

Appendices

APPENDIX 1

Sample Policy Statement for Sports Clubs/Organisations

This sports club/organisation is fully committed to safeguarding the well being of its members. Every individual in the club/organisation should, at all times, show respect and understanding for their rights, safety and welfare, and conduct themselves in a way that reflects the principles of the club/organisation and the guidelines contained in the *Code of Ethics and Good Practice for Children's Sport*.

The sample policy statement above should be written into the Constitution of the club/organisation.

A more detailed policy statement may be drawn up for a particular club/organisation.

The following sample child protection policies should be an appendix to the Constitution.

Sample Child Protection Policy for a Club

“To ensure that the best practice is followed by this club we shall work closely with our Governing Body. In order to promote the best practice in children's sport, we shall comply with the guidelines of the Code of Ethics and Good Practice for Children's Sport; as set out in Section 2.7 which are:” (each club should insert the sixteen bullet points which are set out in Section 2.7 of the Code of Ethics and Good Practice for Children's Sport).

Sample Child Protection Policy for an Organisation (Governing Body)

“As the organisation recognised by the international federation, as being responsible for the administration of our sport, we are responsible for overseeing the adoption and the implementation of the Code of Ethics and Good Practice for Children's Sport, by our members. To maximise compliance with the Code, as set out in Section 2.6 we shall:” (each organisation/governing body should insert the 11 bullet points which are set out in Section 2.6 of the Code of Ethics and Good Practice for Children's Sport).

VOLUNTEER / COACH APPLICATION FORM
FOR THOSE WITH SUBSTANTIAL ACCESS TO CHILDREN
All information received in this form will be treated confidentially

Name: Maiden Name (if applicable):

Current Address:

Previous Address over the last 5 years:

How long have you lived at this address?

List any address outside of NI on additional sheet (Northern Ireland only)

Place of birth(Town/City)

Telephone No: Mobile DOB:

PPS Number (R.O.I only): NI Number (N.I only):

Previous work/voluntary experience & relevant qualifications

Do you agree to abide by Sports Governing Body Code of Conduct (copy included with this form)?

Yes No

Have you ever been asked to leave a sporting organisation in the past?
(if you have answered yes we will contact you in confidence)

Yes No

Any other relevant information?

Please supply the names of two responsible people whom we can contact and who from personal knowledge are willing to endorse your application. If you have had a previous involvement in a sports club one of these names should be that of an administrator / leader in your last club / place of involvement.

Name: Name:

Address: Address:

Tel: Tel:

Position: Position:

FOR OFFICIAL USE ONLY:

Date application received: Date of Interview:

Interviewed by: 1.

2.

References received and are satisfactory: Yes No

Comments:

Statutory check completed & returned (if appropriate): Yes No N/A

Proof of applicants identification received: Yes No

Recommendation: Approved Reasons Not Approved Reasons:

Signed: Dated:

APPENDIX 3

Confidential Reference Form

(this form can be used as a telephone reference or used as a written reference)

The following person: Name: expressed an interest in working with: (name club / organisation) as (list position)

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. We appreciate you being extremely candid, open and honest in your evaluation.

1. How long have you known this person?

2. In what capacity?

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

4. Please rate this person on the following-please tick one box for each statement:

	Poor	Average	Good	V Good	Excellent
Responsibility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maturity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Self-motivation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Can motivate others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Energy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Trustworthiness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reliability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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

YES NO

If you have answered YES we will contact you in confidence

Signed: Date:

Position in organisation:

Name of club / organisation:

APPENDIX 4

Protection of Children (NI) Service (Northern Ireland Only)

The Pre-Employment Consultancy Service (PECS) has been operated by the DHSSPS since 1982 to assist agencies in screening out unsuitable people when recruiting to positions with substantial access to children and to adults with learning disabilities. New legislation, the Protection of Children and Vulnerable Adults (NI) Order 2003 (POCVA) has enhanced the arrangements for safeguarding vulnerable members of society.

From April 2005 the system for vetting those who work with children will no longer be known as PECS but the Protection of Children (NI) Service (POC (NI)).

The new Protection Of Children and Vulnerable Adults (NI) Order (POCVA) became law in February 2003 but only became operational (with the exception of Article 46) in April 2005. POCVA aims to improve existing safeguards for children and vulnerable adults by preventing unsuitable people working with them in any capacity whether paid or unpaid. POCVA complements each agency's own child protection measures and all agencies entrusted with the care of children need to have robust recruitment and staff selection procedures, which are enhanced after appointment by appropriate training, supervision and appraisal processes.

POC (NI) should only be used as part of an overall recruitment policy. It provides organisations registered with POC (NI) in Northern Ireland with one means of checking the suitability of an individual seeking work with children. It is designed to be an information service which provides an additional safeguard which complements and strengthens staff recruitment and selection procedures. The use of POC(NI) by organisations has a deterrent effect but should never be relied upon to screen out all abusers. It is not a foolproof guarantee of suitability. POC (NI) provides a means for accessing any information, which might have a bearing on an individual's suitability held by the:

- Police (criminal records);
- the DHSSPS Disqualification from Working with Children List;
- the Department of Education (List 99); **and**
- Protection of Children Act List (POCAL) POCVA creates an offence for an organisation/club to "knowingly" employ (paid or in a voluntary capacity) someone in a 'regulated position' who has been disqualified from working with children.

The definition of 'regulated position' is clarified in POCVA and is much wider than the previous definition of substantial access used by the DHSSPS to determine which posts can be checked. The definition of a regulated position also includes all supervisors/managers of those who work in regulated positions. This will mean carrying out pre-employment checks on staff / volunteers to ensure there is no known reason that they should not be working with children (in a regulated position).

The Department strongly encourages non-regulated organisations to carry out checks on all regulated positions that fall into the definition. Although legal responsibility of POCVA does not extend to all voluntary and community organisations the legislation suggests an implicit responsibility on anyone appointing staff or volunteers to regulated positions to undertake appropriate checks.

All responsible organisations will want to satisfy themselves that the potential employee/volunteer does not have a criminal record for violence, abuse or neglect of children before offering a regulated position. Organisations who do not carry out the appropriate checks may find themselves without any adequate defence against a charge of 'knowingly' employing someone who is disqualified from working with children.

For further information please contact the

Child Care Policy Directorate

Department of Health, Social Services and Public Safety
Room D1.4, Castle Buildings
Stormont Estate, Belfast BT4 3SQ, Tel: 028 90522559

APPENDIX 5

**DISCLOSURE OF CRIMINAL CONVICTIONS & PERMISSION
FOR STATUTORY CHECKS FOR THOSE WORKING WITH CHILDREN**

(Please read this information carefully)

Statement of non-discrimination:

Name of Sports Organisation is committed to equal opportunity for all applicants including those with criminal convictions. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the post. Any disclosure will be seen in the context of the job criteria, the nature of the offence and the responsibility for the care of existing clients\customers and employees.

For the purposes of your application for the post of:

_____ it is our policy to ask for a check to be carried out by the statutory organisation responsible for this task in the jurisdiction in which you are working/volunteering

Advice to Applicants:

Please complete this form as accurately as possible and return it marked **“Confidential” in the envelope provided**. An arrangement will be made with you to discuss any clarification if required.

Thank you for your co-operation.

You **must** tell us now if you have a case pending or if you have ever been convicted of a criminal offence, or cautioned the police, or bound over. You **must** include all offences, even minor matters such as motoring offences, and ‘spent’ conviction, that is, things which happened a long time ago. If you leave anything out it may effect your application. The disclosure of a criminal record or other information will not debar you from registration / appointment unless (Name of Sports Governing Body) considers that the conviction renders you unsuitable. In making this decision (Name of Sports Governing Body) will consider the nature of the offence, how long ago it was committed and what age you were at the time and other factors which may be relevant.

Have you ever been convicted of a criminal offence or been the subject of a caution; a Bound Over Order; or are you at present the subject of criminal investigations?

Yes No

If so, please state below the nature and date(s) of the offence(s)

Please provide any other information you feel may be of relevance such as:

- the circumstances of the offence
- a comment on the sentence received
- any relevant developments in your situation since then
- whether or not you feel the conviction has relevance to this post.

I declare that all answers are complete and correct to the best of my knowledge and I will inform the designated person of any future convictions or charges. I consent to the check being made via the statutory authorities in which I intend to work/volunteer. I am also aware that Name of Sport as the umbrella organisation carrying out the check, may, following discussion with myself, share the information returned with my club chairperson.

Signature:

Print Name:

Date:

Please return completed forms to:



APPENDIX 6

Recording Allegations or Suspicions of Abuse

This form is based on 'standard reporting form' used by the Health Services Executive in ROI. The form can be filled out in consultation with the statutory authorities. Complete as many questions as possible.

1 Details of Child

Name of Child: Male / Female:

Address:

Age: School:

1a Name of the Mother:

Address if different to above:

Telephone Number:

Name of the Father:

Address if different to above:

Telephone Number:

1b Care and Custody arrangements regarding child, if known:

1c Household Composition

Name: Relationship:

Date of Birth: Add. Information:

Sample 'standard reporting form' continued.....

- 2 Details of concern(s), allegation(s) or incident(s), dates, times, who was present, description or any observed injuries, parent's view(s), child's view(s) if known:

- 3 Details of person(s) allegedly causing concern in relation to the child:

Name:

Age: Male/Female:

Address:

Relationship to child: Occupation:

- 4 Name and Address of other personnel or agencies involved with this child:

Social workers: <input style="width: 300px; height: 100px;" type="text"/>	School: <input style="width: 300px; height: 100px;" type="text"/>
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Public Health Nurses: <input style="width: 300px; height: 100px;" type="text"/>	Gardai: <input style="width: 300px; height: 100px;" type="text"/>
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G.P.: <input style="width: 300px; height: 100px;" type="text"/>	Pre-school/crèche/youth groups/after school groups <input style="width: 300px; height: 100px;" type="text"/>
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Hospital: <input style="width: 300px; height: 100px;" type="text"/>	<input style="width: 300px; height: 100px;" type="text"/>
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Sample 'standard reporting form' continued.....

5 Are parents/legal guardians aware of this referral to the social work depart. Yes/no
If yes, what is their attitude?

6 Details of person reporting concerns (please see guidance notes below)

Name:

Occupation:

Address

Telephone:

Nature and extent of contact with child/family:

7 Details of person completing form:

Name:

Date:

Occupation:

Signed:

Guidance notes:

Health Service Executives have a statutory responsibility under the Child Care Act, 1991, to promote the welfare and protection of children in their area. Health Service Executives at local level therefore have an obligation to receive information about any child who is not receiving adequate care and/or protection

The reporting form is for use by:

- Health Service Executive personnel
- Professionals and individuals in the provision of child care services in the community who have service contracts with the health services executives
- Designated persons in a voluntary or community agency
- Any professional, individual or group involved in services to children who become aware of a child protection or welfare concern, or to whom a child protection or welfare concern is reported.

Please fill in as much information and detail as is known to you, (health executive personnel should do this in consultation with their line manager). This will assist the Social Work Department in assessing the level of risk to the child, or support services required. If the information requested is not known to you, please indicate by putting a line through the question. It is likely that a social worker will contact you to discuss your report. Health Service Executives aim to work in partnership with parents. If you are making this report in confidence you should note that the Health Service Executive cannot guarantee absolute confidentiality as (a) a court could order that information be disclosed or (b) under the freedom of information act the commissioner may order that information be disclosed. You should also note that in making a 'bona fide report' you are protected under the Protection for Persons Reporting Child Abuse Act, 1998

This form should be sent to your local duty social worker in the local Health Service Executive.

APPENDIX 7

References and Source Material

- Children First: National Guidelines for the Protection and Welfare of Children, Department of Health & Children & Stationery Office, Dublin 1999
- Co-operating to Safeguard Children, Department of Health, Social Services and Public Safety, 2003
- UN Convention on the Rights of the Child 1989
- The Child Care Act, 1991
- The Children's Act, 2001
- Co-Operating to Protect Children, Vol. 6 Guidelines & Regulations Children (NI) Order 1995, HMSO
- The Children (Northern Ireland) Order 1995, HMSO
- Our Duty to Care (DHSS) 2000, Child Care NI
- Our Duty to Care (DOHC) ROI, 2002
- Protection of Children and Vulnerable Adults (NI) Order 2003
- Area Child Protection Committees Regional Policy and Procedures DHSSPS 2005
- Getting it Right: Developing your Child Protection Policies Procedures, Volunteer Development Agency, Northern Ireland: 2005
- Child Protection for the Youth Work Sector, Department of Education & Science, 2003
- Child Protection: Guidelines and Procedures, Department of Education & Science, 2001 (Primary Sector)
- Child Protection Guidelines for Post-Primary Schools, Department of Education & Science, 2004
- SafeSport Away - NSPCC & the Amateur Swimming Association
- Sportscheck - Child Protection in Sport Unit 2002
- www.irishsportsCouncil.ie
- www.sportni.net
- www.thecpsu.org.uk

APPENDIX 8

Useful Contacts

Eastern Region Health Services Executive East Coast Area

Area 1, Dun Laoghaire, 01 2808403
Area 2, Clonskeagh, 01 2680320/0333
Area 10, Wicklow, 0404 60800
Bray, 01 2744100

Ask for Duty Social Worker

Eastern Region Health Services Executive South Western Area

Dublin South City District, D2, 01 6486555
Dublin South West District, D24, 01 4520666
Dublin West District,
Dublin 10, 01 6206387
Kildare/West Wicklow District
Naas, 045 882400
Athy, 059 8633535
Celbridge, 01 6303155

Ask for Duty Social Worker

Health Services Executive - Mid-Western Community Care Area

Limerick East - 061 483711
Limerick West - 061 483996
Clare - 065 6863907/08
North Tipperary, Nenagh - 067 41934
North Tipperary, Thurles - 0504 23211

Ask for Duty Social Worker

Health Service Executive - Western Community Care Area

Galway - 091 546325/546366
Mayo - 094 9042283 / 9042284
Roscommon - 090 6637528/29

Ask for Duty Social Worker

Health Services Executive - North-Eastern Community Care Area

Cavan - 049 4377305 / 06
Monaghan, 047 30426 /30427
Louth - Drogheda, 041 9833163
Louth - Dundalk, 042 9392220
Meath - Navan, 046 9078830

Ask for Duty Social Worker

Eastern Region Health Services Executive Northern Area

Area 6, Dublin 11, 01 8567704
Area 7 North, Dublin 1, 01 8014620
Area 8, Dublin 5, 01 8164200

Ask for Duty Social Worker

Health Services Executive - Southern Area Community Care Area

South Lee, Cork - 021 4923001
North Lee, Cork - 021 4927055
North Cork, Mallow - 022 30200
West Cork, Skibbereen - 028 40580
Kerry, Tralee - 066 7184887

Ask for Duty Social Worker

Health Services Executive - South-Eastern Community Care Area

Carlow - 059 9136588/7
Kilkenny - 056 7784782
Waterford - 051 842827
Wexford - 053 23522 Ex 222
South Tipperary - 052 77306 / 02

Ask for Duty Social Worker

Health Services Executive - North-Western Community Care Area

Sligo/Leitrim - 071 9155133
Donegal - 074 9123739

Ask for Duty Social Worker

Health Service Executive - Midland Area Community Care Area

Longford/Westmeath:
Athlone - 0906483106
Longford - 043 50584
Laois/Offaly:
Offaly - 0506 22488
Laois - 0502 92567/8

Ask for Duty Social Worker

EHSSB Belfast 028 9032 1313
Out of Hours no: EHSSB 028 90565444
Down/Lisburn H&ST 028 92665181
North & West Belfast H&STT 028 90327156
Ulster Community
& Hospital Trust 028 91816666
South & East Belfast H&STT 02890565656

SHSSB Armagh 028 37410041
Out of Hours no: SHSSB 028 37522381

Craigavon &
Bandbridge H&SST 028 38831983
Armagh &
Dungannon H&SST 028 37522262
Newry & Mourne H&SST 028 30260505

Please note there is no central number for our of hours contact as each Board Area has its own contact (outlined above)

Child Protection in Sport Unit
NSPCC, Jennymount Business Park
North Derby Street
Belfast BT 15 3HN
02890 351135
www.thecpsu.org.uk
NSPCC Helpline 0808-8005000 (Freephone)
Child Line (UK) 0800 1111

Irish Sports Council
Top Floor, Block A
West End Office Park
Blanchardstown, Dublin 15
Tel No. 01-8608800

Volunteering Ireland
Coleraine House
Coleraine Street
Dublin 7
01 8722622 / info@volunteeringireland.com

Coaching Northern Ireland
Queens Physical Education Centre
Botanic Gardens
Belfast B79 5EX
Tel No. 02890-686940
www.coachingni.net

Ombudsman for Children
millennium house
52-56 Great Strand Street
Dublin 1
1890 654 654 / 01 865 6800
oco@oco.ie

NHSSB Ballymena 028 25311000
Out of House no: NHSSB 028 94468833

Home First H&SST 028 25633700
Causeway H&SST 028 27661337

WHSSB Londonderry 028 71860086
Out of Hours no: WHSSB 028 71345171

Foyle H&SST 028 71266111
Sperrin Lakeland H&SST 028 82835285

ISPCC
20 Molesworth Street
Dublin 2
01 6794944 / ispcc@ispcc.ie

ISPCC Childline 1800 666666 (Freephone)

Sports Council Northern Ireland
House of Sport
Upper Malone Road
Belfast BT9 5LA
Tel No. 02890 381222

Volunteer Development Agency
4th Floor, 58 Howard Street
Belfast BT1 6PG
Tel No. 02890-236100

**Protection of Children Service
Child Care Policy Directorate**
Department of Health, Social Services
& Public Safety
Room D1.4, Castle Buildings,
Stormont Estate
Belfast BT4 3SQ, Tel No. 028 90-522559

**Northern Ireland Commissioner
for Children & Young People,**
Millennium House,
17-25 Great Victoria Street, Belfast, BT2 7BA.
Telephone (028) 9031 1616
www.niccy.org

APPENDIX 9

Sample Application Form for new Junior Members

CONTACT INFORMATION

Name: Male / Female:

Address:

Telephone - Home:

Telephone - Mobile (in case of emergency):

E-MAIL:

Date of Birth:

MEDICAL HISTORY INFORMATION (details of any known allergies, conditions, medications)

In the event of illness, having parental responsibility, 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 needs emergency hospital treatment, I authorize a qualified medical practitioner to provide emergency treatment or medication.

OTHER INFORMATION

Any other special needs, requirements or directions that would be helpful for leaders to know about:

PARENTAL/GUARDIAN CONSENT

I am the Parent/Guardian of

Photographs

I understand that photographs will be taken during or at sport related events and may be used in the promotion of sport.

Drug Testing (for elite players only)

I give permission for my child(ren) to be tested for prohibited substances in accordance with the Sports Council Anti Doping Rules (where applicable)

I hereby consent to the above child(ren) participating in activities of the organisation in line with the Code of Ethics for Young People. I will inform the leaders of my children's activities of any changes to the information above.

I confirm that all details are correct and I am able to give parental consent for my child(ren) to participate in and travel to all activities.

SIGNATURE

SIGNED NAME

APPENDIX 10

Existing Leaders Information Form

Leaders should familiarise themselves with the Governing Bodies Code, in particular the Code of conduct. Leaders should read below and agree to abide by these terms. Leaders should update the self-declaration questions annually.

As a leader in _____ (insert name of sport) I agree that I should

- Be positive during sessions and competitions, praise and encourage effort as well as results
- Put welfare of young person first, strike a balance between this and winning / results
- Encourage fair play and treat participants equally
- Recognise developmental needs, ensuring activities are appropriate for the individual
- Plan and prepare appropriately
- Have experience relevant to working with young people or hold up-to-date qualifications and be committed to the guidelines in this Code
- Involve parents where possible and inform parents when problems arise
- Keep record of attendance at training and competitions
- Keep a brief record of injury(s) and action taken
- Keep a brief record of problem/action/outcomes, if behavioural problems arise
- Report any concerns in accordance with this Code's reporting procedures

Where possible I will avoid:

- Spending excessive amounts of time with children away from others
- Taking sessions alone
- Taking children on journeys alone in the car

Sports Leaders should not:

- Use any form of punishment or physical force on a child
- Take children to their home
- 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. This includes innuendo, flirting or inappropriate gestures and terms
- 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

Self-Declaration

Do you agree to abide by the guidelines contained in the Children in
_____ (insert sport) Code of Conduct?

Yes No

Do you agree to abide by the rules of the governing body / club?

Yes No

Have you ever been asked to leave a sporting organisation?
(If you have answered yes, we will contact you in confidence)

Yes No

Have you ever been convicted of a criminal offence or been the subject of a caution; a Bound Over Order; or are you at present the subject of criminal investigations?

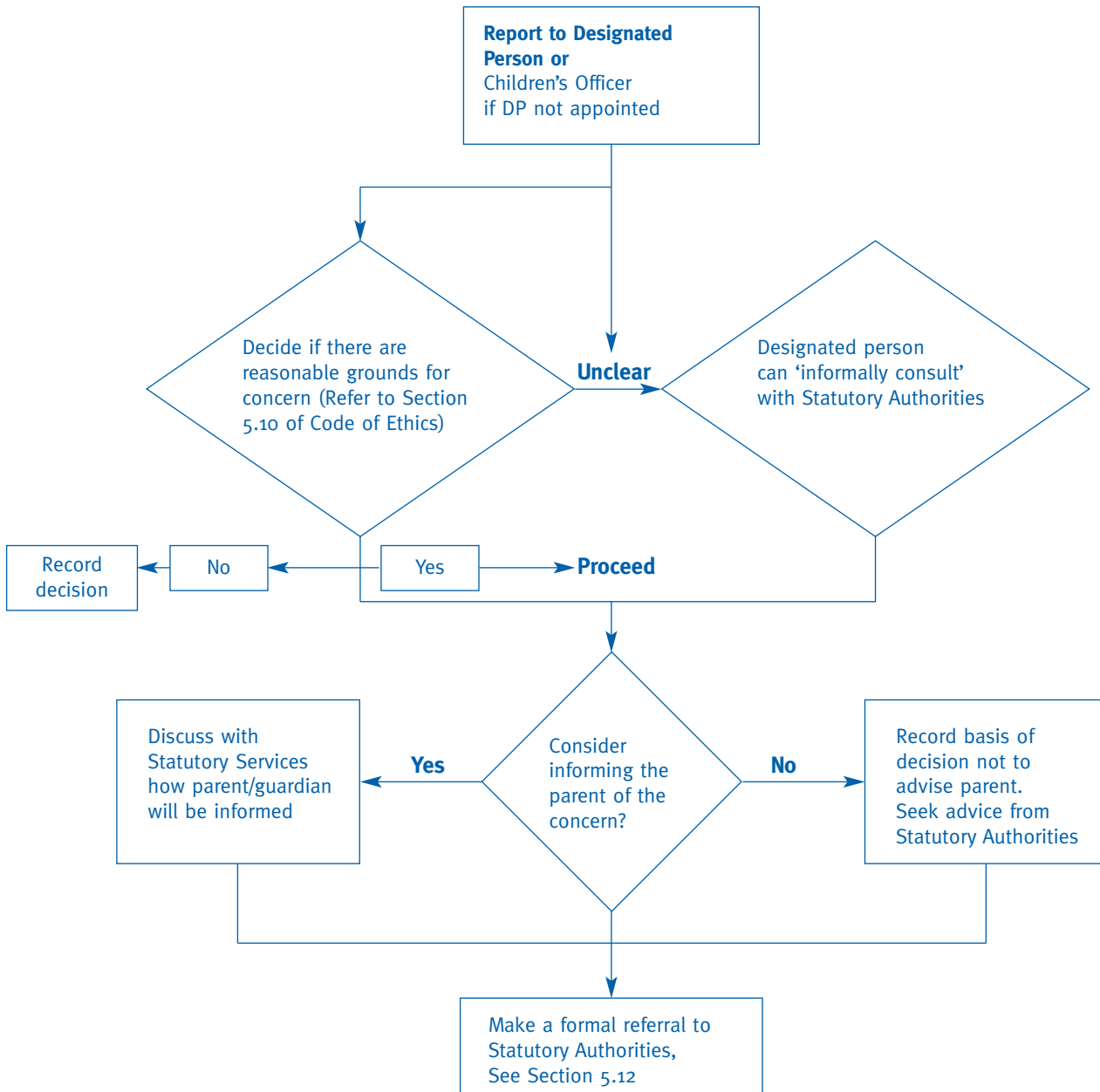
Yes No

(If you have answered yes, we will contact you in confidence)



APPENDIX 11

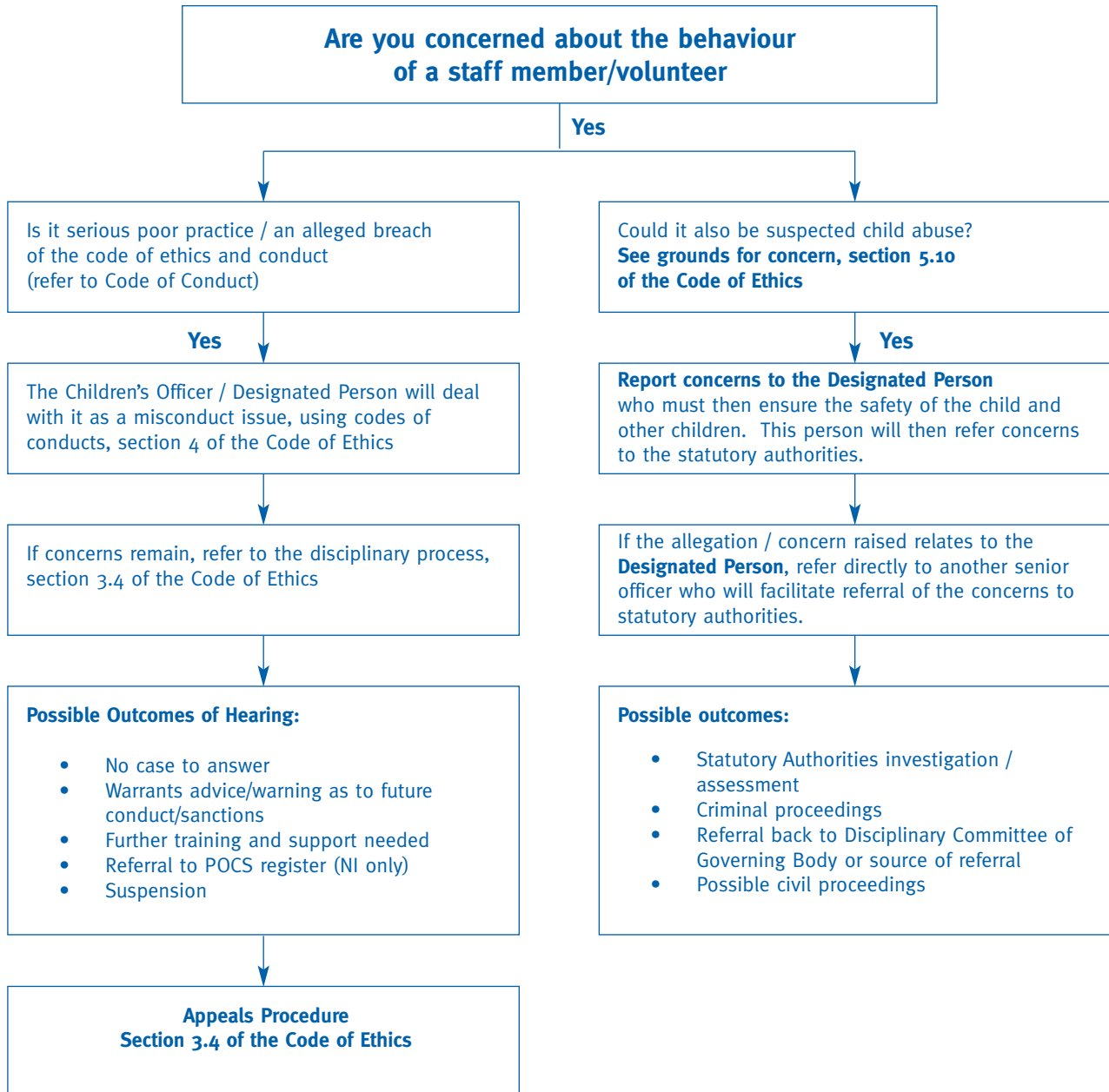
When there is suspected abuse external to the organisation



Confidentiality is kept throughout the process.

If you do not know who to turn to for advice or are worried about sharing your concerns, you should contact the Statutory Authorities at any stage, see Section 5.12 of the Code of Ethics. If in doubt, ask

APPENDIX 12



If you do not know who to turn to for advice or are worried about sharing your concerns, you should contact the Statutory Authorities, see Section 5.12 of the Code of Ethics.

At any stage during the process in the left hand column the issue can be referred externally either formally or informally for advice. Following the external (right column) outcome the matter may be referred back to the organisation's Disciplinary Committee, see Section 5.17.2 (last paragraph).