

CHILD PROTECTION POLICY

As outlined in section XI of the constitution and Rules, the Association is fully committed to safeguarding the wellbeing of its members.

Enclosed is a copy of the association's policy statement on Protecting Children and the Vulnerable and I would encourage you and your members to read the document in full

Seamus Kyne
Child Protection Officer

Irish Indoor Bowling Association

Protecting children and the Vulnerable

Policy statement

The Irish Indoor Bowling Association recognises and acknowledges its responsibility, as a National Governing Body, to establish a policy which promotes and encourages its clubs to adopt the highest possible standards of care towards children, and other vulnerable people participating in the game of indoor short mat bowling.

It believes that everyone has a duty to care towards the children with whom they have contact and to safeguard them, and other vulnerable people, from abuse. This is both a moral and legal obligation. Everyone, whether administrator, official, umpire or bowler, involved with children, young people and the vulnerable has a responsibility to be informed about and be able to recognise, the different forms of abuse and to know what precautions or steps to take for its prevention.

Although the great majority of our members are adults, many indoor bowling clubs have received grants from Sports Lottery Funds, to which have been attached specific conditions relating to participation by children and the disabled. Additionally, the decline in club membership in recent years has brought about a general desire to try to secure the future of the sport by attracting children and young people.

The aim of this document is to set out a formal policy on child protection in indoor short mat bowls and to provide guidelines to assist those people who may work with children in clubs to understand and fulfil their obligations. Although emphasis is given on child welfare, the document is equally valid as general guidance for those involved with the disabled and other vulnerable people.

The policy follows recommendations published jointly by Sport NI and the Irish Sports Council in their document Code of Ethics and Good Practice for Children's Sport

Principles

The following principles form the basis of the policy and guidelines contained in this document

- ❖ The Welfare of the child is paramount,
- ❖ Each child has the right to protection from abuse, irrespective of age, gender, religion, race or disability,
- ❖ Each Child has the right to be safe and be treated with respect and dignity,
- ❖ Allegations and suspicions of abuse must be taken seriously and responded to swiftly and appropriately,
- ❖ Club and Association officials have recourse to any allegation against them,

Working in partnership with children, their parents or guardians, social services and other agencies is necessary for child welfare and protection.

What is child abuse?

Adults use the term "child abuse" to describe ways in which children are harmed, usually but not always, and often by people they know and trust. Both boys and girls are at risk of abuse and the damage it does to their physical and mental health.

Forms of abuse.

Child abuse can take many forms and may occur within and outside the family, at school and within a social or sports environment. Sexual molestation is the most widely publicised form of child abuse, but it is not the only way in which children are harmed. Physical and emotional abuse as well as neglect, makes up the four recognised categories of abuse as explained in Annex A

Recognition of abuse

A situation where child abuse has occurred, or may occur, is not always easy to recognise even for those experienced in working in this field. It is accepted that members of an association or club are not experts, nevertheless everyone working with, or having charge of, children is expected to be vigilant and be prepared to report to, and discuss with, the appropriate persons in authority any concerns about a child's welfare.

- ❖ Something a child says.
- ❖ Unexplained or suspicious bruising or injuries.
- ❖ Sudden changes in behaviour or demeanour.
- ❖ Sexually explicit language or actions.

Observed change in weight or appearance over a period of time.

Acting on something a child says

If a child says or indicates that (s) he is being abused, it is important that the person receiving the information stays calm so that (s) he can

- ❖ Ensure that the child is, and feels safe
- ❖ Tell and show the child that what (s) he says is being taken seriously
- ❖ Reassure the child that (s) he is not to blame
- ❖ Be honest and explain that it will be necessary to tell someone else
- ❖ Take a note of what the child has said as soon as possible after the event
- ❖ Maintain confidentiality and only tell someone else if it will protect the child

Acting on suspicions

Abuse of any kind is an emotive and difficult subject and the action to be taken needs to be governed by the nature of the concern, see Annex B

If a change in a child's behaviour has been noticed, it might be appropriate to speak first to the child's parents or guardians. It may be that a bereavement, or difficulty with schoolwork, has caused the child to be unhappy. However, if the concern is about physical or sexual abuse talking with these adults might put the child at even greater risk. In such cases, consult the Children's Officer, or the responsible person in charge. It is that person's responsibility to decide on what action is to be taken. This might require contacting Social Services or the PSNI or Garda who have responsibilities under legislation covering child protection. The person who receives the information should complete a copy of the IIBA incident form Annex C

If the person in charge is not available, or is the subject of the concern, the person receiving the information should act directly. If in doubt, advice can be obtained in confidence through the NSPCC's 24- hour free phone line 0808 800 5000 or ISPC 1800 666 666

Good Practice

Being involved with children puts people in a position of trust, where they are contributing to the child's development. Behaviour and attitudes may be copied and repeated away from the club. Guidance as to responsible behaviour is outlined in Annex D and those who participate in bowls with children and young children **Must** sign up to this code. For their own protection, adults must not allow themselves to be drawn into any action or behaviour, which is capable of being misunderstood, or of which they may, on reflection, be ashamed.

Everybody needs to understand and be aware that it is **NOT** sensible to:

- ❖ Spend time alone with children away from others
- ❖ Take children alone in a car, however short the journey
- ❖ Take children to their home
- ❖ Allow any of the circumstances given as Abuse in sport, in Annex A to occur

Make it a rule not to engage in, or allow:

- ❖ Horseplay, or rough physical or sexually provocative games
- ❖ Inappropriate touching of any form
- ❖ The use of inappropriate language go unchallenged
- ❖ Sexually suggestive comments, even in fun
- ❖ Doing things of a personal nature that the child can do for itself
- ❖ Allegations made by a child to go unchallenged and un recorded
- ❖ A child to share your room or stay at your home unsupervised

In the event that a child is accidentally hurt, the incident should be reported as soon as possible to a colleague and a brief written note should be made of the known facts. Similarly any occasion that a child seems distressed, or misunderstands / misinterprets something that has been said or done, should be reported and recorded. Parents should also be informed and it would be a wise precaution to report the incident to the Public Liability insurers.

Club policy and procedures

It is important that contents of this document should not deter clubs from welcoming children as members and participants in the sport. They are designed as a guide and each must decide what is appropriate having regard to local circumstances and the number of children involved, nevertheless, all are recommended to adopt, publish and implement a child protection policy in some form for the guidance of members, parents and local concerned agencies. Many clubs may already be linked into the procedures adopted by their church or community association.

Guidance

The Irish Indoor Bowling association realise not all clubs have junior members

Clubs with no junior members

For Those Clubs with no junior members there is still a duty to care for any visiting players. The Irish Indoor Bowling Association has a Code of Conduct that is communicated to all coaches / carers and a copy is available on our web site or from Child Protection Officer David Steele

If an individual has any child protection concerns about the behaviour of members or coaches from their own or a visiting club they must not be ignored. Firstly, if appropriate, address them with the team captain, or person responsible for the team concerned Or alternatively contact the Association's Children's Officer. Clubs with no juniors do not need to appoint a club Children's Officer or have any club member or official vetted. But there is a responsibility on all members to ensure that all visiting members are treated with respect and kept safe from harm.

Clubs with junior members or teams

The Irish Indoor Bowling Association recommends that these clubs work towards implementing Best practice established within Getting It Right. This is a standards document endorsed by the DHSSPS in Northern Ireland as the best practice for the voluntary sector. As a club working with juniors you will want to provide the best care for them, support your volunteers through appropriate procedures and guidelines and reassure parents that your club is child centred. Getting it Right is intended to help you to meet recognised and agreed minimum standards for safe guarding children and young people and will guide you towards improving your practice where necessary. The content of this policy document is based on procedures derived from the Getting it Right recommendations.

In Northern Ireland it is vital that any person (s) with access to children on a regular basis i.e a coach or carer be vetted by AccessNI. This would also apply to zone conveners as they are the person who has the responsibility in the zone to ensure that the contents and guidance in this document are applied on the Association's behalf.

- * Junior members are those under the age of 18years

Parental Involvement

Parents and guardians should be encouraged to visit the club and it is good practice to make the child protection policy and procedures available to them-perhaps through the responsible member. It is NECESSARY to have a form of consent / disclaimer for juniors to cover activities at the club and match-play both home and away, signed (See Annex E)

Volunteer personal disclosure and references

Anybody may have the potential to abuse children in some way and it is essential that all reasonable steps be taken to ensure that unsuitable people are not allowed to work with children. It is important, therefore, that checks are made as to the suitability of those volunteering to become involved with children and they should be asked to complete application / disclosure form shown in Annex F. references should be taken up but it is for the association / club to decide the depth of the enquiry, which it is appropriate to make. Any person acting on behalf of the IIBA who has access to children or persons with learning difficulties MUST be vetted by AccessNI (the relevant body in Northern Ireland)

Clubs outside Northern Ireland

The I.I.B.A. cannot access the Garda vetting service

Clubs in Ireland should use the Self Declaration form (Annex G) when recruiting volunteers to work with children and references checked before the volunteer takes up the post. Examples of the various forms are included later in this document.

Forms of Abuse

The forms of abuse fall into four main categories as outlined below

1. Neglect where adults:

- Fail to meet the child's physical needs for food, warm clothing etc.,
- Fail or refuse to give the child love, affection or attention:
- Consistently leave a child alone and unsupervised:

2. Physical abuse where the child is:

- Physically hurt or injured, e.g. By hitting, shaking, squeezing, biting or burning:
- Given alcohol, inappropriate drugs or poison:
- Subjected to attempts at suffocation or drowning:

3. Sexual abuse, when adults of either sex use boys or girls to meet their own sexual gratification

- This includes all kinds of direct sexual display or activity and the showing to a child of any form of pornographic material or taking pictures for such purposes

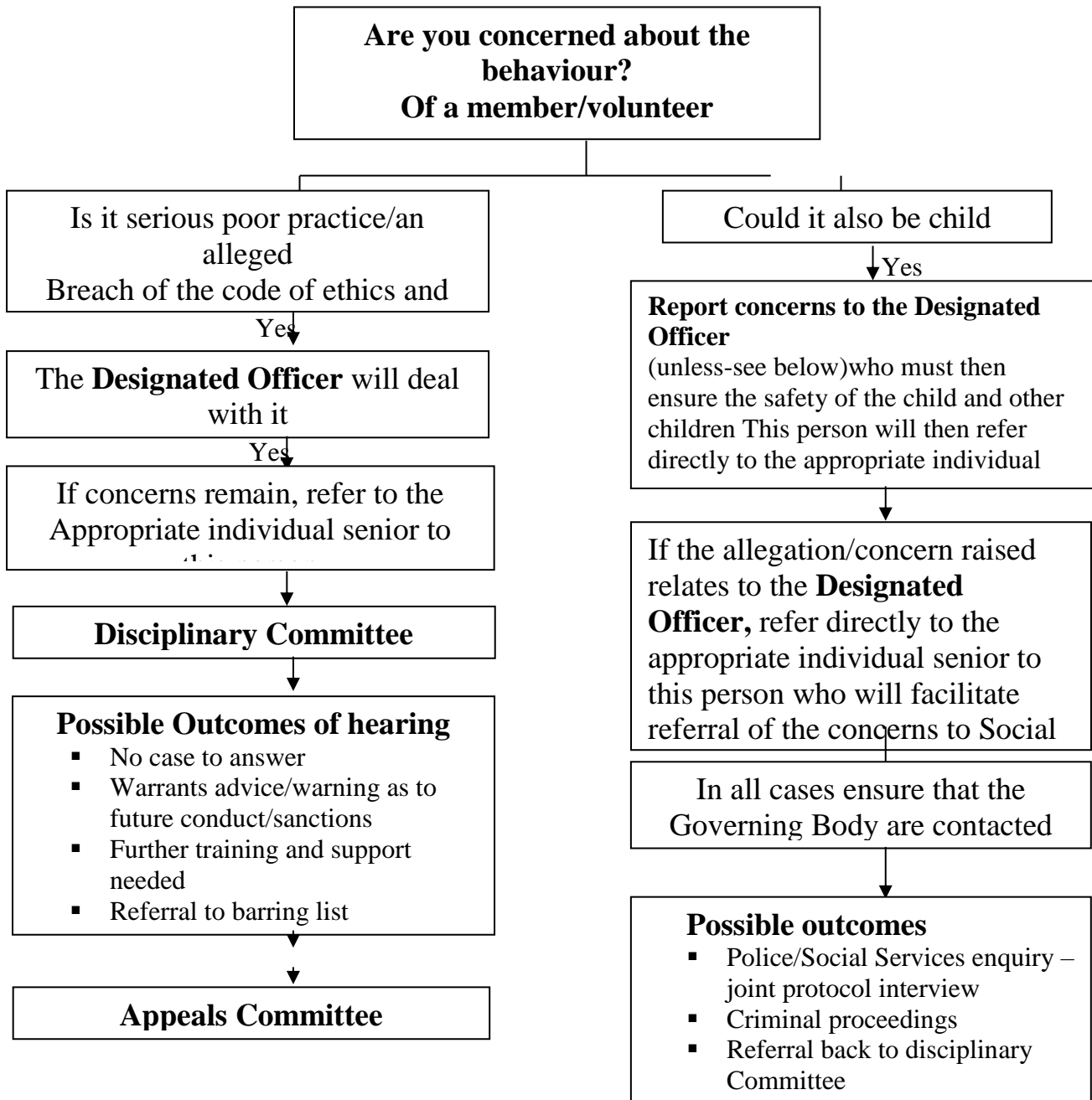
4. Emotional abuse where there is

- Persistent lack of love or affection:
- Constant overprotection preventing the child from socialising:
- Experience of one of the other forms of abuse.

Abuse in sport

There have been cases of people in sport, and others, being found guilty of child abuse. There are others who have had to answer to accusations wrongly made against them. In all sport close bonds can develop between trainer and trainee and it is important that those involved with children understand the situations which may give rise to incidences of perceived or actual child abuse. The following are examples where this can occur:

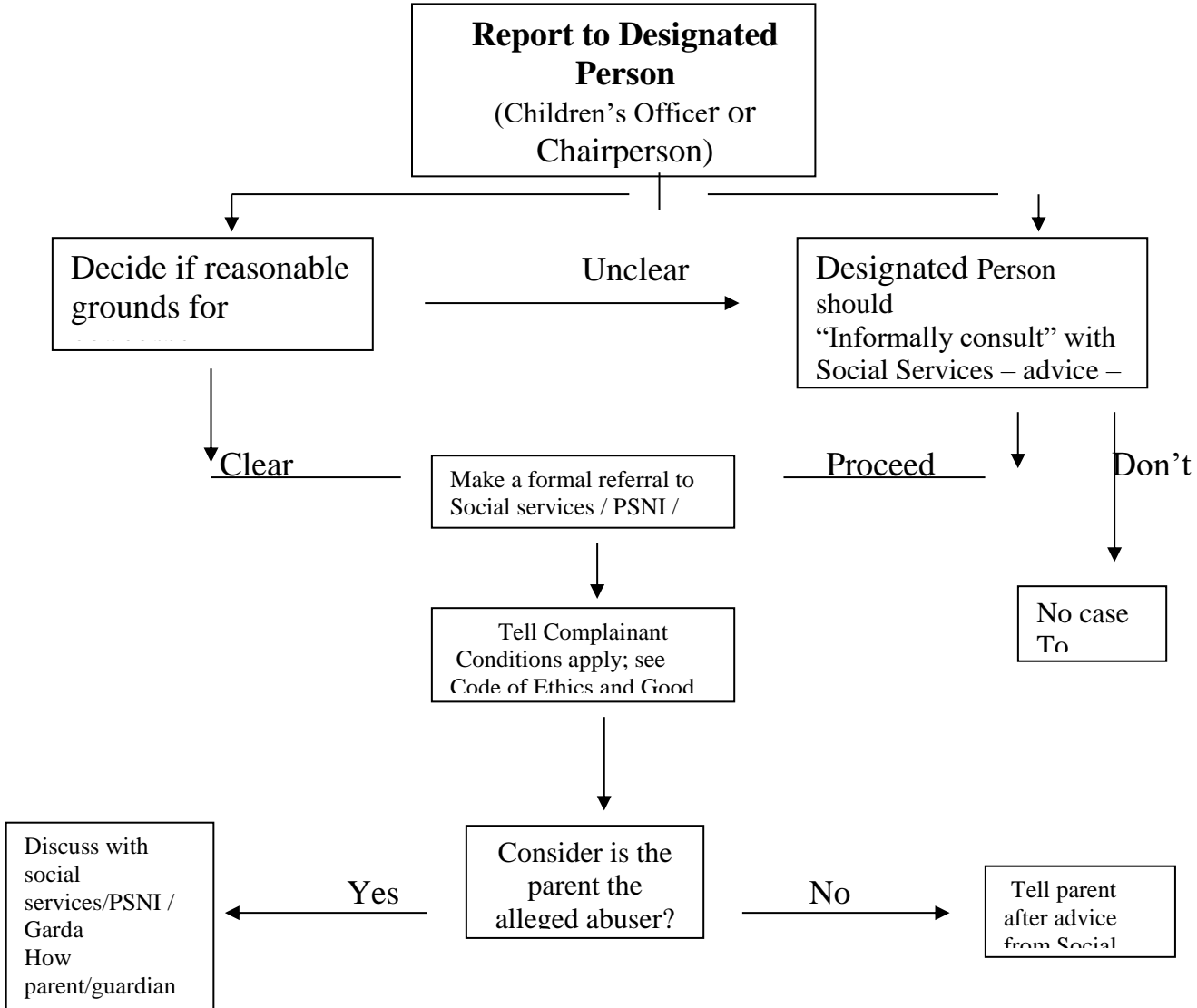
- ❖ Any situation where an association or club official does not ensure that the children are safe or exposes them to undue cold or risk of injury may constitute neglect
- ❖ Any training regime, which is intense or excessive and ignores the capacity of the child's immature body, may result in physical abuse
- ❖ Any activity which involves physical contact creates a potential situation for sexual abuse. Abusive situations may also occur if adults misuse their power over young people.
- ❖ Subjecting Children to constant criticism or bullying can give rise to emotional abuse. Such abuse may also occur where there is bullying or where a parent, association or club official makes unrealistic demands on the child to perform to high expectations.



If you do not know who to turn to for advice or are worried about sharing your concerns with a senior colleague, you should contact Social services direct (or the NSPCC on 0808 800 5000 or Childline on 0800 1111 or ISPCC 1800 666 666). At any stage during the process in the left hand column the issue can be referred externally either formally or informally for advice. Following the (right column) outcome the matter may be referred back to the Organization's Disciplinary Committee

When the complaint is about possible abuse outside the organisation

A report could be from a parent, child, other staff, or outside agencies or anonymous



Note

The “designated Officer” may be the club’s Children’s Officer/Welfare Officer, if one has been appointed, or the club President/Chairman/Secretary or where the activities are carried out as part of a school or youth project, the teacher or youth leader involved

Incident form

Club or agency
Your name:
Your Position :
Child's name :
Child's address:
Parent's/Carer's names and Address :
School :
Child's date of birth :
Date and time of incident :
Your observations :
<p>Exactly what the child said and what you said: (Remember; do not lead the child – record actual details. Continue on a separate sheet if necessary)</p>
Action taken so far :

External agencies Contacted (date and time)	
Police/Garda Yes/no	If yes – which Name and contact number
Social Services Yes/no	if yes – which Name and contact number
Governing Body yes/no	If yes –Which Name and contact number
Local Council/school/ Church yes/no	If yes – which Name and contact number
Other (e.g. NSPCC ISPCC)	Which : Name and contact number : Details of advice received :
Signature and date	
Print name	

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

NB.

A copy of this form should be sent to Social Services after the telephone report and to the Irish Indoor Bowling Association’s Designated Officer for monitoring purposes.

Code of behaviour for those involved with children

All should adopt an acceptable Code of behaviour guided by the following principles

Always

- Provide an example you wish to be followed;
- Treat everyone with respect;
- Plan activities which involve at least one other person;
- Are in sight of others;
- Respect a young person’s right to personal privacy;
- Provide access for young people to talk to others about any concern they may have;
- Recognise that someone else might misinterpret your actions, no matter how well intentioned
- Exercise caution when dealing with sensitive matters;
- Report any concerns you may have about a child;

Never

- **Work alone with a child, ensure another adult is present;**
- **Allow ridiculing or bullying by peers, team colleagues, etc.**
- **Indulge in, or allow, improper physical contact;**
- **Make suggestive remarks or gestures;**
- **Show favouritism to any individual**
- **Allow yourself to be drawn into inappropriate attention seeking behaviour e.g. tantrums or crushes;**
- **Jump to conclusions about others without verifying facts;**
- **Rely on your good name to protect you;**
- **Believe “it could never happen to me”**

I agree to abide by the IIBA Code of Behaviour and have been made aware that the Association have a full child protection policy

The IIBA feels that if there are mixed sex teams then there MUST be mixed sex carers

Print Name.....

Signature.....

Date

Consent form for Parent / Guardian

A major part of the Irish Indoor Bowling Association’s role’s our responsibility for the young people in our care and to ensure their safety and wellbeing at all times. To help us to do this effectively we have developed a child protection policy, which is designed to protect your child and all children who take part in short mat bowls. A copy of this can be obtained from our Governing Body’s Children’s Officer Seamus Kyne or viewed on the IIBA website.

Any information on this form will be held in confidence. Our coaches / carers need to know the details in order to meet the specific needs of your child

(Insert club or zone name)

Name of child Date of birth

Address

.....
Parent or Guardian name

Telephone Number Mobile

If unavailable contact Tel No.

Name and Telephone number of GP.

Child’s Medical Number

In your child’s interest it would be helpful to know if (s) he suffers from any allergies, illness or medical condition

.....
.....

Pleas use this space to state, in confidence, any health or any other matter concerning your child of which accompanying officials should be aware. Please indicate any prescribed medications, etc.

.....
.....

I consent to my child taking part in the club /zone or if appropriate representative activities whether on its premises or away venues

I acknowledge that club, zone or association will take all reasonable steps in the exercise of its duty to care to safeguard her / him from accident other harm.

I understand that in case of emergency, every effort will be made to contact me. If unable to contact I consent to my child receiving any medical treatment, which in their opinion of a qualified medical practitioner, may be considered necessary

Print Name Signature Date

Confidential reference form

The following person has expressed an interest in volunteering to work for

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

1. How long have you known this person?

.....

2. In what capacity

.....

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

.....

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

	Poor	Average	Good	V Good	Excellent
Responsibility					
Maturity					
Self - motivation					
Energy					
Trustworthiness					
Can motivate others					
Reliability					

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

If you have answered yes we will contact you in confidence

Print Name

Signature

Date

Self-Declaration

You must tell us now if you have a case pending or if you ever have been convicted of a criminal offence, or cautioned by the PSNI or Garda, or bound over. If you leave anything out it may affect your application. The disclosure of a criminal record or other information will not debar you from registration / appointment unless the IIBA considers that the conviction renders you unsuitable. In making this decision the IIBA 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.

When declaring all offences you **MUST** include all offences, even minor matters such as motoring offences and “spent” convictions, that is, things that happened a long time ago.

For the purpose of your application for the post of it is our policy to ask for a check to be carried out by AccessNI or the Garda Vetting Service (when it becomes available). The purpose of the check is to make sure that people are not appointed who might be a risk to vulnerable people

The check will tell us whether you have a criminal record or whether DHSS&PS holds any information, about you, which might have a bearing on your suitability. Any information, which we receive, will be treated confidentially, and will be discussed with you before we make a final decision. Information on how your personal details are handled by the association is available from the Child Protection Officer Seamus Kyne

I understand that an Access NI check must be carried out before my application / appointment can be confirmed. This has been explained to me and I am Aware that spent convictions may be disclosed. I declare that the information is accurate and I consent to the check being made.

Please note you are advised that under the Rehabilitation of Offenders (Exceptions) Order (N.I.) 1979 as amended by the Rehabilitation Of Offenders (Exceptions) (Amendment) Order (N.I.) 1987 you should declare all “spent” convictions.

Having a criminal record will not necessary debar you from working with the Irish Indoor Bowling Association

Please complete below to give us this information and return it with your application

Have you ever been convicted of a criminal offence or been the subject of a caution; a Bound Over Order; or are you at present the subject of criminal investigations? Yes no

If so please state the nature and date (s) of the offences
.....
.....

Have you ever been asked to leave a Sporting Organisation yes no

Print Name

Signature Date

Please give the Names and addresses of two persons who would be willing to provide a reference for you

Name..... Name

Address Address

.....

.....

Post code Post Code

Telephone No Telephone Number

Code of conduct for coaches and Supervising Personnel Club or Zone

I agree to

1. Ensure the safety of all children by careful supervision, proper pre – planning of coaching sessions, using safe methods at all times.
2. Actively encourage all children and not discriminate on grounds of religious beliefs, race, gender, social classes or lack of ability.
3. Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour
4. Always be positive and to promote the objectives of the club / zone at all times.
5. Not let any allegations of abuse of any kind to go unchallenged or unrecognised if appropriate. Incidents and accidents to be recorded in the club / zone accident book. Parents will be informed.
6. Report accidents or incidents of alleged abuse to the C.P.O.
7. Administer minor first aid in the presence of others and where required refer more serious incidents to the “first aider”.
8. Have access to telephone for immediate contact with emergency services if required
9. Foster team work to ensure the safety of young people in their care.
10. Ensure the rights and responsibilities of young members are enforced.
11. Report suspected abuse to the appropriate C.P.O.
12. Not abuse members physically, emotionally or sexually.
13. Maintain confidentiality about sensitive matters
14. Be a role model (disciplined / committed and punctual) remember children learn by example.
15. Refrain from smoking and consumption of alcohol during zone activities or coaching

16. Protect myself from false accusation by

- Not spending excessive amounts of time alone with children away from others;
- Avoid taking children alone in a car on journeys, however short;
- Never taking children to my home;
- Not administering First Aid involving the removing of children’s clothing unless in the presence of others;

Any misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the designated person. Persistent breach of the code will result in dismissal by the zone committee.

Dismissals can be appealed by the coach / volunteer with final decisions taken by the IIBA Executive Council

Print name

Signature

Date