



# Clontarf Hockey Club

## Code of Ethics for Young People



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## 1. Introduction

This document is based on Hockey Ireland's Code of Ethics, the guiding principles of which are underpinned by the following legislation:

- National policy and legislation in Children First: National Guidance for the Protection and Welfare of Children 2017, and the requirements under The Children First Act 2015.
- Tusla's Child Safeguarding: A Guide for Policy, Procedure and Practice
- The United Nations Convention on the Rights of the Child
- The Child Care Act 1991
- The Protections for Persons Reporting Child Abuse Act 1998
- National Vetting Bureau (Children and Vulnerable Persons) Acts 2012-2016.

Clontarf Hockey Club ("CHC") commit to following and abiding by the recommendations in the above document, accessible here: <https://hockey.ie/wp-content/uploads/2021/05/4.1-Hockey-Ireland-Code-of-Ethics-21.10.19.docx>

## 2. Values & Principles

Participation in sport plays a crucial role in the development of children and young people. The range of skills learned through being involved in sport contribute towards the holistic development of children. We want a safe, positive and nurturing environment where all children can learn important values. These can include honesty, teamwork and fair play. Children can learn to respect themselves and others, adhere to rules, and develop a healthy relationship with competition. We believe that this desired outcome is possible with the support of this guidance document. We acknowledge that these values are relevant throughout sport but identify them as being particularly essential when we talk about children's sport.

1. **Fun and Healthy** - Sport must be a fun and healthy experience for all.
2. **Inclusion** - Sport is welcoming and inclusive, offering appropriate opportunities for participation and development for all children.
3. **Fair Play** - We will promote fair play, respect, ethics, integrity and safety throughout the sports system when it comes to dealing with children's sport.
4. **Safe** - With the best interests of children in mind, we will foster best practice in safeguarding procedures and policies throughout the sports sector.

### Youth Mission Statement

- The underlying philosophy for CHC's Youth section is to provide a fun, welcoming, safe and inclusive learning environment that allows children to develop their fundamental movement skills through playing hockey.
- By implementing this mission statement we aim to provide an opportunity for children on Dublin's Northside to play hockey and foster lifelong participation in the sport.
- The integration of Youth members into the Senior Section of the club at 15 years of age is also a key element of ensuring CHC continues to grow and is sustainable into the future.
- We are striving to deliver this while focusing on developing a Youth Section which prides itself on the quality of coaching for all age groups and children/young adults of all abilities

### 3. Safeguarding Policy Statement

CHC is fully committed to safeguarding the wellbeing of its participants. Every individual in CHC should always show respect and understanding for players' rights, safety and welfare and conduct themselves in a way reflecting the principles of the organisation and the guidelines contained within the Code of Ethics.

In working with young people, the club's first priority is the welfare of young people and we are committed to providing an environment allowing participants to perform to the best of their ability, free from abuse, neglect, bullying and intimidation. The club commits to:

- Recognise the rights of all underage players to participate free from harm in a safe and enjoyable environment.
- Appoint a Children's' Officer to oversee the well-being of children and young people in the club.
- Appoint a Designated Liaison Person to liaise with the Statutory Authorities as required.
- Respond without delay to any threats to the welfare of underage players.

**Designated Liaison Person ("DLP"):** Robert Forrest (087 740 7072)

**Deputy Designated Liaison Person ("DDL"):** Sorchá Hughes (087 652 1208)

**Club Children's Officer ("CCO"):** Nicola Taylor (086 348 0804)

## 4. Codes of Conduct

### 4.1. Code for Young People

Children have a great deal to gain from sport in terms of their personal development and enjoyment. The promotion of good practice in sport will depend on the co-operation of all involved, including child members of sports organisation/ clubs. Children must be encouraged to realise that they also have responsibilities to treat other children and Sport Leaders with fairness and respect.

In your sport you should:

- Be happy, have fun and enjoy taking part and being involved in your sport.
- Be treated fairly by everyone, adults and other athletes.
- Feel safe and secure when you are taking part in your sport.
- Be listened to and allowed to reply.
- Be treated with dignity, sensitivity and respect.
- Have a voice in the decisions that affect you within the Club and organisation.
- Say no to something which makes you feel uncomfortable.
- Train and compete at a level that is suitable for your age, development and ability.
- Know that any details that are about you are treated with confidentiality but if you are at risk of harm or we are worried about your safety we may need to pass this information on.
- Know who to go to if you feel unsafe.

Your responsibilities are to:

- Treat all sports leaders /coaches with respect.
- Be fair at all times, do your best to achieve your goals; be gracious if you do not achieved your goals.
- Respect other athletes and your opponents.
- Be part of the team and respect and support other team members both when they do well and when things go wrong;
- Never bully or use bullying actions against another person; you should never hurt other team members, athletes or your opponent, this includes never taking/damaging their property, never spreading rumours or telling lies about other young people or adults.
- Keep to rules and guidelines set by your National Governing Body of Sport, the Region and your Club and make sure you understand the rules e.g. if you play a team sport what contact is allowed.
- Take part in your sport without cheating; you are responsible for not cheating and must not allow others to force you to cheat.
- Listen to and respect decisions made by others; if you feel unjustly treated you can talk to your Club Children's Officer or your parents;
- Behave in a manner that is respectful towards your organisation and your club.
- Wear appropriate safety equipment i.e. a mouthguard and shinguards
- Never use violence or bad language; do not shout or argue with leaders, team mates or opposing participants – talk to someone if you are upset or angry or if someone has caused you to be upset or angry.



- Talk with your Coach or Club Children's Officer if you have any difficulties or do not understand something; you should never keep secrets about any person who may have caused you harm or has made you feel upset.
- Do not, or allow others to make you, try or take banned substances to improve your performance.



## 4.2. Code of Conduct for Parents

Parents/guardians play a key role in the promotion of an ethical approach to sport and young people's enjoyment in sport. Parents/guardians therefore need to be aware, informed and involved in promoting the safest possible environment for children to enjoy their participation in sport. Sports Leaders need the support of parents/guardians in conveying the Safe, Fun and Fair Play message.

You should help and support the implementation of best practice policies in your child's /children's Club by following the guidance below.

- Become members of the Club and contribute your time and effort in the daily running of the Club; no club can operate successfully and safely without the help of volunteers.
- Understand and ensure your child/children abide by the Code.
- Be available for specified duties if and when required; some duties are mandatory and form part of the procedures for safeguarding your children; some will be at the request of the Club.
- Have an awareness of and respect for Leaders and other adults and their roles within the Club.
- If you wish to raise an issue with a Leader this should be addressed with the Leader in an appropriate manner and not in front of children and young people
- Respect and abide by the decisions made by the Committee and other Leaders, these should be made in the best interests of the children in the Club.
- Understand the complaints process and follow the proper procedure if you feel unjustly treated, with the knowledge that any complaint will be dealt with effectively and confidentially.
- Know your child's training and/or competitive programme, and accept it is your responsibility for delivering and collecting your child/children. Parents /carers should ensure they do not leave their child/children waiting unsupervised at any time.
- Ensure the environment is safe and enjoyable for your child/children, in particular that your child wears a mouthguard and shinguards when playing hockey
- Promote fair play and the positive aspects of sport.
- Be a role model for your children and young people by maintaining the highest standards of personal conduct and respectful behaviour in any activity related to the sports club/organisation.
- Allow your child to focus their efforts and success in terms of their goals rather than winning being the main objective.
- Promote participation for children that is fun, safe and in the spirit of fair play
- Ensure appropriate leaders are informed regarding any absenteeism, medical conditions or other relevant matters concerning your child.
- Arrange an appropriate time and place for discussing any matter with leaders and coaches; communication should not take place whilst leaders and coaches are in a position of supervision or responsible for other young people.
- You should have the opportunity to put forward suggestions and comments.
- Provide the Club with appropriate information in relation to your child to ensure their safe inclusion in the club and with emergency contact information and to be reasonably available in case of emergency.
- Abide by the procedures and policies in this document especially with regard to the use of smart phones, any type of camera and videoing equipment.



- Be aware and abide by the safeguarding policy, the rules and constitution of your organisation and the rules and constitution of your own Club.

### 4.3. Code of Conduct for Sports Leaders/ Volunteers

Sport Leaders play a vital role in children's sport. Sports organisations and sports groups should ensure that the work of Sport Leaders which occurs mainly on a voluntary basis, is guided by this safeguarding guidance and best practice whilst also recognising that they are entitled to obtain a healthy sense of achievement and satisfaction through their involvement in children's sport.

In order to act as a role model and to promote their safety and the safety of young people Sport Leaders should:

Create a safe and enjoyable environment for children by:

- Planning and preparing appropriately and be positive during sessions.
- Making sure all levels of participation should be enjoyable and fun.
- Prioritising skill development and personal satisfaction over highly structured competition.
- Setting age appropriate and realistic goals.
- Avoiding favouritism – each child will need attention according to their sporting needs.
- Praising and encouraging effort as well as results.
- Showing respect for all involved, children and adults.

Recognise and ensure the welfare of children by:

- Keeping attendance records.
- Not exposing a child to criticism, hostility or sarcasm.
- Never swearing at, ridiculing, shouting unnecessarily or arguing with a child.
- Being aware of a child's developmental needs and how a child may be psychologically or physically affected (if relevant for your role).
- Working in an open environment.
- Ensuring there is adequate supervision.
- Involving and updating parents, especially if a problem has arisen.
- Respecting a child's sensitivity.
- Never using physical punishment or force.
- Not using verbal or physical punishments or exclusion for mistakes.

Additional Information:

- Do not allow or engage in bullying behaviour, rough physical games, sexually provocative games, never allow or engage in inappropriate physical contact of any kind or make sexually suggestive comments about or to a child.
- Co-operate with the recommendations from medical and ancillary practitioners in the management of a child's medical or related problems. You may request a certificate of medical fitness to ensure safe continued participation. Coaches are NOT expected to take responsibility for managing Medical Conditions. That is the responsibility of the relevant parents.
- Avoid carrying out any medical testing or giving advice of a personal or medical nature if not qualified to do so or undertake any form of therapy (hypnosis etc.) in the training of children.



Any such activity, if qualified, must only be with parent/guardian consent and the understanding of the child.

- Keep any information in relation to a child/young person of a personal or medical nature strictly confidential unless the welfare of the child requires the passing on of this information on a need to know basis.
- Never exert undue influence over a participant in order to obtain personal benefit or reward.
- Acknowledge the use of drugs, alcohol and tobacco is incompatible with a healthy approach to sporting activity and must be discouraged. Avoid the use of alcohol at all times whilst responsible for young people e.g. training sessions, events and on trips with young people

I confirm that I have read and agree to abide by the above code of conduct.

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

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

Print name: \_\_\_\_\_

### 4.3. Code of Conduct for Committee

Committees should follow the points as below:

- Be familiar with the National Governing Body/Branch/Club rules.
- Within a Club ensure and approve the appointments of Club Children's Officers and a Designated Liaison Person. Inform all members of who the person is through your communication channel.
- Carry out your required duties for sports club/organisation understanding that the welfare of children is paramount.

Follow the sports club/organisation policies & procedures so that all activities are in accordance with this document:

- Create safe environment for young people.
- Ensure the codes of conduct are in place for all involved.
- Provide adequate supervision for training sessions with attendance record being kept.
- Recruit volunteers /employees including vetting and training is completed.
- Understand and implement the complaints and disciplinary procedures.
- Ensure safe induction and supervision of volunteers / employees.
- Ensure other activities follow procedures e.g. away trips.
- All required procedures contained in this document are adopted.

Ensure complaints including rumours are not ignored and dealt with appropriately, following the relevant procedures including

- Recording all incidents.
- Informing the parent or guardian (if child involved).

Additional Information:

- Keep and store securely all documentation with respect to meetings, correspondence and minutes of committee meetings together with General Meetings, including the Treasurers report.
- Set up, maintain, revise and implement rules in the best interests of young people and taking into consideration the best interest of the club (club/organisation name). Rules should not contravene any (club/organisations name) rules and must be communicated to the relevant members.
- Ensure effective communications with members through recognised means e.g. e-mail, web posting, use of noticeboards, etc.
- Inform parents /guardians in advance and obtain consent for children to be involved in events outside the normal activities within the aquatic disciplines e.g. fun day out, fundraising.
- Inform parents /guardians where a matter or problem arises relating to their child.
- Monitor with the Club Children's Officer any changes in membership and any unusual dropout, absenteeism or Club transfers by children or leaders. Ensure these are followed up to determine the reason for the trend.



- Club Children's Officers and Coaches must be invited to at least 50% of committee meetings per annum to report and advise the Committee. Club Children's Officers and Coaches /Teachers may not be appointed/elected members of the committee.

## 5. Confidentiality

Confidentiality should be maintained in respect of all issues and people involved in cases of abuse, welfare, or bad practice. It is important the rights of both the child and the person about whom the complaint has been made are protected.

The following points should be kept in mind:

- A guarantee of confidentiality or undertakings regarding secrecy cannot be given, as the welfare of the child will supersede all other considerations. Those working with children/young people and families and in adult services should make this clear to parents /guardians and to the child/young person.
- All information should be treated in a careful and sensitive manner and should be discussed only with those who need to know.
- Information should be conveyed to the parents / guardians of the child in a sensitive way.
- Giving information to others on a 'need to know' basis for the protection of a child (in particular providing information to the statutory agencies necessary for the protection of a child) is not a breach of confidentiality or data protection.
- All persons involved in a child protection process (the child, his/her parents/guardians, the alleged offender, his/her family, Sports Leaders) should be afforded appropriate respect, fairness, support and confidentiality at all stages of the procedure. Parents /guardians and children/young people have a right to know if personal information is being shared, unless doing so could put the child/young person at further risk or may put the reporter at risk.
- Information should be stored in a secure place, with limited access only to designated people.
- The requirements of the Data Protection laws should be adhered to.
- Breach of confidentiality is a serious manner.

## 6. Disciplinary, Complaints & Appeals of Code of Behaviour Breaches

In respect of allegations or suspicions of abuse the DLP or DDLP must be informed, and the standard reporting procedure should be followed (see Section 16). The complaints and appeals procedure allow all participants and the parents of young participants who are dissatisfied to register their complaint in a formal way and put an open process of investigation into action. Complaints and appeals in relation to young people, their sports leaders and their parents involved in any of the events under the direct control of CHC should be dealt in a timely manner as follows:

- A code of conduct reflecting a child-centred ethos should be drawn-up, widely disseminated and applied to all Sports Leaders and members.
- CHC, on receiving a complaint, will appoint a disciplinary committee to resolve problems relating to the conduct of its members. This should include bullying.
- The complaint should be in writing to the secretary or Club Children's Officer and should be responded to within 5 working days. The Complaint should specify if any parties mentioned therein are under 18.
- The committee should consist of a representative from the Management Committee, the Club Children's Officer and ordinary registered members of the club.
- If the complaint involves suspected abuse or a criminal offence the children's officer/designated person should be consulted and the disciplinary committee disbanded. The statutory authorities will then be informed.
- The disciplinary committee should review any relevant paper work and hold any necessary meetings with all parties to proceed with complaints into any incident of suspected misconduct that does not relate to child abuse. It should, as soon as possible, inform the Management Committee of the progress of the disciplinary process. This should be done within 10 working days.
- The disciplinary committee should furnish the individual with the nature of the complaint being made against him/her and afford him/her the opportunity of providing a response either verbally or in writing, but usually at a meeting with the disciplinary committee.
- Written confidential records of all complaints should be safely and confidentially kept and club procedures should be defined for the possession of such records in the event of election of new officers.
- Where it is established that an incident of misconduct has taken place, the disciplinary committee should notify the member of any sanction being imposed. The notification should be made in writing, setting out the reasons for the sanction. If the member is under 18 years of age, correspondence should be addressed to the parents / carers.
- If the member against whom the complaint was made is unhappy with the decision of the disciplinary committee s/he should have the right to appeal the decision to an appeals committee (independent of a disciplinary committee). Any appeal should be made in writing within an agreed period after issue, usually 10 days of the decision of the disciplinary committee. The chairperson of the appeals committee should be a member of the Management Committee. The appeals committee should consult with the Club Children's Officer in relation to issues of child welfare and codes of conduct.





- The appeals committee should have the power to confirm, set aside or change any sanction imposed by the disciplinary committee.
- If any party is not satisfied with the outcome the matter can be referred to the Governing Body (i.e. Hockey Ireland). However, efforts to resolve the issue at local level should be exhausted before the National Governing Body is engaged in attempts to resolve the matter.

## 7. Volunteer Recruitment & Education Policy

**Mission:** To encourage, promote, develop and manage hockey in Clontarf Hockey Club (CHC).

*Why volunteers are so important to CHC:* Hockey in CHC could not function without the ongoing support of volunteers at all levels. For this reason, volunteers are recognized as an integral part of the club.

### Definition of a Volunteer

A volunteer contributes time and service, but is not paid, to assist the club in achieving its goals. Their role is beneficial to others as well as being satisfying to themselves. In return they are encouraged and supported in the volunteer activity they have chosen.

### Who this policy applies to

Unless specifically stated, standards in this policy apply to all volunteers involved in any activity on the behalf of the club.

### Equal Opportunities

The club is committed to being an equal opportunities organisation. All volunteers should be free from discrimination on the grounds of gender, marital status, family status, age, race, sexuality, religion, disability & membership of the Traveller Community.

### Confidentiality

Volunteers are expected to keep information related to club confidential. Volunteers are considered to be authorised representatives of the club & therefore have access to information relevant to and necessary for the successful completion of their role. Failure to maintain confidentiality may result in the termination of the volunteer's relationship with the club.

### Speaking on behalf of the club

Volunteers must in all cases seek approval from the club committee prior to any action or statement that might significantly affect or obligate the club. These actions include public statements to the press, coalition or lobbying efforts with other organisations or any agreements involving contractual or financial obligations

### Alcohol & drugs

Whilst volunteering for the club, volunteers are prohibited from:

- Being under the influence, using, possessing, selling or otherwise being involved with illegal drugs.
- Abusing alcohol.

### 7.1. Procedures

#### Volunteer Activities

Volunteers are involved in activities which provide direct services to the club. Services involve contact with the club and include:

- Coaching in the club
- Support at club activities
- Roles on the club committee

The list is not exhaustive and volunteer activities are based on the expressed needs of the club. They are designed and carried out in accordance with the club's mission to promote the sport of hockey.

### **Role descriptions**

The club will define the roles and functions of volunteers. Every time a volunteer is involved, a club committee member will agree the tasks that the volunteer will undertake. Volunteers will be adequately prepared for such tasks prior to commencing the voluntary work.

Each volunteer should be familiar with his/her role description and feel comfortable in offering suggestions for change and improvement.

### **Recruitment**

The club recruits volunteers for specific tasks and this is done through formal (website, direct email) and informal (notice boards, word of mouth) channels.

The following will be sent to those responding to club recruitment campaigns:

- Job Description
- Information about the club
- Clontarf Hockey Club Volunteer Policy
- Clontarf Hockey Club Code of Ethics for Young People (when dealing with U18s)
- Application form (if appropriate and/or if dealing with U18s)

All volunteers offering their services to the club will have their offers dealt with promptly and be given a warm welcome.

### **Interviewing**

The interview is an informal chat with the club committee member who will be supporting the volunteer. This gives the prospective volunteer a chance to learn about the club, its mission and available volunteer roles. It will also help determine the suitability of the individual to perform voluntary work on behalf of the club. The interview will often take place over the telephone. For positions involving U18s, a face to face meeting may take place. A date for induction will be set if both the volunteer and the club agree to the mutual benefits of a partnership.

### **Selection and Training**

Applicants' suitability will be assessed based on the following:

- the individual's experience of working with children or young people and knowledge of safeguarding issues
- their commitment to promoting good practice
- their ability to communicate with children and young people (i.e. be approachable).

Any appointments should be approved by the Club Committee. Once recruited, individuals complete their vetting with either the National Vetting Bureau prior to commencement of working with the Junior Club.

All volunteers & coaches undergo Safeguarding 1 training if not already completed

Where appropriate, the Club will support the Coach/ Volunteer in further training in the following areas:

- Safeguarding – level 1, 2 and 3
- IHA courses – level 1, 2 and 3

**Code of Ethics**

Volunteers that have substantial access to young people will be subject to the procedures included in Clontarf Hockey Club's Code of Ethics for Young People. This includes the following:

- Submission of application forms
- Provision and checking of two references
- Interview with two Hockey Ireland representatives
- Signing of a Code of Conduct and Self-Declaration
- Vetting via An Garda Síochána
- Induction
- Ongoing reviews

Volunteers with access to U18s will be asked to provide two references, neither of which should be from an immediate family member. These could be from an employer, school or college, a community representative etc. The club will contact the referees by telephone to ask a standard set of questions relating to the potential volunteers suitability for the position.

**Placement**

No volunteer will be placed in a position for which he/she is not qualified or for which the club do not provide adequate training.

**Induction Training**

All volunteers will receive induction training where the volunteer has planned time with a member of the club committee. This induction will cover:

- The club's mission, values and goals
- An overview of the club's services
- Volunteering for the club and details of the specific volunteer role
- Introduction to relevant club members

Training will be tailored to suit the individual volunteer role and available resources.

**Support**

All volunteers will receive regular support from a designated named committee member. The level of support will be commensurate to the complexity of the task being carried out.

**Volunteer performance standard**

Volunteers are asked to give a commitment to ensuring that their involvement maintains and contributes to the standard of services being provided by the club. Volunteers are expected to inform their supervisor of an impending absence as far in advance as possible so alternative arrangements can be made for the completion of work.

Volunteer involvement will be reviewed regularly and may in some instances be discontinued. Grounds for dismissal include, but are not limited to, gross misconduct, being under the influence of drugs or alcohol, theft, breaches of confidentiality, abuse of clients and co-workers, failure to abide by Clontarf Hockey Club's policies & procedures, and failure to complete duties to a satisfactory standard.

**Volunteer Complaints**

If a volunteer wishes to make a complaint they should initially discuss their grievance with the committee member responsible for volunteer supervision and support. If problems cannot be resolved they can put their complaint in writing to the President/Chairperson who will consult with the appropriate staff members and/or members of the committee. They will jointly decide on further appropriate action. If the volunteer is dissatisfied with the reply she/he may then write, within 14 days to the Chairperson/President who will convene an Appeal Commission as outlined in the Constitution.

**Recognition**

Clontarf Hockey Club will ensure that all voluntary input is recognised and appreciated.

**Insurance**

Volunteers themselves are covered by club insurance when carrying out club approved activities. Those using their own cars to volunteer transport must have their own fully comprehensive insurance. Clontarf Hockey Club recommend that they ask their insurance company to sign a form to say they are aware of the volunteer doing volunteer driving. This typically does not attract an additional premium. In some instances volunteers may have to come to an arrangement with their insurer

**Volunteer Drivers**

If a volunteer is willing to use their car for volunteering for Clontarf Hockey Club recommend that they:

1. Ask their insurance company to sign a form to say they are aware the volunteer is using their car for volunteering. Some insurance companies do up a letter themselves, some reissue the insurance certificate with specific mention of the volunteer organisation, but most use a form provided by the organisation as this is the easiest option. This should not attract any additional premium.
2. Send a photocopy of their insurance certificate (fully comprehensive) and the signed form from your insurance company to the club.

**Volunteers Leaving**

The nature of volunteering is that it is transitory as people's ability to volunteer and their other commitments often change over time. The club would like to conduct a short exit interview by telephone or in person to:

- Get feedback on the volunteering experience, both positive and negative elements
- Find out if they were satisfied in their role and reason for leaving
- Thank them for their contribution

## 8. Anti-Bullying Policy

### **What is Bullying?**

Bullying is defined by the Department of Education and Skills guidelines as unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time.

### **Bullying**

- All forms of bullying will be addressed.
- Everybody in the club has a responsibility to work together to stop bullying.
- Bullying can include online as well as offline behaviour.

### **Bullying can include:**

- Physical pushing, kicking, hitting, pinching etc...
- Name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation or the continual ignoring of individuals.
- Posting of derogatory or abusive comments, videos or images on social network sites.
- Racial taunts, graffiti, gestures, sectarianism, sexual comments, suggestions or behaviour.
- Unwanted physical contact.

Children with a disability, from ethnic minorities, young people who are gay or lesbian, or those with learning difficulties are more vulnerable to this form of abuse and are more likely to be targeted.

### **Clontarf Hockey Club will:**

- Recognise its duty of care and responsibility to safeguard all participants from harm.
- Promote and implement this anti-bullying policy in addition to our safeguarding policy and procedures.
- Seek to ensure that bullying behaviour is not accepted or condoned.
- Require all members of the club to be given information about, and sign up to, this policy.
- Take action to investigate and respond to any alleged incidents of bullying.
- Encourage and facilitate children and young people to play an active part in developing and adopting a code of conduct to address bullying.
- Ensure that coaches are given access to information, guidance and/or training on bullying.

### **Each participant, coach, volunteer or official will:**

- 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 the feelings and views of others.
- Recognise that everyone is important and that our differences make each of us special and should be valued.
- Show appreciation of others by acknowledging individual qualities, contributions and progress.
- Be committed to the early identification of bullying, and prompt and collective action to deal with it.
- Ensure safety by having rules and practices carefully explained and displayed for all to see.
- Report incidents of bullying they see to the club children's officer – by doing nothing you are condoning bullying.

**Support to the child:**

- Children should know who will listen to and support them.
- Systems should be established to open the door to children wishing to talk about bullying or any other issue that affects them.
- Potential barriers to talking (including those associated with a child's disability or impairment) need to be identified and addressed at the outset to enable children to approach adults for help.
- Children should have access to Helpline numbers.
- Anyone who reports an incident of bullying will be listened to carefully and be supported.
- 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 for those bullying others that involve long periods of isolation, or which diminish and make individuals look or feel foolish in front of others, will be avoided.

**Support to the parents/guardians:**

- Parents /guardians should be advised on the club's bullying policy and practice.
- Any incident of bullying will be discussed with the child's parent(s)/carers.
- Parents will be consulted on action to be taken (for both victim and bully) and agreements made as to what action should be taken.
- Information and advice on coping with bullying will be made available.
- Support should be offered to the parent(s) including information on other agencies or support lines.

**Useful Contacts:**

Irish Society for the Prevention of Cruelty to Children (ISPCC): [www.ispcc.ie/shield](http://www.ispcc.ie/shield)

Anti-Bullying Centre DCU: [www4.dcu.ie/abc/index.shtml](http://www4.dcu.ie/abc/index.shtml)

ChildLine Republic of Ireland: 1800 66 66 66 or Text Talk to 50101, [www.childline.ie](http://www.childline.ie)

Anti-Bullying Alliance: [www.antibullyingalliance.org](http://www.antibullyingalliance.org)

## 9. General Safeguarding Policies

### 9.1. Overnight, Staying Away & 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. Hosting can be a challenging role but also very rewarding. Special care should be taken in the selection of homes for overnight stays. A host should be provided with as much information about the child/children staying with them and details of the competition. Where practicable more than one child should be placed with each host family. The family in turn should agree to provide references and be vetted when and if this is available. In addition clubs should follow the recruitment and selection that is also outlined in this code.

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

#### **Host families should:**

- Agree to abide by the Hockey Ireland's Code of Conduct.
- Consent to appropriate checks and references.
- Attend host family meetings before competitions or events.
- Provide a safe and supportive environment for young people.

#### **CHC will:**

- Provide a travel pack to hosting families.
- Check out references with hosting families.
- Provide an itinerary of the trip.
- Gather information on destination and venue.

#### **Young People:**

- Should sign a behaviour agreement.
- Should not be asked to share a bed or a room with an adult.
- Should be happy with the arrangements.
- Should show respect to the host families.

### 9.2. Supervision Policy

CHC is fully committed to safeguarding the well-being of all its participants and will endeavour to create a safe environment for all individuals involved in our sport. As part of this commitment we set out the Club guidelines for supervision of children during Club Activities:

#### 9.2.1. Transport

There is an extra responsibility on adults when they transport young people to events. Under no circumstances should coaches provide transport to underage players.

#### **Adults should:**

- Ensure there is adequate insurance on their car and that they follow the rules of the road, including the legal use of seat belts





- Ensure they do not carry more than the permitted number of passengers
- Avoid being alone with one passenger, put passengers in the back seat, have central drop off locations or seek parental permission when transporting on a regular basis
- Parents should check with young people about the plans, listen to what the young people are saying, be sure they are happy with the transport arrangements.

### 9.2.2. Supervision, Ratios and Environment

Clontarf Hockey Club will:

#### **Ensure adequate Adult: Child ratios:**

- Good practice dictates that a coach/volunteer should try to ensure that more than one adult is present. This will help to ensure the safety of the children as well as protect adults

#### **Adult:Child ratios**

- Will depend on the nature of the activity, the age of the participants and any special needs of the group, a general guide might be 1:8 for under 12 years of age and 1:10 for over 12 years of age.
- There should be at least one adult of each gender with mixed parties.

#### **Environment**

- Away trips will need higher rates of supervision and these should be checked out with the governing body or organiser, children and young people should be supervised at all times.
- Avoid adults being left alone with young players, if a coach/volunteer needs to talk separately to a participant this should be done in an open environment, in view of others
- Respect the privacy of young people while changing, leaders may only need to enter changing rooms where the participants are very young or require special assistance.
- When necessary, leaders should supervise in pairs or seek assistance, it is the safety and welfare of the participants that is of paramount importance.
- Leaders should not be left alone with young people at the end of a training session. Clearly state times for start and finish of training and/or competitions.
- If late collections occur leaders should remain in pairs until participants have left.
- It is the responsibility of parents /guardians to make arrangements for collection of young people, it should be made clear that the club is responsible for only club activities.
- If a child suffers an injury or accident the parents / guardians should be informed.

### 9.2.3. Away Trips

- Written permission of parents/guardians should be obtained for all overnight away trips, this should include permission to travel, behaviour agreement and any medical/special needs of the group, (including permission to treat the participant). The agreement should be signed by both parents and participants.
- A meeting with parents and participants is useful to communicate travel times, competition details, other activities, gear requirements, special needs (medical or dietary), and any other necessary details, contact details, codes of conduct, etc.



- All adults who travel on away trips should be carefully chosen, using the recruitment and selection procedure of this code and be Garda Vetted
- The roles and responsibilities of adults participating in away trips should be clearly defined
- On away trips, coaches should be accountable to the Trip Organiser in all non-performance related matters
- Adults should not share a room with a child. Where the presence of an adult is needed there should be more than one child in the room with the adult.
- Alcoholic drink, smoking and other illegal substances/activities are forbidden to participants. Coaches / Volunteers should act as role models in this respect.

### 9.3. Registration, Dropout & Club Transfers

Loss of club members, including adult transfers, should be monitored. Any unusual or unexpected dropout or club transfer of children or Sports Leaders should be checked out by the Club Children's Officer and/or the governing body. If any concerns regarding a child or children's welfare are raised the matter should be handled in accordance with procedures outlined in this Code.

### 9.4. Missing Child Policy

If a child goes missing during an event, CHC will apply the following procedure:

- Ensure that all other children continue to be supervised appropriately while a search for the child concerned is carried out;
- Organise the remaining available responsible adults to conduct a search of the surrounding area allocating each individual to a specific area;
- Request all those searching report back within a short time, dependent on the size of the area being searched;
- If the child cannot be found after a good search of the immediate surroundings, contact the child's parents to advise them of the concern and reassure them that everything is being done to locate the child;
- Make a note of the circumstances in which the child has gone missing and where he/she was last seen and prepare a detailed physical description of the child, to include their hair and eye colour, approximate height and build and clothing he/she was wearing, as this will be required by the police;
- Report the concern to the police if the search is unsuccessful and no later than 20 minutes after the initial missing person report if the search is ongoing;
- Follow police guidance if further action is recommended and maintain close contact with the police
- Report the incident to the designated safeguarding officer;
- Ensure that you inform all adults involved including the parents, searchers and police if at any stage the child is located.

### 9.5. Child Found Policy

- An adult to remain with the child/vulnerable adult at the location they are found for 5 minutes and notify the Safeguarding Coordinator (if present) immediately to request assistance.



- The Safeguarding Co-ordinator will arrange for an adult to pair with another adult/child so that 1:1 contact with the child/vulnerable adult is minimised (physical contact with the child/vulnerable person should be avoided where possible)
- Safeguarding Co-ordinator to open an incident log
- Adults claiming the child/vulnerable person should be asked for ID unless it is clear that the child/vulnerable person recognises the adult.
- Safeguarding Co-ordinator to update and close incident log.



## Accidents &amp; Incidents Template Reporting Form

Name: \_\_\_\_\_ Name of Organisation / Club: \_\_\_\_\_

Role: \_\_\_\_\_ Contact Information (name): \_\_\_\_\_

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

Eircode: \_\_\_\_\_ Telephone numbers: \_\_\_\_\_

Email address: \_\_\_\_\_ Child's Name: \_\_\_\_\_

Child's DOB: \_\_\_\_\_

Is there any additional, relevant information to add? If yes please state \_\_\_\_\_

Child's Gender: \_\_\_\_\_ Parent's / carer's name(s): \_\_\_\_\_

Contact Information (parents/carers): Address: \_\_\_\_\_

Eircode: \_\_\_\_\_ Telephone numbers: \_\_\_\_\_

Email address: \_\_\_\_\_ Child's Name: \_\_\_\_\_

Are you reporting your own concerns or responding to concerns raised by someone else:

Responding to my own concerns \_\_\_\_\_

Responding to concerns raised by someone else \_\_\_\_\_

If responding to concerns raised by someone else: Please provide further information below

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

Name: \_\_\_\_\_ Position within the sport/relationship to the child: \_\_\_\_\_

Telephone numbers: \_\_\_\_\_ Email address: \_\_\_\_\_

Date and times of accident / incident: \_\_\_\_\_

Details of the accident / incident or concerns:

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

Include other relevant information, such as description of any injuries and whether you are recording this accident/incident as fact, opinion or hearsay.

**Accidents & Incidents Template Reporting Form (contd)**

Child's account of the accident / incident:

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Have parents / carers been notify of this accident / incident?

Yes \_\_\_\_ No \_\_\_\_

If YES please provide details of what was said/action \_\_\_\_\_

Please provide any witness accounts of the  
accident/incident: \_\_\_\_\_  
\_\_\_\_\_

Please provide details of any witnesses to the accident/incident: \_\_\_\_\_

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

Position within the club or relationship to the child: \_\_\_\_\_

Date of birth (if child): \_\_\_\_\_ Address: \_\_\_\_\_

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Eircode: \_\_\_\_\_ Telephone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Please provide details of any person involved in this accident/incident or alleged to have caused the  
accident/ incident / injury:

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

Position within the club or relationship to the child: \_\_\_\_\_

Date of birth (if child): \_\_\_\_\_ Address: \_\_\_\_\_

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Eircode: \_\_\_\_\_ Telephone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Please provide details of action taken to date:

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**Accidents & Incidents Template Reporting Form (contd).**

Has the incident been reported to any external agencies? Yes \_\_\_\_\_ No \_\_\_\_\_

If YES please provide further details:

Name of organisation / agency: \_\_\_\_\_

Contact person: \_\_\_\_\_ Telephone numbers: \_\_\_\_\_

Email address: \_\_\_\_\_

Agreed action or advice given \_\_\_\_\_

\_\_\_\_\_

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name:

Contact CHC's Designated Safeguarding Officer in line with CHC reporting procedures.



## 9.6. Late Collection

It is important CHC has some clear and easy guideline if a parent is late to collect a child, such as, contact the parent using the emergency contact number. If there is no answer ask the child if there is another family member to contact. Wait with the young person at the club or venue, preferably with other staff or volunteers. Remind parents of the policy in relation to good practice and supervision.

## 9.7. Physical Contact

Physical contact during sport should always be intended to meet the child's needs, NOT the adult's. Appropriate physical contact may be required to assist in the development of a skill or activity or for safety reasons e.g. to prevent or treat an injury. This should be in an open environment with the permission and understanding of the participant.

### **When is physical contact appropriate in sport?**

Contact should be determined by the age and developmental stage of the participant - Don't do something that a child can do for themselves. Physical contact between adults and children in sport should take place only when necessary to:.

- Develop sports skills or techniques.
- Treat an injury.
- Prevent an injury or accident from occurring.
- Meet the requirements of the sport.
- Comfort a distressed child or to celebrate their success.

### **What are good principles to follow?**

- Physical contact should take place in the interests of and for the benefit of the child, rather than the adult involved.
- Adults should explain the nature of and reason for the physical contact to the child.
- Unless the situation is an emergency, the adult should ask the child for permission, for example to aid the demonstration a specific sports technique.
- Sports clubs and coaches should provide an induction for new young members and their parents /carers that covers guidance about any physical contact that will be required as part of that activity. The reasons for the physical contact and the nature of the physical contact should be explained and agreed.
- Children should be encouraged to voice concerns they have if any physical contact makes them feel uncomfortable or threatened.
- Contact should not involve touching genital areas, buttocks, breasts or any other part of the body that might cause a child distress or embarrassment.
- Physical contact should always take place in an open or public environment and not take place in secret or out of sight of others.
- Well intentioned gestures such as putting a hand on the shoulder or arm, can, if repeated regularly, lead to the possibility of questions being raised by observers. As a general principle adults in positions of responsibility should not make gratuitous or unnecessary physical contact with children and young people. Resistance from a child should be respected

**What about children who need specific assistance due to disability or injury?**

In the case of a young person with a disability specific support or assistance may be required. The following guidelines should be followed:

- Efforts should be made to receive as much information as possible on the child to ensure safe inclusion of him/her. There should be clear agreements on what is required.
- Parents /carers or their delegated care providers should be asked to undertake all intimate or personal care tasks for their child. This is not an appropriate role for coaches and others involved in leading activities.
- When children with disabilities are lifted or manually supported, they should be treated with dignity and respect.
- Relevant health and safety guidelines must be followed to ensure the safety of the child and those assisting.
- It is recommended that those assisting receive appropriate training in order to minimise the risk of injury both to themselves and the child.

**What about physical punishment?**

Any form of physical punishment is unlawful in all circumstances. It is a criminal offence and should be reported to AGS and Tusla

**What about direct contact in coaching?**

Some sport or physical activities are more likely to require coaches or teachers to come into physical contact with children and young people from time to time in the course of their duties. Examples include teaching a pupil how to use a piece of apparatus or equipment or demonstrating a move or exercise during a coaching or teaching session in order to reduce the risk of injury due to falls or errors when performing. Adults should be aware of the limits within which such contact should properly take place, and of the possibility of such contact being misinterpreted.

A number of sports governing bodies have developed sport- specific guidance to assist coaches in this area. This guidance should be followed by those teaching these sports. Even in sports where there is a need to support physically or touch a child, over-handling should be avoided.

**Is it ok to comfort a child or celebrate success?**

There may be occasions where a distressed young person needs comfort and reassurance which may include physical comforting such as a caring parent would give. A young person may also want to mark a success or achievement with a hug or other gesture. Adults should use their discretion in such cases to ensure that what is (and what is seen by others present) normal and natural does not become unnecessary and unjustified contact, particularly with the same young person over a period of time. Contact that an adult may feel is appropriate may be unwanted or uncomfortable to a young person. Adults should always meet the needs of the child, be age appropriate and respect resistance.

**Where do specific sports science and medical roles fit in?**

There may be some roles within sport or physical activities where physical contact is a requirement of the role, particularly sports science or medicine. These tasks should only be undertaken by properly



trained or qualified practitioners. This guidance does not seek to replace the specific guidance and codes of practice developed for those professionals and reference should be made to the appropriate body for that discipline.

## 9.8. Transport and Travel

### Transporting Young People

CHC could not operate without the goodwill of volunteers and parents ensuring that children are transported to events and returned home in a private car. Sport Ireland do not state that coaches / volunteers can never transport a young person by themselves, however they recommend individuals and organisations recognise the risks and put in place appropriate measures to reduce these risks.

### The risks

The vast majority of coaches and volunteers will help out through a genuine desire to see children or their particular sport develop. Unfortunately we must face the reality that a small minority of people will join a sports club as an opportunity to gain access to children. These adults create an air of acceptability about their role, therefore justifying their close contact with children.

Although those who want to abuse children may find it more difficult to do so in a group setting, such as a leisure centre or sports pitch, they can use this time to gain the trust of not only the young person but also other adults, including parents /carers. This is known as 'grooming' or 'entrapment'. Developing credibility is an essential part of any abusers 'grooming process.' An abuser will "groom" the environment i.e. creating a justifiable reason for getting the child alone.

### When CHC is organising transport:

- It is good practice to receive informed consent from parents and young people who will be transporting their child, why and how long the journey will take.
- Attempt to have more than one child in the car.
- Alternate drivers if possible and which child is dropped off last.
- Driver should have a point of contact/mobile phone.
- 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.
- Drivers representing and volunteering on behalf of a club should be vetted through National Vetting Bureau if driving regularly, and therefore meeting the regulated activity criteria.
- Consider the need for booster seats.
- Parents and coaches can also download Sport Ireland's SafeSport App @ <https://www.sportireland.ie/ethics/safesport-app>. One of the features of the App is a 'Travel Tracker' function. This allows parents and coaches who are driving someone else's child/children home, for example after a training session, to permit the child's parent or guardian to view and have oversight of their location for a specified period of time while they are travelling on a journey.

### Personal arrangements between parents

If parents make personal arrangements between themselves this is not the responsibility of Clontarf Hockey Club unless there are particular concerns about a parent's ability to drive for example due to the consumption of alcohol.



### The use of booster seats

From 2006, the law in Europe requires all children in cars, vans and other goods vehicles to be carried using an appropriate child restraint until either they have reached the age of 12 years or are 150 cm (5' in Republic of Ireland) or whichever comes first with very few exceptions. The European law allowed countries to opt for a minimum height of between 135 and 150 cm. For more information visit <https://www.rsa.ie/>.

### 9.9. Concussion Policy

CHC is aware that there can be serious sequelae for players suffering from a Sports Related Concussion [SRC]. This is not limited to the immediate consequences of acute head injury. The long term effects of head injury and concussion are well recognised and can be minimised with appropriate immediate and longer term care.

It should be rare and exceptional circumstances that a player with concussion or suspected concussion is not medically assessed.

The full Hockey Ireland Concussion Policy can be accessed here: [http://sportlomo-userupload.s3.amazonaws.com/uploaded/galleries/8089\\_uploaded/d4965e1278a335f96c9cdc57774507dda7801145.pdf](http://sportlomo-userupload.s3.amazonaws.com/uploaded/galleries/8089_uploaded/d4965e1278a335f96c9cdc57774507dda7801145.pdf) or on the Hockey Ireland Welfare Documents Page <https://hockey.ie/welfare-2/welfare-documents/#toggle-id-5>. Below is a summary of guidelines from that document.

#### Guidelines Summary

- Concussion is a brain injury that needs to be taken seriously to protect the long term welfare of all players.
- Any player suspected of having sustained a concussion, should be safely removed immediately from the field and should not return to play or train on the same day. If there is any doubt as to whether a player has suffered concussion apply the guidelines.
- Always err on the side of caution.
- Where a Team Doctor or other appropriately certified Health Professional is present, they must advise the person in charge of the team (i.e. Team Manager/Coach) in this regard and the player must not be allowed to continue their participation in the game.
- All players with a suspected concussion where no appropriately trained personnel are present must be assumed to have a diagnosed concussion and must be removed from the field of play and not return to play or train on the same day. In this situation, players must go through a graduated return to play (GRTP) protocol.
- Concussion is an evolving injury. It is important to monitor the player after the injury for progressive deterioration.
- They should be advised to seek medical help, especially if they have continuing problems.
- Concussion diagnosis is a clinical judgement – Use of the SCAT 3 can only aid the doctor in their diagnosis.
- Players suspected of having a concussion must have adequate rest of at least 24 hours and then must follow a graduated return to play protocol.
- Players must receive medical clearance (by a doctor) before returning to play.
- Younger athletes require a more conservative approach to protect the developing brain. Therefore children and adolescents must be more conservatively managed than adults.

- Second or multiple concussions need medical clearance to participate in any sport where there is the potential for a SRC

## 9.10. Facilities

### Introduction

Clubs, facilities and those with responsibility for children and young people have a general duty of care towards them. However there are no specific legal requirements regarding the use of changing facilities. This document is therefore intended as practice guidance to support individuals and organisations to consider issues relevant to their particular context; and to develop and implement policies and procedures that provide a safe environment for children and young people.

### Existing National Governing Body, Local Authority or Facility Policies

Many national governing bodies of sport and other organisations, such as local authorities and private sports facilities, may already have guidance and policies in place which should be followed by affiliated clubs or other user groups.

This guidance may be used in the absence of any other guidelines, and to address issues or circumstances not covered in such a policy. It may assist in the review and updating of existing policies and procedures to support improvements in safeguarding and to develop a safer environment. The following aspects should be taken into account when accessing facilities:

- Type of Facility.
- Adults using the changing rooms at the same time as children.
- Supervision.
- Who should supervise.
- Parents as Supervisors.
- Unsupervised children in sport or leisure facilities.
- Parents' (or carers') responsibilities.
- Facility Operators Responsibilities.
- Mixed Gender Teams.

### Supervision in the changing facility may also be necessary when:

- Children are too young to be left alone or change themselves. Organisers of groups of children under eight years should make arrangements for their supervision while changing before and after the activity. Although most children of school age (four years old) may be capable of changing their clothes, many leisure facilities have established guidelines that any child below the age of eight years must be accompanied.
- The group includes disabled children who require additional support and assistance with changing (note this should be undertaken by prior agreement with their parent or professional carer)
- Children could injure themselves or access a potential risk such as a swimming pool that is unattended
- There are concerns about bullying, fighting or other troublesome behaviours taking place which need to be managed.

**Who should supervise?**

If the club have decided that the children and young people need supervision, staff/volunteers should consider who will carry this out. This task provides access to children in circumstances of increased vulnerability and therefore careful consideration should be given to ensuring that those undertaking this task have been assessed as being suitable to do so.

- Numbers - organisers are recommended to have more than one adult supervising, as this will ensure cover in the event of an accident or incident occurring or if one supervisor is called away.
- Gender - it is considered good practice to ensure that children are supervised by staff/volunteers of the same gender while changing.
- • Timings - by agreeing a very clear timetable for use of the changing facilities by children, the supervising adults and any coaches or officials respectively, the risks associated to any extended contact between the adults and children are minimised.
- Carry out safe recruitment practices.

**Facility Operators Responsibilities:**

When children are given access to facilities, operators assume a duty of care for them. The level of responsibility will vary depending on:

- If the child is alone and unsupervised
- With parent/ carer/s.
- Attending an activity.
- Attending an activity staffed by the facility.
- Attending a school group or club.
- Attending a public session.

Operators have a responsibility to put in place appropriate safeguarding arrangements which include promoting and implementing a policy for admitting unaccompanied children. This information should be provided to parents and other users informing them about the facility's policy regarding unaccompanied children using the facility, and any rules about the supervision of young children within the facility (particularly in changing/ shower areas where potential safeguarding risks are increased).

Many facilities currently use the age of eight as a guide. In practice, while facilities need to be able to establish a lower threshold for admission that is practical to operate, identifying an age for this purpose is difficult given variations in children's physical, psychological and emotional development.

While the facility may set the lower age limit, it is for parents (who know most about their children and have primary responsibility for their welfare) to judge if their child needs to be accompanied even if older than this limit.

## 10. Filming & Photography

This guidance is not about preventing parents / guardians and supporters from taking pictures, but rather to ensure that only those who have a right to take photographs do so. This guidance is designed to promote safeguards for any photographic or filming/video activity to minimise the risk of inappropriate taking and use of images.

### Definitions:

- Event: may include competition, training session, social function or any activity organised at any level of Hockey.
- Image: refers to all photographic and film/video footage.
- Responsible person: may include the children's officer, head coach, event manager, event controller or facility manager at an event.
- Young people: refers to all people U18; whilst this guidance is designed to minimise risk to U18s, this guidance should be used to minimise risks for all athletes of any age.

### Permission to take images

Permission is sought by the sports organisation/club to ensure that young people and parents /carers are aware of when and how their images may be used. Permission can be obtained through:

- Individual permission where permission is sought for a single or specific event and has not been sought generally through membership/competition entry/other contract means.
- General permission granted through completion of membership/competition entry/other contract where permission is included as part of the form.

For third party photographers, film/videographers or other organisations employed to take images: each person must complete the Self-Declaration Form (see page 35). For any other person wishing to use photographic devices at events they must first register their device with the organiser. Each person registering a device will be required to produce photographic identification as proof of identity.

### Announcement at events regarding taking and the use of images

The sports organisation/club should ensure the following announcement is read out at the start and during an event to ensure everyone is clearly aware of the need to register:

*"All persons wishing to take photographs or film footage at this event must first register their device(s) with (name of organiser). Please note photographic identification will be required as proof of identity."*

If a company/person has been authorised by completing the Self-Declaration Form (see page 35), the following should be included in the announcement:

*"(Company Name) has been authorised to take photographs of individuals in accordance with sports club/organisation policy."*

### **Taking images in certain environments**

Sports organisation/club members and third party photographers, film/videographers or other organisations shall ensure that images are not taken in such environments considered inappropriate irrespective of any permission sought. In certain cases it may be an offence to take such images.

Taking images using any type of equipment is banned in an area where people are changing or would normally expect their privacy to be recognised. Examples of such areas would include:

- Changing rooms.
- Open changing areas such as 'villages'
- individual changing/private cubicles provided for personal use.
- Toilets.
- Medical/physio treatment rooms.

Flash photography is prohibited in an environment where any performance may be affected or there is the potential for its use to cause harm to the young person.

### **Types of appropriate images**

Only appropriate images of children should be used, for example:

- Posed images such as during medal ceremonies, presentations or team shots where young people must be wearing t-shirt and shorts /tracksuits.
- Action shots of young people where the focus is on the participation in the sport, not the athlete.

Images of children should not be taken where the pose is inappropriate e.g. open legs; bending over from behind, etc.

### **10.1 Safe use of images**

Images can be taken for a variety of purposes, including for administration or personal use, publicising the sport or aiding skill development. Anyone taking images should be aware of action poses that may be inappropriate; these are not suitable for use/publication.

Types of images and appropriate use:

- Personal images – images taken by parents /guardians or other family members during an event as a celebration of a young person's attendance or achievement. This includes the use of a professional photographer, with permission, taking images for the personal use of those attending. Other people may be included in an image and we expect parents /guardians and other family members to respect this by not distributing images publicly.
- Training/event images – these are images or footage taken during a training session or during an event specifically to aid the young person in the development of a skill or technique or for use by a disciplinary panel. These images should be taken by a qualified coach or a person specifically appointed by the young person's coach. These images may be used as examples of technique or mastery of a skill for teaching/coaching purposes and should not be distributed outside this specific use.

- Media images – these are images taken by an individual from the media, i.e. TV, newspaper, social media or professional photographer where the images are to be used for publicity or promotion of the event or future events.
- Administration images – these are images taken for general administration purposes; including images used for membership cards, competition entries and could also include images that form part of an archive record.

### **Use of images on social media**

Where images of young people are used on social media the person responsible for posting an image must be aware of the potential for an image to be used inappropriately. The following safeguards must be in place to protect young people:

- Personal details of a young person should not be included.
- Captions should be in keeping with the sport represented.
- The posting and any purpose should not breach the codes of conduct.
- The type of image should not breach guidance in this policy.

## **10.2 Storage of Images**

Storage includes any image stored as a hard copy and/or electronically as a soft copy. This includes images on social media, photographic archives, individual personal databases, e.g. personal cameras, phones, etc. How personal images are stored is the responsibility of parents /guardians with their child/young person.

All other images should only be stored for defined and intended purposes e.g. membership, promotion, and/or archiving.

- If storage of images is required the images must only be stored for the length of time for which they are needed
- If possible, avoid using the names of children, or any other identifying feature

Once images are no longer required they must be properly destroyed. Digital images stored on computer systems need to be fully deleted, including deletion from the cache memory and/or temporary files.

## **10.3. Inappropriate Images**

### **Taking inappropriate images**

If there is any concern about the nature of any image taken this should be reported to the responsible person (in the club or event/activity) who will refer to the statutory authorities. The concerned individual may also report their concern directly to the statutory authorities. The contact details for the statutory authority can be found in the sports clubs / organisations Safeguarding Policies and Procedures.

### **Non-authorized taking of images**

If you are concerned about an individual taking images at an event this should be verbally reported to the relevant responsible person. It may be necessary to report the non- authorised taking of images to the appropriate statutory authorities.

The responsible person will identify the person and check if their device is registered for the event. If not registered, the person must be asked to register their device, with appropriate identification. If the person is not willing to register their device they should be asked to leave.

Where the event is open to the public e.g. where only part of the facility is being used, it will be necessary to report non- authorised taking of images to the facility manager.

### **Inappropriate use of images**

Where there is a concern about the use of images this should be reported to the responsible person who will take appropriate action. This will include reporting the alleged use to:

- The parent/carer of any young person involved.
- The person responsible for posting the image.
- The media platform i.e. Twitter, Facebook, WhatsApp, Instagram, print media etc.
- The statutory authorities.

Inappropriate use of images is a breach of this guidance and the code of conduct and may result in a complaint/disciplinary procedure against those involved in hockey. Where there is a concern about the publication of an image in local or national newspapers you should contact the individual newspaper or the Press Council of Ireland and the Office of the Press Ombudsman – website <http://www.presscouncil.ie/>

### **Installation and use of CCTV (Closed Circuit Television)**

The use of CCTV is a positive step in safeguarding those that use facilities. It is important that clubs using a facility are aware of blind spots (potential risk areas), who has access, the use of images and the facility procedure for dealing with incidents or misbehaviour. The information regarding the presence of CCTV within a facility should be available to members and/or parents /guardians.

A club should have a copy of the facility's policy regarding the use of CCTV, usually as part of a club/facility agreement. Queries regarding the use of CCTV are a matter for the facility or the operating company. Any queries from members should be directed through the club as the club has the agreement with the facility.

The following information should be noted:

- Who in the facility has day to day responsibility for the system and operation of the CCTV.
- The number of cameras located in the specified areas.
- Are spectator areas covered (i.e. can someone misbehaving in this area or regularly turning up for less than innocent viewing purposes be monitored).
- Identify areas of the facility that cannot be monitored – if these areas are easily identified by anyone with intent it would be important to know in order to be extra vigilant.
- Who, during sessions, is responsible for monitoring the cameras and what is the policy for dealing with any perceived misconduct or incidents viewed at the time.





- Who has access to the password protected files.

CCTV does not replace vigilance and proper supervision for training sessions and activities as required by CHC.

## 11. Communications & Social Media Policy

In all their contacts and communications with the members of their Clontarf Hockey Club, leaders must be seen to be open and transparent. This is the case whether communications are by traditional means or by electronic means.

**NB:** Leaders must not communicate with children or young people via leader's personal social networking profiles, email accounts, or chat rooms.

### **Social Networking principles**

- The page/profile must be password-protected, and the password must be held by at least three leaders of the organisation.
- The site should be monitored by a designated supervisor. This person should have access to the login details of the site. This supervisor will be appointed by the Designated Person/Safeguarding Panel in Charge of Child Protection.
- Any inappropriate posts by children/young people or leaders should be removed by the designated supervisor. Reasons should then be explained to the person who posted the content. Where possible sites should be monitored before content is put up.
- The site should be kept 'Private' i.e. only permitted members or 'friends' can see what is posted on the site.
- The use of personal addresses and telephone numbers etc., should be avoided as, while sites are 'private', there is the potential for items to be copied and shared.
- Content of any postings should be consistent with the aims of the organisation. In cases of doubt leaders should seek advice.

### **For Sports Leaders Using a Social Networking Site**

- Leaders should not 'friend' or 'follow' children or young people on social media. (Children or young people may 'follow' leaders on social media so leaders should make sure any content they post is appropriate.)
- Messages left to or from children or young people on social network sites should be written on an open page (e.g. A facebook 'Wall') and not in a private message or by using 'chat' [one-on-one].
- Leaders should not network with members of their organisation/group via closed [one-on-one] chats e.g. facebook messenger, WhatsApp, etc,. This should be done only through 'Group Chat.'
- Any events or activities run by the organisation that are organised or publicised on the site should be a closed event so as non-members cannot access the event without suitable permission by the site administrators.
- Any emails sent to children or young people via the site must be sent to at least one other leader. (This can be done by 'bcc' if necessary.)
- Leaders should avoid communicating with children or young people in their organisation/group via email late at night.
- In signing off a post or email leaders should not do so in a way that could be misconstrued or misinterpreted by the recipient, e.g. "Luv X"; "xoxoxo". Simply sign your name.
- Parents /carers should be asked to give their approval for leaders to communicate with their children/young people via social networking sites, or by any other means of internet



communications (e.g. email). Parents of U18s involved in senior teams should be members of team group chats.

- Parental and child's permission is required before pictures or videos of children or young people are posted online.
- Any disclosures of abuses reported through a social networking site must be dealt with according to your reporting procedures.

## 12. Use of Mobile Phones

Those whose work with children and young people need to be aware of the opportunities for abuse through the misuse of mobile phones and text messaging. While good use of such media can be beneficial we must be vigilant and alert to the possibilities of misuse and consequent harm that can result to young people. Leaders must also take care to protect the children in their care and themselves.

- Leaders involved in sport should only have children's and young people's mobile numbers if the nature of their involvement requires them to phone or text them
- Parental permission should be sought if the leader in this role will be contacting children or young people via mobile phone.
- A method of accountability should be arranged e.g. copies of texts could also be sent to the administrator or to parents.
- If a leader had a child/young person's phone number it should only be used for the purposes it has been given, i.e., the leader should not share this information.
- It is recommended that if a leader is an employee of your organisation/club should have a separate phone for work purposes rather than using their personal phone for contacting children and young people.

### **Texting – Communication not Conversation!**

- Texts should be used for the purposes of reminding children or young people about events which are forthcoming.
- Texts can also be used as a means to encourage children or young people if it is appropriate it, e.g., 'Hope exam goes ok.'
- If it turns into a conversation, communications should be ended. A leader can suggest discussing the subject further at the next event or, if they are concerned about the child/ young person, arrange to meet up to talk further (within the usual child protection parameters).

### **Smart Phones**

Smart phones should be used safely and responsibly.

Pictures can be very powerful and stir up strong emotions. Smart phone users should respect the private lives of others and not take or distribute pictures of other people if it could invade their privacy.

Leaders and children/young people should not send pictures that are obscene, indecent, or menacing and should be sensitive about other people's gender identity, sexual identity, racial heritage, religion, or personal background. Both leaders and children/young people should be made aware that it is a criminal offence to take, make, and permit to be taken, distribute, show, or possess an indecent or sexually explicit image of a child under 18.

When commissioning professional photographers or inviting the press to an activity the leader in charge should ensure they are clear about expectations of them in relation to child protection. Professional photographers /film/video operators wishing to record an activity should seek accreditation from leaders by producing their professional identification for the details to be recorded. The leader should then:



- Provide a clear brief about what is considered appropriate in terms of content and behaviour.
- Issue the photographer with identification which should be worn at all times.
- Keep a record of accreditations.
- Inform leaders, children/young people, and parents, that a photographer will be in attendance is at the activity and check that they consent to both the taking and publication of films or photographs.
- Not allow unsupervised access to children/young people or one-to-one photo sessions.
- Not approve/allow photo sessions outside the activity or at a child/young person's home.
- Anyone concerned about any photography taking place should discuss his or her concerns with the children's officer.

Smart phones can be used to make children/young people safer. Older children, for example, using a taxi can send a picture of the car's registration to a friend before they begin the trip, or can simply use the phone to show parents where they are.

- Children/young people can only be photographed when permission has been provided in writing from their parent/ guardian and child.
- The scope of the use of photographs must also be stated as part of the parental permission.
- Children/young people should not be named individually in photographs unless necessary and with clear agreement and consent of parents and child, for example, if the child/young concerned was winning a prize worthy of publication.
- When posting photographs on social media settings should be such that children/young people cannot be individually tagged.
- All photographs must be stored in a secure place either electronically in a password protected file or physically in a locked cabinet.
- If any electronic device/memory which contains photographs is disposed of or passed on, then the device must be wiped of all photographs in such a way that they cannot be recovered on that device.

### **Use of Mobile phones during activities**

Groups should, with parents and children/young people, develop a policy on the use of mobile phones during youth activities. This policy should be communicated to all parents and youth members. This guidance could include:

- Confirmation that when on activities a named leader is the primary point of communication and is to be contacted if there is an emergency or change to previously agreed arrangements.
- That the usage of smart phones including text messaging or playing games cannot be allowed to be a distraction from a safe awareness of the environment or be allowed to interfere with full participation in the activity.
- That when on camps or overnight activities, there is a stated preferred time period when parents may make contact, if they wish? Parents should be advised that contact outside of this time may not be possible due to activities.
- Consider that use of smart phones while away can worsen rather than alleviate homesickness. In this context it can be good to encourage children/young people to consider that 'no news is good news.'



### **Use of Computers/Tablets/Web-enabled Games Consoles/Smart TVs**

If such devices are used as part of activities within the organisation, guidelines should be produced to ensure that they are used for the correct purpose, and include, for example, what websites are suitable for the age of children/ young people that the leaders are worth with.

### **Internet Safety**

The Office for Internet Safety Department of Justice and Equality 51 St. Stephen's Green  
Dublin 2  
Ph: (01) 602 8258  
Email: [internetsafety@justice.ie](mailto:internetsafety@justice.ie) [www.internetsafety.ie](http://www.internetsafety.ie)

## 13. Child Welfare and Concerns of Abuse

Adults have a crucial leadership role to play in sport; thus, adults-child relationships in sport should be:

- Open, positive, and encouraging.
- Meeting the needs of the child, rather than the adult.
- Respectful of the creativity and autonomy of children.
- Carried out in an environment where children are protected and where their rights are promoted.
- Respectful of the needs and developmental stage of the child.
- Aimed at the promotion of enjoyment and individual progress.
- Governed by a code of ethics and good practice in sport, agreed and adhered to by all members of CHC.
- Mindful of the fact some children may be more vulnerable than others.
- Mindful of appropriate boundaries.
- Mindful of the importance of equality of relationships with children

CHC accepts organisations including young people among its members are vulnerable to the occurrence of child abuse and neglect. Child welfare and the protection of young people is everybody's business, irrespective of roles within the organisation.

### 13.1. Recognising Signs of Abuse

#### Categories of Abuse:

Children First: National Guidance for the Protection and Welfare of Children 2017 (ROI) defines four categories of abuse: neglect, emotional abuse, physical abuse and sexual abuse. A child/young person may be subjected to one or more forms of abuse at any given time.

When working with children/young people it is important to be aware of the four categories of abuse these are as follows:

- **Neglect:** Child neglect is the most frequently reported category of abuse, both in Ireland and internationally. Ongoing chronic neglect is recognised as being extremely harmful to the development and well-being of the child and may have serious long-term negative consequences. Neglect occurs when a child does not receive adequate care or supervision to the extent that the child is harmed physically or developmentally. It is generally defined in terms of an omission of care, where a child's health, development or welfare is impaired by being deprived of food, clothing, warmth, hygiene, medical care, intellectual stimulation or supervision and safety.
- **Emotional Abuse:** Emotional abuse is the systematic emotional or psychological ill-treatment of a child as part of the overall relationship between a caregiver and a child. Once-off and occasional difficulties between a parent/carer and child are not considered emotional abuse. Abuse occurs when a child's basic need for attention, affection, approval, consistency and security are not met, due to incapacity or indifference from their parent or caregiver.
- **Physical Abuse:** Physical abuse is when someone deliberately hurts a child physically or puts them at risk of being physically hurt. It may occur as a single incident or as a pattern of incidents. A reasonable concern exists where the child's health and/ or development is, may be,



or has been damaged as a result of suspected physical abuse. Physical abuse can include the following:

- Physical punishment.
- Beating Slapping, hitting or kicking.
- Pushing Shaking or throwing.
- Pinching Biting, choking or hair-pulling.
- Use of excessive force in handling.
- Deliberate poisoning.
- Suffocation.
- Fabricated/induced illness.
- Female genital mutilation.
- **Sexual Abuse:** Sexual abuse occurs when a child is used by another person for his or her gratification or arousal, or for that of others. It includes the child being involved in sexual acts (masturbation, fondling, oral or penetrative sex) or exposing the child to sexual activity directly or through pornography.

NB: If you require further information on any of the categories of abuse listed above please consult Children First Guidance directly via the following link:

[https://www.tusla.ie/uploads/content/Children\\_First\\_National\\_Guidance\\_2017.pdf](https://www.tusla.ie/uploads/content/Children_First_National_Guidance_2017.pdf)

CHC additionally recognises other categories of abuse children may be suspected to. CHC has zero tolerance towards abuse of any nature, towards any child; thus, procedures will be enacted to protect children from abuse. The following categories of abuse are also relevant under this policy:

- **Discriminatory abuse:** Discriminating against a child based on gender, culture, disability, social class, ethnicity, religion, sexual orientation, or other difference.
- **Cyber abuse:** Deliberate and repeated harm inflicted using computers, mobile phones, and/or other electronic devices; may be also construed as cyber harassment, cyberbullying, trolling, flaming, and e-abuse.

### Signs of Abuse

If you are dealing with children, you need to be alert to the possibility that a welfare or protection concern may arise in relation to children you come in contact with. A child needs to have someone they can trust in order to feel able to disclose abuse they may be experiencing. They need to know that they will be believed and will get the help they need. Without these things, they may be vulnerable to continuing abuse.

Some children may be more vulnerable to abuse than others. Also, there may be particular times or circumstances when a child may be more vulnerable to abuse in their lives. In particular, children with disabilities, children with communication difficulties, children in care or living away from home, or children with a parent or parents with problems in their own lives may be more susceptible to harm.

The following list is intended to help identify the range of issues in a child's life that may place them at greater risk of abuse or neglect. It is important for you to remember that the presence of any of these factors does not necessarily mean that a child in those circumstances or settings is being abused.

### Parent/Carer Factors:





- Drug and alcohol misuse.
- Addiction, including gambling.
- Mental health issues.
- Parental disability issues, including learning or intellectual disability.
- Conflictual relationships.
- Domestic violence.
- Adolescent parents.

***Child Factors:***

- Age.
- Gender.
- Sexuality.
- Disability.
- Mental health issues, including self-harm and suicide.
- Communication difficulties.
- Trafficked/Exploited.
- Previous abuse.
- Young carer.

***Community Factors:*** Cultural, ethnic, religious or faith-based norms in the family or community which may not meet the standards of child welfare or protection required in this jurisdiction. Culture-specific practices, including:

- Female genital mutilation.
- Forced marriage.
- Honour-based violence.
- Radicalisation.

***Environmental factors:***

- Housing issues.
- Children who are out of home and not living with their parents, whether temporarily or permanently.
- Poverty/Begging.
- Bullying.
- Internet and social media-related concerns
- Poor motivation or willingness of parents/guardians to engage:
- Non-attendance at appointments.
- Lack of insight or understanding of how the child is being affected.
- Lack of understanding about what needs to happen to bring about change.
- Avoidance of contact and reluctance to work with services.
- Inability or unwillingness to comply with agreed plans.

You should consider these factors as part of being alert to the possibility that a child may be at risk of suffering abuse and in bringing reasonable concerns to the attention of Tusla. If you have any concerns about a child you should report it to the Child & Family Agency please see website for contact details

<http://www.tusla.ie/services/child-protection-welfare/contact-a-social-worker/>



Any query or concern in relation to children out of hours should be reported immediately to An Garda Síochana.

## 14. Responding to and Reporting Concerns about a Child's Welfare/Protection

### 14.1. Seeking Guidance and Advice

If any person requires guidance or advice in relation to concerns about the welfare or protection of a child or young person, they should contact the club's DLP (or DDLP). Regardless of how a concern comes to a coach/volunteer's attention, it must be reported to the DLP (or DDLP). It is possible to phone Tusla and speak to the duty Social Worker on a consultation basis to seek advice or direction.

### 14.2. Reasonable Grounds for Concern

There are many reasons a coach/volunteer may be concerned about the welfare or protection of a child or young person. Children First: National Guidance for the Protection and Welfare of Children 2017 (ROI) states that "Tusla should always be informed when a person has reasonable grounds for concern that a child may have been, is being, or is at risk of being abused or neglected".

It is important to remember that children/young people are sometimes abused by members of their own family, by peers or by others outside the family environment such as strangers, workers or trusted adults. Children First: National Guidance for the Protection and Welfare of Children 2017 (ROI) lists the following as reasonable grounds for concern:

- Evidence, for example an injury or behaviour, that is consistent with abuse and is unlikely to have been caused in any other way.
- Any concern about possible sexual abuse.
- Consistent signs that a child is suffering from emotional or physical neglect.
- A child saying or indicating by other means that he or she has been abused.
- Admission or indication by an adult or a child of an alleged abuse they committed.
- An account from a person who saw a child being abused.

Wherever appropriate, any issues should be checked with the parents /carers when considering whether a concern exists, unless doing so may further endanger the child or the person considering making the report. The DLP will support this process. You do not need to inform the family that a report is being made, if by doing so the child will be placed at further risk or in cases where the family's knowledge of the report could impair Tusla's ability to carry out an assessment. Also, it is not necessary to inform the family if the person making the report reasonably believes it may place them at risk of harm from the family.

It is important to remember that abuse is not always committed through personal contact with a child or young person, sometimes it is perpetrated through social media or the use of information and communication technology.

### 14.3. How to Report a Concern

Regardless of how a concern comes to a coach/volunteer's attention, it must be reported to the DLP or DDLP.



The DLP (or DDLP), in consultation with the person who raised the concern, will decide if reasonable grounds for concern exist (see Figure 1). If reasonable grounds for concern exist, the DLP (or DDLP) will report to a Tusla duty social worker. It is the DLP's (or DDLP's) responsibility to complete the Child Protection and Welfare Report Form and to forward it without delay to the Tusla Duty Social Worker by registered post under confidential cover. Reports can also be made on Tusla's secure web portal.

If the DLP (or DDLP) decides not to report a concern to Tusla, the following steps should be taken:

- The reasons for not reporting should be recorded.
- Any actions taken as a result of the concern should be recorded.
- The coach/volunteer who raised the concern should be given a clear written explanation of the reasons why the concern is not being reported to Tusla.
- The employee or coach/volunteer should be advised that if they remain concerned about the situation, they are free to make a report to Tusla or An Garda Síochána.

The individual employee or coach/volunteer has protections under the Protection for Persons Reporting Child Abuse Act 1998, should they report independently. Concerns which do not initially meet reasonable grounds for concern may, upon review, show patterns or clusters which may heighten the level of concern.

### **Allegations of Abuse by a Child**

Where the person allegedly causing harm to a child is another child (peer abuse), reports should be made to Tusla for both children.

### **Dealing with Adult Disclosures of Child Abuse**

Completion of the Retrospective Abuse Report form is required when reporting any concerns about retrospective abuse.

## **14.4. Recording**

- Records should be factual and include details of contacts, consultations, and any actions taken.
- All agencies dealing with children must cooperate in the sharing of records with the statutory authorities where a child protection or welfare issue arises.
- Records on child protection concerns, allegations and disclosures will be kept securely and safely within the organisation/club.
- Records will only be used for the purpose for which they are intended.
- Records will only be shared on a need to know basis in the best interests of the child/young person.
- The DLP/ DDLP and CCO will have access to such records.
- Records will be kept on a secure laptop with password protection.
- Records will be stored indefinitely.
- Child protection records will be updated as required and reviewed regularly by the DLP/ DDLP.

## **14.5. Responding to a child/young person who discloses abuse**

A child or young person may disclose to a coach/volunteer that they have been or are being harmed or abused. Children/ young people will often have different ways of communicating that they are being abused. If a child or young person hints at or tells a coach/volunteer that he or she is being harmed by

someone, be it a parent/carer, another adult or by another child/young person (peer abuse), it should be treated in a sensitive way.

Remember, a child/young person may disclose abuse to you as a trusted adult at any time during your work with them. It is important that you are aware and prepared for this.

- Be as calm and natural as possible.
- Remember that you have been approached because you are trusted and possibly liked.
- Do not panic.
- Be aware that disclosures can be very difficult for the child/young person.
- Remember, the child or young person may initially be testing your reactions and may only fully open up over a period of time.
- Listen to what the child/young person has to say. Give them the time and opportunity to tell as much as they are able and wish to.
- Do not pressurise the child/young person. Allow him or her to disclose at their own pace and in their own language.
- Conceal any signs of disgust, anger or disbelief.
- Accept what the child or young person has to say – false disclosures are very rare.
- It is important to differentiate between the person who carried out the abuse and the act of abuse itself.
- It may be necessary to reassure the child/young person that your feelings towards him or her have not been affected in a negative way as a result of what they have disclosed.
- Reassure the child/young person that they have taken the right action in talking to you.

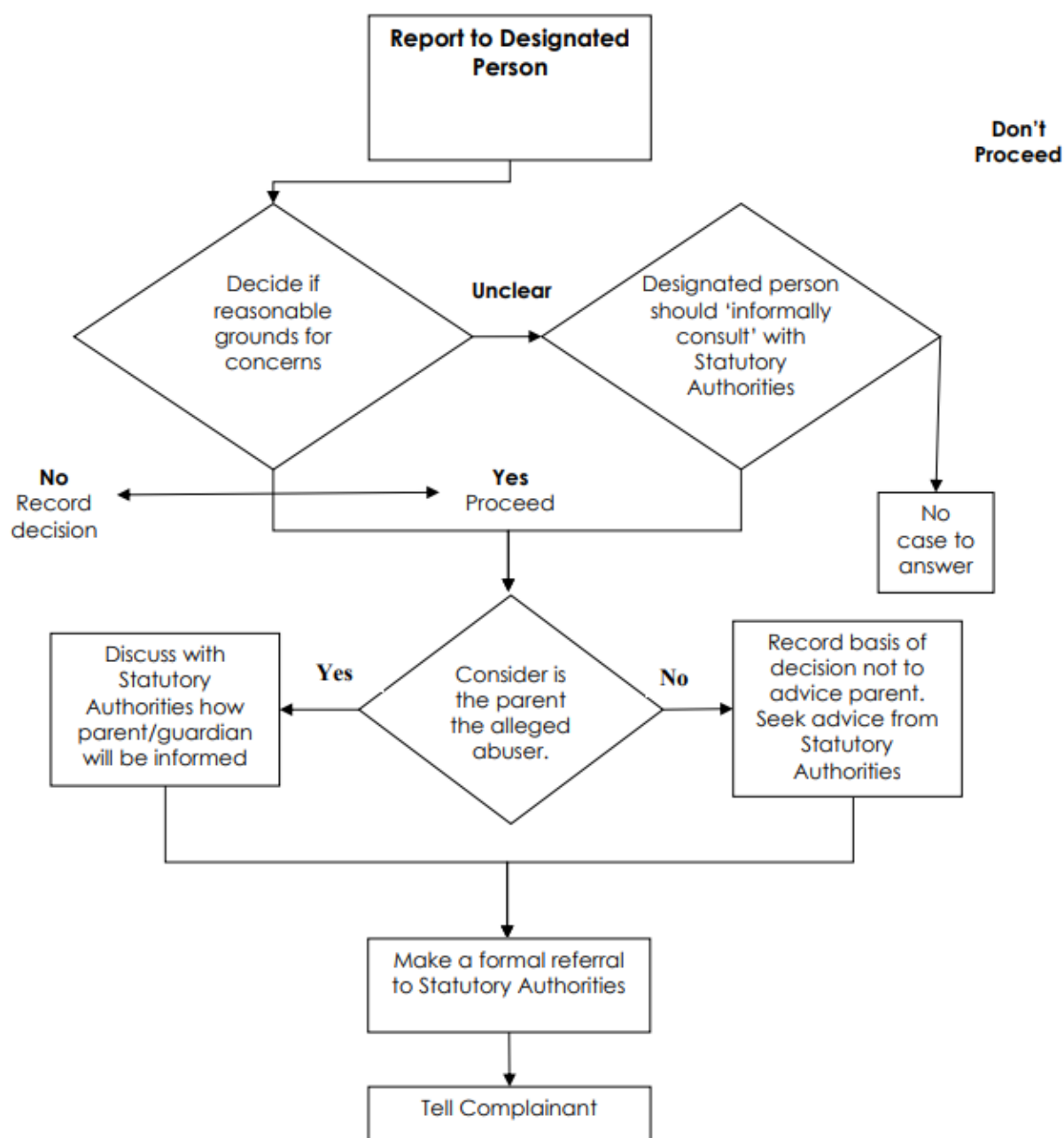
**When asking questions:**

- Questions should be supportive and for the purpose of clarification only.
- Avoid leading questions, such as asking whether a specific person carried out the abuse.
- You should also avoid asking about intimate details or suggesting that something else may have happened other than what you have been told.

**Confidentiality:**

- Where child protection and welfare concerns arise, information must be shared on a 'need to know' basis in the best interest of the child/young person with the relevant statutory authorities and with parents/guardians.
- No undertakings regarding secrecy can be given. Those working with children/young people and families and in adult services should make this clear to parents /guardians and to the child/young person.
- The proportionate provision of information to the statutory agencies necessary for the protection of a child is not a breach of confidentiality or data protection.
- Parents /guardians and children/young people have a right to know if personal information is being shared, unless doing so could put the child/young person at further risk or may put the reporter at risk.

Figure 1: Procedure for dealing with concerns about possible abuse



## 15. Allegations made Against Sports Leaders

CHC has agreed procedures to be followed in cases of alleged child abuse against a coach/ volunteer, in line with Hockey Ireland guidance. If such an allegation is made, three steps should be taken:

- Responding to allegations of abuse made against coaches /volunteers.
- Reporting allegations of abuse made against coaches / volunteers to Tusla.
- Internal procedures for dealing with the coach/volunteer should to be clearly outlined.

### **Responding to allegations of abuse made against coaches/volunteer**

An allegation of abuse may relate to a person who works with children who has:

- Behaved in a way that has or may have harmed a child/ young person;
- Possibly committed a criminal offence in relation to a child/young person;
- Behaved towards a child/young person or children/young people in a way that indicates they may pose a risk of harm to a child/young person;
- Behaved in a way that is contrary to the club/sports organisation code of behaviour for coaches & volunteers;
- Behaved in a way that is contrary to professional practice guidelines.

If an allegation is made against a coach/volunteer in your organisation/club you must ensure that everyone involved is dealt with appropriately and in accordance with the organisation/club guiding principles and child safeguarding procedures, the rules of natural justice and any relevant employment law. The organisation/club has a dual responsibility in respect of both the child/young person and the coach/volunteer. There are two separate procedures to be followed:

- The reporting procedure to Tusla in respect of the child/ young person and the alleged abuser;
- The internal personnel procedure for dealing with a coach/ volunteer.

Each club/sports organisation should have agreed procedures to be followed in cases of alleged child abuse against Sports Leaders. If such an allegation is made, two steps should be taken:

- The reporting procedure.
- The procedure for dealing with the Sports Leader

### **Special Considerations**

The following points should be considered:

- the safety of the child making the allegation and any others who are/may be at risk should be ensured and this should take precedence over any other consideration. In this regard, the sports club/organisation should take any necessary steps which may be immediately necessary to protect children
- if a Sports Leader is the subject of the concern s/he should be treated with respect and fairness.

### **Steps to be taken within the Sports Organisation**

Where reasonable grounds for concern exist the following steps should be taken by the club/organisation:

- advice should be sought from the local duty social worker with regard to any action by the club deemed necessary to protect the child/children who may be at risk.



- the matter should be reported to the local statutory authorities following the standard reporting procedure outlined above
- in the event that the concern is connected to the actions of a Sports Leader in the club, the Sports Leader involved in the concern should be asked to stand aside pending the outcome of any investigation by the Statutory Authorities.
- It is advisable that this task be undertaken by a senior office holder other than the designated liaison person/club children's officer who takes the responsibility for reporting.

When the Sports Leader is being privately informed by the senior officer of a) the fact that an allegation has been made against him/her and b) the nature of the allegation, s/he should be afforded an opportunity to respond. His /her response should be noted and passed on to the statutory authorities.

All persons involved in a child protection process (the child, his /her parents /carers, the alleged offender, his/her family, Sports Leaders) should be afforded appropriate respect, fairness, support and confidentiality at all stages of the procedure.

Once the criminal process is completed, employers should consider the need to examine whether there are grounds for disciplinary proceedings for misconduct. The fact that the alleged abuser has not been prosecuted or has been found not guilty does not mean that such proceedings are not necessary or feasible.

#### **Internal procedures for dealing with a coach/volunteer:**

In the context of an allegation of abuse against a coach/ volunteer, the organisation/club disciplinary procedures should ensure that fair procedure is followed and take account of the employment contract/membership guidelines as well as the rules of natural justice. The following points should be incorporated into the procedure:

- In making an immediate decision about the coach/ volunteer's presence in the organisation/club, the Chairperson should as a matter of urgency take any measures necessary to protect the child/young person (see Figure 2). These should be proportionate to the level of risk to the child/young person; 'protective measures' do not presume guilt.
- The Chairperson should privately inform the coach/ volunteer that an allegation has been made against him or her and the nature of the allegation.
- The coach/volunteer should be afforded an opportunity to respond.
- The Chairperson should note the response from the coach/ volunteer and pass on this information if making a formal report to Tusla.
- The coach/volunteer should be offered the option to have representation at this stage and should be informed that any response may be shared with Tusla.
- While Tusla will not provide advice on employment matters, advice and consultation with regard to risk to children/ young people can be sought from the local Tusla social work office.
- The Chairperson should ensure that actions taken by the organisation/club do not undermine any investigations or assessments undertaken by Tusla or An Garda Síochána. The organisation/club should liaise closely with the investigating bodies to ensure this.

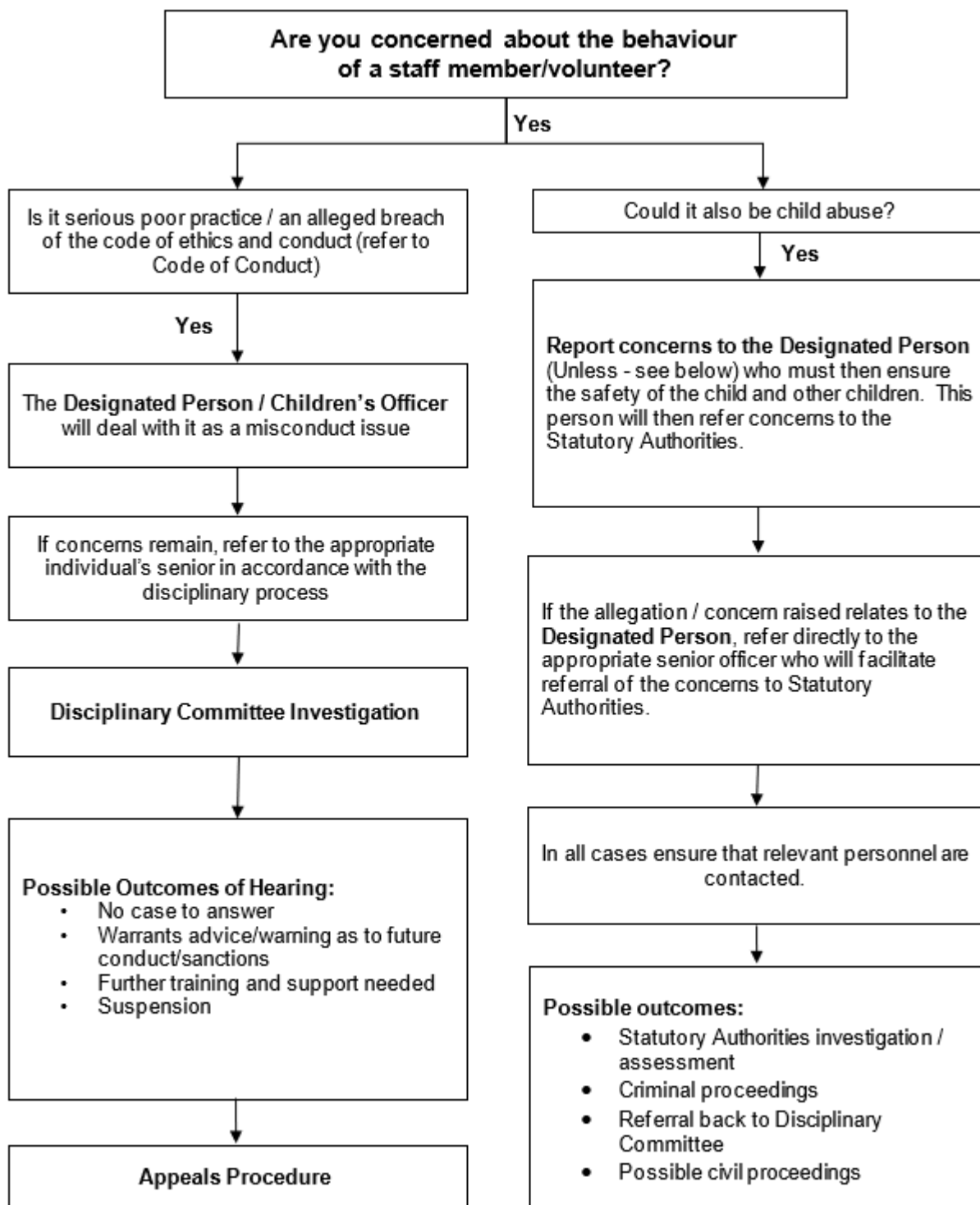
Once the statutory process is completed, the organisation/club should consider the need to examine whether there are grounds for disciplinary proceedings for misconduct. The fact that the alleged abuser





has not been prosecuted or has been found not guilty does not mean that such proceedings are not necessary or feasible

Figure 2: Procedure for dealing with concerns about a behaviour of a sports leader/ volunteer



## 16. Child Welfare Roles in the Club

**Club Children's Officers (CCO):** The Club Children's Officer will assist in promoting a child and youth centred ethos in Clontarf Hockey Club. In their work, the Club Children's Officer will be the link between the children/young people and the adults within the club. The key role of the Club Children's Officer is to ensure the implementation and promotion of the relevant Child Welfare, Protection Codes and Guidelines for good practice in the Club, to ensure that young people can participate, enjoy and benefit from hockey in safe and enjoyable surroundings. They oversee the implementation of Garda Vetting checks, as appropriate, within Clontarf Hockey Club.

**Current CCO:** Nicola Taylor (086 348 0804)

**Designated Liaison Person (DLP)/ Deputy Designated Liaison Person (DDL):** A person who is responsible for reporting allegations or suspicions of child abuse and welfare issues to the Statutory Authorities. This person will be a resource to anyone in the organisation/club who has a child protection/welfare concern.

**Current DLP:** Robert Forrest (087 740 7072)

**Current DDL:** Sorcha Hughes (087 652 1208)

## 17. Conclusion

Clontarf Hockey Club is committed to ensuring the safety and welfare of children and young adults who are members of the club. This booklet describes the Code of ethics in CHC for Safeguarding young people from abuse. This booklet supports Governing Bodies to meet child safeguarding and child protection responsibilities which are cognisant of, and in line with, requirements under Irish legislation and policy and in line with best practice.

**Document version history**

<b>Date Reviewed</b>	<b>Reviewed By</b>	<b>Date of Approval by Committee</b>	<b>Version Approved</b>
July 2022	Nicola Taylor, Sorchu Hughes	02/08/2022	V1
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