# Safeguarding & Child Protection of Children & Young People

# (Last Updated January 2022)

**POLICY STATEMENT**

Cregagh Cricket Club is committed to good practice which protects children from harm. Staff and volunteers accept and recognise their responsibility to provide an environment which promotes the safety of the child at all times. To achieve this, we will:

• Develop an awareness of the issues which may lead to children being harmed.

• Create an open environment by identifying a ‘Designated person’ to whom the

children can turn to if they need to talk.

• Adopt child centred and democratic coaching styles.

• Adopt Safeguarding guidelines through Codes of Conduct for members and all adults

working at the club. Adult workers include coaches, parents and volunteers.

• Ensure careful recruitment, selection, and management procedures. These procedures

will include regular support and supervision is provided to staff/volunteers.

• Share information about concerns with children, parents and others who need to

know.

• Provide information as required to the Executive committee.

• Ensure good and safe working/playing practices.

• Be involved in training, made available through the various agencies, and strengthen

links with these agencies.

• Have procedures relating specifically to bullying, away trips, accidents and

allegations/incidents.

• Keep Safeguarding policies under regular review (every **three years** minimum).

Children have the right to be safe. All coaches will ensure that this fundamental principle takes precedence over all other considerations.

This policy applies to all those involved in Cregagh Cricket Club, coaches, administrators, officials, volunteer drivers, parents and young people and has been ratified by the Executive Committee.

Club Children’s Officer Stephen Moore

Designated Liaison Person Graham Watt

Cregagh Cricket Club Date: January 2022

1. **EQUALITY STATEMENT**

• Cregagh Cricket Club is committed to ensuring that equity is incorporated across all

aspects of its development. In doing so it acknowledges and adopts the following

Sport Northern Ireland definition of sports equity:

“Sports equity is about fairness in sport, equality of access, recognising inequalities and

taking steps to address them. It is about changing the culture and structure of sport to

ensure it becomes equally accessible to everyone in society.”

• The club respects the rights, dignity and worth of every person and will treat everyone

equally within the context of their sport, regardless of age, ability, gender, race,

ethnicity, religious belief, sexuality, or social/economic status.

• The club is committed to everyone having the right to enjoy their sport in an

environment free from threat of intimidation, harassment, and abuse.

• All club members have a responsibility to oppose discriminatory behaviour and

promote equality of opportunity.

• The club will deal with any incidence of discriminatory behaviour seriously,

according to club disciplinary procedures.

To address the vulnerability of children with a disability coaches will seek guidance on working with children with a disability from external agencies, parents/guardians, and the children themselves.

1. **CONFIDENTIALITY STATEMENT**

Cregagh Cricket Club will not acquiesce to keeping secrets. However, information of a confidential nature will only be communicated on a "need to know" basis, with the welfare of the child paramount.

Considerations of confidentiality will not be allowed to override the rights of children or young members to be protected from harm.

A full Safeguarding policy statement is displayed and available within club premises for all interested parties to read.

1. **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 Cregagh Cricket Club is the issue of Safeguarding of our young members within the operation of the club. However, being cognisant of the indicators of abuse in respect of young members caused by others outside the club, are of an equal importance for the safety and well-being of that child.

It is now widely accepted that there are **five** types of child or young people abuse:

1. **Physical Abuse**

Physical abuse is the deliberate physical injury to a child, or the wilful or neglectful failure to prevent physical injury or suffering. This may include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, confinement to a room or cot, or inappropriately giving drugs to control behaviour.

2. **Emotional Abuse**

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone. Domestic violence, adult mental health problems and parental substance misuse may expose children to emotional abuse.

3. **Sexual Abuse**

Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at or the production of pornographic material or watching sexual activities or encouraging children to behave in sexually inappropriate ways.

4. **Neglect**

Neglect is the persistent failure to meet a child’s physical, emotional and/or psychological needs, likely to result in significant harm. It may involve a parent or carer failing to provide adequate foods, shelter and clothing, failing to protect a child from physical harm or danger, failing to ensure access to appropriate medical care or treatment, lack of stimulation or lack of supervision. It may also include non-organic failure to thrive (faltering growth).

5. **Exploitation**

This is the intentional ill treatment or abuse of power and control of a child or young person; to take selfish or unfair advantage of a child or young person or situation, for personal gain. It may manifest itself in various forms e.g., slavery, servitude, engagement in criminal activity, begging, benefit or other financial fraud or child trafficking. It extends to the recruitment, transportation, transfer, harbouring or receipt of children for the purpose of exploitation. Exploitation can be sexual in nature.

**BULLYING**

In addition to the above Cregagh Cricket Club recognises that we have a responsibility to:

*“Protect children from bullying and to have policies and procedures in places to do so”*

Co-operating to Safeguard Children DHSSPS, 2003

Coaches should challenge bullying in any form i.e., physical or emotional. Physical bulling 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, repeat teasing, sectarian/racist assaults, 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 at Cregagh Cricket Club be they child, coach, volunteer or parent. Anyone found to be bullying others will be dealt with seriously both in regard to the behaviour exhibited and the reasons for the behaviour. This club has an Anti-Bullying policy in place which is available for inspection. See Appendix 1

**INDICATORS OF ABUSE**

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

**PHYSICAL INDICATORS & BEHAVIOURAL INDICATORS**

• Unexplained bruising in soft tissue areas

• Repeated injuries

• Black eyes

• Injuries to the mouth

• Torn or bloodstained clothing

• Burns or scalds

• Bites

• Fractures

• Marks from implements

• Inconsistent stories/excuses relating to injuries

• Unexplained changes in behaviour - becoming withdrawn or aggressive

• Difficulty in making friends

• Distrustful of adults or excessive attachment to adults

• Sudden drop in performance

• Changes in attendance pattern

• Inappropriate sexual awareness, behaviour or language

• Reluctance to remove clothing

**RESPONDING TO DISCLOSURE OF ABUSE**

**Always**

• Record what has been said ASAP

• Remain sensitive and calm

• Reassure child that they

o are safe

o were right to tell

o are not to blame

o are being taken seriously

• Let child talk - do not interview

• Listen and hear, give the person time to say what they want

• Ensure a positive experience

• Explain that you must tell, but will maintain confidentiality

• Tell child what will happen next

• Involve appropriate individuals immediately

• Reassure them that they have done the right thing in telling and that it will be dealt

with appropriately

**Never**

• Question unless for clarification

• Make promises you cannot keep

• Rush into actions that may be inappropriate

• Make/pass a judgment on alleged abuser

• Take sole responsibility, consult the designated officer so you can begin to protect the child and gain support for yourself.

1. **DESIGNATED PERSON(S)**

The Designated persons within Cregagh Cricket Club are:

Stephen Moore Club Children’s Officer 07533 347 865

Graham Watt Designated Liaison Person 07714 332 516

The above shall be made known to young members, coaches and parents alike as the designated persons to whom concerns will be addressed. If the concern is about the designated person, please report to the Section Chairperson.

Guidelines for recording/dealing with incidents/accidents will be outlined later in this policy document.

**E) VOLUNTEERS/COACHES**

SAFE RECRUITMENT PROCEDURES FOR VOLUNTEERS/COACHES

• Volunteers and coaches are carefully selected, trained and supervised. The office

bearers of the Section committee must vouch for new volunteers/coaches’ potential

involvement.

**•** Individuals must undergo an Access NI check including declaration of past

convictions or cases pending.

• ALL volunteers/coaches must agree to abide by the club's Safeguarding Policy and all

are required to sign a Code of Conduct. See Appendix 2

• Any concerns or objections with regard to suitability of a coach should be submitted

to the designated person. These matters will be dealt with by the Section committee

(and notified to the Executive Committee) with appropriate action taken including a

formal response in writing to the concerned party if required. If necessary, the

Executive Committee will then refer the matter to the sport specific Governing Body.

TRAINING FOR VOLUNTEERS/COACHES

Cregagh Cricket Club will:

• Ensure governing body approved coaching sessions for volunteers/coaches have been

made available and that ALL participants attend and qualify.

• When appointing volunteers/coaches consider their current or previous experience

either playing or coaching.

• Ensure education and training in the basics of Safeguarding will apply to all

coaches/volunteers working with the children or young members. Cregagh Cricket

Club is committed to continuous updating and review of our current Safeguarding

Policy.

• Safeguarding training should include:

o Basic awareness of Safeguarding issues

o the Club’s Safeguarding policies and procedures including the Code of Conduct

• Safeguarding training will be carefully selected to ensure it is sufficient and from a

specific training provider with experience and knowledge of good practice in sport.

• Ensure that all new coaches have attended Safeguarding awareness workshop within

six months of taking up their post. This opportunity will also be made available to

parents and other volunteers to enable a culture of a child-focused club to prevail.

• Ensure all staff and volunteers should receive induction, and training appropriate to

their role. Training will be updated and reviewed regularly for new staff/volunteers

and in line with changing legislation.

CODE OF CONDUCT

A Code of Conduct let’s all staff/volunteers in the club know what behaviour is expected and what is unacceptable. It will also let all involved know what sanctions will be applied for non-compliance with the Code. A written Code of Conduct will be prominently displayed or communicated to everyone associated with Cregagh Cricket Club. It will be applied consistently. See Appendix 2.

GUIDELINES RELATING TO AWAY DAYS AND RESIDENTIALS

Travelling to away fixtures and residentials are a regular event for the club. Trips may vary from short journeys across town to play another local team or involve more complicated arrangements involving overnight stays. Cregagh Cricket Club is committed to ensuring that we follow certain standards to ensure the safety of our members and the Club has a policy which is available for inspection. See Appendix 3.

SUPPORT and SUPERVISION

Cregagh Cricket Club recognises that it is good practice to set up a system of support and supervision of staff/volunteers. This will enable staff/volunteers to become more effective by identifying training needs and dealing quickly with difficulties. Volunteers will be offered regular opportunities to review their experiences at Cregagh Cricket Club and to identify any training or further support they require.

GUIDELINES FOR REPORTING ACCIDENTS

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

• Fill in two copies of the Accident Form (available from the Designated Person). See

Appendix 4.

• Make contact with parents/guardians.

• One copy of form to the Hon Sec. Cregagh Cricket Club.

• One copy to designated person for record keeping/action required.

• Contact emergency services/GP if required.

• Record in detail all facts surrounding the accident, witnesses, etc.

• Sign off on any further action required.

GUIDELINES FOR REPORTING ALLEGATIONS/INCIDENTS

• Record all incidents reported or observed on an Incident Form (available from the

CCO Stephen Moore or DLP Graham Watt See Appendix 5

• Inform CCO or DLP ASAP.

• One copy to CCO within 24 hours.

• Ensure confidentiality - only "need to know basis" (reference Confidentiality

Statement).

• Inform parents, unless to do so may put the child at further risk.

• The designated person will be responsible for storing any report in a safe and secure

environment.

**HEALTH AND SAFETY GUIDELINES**

Cregagh Cricket Club is committed to ensure the safety of all members by undertaking a risk assessment for activities and endeavouring to provide first aid treatment for injury, accidents and cases of ill health during coaching sessions or at competitions.

**USEFUL NUMBERS**

Health and Social Care Trust’s 028 9056 5656

NSPCC Helpline 0808 800 5000

PSNI Public Protection Unit 028 9065 0222 (Ask for the local Public Protection Unit)

Childline Freephone 0800 1111

Sport Northern Ireland 028 9038 1222

Child Protection in Sport Unit 028 9035 5756

**IMPLEMENTATION AND AVAILABILITY OF INFORMATION**

It is important that there is a free flow of information between coaches/volunteers, children and parents, in terms of promotion of the club and what we aim to achieve in relation to the child. This club will insist that a parent/guardian consent form is completed for each under 18-year-old member

Parents should know what we do and how we do it, and the coaches/designated person will always be on hand during, or after coaching sessions, for consultation or advice.

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

A regular review of club policies will take place through meetings with coaches/volunteers and feedback from children and parents.

***Appendix 1***

***CREGAGH Cricket CLUB - ANTI-BULLYING POLICY***

**The Individual**

* Respect every child’s need for, and rights to, a play environment where safety, security, praise, recognition and opportunity for taking responsibility are available.
* Respect for every individual’s feeling and view.
* 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.
* Racial taunts, graffiti, gestures, sectarianism.
* 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 child, the parent, the coach, the youth worker, the sport’s official.
* Appropriate forums should be established within the organisation, including children, parents, youth workers and other agencies, to address, monitor and stop bullying.
* Commitment to the early identification of bullying and prompt, collective action to deal with it.
* Policy and practice should be agreed through consultation with clubs, parents and children.
* Children should be encouraged to take a role in stopping bullying in their community.
* Policy and practice should be reviewed regularly in the light of changing needs and changes adopted by other agencies (e.g., schools).
* Coaches will have access to training on bullying.
* Coaches will have access to appropriately trained staff for support when dealing with bullying.

**Support to the Child**

* Children should know who will listen to and support them.
* Any advice and assistance should be given by an appropriately trained and experienced worker.
* Children should have access to helpline numbers.
* Children should be told what is being recorded, in what context and why.
* Systems should be established to open the door to children wishing to talk about bullying or any other issue that affects them.  Barriers to talking need to be broken down to enable children to approach adults.
* Anyone who reports an incident of bullying will be listened to carefully and be supported, whether the child being bullied or the child who is bullying.
* Any reported incident of bullying will be investigated objectively and will involve listening carefully to all those involved.
* Children 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 local policy and practice about bullying.
* Any incident of bullying will be discussed with the child’s parent(s)/guardians.
* Parental/Guardian advice on action will be sought and agreements made as to what action should be taken.
* Information and advice on coping with bullying will be given.
* Support should be offered to the parent(s) including information on other agencies or support lines.

**Useful Contacts**

* **Childline** 0800 1111  [www.childline.org.uk](http://www.childline.org.uk/NI.asp)
* **NSPCC Helpline** 0808 800 5000
* [www.there4me.com](http://www.there4me.com/) – An online advice service for young people
* **Kidscape** - [www.kidscape.org.uk](http://www.kidscape.org.uk/) 020 7730 3300
* **Parents Advice Centre** - Parenting Education Project, Parenting Forum NI and The Men's Project - Freephone 0808 8010 722 [www.parentsadvicecentre.org](http://www.parentsadvicecentre.org/)
* **NI Anti-Bullying Forum** [www.niabf.org.uk](http://www.niabf.org.uk/)

***Appendix 2***

***coaches/volunteers code of conduct***

Coaches and volunteers involved in sport for young people have a great opportunity to be a positive role model and help build an individual’s confidence.

**Coaches/volunteers are expected to:**

* Ensure the safety of all children by careful supervision, proper pre- planning of coaching sessions, using safe methods at all times.
* Consider the wellbeing and safety of participants before the development of performance.
* Encourage and guide participants to accept responsibility for their own performance and behaviour.
* Treat all young people equally and ensure they feel valued. Have no favourites.
* Encourage all children not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability.
* Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour.
* Appreciate the efforts of all young people and not over-train the young people. Never exert undue influence over performers to obtain personal benefit or reward.
* Be positive, approachable and offer praise to promote the objectives of the club at all times.
* Not let any allegations of abuse of any kind to go unchallenged or unrecorded if appropriate. Incidents and accidents to be recorded in the club incident/accident book. Parents will be informed.
* Report accidents or incidents of alleged abuse or poor practice to the designated person.
* Administer minor first aid in the presence of others and where required refer more serious incidents to the club "first aider".
* Have access to telephone for immediate contact to emergency services if required.
* Foster team work to ensure the safety of youth members in their care.
* Ensure the rights and responsibilities of youth members are enforced.
* Not abuse members physically, emotionally or sexually.
* Maintain confidentiality about sensitive information.
* Respect and listen to the opinions of young people.
* Take time to explain coaching techniques to ensure they are clearly understood.
* Develop an appropriate working relationship with participants, based on mutual trust and respect.
* Be a role model, displaying consistently high standard of behaviour and appearance (disciplined/committed/time keeping), remember children learn by example.
* Refrain from smoking and consumption of alcohol during club activities or coaching sessions.
* Never condone rule violations, rough play or the use of prohibited substances.
* Protect themselves from false accusation:
  + Not spending excessive amounts of time alone with children away from others
  + Never taking children to their home
  + Not administering First Aid involving the removing of children’s clothing unless in the presence of others
* Hold appropriate valid qualifications and insurance cover.
* Make the sport/activity **fun.**

**Coaches/Volunteers have a right to:**

* Access ongoing training and information on all aspects of leading/managing activities for youths, particularly on Safeguarding.
* Support in the reporting of suspected abuse.
* Access to professional support services.
* Fair and equitable treatment by the governing body/club.
* Be protected from abuse by children/youths, other adult members and parents.
* Not to be left vulnerable when working with children.

Any misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the designated person. Persistent breach of the code will result in dismissal from the club/sport.

Dismissals can be appealed by the coach/volunteer with final decisions taken by the Section committee or referred to the Executive Committee if required.

**Emergency Action/First Aid**

All coaches, leaders and members should be prepared with an action plan in the event of an emergency and be aware of our First Aid Procedures.

This will include:

Access to First Aid equipment, Telephone contact if the participant is a minor and/or Telephone contact to the Emergency Services

*I acknowledge the content of this document.*

|  |  |
| --- | --- |
| **Signature of Coach/Volunteer:** | |
| **Printed name of Coach/Volunteer:** | |
| **Date:** |  |

***APPENDIX 3***

***AWAY DAYS AND RESIDENTIALS***

**Away Days**

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.

**Communication with:**

* **Children** – they should be aware of the travel plans, venue and time for collection, time of return and any costs. Children should also have a clear understanding of what standard of behaviour is expected of them. Children must know what sports kit they need to bring with them.
* **Parents** – 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 should also have the name and contact details of the team manager 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**

The following are the actions this club expect from those asked to transport young people.

* 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 minibus, ensure that all seats are forward facing and they all have seat belts fitted if carrying children. Is the driver experienced in driving a minibus?
* Ensure leaders and children wear seat belts.
* Check there is appropriate insurance for the journey.
* Clarify supervision requirements with other leaders. The driver should not be considered as a supervisor during the journey.
* Ensure that the vehicle is road worthy.
* Ensure that the driver has undertaken an Access NI check.
* Ensure the appropriate booster seats are provided when required.

**Ratio**

The club when planning and running sports activities for children and young people will consider providing an appropriate staffing/supervision ratio of adults to participants.  This will minimise any risks to participants and enhance the benefits they draw from the activity.

There are a number of **key principles** that we will consider as good practice:

* Ensure the driver has an appropriate and valid driving licence.
* Allow an appropriate length of time to complete the journey.
* Age of children
* Additional supervision/support needs of some or all participants (for example due to disability)
* Competence/experience of participants for the specific activity
* Nature of activity (for example climbing or swimming sessions may require higher levels of supervision than an aerobics class)
* Nature of venue (whether closed and exclusive, or open and accessible to members of the public)

**Insurance**

In addition to the minibus/car insurance, the team manager needs to ensure that the clubs general insurance covers travel to away events.

**Emergencies**

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

The leader should have access to a mobile phone and contact details for all the children.

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 sports and, if handled appropriately, can add to a child’s enjoyment and experience at a competition. The whole area of hosting though can create a great deal of concern for parents, children 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/children staying with them and details of the competition. They in turn should agree to provide references and be vetted when this is available.

When arranging for events/trips abroad, the club are 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

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| **CHILD/YOUTH MEMBERS** | |
| **Right To** | **Responsibility** |
| * Be safe * Have any concerns listened to * Be respected by their coach and host family * Have easy access to phone contact with the trip organiser * Have a list of events (itinerary) * Regular group meetings with other young people * Have their religious needs facilitated * Have prior knowledge of the climatic variation to enable them to bring adequate clothing * Be made aware of the codes required for phoning home * Maps of the local area * Have the currency of the country they are visiting explained to them * Be made aware of collection and drop off arrangements | * Show respect to their host families * Show respect to other youth members and their leaders * Keeping themselves safe * Reporting inappropriate behaviour or risky situations * Attending any prior planning meeting to ensure they are fully informed of the plans * Maintain the sport’s reputation by adhering to their Code of Conduct * Discussing their dietary needs with the host family (though it is the parent’s/organiser’s responsibility to ensure this information is passed on in advance) * Maintain the accommodation to the standard set by the family * Be aware that they are acting as an ambassador for their sport and on occasions their country * Dependent on arrangements with parents, manage their own money |

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| **COACH/MANAGERS** | | | |
| **Right To:** | **Responsibility** | | |
| * Have support from their governing body if reporting any concerns about the arrangements * Be protected from abuse by children/youths, other adults, members or parents involved in the trip * Not be left vulnerable when working with children * Receive the relevant information from parents/guardians in advance of the trip i.e. * Dietary needs * Any personal care needs * Emergency contact numbers * Signed medial consent form/permission form * List of any medication/allergies * EHIC European Health Insurance Card (replacement for E111) form completed [www.dh.gov.uk/PolicyAndGuidance/HealthAdviceForTravellers/fs/en](http://www.dh.gov.uk/PolicyAndGuidance/HealthAdviceForTravellers/fs/en) (EU visits) * Be respected by the children in preparation for and during the trip * To have any personal “out of pocket” expenses reimbursed * To be able to apply sanctions in line with the governing body guidelines and discussed prior to the trip * To have time off i.e., that another adult is the point of contact for an emergency rather than one individual all the time | * To plan well in advance of the trip * Check governing body guidelines * Gather information on destination and venue (if possible, carry out a risk assessment) * Facilitate information meetings prior to the trip for parents and children * Maintain confidentiality about sensitive information * Be a role-model during the trip (disciplined/committed/time keeping) * Fostering team work to ensure the safety of youth members in their care * Respond to children/youth members’ statements and concerns * Record any complaints or accidents on relevant documentation * Provide the children, parents and host with an itinerary of events * Have clear arrangements for collecting and transporting children during the trip * Ensure that if a young person has to share a room that it is with someone of the same sex and that they are aware of who this is in advance * Check adequate insurance cover is arranged * Ensure they have received the relevant documentation from the child’s parents/guardians * To inform parents and children of standards of behaviour required and possible sanctions * To ensure that there is an appropriate adult/child ratio * To submit a report to club or governing body after the trip * Make parents and children aware of photographic policy and obtain parent’s signature (or include on permission form) | | |
| **PARENTS/GUARDIANS** | | |
| **Right To:** | | **Responsibility** |
| * Know their child is safe * Be informed of any problems or concerns relating to their children * Be informed if their child is injured * Have their consent sought prior to the trip * Contribute to the decisions in planning the trip (when appropriate) * Have knowledge of where their child is staying and with whom * Have a contact number for their child’s hosts and trip organiser * Have a detailed itinerary of events that their child will be taking part in | | * To be aware of the Code of Conduct for children, coaches and hosts * To agree sanctions with the coach and child prior to the trip * Ensure the child has appropriate spending money * To pay for relevant costs prior to their child going on the trip * Provide the coach with all relevant documents and emergency contact number * Ensure the child has a passport (if required) prior to the trip * Provide appropriate clothing to meet the needs of the child while away from home * Drop off and collect their child at agreed time * Encourage their child to play by the rules |

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| **HOSTS** | |
| **Right To:** | **Responsibility** |
| * To be treated with respect by the children, coaches and parents * To have prior knowledge of any special requirements e.g.   + Medical   + Food   + Religious   + Transport   + Mobility * To have telephone contacts, lists of parents and coaches in the event of an emergency * To be financially reimbursed for any expenses (when agreed) * To be informed of competition details * To have clearly defined roles prior to the event * To be consulted about change in plans | * To have agreed to a Code of Conduct * To consent to checks/references being sought into the appropriateness of them being hosts * To provide a safe and supportive environment for the children while they are hosting them * To attend host family meeting prior to and during the competition if arranged * To provide the child with a positive experience of staying away from home and possibly a different culture |

**APPENDIX 4**

**ACCIDENT REPORT FORM**

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| **Coach in Attendance:** |  |

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| **INJURED PARTY** | |
| **Name:** |  |
| **School/club:** |  |
| **Home address:** |  |

|  |  |  |
| --- | --- | --- |
| **ACCIDENT DETAILS** | | |
| **Form Completed By:** |  | |
| **Date: / /** | | **Exact Location:** |
| **Time:** | | **Time Reported:** |
| **Reported by:** | | |
| **Nature of Injury:** | **How accident happened:** Describe what activity was taking place, for example training/game/getting changed | |
| **Name and contact details of witnesses:** |  | |
| **First Aid Involved?** | **Yes  No** | |
| **Were the following contacted:** | **Police**   **Ambulance** | |
| **Parents Informed?**  **Yes  No** | **By whom:**  **When:** | |
| **Referred to Designated Person?** | **Yes  No** | |
| **Designated Person’s Signature** | **Date:** **/ /** | |
| **Any further action to be taken?** |  | |
| **Has Young Person returned to Cregagh Sports Club?**  **Yes  No** | **Signature of Section Representative**  **Print name Position** | |

All of the above facts are a true record of the accident/incident.

Signed: Date: / /

Name:

***APPENDIX 5***

***Incident record FORM: Child protection***

***CREGAGH SPORTS CLUB***

|  |  |  |
| --- | --- | --- |
| **Record completed by:** | | |
| **Position:** | | **Date:** / / |
| **Child’s Name:** |  | |
| **Child’s Address:** |  | |
|  | |
|  | |
| **Child’s Date of Birth:** | / / | |
| **Parents/Carer’s Names and Address:** |  | |
|  | |
|  | |
|  | |
|  | |
|  |  | |
| **Date and time of any incident:** | Date: / / Time: | |
| **Your Observations:** |  | |
| **Detail exactly what the child said and what you said:**  (Remember do not lead the child – record actual details. Continue on a separate sheet if necessary) |  | |
| **Action taken so far:** |  | |
| **Designated officer informed?**  **Yes  No** | | |
| **External Agencies contacted** | | |
| **Police**  **Yes  No**  **Branch  contacted:** | **Details of advice received:** | |
| **Name:** |
| **Contact no:** |
| **Social Services**  **Yes  No**  **Branch contacted:** | **Details of advice received:** | |
| **Name:** |
| **Contact number:** |
| **Sport Governing Body**  **Yes  No** | **Details of advice received:** | |
| **Name:** |
| **Contact number:** |
| **Local Council or Education Department (if appropriate)**  **Yes  No**  **Org name:** | **Details of advice received:** | |
| **Name:** |
| **Contact number:** |
| **Other (e.g., NSPCC)**  **Yes  No** | **Details of advice received:** | |
| **Name:** |
| **Contact number:** |

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date / /**

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.

N.B. If required a copy of this form should be sent to social services after the telephone report and to the governing body Child Protection Officer for monitoring purposes.