**Safeguarding Template Appendix**

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**ANTI-BULLYING POLICY**

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**ANTI-BULLYING POLICY SAMPLE (1)**

**Reprinted from the NSPCC’s Safe Network**

**(Name Of Group/Organisation)’s Anti-Bullying Procedure**

**Purpose and Aim Of This Procedure**

This procedure is supported by the **(name of group/organisation)** anti-bullying policy. Its aim is to provide detailed guidance to staff and volunteers, as well as to children and young people who may experience bullying, so that they will know what to do if an incident of bullying occurs between children and young people.

The procedure also aims to ensure that **(name of group/organisation)** responds fairly and consistently to incidents of bullying, recognising that those who bully often have needs too.

This procedure applies to all children and young people who attend **(name of group/organisation)** who may be bullied, behave in a bullying way towards others or observe someone being bullied.

It also applies to all staff and volunteers who observe bullying between children and young people within **(name of group/organisation)**, who may have incidents of bullying reported to them or who may be concerned that a child/young person at **(name of group/organisation)** is showing signs of being bullied.

If an adult is bullying a child/young person, this should be reported under the child protection procedures.

If a child or young person is bullying another child to the extent that it may cause significant harm, then it will also need to be dealt with under child protection procedures.

This procedure does not cover incidents of bullying among staff members and volunteers. The grievance procedure should be used for this purpose.

**Forms bullying might take**

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

*Co-operating to Safeguard Children Chapter 9.48*

It can include:

* verbal teasing or making fun of someone
* excluding children from games and conversations
* pressurising other children not to be friends with the person who is being bullied
* spreading hurtful rumours or passing around inappropriate photographs/images/drawings
* cyberbullying (ie using computers or mobile phones to bully someone)
* shouting at someone
* stealing or damaging someone’s possessions
* making threats
* forcing someone to do something embarrassing, harmful or dangerous
* harassment on the basis of race, gender, sexuality or disability
* physical or sexual assault (although all sexual incidents and all but very minor physical incidents constitute abuse and must be dealt with in accordance with child protection procedures).

People are often bullied because they appear different from others.

**The signs and symptoms of bullying**

If someone is being bullied, they might not tell anyone directly. This could be because they have been threatened and are afraid to say anything or because they believe that nothing can be done about it and that telling someone will only make it worse. It could even be because they don’t recognise that what is happening to them is bullying.

Signs that someone may be being bullied could include:

* being unhappy, withdrawn and unwilling to spend time in a group, especially during unstructured periods e.g. break time
* being without friends
* missing meetings and activities at **(name of group/organisation)** and/or expressing a reluctance to attend
* being clingy with adults
* appearing to lose possessions or money (things that may have really been stolen by or given away to bullies)
* unexplained injuries
* uncharacteristic illness or aggression.

Some of these signs might also indicate abuse at the hands of adults or other negative experiences, so they should be treated with caution.

**What to do if you are being bullied**

If you are being bullied you should never keep it to yourself. Tell someone you trust. This could be your key worker, teacher, another helper at **(name of group/organisation)** or someone else. It could also be your parent or carer.

You may prefer to tell another young person first and ask that person to help you tell an adult.

If the bullying is happening at **(name of group/organisation)**, we will sort it out here. If it’s happening somewhere else (at school, for example, or near your home), we will get other people involved to stop it happening there.

**What to do if you observe a child or young person being bullied or if someone tells you he/she is being bullied**

**If you are a child or young person** and someone tells you that he or she is being bullied, don’t try to deal with it yourself. Talk to the person about getting help from an adult. Try to persuade him or her to go with you to explain the situation to their key worker or another helper at **(name of group/organisation)**. If he/she won’t do this, the best way to help is to explain that you will have to tell an adult yourself -- and then go ahead and tell someone.

**If you are an adult** and a child tells you that he or she is being bullied, take the child seriously. Do not tell him/her to stop being silly or to keep out of the way of the bullies. This will not help and will make the child feel let down and less inclined to tell anyone else. Listen to the child’s full account of what is going on and complete the bullying reporting form with the child as soon as possible.

If you observe the bullying directly, act assertively to put a stop to it. Explain to all concerned that the incident will have to be reported properly to stop it happening again. Report the incident to the child’s key worker or, if you are the key worker, talk to the child about the bullying and discuss it with your manager.

Unless the incident is minor and can be dealt with informally, the child’s parent or carer should be informed by the key worker within one working day.

If possible, there should be a three-way meeting between the child, the key worker and the parent.

If the bullying is taking place in another environment (e.g. school) the key worker should ask what support the parent and child would like, in order to engage with whoever the responsible agencies might be. The key worker should aim to work in partnership with both parent and child and any other people who may be involved.

If the bullying is taking place within **(name of group/organisation)**, the parent and child should be reassured that it will be dealt with as a priority and should be asked for their views on what would be helpful to deal with the situation.

The key worker, having spoken to the child who has been bullied and the child’s parent/carer, should also speak to the bully (or bullies) and obtain their account of what has happened or is happening. This should be noted in writing and the parents/carers of the bully (or bullies) should be informed. The bully and his or her parents/carers should be asked for their views on what should be done to put a stop to any further bullying and to repair the damage that has been done.

Apart from very minor incidents that have been directly observed by a staff member and dealt with at the time, all bullying that takes place at **(name of group/organisation)** should be discussed within the staff group within five working days.

At the meeting, the bullying incident should be discussed and the details of a draft plan drawn up to address the situation, taking into account any suggestions made by the children involved and their parents/carers.

The following areas should be covered:

* details of any apology that has been or should be offered by the bully (or bullies)
* details of any support for the person who has been bullied eg use of buddy scheme, extra input from the key worker, referral to another service
* details of any consequences for the bully, in addition to making an apology, with reference to the code of conduct
* details of any support for the bully, with reference to the behaviour code
* details of any further discussions or work to be done with others in the group, including children who may have observed or encouraged the bullying
* details of any changes in how the staff group may handle issues of bullying in future.

The plan should be shared with the children concerned and their parents and should be reviewed regularly.

**Keeping a record of the bullying**

Use the bullying reporting form included in this toolbox and take clear notes of any discussions or meetings that take place following the bullying incident. The plan for dealing with the aftermath of the incident should be copied to the child who has been bullied and his/her parent/carer and to the bullies and their parents/carers. It should also be placed on the file of all the children directly involved.

**This procedure should be reviewed every two years**

Date of last review:

Date of next review:

The person responsible for reviewing it is:

**ANTI-BULLYING POLICY SAMPLE (2)**

**Definition:**

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

*Co-Operating To Safeguard Children Chapter 9.48*

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Bullying is not an accepted behaviour towards anyone at ***Name of Club*** be they child, coach, volunteer or parent.

Anyone found to be bullying others will be dealt with seriously both in regards to the behaviour exhibited and the reasons for the behaviour.

The possibility of people being bullied should be discussed openly within the Club and all young people and staff informed of both the Clubs’ views on bullying and ways in which bullying can be prevented/stopped.  It should be emphasised that anyone can be the victim of bullying and that being or feeling bullied is not a sign of weakness and does not make the victim a less valuable person.

**Action to be taken if a child states they are being bullied:**

* Child to be given time to say how they are being bullied and reassured they are right to tell.
* Adult/Designated Safeguarding Children Officer to keep the young person informed of their proposed action and to take into account child’s feelings and perspective.
* The child’s parents can be informed of your concerns and response.
* Chairperson/Leader of the club to be informed of any incident of bullying so that policies and practices can be reviews on a regular basis.

**ANTI-BULLYING POLICY SAMPLE (3)**

**The Individual**

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

**Bullying**

* Bullying will not be accepted or condoned.  All forms of bullying will be addressed.  Bullying can include:
* Physical pushing, kicking, hitting, pinching, etc.
* Name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation and the continual ignoring of individuals.
* Racial taunts, graffiti, gestures, sectarianism.
* Sexual comments and/or suggestions.
* Unwanted physical contact.
* Children from ethnic minorities, children with a disability, young people who are gay or lesbian, or those with learning difficulties are more vulnerable to this form of abuse and may well be targeted.
* Everybody has the responsibility to work together to stop bullying – the child, the parent, the coach, the youth worker, the sport’s official.
* Appropriate forums should be established within the organisation, including children, parents, youth workers and other agencies, to address, monitor and stop bullying.
* Commitment to the early identification of bullying and prompt, collective action to deal with it.
* Policy and practice should be agreed through consultation with clubs, parents and children.
* Children should be encouraged to take a role in stopping bullying in their community.
* Policy and practice should be reviewed regularly in the light of changing needs and changes adopted by other agencies (e.g. schools).
* Coaches will have access to training on bullying.
* Coaches will have access to advice when dealing with bullying.

**Support to the Child**

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

**Support to the Parents/Guardians**

* Parents/Guardians should be advised on local policy and practice about bullying.
* Any incident of bullying will be discussed with the child’s parent(s)/guardians.
* Parental/Guardian advice on action will be sought and agreements made as to what action should be taken.
* Information and advice on coping with bullying will be given.
* Support should be offered to the parent(s) including information on other agencies or support lines.

**Useful Contacts to be added to any anti- bullying policy**

* **Childline** 0800 1111  [www.childline.org.uk](http://www.childline.org.uk/NI.asp)
* **NSPCC Helpline** 0808 800 5000 [www.nspcc.org.uk](http://www.nspcc.org.uk)
* [www.thecpsu.org.uk](http://www.thecpsu.org.uk) – Child Protection in Sport Unit
* **Kidscape** - [www.kidscape.org.uk](http://www.kidscape.org.uk/) 020 7730 3300
* **Parenting NI (formally Parents Advice Centre)** - Freephone 0808 8010 722 [www.parentsadvicecentre.org](http://www.parentsadvicecentre.org/)
* **NI Anti-Bullying Forum** [www.niabf.org.uk](http://www.niabf.org.uk/)

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

* The Code of Ethics and Good Practice for Children’s Sport
* Our Duty to Care DHSSPS 2012
* Getting it Right DHSSPS 2012
* Safeguarding Vulnerable Groups (NI) Order 2007
* Protection of Freedoms Act 2012
* ***NAME OF SPORT*** Guidelines
* Access NI guidance [www.accessni.gov.uk](http://www.accessni.gov.uk)

***NAME OF CLUB*** relies heavily on the time and commitment freely given by volunteers, and without this the opportunities for children and young people to participate in ***NAME OF SPORT*** would not exist. The procedures outlined below will be adopted by ***NAME OF CLUB*** for its own purposes and must be followed by clubs for whom ***NAME OF GOVERNING BODY*** acts as an umbrella body.

***NAME OF CLUB*** will ensure good recruitment procedures by:

* Defining the role the individual is applying for **(job/role specification – see Clubmark NI Templates 9 and 10)**.
* Insisting that a person applying for any post of responsibility within the club complete the relevant sports application form **(governing body may have own or see the following sample provided by Sport Northern Ireland).**
* Obtaining 2 references in writing, (the request for references will only be sought for preferred applicants) **(governing body may have own form or see the following sample provided by Sport Northern Ireland).**
* Ensuring that the individual completes and signs the Access NI Disclosure Certificate Application Form which gives permission to enable ***NAME OF GOVERNING BODY*** to request an Access NI check (proof of identity MUST be provided). **Contact your governing body for further information.**
* Setting a probationary period (six months for staff or long-term volunteers).
* Interview/meet the individual either formally or informally. Have two designated members (positions to be identified by the sport) doing this to enable you to;
* Assess the individual’s experience of working with children or young people and knowledge of safeguarding issues.
* Assess their commitment to promoting good practice.
* Assess their ability to communicate with children and young people (i.e. be approachable).  One way of doing this is to consult young people or ask questions to examine how a person would respond to a particular scenario e.g. are they authoritarian or too relaxed in their approach.
* Ensuring that the Management committee ratifies appointments.

Information from Access NI will be received by the individual and the governing body (though under the Protection of Freedoms Act only the individual applicant will receive a copy of the certificate in the future proposed introduction of this will be from mid - 2014 in Northern Ireland) . It will be scrutinised in the first instance by the Case Management Panel appointed by ***NAME OF GOVERNING BODY***. The panel will decide whether a disclosure is relevant or contrary to ***NAME OF GOVERNING BODY*** standards, clubs will be advised of decision.

**VOLUNTEER APPLICATION FORM FOR THOSE IN REGULATED POSITIONS**

**Section 1**

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

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name:** | |  | | | | | |  |
| **Address:** | |  | | | | | |  |
| **Date of Birth:** | |  | | **National Insurance No:** | |  | |  |
| **Telephone No:** | |  | | **Mobile No:** | |  | |  |
| **Previous work experience and relevant qualifications:** | |  | | | | | |  |
| **Have you previously been involved in voluntary work?**  **If yes, please give details:** | | Yes           No | | | | | |  |
| **Do you have any spare time hobbies, interests or specific skills that may be useful to the activities?** | |  | | | | | | |
| **Do you agree to abide by *NAME OF GOVERNING BODY* Code of Conduct (a copy should be included with this form)?** | | | | | Yes           No | | | |
| **Have you completed Safeguarding Awareness Training?** | | | | | Yes           No | | | |
| **If yes**  **Organised by:** | | | | | **When:** | | | |
| **Do you agree to undergo specific training on the role of the (position being appointed)** | | | | | Yes           No | | | |
| **Have you ever been asked to leave a sporting organisation in the past?**  **(if you have answered yes we will contact you in confidence)** | | | | | Yes           No | | | |
| **Any other relevant information?** |  | | | | | | | |
| **Please supply the names of two responsible people whom we can contact and who from personal knowledge are willing to endorse your application.  If you have had a previous involvement in a sports club one of these names should be that of an administrator/leader in your last club/place of involvement.** | | | | | | | | |
| **Name:**  **Address:**  **Telephone:**  **Designation:** | | | **Name:**  **Address:**  **Telephone:**  **Designation:** | | | | | |
|  |  |  |  |  |  |  |  | |

**Section 2**

**DISCLOSURE OF CRIMINAL CONVICTIONS FOR ELIGIBLE POSITIONS**

We require all coaches/volunteers in positions of responsibility for managing the safety and development of young athletes to sign the declaration and return it marked confidential to ***(contact your Sports Governing body to clarify who to return this form to in your sport)***

Should you require further information, please contact ***(add in Sports Governing Body designated safeguarding children officer).***

|  |  |
| --- | --- |
| NAME OF APPLICANT: |  |
| HOME ADDRESS |  |
|  |
|  |
| CONTACT TELEPHONE NUMBER |  |
| CLUB/ORGANISATION: |  |

**Please read this information carefully.**

**Statement of non-discrimination**

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

**Advice to Applicants**

You have applied for a role which falls within the definition of an “excepted” position as provided by the Rehabilitation of Offenders (Exceptions) Order (NI) 1979: therefore ALL convictions including SPENT convictions MUST be disclosed. The disclosure of a criminal record or other information will not debar you from completing the course successfully unless the ***Sports Governing Body*** considers that the conviction renders you unsuitable. In making this decision the ***Sports Governing Body*** will consider the nature of the offence, how long ago it was committed and what age you were at the time and other factors which may be relevant. This information will be verified through an appropriate Access NI Enhanced Disclosure check. If you have received a formal caution or are currently facing prosecution for a criminal offence you should also bring this to our attention given the “excepted” nature of the role.

Please complete this form as accurately as possible, place it in an envelope marked “Confidential” and return it to the ***Sports Governing Body NAME AND ADDRESS***. An arrangement will be made with you to discuss any clarification if required. The ***Sports Governing Body*** Designated Safeguarding Children Officer can be contacted on ***insert contact details*** should you wish to speak with them regarding your disclosure.

Thank you for your co-operation.

Have you ever been convicted of a criminal offence, been the subject of a caution, been barred by the Disclosure and Barring Service (formally the Independent Safeguarding Authority) which would prevent you from working with children and/or vulnerable adults or the subject of an investigation alleging that you were the perpetrator of adult or child abuse?

Yes No

If so, please state below the nature, date(s) and sentence of the offence(s), date prevented from working in this area or allegations

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

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

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

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

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*Please continue on a separate page if necessary****.***

(If you require further information on what information to disclose please contact NIACRO Helpline Tel: 028 90 320157)

**Declaration**

I declare that any answers are complete and correct to the best of my knowledge and I will inform the ***Sports Governing Body designated safeguarding children officer*** of any future convictions or charges relevant to my role. I give my consent for an Access NI Enhanced check to take place and for this information to be shared where appropriate as part of the ***Sports Governing Body*** risk assessment process.

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

**Signature                                                             Date**

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

**Print Name**

|  |  |
| --- | --- |
| **FOR OFFICIAL USE ONLY:** | |
| **Applicant Name:** |  |
| **Date application received:** |  |
| **Date of interview:** |  |
| **Interviewed by:** | 1.  2. |
| **References received and are satisfactory:** | Yes                    No |
| **Access NI check completed and returned**  **(if appropriate):** | Yes                    No |
| **Comments:** |  |
| **Proof of applicants identification received:** | Yes                    No  Group 1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_  Group 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_               \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Recommendation**  Approve  Not approved | **Reasons:** |

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

**Signature                                          Date**

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

**Print Name                                       Position in Organisation**

**CONFIDENTIAL**

The following person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has expressed an interest in working for ***NAME OF CLUB***.

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

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

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

**2.    In what capacity?**

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

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

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Poor** | **Average** | **Good** | **V Good** | | **Excellent** |
| **Responsibility** |  |  |  |  | |  |
| **Maturity** |  |  |  |  | |  |
| **Self-motivation** |  |  |  |  | |  |
| **Can motivate others** |  |  |  |  | |  |
| **Energy** |  |  |  |  | |  |
| **Trustworthiness** |  |  |  |  | |  |
| **Reliability** |  |  |  |  | |  |
| This post involves substantial access to children/young people. As an organisation committed to the welfare and protection of children, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children and young people. | | | | | YES  NO | |

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

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

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

Position:                \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organisation:         \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Away Days**

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

**Communication with:**

* **Children/ young people[[1]](#footnote-1)** – they should be aware of the travel plans, venue and time for collection, time of return and any costs. Children should also have a clear understanding of what standard of behaviour is expected of them. Children must know what sports kit they need to bring with them.
* **Parents** – should be made aware of the above and must have completed a consent form detailing any medical or other relevant issues that the team manager should be aware of. Parents should also have the name and contact details of the team manager in the event of an emergency.
* **Other coaches/volunteers** – need to be made aware of what their responsibilities are in advance of the trip. If the trip is a long journey, it is important that all coaches/volunteers/ parents and young people have an itinerary.

**Transport**

The following are the actions the club expect from those asked to transport young people.

* Ensure the driver has an appropriate and valid driving licence.
* Allow an appropriate length of time to complete the journey.
* Consider the impact of traffic and weather conditions.
* If using a mini-bus ensure that all seats are forward facing and they all have seat belts fitted if carrying children. Is the driver experienced in driving a mini-bus?
* Ensure leaders and children wear seat belts.
* Check there is appropriate insurance for the journey.
* Clarify supervision requirements with other leaders. The driver should not be considered as a supervisor during the journey.
* Ensure that the vehicle is road worthy.
* Ensure that the driver has undertaken an Access NI check.
* Ensure the appropriate booster seats are provided when required.

(A more detailed transport policy is available from the Resources section of the Child Protection in Sport Unit web site [www.thecpsu.org.uk](http://www.thecpsu.org.uk) ).

**Ratio**The club when planning and running sports activities for children and young people will consider providing an appropriate staffing/supervision ratio of adults to participants.  This will minimise any risks to participants and enhance the benefits they draw from the activity.

There are a number of **key principles** that we will consider as good practice:

* Ensure the driver has an appropriate and valid driving licence.
* Allow an appropriate length of time to complete the journey.
* Age of children
* Additional supervision/support needs of some or all participants (for example due to disability)
* Competence/experience of participants for the specific activity
* Nature of activity (for example climbing or swimming sessions may require higher levels of supervision than an aerobics class)
* Nature of venue (whether closed and exclusive, or open and accessible to members of the public)

(Dependent on the sport the ratio of adult to child may vary but what ever is considered appropriate would generally need to be increased when travelling away from home. Contact your NGB for further information)

**Insurance**

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

**Emergencies**

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

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

The above are only basic points of advice and are not comprehensive guidelines. We would encourage all leaders in charge to complete a risk assessment (see **Clubmark Resources Template 18)** before any away trips.

**Hosting**

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

Being a host can be a particularly challenging role, but also very rewarding.  A host should be provided with as much information about the child/children staying with them and details of the competition. They in turn should agree to provide references and be vetted when this is available.  With the introduction of the Criminal Records Bureau, Disclosure Scotland, Access NI, and Garda Vetting\* access to vetting for sports clubs organising events within England, Scotland, Wales, Northern Ireland or Republic of Ireland should be achievable.

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

\* Garda vetting is available to a number of sports organisations in the Republic of Ireland.

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| **CHILD/YOUTH MEMBER** | |
| **Right To** | **Responsibility** |
| * Be safe * Have any concerns listened to * Be respected by their coach and host family * Have easy access to phone contact with the trip organiser * Have a list of events (itinerary) * Regular group meetings with other young people * Have their religious needs facilitated * Have prior knowledge of the climatic variation to enable them to bring adequate clothing * Be made aware of the codes required for phoning home * Maps of the local area * Have the currency of the country they are visiting explained to them * Be made aware of collection and drop off arrangements | * Show respect to their host families * Show respect to other youth members and their leaders * Keep themselves safe * Report inappropriate behaviour or risky situations * Attend any prior planning meeting to ensure they are fully informed of the plans * Maintain the sport’s reputation by adhering to their Code of Conduct * Discussing their dietary needs with the host family (though it is the parent’s/organiser’s responsibility to ensure this information is passed on in advance) * Maintain the accommodation to the standard set by the family * Be aware that they are acting as an ambassador for their sport and on occasions their country * Dependent on arrangements with parents, manage their own money |

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| **COACH/MANAGER** | |
| **Right To:** | **Responsibility** |
| * Have support form their governing body if reporting any concerns about the arrangements * Be protected from abuse by children/youths, other adults, members or parents involved in the trip * Not be left vulnerable when working with children * Receive the relevant information from parents/guardians in advance of the trip i.e. * Dietary needs * Any personal care needs * Emergency contact numbers * Signed medial consent form/permission  form * List of any medication/allergies * EHIC European Health Insurance Card (replacement for E111) form completed [www.dh.gov.uk/PolicyAndGuidance/HealthAdviceForTravellers/fs/en](http://www.dh.gov.uk/PolicyAndGuidance/HealthAdviceForTravellers/fs/en) (EU visits) * Be respected by the children in preparation for and during the trip * To have any personal “out of pocket” expenses reimbursed * To be able to apply sanctions in line with the governing body guidelines and discussed prior to the trip * To have time off i.e. that another adult is the point of contact for an emergency rather than one individual all the time | * To plan well in advance of the trip * Check governing body guidelines * Gather information on destination and venue (if possible carry out a risk assessment) * Facilitate information meetings prior to the trip for parents and children * Maintain confidentiality about sensitive information * Be a role-model during the trip and adhere to sports code of conduct and boundaries about behaviour. (disciplined/committed/ time keeping) * Fostering team work to ensure the safety of youth members in their care * Respond to children/youth members’ statements and concerns * Record any complaints or accidents on relevant documentation * Provide the children, parents and host with an itinerary of events * Have clear arrangements for collecting and transporting children during the trip * Ensure that if a young person has to share a room that it is with someone of the same sex and that they are aware of who this is in advance * Check adequate insurance cover is arranged * Ensure they have received the relevant documentation from the child’s parents/guardians * To inform parents and children of standards of behaviour required and possible sanctions * To ensure that there is an appropriate adult/child ratio * To submit a report to club or governing body after the trip * Make parents and children aware of photographic policy and obtain parent’s signature (or include on permission form) |

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| **PARENTS/GUARDIANS** | |
| **Right To:** | **Responsibility** |
| * Know their child is safe * Be informed of any problems or concerns relating to their children * Be informed if their child is injured * Have their consent sought prior to the trip * Contribute to the decisions in planning the trip (when appropriate) * Have knowledge of where their young person is staying and with whom * Have a contact number for their child’s hosts and trip organiser * Have a detailed itinerary of events that their young person will be taking part in | * To be aware of the Code of Conduct for children, coaches and hosts * To agree sanctions with the coach and child prior to the trip * Ensure the child has appropriate spending money * To pay for relevant costs prior to their child going on the trip * Provide the coach with all relevant documents and emergency contact number * Ensure the young person has a passport (if required) prior to the trip * Provide appropriate clothing to meet the needs of the child while away from home * Drop off and collect their child at agreed time * Encourage their young person to play by the rules |

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| **HOSTS** | |
| **Right To:** | **Responsibility** |
| * To be treated with respect by the children, coaches and parents * To have prior knowledge of any special requirements e.g. medical, food, religion, transport or mobility. * To have telephone contacts, lists of parents and coaches in the event of an emergency * To be financially reimbursed for any expenses (when agreed) * To be informed of competition details * To have clearly defined roles prior to the event * To be consulted about any change in plans. | * To have agreed to a Code of Conduct * To consent to checks/references being sought into the appropriateness of them being hosts * To provide a safe and supportive environment for the children while they are hosting them * To attend host family meeting prior to and during the competition if arranged * To provide the young person with a positive experience of staying way from home and possibly a different culture |

**First Aid Arrangements**

The ***NAME OF CLUB*** will endeavour to provide first aid treatment for injury, accidents and cases of ill health during coaching sessions or at competitions. This will comprise of suitably trained First Aid person and appropriate equipment and facilities.

* CLUB Manager will seek volunteer(s) who are willing to train as a qualified ‘first-aider’ or ‘appointed person’ for each ***NAME OF******CLUB’S*** property. Where this is not possible, other local arrangements will need to be identified and organised by the local club. Recommended quota of first aid persons against the number of members on the premises is:

**Under 25**      = 1 x appointed person

**25 – 49** = 2 x appointed persons

**50 - 99**         = 1 x first aider and 1 x appointed person

**Over 100**      = A first aider at a ratio of 1-50

* Where only one first aider (or appointed person) is required another must be made available to provide cover during holiday periods and unforeseen absences.
* The names and contact details of the first-aiders must be notified to all members at a ***NAME OF CLUB***location. Details should be displayed at prominent locations
* The role of the ‘appointed person’ is to take charge of an emergency situation until trained assistance can be called. Where possible appointed persons should be given emergency first aid training (Advice from Sport Northern Ireland on approved courses) which last approx. One day and briefly covers:

(1) What to do in an emergency;

(2) Cardio-pulmonary resuscitation;

(3) First aid for the unconscious casualty; and

(4) First Aid for the wounded or bleeding.

* The first-aiders must all be trained by an approved body such as St. John’s Ambulance Brigade or the British Red Cross. Copies of the certificates must be retained by the appropriate club manager.
* The certificates are valid for three years and arrangements must be made for first-aiders to receive refresher training before the current certificate expires.
* First-aiders **are not authorised** to administer any forms of medication. Any members reporting to the first-aider that they require such treatment must be referred to their own doctor.
* The name of our First Aid person is:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* All first aid boxes must have a white cross on a green background. Similarly, first aid facility/room should be easily identifiable by white lettering or a white cross on a green background.
* The First Aid signs should be placed where they can be seen (not obstructed from view) and easily identified.
* First-aiders will have access to fully stocked first-aid boxes. These are to contain (the following is only guidance and each organisation must review their own needs as there is no set regulations as to what  a first aid box should contain):
* Guidance notes explaining first aid at work (such as first aid at work by the HSE);
* Pad and Pencil - to record condition of person requiring first aids
* 20 individually wrapped sterile adhesive dressings of assorted sizes;
* Two sterile eye pads, with attachments;
* Six individually wrapped triangular bandages;
* Six safety pins;
* Six medium sized, individually wrapped sterile un-medicated wound dressings;
* Two large, individually wrapped sterile un-medicated wound dressings;
* Three extra large, individually wrapped un-medicated wound dressings;
* Two pairs of disposable gloves;
* Surgical tape;
* Medical Scissors; and
* Face Shield - very basic such as ‘Resuci Aid’.
* First aid boxes **must not** contain any medications such as pain killers, creams or eye ointments. Other items such as protective clothing/equipment can be used e.g. disposable gloves, vent-aids.
* A list of the required contents (as above) and the name of the appointed person or first aider should be kept within the first aid kit. First-aiders and appointed persons will be responsible for ensuring that the boxes are regularly checked and restocked if necessary.
* Most of our facilities do not have a designated first aid room; however there should be a room available which could be converted for first aid purposes if required.
* Notices must be displayed within each building informing people of the means of summoning first aid assistance and of the location of the first aid box.
* For visitors to the club premises, the host will be responsible for calling first aid if required. If the visitor is to be unaccompanied, the host should ensure that they are familiar with the means of calling for assistance.
* Many members are required to coach away from their club. Where this is the case those members should ideally be given ‘emergency first aid training’ and carry a First Aid Kit in the car. If an emergency arises the Club Representative will then be able to cope with the situation.
* The training and first aid kits should be made available by the line manager/budget holder.
* Some members carry their own medications such as inhalers for asthma or 'Epipens' which contain injectable adrenaline for the treatment of severe allergic (anaphylactic) reactions, for example to peanuts. These medications are prescribed by a doctor. If an individual needs to take their own prescribed medication, the first aider's role is limited to helping them do so and contacting the emergency services as appropriate.
* Medicines legislation restricts the administration of injectable medicines. Unless self administered, they may only be administered by or in accordance with the instructions of a doctor (e.g. by a nurse). However, in the case of adrenaline there is an exemption to this restriction which means in an emergency, a suitably trained lay person is permitted to administer it by injection for the purpose of saving life. The use of an Epipen to treat anaphylactic shock falls into this category. Therefore, first aiders may administer an Epipen if they are dealing with a life threatening emergency in a casualty who has been prescribed and is in possession of an Epipen and where the first aider is trained to use it.

**Legislation**

* Health and Safety (First-Aid) Regulations (Northern Ireland) 1982.
* Health and Safety at Work (Northern Ireland) Order 1978 (Amendment 1998)

1. The terms children and young people will be used interchangeably through this policy to refer to anyone under 18 years of age. [↑](#footnote-ref-1)