- Report accidents or incidents of alleged abuse to the designated person
- Administer minor first aid in the presence of others and where required refer more serious incidents to the club "first aider"
- Have access to telephone for immediate contact to emergency services if required
- Foster team work to ensure the safety of youth members in their care
- Ensure the rights and responsibilities of youth members are enforced
- Report suspected abuse to the appropriate designated officer
- Not abuse members physically, emotionally or sexually
- Maintain confidentiality about sensitive information
- Be a role model (disciplined / committed / time keeping), remember children learn by example
- Refrain from smoking and consumption of alcohol during club activities or coaching sessions
- Hold current coaches insurance
- Never ask anyone to keep secrets of any kind

- Ensure that car insurance is appropriate for transporting young people to and from events
- Ensure that all those working with young people do so under the guidance of the coach
- As a coach keep my knowledge updated through the various course run by my Governing Body
- Protect myself from false accusation by...
  - Not spending excessive amounts of time alone with children away from others
  - Avoid taking children alone in a car on journeys, however short
  - Never taking children to your home
  - Not administering First Aid involving the removing of children's clothing unless in the presence of others.

Any misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the designated person. Persistent breach of the code will result in dismissal from the club/organisation.

Dismissals can be appealed by the coach/ volunteer with final decisions taken by the club/organisation appeals committee.

I have read the Club Code of Conduct and agree to abide by the guidelines as set out in the Code

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

## **CODES OF CONDUCT FOR CHILDREN/ YOUNG PEOPLE**

### **The young player will:**

- Play fairly and have fun
- Abide by the rules set down by team managers when travelling to away events
- Behave in a manner that avoids bringing the sport into disrepute
- Respect officials and accept their decisions
- Talk to the children's officer if you have concerns
- Respect opponents and always shake hands at the end of a match
- Use his/her best efforts in competitive matches
- Refrain from the use of bad language and inappropriate gestures
- Refrain from abuse of sports equipment
- Refrain from the use of coaching during competition
- Never use unfair or bullying tactics to gain advantage on or off the playing area
- Never use bullying tactics to isolate another player
- Never pass on gossip about another player or adult
- Never make false allegations about another player or adult
- Never keep secrets about anyone who has caused you harm
- Win with grace and lose with dignity.

### **Child/Youth members have the right to:**

- Be safe
- Be listened to
- Be respected

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

I have read the Club Code of Conduct above and agree to abide by the guidelines as set out in the Code.

Signature of Player \_\_\_\_\_

Print Name \_\_\_\_\_

Signature of Parent/ Guardian\* \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

\*Please note that the person signing the parent/guardian section must ensure they have parental responsibility for the child.

## **CODES OF CONDUCT FOR PARENTS/GUARDIANS**

### **Parents are expected to:**

- Complete and return the Health and Consent Form pertaining to their child's participation with Drumcliff / Rosses Point GAA Club
- Deliver and collect the child punctually to and from coaching sessions/matches.
- Ensure their child is properly and adequately attired for the weather conditions of the time, including shorts, shirt, socks, tracksuit, sweat-tops, hat, gloves etc...
- Detail any health concerns pertaining to the child on the consent form, in particular breathing or chest conditions. Any changes in the state of the child's health should be reported to the coach prior to coaching sessions.
- To inform the coach prior to departure from the field of play if child is to be collected early from a coaching session
- Encourage their child to play by the rules and teach them that they can only do their best i.e. focus on effort rather than performance
- Behave responsibly on the sidelines
- Show appreciation and support the coach
- Ensure their child is punctual
- Be realistic
- Ensure their child's hygiene and nutritional needs are met
- Accept the official's judgement
- Acknowledge the importance and role of the club coaches who often provide their time free to ensure children's participation in the club
- Promote their child's participation in playing sport for fun
- Not ignore or dismiss complaints expressed by a child
- Not treat the club as a minding service.

### **Parents/Guardians have the right to:**

- Know their child is safe

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

Any misdemeanours and breach of this code of conduct will be dealt with immediately by a Club official. Persistent concerns or breaches will result in the parent/guardian being asked not to attend games if their attendance is detrimental to the child's welfare.

The ultimate action should a parent/guardian continue to breach the code of behaviour may mean the Drumcliff / Rosses Point GAA Club officials regrettably asking the child to leave the club.

I have read the club's Code of Conduct above and agree to abide by the guidelines as set out in the Code.

Name of player/s \_\_\_\_\_

Signature of parent/ guardian\* \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

\* Please note that the person signing this the parent/guardian section must ensure that they have parental responsibility for the child.

## **GUIDELINES ON TRANSPORTING A CHILD OR YOUNG PERSON IN YOUR CAR.**

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

The guidance from the Irish Sports Council encourages coaches not to take children on journeys alone in their car.

This view has been taken as knowledge has grown of how those who want to harm children has developed. The vast majority of coaches and volunteers will help out through their genuine desire to see children or their particular sport develop. Unfortunately we must face the reality that a minority of others will join a sports club to gain access to children and create an air of acceptability about their role, justifying their close contact with children.

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

If all alternatives have been exhausted and an adult has to transport a child there are a number of safety measures that should be put in place to minimise the risk:

- Your club should check out all those with access to young people (including drivers) using references, application procedures and Garda vetting as advised in this policy

- Parents should be informed of the person who will be transporting their child, the reasons why and how long the journey will take
- A person other than the planned driver should talk to the child about transport arrangements to check they are comfortable about the plans
- The driver must ensure that they have insurance to carry others.
- The driver should attempt to have more than one child in the car
- When leaving children off after a match or training session coaches / volunteers should alternate which child is dropped off last. Ideally two children would be left off at an agreed point i.e. one of their family homes
- The person who leaves children home should be alternated; this would reduce the risk of any one individual from always being alone with the child
- The driver should have a point of contact and mobile phone should they break down
- Ensure that children are aware of their rights and they have someone to turn to or report any concerns they may have. If a culture of safety is created within your club then the child is more likely to talk to another person if they are feeling uncomfortable about a situation
- The driver is legally responsible to ensure that all children wear seatbelts at all times. (i.e. the adult would have to pay any fines and would incur any penalty points). It should also be noted that under 12's are not permitted to travel in the front seat of a vehicle.
- Late collections. These can present clubs and coaches with particular difficulties. Parents/guardians should be provided with guidelines addressing the issue and outlining their responsibility and the consequences of late collections. Clubs should have contact numbers for parents/guardians and if possible be provided with an alternative contact number. Parents/guardians should have a contact number for the club/coach to inform them of emergencies and possible late collections.

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

For further information and enquiries please contact:

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

## ***RESPONDING TO A CHILD REPORTING AN INCIDENT***

1. **Always stop and listen** straight away to someone who wants to tell you about incidents or suspicions of abuse
2. **Write brief notes** of what they are telling you as soon as you can or while they are speaking but it is important to remember how the child may be feeling and it may actually be insensitive to write while they are talking unless you explain why you are doing it. (These notes may help later if you have to remember exactly what was said) Keep your original notes, however rough and even if you wrote on the back of something else (it's what you wrote at the time that may be important later – not a tidier and improved version you wrote up afterwards!). If you don't have the means to write at the time, make notes of what was said or observed as soon as possible afterwards.
3. **Never make a promise** that you will keep what is said confidential or secret – if you are told about abuse you have a responsibility to tell the right people to get something done about it (see below). If asked explain that if you are going to be told something very important that needs to be sorted out,

you will need to tell the people who can sort it out, but you will only tell the people who absolutely need to know.

4. **Do not ask leading questions** that might give your own ideas of what might have happened (e.g. “did he do x to you?”) – just ask “what do you want to tell me?” or “is there anything else you want to say?”
5. Immediately tell the person in charge of the group i.e. the designated person (unless they are themselves accused or suspected of abusing) – and don’t tell other adults or young people what you have been told

(If someone has made an accusation to you about an adult in charge of the group, YOU should contact the Health Service Executive yourself, and ask them what to do next – the telephone number will be in the directory.)

6. Discuss with the person in charge whether any steps need to be taken to protect the person who has told you about the abuse (this may need to be discussed with the person who you told).
7. Never attempt to carry out an investigation of suspected or alleged abuse by interviewing people etc. – The Health Service Executive and Gardaí are the people trained to do this – you could cause more damage and effect possible criminal proceedings. It is your duty to refer concerns on, not investigate.
8. As soon as possible (and certainly the same day) the person in charge should refer the matter to the Health Service Executive (helped by your notes). Follow their requests about what to do next. They will set up any necessary investigations, and advise you – that is their statutory job.
9. Never think abuse is impossible in your organisation or group, or that an accusation against someone you know well and trust is bound to be wrong.
10. Children and young people often tell other young people, rather than staff or other adults, about abuse – make sure that your senior young people know the points on this sheet as well as the responsible adults.

**Important:**

These points are no substitute for the proper selection and training of adults trusted to look after children and young people, or for the organisations/groups having their own clear child protection procedures for their particular setting

**“Safeguarding Children is Everybody’s Business” ISPC 2000**

***DRUMCLIFF/ROSSES POINT GAA CLUB HEALTH CHECK***

Every club involved with children and young people has a responsibility for their protection and well being – a duty of care. There are a number of measures that organisations should put in place to safeguard children from harm. Parents are encouraged to check when they are entrusting their children to the care of others that these essential safeguards are in place. How ready is your organisation to answer these questions?

Does your club have the following:

*Please tick*

- A **child protection policy** and a **procedure** for what to do if there are concerns about a child’s welfare. This should include having a **Children’s Officer** for dealing with concerns and allegations of abuse and step by step guidance on what action to take.
- A rigorous **recruitment and selection** process for paid staff and for volunteers who work with children. This should include application forms (See Fact Sheet 13), interview references, self-declaration forms and Garda vetting.
- Adopt **written codes of conduct** which outline good practice when working with children. An environment which allows bullying, shouting, sectarianism, racism, or sexism is not acceptable. There should be clear guidance about what behaviour is inappropriate in a relationship of trust between an adult and a young person. Specific guidance should be given.

where personal or intimate care tasks are carried out, for example with very young or disabled children.

- A **training** plan and regular opportunities for all those in contact with children to learn about child protection and about health and safety. Unless all staff have an awareness of cruelty to children, the harm it can cause and how to act on concerns, policies, however good, will not be acted upon. Contact the Sligo Sport and Recreation Partnership Co-ordinator, Tele No. 071 91 61511 for information on courses.
- A **“Whistleblowing”** policy, that is, an open and well publicised way in which adults and young people can voice concerns about abusive or unethical conduct. It takes courage to challenge inappropriate behaviour by colleagues. When abuse occurs in organisations there is usually someone who had concerns, but may not have felt able to act on them.
- **Information** for young people and for parents about the child protection policy and where to go for help.
- **Ways of making sure** that the safeguards that have been put in place are working. This can be through the day to day supervision of staff and volunteers, periodic monitoring and reviews or consulting the children.
- A **protective culture** that puts children’s interest first. Children must feel confident that if they have concerns someone will listen and take them seriously.

*Your club should also have policies on bullying and on health and safety. You will need processes for dealing with complaints and for taking disciplinary action where necessary.*

*Clubs that have put these safeguards in place are taking their responsibilities seriously and are doing what they can to minimise the risks of children suffering harm while in their care.*

## **METHODS OF COMMUNICATING POLICY FOR DRUMCLIFF/ROSSES POINT GAA CLUB**

Formal and informal mechanisms for making implementation happen

**Formal**

**Informal**

- Briefings
- Networks
- Newsletter
- Listening/talking
- Memos
- Sharing
- Conferences/workshops
- Discussion
- Policy documents
- Mentoring
- Induction booklet
- Membership guidelines
- Web page

This list is not exhaustive.

*Source:* Adapted with permission of Jenny Myers/NSPCC from (1999) ‘What is an implementation strategy and why have one?’ Unpublished notes.

## **TRIPS AWAY AND HOSTING RESPONSIBILITIES FOR DRUMCLIFF ROSSES POINT GAA CLUB**

For further more detailed information on taking children away on a residential, please refer to **Safe Sport Away** a guide to good planning, & **Safe Sports Events**, which are available from

the Child Protection in Sport Unit or the Code of Ethics & Good Practice for Children’s Sport (Pages 32-34).

## Child/Youth Member

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

## Coach/Manager

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

## Parents/Guardians

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

## Hosts

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

## RIGHTS AND RESPONSIBILITIES MATRIX FOR DRUMCLIFF ROSSES POINT GAA CLUB

RIGHTS	RESPONSIBILITIES
<b>CHILD/YOUTH MEMBERS</b>	
<p><b>Child/Youth members have the right to:</b></p> <ul style="list-style-type: none"> <li>▪ Be safe</li> <li>▪ Be listened to</li> <li>▪ Be respected</li> <li>▪ Privacy</li> <li>▪ Enjoy your sport in a protective environment</li> <li>▪ Be referred to professional help if needed</li> <li>▪ Be protected from abuse by other member or outside sources.</li> <li>▪ Participate on an equal basis, appropriate to their ability</li> <li>▪ Experience competition and the desire to win</li> <li>▪ Be believed</li> <li>▪ Ask for help</li> </ul>	<p><b>Child/Youth Members are responsible for:</b></p> <ul style="list-style-type: none"> <li>▪ Showing respect to other youth members and leaders</li> <li>▪ Reporting inappropriate behaviour or risky situations for youth members</li> <li>▪ Playing fairly</li> <li>▪ Respecting officials and accepting decisions</li> <li>▪ Showing appropriate loyalty and be gracious in defeat</li> <li>▪ Respecting opponents</li> <li>▪ Not cheating</li> <li>▪ Not using violence</li> </ul>
<b>LEADERS</b>	
<p><b>Leaders have the right to:</b></p> <ul style="list-style-type: none"> <li>▪ Access ongoing training and information on all aspects of leading / managing activities for youths, particularly on child protection</li> <li>▪ Support in the reporting of suspected abuse</li> <li>▪ Access to professional support services</li> <li>▪ Fair and equitable treatment by the Governing Body</li> <li>▪ Be protected from abuse by children / youths, other adult members and parents</li> <li>▪ Not to be left vulnerable when working with children</li> </ul>	<p><b>Leaders are responsible for:</b></p> <ul style="list-style-type: none"> <li>▪ Fostering team work to ensure the safety of youth members in their care</li> <li>▪ Using appropriate team management behaviour</li> <li>▪ Responding to youth members' statements and concerns about alleged abuse</li> <li>▪ Ensuring the rights and responsibilities of youth members are enforced</li> <li>▪ Reporting suspected abuse to the appropriate Governing Body</li> <li>▪ Not abusing members physically, emotionally or sexually</li> <li>▪ Maintaining confidentiality about sensitive information</li> <li>▪ Being a role model (disciplined / committed / time keeping), remember children learn by example</li> </ul>

## SPORT GOVERNING BODIES

### Sport Governing Bodies have the right to:

- Expect all leaders to comply with its Code of Conduct
- Expect all youth members to maintain standards of reasonable behaviour
- Take appropriate action if members breach the Code of Conduct or a Governing Body Policy
- Expect all members to undertake appropriate training when advised to
- Expect leaders will not abuse members physically, emotionally or sexually
- Take appropriate action in the event of a breach of the sport's code of conduct or suspected abuse
- Acquire pre-employment checks on all coaches/youth leaders
- Maintain records on individuals in line with advice from the data protection agency i.e. only hold records on individuals that they have a justifiable reason for holding.

### Sport Governing Bodies are responsible for:

- Providing a safe environment for members
- Providing ongoing training and information for Leaders
- Implement policy and procedures in line with guidance from *Our Duty to Care* and the *Code of Ethics for Children's Sport*
- Designating a contact in each area for liaison in relation to member protection issues
- Facilitating open discussion on member protection issues
- Insisting areas provide support to members who report accusations of abuse
- Treating suspected abuse information confidentially
- Taking appropriate action if members breach standards of reasonable behaviour or Governing Body Policies and Regulations
- Establishing and maintaining a coaching register
- Setting standards of good practice
- Having knowledge of statutory child protection procedures and their responsibility in reporting concerns as advised in *Our Duty to Care*

## PARENTS

### Parents have the right to:

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

### Parents are responsible for:

- Encouraging their child to play by the rules and teach them that they can only do their best
- Behaving responsibly on the sidelines
- Showing appreciation and supporting the coach
- Ensuring their child is punctual
- Collecting their child on time
- Being realistic
- Providing their child with proper clothing and equipment
- Ensuring their child's hygiene and nutritional needs are met

**These lists are not exhaustive and are by no means definitive.**