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Ballymoney United Youth Academy



Policies and Procedures 2019/20





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Table of Contents

EQUITY & EQUALITY POLICY.....	4
EQUAL OPPORTUNITIES	4
Basic Volunteer Policy	6
Values.....	6
Preparation & Planning.....	6
Recruitment and selection	7
Management of volunteers.....	7
ANTI-DISCRIMINATION POLICY & PROCEDURES	10
COMPLAINTS PROCEDURE	11
RACISM IN FOOTBALL	11
Child Welfare Mission Statement	13
Club Statement.....	13
The Wider Picture:	13
Anti-Bullying Policy.....	14
Bullying.....	14
Support to the child/young person	15
Support to the parents/guardians	15
Useful Contacts	16
Reporting Concerns	17
Responding to an allegation by a child/young person:	17
Guidelines for Reporting Allegations/ Incidents:.....	17
USEFUL NUMBERS.....	19
When the complaint is about possible abuse outside the organisation.....	23
Dealing with Disclosures & Concerns	24
What might constitute a concern about a child/young person?	24
What is a disclosure?	25
What is a concern or allegation about the behaviour of staff, coaches and volunteers?.....	25
SAFEGUARDING INCIDENT REPORT FORM	26
Health and Social Care Trust Yes/No	27
Vetting Letter for Clubs	29
Health & Safety	31
Outdoors.....	31
Indoors.....	31
Accident Reporting.....	32
Physical contact and children/young people in football	32
Guidance.....	33
Specific situations.....	33
Physical punishment	33





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Contact as part of coaching	34
Responding to distress and success.....	34
<i>Sports science and medicine</i>	34
Guidelines on transporting a child or young person	35
GUIDANCE FOR AWAY TRIPS.....	37
Character Reference Form	44
<i>Safeguarding Officer</i>	46





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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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Ballymoney United Youth Academy 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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.....	
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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

- At **BUYA** bullying will not be accepted or condoned. Anyone found to be bullying others will be dealt with seriously.

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
- Parents Advice Centre- Parenting Education Project, Parenting Forum NI and The Men's Project- 0808 8010 722, www.parentsadvicecentre.org
- NI Anti-Bullying Forum- www.niabf.org.uk





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Reporting Concerns

Staff, coaches or volunteers witnessing any of this behaviour should report their observations immediately to the club's/centre's 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 what the child/young person says seriously, recognising the difficulties inherent in interpreting what a child/young person, who has a speech problem, and/or difficulties with language. **Do not probe. Do not lead.**
- Keep questions to an absolute minimum necessary to ensure a clear and accurate understanding of what has been said
- Always re-assure the child/young person, but **do not make promises of confidentiality**, which might not be feasible in the light of subsequent developments
- 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 further risk
- The Child Welfare Officer/Deputy Child Welfare Officer will be responsible for storing any report in a safe and secure environment.

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





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- The club/centre will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further Police and Health and Social Care Trust (HSCT) or internal inquiries/investigations
- Irrespective of the findings of the HSCT or Police inquiries, the club's/centre's Disciplinary Committee will assess all individual cases to decide whether a member of staff, a coach or a volunteer should be reinstated and if so how this can be sensitively handled. This may be a difficult decision; especially where there is insufficient evidence to uphold any action by the Police or HSCT. In such case the club's/centre's Disciplinary Committee must reach a decision based upon the available information which could suggest that on the balance of probability, it is more likely than not that the allegation is true, and the implications of this for the safety of children/young people. The welfare of the child/young person should remain of paramount importance throughout.

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

- Report your concerns to the Child Welfare Officer/Deputy Child Welfare Officer
- If the Child Welfare Officer/Deputy Child Welfare Officer is not available, the person being told or discovering the abuse should contact their local Social Services Department or the Police immediately
- HSCT, in consultation with the Child Welfare Officer/Deputy Child Welfare Officer, will decide how to inform the parents/guardians
- Maintain confidentiality on a need to know basis.





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USEFUL NUMBERS

Health and Social Care Trusts

Each trust will have a Gateway team to deal with reports of abuse and also more local contacts for ongoing professional liaison for advice and concerns.

Northern HSC Trust

Tel: 0300 123 4333

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

South Eastern HSC Trust

Tel: 0300 100 0300

Out of hours- once switchboard is closed at 5pm a recorded message will direct caller to Emergency Duty team.

Southern HSC Trust

Tel: 0800 783 7745

Out of hours number- once switchboard is closed a recorded message will direct caller to Out of Hours team.

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

Out of hours number- once switchboard is closed a recorded message will direct caller to Out of Hours team.

NSPCC Helpline 0800 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

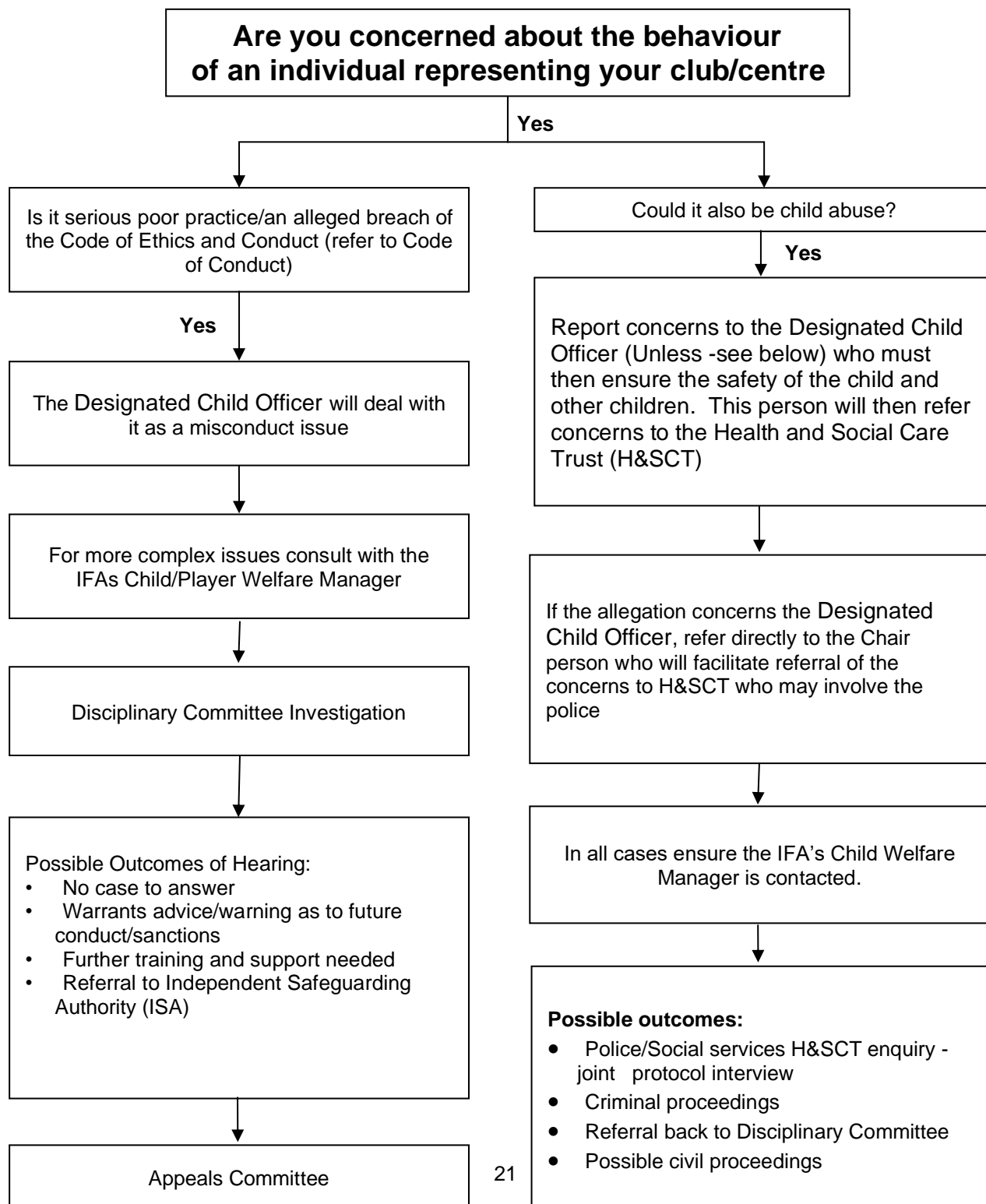
www.nspcc.org.uk

www.parentsadvicecentre.org

www.kidscape.org.uk

www.bullying.co.uk







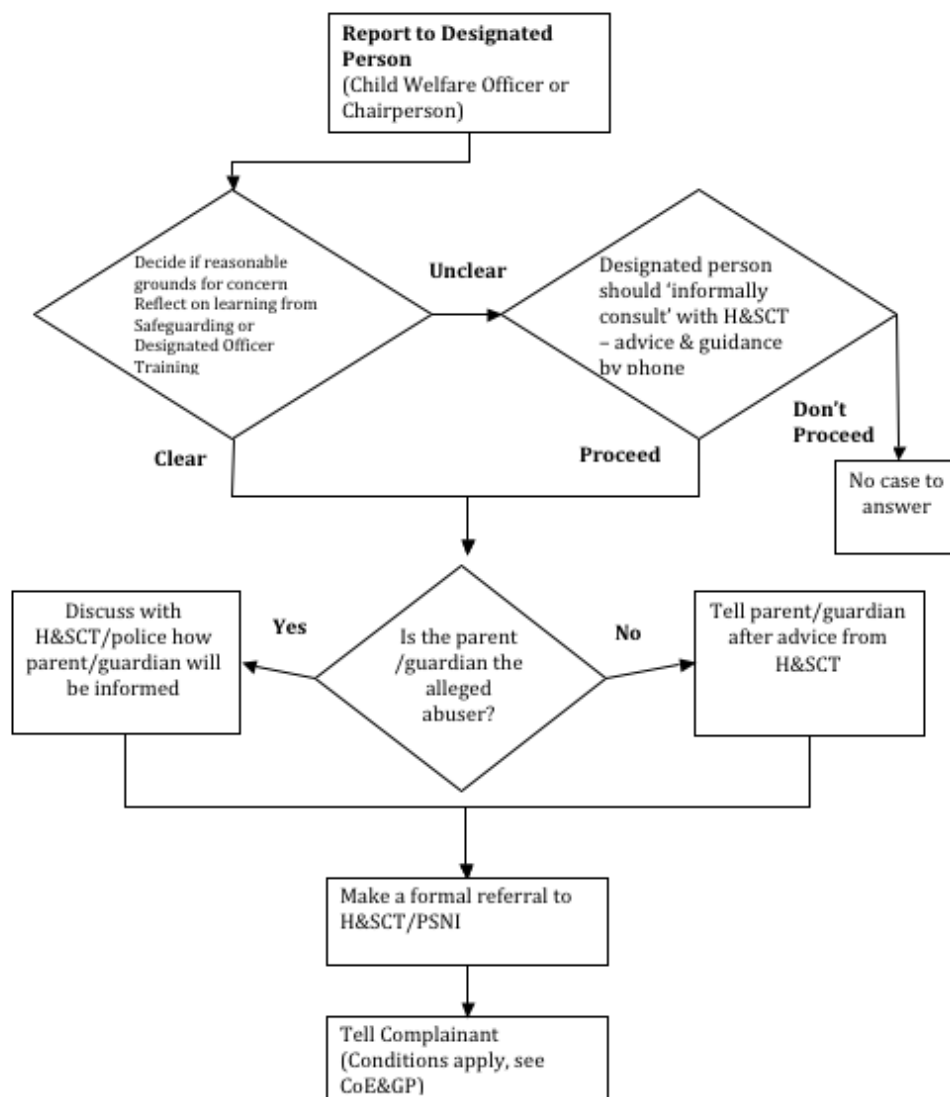
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If you do not know who to turn to for advice or are worried about sharing your concerns with a senior colleague, you should contact the Social Services direct (or the NSPCC on 0808 800 5000 or Childline on 0800 1111). At any stage during the process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



When the complaint is about possible abuse outside the organisation





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Dealing with Disclosures & Concerns

It is your club's/centre's responsibility to identify and refer any safeguarding concerns. It is not your responsibility to investigate possible instances of abuse of children/young people; this is the role of the statutory agencies – Health and Social Care Trusts (HSCT), PSNI and also the NSPCC.

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

The IFA has procedures in place for dealing with child protection concerns/disclosures/allegations in order to support staff/volunteers, children/young people and parents/guardians through the process of reporting a disclosure or allegation. As well as reporting allegations to appropriate authorities, we will follow our own organisation's internal disciplinary procedures and refer to the Independent Safeguarding Authority barred list (if appropriate, for further information visit www.isa-gov.org.uk) whether or not a criminal investigation proceeds.

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

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

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

All concerns should be recorded in writing and passed to the club's/centre's Child Welfare Officer/Deputy Child Welfare Officer, no matter how insignificant they may seem, whether they relate to situations internal or external to your organisation. For instance, concerns connected to a family or school situation should be noted as well as concerns related to your organisation.





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What is a disclosure?

A disclosure is when a child/young person tells a staff member, coach or volunteer that they have been or are being harmed or abused in some way. This may be physical, sexual emotional abuse, neglect or bullying.

It is important to reassure the person who has made the disclosure and offer appropriate 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?

Inappropriate or unacceptable behaviour or communication, favouritism or negligence are examples of what may constitute a concern about the conduct of a member of staff, a coach or a volunteer.

An allegation about a staff member, coach or volunteer occurs when a child/young person, parent/guardian or other staff member, coach or volunteer reports specific unacceptable behaviour where a child/young person has been harmed, put at risk or abused in some way.

Allegations against staff, coaches or volunteers must be referred to the club's/centre's Child Welfare Officer/Deputy Child Welfare Officer.

In the case of allegations against one of the Child Welfare Officers, this should be reported to the Chairperson, the other Designated Officer or directly to a statutory agency.





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

NB A copy of this form should be sent to the IFA's Child/Player Welfare Department, if they are involved in the matter, and where appropriate, to the Health and Social Care Trust. If the IFA is not directly involved, it remains good practice to ensure the information is anonymous and forward to the IFA Child/Player Welfare Department for monitoring purposes.





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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





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

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.

Physical contact and children/young people in football

Introduction and background

There is growing concern being expressed about what is and what is not permissible in the area of physical contact with children and young people in football. Some misleading and inaccurate information has been promoted within the sports sector and this can undermine the confidence of coaches/volunteers and others in applying safe and appropriate coaching methods.





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There have also been instances where some coaches and other adults who are motivated to harm and abuse children and young people have done so by falsely claiming that their behaviours were legitimate teaching or coaching practices.

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 adult's. 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.

In the case of a child/young person with a disability, specific support or assistance may be required. When children/young people with disabilities are lifted or manually supported, the individual child/young person should be treated with dignity and respect. Relevant health and safety guidelines must be followed to ensure the safety of the child/young person and those assisting. It is recommended that those assisting receive appropriate training.

Specific situations

Physical punishment

Any form of physical punishment of children/young people is unlawful, as is any form of physical response to misbehaviour unless it is by way of restraint. It is particularly important that adults understand this both to protect their own position and the overall reputation of the club/centre in which they are involved.





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Contact as part of coaching

Some physical activities are more likely to require coaches/volunteers to come into physical contact with children and young people from time to time in the course of their duties. An example includes demonstrating a move during a coaching session in order to reduce the risk of injury when playing. Adults should be aware of the limits within which such contact should properly take place, and of the possibility of such contact being misinterpreted.

Football may require physical contact between children/young people and those coaching them, for reasons of both teaching and the participant's safety. Even where there is a need to support or touch a child/young person, over – handling should be avoided.

It should be recognised that physical contact between a coach/volunteer and a child/young person that may occur during legitimate coaching may be misconstrued or misunderstood by a child/young person, parent/guardian or spectator. Touching children/young people, including well intentioned informal and formal gestures such as putting a hand on the shoulder or arm, can, if repeated regularly, lead to the possibility of questions being raised. As a general principle, adults in positions of responsibility should not make gratuitous or unnecessary physical contact with children and young people. It is particularly unwise to attribute frequent touching to their coaching style or as a way of relating to children/young people.

Responding to distress and success

There may be occasions where a distressed child/young person needs comfort and reassurance which may include physical comforting such as a caring parent/guardian would give. Physical contact may also be required to prevent an accident or injury and this would be wholly appropriate. A child/young person or coach/volunteer may also want to mark a success or achievement with a hug or other gesture. Adults should use their discretion in such cases to ensure that what is (and what is seen by others present) normal and natural does not become unnecessary and unjustified contact, particularly with the same child/young person over a period of time. It should also be considered that what, as an adult may, be felt appropriate may not be shared by a child/young person.

Sports science and medicine

There may be some roles within football where physical contact is common place and/or a requirement of the role, particularly sports science or medicine. These tasks should only be undertaken by properly trained or qualified practitioners. This guidance does not seek to replace the specific guidance and codes of practice developed for those professionals and reference should be made to the appropriate body for that discipline.

(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.

Best practice is clearly to avoid transporting a child/young person alone, but in some circumstances it is an essential part of a child/young person's participation in training and competition.

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:

- The driver, like all coaches/volunteers who have access to children/young players in your club/centre, should have agreed to an appropriate vetting check being carried out on them. If they are a regular driver volunteering for the club/centre, this will be a legal requirement from 26 July 2010 (for further information see www.isa.gov.co.uk).
- 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
- The driver should attempt to have more than one child/young person in the car so they are not left vulnerable to an accusation





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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 it is necessary to transport a child/young person unaccompanied, the child/young person should sit in the back of the car as far away from the driver as possible.
- The driver should have a point of contact and mobile phone for emergencies or should they break down
- 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 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/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** – should be made aware of the above and must have completed a consent form detailing any medical issues that the team manager should be aware of. 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

For more detailed transport procedures refer to Transport Guidelines, but the following are some 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 the 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 deal

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 provided with as much information about the child/young person, children/young people 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 CRB, AccessNI, Disclosure Scotland and Garda Vetting Unit, access to vetting for football clubs/centres organising events within England, Scotland, Wales, Northern Ireland or Republic of Ireland should be achievable.

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 references.

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

Right To:	Responsibility To:
<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; - EHIC European Health Insurance Card (replacement for E111) form completed. See website address below for details. • 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 parental/guardian consent (a consent form should be signed by all parents/guardians).





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Children/Young People

Right To:	Responsibility To:
<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 • Have the culture/beliefs of the country they are 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

Right To:	Responsibility To:
<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

Right To:	Responsibility To:
<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.

Overseas Trips

When arranging for events/trips abroad the club/centre will be 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/young player and details of what is expected.





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Character Reference Form

Confidential

The following person:

has expressed an interest in working for _____ (name of club/centre).

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 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					





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Ability to motivate others					
Enthusiasm					
Trustworthiness					
Reliability					
Communication Skills					

This post involves substantial access to children. As an organisation committed to the welfare and protection of children/young people, 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: _____

Please return to;





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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:

rodney.morrison1@btinternet.com or phone: 07742418133

Kind Regards

Zara Drain
Club Secretary

