

How can we implement good practice in our club?

Key principles of implementing a policy are

- Commitment and,
- Communication

Commitment

Ensuring that those, the policy will have an impact on (stakeholders) are committed to the process and feel they have ownership of the policy and procedures.

Best practice is therefore to consult stakeholders widely in developing the policy. Some organisations have developed a Child Protection Committee to oversee the development and implement of the policy. The committee method ensures that such an important area of responsibility is not simply added on to one members area of responsibility. So though one person may take the lead role there is a collective commitment.

Communication

Need to identify who the policy needs to be communicated to:

- Staff / volunteers / student placements
- Users – children/ parents/guardians
- Funders- those who audit the organisations practice/ insurers

What methods are available to your organisation:

- Public launch of policy
- Leaflets
- Training for current and new members
- Set as part of the induction programme
- Expecting those who use your facilities or receive grants to work with children adhere to similar standards

What needs to be implemented:

- Raise awareness that your organisation prioritises the children in their club.
- There should be agreed standards of behaviour (Codes of Conduct) that are expected of your club staff/members.
- There are clear and consistent reporting procedures and lines of communication for your clubs staff/volunteers and members of the public.
- That your organisation will address the issue of child protection as part of their induction programme for new staff/volunteers.

- There are clear recruitment practices that include vetting through AccessNI for those staff, volunteers or students who are in regulated positions.
- Specific procedures in relation to:
 - Transport
 - Ratios
 - Photography
 - Parental consent forms
 - Confidentiality
- Training plan
 - Who needs to be trained
 - What training level they require
 - Who will deliver the training
 - When
- Database of who attended training
- Resources essential for implementing the plan are made available i.e.
 - Trainers
 - Leaflets
 - Staff/volunteer time
 - Costs
- Monitoring procedures are in place to ensure compliance with procedures in council facilities
- Appoint a lead officer at a senior level within your organisation to oversee implementation