

# **SAFEGUARDING CHILDREN AND YOUNG PEOPLE IN FOOTBALL**



**NORTHERN IRELAND BOYS' FOOTBALL  
ASSOCIATION/  
IRISH FOOTBALL ASSOCIATION  
CHILD PROTECTION POLICY & PROCEDURES  
2009**

# **Northern Ireland Boys' Football Association**

## **Safeguarding Children & Young People in Football**

***It is the responsibility of the NIBFA's member clubs to provide a secure environment in which children and young people can enjoy football.***

In order to retain the interest of our young players it is important that their first experiences in the game are positive. To this end, football clubs must be able to professionally manage their young players, ensuring their safety and well-being during all club activities. This booklet provides information and guidelines to assist clubs in devising and implementing their own safeguarding procedures.

**Gerry Ward**  
**Chairperson of NIBFA**

***The protection of children and young people in football, has been and remains a priority of the highest order for the NIBFA.***

In recognising its responsibility to safeguard the welfare of all children and young people, and protect them from inappropriate behaviour and all forms of abuse, the NIBFA are determined to ensure that all clubs providing football opportunities for children and young people, do so to the highest possible standard of care.

**Jim Weir**  
**Secretary of NIBFA**



## GLOSSARY

**Child** - to refer to child or young person under the age of 18

**Coach** - This term refers to coaches, leaders, team managers and volunteers

**Code of Ethics & Good Practice for Children's Sport** - This is a joint document produced by the Irish Sports Council & Sport NI to assist sports organisations.

**Parent/Guardian Consent** -

Parental consent is defined by the Children (NI) Order 1995 Article 6 (i)

Natural mother always has parental responsibility.

Natural father gains parental responsibility;

if married to the mother at the time of birth or subsequently marries her;

through an agreement witnessed by solicitor or a Parental responsibility Order;

post 15 April 2002 if they jointly register the baby's birth.

**Regulated Position** – For the purposes of this document a regulated position in relation to safeguarding children and young people shall refer to those in positions of responsibility for children and young people when involved in football activities, i.e. coaches, volunteers, selectors and those who manage these positions.

**Child Welfare Officer/Designated Person** – In football, this person is responsible for dealing with any concerns about the safeguarding of children and young people. The person designated should ensure that they are knowledgeable about Child Protection and that they undertake any training that is considered necessary to keep updated on new developments.

**Each club should appoint a Child Welfare Officer/Designated Person.**

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## **POLICY STATEMENT**

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

The Children (Northern Ireland) Order (1995) is based on a clear and consistent set of principles designed with the common aim of promoting the welfare of children. Children have the right to be safe. All coaches should ensure that this fundamental principle takes precedence over all other considerations.

This policy applies to all those involved in the NIBFA, in particular; staff, coaches, administrators, officials, volunteers, parents/guardians, children and young people.

## **EQUALITY**

The NIBFA will endeavour to ensure all participants in NIBFA activities will be given equal opportunity irrespective of age, gender, parental or marital status, colour, race, ethnic origin, creed, disability, social status or sexual orientation.

## **CONFIDENTIALITY STATEMENT**

NIBFA staff or representatives will never promise to keep secrets. However, information of a confidential nature will only be communicated on a "need to know" basis, with the welfare of the child remaining paramount.

Considerations of confidentiality will not be allowed to override the rights of children or young people to be protected from harm (see appendix 11).

## **AWARENESS OF THE ISSUES**

Background knowledge in relation to child abuse, the general principles of safeguarding and the ability to recognise and respond to abuse are important issues. Of primary concern for the NIBFA is the issue of protecting our children and young people within the operation of our facilities and activities. However, being cognisant of the indicators of abuse/inappropriate behaviour caused by others outside the NIBFA activities, is of an equal importance for the safety and well-being of that child or young person.

# WHAT IS CHILD ABUSE?

Child abuse occurs when a child or young person is neglected, harmed, or not provided with proper care. Children and young people may be abused in many settings; in a family, in an institutional or community/sporting setting, by those known to them, or more rarely, by a stranger. There are different types of abuse, and a child or young person may suffer more than one of them.

## **Co-operating to Safeguard Children (2003) formally recognises four types of abuse:**

**Physical Abuse** may occur when a person:

- deliberately physically hurts a child/young person by hitting, shaking, squeezing, biting etc.
- gives a child/young person access to alcohol, cigarettes, drugs or other dangerous substances.

**In a footballing context this may occur when:**

- the nature or intensity of the training disregards the capacity of the child's/young person's growing and maturing body
- the child/young person is predisposed to injury resulting from fatigue or overuse (excessive and inappropriate training methods)
- the child/young person is given drugs to enhance their performance.

**Emotional Abuse** may happen through:

- severe or persistent lack of care and attention for the child/young person
- shouting at, taunting or threatening the child/young person
- conveying to a child/young person that they are worthless, unloved or inadequate.

**In a footballing context:**

- where the coach/volunteer uses his/her position of power to bully the child/young person into something he/she is uncomfortable with
- where a child/young person is valued only in so far as they meet the needs of the coach
- never giving a child/young person the chance to play or feel valued as part of the squad
- a coach/volunteer constantly shouting at a child/young person in front of others, causing embarrassment
- parents/guardians/supporters on the touchline verbally harassing players on the pitch.

**Neglect** includes situations where an adult:

- fails to meet the child's/young person's basic needs - for example, food, water, clothing etc.
- constantly leaves the child/young person unsupervised or not cared for.

**In a footballing context:**

- Continuously leaving a child/young person out of the team
- Constantly ignoring a child/young person
- Making a child/young person play in extreme cold conditions while inadequately dressed
- Making a child/young person play in extreme heat without sufficient fluid intake, or adequate protection from the sun
- Continuously showing favoritism towards certain players.

**Sexual Abuse** is when a person uses children/young people to meet their own sexual needs through:

- full sexual intercourse, masturbation, oral and anal intercourse and fondling
- non-contact activities such as involving a child/young person in looking at, or in the production of pornographic material
- inappropriately telling children/young people sexually explicit stories or jokes.

**In a footballing context:**

- The coach/volunteer involved in horseplay or sexually provocative games with the children/young people
- The coach/volunteer using, or letting the children/young people use sexually explicit language
- The coach/volunteer inappropriately touching children/young people.

**The coach/volunteer must realise the significant position they represent in the child's/young person's life and must ensure they do not abuse their position of trust, and be an appropriate role model.**

# INDICATORS OF ABUSE

The following is a list of some indicators of abuse, but it is not exhaustive:

## PHYSICAL ABUSE

### Physical indicators

- Scratches
- Bite marks or welts
- Bruises in places difficult to identify, e.g. behind ears, groin
- Burns, especially cigarette burns
- Untreated injuries

### Behavioural indicators

- Self-mutilation tendencies
- Chronic runaway
- Aggressive or withdrawn
- Fear of returning home
- Undue fear of adults
- Fearful watchfulness

## Recognition of abuse

Even for those experts working in the area of child abuse, it may not always be easy to recognise a situation where abuse may be occurring or has already taken place. Any concern about the welfare of a child should be reported as outlined in the procedures within this booklet.

## EMOTIONAL ABUSE

### Physical indicators

- Sudden speech disorders
- Wetting and soiling
- Signs of mutilation
- Frequent vomiting

### Behavioural indicators

- Attention-seeking behaviour
- Rocking, thumb-sucking
- Fear of change
- Chronic runaway
- Poor peer-relationships



# **NEGLECT**

## **Physical indicators**

- Constant hunger
- Exposed to danger, lack of supervision
- Inadequate/inappropriate clothing
- Poor hygiene
- Untreated illnesses

## **Behavioural indicators**

- Tiredness, listlessness
- Poor peer relationships
- Low self-esteem
- Compulsive stealing, begging

# **SEXUAL ABUSE**

## **Physical indicators**

- Soreness, bleeding in genital or anal areas
- Itching in genital area
- Stained or bloody underwear
- Stomach pains or headaches
- Pain on urination
- Difficulty in walking or sitting
- Bruises on inner thighs or buttocks
- Anorexic/bulimic

## **Behavioural indicators**

- Chronic depression
- Inappropriate language and sexual knowledge for age group
- Making sexual advances to adults or other children
- Low self-esteem
- Afraid of the dark
- Wariness of being approached by anyone
- Substance/drug abuse

## **Bullying**

Although bullying has not been defined as abuse within the Children (NI) Order 1995, it has been recognised by the Regional Area Child Protection Procedures produced in 2005. Bullying has been defined as:

“deliberately hurtful behaviour usually repeated over a period of time, where it is difficult for those bullied to protect themselves. 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). 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).”

The coach/leader is in a position of trust and has a responsibility to make sure that bullying does not occur within their club. If it does, they must take the appropriate measures to make sure it is addressed and to ensure it does not happen again.

## **Vulnerability of those with a Disability**

Safeguards for children and young people with a disability should be the same as those for other children and young people. Special input may be required if the child or young person has severe or multiple disabilities. In the largest study into the issue of disabled children and abuse Sullivan & Knutson (2000) found that 31% of disabled children had been abused, compared to a percentage rate of 9% among the non-disabled child population.

Disabled children and young people have the same needs as other children. They may also have additional needs associated with their disability, which may increase their vulnerability to abuse:

- Children/young people with disabilities are often more dependent on adults, e.g. in intimate care needs and may be cared for by a number of different adults. Such children/young people often spend a lot of time away from home.
- Children/young people with disabilities may be unable to recognise abusive behaviour because they may have learning difficulties or a lack of awareness, and because they may have reduced exposure to normal adult/children interactions. For example, a child with disabilities may have difficulty in differentiating between appropriate and inappropriate touching.
- Some children/young people, particularly those with physical disabilities, may have a poor and/or incomplete body image and therefore may not recognise inappropriate behaviour.

## **Guidelines for responding to a disclosure:**

### **DO**

- Stay calm
- Listen & hear. Give the person time to say what they want.
- Reassure them that they have done the right thing in telling someone and that it will be dealt with appropriately
- Record in writing what was said as soon as possible
- Report to someone else in the club - Child Welfare Officer/designated person
- Record your report.

### **DON'T**

- Panic
- Promise to keep secrets
- Enquire into the details of the abuse
- Make a child/young person repeat the story unnecessarily
- Ask leading questions.

## **ANTI-BULLYING AND HARASSMENT STATEMENT:**

Staff, coaches and volunteers should challenge bullying in any form i.e. physical or emotional. Physical bullying can take the form of attacks, such as hitting, kicking, taking or damaging belongings. Emotional bullying may be a verbal assault, including name-calling, insults, persistent teasing, sectarian/racist remarks, or it may take more indirect forms, such as spreading malicious gossip, rumours or excluding someone from a social group. Bullying is not an accepted behaviour towards anyone involved in NIBFA activities be they a coach/volunteer, parent/guardian, or child/young person. Anyone found to be bullying others will be dealt with seriously both in regards to the behaviour exhibited and the reasons for the behaviour (see Anti-Bullying policy appendix 12 for more details).

## **Child Welfare Officer (Designated Person)**

The Child Welfare Officer within the club shall be made known to children/young people, coaches/volunteers and parents/guardians alike; as the designated person to whom concerns within club activities will be addressed. If the concern is about the Child Welfare Officer please report to the club's Chairperson or a committee member. The IFA's Child/Player Welfare Manager should be contacted for advice and guidance if required. Procedures for recording/dealing with incidents/accidents will be outlined later in this policy document.

The Designated People within the IFA are:

**Jim Grattan**  
**Child/Player Welfare Manager**  
**Irish Football Association**  
**20 Windsor Ave, Belfast BT9 6EG**  
**Tel: 028 9066 9458**  
**e-mail [jgrattan@irishfa.com](mailto:jgrattan@irishfa.com)**

**Jessica de Largy**  
**Child/Player Welfare Administrator**  
**Irish Football Association**  
**20 Windsor Ave, Belfast BT9 6EG**  
**Tel: 028 9066 9458**  
**e-mail [jdelargy@irishfa.com](mailto:jdelargy@irishfa.com)**

## **SAFE RECRUITMENT PROCEDURES FOR STAFF/COACHES/VOLUNTEERS**

- Staff/coaches/volunteers should be carefully selected, trained and supervised
- All new staff/coaches/volunteers working in a regulated position/post must agree to complete a character reference form as well as a vetting check. For further information please contact the IFA's Child/Player Welfare Department.
- Declaration of past convictions or cases pending, and agreement to have an appropriate vetting check completed, is of course a pre-requisite to approval to a regulated position i.e. a coach, someone with direct responsibility for working with children/young people (see appendix 1).
- **ALL** staff/coaches/volunteers must agree to abide by the NIBFA's Codes of Conduct and are required to sign a pro-forma stating this (see appendix 2, Consent Forms)
- Any concerns or objections with regard to the suitability of a staff member/coach/volunteer must be submitted to the club's Child Welfare Officer/designated person. These matters will be raised within the club committee with appropriate action taken including a formal response in writing to the concerned party if required.

## **TRAINING FOR COACHES/VOLUNTEERS**

- Approved courses/training sessions for volunteers will be organised by the club and volunteers are encouraged to attend, at least, a Grassroots Leaders Award.
- It is preferred (but not necessary) that coaches/volunteers who wish to work directly with children/young people will have previous experience either playing/coaching football or working in other youth settings.
- Education and training in the basics of safeguarding will apply to all staff, coaches, volunteers and management committee members working with children or young people, through the provision of the IFA/NSPCC endorsed 'Safeguarding Children in Football' awareness course. The NIBFA is committed to continuously updating and reviewing its current Child Protection Policy.

### **Child protection training must include:**

- basic awareness of safeguarding issues
- awareness of the club's Child Protection policy and procedures including its Codes of Conduct.

Training will be football specific. A minimum of 3 hours is required in order to complete basic awareness training. The IFA now deliver a specific Child Protection course for those involved in football. Clubs should ensure that all staff/coaches/ volunteers attend child protection awareness training, and are vetted, as soon as possible. This opportunity should also be made available to parents/guardians involved in clubs in order to promote a child-focused culture. All staff/coaches/volunteers should receive induction training as well as training appropriate to their role. This should be updated and reviewed regularly for new staff/coaches/volunteers, and in line with changing legislation.

## **GUIDELINES FOR REPORTING ACCIDENTS**

**In the event of an accident, the following procedure will be carried out:**

- Fill in two copies of the Accident Report Form (see Appendix 3)
- Make contact with parents/guardians
- One copy of form to accident book/folder
- Forward one copy to the club's Child Welfare Officer/designated person for record keeping. The IFA Child Welfare Dept. should only receive notification of serious accidents.
- Contact emergency services/GP if required
- Record in detail all facts surrounding the accident, witnesses etc.

## **GUIDELINES FOR REPORTING ALLEGATIONS/INCIDENTS**

- Record all incidents reported or observed on an Incident Report Form (see Appendix 4)
- One copy to Child Welfare Officer/designated person within 24 hours
- Ensure confidentiality - only 'need to know' basis (reference confidentiality clause)
- The club's Child Welfare Officer/designated person will be responsible for storing any report in a safe and secure environment
- The Child Welfare Officer /designated person will also be responsible for forwarding information to the IFA Child Welfare Dept. for monitoring purposes and, on occasion, advice.

See Appendix 6 if the concern is about the behaviour of a member of the club.

See Appendix 7 if concern is about possible abuse outside the club.

## USEFUL NUMBERS

### **Northern HSC Trust**

Out-of-hours No:

**Tel: 0300 123 4333**

**Tel: 028 9446 8833** (recorded message provides emergency out-of hours no.)

### **South-Eastern HSC Trust**

**Tel: 0300 100 0300** (post-5pm a recorded message directs caller to Emergency Duty team)

### **Southern HSC Trust**

**Tel: 0800 783 7745** (when switchboard closed a recorded message directs caller to Out-of Hours team)

### **Belfast HSC Trust**

Out-of-Hours No:

**Tel: 028 9050 7000**

**Tel: 028 9056 5444** (caller directed to out-of-hours team)

### **Western HSC Trust**

**Tel: 028 7186 0086** (when switchboard closed a recorded message directs caller to Out-of Hours team)

### **NSPCC Helpline**

**[www.ceop.gov.uk](http://www.ceop.gov.uk)**

**Tel: 0808 800 5000**

### **Childline Freephone**

**Tel: 0800 1111**

### **Sport NI**

**[www.sportni.net](http://www.sportni.net)**

**Tel: 028 9038 1212**

### **NSPCC Child Protection in Sport Unit**

**[www.thecpsu.org.uk](http://www.thecpsu.org.uk)**

**Tel: 028 9035 1135**

### **Volunteer Development Agency**

**[www.volunteering-ni.org](http://www.volunteering-ni.org)**

**Tel: 028 9023 6100**

### **Access NI**

**[www.accessni.gov.uk](http://www.accessni.gov.uk)**

**Tel: 028 9025 9100**

## **AVAILABILITY OF INFORMATION**

It is important that there is a free flow of information between staff/coaches/volunteers, parents/guardians and children/young people, in terms of what we aim to achieve in our duty to care for children and young people in NIBFA activities.

Parents/guardians should know what the club does and how it does it, and that the coaches/designated person should be on hand during, or after, coaching sessions for consultation or advice.

When appropriate, letters (or telephone contacts) will be issued in relation to further information or specifics in respect of an event etc.

# **APPENDIX 1**

**RECRUITMENT PROCEDURES FOR THOSE IN REGULATED POSITIONS  
(I.E. WORKING WITH CHILDREN/YOUNG PEOPLE)**



## **CLUB RECRUITMENT PROCEDURES FOR THOSE IN REGULATED POSITIONS (I.E. WORKING WITH CHILDREN/YOUNG PEOPLE)**

**Guidance for this recruitment procedure has been taken from:**

- Code of Ethics and Good Practice for Children's Sport 2006
- our Duty to Care
- Co-operating to Safeguard Children, 2003.

Clubs rely heavily on the time and commitment given by staff, coaches and volunteers, and without this the opportunities for children and young people to play football would not exist.

**Clubs will ensure good recruitment procedures by:**

- defining the role the individual is applying for
- insisting that a person applying for any post of responsibility associated with the club, completes the vetting check
- obtaining two references in writing
- insisting that a person applying for a post of responsibility associated with the club, completes a character reference form
- setting a probationary period for staff, coaches and volunteers
- assessing the individual's experience of working with children and young people, along with their knowledge of safeguarding issues
- assessing their commitment to promoting good practice
- assessing their ability to communicate with children/young people (e.g. their approachability). One way of doing this is to consult children/young players or ask questions to examine how a person would respond to a particular scenario (e.g. are they authoritarian or too relaxed in their approach.)

\* In order to obtain the relevant form, please contact the IFA Child/Player Welfare Department or refer to the Access NI website.

# Character Reference Form



## Confidential

The following person: \_\_\_\_\_

has expressed an interest in working within our club - \_\_\_\_\_

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

### How long have you known this person?

\_\_\_\_\_

### 2. In what capacity?

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 4. Please rate this person on the following – please tick 1 box for each statement:

	Poor	Average	Good	V Good	Excellent
Responsibility					
Maturity					
Self-motivation					
Ability to motivate others					
Energy					
Trustworthiness					
Reliability					
Communication skills					



This post involves substantial access to children. As a club committed to the welfare and protection of children/young people we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children or young people

YES ☐ NO ☐

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

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_

Organisation: \_\_\_\_\_

# **APPENDIX 2**

## **GUIDELINES FOR GOOD PRACTICE & CODES OF CONDUCT**

## GOOD AND SAFE WORKING/PLAYING ENVIRONMENT

- Proper supervision of children/young people within the club and with a satisfactory ratio of coaches/volunteers to children/young people. The NIBFA recommends a ratio of 1 coach : 16 children, with additional adult supervision in attendance. However, the level of supervision required will depend on the age of the group and the experience of the coach.

- Use of proper, recommended equipment including:
  - safe and secure goal-posts;
  - identification markers/collapsible cones which are clearly visible;
  - playing/coaching surfaces which are free from ice, debris, glass and dog excrement.

- Use of equipment only when supervised by a coach/volunteer

- A clearly defined area of play/in-bounds, and safe from vehicular traffic

- Public Liability Insurance in place, covering all members of the activity

- Only children/young people within same/similar age bands will be selected for team playing/coaching

- A first aider and first aid kit should be present during each session/match, with accident report form to be filled in after an accident has occurred.

NB. All accidents will be reported to parents at collection.

- In the event of transport being required this will be provided and supervised by coaches/volunteers in possession of current valid driving licence, insurance and roadworthy vehicles only. Permission must be sought from parents prior to any transport being facilitated (see Appendix 10).

- A safe environment for everyone

- Ongoing training and information for staff/coaches/volunteers

- Implementation of the NIBFA's Child Protection policy and procedures

- Facilitation of open discussion on player protection issues

- Support to players or other coaches/volunteers who report accusations of abuse

- Suspected abuse information treated confidentially

- Appropriate action is taken if coaches/volunteers breach standards of reasonable behaviour

- The establishment and maintenance of a coaching register together with up-to-date contact details

- The setting of standards of good practice

- The designated officer has knowledge of statutory Child Protection procedures and their responsibility in reporting concerns, from Co-operating to Safeguard Children (DHSSPS)

- That parents/guardians are kept informed, therefore parents/guardians should have access to the NIBFA's policy guidelines for away/overnight trips (see appendix 8) and the use of photography and video equipment (see appendix 9).

**The implementation of good and safe working practice is to the mutual benefit of everyone involved.**

**The club has the right to:**

- expect all staff/coaches/volunteers to comply with its Codes of Conduct
- expect all children/young people to maintain standards of reasonable behaviour
- take appropriate action if anyone representing the club is in breach of its Codes of Conduct or Child Protection Procedures
- expect all staff/coaches/volunteers to undertake appropriate training when advised
- expect all staff/coaches/volunteers/children/young people to report any faulty equipment to a club official
- expect that all staff/coaches/volunteers will not be abusive or use inappropriate behaviour
- take appropriate action in the event of accusations
- acquire vetting checks on all staff/coaches/volunteers
- maintain records on individuals in line with advice from the Data Protection Agency, i.e. only hold records on individuals that they have a justifiable reason for holding.

# CODES OF CONDUCT FOR COACHES & VOLUNTEERS

All coaches and volunteers are encouraged to demonstrate exemplary behaviour in order to protect children/young people in their care, and themselves, from false allegations. The following are commonsense examples of how to create a positive culture and environment within your club.

## **As a coach/volunteer within this club I agree to the following charter:**

- I will respect the rights, dignity and worth of every person within the club and treat them equally
- I will develop an appropriate working relationship with children/young people based on mutual trust and respect. I will not exert undue influence to obtain personal benefit or reward.
- As a coach, I will strive to hold an up-to-date and nationally recognised coaching qualification and hold appropriate insurance cover
- I will always promote the positive aspects of football (e.g. fair play) and never condone rule violations or the use of prohibited substances
- I will be an excellent role model. This includes not smoking, drinking alcohol, using foul, abusive, sectarian, racial or discriminatory language or taking drugs in the company of children/young people.
- I will always work in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment with no secrets)
- I will always put the welfare of each child/young person before winning or achieving goals
- I will maintain a safe and appropriate distance with the children/young people (e.g. it is not appropriate to have an intimate relationship with a child/young person)
- I will make football enjoyable and promote fair play
- I will ensure that if any form of manual/physical support is required, it is provided openly and according to agreed guidelines. If physical support is needed, I will talk aloud to the child/young person explaining what I am doing and why as it is difficult to maintain hand positions when a child/young person is constantly moving. I agree that children/young people should always be consulted before they are touched and their agreement gained. Parental/guardian views about manual support will always be carefully considered.
- I will involve parents/guardians wherever possible (e.g. for the responsibility of their children in the changing room) provided they have been successfully vetted, are of the appropriate gender and work in pairs
- I will give enthusiastic and constructive feedback, encouraging achievements rather than using negative criticism
- I will recognize the developmental needs and capacity of children/young people, including those with a disability, avoiding excessive training or competition and not pushing them against their will

- I will keep a written record or inform the Head Coach of any injury that occurs, along with the details of any treatment given
- Bullying is not acceptable behaviour towards anyone, whether coach/volunteer, parent/guardian or child/young person. Anyone found to be bullying others will be dealt with seriously, both in relation to the behaviour exhibited and the reasons for the behaviour.
- I will avoid spending any time alone with children/young people, away from others.

**The following will never be sanctioned. I will never:**

- engage in rough, physical or sexually provocative games, including horseplay
- share a changing room, bath or shower with a child/young person
- allow or engage in any form of inappropriate touching
- allow children/young people to use foul, abusive, sectarian, discriminatory or racial language unchallenged
- make sexually suggestive comments to a child/young person, even in fun
- reduce a child/young person to tears as a form of control
- allow allegations made by a child/young person to go unchallenged, unrecorded or not acted upon
- undertake personal care for children/young person
- invite or allow children/young people to stay with me at my home.

I understand any misdemeanours or breach of this code will be dealt with immediately and reported verbally and in writing to the Child Welfare Officer/designated person. Persistent breach of the code will result in dismissal from the club.

Dismissals can be appealed by the coach/volunteer, with final decisions made by the NIBFA.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_



# **CODE OF CONDUCT FOR CHILDREN/YOUNG PLAYERS**

## **Children/young people are expected to:**

- be responsible for their own kit
- wear appropriate footwear/shin pads
- bring their own water bottle/fluid
- keep within the defined boundary of the playing/coaching area
- behave and listen to all instructions from the coach/volunteers
- take care of equipment owned by the club
- refrain from the use of foul, abusive, racial, discriminatory and sectarian language
- refrain from bullying or persistent use of rough and dangerous play
- show respect to other players, staff/coaches/volunteers and parents/guardians
- report inappropriate behaviour
- play fairly
- respect officials and accept decisions
- be gracious in defeat
- respect opponents and not cheat
- not use violence
- arrive on time
- be collected on time.

## **Children/young people have the right to:**

- be safe and listened to
- be respected
- privacy
- enjoy football in a protective environment
- be referred to professional help if needed
- be protected from inappropriate behaviour/abuse by other club members or outside sources
- participate on an equal basis, appropriate to their ability
- experience competition and the desire to win
- be believed when asking for help.

Any breach of the Code of Conduct for Children and Young People will be addressed by the immediate coach/volunteer and reported verbally and in writing to the designated Child Welfare Officer/designated person. If a child/young person continues to breach the Code of Conduct after an initial verbal warning from the immediate coach/volunteer, the following disciplinary action should take place:

1st Official Warning..... Reported to parent/guardian.....2 week suspension.  
verbally & in writing

2nd Official (final)..... Reported to parent/ guardian.....Minimum 6 month  
verbally & in writing suspension.

In extreme cases expulsion will be considered.

The club should form a Disciplinary Committee as well as an Appeals Committee. If parents/guardians wish to appeal any of the committee's decisions they must do so in writing, by special delivery letter, within 7 days of receiving official notification.

The decision of the Appeals Committee shall be final and binding on all parties concerned and there should be no further appeals from it.

Signed by Player: \_\_\_\_\_

Print Name:\_\_\_\_\_

Parent's / Guardian's Signature:\_\_\_\_\_

Print Name:\_\_\_\_\_

Date: \_\_\_\_\_

# **CODES OF CONDUCT/RESPONSIBILITIES FOR PARENTS AND GUARDIANS**

## **Parents/guardians are expected to:**

- complete and return the Registration/Consent Form pertaining to their child's participation
- deliver and collect their child to and from coaching sessions/matches punctually
- ensure their child is properly and adequately clothed for the weather conditions
- ensure that proper footwear and protective equipment are worn at ALL times. Any child not in possession of the fundamental requirements will not be permitted to participate.
- detail any health concerns relating to the child on the consent form, in particular breathing or chest conditions. Any changes to the state of the child's health should be reported to the coach prior to coaching sessions.
- inform the coach if their child has been ill or hurt recently
- inform the coach prior to departure from the field of play if their child is to be collected early from a coaching session
- encourage their child to play by the rules and teach them that they can only do their best
- show appreciation and support the coach
- be realistic
- ensure their child's hygiene and nutritional needs are met
- accept the referee's judgement
- promote their child's participation in playing football for fun
- behave responsibly on the sidelines
- encourage children to show respect.

## **Parents/guardians have the right to:**

- know their child is safe
- be informed of problems or concerns relating to their children
- be informed if their child is injured
- contribute to decisions within the club
- speak to the coach and voice their concerns about the standard of coaching.

Any misdemeanours and breach of this Code of Conduct will be dealt with immediately by the coach. Persistent concerns or breaches will result in the parent or guardian being asked not to attend the club if their attendance is detrimental to the child/young person's welfare. Should a parent/guardian continue to breach the code of behaviour, the coach/co-ordinator may regrettably ask the child/young person to leave the club.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Name(s) of Child: \_\_\_\_\_

Date: \_\_\_\_\_

# APPENDIX 3

## ACCIDENT REPORT FORM

# ACCIDENT REPORT FORM



Name of club:

Coach in attendance:

Name of injured party:  Age:  DOB:

Address:

Post Code:

## Accident Details

Date:  Time:

Exact Location:

Nature of injury:

How did it happen:

Name of witness:

Address:

Post Code:  Tel:

Witness statement:

Witness Signature:

Date:



First aid involved: YES / NO

Medical attention required: YES / NO

If yes, please give details:

Parents or Guardians informed: YES / NO By whom:

If not, why:

Referred to the Designated Person: YES / NO

Name of Designated Person:

Address:

Post code:

Date:

Signature:

Date:

Any further action:

Form completed by (Name):

Address:

Post code:

Date:

Position at Club:

# APPENDIX 4

## INCIDENT REPORT FORM

(An incident could be a child protection issue, theft, bullying, a child or young person running away, abuse from a member of another team etc).



# CHILD PROTECTION INCIDENT REPORT FORM



Name of club:

Your name:  Your position:

Address:

Post code:  Tel:

Child's Address:

Post code:

Date of incident:  Time of incident:

Parents' or Guardians' names and address:

Post code:  Tel:

Your Observations:

Exactly what the child said and what you said:

(Remember, do not lead the child—record actual details. Continue on separate sheet if necessary)

Action taken so far:

Witness(es) statement if applicable (Please continue on a separate sheet if necessary):

<b>External Agencies Contacted (date and time)</b>	
<b>Police YES/NO</b>  <b>If yes—which</b>	Name and contact number:  Details of advice received:
<b>Health and Social Care Trust YES/NO</b>  <b>If yes—which:</b>	Name and contact number:  Details of advice received:
<b>Other e.g. Local Council/Education Dept (if appropriate) YES/NO</b>  <b>If yes—which:</b>	Name and contact number:  Details of advice received:
<b>NSPCC CPSU (Child Protection in Sport Unit) YES/NO</b>	Name and contact number:  Details of advice received:
Signature: _____ Date: _____  Print Name: _____	

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

**NB. A copy of this form should be sent to the IFA's Child/Player Welfare Dept for monitoring purposes and where appropriate to the Health and Social Care Trust.**

# APPENDIX 5

## CONSENT FORMS

# STANDARD PARENTAL/GUARDIAN CONSENT FORM



Anything written on this form will be held in confidence. Our coaches need to know these details in order to meet the specific needs of your child.

**I give permission for my child to attend training sessions and matches.**

CHILD'S FULL NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOME TEL: \_\_\_\_\_ MALE / FEMALE (Please circle)

AGE: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

NAME OF FRIEND ATTENDING: \_\_\_\_\_

EMERGENCY TEL (1): \_\_\_\_\_ (2): \_\_\_\_\_

IF UNAVAILABLE CONTACT: \_\_\_\_\_

TEL: \_\_\_\_\_ RELATIONSHIP TO CHILD: \_\_\_\_\_

NAME AND TEL OF GP: \_\_\_\_\_

CHILD'S MEDICAL NUMBER: \_\_\_\_\_

DETAILS OF ANY KNOWN ALLERGIES, CONDITIONS, MEDICATION BEING TAKEN:

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ANY OTHER SPECIAL NEEDS, REQUIREMENTS OR DIRECTIONS THAT WOULD BE HELPFUL FOR THE COACHES TO KNOW ABOUT. DOES YOUR CHILD HAVE ANY SPECIAL DIETARY REQUIREMENTS, E.G. GLUTEN FREE DIET, DIABETIC DIET, FOOD ALLERGIES?

---

---

I will inform the coaches of any important changes to my child's health, medication or needs and also of any changes to our address or phone numbers given.

In the event of illness, having parental responsibility for the above named child, I give permission for medical treatment to be administered where considered necessary by a nominated first aider, or by suitably qualified medical practitioners. If I cannot be contacted and my child should require emergency hospital treatment, I authorise a qualified medical practitioner to provide emergency treatment or medication



**I have been made aware that the club has developed a child protection policy & they are committed to ensuring the safety of my child by having:**

- a coach/volunteer charter
- guidance on recruitment, which includes vetting anyone working with children/young people in club programmes
- a transport policy
- a photography policy
- an anti-bullying policy
- disciplinary procedures
- a designated person for child protection
- guidelines on confidentiality.

The NIBFA is committed to ensuring that any information gathered in relation to children/young people meets the specific responsibilities as set out in the Data Protection Act 1998. In order to effectively maintain a player database for potential training and development on solidarity payments, under the FIFA regulations for the status and transfer of players, records must be kept for the period to cover at least the player's 25th birthday. I confirm that all details are correct to the best of my knowledge and I am able to give parental consent for my child to participate in & travel to all activities.\*

Please tick this box if you do **NOT** give consent for your child's photograph to be used in promotional material for the NIBFA/club. ☐

Signature of Parent/Guardian: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Child: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form to the relevant Coach or Manager of your child's age group.

\* Parental consent is defined by the children (NI) Order 1995 Article 6 (i)

Natural mother always has parental responsibility.

Natural father gains parental responsibility;

If married to the mother at the time of birth or subsequently marries her through an agreement witnessed by solicitor or a Parental responsibility Order;

Post 15 April 2002 if they jointly register the baby's birth.



## Information for parents/guardians, to be added to consent forms for a residential:

I confirm that I have received the details of the above activity and consent to my child taking part in the visits and activities indicated. I acknowledge that the club will be liable in the event of any accident only if they have failed to take reasonable steps in their duty of care for my child during the trip. I understand that the staff have a common law duty to act in the capacity of a reasonably prudent parent. I have read the Code of Conduct and agree that my child should abide by this whilst in the care of the club and I understand that a serious or continued breach of this code may result in my child being sent home early at my expense.

**When did he/she last have a tetanus injection?** \_\_\_\_\_

**Any contact with contagious or infectious diseases within the last four weeks?**

Yes      If Yes, give details: \_\_\_\_\_

No

**Please provide any special dietary requirements and the type of pain/flu medication that may be given. Is your child allergic to any medication? If yes, please give details below.**

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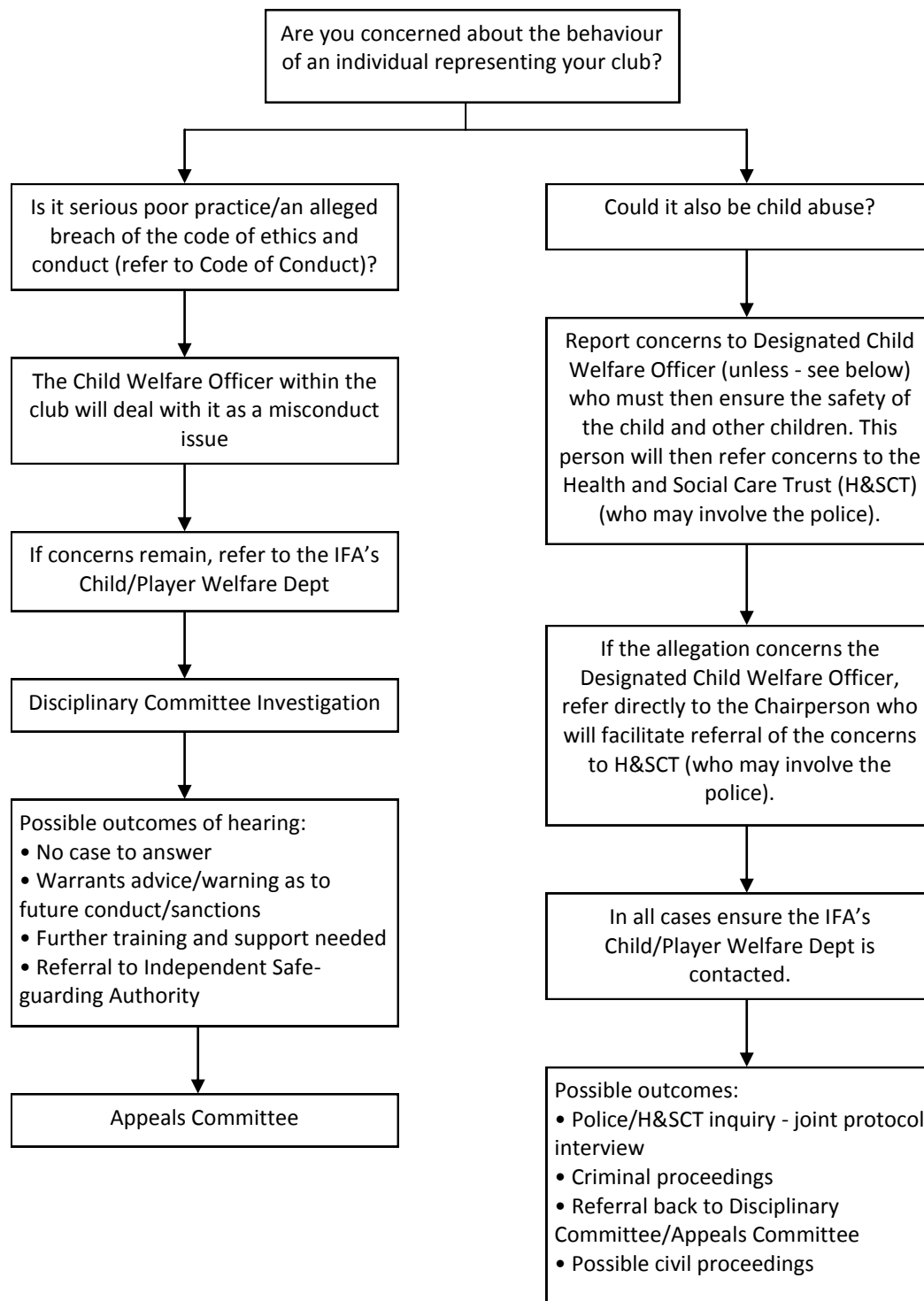
**If currently on any medication please list below and ensure that he/she has sufficient medication for the duration of the residential.**

Signature of Parent/Guardian: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

# **APPENDIX 6**

## **REPORTING PROCEDURES RELATING TO BEHAVIOUR OF A MEMBER/VOLUNTEER REPRESENTING THE CLUB**



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

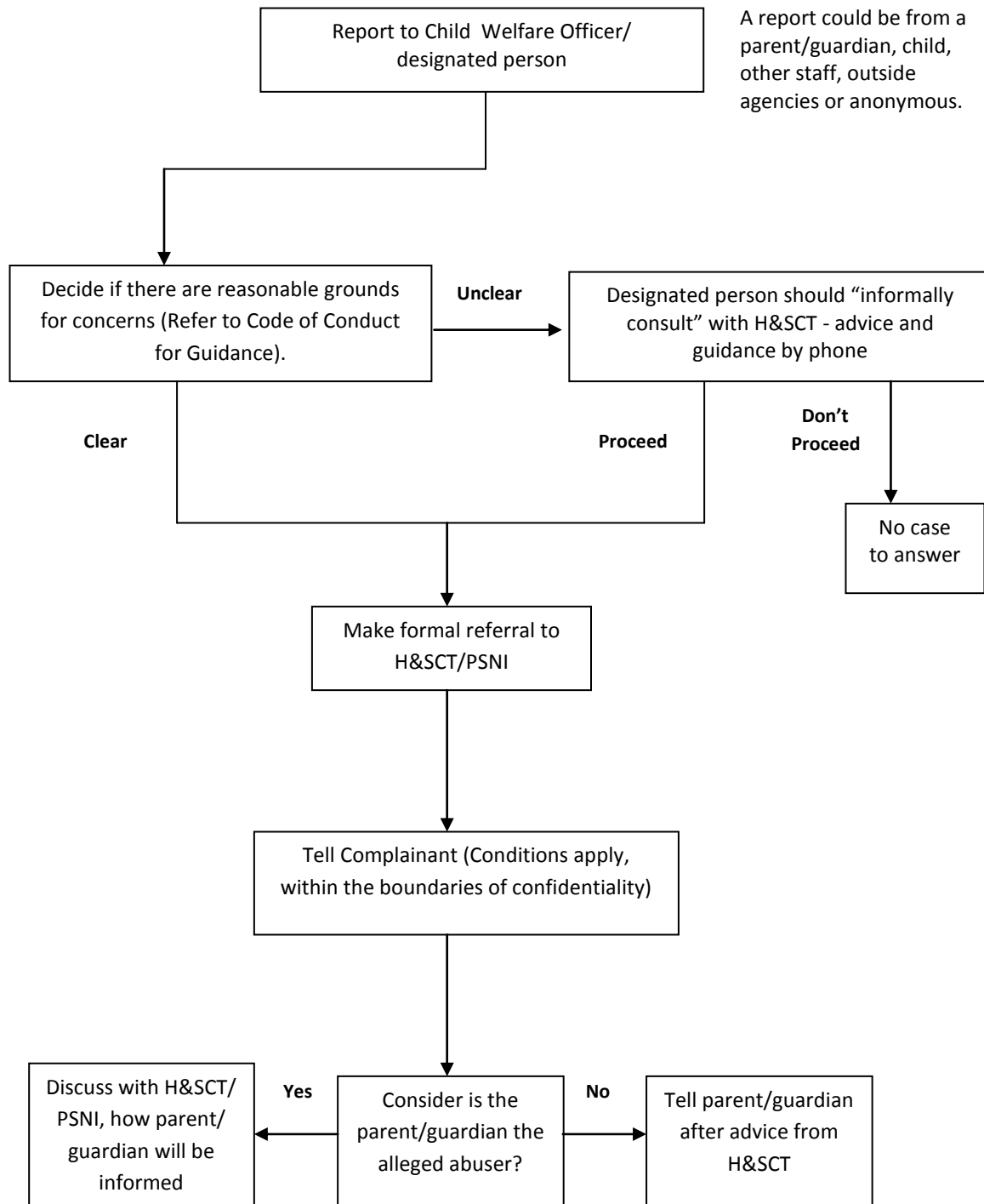


# **APPENDIX 7**

## **REPORTING PROCEDURES IF CONCERN ABOUT BEHAVIOUR IS EXTERNAL TO CLUB**

# WHAT STEPS NEED TO BE TAKEN WHEN REPORTING CONCERNS

## When the complaint is about possible abuse outside the club



# **APPENDIX 8**

## **GUIDANCE FOR AWAY TRIPS**

## Away Trips

Travelling to away fixtures is a regular event for many junior clubs. Trips may vary from short journeys across town to play another local team or involve more complicated arrangements involving overnight stays. But even what may appear as the most straightforward of trips will require some level of planning. The following will outline a number of issues that need to be considered when travelling with children/young people.

### Communication with:

- **Children/young people** – they should be aware of the travel plans, venue and time for collection, time of return and any costs. Children/young people should also have a clear understanding of what standard of behaviour is expected of them. Children/young people must know what kit they need to bring with them.
- **Parents/guardians** – should be made aware of the above and must have completed a consent form detailing any medical issues that the team manager should be aware of. Parents/guardians should also have the name and contact details of the team manager/coach in the event of an emergency.
- **Other coaches/volunteers** – need to be made aware of what their responsibilities are in advance of the trip. If the trip is a long journey, it is important that all coaches/volunteers have an itinerary.

## Transport

For more detailed transport procedures see appendix 10, but the following are some basic points:

- Ensure the driver has an appropriate and valid driving licence
- Allow an appropriate length of time to complete the journey
- Consider the impact of traffic and weather conditions
- If using a mini-bus ensure that all seats are forward facing and they all have seat belts fitted if carrying children/young people. Is the driver experienced in driving a mini-bus?
- Ensure everyone wears seat belts
- Check there is appropriate insurance for the journey
- Clarify supervision requirements. The driver should not be considered as a supervisor during the journey.
- Ensure that the vehicle is road-worthy
- Ensure booster seats are used where appropriate.

### Insurance

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

### Emergencies

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

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

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

## Hosting

Being a host family or being hosted is an integral part of many football clubs and if handled appropriately, can add to a child/young person's enjoyment and experience at a competition. The whole area of hosting though can create a great deal of concern for parents/guardians, children/young people and the hosts. It is in response to these concerns that we have drawn up the following guidelines.

Being a host can be a particularly challenging role, but also very rewarding. A host should be provided with as much information about the child(ren) staying with them and details of the competition. They in turn should agree to provide references and be vetted when this is available. With the introduction of the Criminal Records Bureau, Access NI, Disclosure Scotland and Garda Vetting Unit, access to vetting for football clubs organising events within England, Scotland, Wales, Northern Ireland or Republic of Ireland should be achievable.

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

## Coach/manager

Right to:	Responsibility to:
<ul style="list-style-type: none"> <li>• Have support from the NIBFA/club if reporting any concerns about the arrangements</li> <li>• Be protected from abuse by children/young people, other adults, members or parents/guardians involved in the trip</li> <li>• Not to be left vulnerable when working with children/young people.</li> <li>• Receive relevant information from parents/guardians in advance of a trip/residential i.e.               <ul style="list-style-type: none"> <li>– Dietary needs;</li> <li>– Any personal care needs;</li> <li>– Emergency contact numbers;</li> <li>– Signed medical consent form/permission form;</li> <li>– List of any medication/allergies;</li> <li>– Euro Card completed for EU visits (previously called E111 form)</li> </ul> </li> <li>• Be respected by the children/young people in preparation of/during the trip/residential</li> <li>• Have any personal 'out of pocket' expenses reimbursed</li> <li>• Be able to apply sanctions in line with the guidelines as discussed prior to the trip</li> <li>• Have time off i.e. another adult is the point of contact for an emergency rather than one individual all the time.</li> </ul>	<ul style="list-style-type: none"> <li>• Plan well in advance of the trip</li> <li>• Check NIBFA/club guidelines</li> <li>• Gather information on destination and venue (if possible carry out a risk assessment)</li> <li>• Facilitate information meetings prior to the trip for parents/guardians and children/young people</li> <li>• Maintain confidentiality about sensitive information</li> <li>• Be a role-model during the trip (disciplined/ committed/ good time-keeping)</li> <li>• Foster team work to ensure the safety of children/young people in their care</li> <li>• Respond to children/young people's statements and concerns</li> <li>• Record any complaints or accidents on relevant documentation</li> <li>• Provide the children/young people, parents/guardians and host with an itinerary of events</li> <li>• Have clear arrangements for collecting and transporting children/young people during the trip</li> <li>• Ensure that if a child/young person has to share a room that it is with someone of the same age/gender and that they are aware of who this is in advance</li> <li>• Check adequate insurance cover is arranged</li> <li>• Ensure they have received the relevant documentation from the child's parents/guardians</li> <li>• Inform parents/guardians and children/young people of standards of behaviour required and possible sanctions</li> <li>• Ensure that there is an appropriate adult/child ratio</li> <li>• Submit a report to the NIBFA/club</li> <li>• Make parents/guardians and children/young people aware of photographic policy and obtain parental/guardian signature (or include on permission form)</li> </ul>

## Child/Young Person

Right to:	Responsibility to:
<ul style="list-style-type: none"> <li>• Be Safe</li> <li>• Have any concerns listened to</li> <li>• Be respected by their coach/leader and host family</li> <li>• Have easy access to phone contact with the trip organizer</li> <li>• Have a list of events (itinerary)</li> <li>• Regular group meetings with other young people</li> <li>• Have their religious needs facilitated</li> <li>• Have prior knowledge of the climatic variation to enable them to bring adequate clothing</li> <li>• Be made aware of the codes required for phoning home</li> <li>• Maps of the local area</li> <li>• Have the currency of the country they are visiting explained to them</li> <li>• Be made aware of collection and drop off arrangements.</li> </ul>	<ul style="list-style-type: none"> <li>• Show respect to their host family</li> <li>• Show respect to other players and coaches</li> <li>• Keep themselves safe</li> <li>• Report abuse/inappropriate behavior</li> <li>• Attend any prior planning meeting to ensure they are fully informed of the plans</li> <li>• Maintain the football club's reputation by adhering to its Code of Conduct</li> <li>• Discuss their dietary needs with the host family (though it is the parent's/ guardian's/organiser's responsibility to ensure this information is passed on in advance)</li> <li>• Maintain the accommodation to the standard set by the family</li> <li>• Be aware that they are acting as an ambassador for football and on occasions their country</li> <li>• Depending on arrangements with parents/ guardians, manage their own money.</li> </ul>

## Parents/Guardians

Right to:	Responsibility to:
<ul style="list-style-type: none"><li>• Know their child is safe</li><li>• Be informed of any problems or concerns relating to their child</li><li>• Be informed if their child is injured</li><li>• Have their consent sought prior to the trip</li><li>• Contribute to the decisions in planning the trip (when appropriate)</li><li>• Have knowledge of where their child is staying and with whom</li><li>• Have a contact number for their child's hosts and trip organizer</li><li>• Have a detailed itinerary of events in which their child will be taking part</li></ul>	<ul style="list-style-type: none"><li>• Be aware of the Code of Conduct for Children/Young People, Coaches/Volunteers, and Hosts</li><li>• Agree disciplinary procedures with the coach and child prior to the trip</li><li>• Ensure the child has appropriate spending money</li><li>• Pay for relevant costs prior to their child going on the trip</li><li>• Provide the coach with all relevant documents and emergency contact number(s)</li><li>• Ensure the child has a valid passport and photographic ID (if required) prior to the trip</li><li>• Provide appropriate clothing to meet the needs of the child while away from home</li><li>• Drop off and collect their child at agreed time/location</li><li>• Encourage their child to play by the rules of the game.</li></ul>



## Hosts

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

## Overseas Trips

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

# APPENDIX 9

## PHOTOGRAPHY & VIDEOING GUIDANCE

## **PHOTOGRAPHS AND IMAGES OF CHILDREN**

There have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs on sports websites and other publications.

Photographs can be used as a means of identifying children when they are accompanied with personal information – this is X who lives at Y, is a member of the Z football club and who likes a certain music group. This information can make a child/young person vulnerable to an individual who may wish to start to “groom” that child/young person for abuse. Secondly the content of the photo can be used or adapted for inappropriate use. There is evidence of this adapted material finding its way onto child pornography sites.

The NIBFA decided that it needed to develop a policy in relation to the use of images of young people on its website and in other publications. The Association has considered the type of images that are suitable and that appropriately represent football, without putting children/young people at increased risk. We have ensured that parents/guardians support this policy. When assessing the potential risks in the use of images of young footballers, the most important factor is the potential of inappropriate use of images of children/young people. By increasing the awareness of the potential risks and taking appropriate steps the potential for misuse of images can be reduced.

### **The NIBFA/clubs will:**

- hold a number of set pictures that it can draw from when promoting an activity. These will have already received parental permission for their use.
- avoid the use of the first name and surname of individuals in a photograph. This reduces the risk of inappropriate, unsolicited attention from people within and outside of football.

### **Guidance:**

- If the child/young person is named, avoid using their photograph\*
- If a photograph is used, avoid naming the child/young person\*
- Ask for the child/young person’s permission to use their image. This ensures that they are aware of the way the image is to be used to represent football. A Media Parental/Guardian Consent Form is one way of achieving this.
- Ask for parental/guardian permission to use an image of a child/young person. This ensures that parents/guardians are aware of the way the image of their child is representing football.
- Only use images of children/young people in suitable dress to reduce the risk of inappropriate use.
- Create a recognised procedure for reporting the use of inappropriate images to reduce the risks to children/young people. Follow your child protection procedures, ensuring both your Child Welfare Officer and the Health & Social Care Trust (H&SCT) and/or Police are informed.

\*Parents/guardians who wish to have the full name of their child accompanying a photograph must sign a consent form.

**The NIBFA has:**

- established the type of images that appropriately represent football for the website and other media
- thought about the level of consideration we give to the use of images of children/young players in other publications, for example, the processes involved in choosing appropriate images for magazines/promotions.
- applied an increased level of consideration to the images of children and young people used on the website.

**Guidelines for Use of Photographic Filming Equipment at NIBFA/club Events****The club will:**

- provide a clear brief about what is considered appropriate in terms of content and behaviour
- issue the official photographer with identification which must be worn at all times
- insist that local press photographers wear and show identification at all times
- inform children/young people and parents/guardians that a photographer will be in attendance at an event and ensure 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 at events
- not approve/allow photo sessions outside of the events or at a child's/young person's home
- ensure that if parents/guardians or coaches are intending to photograph or video at an event, they are aware of the NIBFA expectations that a club official may want to confirm that the photographer has a justifiable reason for taking the pictures
- inform children/young people and parents/guardians that if they have concerns they could report these to the club
- encourage anyone with concerns regarding inappropriate or intrusive photography to report these to the event organiser or official and have them recorded in the same manner as any other child protection concern.

# CONSENT FORM FOR NIBFA/club (PRESS ATTENDED EVENTS)



To (Name of parent or guardian): \_\_\_\_\_

Name of child: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Location of event: \_\_\_\_\_ Date of event: \_\_\_\_\_

The Club has invited the media to take photographs and/or film footage of the \_\_\_\_\_  
for publicity purposes.

Your son/daughter may appear in these images, which may in turn appear in local or national newspapers, on  
televised news programmes or on a newspaper's website.

To comply with the Data Protection Act 1998, we need your permission before any images of your child are taken.  
Please answer the question below, then sign and date the form where shown. Please ensure this form is returned  
to the club prior to the event:

**To the parent/guardian**

*Please circle your answer*

Are you happy for your child's image to appear in the media? **Yes / No**

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law  
applies. Please also note that it is the policy of most newspapers to include the full name of people appearing in  
press photographs.

I have read and understood the above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Your name (in block capitals): \_\_\_\_\_

# **APPENDIX 10**

## **TRANSPORTING CHILDREN AND YOUNG PEOPLE**

## Guidelines on transporting a child or young person

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

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

Best practice is clearly to avoid transporting a child/young person alone, but the NIBFA recognises that in some circumstances it is an essential part of a child/young person's participation in training and competition. If all alternatives have been exhausted and an adult has to transport a child/young person there are a number of safety measures that the NIBFA recommends should be put in place to minimise risks:

- The driver, like all coaches/volunteers who have access to children/young people in the club, should have agreed to a vetting check being carried out on them
- Parents/guardians should be informed of the person who will be transporting their child, the reason why and how long the journey will take
- A person other than the planned driver should talk to the child/young person about transport arrangements to check they are comfortable about the plans
- The driver, must ensure that they have insurance to carry others, particularly if they are in a paid position or claiming expenses
- The driver should attempt to have more than one child/young person in the car
- When leaving children/young people off after a match or training session, coaches/volunteers should alternate which child/young person is dropped off last. Ideally two children/young people would be left off at an agreed point e.g. one of their family homes.
- The person who leaves children/young people home should be alternated; this would reduce the risk of any one individual from always being alone with the child/young person.
- The driver should have a point of contact and mobile phone should they break down
- Ensure that children/young people are aware of their rights and they have someone to turn to or report any concerns they may have. If a culture of safeguarding is created within your club then the child/young person is more likely to talk to another person if they are feeling uncomfortable about a situation.
- Children/young people should wear seatbelts at all times.
- Late collections can present clubs, and coaches/volunteers with particular difficulties. Parents/guardians should be provided with guidelines addressing the issue and outlining their responsibility and the consequences of late collections. Coaches/volunteers should have contact numbers for parents/guardians and if possible be provided with an alternative contact number. Parents/guardians should have a contact number for the coach/volunteer to inform them of emergencies and possible late collections.

# **APPENDIX 11**

## **GUIDELINES ON CONFIDENTIALITY**



## **Confidentiality, who needs to know what?**

The NIBFA has a clear commitment to confidentiality and how this is to be respected. This statement covers much broader issues than child protection. We insist that families and children/young people in contact with our organisations are confident, for example, that personal and sensitive details which they have confided about their lives or family situations will not be talked about or passed on to others without their consent.

However, the legal principle that 'the welfare of the child is paramount' means that considerations of confidentiality should not be allowed to override the right of children/young players to be protected from harm. Everyone in our clubs including children/young people, must be aware that they can never promise to keep secrets. However, information of a confidential nature will only be communicated on a 'need to know' basis.

In any situation where there is an allegation or suspicion of abuse, it is important that the rights of both the victim and the alleged perpetrator are protected by ensuring that only those who need to know are given the relevant information. This will mean, at the very least, informing (where appropriate):

- the person responsible for child protection in the club
- where relevant the IFA's Child/Player Welfare Manager or a statutory child protection agency
- the parent/guardian of the child/young person
- the alleged perpetrator.

Informing the parents/guardians of a child/young person about whom you are concerned will need to be handled in a sensitive way and should only be undertaken in consultation with a statutory agency.

Any individual under suspicion whether or not he/she is a staff member or volunteer, has a right to be notified of the cause of the concern. This is another matter that will need careful consideration and should only be undertaken in consultation with a statutory agency.

Depending on the outcome of our initial inquiries, staff and other agencies who have contact with either the child/young person concerned or the alleged perpetrator may need to be given brief details of the incident and subsequent action. The statutory agency will keep you right about who should be told, when they should be told, and the kind of information that it is appropriate to share.

# **APPENDIX 12**

## **ANTI-BULLYING POLICY**

# ANTI-BULLYING

## Guidance Notes

### The Individual should:

- respect every child/young person's need for, and rights to, an environment where safety, security, praise, recognition and opportunity for taking responsibility are available
- respect every individual's feelings and views
- recognise that everyone is important and that our differences make each of us special
- show appreciation of others by acknowledging individual qualities, contributions and progress
- ensure safety by having rules and practices carefully explained and displayed for all to see.

### Bullying

- Bullying will not be accepted or condoned. All forms of bullying will be addressed.

Bullying can include:

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

**Support to the child/young person**

- Children/young people should know who will listen to and support them
- Any advice and assistance should be given by an experienced coach/volunteer
- Children/young people should have access to Helpline numbers
- Children/young people should be told what is being recorded, in what context and why
- Systems should be established to open the door to children/young people wishing to talk about bullying or any other issue that affects them. Barriers to talking need to be broken down to enable children/young people to approach adults.
- Anyone who reports an incident of bullying will be listened to carefully and be supported, whether it is the child/young person being bullied or the child/young person who is bullying
- Any reported incident of bullying will be investigated objectively and will involve listening carefully to all those involved
- Children/young people being bullied will be supported and assistance given to uphold their right to play and live in a safe environment which allows their healthy development
- Those who bully will be supported and encouraged to stop bullying
- Sanctions involving long periods of isolation, or which diminish and make individuals look or feel foolish in front of others, should be avoided.

**Support to the parents/guardians**

- Parents/guardians should be advised on policies and procedures in relation to bullying
- Any incident of bullying will be discussed with the child's/young person's parents/guardians
- Parental/guardian advice on action will be sought and agreements made as to what action should be taken
- Advice on coping with bullying should be given
- Support should be offered to the parents/guardians including information on other agencies or support lines.

# APPENDIX 13

## DATA PROTECTION

**The NIBFA is committed to ensuring that any information gathered meets the specific responsibilities as set out in the Data Protection Act 1998.**

To achieve this we have drawn up the following guidelines:

- All staff/coaches should use the same registration form to ensure consistency of information and the parent/guardian should be made aware of why we require the information
- The names and addresses of children/young people and parents/guardians are only gathered for the purpose of maintaining a record of those currently involved in NIBFA activities
- That the information requested is relevant to the needs of the database and to ensure we adhere to good safeguarding practices
- We will make every effort to ensure the information entered onto the database from paper records is accurate and kept up to date. The paper record will be stored in a secure place & to the same standards as the database.
- The database will be password protected and will only be accessed by eligible staff members
- The database or any individual's name and address will not be forwarded to a third party without the prior permission of the child/young person and parent/guardian.