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Ballymoney United Youth Academy



Policies and Procedures 2020/21





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EQUITY & EQUALITY POLICY

- This club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport Northern Ireland definition of sports equity:

“Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.”

- The club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

EQUAL OPPORTUNITIES

- (a) All members are expected to abide by the requirements of the Race Relations Act 2000, Sex Discrimination Act 1976 and Disability Discrimination Act 1995, Northern Ireland Act 1998, The Equality Act NI 2006. Specifically discrimination is prohibited by:

Treating any individual on grounds of gender, colour, marital status, race, nationality or ethnic or national origin, religion, sexual orientation or disability less favourably than others.

- (b) Expecting an individual solely on the grounds stated above to comply with requirement(s) for any reason whatsoever related to their membership, which are different from the requirements for others.





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- (c) Victimisation of an individual. Harassment of an individual, by virtue of discrimination.
- (d) Any other act or omission of an act, which has as its effect the disadvantaging of a member against another, or others, purely on the above grounds. Thus, in all the Club's recruitment, selection, promotion and training processes, as well as disciplinary matters, it is essential that merit, experience, skills and temperament are considered as objectively as possible.
- (e) The Club commits itself to the immediate investigation of any claims of discrimination on the above grounds and where such is found to be the case, a requirement that the practice cease forthwith, restitution of damage or loss (if necessary) and to the investigation of any member accused of discrimination.
- (f) Any member found guilty of discrimination will be instructed to desist forthwith. Since discrimination in its many forms is against the Club's policy, any members offending will be dealt with under the disciplinary procedure.
- (g) The club commits itself to the disabled person whenever possible and will treat such members, in aspects of their recruitment and membership, in exactly the same manner as other members. The difficulties of their disablement permitting assistance will be given, wherever possible to ensure that disabled members are helped in gaining access. Appropriate training will be made to such members who request it.





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Basic Volunteer Policy

The aim of a Volunteer Policy is to set out standards about how a Club works with volunteers. It will help ensure that everyone at the Club understands the role of volunteers and the importance they have within the organisation.

This template highlights the areas that should be included in a Volunteer Policy and gives some example statements. These will need to be amended to fit the needs of your Club. For more details on how to develop a comprehensive Volunteer Policy for your club visit www.volunteernow.co.uk.

Values

A volunteer policy will need to be based on a clear set of values around the involvement of volunteers. It is a good idea to begin the policy development process by agreeing a Value Statement, based perhaps on your organisation's historical perspective, its wider values and ethos and the clubs reasons for involving volunteers. The Policy should value the distinctive contribution that volunteers can make, and should acknowledge that volunteering is beneficial for the club and the volunteer. You can also include a statement in this section that reflects your clubs policies on equal opportunities, diversity etc.

"(BUYA) values the involvement of volunteers in our work because they help reflect the interests, needs and resources of the community we aim to serve, and bring a unique perspective on all our work. (BUYA) benefits from the skills, experience and enthusiasm of volunteers and we believe that volunteers should also gain personal benefits from the experience too. (BUYA) strives to create a diverse and inclusive organisation within a diverse and inclusive community. Therefore, we are committed to ensuring equality of access to high quality volunteer opportunities and equality of treatment for our volunteers in all our policies and practices."

Preparation & Planning

The next areas that the policy should address are those actions and systems that need to be put in place before recruiting new volunteers. The policy should specify how volunteer roles would be defined, including the purpose of each role and tasks involved and includes. The policy should also cover the day-to-day management of volunteers stating who will be responsible for their management, if out of pocket expenses are due, and how these can be claimed.

"All volunteers are provided with a written role description, outlining the purpose, tasks and main expectations of their role. We will endeavour to provide adequate and appropriate facilities, equipment and resources that are essential to you fulfilling your role. The (club position) will be responsible for the management, supervision and training of volunteers. (BUYA) will reimburse out of pocket expenses when claims are submitted on a standard expenditure form and accompanied by receipts"





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Recruitment and selection

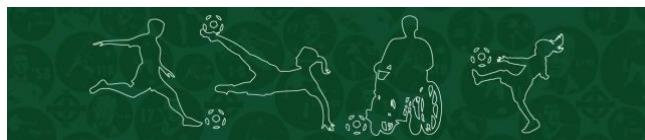
You should aim to provide a fair, effective and transparent recruitment and selection process that is truly inclusive. Although in practice you may wish to keep the procedures fairly informal it is still vital to clearly lay down minimum requirements in your policy to help ensure that they are consistently implemented. The policy needs to lay down the clubs approach to volunteer recruitment, and ensure that recruitment is inclusive and accessible to all sections of the community

"(BUYA) is committed to serving and being represented by the whole community. Volunteer opportunities are widely promoted throughout (BUYA), and we will endeavour to make recruitment and selection materials available in a format accessible to any individual or group, upon request. Furthermore, (BUYA) regularly reviews the make-up of the volunteer team to identify and target any under-represented group(s). (BUYA) implements a fair, effective and open system in the recruitment and selection of volunteers and treats all information collected in this process confidentially. All potential volunteers will go through a recruitment and selection process that is appropriate to the role offered, using registration forms, references and informal chats / interviews. Additional measures may be implemented depending on the nature of the volunteer role and police records checks are conducted where appropriate"

Management of volunteers

This section will specify how you intend to manage volunteers once they have become involved in your organisation to ensure that volunteer' interests and motivations are met. Volunteers will need to be properly briefed through an induction process which will advise what activities are to be undertaken and all necessary information to enable them to perform the role with confidence. Providing a settling in process will give both parties the opportunity to assess the suitability of the role/volunteer.

"All volunteers are provided with an induction within six weeks of commencing their voluntary work. The induction: provides background information on the Club; explains its structures and procedures; describes the volunteer role and outlines how s/he will be supported, including practical information on e.g. expenses. All volunteer placements are subject to a settling in period, the length of which depends on the nature and hours of the voluntary work. During this period volunteers are given additional support and a review meeting between the volunteer and his/her supervisor is held at the end of the settling in period to ensure that all parties are satisfied with the arrangement. In order to effectively monitor the work that volunteers do and how they are managed, a personal file is maintained for all volunteers, which includes: contact details and other relevant personal information; details of the application and selection process; agreements made; hours worked; records of support and supervision activities; training undertaken and any complaints or grievances made or received. Some of this information and other relevant information may also be recorded in computerised records. All such information is treated in accordance with the Data Protection Act (1998) and volunteers are entitled to inspect all such information pertaining to their own involvement."





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Volunteer Form

WE ALL HAVE SOMETHING TO GIVE

To be completed by ALL

Ballymoney United Youth Academy is run by Volunteers. The success of the Club today and in the future relies upon the goodwill of members and the Community to contribute to the Club.

Each member's parent/guardian is kindly requested to contribute a minimum of 5 hours per season to the club.

The club follows a Volunteer Policy based on the Executive's Volunteer Strategy which includes welcoming and valuing our volunteers, providing support, and giving volunteers experiences which match their talents and lifestyles. The following categories of contribution are available. Please highlight areas where you are willing to be contacted to make your Volunteer contribution.

Become a Coach <i>Can be informal, but the club can also fund training in SFA qualifications</i>	
Help on Match Days <i>set up pitches/assist coaches etc</i>	
Help with Sponsorship / Fundraising / Social Nights <i>ie help organise bag packing, raffles, race nights etc</i>	
Train to be a First Aider <i>The club can fund training if required</i>	
Help with Tuck Shop <i>On training and match days</i>	
Help with Presentation nights/Christmas parties	
Work in a small admin team within your child's age group	
Joining the main Committee <i>assisting behind the scenes with Admin/Financial Duties, this would be MUCH appreciated!</i>	
Promoting the Club locally	
Any other skills you can think of! <i>Please Specify:-</i>	





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PARENTS NAME :-	
CHILD'S NAME :- (<i>for information</i>)	
CHILD'S AGE GROUP	

SIGNED: DATE:





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ANTI-DISCRIMINATION POLICY & PROCEDURES

It is the policy of BUYA to ensure that all players, members, coaches/volunteers and visitors are protected from discrimination. All members and staff must respect the rights of others, whilst paying close attention to their differing needs, and those of other users of our services and facilities.

BUYA is responsible for setting standards and values to apply throughout the club at every level. Football belongs to and should be enjoyed by everyone, equally. Our commitment is to confront and eliminate discrimination whether by reason of sex, sexual orientation, race, nationality, ethnic, origin, religion or disability.

Equality of opportunity at the Club means that in all our activities we will not discriminate or in any way treat anyone less favourably, on grounds of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability. This includes:

- (i) The advertisement for volunteers*
- (ii) The selection of candidates for volunteers Courses*
- (iii) External coaching and education activities and awards Football development activities*
- (iv) Selection for teams*
- (v) Appointments to honorary positions*

The Club will not tolerate sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal, and will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

The club is committed to the development of the programme of on-going training and awareness raising events and activities, in order to promote the eradication of discrimination within the club, and within football as a whole.





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COMPLAINTS PROCEDURE

Any member or visitor who feels they have experienced or witnessed discrimination, bullying, harassment, abuse or intimidation should contact one of the club officials either directly or through one of the team managers.

- The Club Committee will act as intermediary between persons identified above.
- They will seek to determine what behaviour was found to be offensive by the recipient and whether the behaviour was recognized as offensive by the person carrying out the action(s).
- The club will arrange for an informal meeting between both parties at a convenient date, time and location but within one month of the initial complaint. Both parties may be accompanied. The aim of the meeting will be conciliatory and will allow informal discussion to take place.
- The parties will be required to sign minutes as a true and accurate record of what took place. This document will be maintained in safe keeping.
- The club committee will decide if any further actions need to be taken or sanctions made against the offender.

RACISM IN FOOTBALL

Ballymoney United Youth Academy fully supports the aims and objectives of the Let's Kick Racism Out of Football and the Football Against Racism in Europe (FARE) campaigns.

- Football provides us with a unique opportunity to show unity between people of different origins. However, the experience of many players from ethnic minority communities is of abuse and harassment because of the colour of their skin.
- Players and administrators are reminded that racist abuse (such as name calling) on the field is a red card offence. Anyone within the Club who is found to have acted in a racist manner in either excluding ethnic minorities or found to be engaging in racist abuse or harassment will face expulsion from the club.





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- Any players suffering racist abuse is encouraged to report it to the referee on the field of play and to their League and County Association immediately after the match
- Racism is a problem that we all have a responsibility to address. Don't let it ruin our game.





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Child Welfare Mission Statement

The welfare of children and young people is paramount to the Irish Football Association. We endeavour to provide an environment which values and protects all children and young people, in all aspects and at every level of football in Northern Ireland, regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual orientation. It is the policy and commitment of the Irish FA to protect children and young people involved in football from inappropriate behaviour and all types of abuse.

Club Statement

Football is an every-day activity for many children/young people and makes a significant contribution to their well-being and development. **BUYA** have a duty to safeguard children/young people from inappropriate behaviour/abuse within our sport. We also have a role in recognising and responding to concerns that a child/young person may be being harmed within another setting, such as the family home. By encouraging all clubs/centres to implement the above guidelines, we believe that everyone in children's football will benefit – children/young people, parents/guardians and coaches/volunteers.

The Wider Picture:

Children/young people can be subjected to many forms of unacceptable treatment by adults or indeed by their own peers, which we may never consider being abuse, but none the less the impact of such ill treatment is wide-ranging and impossible to quantify. At a personal level, such ill treatment can completely destroy a child's/young person's sense of worth attacking their self-confidence and self-esteem. At its worst, some children/young people can feel that their situation, which if it goes unchallenged, is so hopeless that suicide is their only option.





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Anti-Bullying Policy

ANTI-BULLYING

Bullying ~~is~~ **bullying** will not be accepted or condoned. Anyone found to be bullying

Bullying can include:

- physical pushing, kicking, hitting, pinching etc
- name calling, sarcasm, spreading rumours, persistent teasing and emotional
- torment through ridicule, humiliation and the continual ignoring of individuals
- sectarian/racial taunts, graffiti, gestures
- sexual comments and/or suggestions
- unwanted physical contact.
- Children from ethnic minorities, disabled children, young people who are gay or lesbian, or those with learning difficulties are more vulnerable to this form of abuse and may well be targeted
- Everybody has the responsibility to work together to stop bullying – the coach/volunteer, the parent/guardian, the child/young person, the official
- Commitment to the early identification of bullying and prompt, collective action to deal with it
- Policy and practice should be agreed through consultation with the IFA coaches/volunteers, parents/guardians and children/young people
- Children/young people should be encouraged to take a role in stopping bullying in Football
- Policy and practice should be reviewed regularly in the light of changing needs and changes adopted by other agencies (e.g. schools)
- Coaches/volunteers should have access to appropriately trained staff for support when dealing with bullying.





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Support to the child/young person

- Children/young people should know who will listen to and support them
- Any advice and assistance should be given by an experienced coach/volunteer
- Children/young people should have access to Helpline numbers
- Children/young people should be told what is being recorded, in what context and why
- Systems should be established to open the door to children/young people wishing to talk about bullying or any other issue that affects them. Barriers to talking need to be broken down to enable children/young people to approach adults.
- Anyone who reports an incident of bullying will be listened to carefully and be supported, whether it's the child/young person being bullied or the child/young person who is bullying
- Any reported incident of bullying will be investigated objectively and will involve listening carefully to all those involved
- Children/young people 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 policies and procedures in relation to bullying

- Any incident of bullying will be discussed with the child/young person's parents/guardians
- Parental/guardian advice on action will be sought and agreements made as to what





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action should be taken

- Advice on coping with bullying should be given
- Support should be offered to parents/guardians including information on other agencies or support lines.

Useful Contacts

- Childline- 0800 1111 www.childline.org.uk
- NSPCC Helpline- 0808 800 5000
- www.there4me.com (an online service for young people)
- Kidscape- 020 7730 3300 www.kidscape.org.uk
- Parent Advice Centre 0808 800 722 www.parentadvice.org.uk, Parenting Education Subject, Parenting Forum NI and The Parent Project 0808 800 722 www.parentproject.org.uk
- NI Anti-Bullying Forum- www.niabf.org.uk





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Reporting Concerns

Staff/Club in immediate vicinity witnessing concern of Child Welfare Officer/Deputy Child Welfare Officer

DO NOT ACCUSE OR LEAP TO CONCLUSIONS

Responding to an allegation by a child/young person:

- React calmly so as not to frighten the child/young person
- Tell the child/young person that they are not to blame and that it was right to tell
- ~~Take care not to use leading language. Do not probe, Do not investigate difficult~~
- ~~Keep proceedings formal as far as is practicable~~
- ~~Confidentiality, which child/young person feasible do not make promises of~~
- Make a full record of what has been said, heard and/or seen as soon as possible.

Guidelines for Reporting Allegations/ Incidents:

- Record all incidents reported or observed on an Incident Form
- 1 copy to Child Welfare Officer/Deputy Child Welfare Officer within 24 hours
- Ensure confidentiality - only "need to know basis"
- ~~Inform parents/guardians unless to do so may put the child/young person at~~
- ~~Staff/Club Welfare Officer/Deputy Child Welfare Officer will be responsible for~~





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If the concern is about the behaviour of a member of the club/centre:

- Report your concerns to the Club Welfare Officer (CWO) or the Club Welfare Officer (CWO) if you are a member of the club/centre
- Report your concerns to the Club Welfare Officer (CWO) or the Club Welfare Officer (CWO) if you are a member of the club/centre

If concern is about possible abuse external to the club/centre setting:

- Report your concerns to the Child Welfare Officer/Deputy Child Welfare Officer
- Report your concerns to the Child Welfare Officer/Deputy Child Welfare Officer if the Child Welfare Officer/Deputy Child Welfare Officer is not available
- Report your concerns to the Child Welfare Officer/Deputy Child Welfare Officer, if you are a member of the club/centre
- Maintain confidentiality on a need to know basis.





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USEFUL NUMBERS

Health and Social Care Trusts

Each trust will have a range of professional staff with advice and support also more

Northern HSC Trust

Tel: 0300 123 4333

Out of hours number- 028 9446 8833 recorded message providing Emergency Out of

South Eastern HSC Trust

Tel: 0300 100 0300

Call to Emergency Duty team is closed at 5pm a recorded message will direct

Southern HSC Trust

Tel: 0800 783 7745

Call to Out of hours team switchboard is closed a recorded message will direct

Belfast HSC Trust

Tel: 028 9050 7000

Out of hours- number not confirmed at time of producing this document

Western HSC Trust

Tel: 028 7131 14090

Call to Out of hours team switchboard is closed a recorded message will direct

NSPCC Helpline 0808 800 5000

PSNI Child Abuse and Rape Enquiry Unit 028 9065 0222

Ask for your local CARE Unit

Childline Freephone 0800 1111

Sport NI 028 9038 1222

www.sportni.net

NSPCC Child Protection in Sport Unit 028 9035 1135

www.thecpsu.org.uk

Volunteer Development Agency 028 9023 6100

www.volunteering-ni-org





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Access NI 028 9025 910

www.accessni.gov.uk

Child Exploitation and Online Protection Centre

(CEOP) 020 7238 2391

www.ceop.gov.uk

Other useful websites

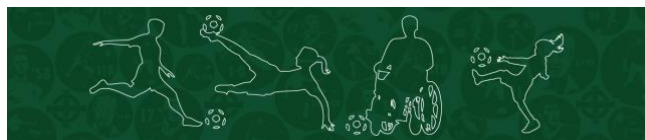
www.there4me.com – a confidential advice website for teenagers

www.nspcc.org.uk

www.parentsadvicecentre.org

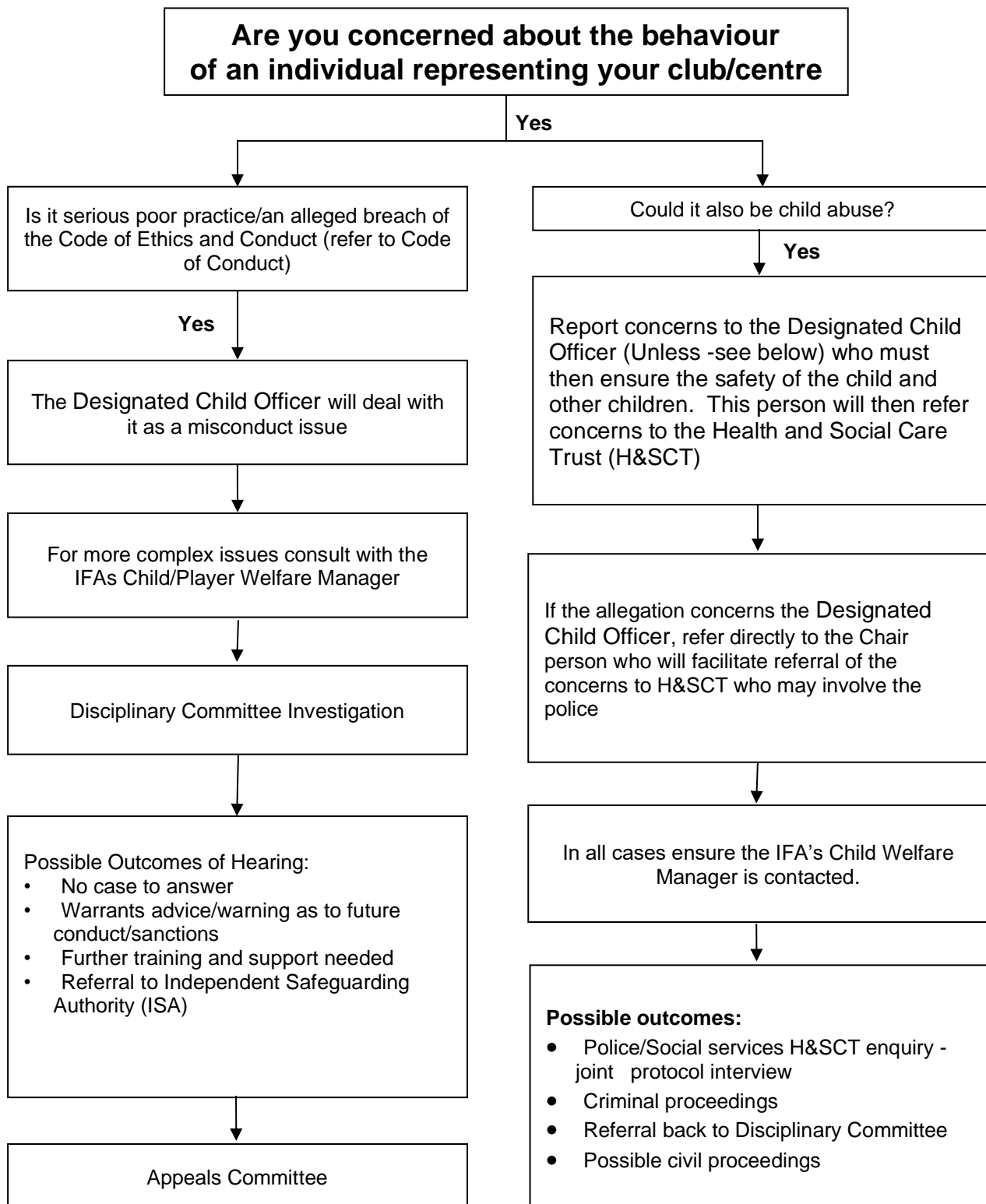
www.kidscape.org.uk

www.bullying.co.uk

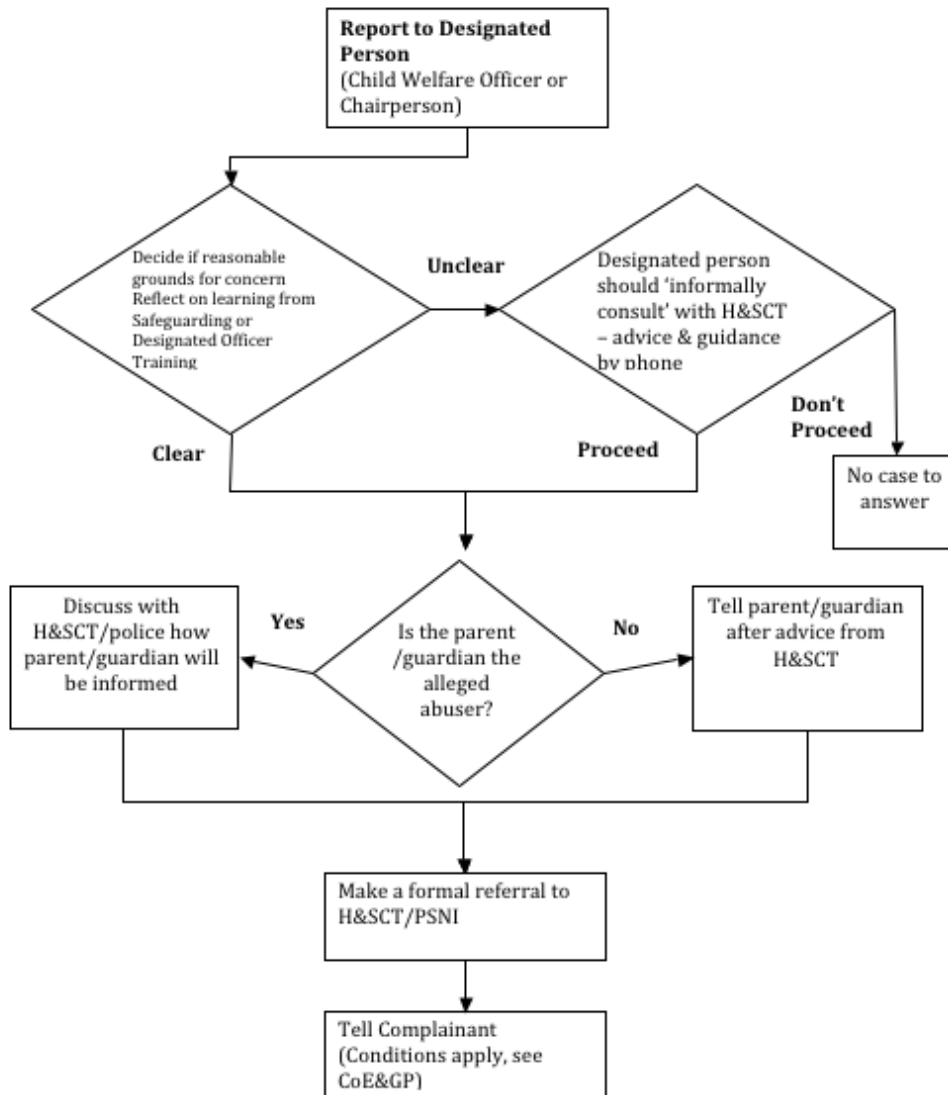




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When the complaint is about possible abuse outside the organisation





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Dealing with Disclosures & Concerns

Child Protection (NI) Act 2008, The Public Health and Social

It is your statutory responsibility to report any child protection concerns.

Child Protection (NI) Act 2008, The Public Health and Social

What might constitute a concern about a child/young person?

A concern relates to the possibility of a child/young person suffering harm. Indicators

- Sudden, unexplained or worrying changes in behaviour
- Physical signs or symptoms that may be indicative of abuse (emotional, psychological)
- Worrying remarks made by a child/young person
- A situation where a child/young person is exposed to potential risk of harm.

Child Protection (NI) Act 2008, The Public Health and Social





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What is a disclosure?

A disclosure is when someone tells you something that they think is important to know about a child or young person who is in your care. This may be a concern about the child or young person's safety, health, or welfare.

It is important to reassure the person who has made the disclosure and offer them support.

All disclosures must be reported to the Child Welfare Officer/Deputy Child Welfare Officer.

What is a concern or allegation about the behaviour of staff, coaches and volunteers?

A concern or allegation is when someone tells you something that they think is important to know about a staff member, coach, or volunteer who is working with children or young people.

Examples of concerns or allegations include: a staff member or coach has been seen to be inappropriate or abusive towards a child or young person.

All concerns or allegations should be reported to the Designated Child Welfare Officer/Deputy Designated Child Welfare Officer.

It is important to support the person who has made the disclosure and offer them support.





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Safeguarding

SAFEGUARDING INCIDENT REPORT FORM

Ballymoney United Youth Academy
Name of person completing form:
Your Position
Address:
Child's Name and Date of Birth:
Child's Address:
Date and Time of Incident:
Parents/Guardians names and address:
Your observations:
Exactly what the child said and what you said: (Remember, do not lead the child – record actual details. Continue on separate sheet if necessary)
Action taken so far:





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Witness(es) statement if applicable (please continue on a separate sheet if necessary):	
External agencies contacted (date & time)	
Police Yes/No If yes- which:	Name and contact number: Details of advice received:
Health and Social Care Trust Yes/No If yes – which:	Name and contact number: Details of advice received:
Local Council/Education Dept (If appropriate) Yes/No If yes – which:	Name and contact number: Details of advice received:
NSPCC CPSU (Child Protection in Sport Unit) Yes/No	Name and contact number: Details of advice received:
Signature:	
Print name:	
Date:	

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Vetting Letter for Clubs

Dear Chairperson / Child Welfare Officer

You may or may not be aware of the new safeguarding arrangements in relation to criminal background checks on staff and volunteers who work with children and vulnerable adults in Northern Ireland. The changes, which came into force in September 2012, arise from the Protection of Freedoms Act 2012, an Act which amends the Safeguarding Vulnerable Groups (NI) Order 2007.

The changes include a new and more limited definition of **regulated activity** which is the basis for eligibility for criminal records disclosures with a check against the Barred List. This new definition is intended to focus on people in **close** and **unsupervised** contact with vulnerable groups, including children, to reduce the number and scope of positions which are eligible for a criminal record check together with **Barred List** information. The legislation introduces an exemption from the requirement to check against the Barred List for certain roles that were formally supervised.

What does this mean for your club/organisation?

Only staff and volunteers working in 'regulated activity' will be able to be checked against the relevant Barred List. Staff and volunteers working outside of regulated activity, but who have significant contact with children and young people (i.e. previously meet the criteria), can and should still complete an Enhanced Disclosure check without a check against the relevant Barred List.

In order for you to make an informed decision as to who is engaging in regulated activity with children at your club, please refer to www.dhsspsni.gov.uk/svg or www.irishfa.com/grassroots/child-protection. Clearly we understand that most clubs will be working to best practice standards by ensuring that no coaches are left isolated when working with children and young people. But the term 'supervised' in the context of this legislation refers to ensuring that a person can be formally supervised by someone else in a position of authority, with line management responsibility for that individual who is in regulated activity.

Therefore, to enable the Irish Football Association to decide if it is able to check against the Barred List of those people assessed as unsuitable to work with children, you will be asked to confirm if the named person is, or will be, in a regulated activity position.

Please note that if you tick that they are supervised (and therefore not in regulated activity) and only apply for an Enhanced Disclosure check without a Barred List check, it is your **legal** responsibility to ensure the individual is formally supervised at all times while on club duties with children and young people by another person who is in regulated activity.





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Should you require further information, please do not hesitate to contact me on 028 9066 9458 or jdelargy@irishfa.com.

Yours faithfully

Jessica de Largy
Child and Player Welfare Officer





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Health & Safety

All clubs have a duty to ensure that there is a safe environment for the players to train and play.

Outdoors

Before training the coach should just walk over the area where the players will be training to check for broken glass, dogs' dirt, potholes, hollows etc. By walking the area he can quickly assess if it is safe for players to train.

He will identify any areas where players should not go.

If training or playing near water then an adult should be sent at all times to retrieve the ball from the water. Where the ball, is inaccessible then leave it. Whilst the cost of the ball may be expensive it certainly isn't worth putting a life in danger over it. You may have no way of telling how deep it is or how strong the currents are.

Indoors

Again the coach should make himself familiar with the surroundings.

He should identify where players should not stand or sit e.g. behind doors or on the window ledges. Players should not sit on top of the wall bars when games are going on below. There is a danger of falling should they get hit with the ball.

Remember in the eyes of the law the coach is responsible for the safety of the players.

It is advisable for the coach to jot down the hazards he has identified and the measures he has taken to reduce the risk. Any identified hazards must be reported to the owner of the facility.

As an example

Players climbing on wall bars	Tell them they must not climb
Players standing behind door	Keep the area behind the door clear
Players getting hit by a ball	Remove from areas likely to cause such hazard
Shin or Ankle injuries	Insist on shin guards being worn

This may seem a trivial list but they are just examples of what to look out for and how to deal with it, it is not comprehensive and every situation should be considered carefully

This is effect a risk assessment and as such can be dated and signed by the coach. This will be useful should an incident occur. Whilst you will be covered by liability insurance you must demonstrate that every precaution was taken to prevent an accident from happening.

AT ALL CLUB ACTIVITIES THERE MUST BE TWO ADULTS PRESENT AT ALL TIMES.

ONE OF THESE ADULTS MUST BE A QUALIFIED FIRST AIDER AND THERE MUST BE A FIRST AID KIT AVAILABLE

A MOBILE PHONE SHOULD BE ON HAND IN CASE SUCH AN EMERGENCY SHOULD ARISE.





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Accident Reporting

As soon as possible after the incident, and after the injured person has been attended to, an Accident/Incident Report should be completed. This may have to be carried out by a committee member who was not present if the coach or officials in attendance are the subject of the incident or are too distressed. It is however best if completed by the club official present at the time of the incident.

The most important reason for making such a report is that it helps any subsequent investigation and can help prevent a similar occurrence from happening.

Copies of the accident report should be sent to the NIBFA Administration Officer so that they can collate all accidents and if necessary circulate warnings to clubs.

Mobile Goal Posts

All clubs should make the people responsible for erecting mobile goals familiar with the Mobile Goals Safety Code. Goal posts should be checked on a regular basis and a record kept of the check and its results.

GOAL POSTS SHOULD ONLY BE ERECTED BY RESPONSIBLE ADULTS

Goal Nets

Goal nets must be of the recommended gauge and mesh size. Thin filament netting can cause serious cuts and wide mesh can lead to tripping and young children can get their heads through with consequent dangers.

Adults should put goal nets in place. Use steps to hook onto a crossbar. Velcro strips are ideal for securing them to the posts and bars. The use of sticky tape should be avoided as it can remove the paint from the goalpost.





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Physical contact and children/young people in football

Introduction and background

Physical contact in football is a natural part of the game and is often used to teach skills and techniques.

There are also legitimate reasons for physical contact, such as preventing an injury or accident.

Guidance

There are a number of principles that should be followed when the activity involves physical contact.

Physical contact during football should always be intended to meet the child's/young person's needs, NOT the adults. The adult should only use physical contact if their aim is to:

- Develop skills or techniques
- To treat an injury
- To prevent an injury or accident from occurring
- To meet specific coaching requirements.

The adult should seek to explain the nature and reason for the physical contact to the child/young person reinforcing the teaching or coaching skill. Unless the situation is an emergency, the adult should ask the child/young person for permission.

It is good practice for clubs/centres, as part of an induction process or pack for new members, to explain to parents/guardians and their child or give written guidance about any physical contact that will be required as part of that activity. Children/young people 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/young person 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.

Physical contact should be used to teach skills and techniques, not to punish or discipline.





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Specific situations

Physical punishment

Physical punishment is the use of force to cause pain or discomfort, or to restrain or control behaviour. It is a form of physical abuse and is never acceptable in any situation.

Contact as part of coaching

Contact as part of coaching is a necessary part of football. It is used to teach players the correct technique and to help them to develop their skills. It should be used in a controlled and safe manner.

Football is a contact sport and it is inevitable that there will be some contact between players. This contact should be controlled and safe.

Coaches should be aware of the signs and symptoms of physical abuse and should take appropriate action if they suspect that a player has been physically abused.

Responding to distress and success

Coaches should be aware of the signs and symptoms of distress and success and should take appropriate action if they suspect that a player is experiencing either of these.





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Sports science and medicine

Report on the findings of the research project on the health and fitness of young people who play football for all.

(This guidance is based of advice from the Child Protection in Sport Unit)





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Guidelines on transporting a child or young person

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

The Child Protection in Sport Unit and guidance from Sport NI encourages coaches/volunteers not to take children/young people on journeys alone in their car. This view has been taken as our knowledge of how those who want to harm children/young people has developed. The vast majority of coaches and volunteers will help out through their genuine desire to see children/young people and see their football develop. Unfortunately we must face the reality that a minority of others will join a football club/centre to gain access to children/young people and create an air of acceptability about their role, justifying their close contact with children/young people.

It is important to ensure that all children/young people have the opportunity to participate in football, but it is also important to ensure that they are transported safely.

If all alternatives have been exhausted and an adult has to transport a child/young Person, there are a number of safety measures that a club/centre should put in place to minimise risks:

1. The driver should be a coach/volunteer who has appropriate training and qualifications.

2. The driver should be informed of the person who will be transporting their child/young person and the reasons why and how long the journey will take.

- Parents/guardians should be informed of the person who will be transporting their child, the reasons why and how long the journey will take
- A person other than the planned driver should talk to the child/young person about transport arrangements to check they are comfortable about the plans
- The driver, must ensure that they have insurance to carry others, particularly if they are in a paid position or claiming expenses

3. The driver should not be able to have more than one child/young person in the car so





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- When leaving children/young people off after a match or training session, coaches/volunteers should alternate which child/young person is dropped off last. Ideally two children/young people would be left off at an agreed point e.g. one of their family homes.

- The person who leaves children/young people home should be alternated; this would reduce the risk of any one individual from always being alone with the child/young person. If possible, it is necessary to transport a child/young person as far away

- ~~The driver should have~~ The driver should have a point of contact and mobile phone for emergencies or

- Ensure that children/young people are aware of their rights and they have someone to turn to or report any concerns they may have. If a culture of safety is created within your club/centre then the child/young person is more likely to talk to another person if they are feeling uncomfortable about a situation.

- Children/young people should wear seatbelts at all times

- Booster seats should be used/provided when appropriate

- Late collections can present your club's/centre's staff, coaches and volunteers with particular difficulties. Parents/guardians should be provided with guidelines addressing the issue and outlining their responsibility and the consequences of late collections. Coaches should have contact numbers for parents/guardians and if possible be provided with an alternative contact number. Parents/guardians should have a contact number for the coach/volunteer to inform them of emergencies and possible late collections.





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GUIDANCE FOR AWAY TRIPS

Away Trips

Travelling to away fixtures is a regular event for many junior clubs/centres. Trips

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

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/young people.

Communication with:

• **Children/young people** – they should be aware of the travel plans, venue and time for collection, time of return and any costs. Children/young people should also have a clear understanding of what standard of behaviour is expected of them. Children/young people must know what kit they need to bring with them.

• **Parents/guardians** – detailing any medical issues that the team must have

Parents/guardians should also have the name and contact details of the team manager/coach in the event of an emergency.

• **Other coaches/volunteers** – need to be made aware of what their

responsibilities are in advance of the trip. If the trip is a long journey, it is important that all coaches/volunteers have an itinerary.

Transport

Following are some transport procedures refer to Transport Guidelines, but the basic points.

- 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





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belts fitted if carrying children. Is the driver experienced in driving a mini-bus?

- Ensure everyone wears seat belts
- Check there is appropriate insurance for the journey
- Clarify supervision requirements. The driver should not be considered as a supervisor during the journey.
- Ensure that the vehicle is road worthy
- Ensure booster seats are used where appropriate.

Insurance

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

Emergencies

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

The manager/coach should have access to a mobile phone and contact details for all children/young people.

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

Hosting

Being a host family or being hosted is an integral part of many football clubs/centres and if handled appropriately, can add to a child/young person's enjoyment and experience at a competition. The whole area of hosting though can create a great

of concern for parents/guardians, children/young players 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 prepared to ensure that all children/young people are safe and comfortable. With

When arranging for events/trips abroad, the club/centre will be dependent on the





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ability of the host organisation to access vetting services and obtain appropriate

It is still the responsibility of the trip organiser to provide the hosts with the relevant information on the children/young people and details of what is expected.





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Coach/Manager

<ul style="list-style-type: none"> • Have support from the club/centre if reporting any concerns about the arrangements • Be protected from abuse by children/young people, other adults, members or parents/guardians involved in the trip • Not be left vulnerable when working with children/young people • Receive relevant information from parents/guardians in advance of a trip/residential i.e. <ul style="list-style-type: none"> - Dietary needs; - Any personal care needs; - Emergency contact numbers; - Signed medical consent form/permission form; - List of any medication/allergies; • Complete a Health and Safety form (available on the club/centre website) • Be respected by the children/young people in preparation of/during the trip/residential • Have any personal "out of pocket" expenses reimbursed • Be able to apply sanctions in line with the guidelines as discussed prior to the trip • Have time off i.e. another adult is the point of contact for an emergency rather than one individual all the time. <p>www.dh.gov.uk/PolicyAndGuidance/HealthAdviceForTravellers/fs/en</p>	<ul style="list-style-type: none"> • Plan well in advance of the trip • Check club/centre guidelines • Gather information on destination and venue (if possible carry out a risk assessment) • Facilitate information meetings prior to the trip for parents/guardians and children/young people • Maintain confidentiality about sensitive information • Be a role-model during the trip (disciplined/committed/time keeping) • Foster team work to ensure the safety of children/young people in their care • Respond to children/young people statements and concerns • Record any complaints or accidents on relevant documentation • Provide the children/young people, parents/guardians and host with an itinerary of events • Have clear arrangements for collecting and transporting children/young people during the trip • Ensure that if a child/young person has to share a room that it is with someone of the same age/gender 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/young person's parents/guardians • Inform parents/guardians and children/young people of standards of behaviour required and possible sanctions • Ensure that there is an appropriate adult/child ratio • Submit a report to the club/centre after the trip • Make parents/guardians and children/young people aware of the club's/centre's photographic policy and obtain signed parental consent form should be
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Children/Young People

<ul style="list-style-type: none"> • Be safe • Have any concerns listened to • Be respected by their coach/leader 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 and visiting explained to them • Have the currency of the country they are visiting explained to them • Be made aware of collection and drop off arrangements. 	<ul style="list-style-type: none"> • Show respect to their host family • Show respect to other players and Coaches/leaders • Show respect to all officials • Keep themselves safe • Report abuse/inappropriate behaviour • Attend any prior planning meeting to ensure they are fully informed of the plans • Maintain the football club's/centre's reputation by adhering to its Code of Conduct • Discuss their dietary needs with the host family (though it is the parents/guardians/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 club/centre and on occasions their country • Depending on arrangements with parents/guardians, manage their own money.
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Parents/Guardians

<ul style="list-style-type: none"> • Know their child is safe • Be informed of any problems or concerns relating to their child • 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 child is staying and with whom • Have a contact number for their child's hosts and trip organiser • Have a detailed itinerary of events in which their child will be taking part. 	<ul style="list-style-type: none"> • Be aware of the Code of Conduct for Children/Young Players, Coaches/Volunteers and Hosts • Agree disciplinary procedures with the coach and child prior to the trip • Ensure the child has appropriate spending money • Pay for relevant costs prior to their child going on the trip • Provide the coach with all relevant documents and emergency contact number(s) • Ensure the child has a valid passport and photographic ID (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/location • Encourage their child to play by the rules of the game.
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Hosts

<ul style="list-style-type: none"> • Be treated with respect by the children/young players, coaches/volunteers and parents/guardians • Have prior knowledge of any special requirements e.g. <ul style="list-style-type: none"> - Medical condition/medication; - Dietary; - Religious; - Transport; - Mobility. • Have telephone contacts, lists of parents/guardians and coaches/volunteers in the event of an emergency • Be financially reimbursed for any expenses (when agreed) • Be informed of competition details • Have clearly defined roles prior to the event • Be consulted about any change in plans. 	<ul style="list-style-type: none"> • Have agreed to a Code of Conduct • Consent to checks/references being sought into their appropriateness of being hosts • Provide a safe and supportive environment for the children/young players while they are hosting them • Attend host family meeting prior to and during the trip/tournament • Provide the child/young player with a positive experience of staying away from home and possibly a different culture.
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Overseas Trips

While planning for the trip, the club/coaches should consider the following:





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Character Reference Form

Confidential

The following person: _____ (Ballymoney United Youth Academy)

1. How long have you know this person? _____

2. In what capacity? _____

3. What qualities does this person have that would make them suited

4. Please state this person on the following – please tick one box for

NO





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

Signed: _____ Date: _____

Print Name: _____

Position: _____ Organisation: _____

Please return to;

Ballymoney United Youth Academy

Secretary: Zara Drain

3 Downview Drive

Ballymoney

County Antrim

BT53 6AF

Tel: 07510075765

Email: info@ballymoneyyouthacademy.co.uk





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Safeguarding Officer

Ballymoney United Youth Academy

Secretary: Zara Drain
3 Downview Drive
Ballymoney
County Antrim
BT53 6AF
Tel: 07510075765
Email: info@ballymoneyyouthacademy.co.uk

Dear Parent / Guardian,

I am writing to confirm that Tina Morrison is the clubs Safeguarding Children Officer.
If you wish to contact her, please feel to do so via email:
safe@ballymoneyyouthacademy.co.uk or phone: 07742418133

Kind Regards

Zara Drain
Club Secretary

