



Guidelines and Codes of Practice For Craughwell Athletic Club

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Guidelines and Codes of Conduct for Craughwell Athletic Club:

i) Introduction:

Craughwell Athletic Club wishes to provide the best possible environment for all young people involved in the sport. Young people deserve to be given enjoyable, safe sporting opportunities, free of abuse of any kind. These participants have rights, which must be respected, and responsibilities that they must accept. Young people should be encouraged to realise that they have responsibilities to treat other participants and sports leaders with fairness and respect.

This document outlines Guidelines and Codes of practices relating to people involved with juvenile and junior members of Craughwell Athletic Club. It also sets out the roles and responsibilities of coaches, age group coordinators, team leaders, young athletes and their parents. The aim of which is to ensure a child centred approach to athletes and the provision of an environment where young athletes enjoy and participate freely in the various events, competitions and training sessions.

Craughwell Athletic Club is run on a voluntary basis and people freely give their time to coach, coordinate and support young athletes. As there are limited numbers of people willing or available to do this the club may from time to time depend on the cooperation of parents to ensure a ratio of young athletes to coaches/age group coordinators/supervisors. Without this cooperation from parents this ration may not be met.

Craughwell Athletic Club expects persons involved in athletics and parents to read and up hold the contents of this document.

NOTE: Children involved in athletics are not allowed in either of the adjacent playgrounds during their athletic session. Craughwell Athletic Club does not accept any responsibility for children who do not follow the instructions of their age group coordinators/coaches/supervisors by leaving the athletics area when informed not to do so. Therefore parents must instruct their children to follow the instructions of age group coordinators, coaches and/or supervisors.

Parents must collect their children on time at the end of each athletics session. Parents failing to do so will be contacted by the age group coordinator and the issue discussed.

Verbal abuse towards age group coordinators/coaches/supervisors/volunteers of Craughwell Athletic Club will not be tolerated and the offending person may be expelled from the club.

Craughwell Athletic Club has a designated Child officer for issues relating to children.

Details of the Executive committee of Craughwell Athletic Club, designated child officer and other people involved in youth athletics are available on the clubs web www.craughwellac.com . The site should also be used to keep up to date with policies, events and training information.

The Athletics Association of Ireland is the Governing Body for Craughwell Athletic Club.

ii) Abbreviations:

AAI = Athletics Association of Ireland

HSE = Health Service Executive

Craughwell AC Sports Leaders: MIKE TOBIN.

These guidelines and code of conduct applies to:

- Juvenile and junior athletes in Craughwell AC, i.e. all athletes aged 19 or younger at the end of the current calendar year.
- Coaches of these athletes.
- Parents of these athletes.
- Members of the Executive Committee of Craughwell AC. The Executive Committee runs the juvenile/junior section of the club."

1.0 Code of Conduct for Young Athletes:

1.1 Young athletes are entitled to:

- Be listened to
- Be believed
- Be safe and to feel safe
- Be treated with dignity, sensitivity and respect
- Have a voice in the club / organisation
- Participate on an equal basis
- Be happy, have fun and enjoy sport
- Experience competition at a level at which they feel comfortable
- Make complaints and have them dealt with
- Get help against bullies
- Say no
- To protect their own bodies
- Confidentiality

1.2 Young athletes should always:

- Treat Sports Leaders, coaches and supervising parents with respect
- Play fairly at all times, do their best
- Respect team members, even when things go wrong

- Respect opponents, be gracious in defeat
- Abide by the rules set down by team managers when travelling to away events
- Behave in a manner that avoids bringing Craughwell AC and/or the sport of Athletics into disrepute
- Talk to child officer if they have any problems

1.3 Young athletes should never:

- Cheat
- Use violence or physical contact that is not allowed within the rules
- Shout or argue with officials, team mates or opponents
- Harm team members, opponents or their property
- Bully or use bullying tactics to isolate another player
- Use unfair or bullying tactics to gain advantage
- Take banned substances
- Keep secrets, especially if they have been caused harm
- Tell lies about adults / young people
- Spread rumours

2.0 Guidelines for Parents

Craughwell Athletic Club believes that Parents should:

- 2.1 Be a role model for their child and maintain the highest standards of conduct when interacting with children, other parents, with coaches, officials and organisers.
- 2.2 Always behave responsibly and do not seek to unfairly affect the competition or training their child is participating in.
- 2.3 Never intentionally expose any young participant to embarrassment or disparagement by the use of flippant or sarcastic remarks.
- 2.4 Always recognise the value and importance of the volunteers who provide sporting / recreational opportunities for their child. Do not publicly question the judgement or honesty of officials, coaches, organisers, or other athletes.
- 2.5 Encourage their child to participate within the rules. Teach their child that honest endeavour is as important as winning and do all they can to encourage good sportsmanship.
- 2.6 Set a good example by applauding other participants. Encourage mutual respect for individual competitors, team mates and all participants in specific events.
- 2.7 Parents should support all efforts to remove abusive behaviour and bullying behaviour in all its forms.
- 2.8 Talk to the child officer if you have any concerns with how your child is getting on in the club.

3.0 Parents Code of Conduct

- 3.1 I will respect the rules and procedures set down in Craughwell Athletic Club's Guidelines and Codes of conduct.
- 3.2 I will respect my child's team-mates, leaders (e.g. Manager, Coaches, Officials, Judges) and parents, as well as all athletes, parents and coaches.

- 3.3 I will encourage my child to treat other participants, coaches, selectors, officials and managers with respect.
- 3.4 I will give encouragement and applaud only positive accomplishments whether from my child, his/her team-mates, their opponents or the officials.
- 3.5 I will respect my child's leader(s) and support his/her efforts.
- 3.6 I will collect my child/children on time from training sessions.
- 3.7 I will if asked supervise training sessions that my child/children are partaking.
- 3.8 I will address any concerns, issues or complaints that I have to the child officer.

4.0 Guidelines for Sports Leaders, Coaches, Team Managers and Administrators

- 4.1 Leaders in children's sport should strive to create a positive environment for the children in their care. They have an overall responsibility to take the necessary steps to ensure that positive and healthy experiences are provided.
- 4.2 Craughwell Athletic Club recognises the key role leaders (coaches, selectors and team managers etc) play in the lives of children in sport.
- 4.3 All Leaders e.g. coaches, officers, administrators, team managers should have as their first priority the children's safety and enjoyment of the sport and should adhere to the guidelines and regulations set out in Craughwell Athletic Club's Guidelines and Codes of conduct.
- 4.4 Leaders must respect the rights, dignity and worth of every child and must treat everyone equally, regardless of sex, ethnic origin, religion or ability.
- 4.5 Leaders working with young people in Craughwell Athletic Club should be suitable and appropriately qualified.
- 4.6 Leaders will be expected to go through appropriate recruitment and selection procedures, that apply to all persons with substantial access to young people, whether paid or unpaid. References will be needed and will be followed up.
- 4.7 All leaders, coaches, team managers and administrators **MUST** undergo Garda vetting.
- 4.8 There will be a 'sign-up' procedure, whereby the appointed/reappointed leaders agree to abide by the Guidelines and Codes of Practice for Craughwell Athletic Club and to their policies.
- 4.9 A copy of the Guidelines and Codes of Practice for Craughwell Athletic Club will be made available to Leaders (either electronically by email or from the clubs web site, or hard copy) and they should aware of the procedures contained within the document.
- 4.10 Once appointed the leader must act as a role model and promote the positive aspects of sport and of Craughwell Athletic Club and maintain the highest standards of personal conduct.
- 4.11 The use of drugs, alcohol and/or tobacco must be actively discouraged as being incompatible with a healthy approach to sporting activity.
- 4.12 Remember your behaviour to athletes, other officials, and opponents will have an effect on the athletes in your care. Be generous with praise and

never ridicule or shout at athletes for making mistakes or not performing as expected. All young athletes are entitled to respect. Be careful to avoid the "star system". Each child deserves equal time and attention, at all times during his/her involvement in athletics.

- 4.13 Care must be taken not to expose a child intentionally or unintentionally to embarrassment or disparagement by use of sarcastic or flippant remarks about the child or his/her family.
- 4.14 Physical punishment or physical force must never be used. Never punish a mistake by verbal means, physical means, or exclusion.
- 4.15 Insist that athletes in your care respect the rules of athletics. Insist on fair play and ensure young athletes are aware you will not tolerate cheating or bullying behaviour.
- 4.16 Encourage the development of respect for opponents, officials, selectors and other coaches and avoid criticism of fellow coaches.
- 4.17 When overnight travel is involved, and a parent is not travelling, parents and participants will be asked to sign permission forms in these instances.
- 4.18 Leaders are responsible for setting and monitoring the boundaries between a working relationship and friendship with athletes. It is advisable for coaches not to involve young athletes in their personal life i.e. visits to coaches home or overnight stays.
- 4.19 All Leaders should avoid working alone and ensure there is adequate supervision for all activities. It is important to realise that certain situations or friendly actions could be misinterpreted by the participant or by outsiders.
- 4.20 When approached to take on a new athlete, ensure that any previous coach - athlete relationship has been ended by the athlete / others in a professional manner.
- 4.21 When young athletes are invited into adult groups/squads, it is necessary to get agreement from a parent/carer. Boundaries of behaviour in adult groups are normally different from the boundaries that apply to junior groups/squads. However the Guidelines and Codes of Practice for Craughwell Athletic Club should be observed where young athletes are invited to adult groups/squads.
- 4.22 Leaders who become aware of a conflict between their obligation to their athletes and their obligation to Craughwell Athletic Club must make explicit the nature of the conflict and the loyalties and responsibilities involved, to all parties concerned.
- 4.23 Leaders/Coaches should communicate and co-operate with medical and ancillary practitioners in the diagnosis, treatment and management of their athlete's medical or related problems. Avoid giving advice of a personal or medical nature if you are not qualified to do so. Any information of a personal or medical nature must be kept strictly confidential unless the welfare of the child requires the passing on of this information.
- 4.24 The nature of the relationship between leader/coach and a participant can often mean that a leader will learn confidential information about an athlete's family. This information must be regarded as confidential and except where abuse is suspected, must not be divulged to a third party without the express permission of the player/family.

- 4.25 Set realistic goals for the participants and do not push young athletes. Create a safe and enjoyable environment.
- 4.26 Do not criticise other leaders, (officials, coaches, and selectors). You are the role model for the children in your care.
- 4.27 Leaders should avoid the use of alcohol, in any activity involving young athletes.

Remember that young athletes compete for fun and enjoyment and that skill development and personal satisfaction have priority over highly structured competition. Never make winning the only objective.

5.0 Leader's Code of Conduct:

Leaders should familiarise themselves with the Athletics Ireland *Code of Ethics and Good Practice for Children's Sport* www.athleticsireland.ie/docs/CodeofConduct.pdf and with the Guidelines and Codes of Practice For Craughwell Athletic Club and follow the procedures if they suspect or receive complaints of abuse of any sort.

5.1 Leaders should:

- Be positive during session, praise and encourage effort as well as results.
- Plan and prepare appropriately.
- Put welfare of young person first, strike a balance between this and winning/results.
- Encourage fair play, treat participants equally.
- Recognise developmental needs.
- Be qualified and up-to-date with knowledge and skill of sport and athletics for young people.
- Involve parents where possible and inform parents when problems arise.
- Keep record of attendance at training.
- Keep a brief record of injury(s) and action taken.
- Keep a brief record of problem/action/outcomes, if behavioural problems arise.
- Keep a brief record of accidents, incidents or complaints and refer these to the child officer.

5.2 Where possible Leaders should avoid:

- Spending excessive amounts of time with children away from others.
- Taking sessions alone.
- Taking children to their home.
- Taking children on journeys alone in their car.

5.3 Sports Leaders should not:

- Use any form of punishment or physical force on a child.
- Exert undue influence over a participant in order to obtain personal benefit or reward.
- Engage in rough physical games, sexually provocative games or allow or engage in inappropriate touching of any kind, and/or make sexually suggestive comments about, or to a child.

- Take measurements or engage in certain types of fitness testing without the presence of another adult.
- Undertake any form of therapy (hypnosis etc) in the training of children.

6.0 Policies:

6.1 Anti Bullying Policy:

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

Bullying is not an accepted behaviour towards anyone at Craughwell Athletic Club be they child, coach, volunteer or parent.

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

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

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

- 6.2.1 Child to be given time to say how they are being bullied and reassured they are right to tell. Reports of bullying may also come from the parent to athletics leader.
- 6.2.2 The leader documents the report and notifies the report to the designated child officer.
- 6.2.3 The leader speaks generally to the alleged perpetrator of the bullying to ascertain the issues without revealing the name of the child who reported it.
- 6.2.4 If satisfied that bullying is occurring, the leader (in the company of a witness) points out to the perpetrator that it's not acceptable to pick on others like this and that s/he needs to correct their behaviour. A record of this conversation should be kept for future reference.

- 6.2.5 If the behaviour reoccurs with the same or another victim, the leader repeats the unacceptability of this behaviour to the perpetrator. A record of this conversation should be kept for future reference.
- 6.2.6 If the behaviour reoccurs a 3rd time, the leader discusses the matter with the perpetrator's parent/carer and asks that they emphasise the unacceptability of such behaviour. A record of this conversation should be kept for future reference.
- 6.2.7 If the behaviour continues, the perpetrator's parent/carer will be asked to remain at training in order to supervise their own child's behaviour.
- 6.2.8 If the behaviour continues, the Complaints/Appeals Procedure will be followed.
- 6.2.9 Adult / Children's Officer to keep the young person informed of their proposed action and to take into account child's feelings and perspective.
- 6.2.10 The child's parents can be informed of your concerns and response.
- 6.2.11 Chairperson/leader of the club to be informed of any incident of bullying so that the policies and practices can be reviewed on a regular basis.

5.2 Disciplinary Procedures:

- Craughwell Athletic Club has adequate disciplinary, complaints and appeals procedures in place. It is important to note that the investigation of suspected child abuse is the responsibility of the Statutory Authorities and will not be undertaken by the Designated Child Officer or other club Leaders. The standard reporting procedure outlined in the **HSE guidelines (see below)** will be followed by Craughwell Athletic Club and adhered to by its members.

HSE Child Protection Guidelines Available on line @

[http://www.hse.ie/eng/services/Find a Service/Children and Family Services/Child Welfare and Protection/Child%20abuse/How to report abuse/](http://www.hse.ie/eng/services/Find_a_Service/Children_and_Family_Services/Child_Welfare_and_Protection/Child%20abuse/How_to_report_abuse/)

Where do you report a concern to?

If you have a concern that a child is being abused you should act on it. Contact the [HSE Child Protection and Welfare Services](#) in your county. If a child is in danger outside these hours you should contact the Gardaí.

Galway Child Protection Social Work Services (Galway City and County).

Galway City

Local Health Office, 25 Newcastle Road, Co. Galway. Tel: (091) 546366 /370/ 325 /369
Duty Social Worker 9.30am - 5pm

Galway County

Tuam Social Work Department, Health Centre, Vicar Street, Tuam, Co.

Galway. Tel: (093) 24492

Loughrea Social Work Department, Health Centre, Loughrea, Co.

Galway. Tel: (091) 847820

Ballinasloe Social Work Department, Health Centre, Brackernagh,

Ballinasloe, Co. Galway. Tel: 09096 46200

Oughterard Social Work Department, Health Centre, Oughterard, Co.

Galway, Tel: (091) 552200

Duty office hours are from 9.30am - 12.30am Monday/Wednesday/Friday. If no response contact Galway Community Services on the above numbers Outside Working Hours all matters should be referred to An Garda Síochana. Under the protocols developed by An Garda Síochana and the HSE, all cases of suspected child abuse would then be referred to the HSE in the normal way.

How do you report a concern?

You can report a concern in writing, in person or by phone. It is possible to report a concern anonymously. Reporting a concern about a child is not easy. If you're not sure about your concerns, you could discuss them with a social worker or public health nurse. This can help you decide whether you want to make a formal report.

Anyone can report a concern about a child. Under The [Protection of Persons Reporting Child Abuse Act 1998](#), (Available on line @<http://www.irishstatutebook.ie/1998/en/act/pub/0049/index.html>) so long as you report what you believe is true and it is done in good faith you cannot be sued.

Further Guidance is contained in Children First: National Guidance for the protection and Welfare of Children (2011) Available on Line @ http://www.dcy.gov.ie/documents/child_welfare_protection/ChildrenFirst.pdf

5.3 Complaints/Appeals Recommended Procedure (Major complaints/allegations):

Craughwell Athletic Club operates on the basis of good practice which includes a complaints/ appeals procedure.:

- 5.3.1 Guidelines and Codes of conduct reflecting a child centred ethos is widely disseminated and applied to all Sports Leaders and members.
- 5.3.2 Craughwell Athletic Club, on receiving a complaint, will appoint a disciplinary committee to resolve problems relating to the conduct of its members. This should include bullying. The complaint should be in writing to the secretary or Designated Child Officer and should be responded to within 5 working days. The committee should consist of the Chairperson, the Designated Child Officer and the club's Development Officer.

- 5.3.3 If the complaint involves suspected abuse or a criminal offence the Designated child officer/ designated person should be consulted and the disciplinary committee disbanded. The HSE will then be informed without undue delay.
- 5.3.4 The disciplinary committee should review any relevant paper work and hold any necessary meetings with all parties to proceed with complaints into any incident of suspected misconduct that does not relate to child abuse. It should, as soon as possible, inform the Executive Committee of the progress of the disciplinary process. This should be done within 10 working days.
- 5.3.5 The disciplinary committee should furnish the individual with the nature of the complaint being made against him/her and afford him/her the opportunity of providing a response either verbally or in writing, but usually at a meeting with the disciplinary committee.
- 5.3.6 Written confidential records of all complaints should be safely and confidentially kept and club procedures should be defined for the possession of such records in the event of election of new officers.
- 5.3.7 Where it is established that an incident of misconduct has taken place, the disciplinary committee should notify the member of any sanction being imposed. The notification should be made in writing, setting out the reasons for the sanction. If the member is under 18 years of age, correspondence should be addressed to the parents/guardians. Where the member is over 18 correspondence should be addressed to both parents/guardians and the member.
- 5.3.8 If the member against whom the complaint was made is unhappy with the decision of the disciplinary committee s/he should have the right to appeal the decision to an appeals committee (independent of a disciplinary committee). Any appeal should be made in writing within an agreed period after issue, usually 10 days of the decision of the disciplinary committee. The chairperson of the appeals committee should be a member of the Executive Committee. The appeals committee should consult with the Designated Child Officer in relation to issues of child welfare and codes of conduct.
- 5.3.9 The appeals committee should have the power to confirm, set aside or change any sanction imposed by the disciplinary committee.
- 5.3.10 If any party is not satisfied with the outcome the matter can be referred to the Governing Body (Athletics Association of Ireland). However efforts to resolve the issue at local level should be exhausted before the Governing Body is engaged in attempts to resolve the matter.
- The **Disciplinary Committee** will consist of 3 members – the Chairperson, the club’s Development Officer and the Child Officer.
 - The **Appeals Committee** will consist of 5 members, one of whom will be appointed chair. Membership will be 3 officers of the Club, one athletics leader, and 2 members of the Executive Committee (Non-Officer).

NOTE: An allegation/complaint against an athletics leader may turn out to be false. However this does not stop people speculating and therefore

possibly affecting the reputation of the individual athletics leader. This can be alleviated by quickly instigating and completing the complaints/appeals process.

5.4 Recruitment and Selection Policy

- 5.4.1 Craughwell Athletic Club will take all reasonable steps to ensure that leaders are appropriately qualified and suitable to work with young people. These procedures apply to all persons with access to young people, whether paid or unpaid. All leaders/coaches and those working with Craughwell Athletic Club, including members of the Executive Committee will be Garda vetted.
- 5.4.2 The Designated Child Officer will maintain a list of such people and will liaise with Age Group Coordinators to make sure that only people on the list or who are awaiting Garda vetting are assisting at training sessions.
- 5.4.3 The Executive Committee and the Designated Child Officer will be notified of all new athletic leaders in the club.
- 5.4.5 All new applicants for athletics leader/coaches should complete an application form which should include a self-declaration section (Appendix 1).
- 5.4.6 References should be verified by Designated Child Officer.
- 5.4.7 Every effort should be made to manage and support appointed Sport Leaders, including awareness of the code of conduct. Adequate supervision should be provided; a leader should not have to work alone. When storing information in relation to applicants, information should be treated as sensitive and confidential. It should be kept in a secure place that is only accessible to nominated officers. Each club must have appropriate administration procedures in place to ensure this.

6.0 General Guidelines:

6.1 Transport:

NOTE: There is extra responsibility on leaders when they transport young people to events.

Adults should:

- 6.1.1 Ensure that there is adequate insurance cover on their car and they follow the rules of the road, including legal use of seat belts.
- 6.1.2 Not carry more than the permitted number of passengers.
- 6.1.3 Avoid being alone with one participant. Put a single passenger in the back seat. Have central drop off locations. Seek parental permission to transport an individual participant on a regular basis and clearly state times of pick-up and drop off. Parents should check with young people about the plans and be happy with the transport arrangements.
- 6.1.4 Occasions may arise where a leader/coach may have no option but to transport participants /athlete alone. The leader/coach should before commencing make phone contact with athlete's parent, guardian, or older sibling to advise of the reason for transporting the athlete. If

none of the athlete's family are available through contact then the leader/coach must advise a fellow coach/leader in advance.

6.2 General Supervision:

- 6.2.1 Make sure there is an adequate adult: child ratio. Leaders should try to have more than one adult present. The number of adults needed will depend on the nature of the activity, the age of the participants and any special needs of the group. As a guide a ratio of 1:8 for under 12 years of age and 1:10 for participants over 12 years of age. This is only a guide. If there is insufficient adults a leader may ask a parent to assist with the session.
- 6.2.2 Where there are mixed groups there should be leaders of both genders.
- 6.2.3 Avoid being alone with one participant, if you need to talk separately do so in an open environment, in view of others.
- 6.2.4 In changing rooms, ask parents to take responsibility and supervise in pairs of appropriate gender.
- 6.2.5 Leaders should not need to enter the changing rooms unless children are very young or need special assistance, where supervision should be in pairs of appropriate gender.
- 6.2.6 Clearly state time for start and end of training sessions or competitions, leaders should not be left alone with young people at the end of sessions. If there are late collections, leaders should (where possible) remain in pairs until participants have all departed. Parents are requested to pick their child/children up on time to avoid placing leaders in this situation.
- 6.2.7 Keep attendance records and records of any incidents, injuries or complaints that may arise.
- 6.2.8 Ask parents/guardians to stay and supervise sessions, (for safety and supervision, not necessarily for their 'technical' expertise). Do this (where possible) through formal meeting process and encourage parents/guardians to sign up formally to a roster arrangement, subject to the normal vetting procedures.
- 6.2.9 An attendance register should be maintained for each training session/event and this should be kept as a permanent record of attendance, which could be referred to in the future.

NOTE: Children who leave the athletics area and enter either of the adjacent playgrounds will not be supervised by the age group coordinator/coach/supervisors.

6.3 Overnight & Away Trips:

NOTE: Where possible the parent/Guardian of the child/children should travel on overnight/away trips.

- 6.3.1 Separate permission forms should be signed by parents/guardians and participants, containing emergency contact number(s) unless accompanied by a parent/guardian.
- 6.3.2 Young participants should sign a behaviour agreement.
- 6.3.3 Appoint a team manager who will make a report on returning home.

- 6.3.4 A meeting with parents/guardians and participants is useful to communicate travel times, competition details, other activities, gear requirements, special dietary needs and any other necessary details. This is where possible and practicable.
- 6.3.5 Rooming arrangements – adults should not share rooms with children. Children should share rooms with those of similar age and same gender.
- 6.3.6 Adults should knock before entering rooms. If possible place male and female rooms in separate sections/quarters.
- 6.3.7 Medical requirements (information will be kept confidential).
- 6.3.8 All group socialisation should take place in communal areas (i.e. no boys in girls rooms and vice versa).
- 6.3.9 Alcoholic drink, smoking or other illegal substances are forbidden to young athletes. Leaders should act as role models in this respect.
- 6.3.10 Team leaders must be very vigilant in this regard at all times on overnight and away trips. To achieve this, a team leader roster involving at least two leaders/managers on duty at the same time should be drawn up.
- 6.3.11 There must be at least one adult of each gender with a mixed party, there should be a good Adult: child ratio, 1:5/6, and proper access to medical personnel.
- 6.3.12 Lights out times should be enforced.
- 6.3.13 Young athletes should be under reasonable supervision at all times and should never leave the venue or go unsupervised without prior permission.
- 6.3.14 It is important that arrangements are outlined as above, and are agreed with the management team leaders in advance of actual event, and at a formal meeting at the commencement of the travel to include everyone.

6.4 Physical Contact:

- 6.4.1 Physical contact during sport should always be intended to meet the child's needs, **NOT** the adults. The adult may use appropriate contact when the aim is to assist in development of the 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.

In general:

- Contact should be determined by the age and developmental stage of the participant – don't do something for a child that they can do for themselves.
- Never engage in inappropriate touching such as touching of groin, genital areas, buttocks, breasts or any other part of the body that might cause a child distress or embarrassment.

7.0 Use of Photographic and Mobile Equipment:

- 7.1 Craughwell Athletic Club adopts a policy in relation to the use of images of athletes on its websites and other publications. Adults and sports leaders need to work together to prevent those wishing to cause such harm to young people. Remember having photographic and filming

guidelines is not about preventing parents from taking pictures, it is to ensure that only those who have a right to take photographs do so. Anyone concerned about photography taking place at events or training sessions can contact the Designated Child Officer and ask them to deal with the matter.

7.2 Craughwell Athletic clubs policy on the use of photographs is:-

- a) By virtue of joining the club, parents have consented to photographs/videos of the athlete being used by the club for the promotion of the sport. This is stated on the club's membership form.
- b) For athletes in the U15 or older age groups, its acceptable for them to be named in photographs on the club website.
- c) For athletes in the U14 or younger age groups, its only acceptable to use their photograph on the club's website if the athlete's name cannot be easily identified or provided if parental permission is explicitly given on each occasion for its use on the club's website.
- d) **The use of camera phones in dressing rooms or changing areas is prohibited.**

7.1.2 The club will endeavor to the best of its ability to ensure that other websites not under its control observe points b) and c) above but cannot enforce this.

7.1.3 The club will require anybody taking photographs or videos on behalf of the club to be Garda vetted. Likewise, the club will endeavor to the best of its ability to ensure that anybody accredited as an official photographer at events in which the club participates is Garda vetted.

7.1.4 The purpose is to reduce the risk of inappropriate, unsolicited attention from people within and outside the sport. Group photographs where the club is identified rather than individuals are good for publicity without creating a risk to those in the photographs.

7.1.5 As a guide try to remember the following:

- To reduce the risk of inappropriate use, only use images of athletes in suitable dress. The content of the photograph should focus on the activity not on a particular child.
- Talk to Designated Child Officer if you are worried about use of images.

Amateur photographers and film/video operators wishing to record an event or practice session are required to register their details with the club. The persons name, address, club (if appropriate) and contact number/s should be recorded and stored for future reference. Parents taking pictures/images of their children only do not require permission.

7.2 To ensure spectators and participants are informed of the policy, the club/event/organisation should display the following information prior to the start of an event and where possible make an announcement over a tannoy.

- *"In line with the recommendation in the Craughwell Athletic Club Code of Conduct, the promoters of this event request that any person wishing to engage in any video, zoom or close range photography should register their details with the organisers. It is not advisable that children are photographed or filmed without their permission and/or the permission of their parent/guardian".*

8.0 Working in Partnership to Protect:

8.1 Young People:

- 8.1.1 Photographs, when used with personal information, can be used as a means of identifying children. This practice can make a child vulnerable to an individual who may wish to "groom" that child for abuse. Furthermore the content of the photo can be used or adapted for inappropriate use.
- 8.1.2 There is evidence of this adapted material finding its way onto child pornography sites. Adults and sports leaders need to work together to prevent those wishing to cause such harm to young people.

8.2 As a Leader remember:

- 8.2.1 Use group texts for communication among athletes and teams, and inform parents of this practice at the start of the season.
- 8.2.2 It is not appropriate to have constant communication with individual athletes. Don't use the phone in certain locations; inappropriate use of your camera phone may cause upset or offence to another person e.g. in changing rooms.

9.0 Child Protection Procedures:

9.1 Child Welfare and Protection Procedures:

- 9.1.1 Craughwell Athletic Club accepts that organisations, which include young people among its members, are vulnerable to the occurrence of child abuse. Below are the procedures for dealing with any welfare or protection issue that may arise. Child welfare and the protection of young people is the concern of all adults at all times, irrespective of their role within the club.
- 9.1.2 If there are grounds for concern about the safety or welfare of a young person, you should react to the concern. Persons unsure about whether or not certain behaviours are abusive and therefore reportable, should contact the Designated Child Officer who is familiar with the reporting procedure. They may contact the duty social worker in the local health service executive where they will receive advice. Grounds for concern include a specific indication from a child, a statement from a person who witnessed abuse or an illness, injury or behaviour consistent with abuse.
- 9.2.3 A report may be made by any member in the club but should be passed on to the Designated Child Officer who may in turn have to

pass the concern to the local Statutory Authorities. It is not the responsibility of anyone working within Craughwell Athletic Club in a paid or voluntary capacity, or those working in affiliated organisations, to take responsibility or decide whether or not child abuse is taking place. That is the job of the local statutory authorities. However, there is a responsibility to protect children by assisting the appropriate agencies so that they can then make enquiries and take any necessary action to protect young people.

- 9.2.4 Everyone should follow both procedures outlined below, firstly the procedure for responding to a child in distress and secondly the procedure for reporting the concern.

9.2 Response to a Child Disclosing Abuse

NOTE: Abuse may be Verbal, Physical, Emotional or Sexual.

9.2.1 When a young person discloses information of suspected abuse you should:

- (a) Deal with any allegation of abuse in a sensitive and competent way through listening to and facilitating the child to tell about the problem, rather than interviewing the child about details of what happened.
- (b) Stay calm and not show any extreme reaction to what the child is saying. Listen compassionately, and take what the child is saying seriously.
- (c) Understand that the child has decided to tell something very important and has taken a risk to do so. The experience of telling should be a positive one so that the child will not mind talking to those involved in the investigation.
- (d) Be honest with the child and tell them that it **may not** be possible to keep information a secret.
- (e) Make no judgemental statements about the person against whom the allegation is made.
- (f) Not question the child unless the nature of what she/he is saying is unclear. Leading questions should be avoided. Open, non-specific questions should be used such as "can you explain to me what you mean by that?"
- (g) Give the child some indication of what would happen next, such as informing parents/guardians, health service executive or social services. It should be kept in mind that the child may have been threatened and may feel vulnerable at this stage.
- (h) Check out the concerns with the parents/guardians before making a report unless doing so would endanger the child or compromise an investigation.
- (i) Carefully record the details.
- (j) Pass on this information to the Designated Child Officer.
- (k) Reassure the child that they have done the right thing in telling you.

9.3 Reporting Suspected or Disclosed Child Abuse:

9.3.1 Child Abuse:

The following steps should be taken in reporting child abuse to the statutory authorities:

- (a) Report the matter as soon as possible to the Designated Child Officer who may decide to monitor the issue by observing and noting dates, times, locations and contexts in which the incident occurred or suspicion was aroused, together with any other relevant information.
- (b) If the Designated Child Officer has reasonable grounds for believing that the child has been abused or is at risk of abuse, she/he will make a report to the Health Service Executive who have statutory responsibility to investigate and assess suspected or actual child abuse
- (c) In cases of emergency, where a child appears to be at immediate and serious risk and the Child Officer is unable to contact a duty social worker, the Gardaí should be contacted. Under no circumstances should a child be left in a dangerous situation pending intervention by the Statutory Authorities
- (d) If the Designated Child Officer is unsure whether reasonable grounds for concern exist she/he can informally consult with the HSE, she will be advised whether or not the matter requires a formal report.
- (e) A Child Officer reporting suspected or actual child abuse to the Statutory Authorities will first inform the family of their intention to make such a report, unless doing so would endanger the child or undermine an investigation

9.3.2 The Protection for Persons Reporting Child Abuse Act, 1998, provides immunity from civil liability to persons who report child abuse 'reasonably and in good faith' to the Health Service Executive or the Gardaí. The act also covers the offence of 'false reporting'. The main provisions of the Act are:

- The provision of immunity from civil liability to any person who reports child abuse "reasonably and in good faith" to designated officers of Health Service Executive or any member of An Garda Síochana.
- The provision of significant protection for employees who report child abuse. This protection covers all employees and all forms of discrimination up to and including, dismissal.
- The creation of a new offence of false reporting of child abuse where a person makes a report of child abuse to the appropriate authorities "knowing that statement to be false". This is a new criminal offence designed to protect innocent persons from malicious reports.

9.4 Allegations Against Sports Leaders:

9.4.1 Craughwell Athletic Club has agreed procedures to be followed in cases of alleged child abuse against Sports Leaders. If such an

allegation is made against a Sports Leader working within the club, two procedures should be followed:

- (A) The reporting procedure in respect of suspected child abuse (reported by the Designated Child Officer see 9.3.1).
 - (B) The procedure for dealing with the Sports Leader will be carried out by a nominee of the Executive Committee of the Craughwell Athletic Club (See 9.5.1).
- 9.4.2 The safety of the child making the allegation should be considered and the safety of any other children who may be at risk. The club should take any necessary steps that may be necessary to protect children in its care.
- 9.4.3 The issue of confidentiality is important. Information is on a 'need to know' basis and the Sports Leader should be treated with respect and fairness.

9.5 Reporting Procedure (Allegations of Abuse Against Sports Leaders):

If the Designated Child Officer has reasonable grounds for concern, the matter should be reported to the HSE, following the standard reporting procedure.

- 9.5.1 While the Designated Child Officer makes the report to the HSE. At club level a nominee from the disciplinary committee should deal with the Sports Leader in question.
- 9.5.2 The nominee should privately inform the Leader that (a) an allegation has been made against him / her and (b) the nature of the allegation. He / she should be afforded an opportunity to respond. His / her response should be noted and passed on to the HSE.
- 9.5.3 The Leader should be asked to step aside pending the outcome of the investigation. When a person is asked to step aside it should be made clear that it is **only a precautionary measure** and will **not prejudice** any later disciplinary proceedings. The governing body (AAI) should be informed by the Designated Child Officer that the Leader has been asked to stand aside.
- 9.5.4 Governing bodies can consider disciplinary action on the Leader but should ensure that this does not interfere with the investigation of the Statutory Authorities. It is important that governing bodies consider the outcome of the investigation and any implications it might have.

NOTE: The fact that the alleged abuser has not been prosecuted or been found guilty does not mean that they are appropriate to work with young people in the future.

NOTE: An allegation/complaint against an athletics leader may turn out to be false. However this does not stop people speculating and therefore possibly affecting the reputation of the individual athletics leader. This

can be alleviated by quickly instigating and completing the complaints/appeals process.

9.6 Confidentiality:

Confidentiality should be maintained in respect of all issues and people involved in cases of abuse, welfare or bad practice. It is important that the rights of both the child and the person about whom the complaint has been made are protected.

9.6.1 The following points should be kept in mind:

- A guarantee of confidentiality or undertakings regarding secrecy **cannot** be given, as the welfare of the child will supersede all other considerations.
- All information should be treated in a careful and sensitive manner and should be discussed only with those who need to know.
- Information should be conveyed to the parents / guardians of the child in a sensitive way.
- Giving information to others on a 'need to know' basis for the protection of a child is not a breach of confidentiality.
- All persons involved in a child protection process (the child, his/her parents/guardians, the alleged offender, his/her family, sports leaders) should be afforded appropriate respect, fairness, support and confidentiality at all stages of the procedure.
- Information should be stored in a secure place, with limited access only to designated people.
- The requirements of the Data Protection laws should be adhered to.
- Breach of confidentiality is a serious matter.

9.7 Anonymous Complaints

9.7.1 Anonymous complaints can be difficult to deal with but should not be ignored. In all cases the safety and welfare of the child/children is paramount. Any such complaints relating to inappropriate behaviour should be brought to the attention of the Children's Officer or the Chief Executive Officer of Athletics Ireland. The information should be checked out and handled in a confidential manner.

9.8 Rumours

9.8.1 Rumours should not be allowed to hang in the air. Any rumours relating to inappropriate behaviour should be brought to the attention of the Designated Child Officer and checked out without delay.

9.9 Minor Complaints (not of a serious nature).

The early acknowledgement and resolution of a complaint is key to ensuring the confidence of people (with genuine issues and/or concerns) that they are being listened to and their concerns are being addressed. They should also be kept up to date about the

complaints procedure and receive early feedback on the results of the complaints outcome. This may prevent minor complaints from escalating.

- 9.9.1 Minor complaints should be made formally in writing to the age group coordinator. Minor Verbal complaints will however be taken seriously and addressed where necessary.
- 9.9.2 Where possible a minor complaint should be resolved by the age group coordinator/coach at the point of contact. They should use their judgement as to whether a record (Appendix 2) of the complaint and action taken is required. This is forwarded to the designated child officer.
- 9.9.3 If a complaint cannot be satisfactorily resolved by the age group coordinator it should be forwarded in writing to the designated child officer.
- 9.9.4 The designated child officer will inform the chairperson and secretary of Craughwell Athletic Club.
- 9.9.5 The complaint will be investigated within 5 working days by a sub group called by the Chairperson which may consist of members of the executive committee, the designated child officer, age group coordinator, coaches and supervisors (as appropriate) of the relevant age group where the complaint was initiated from.
- 9.9.6 The sub group will examine all records of the complaint and hear evidence/statements from age group coordinator, coaches and supervisors or others as necessary.
- 9.9.7 Where a complaint is made against a coach or supervisor due process will be afforded to resolve the complaint as soon as possible. During this time the support of the clubs officers will be offered to the coach concerned.
- 9.9.8 A decision (where possible) will be made within 3 working days. Any delays to this process will be notified to all parties to ensure they are informed of the progress of the process.
- 9.9.9 The outcome of the complaints procedure will be notified to the person/s making the complaint, the age group coordinator, coaches and supervisors (as appropriate) by the designated child officer.
- 9.9.10 A written record of the complaint and its outcome will be kept by the designated child officer.

NOTE: Complaints should be treated as a learning event for the Club and changes (where necessary) put in place to prevent a reoccurrence.

10.0 Appendix 1: Coach/Leader/ Form.

Craughwell Athletic Club Coach Registration Form 2012

I wish to register as a coach of with Craughwell Athletic Club and the Athletic Association of Ireland (AAI) for the year 2012 and subsequent years.

I will consult my GP regarding any medical conditions I have that might affect me in a coaching capacity and any coaching activities that will impact any such conditions.

If you are already a registered member of AAI either with Craughwell or with another club, please indicate so here:

Club: _____ 2012 Registration Number: _____

	Yes	No
Have you read and do you agree to abide by the guidelines contained in the AAI's Code of Ethics for Athletics (http://www.athleticsireland.ie/docs/CodeofConduct.pdf). <i>(if you answer no, unfortunately you cannot become a coach in the club)</i>	<input type="checkbox"/>	<input type="checkbox"/>

Have you read and do you agree to abide by the guidelines contained in Guidelines And Codes of Practice for Craughwell Athletic Club (draft date 30-Mar-2012) <i>(if you answer no, unfortunately you cannot become a coach in the club)</i>	<input type="checkbox"/>	<input type="checkbox"/>
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Have you ever been asked to leave a sporting organisation? <i>(if you answer yes, we will contact you in confidence)</i>	<input type="checkbox"/>	<input type="checkbox"/>
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In line with AAI's child protection policy, do you agree to the club requesting a background check (Garda vetting) to be carried out by An Garda Siochana to ascertain your suitability for working with children and young adults. The result of this check will be treated in confidence. <i>(if you answer no, unfortunately you cannot become a coach in the club)</i>	<input type="checkbox"/>	<input type="checkbox"/>
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Have you already completed Craughwell AC's Garda Vetting form and Athletics Ireland form and returned it to Craughwell AC for submission to Athletics Ireland?	<input type="checkbox"/>	<input type="checkbox"/>
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Please supply the names and addresses of 2 referees who may be asked to provide character references on your behalf:

Referee 1:

Referee 2:

Application forms should be fully completed and returned as soon as possible to Michael Tobin, Granage, Craughwell, Co. Galway. If you have any queries, please ring Michael Tobin at 087 6591879 or the club's Child Officer Breda Reidy at 086 1624111.

Full Name:

Date of Birth:

Address:

Telephone No.:

Mobile No.:

Email:

Signature:

Have you ever been convicted of an offence in the Republic of Ireland or elsewhere?

No Yes Please provide details

DATE	COURT	OFFENCE	COURT OUTCOME

DECLARATION OF APPLICANT

I, the undersigned who have applied for a position as a _____ hereby authorise An Garda Síochána to furnish to Athletics Ireland a statement that there are no convictions recorded against me in the Republic of Ireland or elsewhere, or a statement of all convictions and / or prosecutions, successful or not, pending or completed, in the State or elsewhere as the case may be.

Signature of Applicant: _____ Date: _____
 (_____)

Club: _____ COUNTY: _____ ROLE: _____

To be completed by Athletics Ireland Offices only

Authorized Signatory: _____ (Athletics Ireland)
 PLEASE PRINT ALSO (_____)

Registration Number: _____ Date: _____

To be completed by the Garda Central Vetting Unit

According to Garda records there are no previous convictions recorded against the above named applicant:

OR the attached convictions appear on Garda Records:

OR the attached prosecutions are pending:

NOTE: Checks were carried out by this office based on the information supplied.
 The convictions supplied may apply to the subject of your enquiry.
 Please verify information disclosed with the applicant.

Signed: _____ Member I/C

C.V.U.

12.0 Appendix 3 : Incident/Complaint Form.

DATE, TIME AND LOCATION OF INCIDENT/COMPLAINT:	
Details of the person/s making the complaint:	
Name:	Childs Name:
Contact Number:	
Names of Age group Coordinator/Coach/supervisors:	
Details of the incident/complaint (what happened? Who was involved? Any witnesses?)	
Action Taken/Outcome:	

This document has been guided by the Athletic Association of Irelands Code of Ethics and Good Practice For Children in Athletics. Available on line @ www.athleticsireland.ie/docs/CodeofConduct.pdf

This document will be reviewed periodically. For the latest version please consult the Craughwell Athletic Club web site @ www.craughwellac.com