



APPENDIX 7 (A)

Hosting, Overnight & Staying Away

Hosting:

Being a host family or being hosted is an integral part of many sports and, if handled appropriately, can add to a child's enjoyment and experience at a competition. Hosting can be a challenging role but also very rewarding. Special care should be taken in the selection of homes for overnight stays. A host should be provided with as much information about the child/children staying with them and details of the competition. Where practicable more than one child should be placed with each host family. The family in turn should agree to provide references and be vetted when and if this is available. In addition, clubs should follow the recruitment and selection that is also outlined in the IABA code.

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

Host families should:

- Agree to abide by the IABA volunteer Code of Conduct.
- Consent to appropriate checks and references.
- Attend host family meetings before competitions or events.
- Provide a safe and supportive environment for young people.

Clubs should:

- Provide a travel pack to hosting families.
- Check out references with hosting families.
- Provide an itinerary of the trip.
- Gather information on destination and venue.

Young People:

- Should sign a behaviour agreement.
- Should not be asked to share a bed or a room with an adult.
- Should be happy with the arrangements.
- Should show respect to the host families.



Overnight & Away Trips

- Separate permission forms should be signed by parents and participants, containing emergency contact number
- All participants should sign a behaviour agreement
- Appoint a group leader who will make a report to the club or IABA on returning home
- Holding meetings with parents and participants is useful to communicate travel times, competition details, other activities, gear requirements, medical requirements, special dietary needs and any other necessary details
- Rooming arrangements should be planned in advance – adults should not share rooms with children, children share rooms with those of same age and gender and adults should knock before entering rooms
- All group socialisation should take place in communal areas (i.e. no boys in girls' room and vice versa)
- Alcoholic drink or illegal substances are forbidden to boxers. Leaders should act as role models in this respect
- There must be at least one adult of each gender with a mixed party, there should be a good adult to child ratio, 1:5/6, and proper access to medical personnel, and a minimum of two adults is recommended for all away/overnight trips.
- Lights out times should be enforced
- Young boxers should be under reasonable supervision at all times and should never leave the venue or go elsewhere unsupervised without prior permission.
- Written permission of parents/guardians should be obtained for all overnight away trips; this should include permission to travel, behaviour agreement and any medical/special needs of the group, (including permission to treat the participants).
- All adults who travel on away trips should be carefully chosen and agree to undergo a vetting check in advance as part of IABA safe recruitment procedures.
- The roles and responsibilities of adults participating in away trips should be clearly defined. Coaches and other adults on away trips are accountable to the group leader for all non-performance related matters.

See CPSU advice on away trips for further information and advice. <https://thecpsu.org.uk/Search?term=away+trips>

The above are only basic points of advice and below is a more detailed checklist for consideration

Template Overnight trips and/or travel abroad checklist

Purpose of the trip

- Competition
- Training
- Social
- Other (specify)
- Combination, please state: _____

Planning

- When
- Where
- Who (staff / volunteers / participants)
- Risk assessment of activity



Communication with parents

- Destination, sport and accommodation details (address / telephone)
- Name/number of lead club/school link or team manager
- Drop off/pick up times
- Transport arrangements
- Competition details
- Kit and equipment list
- Emergency procedures, home contact
- Consent form
- Information re medical conditions (including allergies) or impairments, and medication
- Code of conduct
- Safeguarding arrangements (reporting concerns, supervision etc.)
- Process for parent contacting coach or young person
- Process for young person contacting parent

Transport

- Drop off/pick up times
- Journey times and stopping points
- Supervision
- Suitability and accessibility
- Drivers checked
- Insurance

Accommodation

- Type (hotel, hostel, hosting, camping etc.)
- Pre-event visit and risk assessment made
- Catering, special diets, food allergies
- Suitability for group, including accessibility
- Room lists
- Supervising adults' sleeping arrangements

Preparing players

- Local culture, language
- Expectations on dress and behaviour
- Food and drink
- Currency
- Telephones
- Maps of area
- Safe sport away information



Supervision and staffing

- Ratio of staff to athletes
- Male/female
- Cover for all in-sport and free time periods
- Specialist carers
- Clear responsibilities

Documentation

- Travel tickets
- Passports, visas
- Check non EU nationals
- Accommodation and travel booking documents

Insurance

- Liability
- Accident
- Medical

Hosting or being hosted

- Hosts vetted
- Hosts aware of any special requirements
- Language
- Transport arrangements
- Telephone contact
- Local map and information

Emergency procedures

- First aid
- Specific medical information available
- Access to and administration of medication
- Information on local emergency medical services, hospitals etc.
- EHC European Health Insurance Card (replacement for E111) form completed (EU visits). Further information: www.nhs.uk/Healthcareabroad
- Details of British embassy/consulate

Costs and cash

- For travel
- Payment schedule – deposit, staged payment
- Extra meals, refreshments
- Spending money
- Security



Arrival

- Check rooms, meal-times, phones, valuables
- Check sporting venues
- Collect in money, valuables
- Information on medications
- Arrange group meetings
- Confirm procedures with staff
- Rules (e.g. curfews)

Supervision, Ratios & Environment

Ensure adequate Adult / Child Ratios:

Good practice dictates that a leader should try to ensure that more than one adult is present. This will help to ensure the safety of the children as well as protect adults.

Adult / Child Ratios:

- Will depend on the nature of the activity, the age of the participants and any special needs of the group, a general guide is 1:8 for under 12 years of age and 1:10 for over 12 years of age.
- There should be at least one adult of each gender with mixed parties.
- There should be a minimum of two adults to supervise any activities.

Environment:

- Avoid adults being left alone with young participants, if a leader needs to talk separately to a participant this should be done in an open environment, in view of others.
- Respect the privacy of young people while changing, leaders may only need to enter changing rooms where the participants are very young or require special assistance.
- When necessary, leaders should supervise in pairs or seek assistance, it is the safety and welfare of the participants that is of paramount importance.
- Leaders should not be left alone with young people at the end of a training session. Clearly state times for start and finish of training and/or competitions.
- If late collections occur leaders should remain in pairs until participants have left.
- It is the responsibility of parents/guardians to make arrangements for collection of young people, it should be made clear that the club is responsible for only club activities.
- If a child suffers an injury or accident the parents/ guardians should be informed



APPENDIX 7 (B)

Transport and Travel Transporting Young People

Many organisations/clubs could not operate without the goodwill of volunteers and parents ensuring that children are transported to events and returned home in a private car. As per the guidance from Sport Ireland and Sport NI, the IABA do not state that coaches/ volunteers can never transport a young person by themselves, however they recommend individuals and organisations recognise the risks and put in place appropriate measures to reduce these risks.

For further information on transport guidelines in relation to safeguarding please contact your sport's governing body or visit (<https://thecpsu.org.uk/resource-library/best-practice/guidelines-on-transporting-a-child-or-young-person-in-your-car/>)

The Risks

The vast majority of coaches and volunteers will help out through a genuine desire to see children or their particular sport develop. Unfortunately, we must face the reality that a small minority of people will join a sports club as an opportunity to gain access to children. These adults create an air of acceptability about their role, therefore justifying their close contact with children.

Although those who want to abuse children may find it more difficult to do so in a group setting, such as a sports club, they can use this time to gain the trust of not only the young person but also other adults, including parents/carers. This is known as 'grooming' or 'entrapment'. Developing credibility is an essential part of any abusers 'grooming process.' An abuser will "groom" the environment i.e. creating a justifiable reason for getting the child alone.

Easy rules to remember when a club are organising transport

- It is good practice to receive informed consent from parents and young people about who will be transporting their child, why and how long the journey will take.
- Attempt to have more than one child in the car.
- Alternate drivers if possible and which child is dropped off last.
- Driver should have a point of contact/mobile phone.
- A person other than the planned driver should talk to the child about transport arrangements to check they are comfortable about the plans.
- The driver must ensure that they have insurance to carry others.



- Drivers representing and volunteering on behalf of a club should be vetted through National Vetting Bureau/Access NI if driving regularly, and therefore meeting the regulated activity criteria.
- Consider the need for booster seats.
- Parents and coaches can also download Sport Irelands SafeSport App @ https://www.sportireland.ie/Participation/Code_of_Ethics/Code-Of-Ethics-App. One of the features of the App is a 'Travel Tracker' function. This allows parents and coaches who are driving someone else's child/children home, for example after a training session, to permit the child's parent or guardian to view and have oversight of their location for a specified period of time while they are travelling on a journey.

Personal arrangements between parents

If parents make personal arrangements between themselves this is not the responsibility of the club unless there are particular concerns about a parent's ability to drive for example due to the consumption of alcohol.

The use of booster seats

From 2006, the law in Europe requires all children in cars, vans and other goods vehicles to be carried using an appropriate child restraint until either they have reached the age of 12 years or are 150 cm (5" in Republic of Ireland) and 135 cms (4' 5" in Northern Ireland) or whichever comes first with very few exceptions. The European law allowed countries to opt for a minimum height of between 135 and 150 cm. For more information visit; Republic of Ireland:

<http://www.rsa.ie/en/RSA/Your-Vehicle/About-your-Vehicle/Example-of-non-Dup/Seat-belts--childrestraints-/> Northern Ireland: <http://www.childcarseats.org.uk/the-law/>

Registration, Dropout & Club Transfers

Loss of club members, including adult transfers, should be monitored. Any unusual or unexpected dropout or club transfer of children or Sports Leaders should be checked out by the Club Children's Officer and/or the governing body. If any concerns regarding a child or children's welfare are raised the matter should be handled in accordance with procedures outlined in this Code.



APPENDIX 7 (C)

Filming & Photography

The Filming and Photography guidance provides assistance for organisation/club members on taking and using appropriate images. This guidance is not about preventing parents/ guardians and supporters from taking pictures, but rather to ensure that only those who have a right to take photographs do so. This guidance is designed to promote safeguards for any photographic or filming/video activity to minimise the risk of inappropriate taking and use of images.

Definitions:

- Event: may include competition, training session, social function or any activity organised at any level of boxing.
- Image: refers to all photographic and film/video footage.
- Responsible person: may include the children's officer, head coach, event manager, event controller or facility manager at an event.
- Young people: refers to all people U18; whilst this guidance is designed to minimise risk to U18's this guidance should be used to minimise risks for all athletes of any age.

What are the risks?

Children may be identified, contacted or groomed

Including the child's personal information (full name, address) alongside their image can make them identifiable and therefore vulnerable to individuals looking to locate, contact or 'groom/entrap' children for abuse.

Even if personal details are kept confidential, other details identifying the school or club, or their favourite sportsperson or team, can also be used to groom/entrap the child.

There's increased risk of identification of, and contact with, a child:

- by someone in circumstances where there are legal restrictions – such as if the child is in the care of the local HSE/Trust or placed with an adoptive family
- where it's potentially dangerous to reveal the child's whereabouts to an estranged parent due to previous concerns about domestic violence



Someone might make inappropriate or illegal images of children

Photo or video content may itself be inappropriate, or images may be used inappropriately or out of context:

- some individuals deliberately target sports activities and set out to take inappropriate photos in ways that are potentially illegal and harmful, such as:
 - images of children changing
 - photos taken in the toilets
 - using a camera at ground level to photograph up girls' skirts
- images that appear ambiguous can be used inappropriately and out of context by others (for example, images from some angles of players doing stretches)
- images can easily be copied and edited, perhaps to create child-abuse images
- images shared privately online can be re-shared, possibly entering the public domain on websites or social media – see our guidance on the use of social media

Permission to take images

Permission is sought by the sports organisation/club to ensure that young people and parents/carers are aware of when and how their images may be used. Permission can be obtained through:

- Individual permission where permission is sought for a single or specific event and has not been sought generally through membership/competition entry/other contract means.
- General permission granted through completion of membership/competition entry/other contract where permission is included as part of the form.

***Please Parental Consent Temple Form – Appendix 8**

For third party photographers, film/videographers or other organisations employed to take images each person must complete the Self-Declaration Form. For any other person wishing to use photographic devices at events they must first register their device with the organiser. Each person registering a device will be required to produce photographic identification as proof of identity.

Taking images in certain environments

Club members and third-party photographers, film/videographers or other organisations shall ensure that images are not taken in such environments considered inappropriate irrespective of any permission sought. In certain cases, it may be an offence to take such images.

Taking images using any type of equipment is banned in an area where people are changing or would normally expect their privacy to be recognised.



Examples of such areas would include:

- Changing rooms.
- Open changing areas
- individual changing/private cubicles provided for personal use.
- Toilets.
- Medical/physio treatment rooms.

Flash photography is prohibited in an environment where any performance may be affected or there is the potential for its use to cause harm to the young person.

Types of appropriate images

Only appropriate images of children should be used, for example:

- Posed images such as during medal ceremonies, presentations or team shots where young people must be wearing t-shirt and shorts/tracksuits.
 - Action shots of young people where the focus is on the participation in the sport, not the athlete.
- Images of children should not be taken where the pose is inappropriate e.g. open legs; bending over from behind, etc.

Safe use of images

Images can be taken for a variety of purposes, including for administration or personal use, publicising the sport or aiding skill development. Anyone taking images should be aware of action poses that may be inappropriate; these are not suitable for use/publication. Types of images and appropriate use:

- Personal images – images taken by parents/guardians or other family members during an event as a celebration of a young person's attendance or achievement. This includes the use of a professional photographer, with permission, taking images for the personal use of those attending. Other people may be included in an image and we expect parents/guardians and other family members to respect this by not distributing images publicly.
- Training images – these are images or footage taken during a training session or during an event specifically to aid the young person in the development of a skill or technique. These images should be taken by a qualified coach or a person specifically appointed by the young person's coach. These images may be used as examples of technique or mastery of a skill for teaching/coaching purposes and should not be distributed outside this specific use.
- Media images – these are images taken by an individual from the media, i.e. TV, newspaper, social media or professional photographer where the images are to be used for publicity or promotion of the event or future events.
- Administration images – these are images taken for general administration purposes; including images used for membership cards, competition entries and could also include images that form part of an archive record.



Use of images on social media

Where images of young people are used on social media the person responsible for posting an image must be aware of the potential for an image to be used inappropriately. The following safeguards must be in place to protect young people:

- Personal details of a young person should not be included.
- Captions should be in keeping with the sport represented.
- The posting and any purpose should not breach the codes of conduct.
- The type of image should not breach guidance in this policy.

Storage of Images

Storage includes any image stored as a hard copy and/or electronically as a soft copy. This includes images on social media, photographic archives, individual personal databases e.g. personal cameras, phones, etc. How personal images are stored is the responsibility of parents/guardians with their child/young person. All other images should only be stored for defined and intended purposes e.g. membership, promotion, and/or archiving.

- If storage of images is required the images must only be stored for the length of time for which they are needed
- If possible, avoid using the names of children, or any other identifying feature. Once images are no longer required, they must be properly destroyed. Digital images stored on computer systems need to be fully deleted, including deletion from the cache memory and/or temporary files.

Inappropriate Images

If there is any concern about the nature of any image taken this should be reported to the responsible person (in the club or event) who will refer to the statutory authorities. The concerned individual may also report their concern directly to the statutory authorities.

***The contact details for the statutory authority can be found in Appendix 6.**

Non-authorized taking of images

If you are concerned about an individual taking images at an event this should be verbally reported to the relevant responsible person. It may be necessary to report the non-authorized taking of images to the appropriate statutory authorities.

***The contact details for the statutory authority can be found in Appendix 6.**

The responsible person will identify the person and check if their device is registered for the event. If not registered, the person must be asked to register their device, with appropriate identification. If the person is not willing to register their device, they should be asked to leave.

Where the event is open to the public e.g. where only part of the facility is being used, it will be necessary to report non-authorized taking of images to the facility manager.



Inappropriate use of images

Where there is a concern about the use of images this should be reported to the responsible person who will take appropriate action. This will include reporting the alleged use to:

- The parent/carer of any young person involved.
- The person responsible for posting the image.
- The media platform i.e. twitter, Facebook, WhatsApp, Instagram, print media etc.
- The statutory authorities.

Inappropriate use of images is a breach of this guidance and the code of conduct and may result in a complaint/ disciplinary procedure against those involved in boxing. Where there is a concern about the publication of an image in local or national newspapers you should contact the individual newspaper or the Press Council of Ireland and the Office of the Press Ombudsman – website

<http://www.presscouncil.ie/>

High Performance Squads

As young boxers progress up the competitive ladder, their sporting success can lead to an increased public profile:

- elite-level events are more likely to take place in a public arena
- event organisers and IABA will look to positively promote our sport
- high performance players who receive endorsements or sponsorship may welcome positive media coverage on a local, regional or national level

In these cases, some aspects of our guidance around the use of images and publishing identifying information are neither practical nor desirable.

However, organisers retain their duty of care to these players and a responsibility to safeguard them. They must ensure that the boxers and their parent's consent to images being taken and what information will be published alongside them. It's important that our other good-practice guidance regarding supervision and the nature and use of images is still applied.

In addition, boxers, their parents and media representatives need to be clear about appropriate arrangements and ground rules for interviews, and for filming and photo sessions. IABA NI will help to manage these issues as part of our overall support for high performance teams.



Installation and use of CCTV (Closed Circuit Television)

The use of CCTV is a positive step in safeguarding those that use facilities. It is important that clubs using a facility are aware of blind spots (potential risk areas), who has access, the use of images and the facility procedure for dealing with incidents or misbehaviour. The information regarding the presence of CCTV within a facility should be available to members and/or parents/guardians.

A club should have a copy of the facility's policy regarding the use of CCTV, usually as part of a club/facility agreement. Queries regarding the use of CCTV are a matter for the facility or the operating company. Any queries from members should be directed through the club as the club has the agreement with the facility.

The following information should be noted:

- Who in the facility has day to day responsibility for the system and operation of the CCTV.
- The number of cameras located in the specified areas.
- Are spectator areas covered (i.e. can someone misbehaving in this area or regularly turning up for less than innocent viewing purposes be monitored).
- Identify areas of the facility that cannot be monitored – if these areas are easily identified by anyone with intent it would be important to know in order to be extra vigilant.
- Who, during sessions, is responsible for monitoring the cameras and what is the policy for dealing with any perceived misconduct or incidents viewed at the time.
- Who has access to the password protected files. CCTV does not replace vigilance and proper supervision for training sessions and activities as required by (Organisation Name).

Social Media

In all their contacts and communications with the members of their club/organisation/group, leaders must be seen to be open and transparent. This is the case whether communications are by traditional means or by electronic means.

NB: Leaders must not communicate with children or young people via leader's personal social networking profiles, email accounts, or chat rooms.

For Club Using/Publishing a Social Networking the following principles should be applied:

- The page/profile must be password-protected, and the password should be held by at least three leaders of the club.
- The site should be monitored by a designated supervisor. This person should have access to the login details of the site. This supervisor will be appointed by the Clubs Children's Officer/Safeguarding Panel in Charge of Child Protection.
- Any inappropriate posts by children/young people or leaders should be removed by the designated supervisor. Reasons should then be explained to the person who posted the content. Where possible sites should be monitored before content is put up.
- The site should be kept 'Private' i.e. only permitted members or 'friends' can see what is posted on the site.



- The use of personal addresses and telephone numbers etc., should be avoided as, while sites are 'private', there is the potential for items to be copied and shared.
- Content of any postings should be consistent with the aims of the organisation. In cases of doubt leaders should seek advice.

For Leaders Using a Social Networking Site

- Leaders should not 'friend' or 'follow' children or young people on social media. (Children or young people may 'follow' leaders on social media so leaders should make sure any content they post is appropriate.)
- Messages left to or from children or young people on social network sites should be written on an open page (e.g. A facebook 'Wall') and not in a private message or by using 'chat' [one-on-one].
- Leaders should not network with members of their organisation/group via closed [one-on-one] chats e.g. facebook messenger, WhatsApp, etc, this should be done only through 'Group Chat.'
- Any emails sent to children or young people via the site must be sent to at least one other leader. (This can be done by 'bcc' if necessary.)
- Leaders should avoid communicating with children or young people in their organisation/group via email late at night.
- In signing off a post or email leaders should not do so in a way that could be misconstrued or misinterpreted by the recipient, e.g. "Luv X"; "xoxoxo". Simply sign your name.
- Parents/carers should be asked to give their approval for leaders to communicate with their children/young people via social networking sites, or by any other means of internet communications (e.g. email).
 - Parental and child's permission is required before pictures or videos of children or young people are posted online.
 - Any allegations of harm or abuses reported through a social networking site must be dealt with according to your reporting procedures.

Use of Mobile Phones

Those whose work with children and young people need to be aware of the opportunities for abuse through the misuse of mobile phones and text messaging. While good use of such media can be beneficial, we must be vigilant and alert to the possibilities of misuse and consequent harm that can result to young people. Leaders must also take care to protect the children in their care and themselves.

- Leaders involved in sport should only have children's and young people's mobile numbers if the natures of their involvement require them to phone or text them
- Parental permission should be sought if the leader in this role will be contacting children or young people via mobile phone.
- A method of accountability should be arranged e.g. copies of texts could also be sent to the administrator or to parents.
- If a leader had a child/young person's phone number it should only be used for the purposes it has been given, i.e., the leader should not share this information.



- It is recommended that if a leader is an employee of your organisation/club should have a separate phone for work purposes rather than using their personal phone for contacting children and young people.

Texting – Communication not Conversation!

- Texts should be used for the purposes of reminding children or young people about events which are forthcoming.
- Texts can also be used as a means to encourage children or young people if it is appropriate it, e.g., 'Hope exam goes ok.'
- If it turns into a conversation, communications should be ended. A leader can suggest discussing the subject further at the next event or, if they are concerned about the child/ young person, arrange to meet up to talk further (within the usual child protection parameters).

Smart Phones

Smart phones should be used safely and responsibly. Pictures can be very powerful and stir up strong emotions. Smart phone users should respect the private lives of others and not take or distribute pictures of other people if it could invade their privacy.

Leaders and children/young people should not send pictures that are obscene, indecent, or menacing and should be sensitive about other people's gender identity, sexual identity, racial heritage, religion, or personal background. Both leaders and children/young people should be made aware that it is a criminal offence to take, make, and permit to be taken, distribute, show, or possess an indecent or sexually explicit image of a child under 18.

When commissioning professional photographers or inviting the press to an activity the leader in charge should ensure they are clear about expectations of them in relation to safeguarding. Professional photographers/film/video operators wishing to record an activity should seek accreditation from leaders by producing their professional identification for the details to be recorded.

The leader should then:

- Provide a clear brief about what is considered appropriate in terms of content and behaviour.
- Issue the photographer with identification which should be worn at all times.
- Keep a record of accreditations.
- Inform leaders, children/young people, and parents, that a photographer will be in attendance is at the activity and check that they consent to both the taking and publication of films or photographs.
- Not allow unsupervised access to children/young people or one-to-one photo sessions.
- Not approve/allow photo sessions outside the activity or at a child/young person's home.
- Anyone concerned about any photography taking place should discuss his or her concerns with the children's officer. Smart phones can be used to make children/young people safer. Older children, for example, using a taxi can send a picture of the car's registration to a friend before they begin the trip, or can simply use the phone to show parents where they are.
- Children/young people can only be photographed when permission has been provided in writing from their parent/ guardian and child.
- The scope of the use of photographs must also be stated as part of the parental permission.



- Children/young people should not be named individually in photographs unless necessary and with clear agreement and consent of parents and child, for example, if the child/young person concerned was winning a prize worthy of publication.
- When posting photographs on social media settings should be such that children/young people cannot be individually tagged.
- All photographs must be stored in a secure place either electronically in a password protected file or physically in a locked cabinet.
- If any electronic device/memory which contains photographs is disposed of or passed on, then the device must be wiped of all photographs in such a way that they cannot be recovered on that device.

Use of Mobile phones during activities

Groups should, with parents and children/young people, develop a policy on the use of mobile phones during youth activities. This policy should be communicated to all parents and youth members. This guidance could include:

- Confirmation that when on activities a named leader is the primary point of communication and is to be contacted if there is an emergency or change to previously agreed arrangements.
- That the usage of smart phones including text messaging or playing games cannot be allowed to be a distraction from a safe awareness of the environment or be allowed to interfere with full participation in the activity.
- That when on camps or overnight activities, there is a stated preferred time period when parents may make contact, if they wish? Parents should be advised that contact outside of this time may not be possible due to activities.
- Consider that use of smart phones while away can worsen rather than alleviate homesickness. In this context it can be good to encourage children/young people to consider that 'no news is good news.'

Use of Computers/Tablets/Web-enabled Games Consoles/Smart TVs

If such devices are used as part of activities within your club, guidelines should be produced to ensure that they are used for the correct purpose, and include, for example, what websites are suitable for the age of children/young people that the leaders are worth with.

Internet Safety The Office for Internet Safety Department of Justice and Equality 51 St. Stephen's Green Dublin 2 Ph: (01) 602 8258 Email: internetsafety@justice.ie www.internetsafety.ie



APPENDIX 7 (D)

Physical Contact

Physical contact during sport should always be intended to meet the child's needs, **NOT the adult's**. Appropriate physical contact may be required to assist in the development of a skill or activity or for safety reasons e.g. to prevent or treat an injury. This should be in an open environment with the permission and understanding of the participant.

When is physical contact appropriate in sport?

Contact should be determined by the age and developmental stage of the participant - Don't do something that a child can do for themselves. Physical contact between adults and children in sport should take place only when necessary to:

- Develop sports skills or techniques.
- Treat an injury.
- Prevent an injury or accident from occurring.
- Meet the requirements of the sport.
- Comfort a distressed child or to celebrate their success.

What are good principles to follow?

- Physical contact should take place in the interests of and for the benefit of the child, rather than the adult involved.
- Adults should explain the nature of and reason for the physical contact to the child.
- Unless the situation is an emergency, the adult should ask the child for permission, for example to aid the demonstration a specific sports technique.
- Sports clubs and coaches should provide an induction for new young members and their parents/carers that covers guidance about any physical contact that will be required as part of that activity. The reasons for the physical contact and the nature of the physical contact should be explained and agreed.
- Children 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 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.
- Well intentioned gestures such as putting a hand on the shoulder or arm, can, if repeated regularly, lead to the possibility of questions being raised by observers. As a general principle adults in positions of responsibility should not make gratuitous or unnecessary physical contact with children and young people. Resistance from a child should be respected.

What about children who need specific assistance due to disability or injury?

In the case of a young person with a disability specific support or assistance may be required. The following guidelines should be followed:



- Efforts should be made to receive as much information as possible on the child to ensure safe inclusion of him/her. There should be clear agreements on what is required.
- Parents/carers or their delegated care providers should be asked to undertake all intimate or personal care tasks for their child. This is not an appropriate role for coaches and others involved in leading activities.
- When children with disabilities are lifted or manually supported, they should be treated with dignity and respect.
- Relevant health and safety guidelines must be followed to ensure the safety of the child and those assisting.
- It is recommended that those assisting receive appropriate training in order to minimise the risk of injury both to themselves and the child.

What about physical punishment?

Any form of physical punishment is unlawful in all circumstances. It is a criminal offence and should be reported to the police and Tusla/HSCT.

What about direct contact in coaching?

The Irish Athletic Boxing Association promotes the use of appropriate physical contact between adults and children and young people. Adults involved with children and young people in boxing should avoid unnecessary physical contact and never engage in inappropriate touching. Misleading or inaccurate information relating to physical contact can undermine the confidence of adults working with children and young people. This can also have serious safety implications for children. For leaders, coaches, volunteers or any adults and children to feel comfortable the following should be followed:

Appropriate contact is when:

- The aim is to teach or develop a skill or technique that the child cannot accomplish without help; the nature and the reason for the physical contact must be explained by the adult to the child and must be within the scope of the qualification of the adult
- It is required by the nature of the activity – Boxing requires a ‘hands on approach’, from time to time; activities which require physical contact should be identified prior to training sessions and club activities and must be kept within the rules of the sport
- An injury requires treatment – the child should be informed about what is happening and encouraged to hold dressings etc., however for emergency first aid treatment this may not be possible
- An accident can be prevented from occurring – this will be in reaction to an emergency situation



Respect for a young person

- All children must be treated with dignity and respect with any level of physical contact required.
- A young person's permission should be requested where any physical contact is required, the adult and child involved will feel more comfortable.
- Leaders should convey approval with verbal encouragement and praise, rather than the use of often repetitive physical contact.

Any contact should be in an open environment and children should be encouraged to voice any concern if they feel uncomfortable or threatened. Children should know how to voice any concerns – through their parents or the Club Child Protection Officer. Any form of physical contact as a punishment or as a response to misbehaviour is unlawful. Only necessary and appropriate physical intervention may be used to prevent a child or young person from harming themselves, others or damaging property. Misbehaviour may need to be dealt with under breaches of the code of conduct through the complaints and disciplinary procedures.



APPENDIX 7 (E)

Bullying Behaviour

What is Bullying Behaviour?

Bullying is defined by the Department of Education and Skills guidelines as unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time.

Bullying behaviour

- All forms of bullying behaviour will be addressed.
- Everybody in the club/organisation has a responsibility to work together to stop bullying.
- Bullying can include online as well as offline behaviour.

Bullying behaviour can include:

- Physical pushing, kicking, hitting, pinching etc...
- Name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation or the continual ignoring of individuals.
- Posting of derogatory or abusive comments, videos or images on social network sites.
- Racial taunts, graffiti, gestures, sectarianism, sexual comments, suggestions or behaviour.
- Unwanted physical contact.

Bullying behaviour can often be targeted at children with a disability, from ethnic minorities, young people who are gay or lesbian, or those with learning difficulties but in reality anyone can be targeted.

The club or IABA will:

- Recognise its duty of care and responsibility to safeguard all participants from harm.
- Promote and implement this anti-bullying policy in addition to our safeguarding policy and procedures.
- Seek to ensure that bullying behaviour is not accepted or condoned.
- Require all members of the club/IABA to be given information about, and sign up to, this guidance as part of code of conduct.
- Take action to investigate and respond to any alleged incidents of bullying behaviour.
- Encourage and facilitate children and young people to play an active part in developing and adopting a code of conduct to address bullying behaviour.
- Ensure that coaches are given access to information, guidance and/or training on bullying.

Each participant, coach, volunteer or official will:

- Respect every child's need for, and rights to, a play environment where safety, security, praise, recognition and opportunity for taking responsibility are available.
- Respect the feelings and views of others.
- Recognise that everyone is important and that our differences make each of us special and should be valued.



- Show appreciation of others by acknowledging individual qualities, contributions and progress.
- Be committed to the early identification of bullying behaviour, and prompt and collective action to deal with it.
- Ensure safety by having rules and practices carefully explained and displayed for all to see.
- Report incidents of bullying behaviour they see to the club children's officer – by doing nothing you are condoning bullying behaviour.

Support to the child:

- Children should know who will listen to and support them.
- Systems should be established to open the door to children wishing to talk about bullying behaviour or any other issue that affects them.
- Potential barriers to talking (including those associated with a child's disability or impairment) need to be identified and addressed at the outset to enable children to approach adults for help.
- Children should have access to Helpline numbers.
- Anyone who reports an incident of bullying behaviour will be listened to carefully and be supported.
- Any reported incident of bullying behaviour will be investigated objectively and will involve listening carefully to all those involved.
- Children experiencing bullying behaviour 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 display bullying behaviour will be supported and encouraged to stop the behaviour
- Sanctions for those displaying bullying behaviour that involve long periods of isolation, or which diminish and make individuals look or feel foolish in front of others, will be avoided.

Support to the parents/guardians:

- Parents/guardians should be advised on the organisation/ club's anti-bullying policy and practice.
- Any incident of bullying behaviour will be discussed with the child's parent(s)/carers.
- Parents will be consulted on action to be taken (for both the person experiencing and the person displaying the bullying behaviour) and agreements made as to what action should be taken.
- Information and advice on coping with bullying behaviour will be made available.
- Support should be offered to the parent(s) including information on other agencies or support lines.

Useful Contacts:

- ❖ Irish Society for the Prevention of Cruelty to Children (ISPCC): www.ispcc.ie/shield
- ❖ Anti-Bullying Centre DCU: www4.dcu.ie/abc/index.shtml
- ❖ NSPCC Helpline: 0808 800 5000
- ❖ Sticks and Stones: 087 9015199 or www.sticksandstones.ie
- ❖ ChildLine UK: 0800 11 11 / www.childline.org.uk
- ❖ ChildLine Republic of Ireland: 1800 66 66 66 or Text Talk to 50101, www.childline.ie
- ❖ Northern Ireland Anti-Bullying Forum: www.niabf.org.uk
- ❖ Kidscape: www.kidscape.org.uk
- ❖ Anti-Bullying Alliance: www.antibullyingalliance.org



APPENDIX 7 (F)

Facilities

Introduction

Clubs, facilities and those with responsibility for children and young people have a general duty of care towards them. This document is intended to support clubs to consider issues relevant to their particular context; and to develop and implement policies and procedures that provide a safe environment for children and young people.

The following aspects should be taken into account when accessing facilities:

- Type of Facility.
- Adults using the changing rooms at the same time as children.
- Supervision.
- Who should supervise.
- Parents as Supervisors.
- Unsupervised children in sport or leisure facilities.
- Parents' (or carers') responsibilities.
- Facility Operators Responsibilities.
- Mixed Gender Teams.

Changing Facility guidelines for clubs

The IABA provides the following advice to clubs around changing and changing facility practices. The type and location of changing facilities vary greatly in any sporting venue or club, but the main advice around changing room policy is as follows:

- Adults and young people (under 18 years) should not change or shower at the same time.
- Separate changing facilities should be provided for males and females.
- Changing and shower areas are provided for just that. All members of clubs should be encouraged to shower and change in a timely way and leave the changing area upon completion.
- If a young person does not wish to shower or change at the club they must not be forced to do so.
- The practice of unauthorised entry into changing room areas should not be permitted. Examples are at gymnasiums and/or tournaments where visitors gather to support an athlete. Club officials and/or the tournament Supervisor should ensure that such practices do not take place.
- The use of photography of any type is strictly forbidden in changing rooms. This practice may lead to disciplinary action.
- The practice of children and/or young people changing in public areas is not tolerated.
- At tournaments, the practice of weighing-in both children and adults in changing rooms is not permitted. Weigh-ins may take place in a separate area, but when children are being weighed the room must be cleared of anyone not authorised to be present.



- Tournament Supervisors must ensure that only those who expressly need to be present are present at weigh-ins.
- Parents of children who weigh-in may be permitted to be present during the weigh-in of their child only.

This list is not exhaustive and coaches and officials in charge must adopt common sense and proportionality when dealing with concerns around changing areas for children and young people.