



Code of Conduct for Children's Sport



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Notes:

Parent – all parents/carers/guardians.

Leader – includes Coaches/Managers/Selectors and all adults who are appointed and agree to responsibility for the welfare of juvenile members of any club/squad/group.

Child/Juvenile/Junior/Underage – means any person under the age of 18.



Policy Statement & Core values

Badminton Ireland is fully committed to safeguarding the well being of its members. Every individual in the organisation should show respect and understanding for members rights, safety and welfare, and conduct themselves in a way that reflects the principles of this organisation and the guidelines contained in the Code of Ethics and Good Practice for Children's Sport.

Integrity in relationships.

Adults interacting with young people in sport should do so with integrity and respect for the child. There is a danger that sporting contexts can be used to exploit or undermine children. All adult actions in sport should be guided by what is best for the child and in the context of quality, open working relationships. Verbal, physical, emotional or sexual abuse of any kind is unacceptable within the sport of badminton.

Quality atmosphere and ethos.

Sport for young people should be conducted in a safe, positive and encouraging atmosphere. A child-centred ethos will help to ensure that competition and specialisation are kept in their appropriate place.

Equality.

In keeping with Badminton Ireland's Equality Policy (appendix 3) all children should be treated in an equitable and fair manner regardless of age, ability, sex, religion, social and ethnic background or political persuasion. Children with disability should be involved in an integrated way that allows them to participate to their potential alongside other children.

Fair Play.

All children's sport should be conducted in an atmosphere of fair play. The European Code of Sports Ethics defines fair play as "much more than playing within the rules"; it incorporates the concepts of friendship, respect for others and always playing with the right spirit (European Sports Charter and Code of Ethics, Council of Europe, 1993).

Competition

A balanced approach to competition can make a significant contribution to the development of young people, while at the same time providing fun, enjoyment and satisfaction.

The guidelines in this Code are based on the national guidelines as outlined in the following documents:

Code of Ethics and Good Practice for Children's Sport, Irish Sports Council and Sports Council Northern Ireland, 2000, (reviewed in 2006).

Children First: National Guidelines for the Protection and Welfare of Children, Dept. of Health & Children 1999

Our Duty to Care, Dept. of Health & Children 2002

Junior Members.

Badminton Ireland wishes to provide the best possible environment for all our junior members. Young people deserve to be given enjoyable, safe sporting opportunities, free of abuse of any kind. Young participants have rights, which must be respected, and responsibilities that they must accept including the responsibility of treating sports leaders and other participants with fairness and respect.

1.1 Young Players

Young players are entitled to:

- Be listened to.
- Be believed.
- Be safe and to feel safe.
- Be treated with dignity, sensitivity and respect.
- Be happy, have fun and enjoy sport
- Experience competition at a level at which they feel comfortable
- Make complaints and have them dealt with
- Get help against bullies
- Say No
- To protect their own bodies
- Confidentiality

Young players should always:

- Treat Sports Leaders (Coaches, Managers, Selectors, Administrators and other helpers) with respect.
- Play fairly at all times, do their best
- Respect team members, even when things go wrong
- Respect opponents, be gracious in defeat
- Abide by the rules set down by team managers when travelling to away events.
- Behave in a manner that avoids bringing the sport of Badminton into disrepute
- Talk to the club children's officer or other designated person if they have any problems.

Young players should never:

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

1.2 Parents (*Code of Ethics & Good Practice p30 -31*)

Badminton Ireland recognised the significance of parental behaviour and how it can influence young players.

Parents have a duty to ensure that their children are picked up at the appointed time.

Parents should check with young people about transport plans and be happy with the transport arrangements (see transport guidelines).

Parents of juvenile members are required to:

- Be a role model for their child and maintain the highest standards of conduct when interacting with children, other parents, leaders, officials and organisers
- Always behave responsibly and not seek to unfairly affect other players or the game on court.
- Never intentionally expose any young participant to embarrassment or disparagement by the use of flippant or sarcastic remarks
- Always recognise the value and importance of the volunteers who provide sporting/recreational opportunities for their child. In particular parents are required to avoid publicly questioning the judgement or honesty of referees, coaches or organisers.
- Encourage their child to play by the rules and do all they can encourage good sportsmanship.
- Set a good example by applauding good play on both sides. Encourage mutual respect for teammates and opponents.
- Support all efforts to remove abusive behaviour and bullying behaviour in all its forms (*Anti-bullying Appendix 4*).

Parents/Guardians are required to sign the following when enrolling their child.

I agree to respect Badminton Ireland's rules and procedures and in particular the guidelines set out in the Code of Conduct for Children's Sport section 2.2

Name: _____ Signature: _____

Date: _____

1.3 Sports Leaders (*Coaches, Selectors, Team Managers & appointed adults*)

Badminton Ireland recognises the key role leaders play in the lives of children in sport. Leaders in children's sport should strive to create a positive environment for the children in their care. They have an overall responsibility to take the necessary steps to ensure that positive and healthy experiences are provided.

All Leaders should have as their first priority the child's safety and enjoyment of the sport and should adhere to the guidelines and regulations set out in Badminton Ireland's Code of Conduct for Children's Sport.

Leaders must respect the rights, dignity and worth of every child and must treat everyone equally, regardless of sex, ethnic origin, religion or ability (*Equality Statement appendix 1*).

Leaders working with young people should be appropriately qualified and must go through the appropriate recruitment and selection procedures. These procedures apply to all persons with substantial access to young people, whether paid or unpaid.

There will be a 'sign-up' procedure, whereby the appointed/reappointed leaders agree to abide by the *Code of Ethics and Good Practice for Children in Sport* and to the policies and Badminton Ireland's Code of Conduct.

Leaders should familiarise themselves with the *Code of Ethics and Good Practice for Children's Sport* and with *Badminton Ireland's Code of Conduct* and follow the procedures if they suspect or receive complaints of abuse of any sort.

Upon qualification all Coaches are required to sign a Coaches Charter (*Appendix 3*)

Once appointed a Leader must act as a role model and promote the positive aspects of sport and maintain the highest standards of personal conduct.

The use of drugs, alcohol and tobacco must be actively discouraged as being incompatible with a healthy approach to sporting activity. Remember your behaviour to players, other officials, and opponents will have an effect on the players in your care.

Be generous with praise and never ridicule or shout at players for making mistakes or for losing a game. All young players are entitled to respect.

Be careful to avoid the "star system". Each child deserves equal time and attention.

Remember that young players play for fun and enjoyment and that skill development and personal satisfaction have priority over highly structured competition. Never make winning the only objective. Encourage the development of respect for opponents, officials, selectors and other coaches and avoid criticism of fellow coaches.

Care must be taken not to expose a child intentionally or unintentionally to embarrassment or disparagement by use of sarcastic or flippant remarks about the child or his/her family.

Physical punishment or physical force must never be used. Never punish a mistake - by verbal means, physical means, or exclusion.

Insist that players in your care respect the rules of the game. Insist on fair play and ensure players are aware you will not tolerate cheating or bullying behaviour.

When travel/overnight travel is involved, the Leaders travelling with children must sign a separate agreement. Parents and participants will also be asked to sign appropriate permission forms (*Form 1 Overnight Travel Form or Form 2 & 3 Hosting*)

Leaders are responsible for setting and monitoring the boundaries between a working relationship and friendship with players. It is advisable for coaches not to involve young players in their personal life i.e. visits to coaches home or overnight stays. It is important to realise that certain situations or friendly actions could be misinterpreted by the participant or by outsiders

Avoid working alone and ensure there is adequate supervision for all activities.

When young players are invited into adult groups/squads, it is advisable to get agreement from a parent/carer. Boundaries of behaviour in adult groups are normally different from the boundaries that apply to juvenile groups/squads. The group leader or senior coach should nominate one adult member of the group to take particular responsibility for the underage player. Where necessary, two adult members, one of each gender, can be appointed.

Leaders should communicate and co-operate with medical and ancillary practitioners in the diagnosis, treatment and management of their players' medical or related problems. Avoid giving advice of a personal or medical nature if you are not qualified to do so. Any information of a personal or medical nature must be kept strictly confidential unless the welfare of the child requires the passing on of this information

The nature of the relationship between leader and a participant can often mean that a leader will learn confidential information about a player or player's family. This information must be regarded as confidential and except where abuse is suspected, must not be divulged to a third party without the express permission of the player/family

Set realistic goals for the participants and do not push young players. Create a safe and enjoyable environment

Leaders must avoid the use of alcohol, before coaching, during events, on trips with young players

Do:

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

Avoid:

- Spending excessive amounts of time with children away from others
- Taking sessions alone
- Taking children to their (leader's) home
- Taking children on journeys alone in their car

Do Not:

- Use any form of punishment or physical force on a child
- Exert undue influence over a participant in order to obtain personal benefit or reward
- Engage in rough physical games, sexually provocative games or allow or engage in inappropriate touching of any kind, and /or make sexually suggestive comments about, or to a child
- Take measurements or engage in certain types of fitness testing without the presence of another adults
- Undertake any form of therapy (hypnosis etc.) in the training of children

General Guidelines

Transport - Adults transporting children should:

- Ensure there is adequate insurance cover on their car; follow the rules of the road, including legal use of seat belts.
- Not carry more than the permitted number of passengers.
- Avoid being alone with one participant. If transporting an individual ask them to sit in the back seat. If transporting an individual participant on a regular basis, seek parental permission and clearly state times of pick-up and drop off. Parents should check with young people about the plans and be happy with the transport arrangements.

Supervision

- Make sure there is an adequate adult: child ratio. Leaders should have more than one adult present. The number of adults required will depend on the nature of the activity, the age of the participants and any special needs of the group. As a guide a ratio of 1:8 for under 12 years of age and 1:10 for participants over 12 years of age.
- Leaders of both genders will be required for mixed groups.
- Avoid being alone with one participant; if you need to talk separately do so in an open environment, in view of others.
- Leaders should not normally need to enter the changing rooms unless children are very young or need special assistance and in this instance parents could be asked to take responsibility for assisting in the changing room.
- Some form of supervision of changing rooms would be required to ensure that behaviour such as bullying is not taking place. However, this may be done indirectly – someone close to the changing room.
- If supervision inside a changing room needs to be organised, this should be done in pairs of appropriate gender.
- Clearly state time for start and end of training sessions or competitions - leaders should not be left alone with young people at the end of sessions. If there are late collections leaders should remain in pairs until participants have left.
- Keep attendance records and record of any incidents / injuries that arise
- Consider asking parents to stay and supervise sessions, (for safety and supervision – be clear about what you are asking them to do – to be another adult pair of eyes to ensure the safety of the children and not for their ‘technical’ expertise).
- When young players are invited into adult groups/squads, it is advisable to get agreement from a parent/carer. The group leader or senior coach should nominate one adult member of the group to take particular responsibility for the underage player. Where necessary two adult members, one of each gender, can be appointed.

Overnight & Away trips (Form 1)

- Leaders, parents and participants will be asked to sign Hosting and Travel agreement Forms.
- Upon return home, the appointed group leader should make a report which would include:
- Injury(s) - Make a brief record of injury and action taken
- Behavioural Problems - Make a brief record of problem/action/outcome.
- It is recommended that a meeting with parents and participants be organised to communicate travel times, competition details, other activities, gear requirements, medical requirements, special dietary needs and any other necessary details – Parents and players should sign Form 1 Overnight/Travel Form.

- Adults should not share rooms with children & should knock before entering children's rooms
- Children share rooms with those of same age and gender
- All group socialisation should take place in communal areas (i.e. no boys in girls' rooms and vice versa).
- Alcoholic drink, smoking or other illegal substances are forbidden to players. Leaders should act as role models in this respect
- There must be at least one adult of each gender with a mixed party, there should be a good adult – child ratio 1:8 is recommended.
- Leaders should consider how they will access medical personnel should the need arise.
- Lights out times should be enforced
- Young players should be under reasonable supervision at all times and should never leave the venue or go unsupervised without prior permission.

Safety

- Leaders and should be aware of potential risks to safety and take steps to safeguard against these risks.
- Ensure activities are suitable for age and stage of development of participants
- Keep a record of any specific medical conditions of the participants
- Keep a record of emergency contact numbers for parents / guardians
- Ensure appropriate kit is used
- Know the contact numbers of emergency services
- If an incident occurs, make a brief record of injury and action taken. Make a brief record of the problem/action/outcome. Contact the participants parents and keep them informed of all details
- Officials (umpires, referees, etc.) should ensure the conduct of the game
- Participants should know and keep the rules of their sport.
- Coaches should hold appropriate qualifications required by the governing body
- Have adequate insurance cover for all activities
- Make parents/guardians aware of their duty to be present at finishing time of sessions or events.

Physical Contact.

Physical contact during sport should always be intended to meet the child's needs – NOT the adult's. Adults should use appropriate contact which is aimed at assisting the development of the skill or activity or for safety reasons e.g. to prevent or treat an injury. This should be done in an open environment with the permission and understanding of the participant. In general

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



Overnight/Travel Agreement - Young Player and Parent/Guardian

Event: _____ Venue: _____

Date: _____

Young Player.

I have read the conditions and rules set down by Badminton Ireland for underage players travelling to events and the rules of conduct set out in the Code of Conduct for Children's Sport. I agree to abide by these rules and to behave appropriately at all times. I have been informed about the person appointed to deal with any concerns I may have.

Name: _____ Date: _____

Print: _____

Parent/Guardian of Underage Player.

I have read and accept the guidelines and regulations contained in Badminton Ireland's Code of Conduct including the regulations for underage players travelling to events requiring overnight stays. I agree to furnish full details of any medical condition, allergies, medication, or special requirements needed by my child. I agree that this information can be passed on if required but only if this is in the best interests of the child.

Details of Medical Condition/Medication/Allergies or other condition:

Parents/Guardians Name: _____ Date: _____

Print: _____

Emergency Contact Numbers:

Parent/Guardian: Home Phone: _____

Mobile Phone: _____

Business Phone: _____

Other Adult: (to be contacted if unable to contact above)

Name: _____

Home Phone: _____

Mobile Phone: _____

Business Phone: _____

3. Hosting:

The Irish Sports Council and Sports Council Northern Ireland recognise that Hosting is an integral part of many sports and if handled appropriately can add to a child's enjoyment and experience of sport. However, safety of our young player's must be the primary concern. Badminton Ireland has drawn up Hosting & Travel Agreement Forms, which must be completed, by Leaders, Young Players and Parents/Guardians.

- Players must be hosted in same gender pairs.
- No child should be asked to share a bed
- The host family must be known to the host association/organisation
- The hosting organization must comply with the regulations set down by its National Govern Body.
- All travel and accommodation arrangements should be made known to parents and players.
- It should be made absolutely clear to players, to parents of players being hosted and to the host families that the use of substances such as alcohol is not allowed for underage players.

At the start of the Season:

- Parents should be advised of the regulations and guidelines for Hosting.
- Parents who still have a concern should be encouraged to voice their concerns and suggestions for greater safety.
- No pressure should be put on young players/parents to travel or undertake return hosting if they have concerns in this area.

Before travelling- Young players & their parents (as a group where possible)

- Be advised of the hosting arrangements.
- Be advised of the name of travelling adult to whom concerns can be reported.
- Be made aware of the importance of reporting concerns.
- Parents should be asked to make their children aware of particular behaviours that may be a cause for concern.
- The name and phone number of the host family should be given to the parent of each travelling player.
- Parents should supply all relevant information, their contact numbers, plus additional emergency contact number, medical condition, medication requirements, or allergies and this information should be passed on to the host family.
- Parents should be advised that if players behave inappropriately, arrangements will be made for the players early return home. The player's parents must meet any extra expense.

Host Families.

- Host families must be given contact numbers for parents plus an additional contact which may be used in an emergency, details of medical conditions, medication requirements or allergies.
- Host families should always be given the contact number of the adult responsible for the travelling group and should know that they are free to contact this person if they encounter any difficulty.



Hosting & Travel Agreement (Young Player and Parent/Guardian)

Event: _____ Venue: _____

Date: _____

Young Player.

I have read the conditions and rules set down by Badminton Ireland for underage players travelling to events and the rules of conduct when staying with a host family. I agree to abide by these rules and to behave appropriately at all times. I have been informed about the person appointed to deal with any concerns I may have.

Name: _____ Date: _____

Parent/Guardian of Underage Player.

I have read and accept the guidelines and regulations contained in Badminton Ireland's Code of Conduct including the regulations for underage players travelling to events and the regulations regarding Hosting. I agree to furnish full details of any medical condition, allergies, medication, or special requirements needed by my child. I agree that this information can be passed on to the hosting family.

Details of Medical Condition/Medication/Allergies or other condition:

Parents/Guardians Name: _____ Date: _____

Emergency Contact Numbers:

Parent/Guardian: Home Phone: _____

Mobile Phone: _____

Business Phone: _____

Other Adult: (to be contacted if unable to contact above)

Name: _____

Home Phone: _____

Mobile Phone: _____

Business Phone: _____



Hosting & Travel Agreement
Coaches/Selectors/Managers and Appointed Volunteer

Event: _____ Venue: _____

Date: _____

Coaches/Selectors/Managers

I have read and accept the by the guidelines and regulations contained in Badminton Ireland's Code of Conduct including the regulations for underage players travelling to events and the regulations regarding Hosting.

Name: _____ Role _____ Date _____

Name: _____ Role _____ Date _____

Name: _____ Role _____ Date _____

Authorised Volunteer

I have read and accept the by the guidelines and regulations contained in Badminton Ireland's Code of Conduct including the regulations for underage players travelling to events and the regulations regarding Hosting.

Name: _____

Date: _____

4. Use of Photographic and Mobile Equipment

Each Club/County/League/Branch/Group should follow Badminton Ireland's policy in relation to the use of images of athletes on their websites and other publications, as there have been concerns about the risks posed directly and indirectly to children and young people. Adults and sports leaders need to work together to prevent those wishing to cause such harm to young people. Remember having photographic and filming guidelines is not about preventing parents from taking pictures, it is to ensure that only those who have a right to take photographs do so. Anyone concerned about photography taking place at events or training sessions can contact the children's officer/ designated person.

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

- If the athlete is named, avoid using their photograph.
- If a photograph is used, avoid naming the athlete.
- Ask for the athlete's permission to use their image to ensure that they are aware of the way the image is to be used to represent the sport.
- Ask for parental permission to use the athlete's image to ensure that parents are aware of the way the image is to be used to represent the sport. A permission form could be used **or** make an announcement at the start of an event.
- To reduce the risk of inappropriate use, only use images of athletes in suitable dress. The content of the photograph should focus on the activity not on a particular child
- Talk to children's officer/designated person if you are worried about use of images.

Amateur photographers/film/video operators wishing to record an event or practice session should seek accreditation with the club children's officer, event organiser or leader of session. Permission forms should be available on site. To ensure spectators and participants are informed of the policy, the club/event/organisation should display the following information prior to the start of an event and where possible make an announcement over a tannoy.

"In line with the recommendations in the Code of Ethics and Good Practice and Badminton Ireland's Code of Conduct for Children's Sport, the promoters of this event require that any person wishing to engage in any video, zoom or close range photography should register their details with the organisers. It is not advisable that children are photographed or filmed without their permission and/or the permission of their parent/guardian".

Working in Partnership to protect young people

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

Mobile Phones

Mobile phones are often given to children for security, enabling parents to keep in touch and make sure they are safe. In addition mobile phones allow quick and easy contact, which can make a safe and efficient way to carry out club business. However such technology has also allowed an increase in direct personal contact with young people and has been used to cross personal boundaries and cause harm to young people. Within clubs there is a need to encourage responsible and secure use of mobile phones by adults and young people.

As a young person remember:

- If you receive an offensive photo, email or message, do not reply, save it, make a note of times and dates and tell a parent or children’s officer/designated person within the club.
- Be careful about who you give your phone number to and don’t respond to unfamiliar numbers
- Change your phone number in cases of bullying or harassment
- Don’t use the phone in certain locations; inappropriate use of your camera phone may cause upset or offence to another person, e.g. changing rooms
- Treat your phone as you would any other valuable item so that you guard against theft

As a Leader remember:

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

5. Recruitment and Selection Policy

Badminton Ireland will take all reasonable steps to ensure that leaders are appropriately qualified and suitable to work with young people. These procedures apply to all adults with substantial access to, or influence over, young people.

The responsibilities attached to particular posts should be drawn up and clearly stated before appointments are sanctioned. Badminton Ireland will make available sample role descriptions outlining the responsibilities and level of experience required.

Every effort should be made to support appointed Sport Leaders who are required to agree to the Regulations and Guidelines set out in Badminton Ireland's Code of Conduct for Children's Sport.

A decision to appoint a Sports Leader is the responsibility of the organisation/club and not of any one individual within it. The organisation/club committee should ratify all recommendations for appointment.

Applicants/appointees will be asked to complete the information forms as recommended in the Code of Ethics for Children's Sport.

Formal vetting procedures should be availed of when and if available

Information in relation to applicant's information must be treated as sensitive and confidential. It should be stored in a secure place and only accessible to nominated officers.

References should be verified.

Attached Forms:

- New Leader Information Form
- Disclosure of Criminal Convictions & Permission for Statutory Checks Form
- Existing Leaders Information Form
- Confidential Reference Form.



New Leader Information Form:

Full Name: _____ Any surname previously: _____

Current Address: _____ Date of Birth: _____

List all other previous addresses _____ Place of Birth: _____

Telephone No.(s): _____ National Insurance No: / PPSI _____

List previous experience / involvement in any other club. Include experience of working with young children in a voluntary or professional capacity.

Sporting/ NGB Qualifications:

Do you agree to abide by the guidelines contained in Badminton Ireland's Code of Conduct for Young People? Yes No

Have you ever been asked to leave a sporting organisation? Yes No
(If you have answered yes, we will contact you in confidence)

References:

Please supply the name and address of two people who we can contact and who, from personal knowledge, are willing to endorse your application. One of these names should be, where possible, the name of an administrator / leader in your last club / place of involvement

Name and Address of Referee 1:

Name and Address of Referee 2:

Signed _____ Date: _____

Print _____



Disclosure Form (page 1)

DISCLOSURE OF CRIMINAL CONVICTIONS & PERMISSION FOR STATUTORY CHECKS FOR THOSE WORKING WITH CHILDREN (*Please read this information carefully*)

Statement of non-discrimination:

Badminton Ireland 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 members 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.

You **should** tell us now if you have a case pending or if you have ever been convicted of a criminal offence, or cautioned by the police, or bound over. You **should** 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 Badminton Ireland considers that the conviction renders you unsuitable. In making this decision the sport 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, date(s) and sentence of the offence(s)



Disclosure Form (page 2)

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 the umbrella organisation carrying out the check, may, following discussion with myself, share the information returned with the designated person.

Signature: _____

Print Name: _____

Date: _____

Please return completed forms to: _____



Existing Leaders Information Form (page 1)

Position _____

Leaders should familiarise themselves with the Code of Ethics and Good Practice in Children's Sport and with Badminton Ireland's Code of Conduct for Children's Sport. They should read below and agree to abide by these terms.

As a leader working for Badminton Ireland I understand and 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 a 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

I will avoid:

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

I am aware that I should not:

- Use any form of physical punishment or physical force on a child
- Exert undue influence over a participant in order to obtain personal benefit or reward
- Take children to their home
- 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 above and the guidelines contained in the Badminton Ireland's Code of Conduct for Children's Sport? Yes No

Have you ever been asked to leave a sporting organisation? Yes No
(If you have answered yes, we will contact you in confidence)

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)

Signed:

Dated:

Print Name _____



Confidential Reference Form

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

The following person: _____ **has expressed an interest in working with Badminton Ireland as** _____ **with juvenile players.**

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.

How long have you known this person?

In what capacity?

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

Please rate this person on the following (tick one box for each statement)

	Poor	Average	Good	Very Good	Excellent
Responsibility					
Maturity					
Self-motivation					
Can motivate others					
Energy					
Trustworthiness					
Reliability					

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 answer yes, we will contact you in confidence

Signed: _____ Date _____

Name of club / organisation: _____

Position in organisation: _____ Print Name _____

Child Welfare and Protection Procedures

Badminton Ireland accepts that organisations, which include young people among its members, are vulnerable to the occurrence of child abuse. Below are the procedures for dealing with any welfare or protection issue that may arise. Child welfare and the protection of young people is the concern of all adults at all times, irrespective of their role within the organisation.

If there are grounds for concern (*appendix 6*) about the safety or welfare of a young person you should react to the concern. Persons unsure about whether or not certain behaviours are abusive and therefore reportable should contact the duty social worker in the local health service executive or social services department where they will receive advice (*Section 7*) Grounds for concern include a specific indication from a child, a statement from a person who witnessed abuse or an illness, injury or behaviour consistent with abuse.

A report may be made by any member in the club but should be passed on to the Club Designated Person / Children's Officer who may in turn have to pass the concern to the local Statutory Authorities. It is not the responsibility of anyone working within any affiliated group of Badminton Ireland, in a paid or voluntary capacity, to take responsibility or decide whether or not child abuse is taking place. That is the job of the local statutory authorities. However, there is a responsibility to protect children by assisting the appropriate agencies so they can make enquiries and take any necessary action to protect the young person.

Response to a Child Disclosing possible Abuse (*see Code of Ethics page 46*)

- Deal with any allegation of abuse in a sensitive and competent way through listening to and facilitating the child to tell about the problem, rather than interviewing the child about details of what happened.
- Stay calm and avoid showing any extreme reaction to what the child is saying. Listen compassionately, and take what the child is saying seriously
- Understand that the child has decided to tell something very important and has taken a risk in doing so. The experience of telling should be a positive one so that the child will not mind talking to those involved in the investigation
- Be honest with the child and tell them that it is not possible that keep information a secret
- Make no judgmental statements against the person about whom the allegation is made
- Do not question the child unless the nature of what s/he is saying is unclear. Leading questions should be avoided. Open, non-specific questions should be used such as "Can you explain to me what you mean by that"
- Check out the concerns with the parents/guardians before making a report unless during so would endanger the child or compromise an investigation – if in doubt about telling the parents, consult with the statutory agencies first.
- Give the child some indication of what will happen next, such as informing parents/guardians, health service executive or social services. It should be kept in mind that the child may have been threatened and may feel vulnerable at this stage.
- Reassure the child that they have done the right thing in telling you.
- Carefully record the details
- Pass on this information to the Designated Person/Children's Officer who will proceed as set out in "Reporting Suspected or Disclosed Child Abuse."

Reporting Suspected or Disclosed Child Abuse

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

- Note dates, times, locations and context in which the incident occurred or suspicion was aroused, together with any other relevant information
- Report the matter as soon as possible to the club designated person or national designated person with responsibility for reporting abuse. If the Designated Person has reasonable grounds for believing that the child has been abused or is at risk of abuse, s/he will make a report to the health service executive/social services who have statutory responsibility to investigate and assess suspected or actual child abuse.
- If the Designated Person is unsure whether reasonable grounds for concern exist s/he can informally consult with the local health board/social services (section 7). S/he will be advised whether or not the matter requires a formal report.
- If it is a case of poor practice the Designated Person will implement internal procedures to deal with the issue
- In cases of emergency, where a child appears to be at immediate and serious risk and the Designated Person is unable to contact a duty social worker, the police authorities should be contacted. Under no circumstances should a child be left in a dangerous situation pending intervention by the Statutory Authorities
- A Designated Person reporting suspected or actual child abuse to the Statutory Authorities will first inform the family of their intention to make such a report, unless doing so would endanger the child or undermine an investigation. If they are unsure they should consult informally with the Statutory Agencies before informing the parents.
- The national designated officer should be informed of:
 - Any reports being made to Statutory Bodies.
 - Name of any leader being asked to step aside and brief details of the case.
 - Any case of poor practice which cannot adequately resolved at local level.

Protection.

The Protection for Persons Reporting Child Abuse Act, 1998 provides immunity from civil liability to persons who report child abuse ‘reasonably and in good faith’ to the Health Service Executive or the Gardai (Code of Ethics and Good Practice 5.13.1). The act also covers the offence of ‘false reporting’. The main provisions of the Act are:

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

This law does not exist in Northern Ireland, but an individual who reports concerns in ‘good faith’ is not deliberately attempting to slander another person’s name. In Northern Ireland there is legislation, the Criminal Law Act (NI) 1967 which places the responsibility on everyone to report offences or to forward information to the police by emphasizing the, *‘duty of every other person, who knows or believes, (a) that the offence or some other arrestable offences has been committed: and (b) that he has information which is likely to secure, or to be material assistance in securing, the apprehension, prosecution or conviction of any person for that offence’*

Allegations Against Sports Leaders

When a concern is raised about a Leader (Coach, Manager, Selector or Appointed Adult):

- In the case of suspected child or disclosed child abuse the procedures set out under “Reporting Suspected or Disclosed Child Abuse” should be implemented.
- If the concern is of poor practice it should be reported to Club Children’s Officer or Club Designated Person who will use internal procedures to deal with the issue (Badminton Ireland’s Complaints Management Procedures - appendix 5).
- If Club Children’s Officer/Club Designated Person feels unable to deal appropriately with any issue they should consult with Badminton Ireland’s Children’s Officer or Designated Person.

In addition, the safety of the child making the allegation should be considered and the safety of any other children who may be at risk. The club should take any steps that may be necessary to protect children in its care

The issue of confidentiality is important. Information is on a need to know basis and the Sports Leader about whom the allegation is being made should be treated with respect and fairness.

The designated officer makes the report to the local health board and also privately informs the individual that an allegation has been made against him/her and the nature of the allegation. He / she should be afforded an opportunity to respond and that response should be noted and passed on to the health board / social services.

The leader should be asked to step aside pending the outcome of the investigation.

The designated officer will keep those responsible for the management of the club advised of the situation but only in as much detail as is necessary to protect young members. It usually not necessary to reveal the names of the individuals involved until investigations have been completed and an outcome has been reached.

The National Designated Person should be informed of:

- Any reports being made to Statutory Bodies
- Name of any leader being asked to step aside and brief details of case.
- Any case of poor practice, which cannot be adequately resolved at local level.

The Code of Ethics and Good Practice in Children’s Sport advises that Governing Bodies like Badminton Ireland can consider disciplinary action on the leader but should ensure that this does not interfere with the investigation of the Statutory Authorities. Governing Bodies are also reminded that it is important to consider the outcome of the investigation and any implications it might have. *The fact that the alleged abuser has not been prosecuted or been found guilty does not mean that they are appropriate to work with young people in the future.*

See attached Reporting Procedure charts 1 and 2.

Confidentiality

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

The following points should be kept in mind:

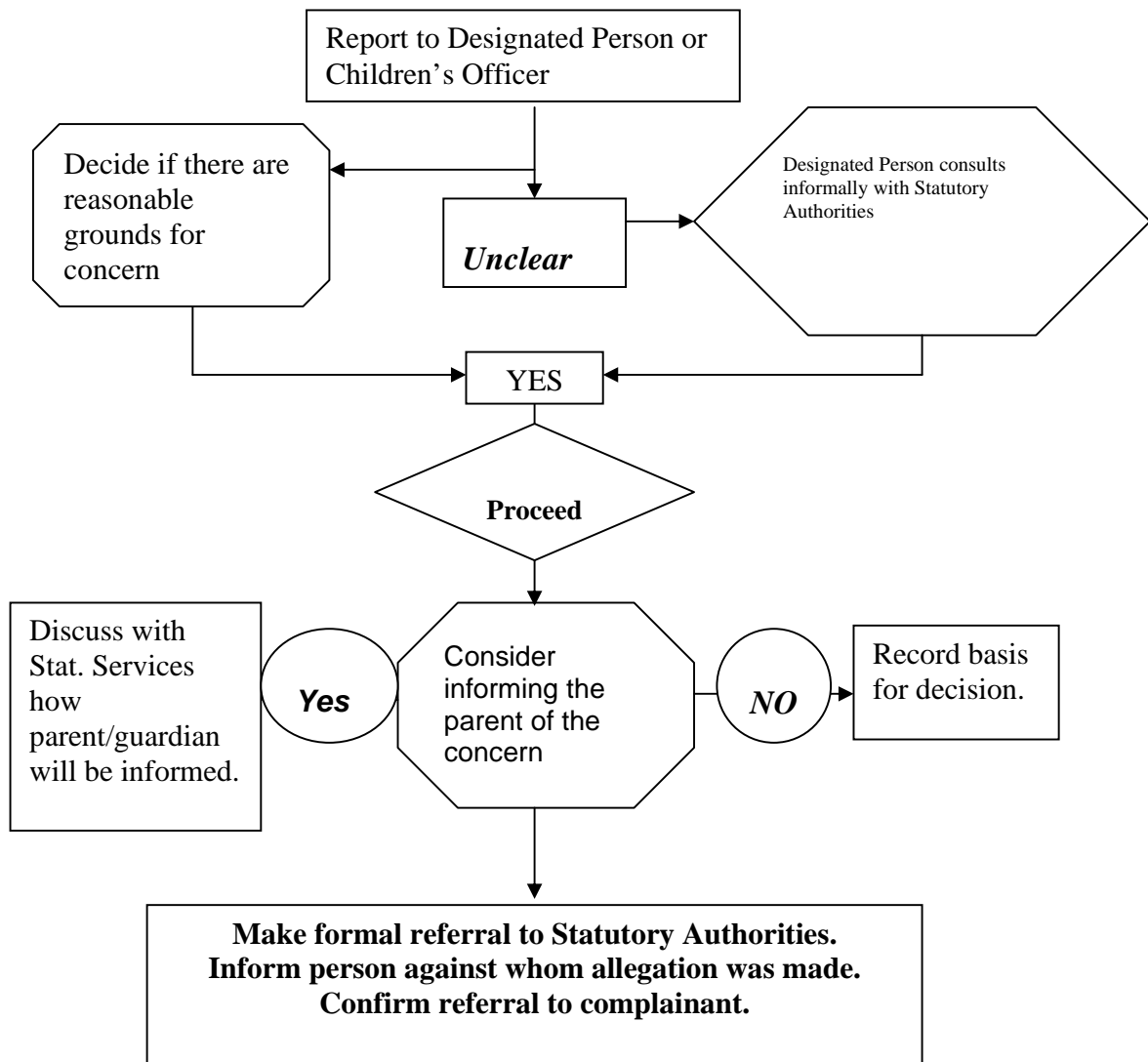
- A guarantee of confidentiality or undertakings regarding secrecy cannot be given, as the welfare of the child will supersede all other considerations
- All information should be treated in a careful and sensitive manner and should be discussed only with those who need to know
- Giving information to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

Breach of confidentiality is a serious manner.

Anonymous Complaints: Anonymous complaints can be difficult to deal with but should not be ignored. In all cases the safety and welfare of the child/children is paramount. Any such complaints relating to inappropriate behaviour should be brought to the attention of the Club Designated Person. The information should be checked out and handled in a confidential manner.

Rumours: Rumours should not be allowed to hang in the air. Any rumour relating to inappropriate behaviour should be brought to the attention of the Designated Person and checked out without delay.

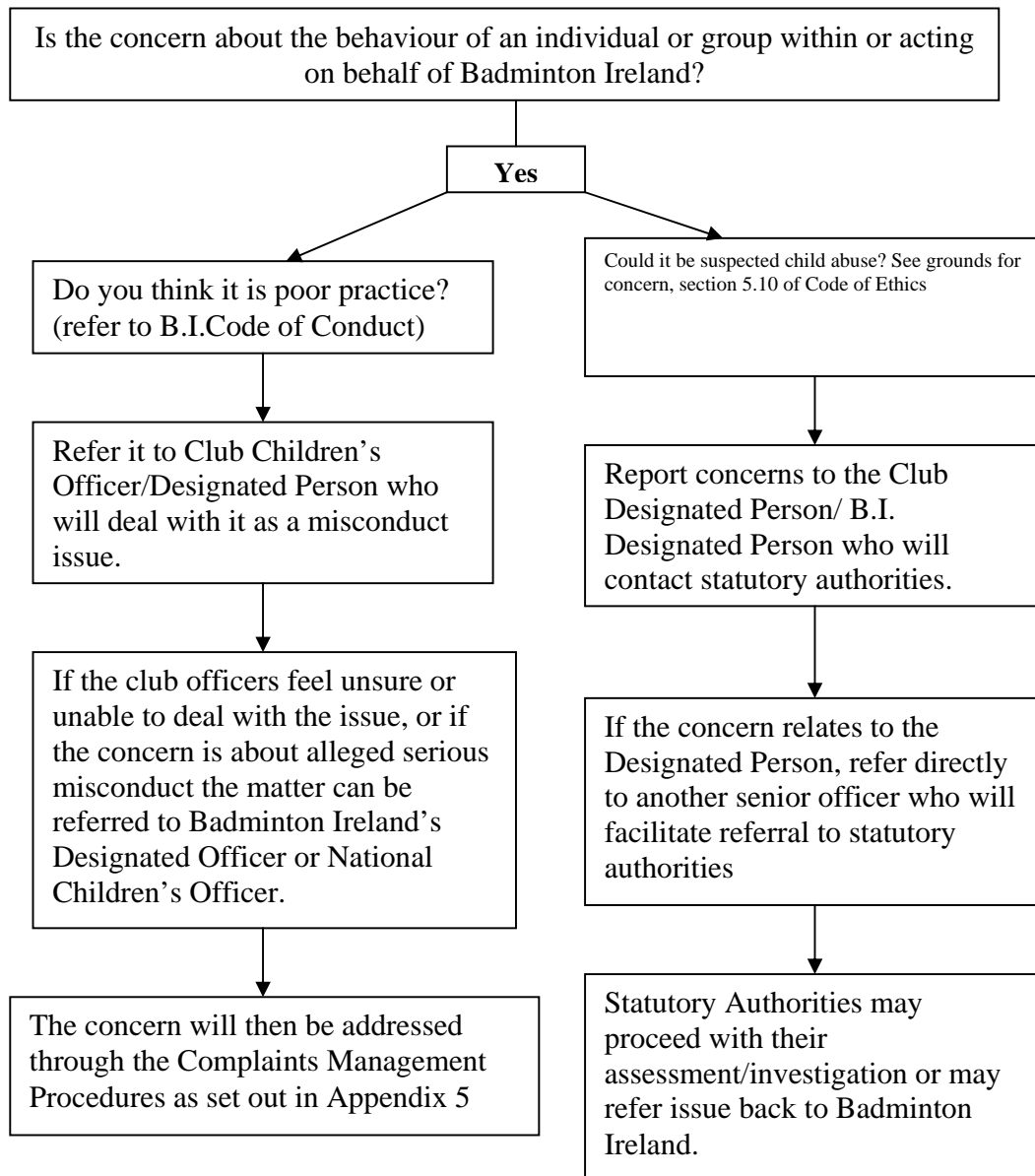
Chart 1. Procedure to follow if there is suspected abuse external to the organisation



CONFIDENTIALITY MUST BE KEPT THROUGHOUT THE PROCESS. IF IN DOUBT AT ANY STAGE CONTACT THE STATUTORY AUTHORITIES.

The safety of the child making the allegation and any others who are/may be at risk should be ensured and this takes precedence over any other consideration - Code of Ethics and Good Practice for Children's Sport p.48.

Chart 2. Procedure if there is concern about the behaviour within the organisation.



Badminton Ireland may have to impose restrictions on individuals while internal or external processes are taking place. Badminton Ireland may also have to take internal action regardless of the outcome of the external process.

If, at any stage, you are concerned that a child is in immediate danger you should contact the Gardai/PSNI or Statutory Authorities.

7 Useful Contacts

Eastern Region Health Services Executive

East Coast Area

Area 1, Dun Laoghaire, 01 2808403, 9:00-13:00

Area 2, Clonskeagh, 01 2680320/0333, 9:00-17:00

Area 10, Wicklow, 0404 60800, 14:00-17:00

Bray, 01 2744100, 9:00-13:00 & 14:00-17:00

Ask for Duty Social Worker

Eastern Region Health Services Executive

Northern Area

Area 6, Dublin 11, 01 8567704, 9:00-17:00

Area 7 North, Dublin 1, 01 8014620, 9:00-11:00 & 9:00-17:00 (by appointment)

Area 8, Dublin 5, 01 8164200

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, 10:00-12:00 (by appointment)

Dublin West District,

Dublin 10, 01 6206387, 9:00-17:00

Kildare/West Wicklow District

Naas, 045 882400 (Deals in old cases)

Athy, 059 8633535 (Deals in old cases)

Celbridge, 01 6303155, 9:00-17:00

Ask for Duty Social Worker

Health Services Executive - Southern Area

Community Care Area

South Lee, Cork – 021 4923001, 9:30-16:30

North Lee, Cork – 021 4927000, 9:00-17:00

North Cork, Mallow – 022 54100, 9:00-17:00

West Cork, Skibbereen – 028 40447/40456, 9:00-17:00

Kerry, Tralee – 066 7184887 / 7184869/68, 9:00-13:30

Ask for Duty Social Worker

Health Services Executive - Mid-Western

Community Care Area

Limerick East – 061 483711, 9:30-17:00

Limerick West – 061 483996, 14:00-17:30

Clare – 065 6863907/08, 14:00-17:00

North Tipperary, Nenagh – 067 41934, 10:00-13:00 (Mon, Tue, Thurs, Fri)

North Tipperary, Thurles – 0504 23211, 9:30-17:00

Ask for Duty Social Worker

Health Service Executive - South-Eastern

Community Care Area

Carlow – 059 9136588/7, 9:30-11:30 (Mon, Wed, Fri) & 14:00-17:00 (Fri)
Kilkenny – 056 7784782, 9:00-13:00 (Mon-Fri) & 9:00-17:00 (Fri)
Waterford – 051 842827, 10:00-12:00 & 14:30-16:00 (Mon, Wed, Fri)
Wexford – 053 23522 Ex 222, 10:00-12:00 & 14:30-16:00 (Mon, Wed, Fri)
South Tipperary – 052 77306 / 02, 9:00-17:00
Ask for Duty Social Worker

Health Services Executive – Western

Community Care Area
Galway – 091 546325/546366, 9:30-17:00
Mayo – 094 9042283 / 9042284, 9:30-17:00
Roscommon – 090 6637528/29, 9:00-12:30
Ask for Duty Social Worker

Health Services Executive - North-Western

Community Care Area
Sligo/Leitrim - 071 9155133, 10:00-13:00
Donegal – 074 9123739, 10:00-13:00
Ask for Duty Social Worker

Health Services Executive - North-Eastern

Community Care Area
Cavan – 049 4377305 / 06, 9:30-17:00
Monaghan, 047 30426 /30427, 9:30-17:00
Louth – Drogheda, 041 9833163, 9:30-17:30
Louth – Dundalk, 042 9392220, 9:30-17:00
Meath – Navan, 046 9021595, 9:30-17:00
Ask for Duty Social Worker

Health Service Executive –Midland Area

Community Care Area
Longford/Westmeath:
Athlone – 0906483106, 10:00-12:00 (Mon, Wed, Fri)
Longford – 043 50584, 10:00-12:00
Laois/Offaly:
Offaly - 0506 22488, 14:00-17:30 (Mon) & 9:30-13:00 (Wed) & 9:30-13:00 (Fri)
Laois – 0502 92567/8, 9:30-17:30
Ask for Duty Social Worker

EHSSB Belfast 028 9032 1313

Out of Hours no: EHSSB: 028 90565444

Down/Lisburn H&SST: 028 92665181, 9:00-17:00

North & West Belfast H&STT: 028 90327156, 9:00-17:00 & 17:00-09:00 (Out of Hours Service)

Ulster Community & Hospital Trust: 028 91816666, 9:00-17:00 & 17:00-09:00 (Out of Hours Service)

South & East Belfast H&STT 0290204550

NHSSB Ballymena:028 25635640

Out of House no: NHSSB: 028 94468833

Home First H&SST: 028 25633700

Causeway H&SST: 028 27661337/70352221, 9:00-11:00 (Mon-Fri)

SHSSB Armagh028 37410041, 9:00-17:00 (Mon-Fri)

Out of Hours no: SHSSB: 028 37522381

Portadown: 028 38393328, 9:00-13:00 & 13:45-17:00

Brownlow: 028 38343011, 9:00-13:00 & 13:45-17:00

Lurgan: 028 38327824, 9:00-13:00 & 13:45-17:00

Bandbrideg: 028 406628666, 9:00-13:00 & 13:45-17:00

Armagh & Dungannon H&SST: 028 37522262

Newry & Mourne H&SST: 028 30825000, 10:00-12:00 (Mon, Wed, Fri)

WHSSB Londonderry 028 71314090, 9:00-17:00 (Mon-Thurs) & 9:00-16:30 (Fri) & 17:00-9:00 (Out of Hours Service)

Out of Hours no: WHSSB: 028 71345171

Foyle H&SST: 02871314090

Sperrin Lakeland H&SST (Omagh and Fermanagh): 028 82835285, 9:00-17:00 (Mon-Thurs) & 9:00-16:30 (Fri) & 18:00-9:00 (Out of Hours Service)***Please note there is no central number for out 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

ISPCC

20 Molesworth Street
Dublin 2
01 6794944 / ispcc@ispcc.ie
ISPCC Childline 1800 666666 (Freephone)

Irish Sports Council

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

Sports Council Northern Ireland

House of Sport
Upper Malone Road
Belfast BT9 5LA
Tel No. 02890 381222

Volunteering Ireland

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

Volunteer Development Agency

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

Coaching Northern Ireland

Queens Physical Education Centre
Botanic Gardens
Belfast B79 5EX
Tel No. 02890-686940

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



APPENDIXES

1-7



Equality Statement

Badminton Ireland is committed to promoting equality of treatment and opportunity for all persons regardless of:

- Religious belief,
- Political opinion,
- Racial Group,
- Age
- Gender
- Marital Status
- Sexual Orientation
- Level of ability of disability

Badminton Ireland will endeavour to ensure that all individuals are treated with respect at all times and will do all it can to make its services accessible to all.

Children's Officers/Designated Persons Roles & Responsibilities.

General Notes.

National Children's Officers:

Each Governing Body of Sport should appoint a National Children's Officer. This Children's Officer should be a member of the Board/Executive, or have such access to this group and its accompanying documents, to ensure that children's interests are kept on and influence the decisions of, the agenda of the Governing Body

Sports Council Northern Ireland recommends that in Northern Ireland the Governing Body appoint a person as a Children's Officer representing the Ulster Branch/Region of an All-Ireland Body.

(Code of Ethics and Good Practice in Children's Sport p.16)

Club Children's Officers:

Club Children's Officers should be child centred in focus and have as the primary aim the establishment of a child centred ethos within the club. S/he is the link between the children and the adults in the club and between the club and the National Children's Officer. S/he also takes responsibility for monitoring and reporting to the Club Management Committee on how club policy impacts on young people and sports leaders. The Club Children's Officer should be a member of or have access to, the Club Management Committee and should be introduced to the young people in an appropriate forum.

National Designated Person / Club Designated Person

Designated persons are responsible for dealing with any concerns about the protection of children. The designated person is responsible for reporting allegations or suspicions of child abuse to Health Services Executive or Social Services (NI) and/or An Garda Siochan/PSNI. It is recommended the National Designated Person be a senior officer of the National Governing Body and that the Club Designated Person be a senior officer of the Club Management Committee.

While it is recommended that each organisation/club appoints a Children's Officer and a Designated Person, if a club is unable to recruit suitable individuals for both posts, one person can be appointed to take on the role of Club Children's Officer and Club Designated Person provided they understand and agree to take on the responsibilities attached to both positions.

More details of the various roles and responsibilities are attached.

Club Children's Officer

Club Children's Officers have the following responsibilities:

- Promoting awareness of the code within the club, among young members and their parents/guardians. This could be achieved by the distribution of information leaflets and meetings for young members and their parents.
- Influencing policy and practice within the club.
- Establishing/maintaining contact with Badminton Ireland's National Children's Officer.
- Ensuring young members know how to make concerns known.
- Acting as an advisory resource to sports leaders on best practice in children's sport.
- Reporting regularly to the Club Management Committee.
- Monitoring changes in membership and follow up any unusual dropout, or club transfers by young members or sports leaders.
- Ensuring that young members have a voice in the running of their club and are able to express their concerns about sporting activities/experiences.
- Facilitating parent's information sessions at the start of the season.
- Ensuring each young member signs an annual membership form that includes agreement to the guidelines and regulations in Badminton Ireland's Code of Conduct for Children's Sport.

Ensuring that the club rules and regulations include:

- Complaints, disciplinary and appeals procedures.
- Anti-Bullying policy & Management Strategies
- Safety Statement
- Equality Statement
- Guidelines for travelling with underage players
- Guidelines for supervision and recruitment

(The above can be done by adopting the regulations set out in Badminton Ireland's Code of Conduct for Children's Sport).

Club Designated Person

Club Designated Person should:

- Have knowledge of the Code of Ethics and Statutory guidelines.
- Have a knowledge of categories and indicators of abuse.
- Be prepared to undertake training in relation to child protection.
- Be familiar with and able to carry out reporting procedures as set out in the Code of Ethics and Good Practice in Children's Sport and in Badminton Ireland's Code of Conduct for Children's Sport.
- Communicate with parents and/or agencies as appropriate.
- Assist with the ongoing development and implementation of clubs child protection training needs.
- Be aware of local contacts and services in relation to child protection – contact list included in Badminton Ireland's Code of Conduct for Children's Sport.
- Inform local duty social worker in the Health Services Executive Local Area Board/local Social Services and/or An Garda Siochana/PSNI of relevant concerns about individual children, using Standard Report Form (appendix 7)
- Advise Club Administrators on strategies to deal with poor practice and bullying concerns
- Advise Club Administrators on issues of confidentiality/record keeping/data protection.
- The designated person of affiliated clubs and groups should report suspected abuse in relation to Sports Leaders or persistent poor practice to the National Designated Person who will then have the responsibility of advising the organisation of ways to ensure that other clubs are protected from re-occurrence of situations of abuse.

Children's Officers/Designated Persons do not have the responsibility of investigating or validating child protection concerns within the club and have no counselling or therapeutic role. These roles are filled by the Statutory Authorities.

National Children's Officer

The role of National Children's Officer involves:

- Familiarisation with Children First, Our Duty to Care, and the Code of Ethics and Good Practice in Children's Sport so as to act as an information source to members of Badminton Ireland.
- Commitment to attendance at appropriate training as required in order to act as a resource to members in relation to children's needs.
- Co-ordinating training for others.
- The promotion of the values, attitudes and structures, which make sport enjoyable for children (Section 2.8.3 Code of Ethics and Good Practice for Children's Sport).
- Circulation of all relevant information and resource materials, on children's sport to all groups affiliated to Badminton Ireland.
- Communication with Club Children's Officers to ensure the distribution of the Code of Ethics and Good Practice in Children's Sport and of Badminton Ireland's Code of conduct for Children's Sport and promotion of related education programmes, materials and events.
- Where necessary advising Club Children's Officers on creating a Child Centred Clubs and on implementation of Badminton Ireland's Code.
- Advising Clubs on the necessity of appropriate record keeping and confidentiality, which allows for appropriate information to be passed to relevant authorities where necessary.
- Ensuring that Badminton Ireland continues to update the Code of Conduct for Children's Sport.

National Designated Person

The National Designated should:

- Have knowledge of the Code of Ethics and Statutory Guidelines
- Have a knowledge of categories and indicators of abuse.
- Be prepared to undertake training in relation to child protection.
- Assist with the ongoing development and implementation of the organisation's child protection training needs.
- Provide information and advice on child protection within Badminton Ireland.
- Together with the National Children's Officer advise the organisation on child protection training needs
- Be familiar with and able to carry out reporting procedures as set out in the Code of Ethics and Good Practice in Children's Sport and Badminton Ireland's Code of Conduct for Children's Sport.
- Communicate with parents and/or agencies as appropriate.
- Be aware of national and local services responsible for child protection i.e. principal and duty social workers etc.
- Inform Health Services Executive/Social services and/or An Garda Síochána/PSNI of relevant concerns about individual children, using the Standard Reporting Form. A copy of this form should be retained.
- Ensure that an acknowledgement of receipt of form is received.
- Ensure appropriate information is available at the time of referral and that the referral is confirmed in writing, and kept under confidential cover.
- Liaise with Statutory Authorities and other agencies as appropriate.
- Organise the implementation of procedures designed to deal with concerns regarding poor practice within the sport.
- Ensure Sports Leaders(s) are aware of allegations against them.
- Ensure that an individual case record is maintained of the action taken by Badminton Ireland, the liaison with other agencies and the outcome.
- Ensure records are kept in confidence in a secure location and access is on a 'need to know' basis.
- Affiliated clubs and groups should report suspected abuse in relation to Sports Leaders or persistent poor practice to the National Designated Person who will then have the responsibility of advising the organisation of ways to ensure that other clubs are protected from re-occurrence of situations of abuse.
- The Designated Person and the Children's Officer will assist the organisation on issues of confidentiality, record keeping and data protection.

The role of the Irish Sports Council and Sports Council Northern Ireland.

The Irish Sports Council and Sports Council Northern Ireland have jointly agreed that a common approach is essential in promoting good practice in children's sport.

Their approach is based on the following underpinning principles:

- Children's involvement in sport should be an enjoyable experience.
- All adults have a responsibility to be aware of child protection as an issue.
- The safety of children should always be the paramount concern of those adults responsible for providing sporting opportunities - at whatever level an individual adult is involved.
- The appropriateness of the experience provided for children should be determined by and based on a child-centred ethos, which places the needs of the child at the centre of activities taken.
- Sports Leaders should be properly recruited and managed and that appropriate training should be made available to them.
- The provision of support by the Councils will be subject to the adoption and implementation of the Code by Governing Bodies of Sport.



Coaches Charter.

Badminton Ireland recognises the key role coaches play in the development of the young people and adults with whom they work. All adults, including coaches and leaders in sport, have a Duty of Care for all children and they must do all they can to ensure that no action by them endangers the safety of any child. Therefore, as part of registration/qualification, coaches are required to sign this Coaches Charter.

Coaches are encouraged to demonstrate exemplary behaviour in order to protect the young players in their care and themselves from false allegations.

It is a condition of qualification that Coaches agree to this charter and to abide by the regulations and guidelines set out in Badminton Ireland's Code of Conduct for Children's Sport.

Coaches must agree to the assessment/recruitment procedures outlined in Badminton Ireland's Code of Conduct of Children's Sport.

Coaches travelling on away trips with underage players are required to sign a separate agreement and abide by the regulations set down in the Code of Conduct.

Coaches should hold up to date and nationally recognised coaching qualifications and hold appropriate individual insurance cover.

Coaching qualifications are awarded jointly by NCTC and Badminton Ireland. On successful completion of an approved coaching course, coaches may use the title "Badminton Ireland Registered Coach".

As a condition of remaining on the Badminton Ireland's Register of Coaches, it is essential that coaches' actions are in line with Badminton Ireland's approved programmes, and Branch or County/League programmes, for the management and development of the game.

Coaches about whom concerns have been raised regarding misconduct, illegality, or extreme poor practice, may be asked to stand aside from badminton activities until such time as the issue(s) have been satisfactorily resolved. This regulation stands whether the concern is being addressed by an official outside agency or internally by the Badminton Ireland.

Coaches must respect the rights, dignity and worth of every child and adult and must treat everyone equally, regardless of gender, ethnic origin, religion or ability.

Coaches should place the well being and safety of the player above the performance.

Coaches should develop an appropriate working relationship with young players based on mutual trust and respect.

It is important to realise that certain situations or friendly actions could be misinterpreted by the participant or by outsiders.

Coaches are responsible for setting appropriate boundaries with the individuals they coach. They are responsible for maintaining and monitoring boundaries between a working relationship and

friendship (e.g. it is not appropriate to have an intimate relationship with an underage player or to share a room, tent, shower/bath or changing facilities with them).

It is not appropriate for coaches to involve young players in their personal life i.e. visits to coaches home or overnight stays.

Where coaches appoint or employ younger coaches for projects, it is expected that they will adopt behaviour in keeping with appropriate employer/employee working standards.

Coaches must not exert undue influence to obtain personal benefit or reward.

Coaches should, at the outset, clarify with players, and where appropriate with their parents, exactly what is expected of them and what players are entitled to expect from their coach.

Coaches should 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, talk aloud to the young person, explaining what you are doing, and why, as it is difficult to maintain hand positions when young person is constantly moving. Children/young people should always be consulted before they are touched and their agreement gained. Parental/carer views about manual support should always be carefully considered.

Coaches should involve parents/carers wherever possible (e.g. for the responsibility of their children in the changing rooms). If groups have to be supervised in the changing rooms, ensure parents/teachers/coaches/officials work in pairs.

Coaches should always work in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment, e.g. no secrets).

Coaches should avoid entering rooms of underage players, invite or permit young players into their rooms or become involved in unobserved or unsupervised 1:1 situations with underage players.

When young players are invited into adult groups/squads, it is advisable to get agreement from a parent/carer. Boundaries of behaviour in adult groups are normally different from the boundaries that apply to junior groups/squads. The group leader or senior coach should nominate one adult member of the group to take particular responsibility for the underage player. Where necessary two adult members, one of each gender, can be appointed.

The use of drugs, alcohol and tobacco must be actively discouraged as being incompatible with a healthy approach to sporting activity.

Coaches should recognise the developmental needs and capacity of young players, including those with a disability – avoiding excessive training or competition and not pushing them against their will.

Physical punishment or physical force must never be used. Never punish a mistake - by verbal means, physical means, or exclusion

Coaches are advised to secure parental consent (if required, a sample form can be provided through the BI office or is downloadable from the BI website) in writing to act in loco parentis, if the need arises to give permission for the administration of emergency first aid and/or other

medical treatment. They should also keep a written record of any injury that occurs, along with the details of any treatment given.

The nature of the relationship between coach and player can often mean that a coach will learn confidential information about a player or player's family. This information must be regarded as confidential and except where abuse is suspected, must not be divulged to a third party without the express permission of the player/family.

Care must be taken not to expose a player intentionally or unintentionally to embarrassment or disparagement by use of sarcastic or flippant remarks about the person or his/her family.

Badminton coaches should communicate and co-operate with medical and ancillary practitioners in the diagnosis, treatment and management of the players' medical and psychological problems.

Avoid giving advice of a personal or medical nature – if you are not qualified to do so. Any information of a personal or medical nature must be kept strictly confidential unless the welfare of the young player requires the passing on of this information.

Coaches should insist that players respect the rules of the game and are aware that cheating or bullying behaviour will not be tolerated.

Coaches are expected to encourage the development of respect for opponents, officials, selectors and other coaches and avoid criticism of fellow coaches.

Coaches should immediately report any accusations made against them or their colleagues.

Coaches who become aware of a conflict between their obligation to their players and their obligation to their governing body must make explicit the nature of the conflict and the loyalties and responsibilities involved, to all parties concerned.

Coaches must be particularly careful about their use of alcohol, before coaching, during events, on trips with young players.

Badminton Ireland appreciates the valuable contribution our coaches make to the development of the sport and to the enjoyment of all our players, both juvenile and adult. Badminton Ireland will do all it can to protect players and coaches and strongly encourages "best practice" protocols for all personnel involved.

Coaches' can best protect themselves against false allegations by adhering to the following "good practice" guidelines:

It is advisable to:

- Record attendance at training.
- Keep a brief record of injury(s) and action taken.
- If behavioural problems arise and a young player has to be disciplined, keep a brief record of problem/action/outcomes.

Practices coaches should avoid:

- Avoid spending any time alone with children/young people away from others.
- Avoid taking children/young people to your home.

Practices never to be sanctioned by coaches.

- Engage in rough, physical or sexually provocative games, including horseplay.

- Share a room/tent/changing room/bath or shower with a young player.
- Allow or engage in any form of inappropriate touching.
- Allow young players to use foul, sexualised or discriminatory language unchallenged.
- Make sexually suggestive comments to a child/young person, even in fun.
- Reduce child or young person to tears as a form of control.
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Undertake personal care for children/young players (rather ensure that a parent or carer is responsible for personal care).
- Invite or allow children to stay with you at your home.

Because Badminton Ireland is aware of the vulnerability of young adults between the ages of 18 and 25, even though they are no longer legally regarded as “children”, all coaches should observe these guidelines when working with people in that age group.

Coaches should familiarise themselves with the Code of Practice for Children’s Sport and with Badminton Ireland’s Code of Conduct and follow the procedures if they suspect or receive complaints of abuse of any sort.

I understand that any breach of this code will be dealt with under Badminton Ireland’s Complaints Management Procedures or in the case of suspected abuse under the regulations in the Code of Conduct for Children’s Sport.

Signed by: _____ Print Name: _____

Date: _____



Anti Bullying Policy

Badminton Ireland acknowledges the right of all its members, young players and leaders, to enjoy participating in the sport of Badminton in a secure environment.

The Badminton Union of Ireland recognises that bullying behaviour is increasingly prevalent in society, the workplace, home, schools, **sports clubs** and **sports groups**.

Bullying by any member Badminton Ireland will not be accepted or condoned and all concerns raised about bullying will be treated seriously and will be dealt with as set down in Badminton Ireland's Complaints Management Procedures.

While we accept that there is no instant solution to the problem of bullying we are committed to doing all we can to address this problem. Ignoring bullying behaviour is not an option as failure to act gives a silent but powerful message that aggressive behaviour is appropriate and acceptable.

Under our duty of care to young players we all must be aware of bullying behaviour and to do all we can to prevent it happening in our groups and clubs

Every affiliated Club, County, League and Branch should include an anti-bullying policy in a written constitution.

Attachment Information:

- ❖ **Guidelines for Groups/Clubs/Counties/Leagues/Branches**
- ❖ **General Information.**
- ❖ **Websites/Support Phone Line Numbers.**

Guidelines: Groups/Clubs/Counties/Leagues/Branches

Elements of Anti-Bullying Policy:

- A clear definition of bullying and the forms it takes (General Information attached)
- A statement that bullying is unacceptable behaviour and will not be tolerated
- A clear statement on how the Group/Club/County/League/Branch will deal with an alleged case of bullying.
- Acknowledgement that bullying can and does happen and that we all have the ability to bully others.
- Group leaders must be made aware of the importance of having adequate supervision.
- Coaches who suspect bullying is taking place should be supported in their efforts to deal with this behaviour.

Strategies/Management

In a general way, regularly discuss bullying behaviour with the group – where possible involve juvenile members, parents coaches and leaders

- Make it known:
 - That young players in the group/club can support each other by reporting instances of bullying.
 - That it is always right to tell a responsible adult when they see something wrong.
- Emphasise
 - That anyone can be the target and everyone has it within him or her to be a bully.
 - That it is the bully that has the problem
 - That all reports of bullying will be investigated and dealt with sympathetically.
- Take a “no blame” approach if possible – address the behaviour and avoid punishing or isolating the bully.
- Support both the target and the bully - change the behaviour and don't just focus on punishing the bully.
- Challenge incidents of bullying behaviour – when you see negative behaviour highlight it.
- Appoint a **Club Children's Officer**. Make sure junior members know that the Club Children's Officer will listen to them and support them.
- Publish help lines on the club notice board.
- Think about the sort of sanctions that can be applied, they need to be realistic, given the age of the youngsters, they need to be fair, and they need to be easily understood and implemented. Sanctions should be about stopping the bullying behaviour – not humiliating the bully.

If a young player states they are being bullied:

- Encourage them by telling them that it is the bully that has the problem.
- Build up their self-esteem as much as possible.
- Give them time to say how they are being bullied.
- Reassure them that they are right to tell.
- Children's Officer/Responsible Adult should keep the young person informed of proposed action and take into account any fears they have about proposed action.

Sorting out the Problem.

You may be able to nip a bullying problem in the bud by asking questions informally. It may be a question of managing the group differently or increasing supervision in particular places or at particular times. Remember most people who are being bullied just want it to stop, they are not overly concerned with punishing the bully – make that the focus when dealing with the problem.

- Initially try to sort out the problem within the group without identifying any particular person or action – through group discussion on bullying.
- Address the behaviour – don't just think about punishing the bully.
- If there is no immediate danger give the bully the benefit of the doubt (didn't know the harm he/she was doing). Make it clear:
 - That the behaviour was wrong.
 - They now know it to be wrong.
 - It will no longer be tolerated and if continued, will be sanctioned.
- Protect the bullied while giving the bully a chance to change
- Avoid sanctions which involved long periods of isolation, or which make individuals look or feel foolish in front of others.
- The chairperson of the club/leader of the group should be informed of any incident so that policies and practices can be reviewed on a regular basis.
- If suspected bullying is of a serious nature – this should be discussed with the National Children's Officer/National Designated Person.
- If bullying is putting any young person in immediate serious danger this should be reported to the Gardai/PSNI/Statutory Authorities – *see Code for list of useful contacts.*

Support Change:

Bullying is very isolating. Once you have identified and dealt with the immediate problem:

- Offer support and reassurance to the bullied child.
- Consider assigning another member of the group/team/club as a buddy.
- Build up their self-esteem by emphasising positive aspects of their activities.
- Keep an eye on the bully - make sure the bullying isn't continuing in a secretive way
- Support **both** children – build up the self- esteem of the bullying individual – emphasise his/her good points.
- Let parents know of any action being taken and listen to their views.
- The parent of a bullying child may be very upset – allow for this while being firm about the clubs policy of dealing with bullying.

Support for Coaches/Leaders

- Coaches should be supported in their efforts to deal with any problem of bullying in their group/club.
- Coaches themselves may be bullied by groups of young players or their parents – the club/county/branch should be willing to address this issue.

Source material:

ABC Research & Resource Centre
Sports Council Northern Ireland
Irish Sports Council
Myths & Strategies Presentation – Eileen O'Rourke
Depart. Of Education & Science

Useful Websites/Information Sources:

- www.antibullyingalliance.org
- Anti Bullying Research Centre (ABC) Trinity College
- www.bullying.co.uk
- www.kidscape.org.uk
- www.irishsportsCouncil.ie
- www.sportni.net
- www.thecpsu.org.uk

Support line numbers:

- **ISPCC Childline 1800 666 666**
- **Bernardo's National Children's Resource Centre 01 4530355**
- **National Parents Council Helpline for Bullying in Schools 01 8874477**
- **Irish Association for Victim Support 1850 661 771**

General Information

Definition

Bullying is repeated aggression, verbal, psychological or physical conducted by an individual or group against others.

Bullying can include:

- Physical pushing, kicking, hitting, pinching, mess fights used to disguise inflicting pain.
- Name calling, sarcasm, spreading rumours, persistent emotional torment through ridicule, humiliation or constant ignoring of certain individuals.
- Racial taunts, graffiti, gestures.
- Sexual comments and/or suggestions including comments about sexual orientation.
- Unwanted physical contact.
- Damage to property.
- Extortion
- Intimidation

Exclusion Bullying

A person is deliberately isolated, excluded or ignored by some or the entire group. This type of bullying is particularly hurtful; it isolates the young person from his/her peer group and it is very difficult of them to combat as it directly attacks their self confidence/self image.

E.bullying

This is a particularly poisonous strain of bullying which utilises web pages, emails and text messages to abuse, intimidate and attack others directly or indirectly i.e. rumour mongering.

Slagging

This usually refers to good-natured banter. However, when it extends to very personal remarks aimed again and again at the one individual about appearance, clothing, personal hygiene or involves references of an uncomplimentary nature to members of one's family, particularly if couched in sexual innuendo, it assumes the form of bullying.

The Targeted person

In groups, it is common and normal for young players to tease or taunt each other. However, at a certain point, teasing and taunting may become bullying behaviour. There is a perception that people who are 'different' (smaller, taller, fatter, thinner) are more prone to encounter such behaviour. However, there is no 'type' – the target can be anyone. While it is true that people who are most at risk of becoming targets are those who react in a vulnerable and distressed manner, it is not unusual to find that many popular and socially well adjusted children are targeted by bullies.

Bullying can be triggered by jealousy or can have situational/vulnerable time trigger – e.g. joining a new club or team, being selected above others, not being selected with others.

The Bully.

It is generally accepted that bullying is a learned behaviour. Bullies tend to display aggressive attitudes combined with a low level of self-discipline. They can lack any sense of remorse; often they convince themselves that the victim deserves the treatment meted out.

Bullies may also be seeking attention; often they set out to impress bystanders and enjoy the reaction their behaviour provokes. They tend to lack the ability to empathise and may be unaware or indifferent to the target's feelings. Some bullies seem to enjoy inflicting pain. It is of note that many bullies suffer from a lack of confidence and have low self-esteem. It is also not uncommon to find that those who bully have been, or are being bullied themselves. Bullies tend to be easily provoked and frequently provoke others. Bullying can occur between adult and young person or young person to young person.

The Bully may be:

- A parent who pushes too hard
- A coach who adopts a win-at-all costs philosophy
- A young player who intimidates inappropriately
- An older player who intimidates inappropriately
- An official who places unfair pressure on a person

The Third Party

Nearly all bullying is witnessed by other people. Positive action by this third party can change the behaviour of the group. Make sure others in the group know who to go to if they have witnessed incidents of bullying.

Adult Behaviour.

An adult may unwittingly or otherwise, engage in, instigate or reinforce bullying behaviour in a number of ways:

- Using sarcasm or other insulting or demeaning form of language when addressing young players.
- Making negative comments about a player's appearance or background.
- Humiliating, directly or indirectly, a player who is particularly weak or particularly outstanding or vulnerable in other ways.
- Using any gesture or expression of a threatening or intimidatory nature or any form of degrading physical contact or exercise.
- There is a difference between fair criticism and ridicule.
- Parents should not be allowed to bully young players or coaches/leaders/other adults.
- Subtle bullying, glances, looks and sniggers, or the more overt form of physical intimidation may be exacerbated if group leaders allow derogatory comments about other players or leaders.

Where does Bully happen?

Bullying can happen almost anywhere, but particularly where there is either inadequate or no adult supervision (A.B.C Trinity College 2001).

In sports clubs bullying often takes place out of sight of group leaders, in hidden or obscured parts of the hall. Where lots of activity is taking place it is easy to single out and harass another player. It is worth noting that when the 'bully gang' is focusing on a target, that target may appear to be the aggressor because he/she finally gives vent to his/her frustration. **Toilets, cloakrooms, locker areas, changing rooms and showers** may be the scene of verbal, psychological and physical harassment and the behaviour of players in these areas needs careful monitoring.

Effects of Bullying

Young people who are being bullied may develop feelings of insecurity and extreme anxiety and may thus become more vulnerable. Self-confidence may be damaged with a consequent lowering of their self-esteem. Some effects of bullying include:

- Stress
- Reduced ability to concentrate
- Lack of Motivation or energy
- Poor or deteriorating performance
- Inability to take any criticism
- Reluctance to use changing rooms/dashing out before the group.
- Anxiety about going to the club/group
- Loss of confidence/Self esteem
- Aggressive behaviour
- Depression
- Panic attacks
- Nervous breakdown
- Attempted Suicide.

These signs do not necessarily mean that a player is being bullied. However if repeated or occurring in combination these signs do warrant concern as to what is affecting the player.

MYTHS

There a 'Target' type – UNTRUE

No one type of person is more likely than another to be targeted by a bully. The target can be anyone.

Kids grow out of it – UNTRUE.

This is learned behaviour - the child bully left unchallenged, becomes an adult bully.

Bullying makes the 'target' stronger – UNTRUE

The harm carries on through life - the damage is lasting if not addressed. More worryingly, the bullied may become bullies themselves.

Bullying can't be stopped – UNTRUE.

It may not be easy but it can be stopped if there's a will – particularly a collective or organisational will.

IGNORING BULLYING IS NOT AN OPTION



Complaints Management Procedures

Badminton Ireland has drawn up specific procedures to enable the organisation deal appropriately with any concern raised about the welfare of a young person.

All groups affiliated to Badminton Ireland are required to put in place similar procedures, which will allow all members who are dissatisfied to register their concern.

These procedures are designed to ensure that:

- The safety of the young person is the overriding priority.
- The reputation of the person against whom the allegation is made is protected while the process of dealing with the complaint is ongoing.
- That the process, while protecting the young person, is consistent and as fair as possible to everyone involved.

All records must be kept confidential, with limited access, and information will only be passed to others on a “need to know” basis

Grounds for Concern

Reasonable grounds for concern exist when there is:

- A specific indication from a child that s/he has been abused.
- An account by a person who saw the child being abused
- Evidence, such as an injury or behaviour, which is consistent with abuse and unlikely, to be caused another way.
- An injury or behaviour, which is consistent both with abuse and with an innocent explanation but where there are corroborative indicators supporting the concern that it may be a case of abuse. An example of this would be a pattern of injuries, an implausible explanation, other indications of abuse, dysfunctional behaviour.
- Consistent indication, over a period of time that a child is suffering from emotional or physical neglect.

(page 38 Children First 4.3.2, ACPC Regional Policy and Procedures Appendix 2),

Signs of abuse.

Signs of abuse can be physical, behavioural or developmental. A cluster or pattern of signs is the most reliable indicator of abuse. Indicators should be noted. It is important, however, to realise that all of these indicators can occur in other situations where abuse has not been a factor. This list is not exhaustive – for further information see Appendix 1, Children First (R.O.I.) or Appendix 2, ACPC Regional Policy & Procedures (NI).

Some signs of abuse:

Type of Abuse	Physical Signs	Behavioural Signs
Physical	Unexplained bruising in soft tissue areas. Bites, burns, & Scalds	Becoming withdrawn or aggressive. Reluctance to change clothing.
Emotional	Drop in performance Crying	Regressive behaviour Excessive clinginess
Neglect	Weight loss Untreated fractures	Changes in attendance Reluctance to go home
Sexual	Torn or bloodstained clothing Inappropriate sexual awareness, behaviour or language.	Distrustfull of adults Sudden drop in performance.

N.B. Persistent or extreme bullying is also classified as abuse.



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: 200px; height: 60px;" type="text"/>	School: <input style="width: 200px; height: 60px;" type="text"/>
Public Health Nurses: <input style="width: 200px; height: 60px;" type="text"/>	Gardai: <input style="width: 200px; height: 60px;" type="text"/>
G.P.: <input style="width: 200px; height: 60px;" type="text"/>	Pre-school/crèche/youth groups/after school groups: <input style="width: 200px; height: 60px;" type="text"/>
Hospital: <input style="width: 200px; height: 60px;" type="text"/>	<input style="width: 200px; height: 60px;" type="text"/>



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.