

# **Warrenpoint Town Football Club**

## **Safeguarding Children**

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# SECTION 1 – ANTI-BULLYING POLICY

## Warrenpoint Town F.C.'s Anti-Bullying Procedure

### Purpose and Aim Of This Procedure

This procedure is supported by the club's anti-bullying policy. Its aim is to provide detailed guidance to staff and volunteers, as well as to children and young people who may experience bullying, so that they will know what to do if an incident of bullying occurs between children and young people.

The procedure also aims to ensure that the club responds fairly and consistently to incidents of bullying, recognising that those who bully often have needs too.

This procedure applies to all children and young people who attend the club who may be bullied, behave in a bullying way towards others or observe someone being bullied.

It also applies to all staff and volunteers who observe bullying between children and young people within the club, who may have incidents of bullying reported to them or who may be concerned that a child/young person at the club is showing signs of being bullied.

If an adult is bullying a child/young person, this should be reported under the child protection procedures.

If a child or young person is bullying another child to the extent that it may cause significant harm, then it will also need to be dealt with under child protection procedures.

This procedure does not cover incidents of bullying among staff members and volunteers. The grievance procedure should be used for this purpose.

### Forms bullying might take

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

*Co-operating to Safeguard Children Chapter 9.48*

It can include:

- verbal teasing or making fun of someone
- excluding children from games and conversations
- pressurising other children not to be friends with the person who is being bullied
- spreading hurtful rumours or passing around inappropriate photographs/images/drawings
- cyber-bullying (i.e. using computers or mobile phones to bully someone)
- shouting at someone
- stealing or damaging someone's possessions
- making threats
- forcing someone to do something embarrassing, harmful or dangerous
- harassment on the basis of race, gender, sexuality or disability
- physical or sexual assault (although all sexual incidents and all but very minor physical incidents constitute abuse and must be dealt with in accordance with child protection procedures).

People are often bullied because they appear different from others.

### The signs and symptoms of bullying

If someone is being bullied, they might not tell anyone directly. This could be because they have been threatened and are afraid to say anything or because they believe that nothing can be done about it and that telling someone will only make it worse. It could even be because they don't recognise that what is happening to them is bullying.

Signs that someone may be being bullied could include:

- being unhappy, withdrawn and unwilling to spend time in a group, especially during unstructured periods e.g. break time
- being without friends
- missing meetings and activities at Warrenpoint Town F.C. and/or expressing a reluctance to attend
- being clingy with adults
- appearing to lose possessions or money (things that may have really been stolen by or given away to bullies)
- unexplained injuries
- un-characteristic illness or aggression.

Some of these signs might also indicate abuse at the hands of adults or other negative experiences, so they should be treated with caution.

### What to do if you are being bullied

If you are being bullied you should never keep it to yourself. Tell someone you trust. This could be your key worker, teacher, another helper at the club or someone else. It could also be your parent or carer.

You may prefer to tell another young person first and ask that person to help you tell an adult.

If the bullying is happening at the club, we will sort it out here. If it's happening somewhere else (at school, for example, or near your home), we will get other people involved to stop it happening there.

### What to do if you observe a child or young person being bullied or if someone tells you he/she is being bullied

**If you are a child or young person** and someone tells you that he or she is being bullied, don't try to deal with it yourself. Talk to the person about getting help from an adult. Try to persuade him or her to go with you to explain the situation to their key worker or another helper at the club. If he/she won't do this, the best way to help is to explain that you will have to tell an adult yourself -- and then go ahead and tell someone.

**If you are an adult** and a child tells you that he or she is being bullied, take the child seriously. Do not tell him/her to stop being silly or to keep out of the way of the bullies. This will not help and will make the child feel let down and less inclined to tell anyone else. Listen to the child's full account of what is going on and complete the bullying reporting form with the child as soon as possible.

If you observe the bullying directly, act assertively to put a stop to it. Explain to all concerned that the incident will have to be reported properly to stop it happening again. Report the incident to the child's key worker or, if you are the key worker, talk to the child about the bullying and discuss it with your manager.

Unless the incident is minor and can be dealt with informally, the child's parent or carer should be informed by the key worker within one working day.

If possible, there should be a three-way meeting between the child, the key worker and the parent.

If the bullying is taking place in another environment (e.g. school) the key worker should ask what support the parent and child would like, in order to engage with whoever the responsible agencies might be. The key worker should aim to work in partnership with both parent and child and any other people who may be involved.

If the bullying is taking place within the club, the parent and child should be reassured that it will be dealt with as a priority and should be asked for their views on what would be helpful to deal with the situation.

The key worker, having spoken to the child who has been bullied and the child's parent/carer, should also speak to the bully (or bullies) and obtain their account of what has happened or is happening. This should be noted in writing and the parents/carers of the bully (or bullies) should be informed. The bully and his or her parents/carers should be asked for their views on what should be done to put a stop to any further bullying and to repair the damage that has been done.

Apart from very minor incidents that have been directly observed by a staff member and dealt with at the time, all bullying that takes place at the club should be discussed within the staff group within five working days.

At the meeting, the bullying incident should be discussed and the details of a draft plan drawn up to address the situation, taking into account any suggestions made by the children involved and their parents/carers.

The following areas should be covered:

- details of any apology that has been or should be offered by the bully (or bullies)
- details of any support for the person who has been bullied e.g. use of buddy scheme, extra input from the key worker, referral to another service
- details of any consequences for the bully, in addition to making an apology, with reference to the code of conduct
- details of any support for the bully, with reference to the behaviour code
- details of any further discussions or work to be done with others in the group, including children who may have observed or encouraged the bullying
- details of any changes in how the staff group may handle issues of bullying in future.

The plan should be shared with the children concerned and their parents and should be reviewed regularly.

### Keeping a record of the bullying

Use the bullying reporting form included in this toolbox and take clear notes of any discussions or meetings that take place following the bullying incident. The plan for dealing with the aftermath of the incident should be copied to the child who has been bullied and his/her parent/carer and to the bullies and their parents/carers. It should also be placed on the file of all the children directly involved.

### **This procedure should be reviewed every two years**

Date of last review: 13<sup>th</sup> February 2016

Date of next review: 13<sup>th</sup> February 2018

The person responsible for reviewing it is: DSCO Officer (Michael Gray as of 13<sup>th</sup> Feb 2016)

### Useful Contacts to be added to any anti- bullying policy

- **Childline** 0800 1111 [www.childline.org.uk](http://www.childline.org.uk)
- **NSPCC Helpline** 0808 800 5000 [www.nspcc.org.uk](http://www.nspcc.org.uk)
- [www.thecpsu.org.uk](http://www.thecpsu.org.uk) – Child Protection in Sport Unit
- **Kidscape** - [www.kidscape.org.uk](http://www.kidscape.org.uk) 020 7730 3300
- **Parenting NI (formally Parents Advice Centre)** - Freephone 0808 8010 722  
[www.parentsadvicecentre.org](http://www.parentsadvicecentre.org)
- **NI Anti-Bullying Forum** [www.niabf.org.uk](http://www.niabf.org.uk)

## SECTION 2 – SAFE RECRUITMENT PROCEDURES

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

- The Code of Ethics and Good Practice for Children's Sport
- Our Duty to Care DHSSPS 2012
- Getting it Right DHSSPS 2012
- Safeguarding Vulnerable Groups (NI) Order 2007
- Protection of Freedoms Act 2012
- Access NI guidance [www.accessni.gov.uk](http://www.accessni.gov.uk)

Warrenpoint Town F.C. relies heavily on the time and commitment freely given by volunteers, and without this the opportunities for children and young people to participate in football would not exist. The procedures outlined below is adopted by Warrenpoint Town F.C. for its own purposes and trusts that it is in keeping with the guidelines operated by the Irish Football Association who act as an umbrella body.

Warrenpoint Town F.C. will ensure good recruitment procedures by:

- Defining the role the individual is applying for.
- Insisting that a person applying for any post of responsibility within the club completes the club's volunteer application form.
- Obtaining 2 references in writing, (the request for references will only be sought for preferred applicants)
- Ensuring that the individual completes and signs the Access NI Disclosure Certificate Application Form which gives permission to enable the IFA to request an Access NI check (proof of identity MUST be provided).
- Setting a probationary period (six months for staff or long-term volunteers).
- Interview/meet the individual either formally or informally. Have two designated members (positions to be identified by the sport) doing this to enable the club to;
  - Assess the individual's experience of working with children or young people and knowledge of safeguarding issues.
  - Assess their commitment to promoting good practice.
  - Assess their ability to communicate with children and young people (i.e. be approachable).
- Ensuring that the management board ratifies appointments.

Information from Access NI will be received by the individual. The individual is to present it to the club and an assessment will be carried out for probity by the management board. The applicant will be duly advised thereafter of findings and informed if they have be approved for the voluntary position applied for.

## Warrenpoint Town F.C.'s Volunteer Application Form

### Section 1

All information received in this form will be treated confidentially

<b>Name:</b>			
<b>Address:</b>			
<b>Date of Birth:</b>		<b>National Insurance No:</b>	
<b>Telephone No:</b>		<b>Mobile No:</b>	
<b>Previous work experience and relevant qualifications:</b>			
<b>Have you previously been involved in voluntary work?</b> <b>If yes, please give details:</b>	Yes	No	
<b>Do you have any spare time hobbies, interests or specific skills that may be useful to the activities?</b>			
<b>Do you agree to abide by the club's Code of Conduct (a copy should be included with this form)?</b>	Yes	No	
<b>Have you completed Safeguarding Awareness Training?</b>	Yes	No	
<b>If yes Organised by:</b>	<b>When:</b>		
<b>Do you agree to undergo specific training on the role of the (position being appointed)</b>	Yes	No	
<b>Have you ever been asked to leave a sporting organisation in the past?</b> <b>(if you have answered yes we will contact you in confidence)</b>	Yes	No	
<b>Position applied for and any other relevant information?</b>			

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

<b>Name:</b> <b>Address:</b>  <b>Telephone:</b> <b>Designation:</b>	<b>Name:</b> <b>Address:</b>  <b>Telephone:</b> <b>Designation:</b>
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<b>FOR OFFICIAL USE ONLY:</b>	
<b>Applicant Name:</b>	
<b>Date application received:</b>	
<b>Date of interview:</b>	
<b>Interviewed by:</b>	1. 2.
<b>References received and are satisfactory:</b>	Yes                  No
<b>Access NI check completed and returned (if appropriate):</b>	Yes                  No
<b>Comments:</b>	
<b>Proof of applicants identification received:</b>	Yes                  No Group 1 _____ Group 2 _____ _____
<b>Recommendation</b> Approve Not approved	<b>Reasons:</b>

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Position in Organisation**

## Section 2

### DISCLOSURE OF CRIMINAL CONVICTIONS FOR ELIGIBLE POSITIONS

We require all coaches/volunteers in positions of responsibility for managing the safety and development of young athletes to sign the declaration and return it marked confidential to the IFA, Donegal Avenue, Belfast, BT12 6LW

Should you require further information, please contact Jim Grattan at the IFA as the IFA's *designated safeguarding children officer*).

Name of Applicant

Home address

CONTACT TELEPHONE  
NUMBER

CLUB/ORGANISATION:


**Please read this information carefully.**

#### Statement of non-discrimination

The IFA 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 role. Any disclosure will be seen in the context of the criteria for the role, the nature of the offence and the responsibility for the care of existing clients/volunteers and employees.

#### Advice to Applicants

You have applied for a role which falls within the definition of an "excepted" position as provided by the Rehabilitation of Offenders (Exceptions) Order (NI) 1979: therefore ALL convictions including SPENT convictions MUST be disclosed. The disclosure of a criminal record or other information will not debar you from completing the course successfully unless the IFA considers that the conviction renders you unsuitable. In making this decision the IFA 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. This information will be verified through an appropriate Access NI Enhanced Disclosure check. If you have received a formal caution or are currently facing prosecution for a criminal offence you should also bring this to our attention given the "excepted" nature of the role.

Please complete this form as accurately as possible, place it in an envelope marked "Confidential" and return it to the IFA. An arrangement will be made with you to discuss any clarification if required. The IFA Designated Safeguarding Children Officer can be contacted on *Tel nr: 028 9066 9458* should you wish to speak with them regarding your disclosure.

Thank you for your co-operation.

Have you ever been convicted of a criminal offence, been the subject of a caution, been barred by the Disclosure and Barring Service (formally the Independent Safeguarding Authority) which would prevent you from working with children and/or vulnerable adults or the subject of an investigation alleging that you were the perpetrator of adult or child abuse?

Yes

No

If so, please state below the nature, date(s) and sentence of the offence(s), date prevented from working in this area or allegations

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

- the circumstances of the offence/incident
- 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.

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*Please continue on a separate page if necessary.*

(If you require further information on what information to disclose please contact NIACRO Helpline Tel: 028 90 320157)

### Declaration

I declare that any answers are complete and correct to the best of my knowledge and I will inform the IFA's *designated safeguarding children officer* of any future convictions or charges relevant to my role. I give my consent for an Access NI Enhanced check to take place and for this information to be shared where appropriate as part of the IFA risk assessment process.

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**Signature**

**Date**

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**Print Name**

<b>FOR OFFICIAL USE ONLY:</b>	
<b>Applicant Name:</b>	
<b>Date application received:</b>	
<b>Date of interview:</b>	
<b>Interviewed by:</b>	1. 2.
<b>References received and are satisfactory:</b>	Yes                  No
<b>Access NI check completed and returned (if appropriate):</b>	Yes                  No
<b>Comments:</b>	
<b>Proof of applicants identification received:</b>	Yes                  No Group 1 _____ Group 2 _____ _____
<b>Recommendation</b> Approve Not approved	<b>Reasons:</b>

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Position in Organisation**

The following person \_\_\_\_\_ has expressed an interest in working for Warrenpoint Town F.C.

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

**1. How long have you know this person?**

\_\_\_\_\_

**2. In what capacity?**

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

	Poor	Average	Good	V Good	Excellent
<b>Responsibility</b>					
<b>Maturity</b>					
<b>Self-motivation</b>					
<b>Can motivate others</b>					
<b>Energy</b>					
<b>Trustworthiness</b>					
<b>Reliability</b>					

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

YES

NO

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

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

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

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

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

# SECTION 3 – AWAY DAYS AND RESIDENTIALS

## Away Days

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

### Communication with:

- **Children/ young people<sup>1</sup>** – they should be aware of the travel plans, venue and time for collection, time of return and any costs. Children should also have a clear understanding of what standard of behaviour is expected of them. Children must know what sports kit they need to bring with them.
- **Parents** – should be made aware of the above and must have completed a consent form detailing any medical or other relevant issues that the team manager should be aware of. Parents should also have the name and contact details of the team manager in the event of an emergency.
- **Other coaches/volunteers** – need to be made aware of what their responsibilities are in advance of the trip. If the trip is a long journey, it is important that all coaches/volunteers/parents and young people have an itinerary.

## Transport

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

- The driver has an appropriate and valid driving licence.
- The driver allows an appropriate length of time to complete the journey.
- The driver and parents will consider the impact of traffic and weather conditions.
- If using a mini-bus the driver ensure that all seats are forward facing and they all have seat belts fitted if carrying children.
- The driver asks leaders and children to wear seat belts.
- The driver has appropriate insurance for the journey.
- Clarify supervision requirements with other leaders. The driver should not be considered as a supervisor during the journey.
- It is expected that the driver expects the vehicle to be road worthy.
- Ensure that the driver has undertaken an Access NI check, where possible.
- Ensure the appropriate booster seats are provided when required.

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<sup>1</sup> The terms children and young people will be used interchangeably through this policy to refer to anyone under 18 years of age.

## Ratio

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

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

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

(Dependent on the sport the ratio of adult to child may vary but what ever is considered appropriate would generally need to be increased when travelling away from home.)

## Insurance

The team manager expects that the club will have up to date public liability insurance.

## Emergencies

At least one of the leaders should be trained in first aid procedures and a first aid kit should be available when travelling to games

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

## Hosting

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

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

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

\* Garda vetting is available to a number of sports organisations in the Republic of Ireland.

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



<b>COACH/MANAGER</b>	
<b>Right To:</b>	<b>Responsibility</b>
<ul style="list-style-type: none"> <li>• Have support from their governing body if reporting any concerns about the arrangements</li> <li>• Be protected from abuse by children/youths, other adults, members or parents involved in the trip</li> <li>• Not be left vulnerable when working with children</li> <li>• Receive the relevant information from parents/guardians in advance of the trip i.e.               <ul style="list-style-type: none"> <li>○ Dietary needs</li> <li>○ Any personal care needs</li> <li>○ Emergency contact numbers</li> <li>○ Signed medial consent form/permission form</li> <li>○ List of any medication/allergies</li> <li>○ EHIC European Health Insurance Card (replacement for E111) form completed <a href="http://www.dh.gov.uk/PolicyAndGuidance/HealthAdviceForTravellers/fs/en">www.dh.gov.uk/PolicyAndGuidance/HealthAdviceForTravellers/fs/en</a> (EU visits)</li> </ul> </li> <li>• Be respected by the children in preparation for and during the trip</li> <li>• To have any personal “out of pocket” expenses reimbursed</li> <li>• To be able to apply sanctions in line with the governing body guidelines and discussed prior to the trip</li> <li>• To have time off i.e. that another adult is the point of contact for an emergency rather than one individual all the time</li> </ul>	<ul style="list-style-type: none"> <li>• To plan well in advance of the trip</li> <li>• Check governing body guidelines</li> <li>• Gather information on destination and venue (if possible carry out a risk assessment)</li> <li>• Facilitate information meetings prior to the trip for parents and children</li> <li>• Maintain confidentiality about sensitive information</li> <li>• Be a role-model during the trip and adhere to sports code of conduct and boundaries about behaviour. (disciplined/committed/ time keeping)</li> <li>• Fostering team work to ensure the safety of youth members in their care</li> <li>• Respond to children/youth members’ statements and concerns</li> <li>• Record any complaints or accidents on relevant documentation</li> <li>• Provide the children, parents and host with an itinerary of events</li> <li>• Have clear arrangements for collecting and transporting children during the trip</li> <li>• Ensure that if a young person has to share a room that it is with someone of the same sex and that they are aware of who this is in advance</li> <li>• Check adequate insurance cover is arranged</li> <li>• Ensure they have received the relevant documentation from the child’s parents/guardians</li> <li>• To inform parents and children of standards of behaviour required and possible sanctions</li> <li>• To ensure that there is an appropriate adult/child ratio</li> <li>• To submit a report to club or governing body after the trip</li> <li>• Make parents and children aware of photographic policy and obtain parent’s signature (or include on permission form)</li> </ul>

<b>PARENTS/GUARDIANS</b>	
<b>Right To:</b>	<b>Responsibility</b>
<ul style="list-style-type: none"> <li>• Know their child is safe</li> <li>• Be informed of any problems or concerns relating to their children</li> <li>• Be informed if their child is injured</li> <li>• Have their consent sought prior to the trip</li> <li>• Contribute to the decisions in planning the trip (when appropriate)</li> <li>• Have knowledge of where their young person is staying and with whom</li> <li>• Have a contact number for their child's hosts and trip organiser</li> <li>• Have a detailed itinerary of events that their young person will be taking part in</li> </ul>	<ul style="list-style-type: none"> <li>• To be aware of the Code of Conduct for children, coaches and hosts</li> <li>• To agree sanctions with the coach and child prior to the trip</li> <li>• Ensure the child has appropriate spending money</li> <li>• To pay for relevant costs prior to their child going on the trip</li> <li>• Provide the coach with all relevant documents and emergency contact number</li> <li>• Ensure the young person has a passport (if required) prior to the trip</li> <li>• Provide appropriate clothing to meet the needs of the child while away from home</li> <li>• Drop off and collect their child at agreed time</li> <li>• Encourage their young person to play by the rules</li> </ul>

<b>HOSTS</b>	
<b>Right To:</b>	<b>Responsibility</b>
<ul style="list-style-type: none"> <li>• To be treated with respect by the children, coaches and parents</li> <li>• To have prior knowledge of any special requirements e.g. medical, food, religion, transport or mobility.</li> <li>• To have telephone contacts, lists of parents and coaches in the event of an emergency</li> <li>• To be financially reimbursed for any expenses (when agreed)</li> <li>• To be informed of competition details</li> <li>• To have clearly defined roles prior to the event</li> <li>• To be consulted about any change in plans.</li> </ul>	<ul style="list-style-type: none"> <li>• To have agreed to a Code of Conduct</li> <li>• To consent to checks/references being sought into the appropriateness of them being hosts</li> <li>• To provide a safe and supportive environment for the children while they are hosting them</li> <li>• To attend host family meeting prior to and during the competition if arranged</li> <li>• To provide the young person with a positive experience of staying away from home and possibly a different culture</li> </ul>

## SECTION 4 – HEALTH AND SAFETY GUIDELINES

### First Aid Arrangements

Warrenpoint Town F.C. will endeavour to provide first aid treatment for injury, accidents and cases of ill health during coaching sessions or at competitions. This will comprise of trained First Aid person with basic sports first aid equipment.

- Youth team coaches are certified in basic sports first aid.
- The certificates are valid for three years and arrangements are made for first-aiders to receive refresher training before the current certificate expires.
- First-aiders **are not authorised** to administer any forms of medication. Any members reporting to the first-aider that they require such treatment must be referred to their own doctor.
- Some players carry their own medications such as inhalers for asthma or 'Epipens' which contain injectable adrenaline for the treatment of severe allergic (anaphylactic) reactions, for example to peanuts. These medications are prescribed by a doctor. If an individual needs to take their own prescribed medication they may do.
- Medicines legislation restricts the administration of injectable medicines. Unless self administered, they may only be administered by or in accordance with the instructions of a doctor (e.g. by a nurse). However, in the case of adrenaline there is an exemption to this restriction which means in an emergency, a suitably trained lay person is permitted to administer it by injection for the purpose of saving life. The use of an Epipen to treat anaphylactic shock falls into this category. Therefore, first aiders may administer an Epipen if they are dealing with a life threatening emergency in a casualty who has been prescribed and is in possession of an Epipen and where the first aider is trained to use it.

### Legislation

- Health and Safety (First-Aid) Regulations (Northern Ireland) 1982.
- Health and Safety at Work (Northern Ireland) Order 1978 (Amendment 1998)

## SECTION 5 – PHOTOGRAPHY, VIDEO & SOCIAL MEDIA GUIDELINES

Warrenpoint Town F.C. have adopted the following guidelines from the NSPCC received via the Irish Football Association.

## Guidance on photography

When dealing with matters around photography in youth sport, we must remember to keep our response proportionate to any risks by understanding them. The Children (NI) Order, Children First or any other related legislation do not place any legal restrictions on the photography / videoing children.

Parents often want to be able to celebrate the achievements of their children when taking part in sporting activities by taking photographs or videos. Sports organisations may also want to promote their activities to encourage increased participation. Sport NI and Sport Ireland do not advocate the banning of photography and the use of images and videos of children, but recommends that appropriate and proportionate safeguards should be in place to ensure a safe sporting environment for children and young people.

### The risks

There have been concerns about the risks posed directly and indirectly to children and young people through the use of images (photographs and videos) on websites, social networks, and other publications. Images can be used as a means of identifying children when associated with personal information, e.g., this is X who lives at y; X is a member of the z sports club and likes a certain music group. This information can make a child vulnerable to an individual who sees an opportunity to contact and start to “groom” that child for abuse either online (e.g. through websites or social networking) or through direct contact in the off-line, ‘real’ world. Some individuals within sport have been convicted of using their positions of trust to take photos of children for their own sexual gratification. Information or images placed on the internet has also been used by estranged parents (e.g. in adoption or domestic violence circumstances) to identify, trace, and cause significant difficulties for children.

### Easy rules to remember:

- Where possible do not include the name of a child whose image is being used;
- If naming a child or group of children in an image, only use their first names - this reduces the risk of inappropriate, unsolicited attention from people within and outside the sport;
- Avoid the inclusion of other detailed information about individual children that might help identification;
- Permission should be sought from the young person and the parent;
- Parents photographing is fine;
- Only use images of children in suitable dress/kit;
- Images should positively reflect young people’s involvement in the activity (e.g. showing smiling participants rather than anxious or unhappy ones) and promote the best aspects of the sport.
- Amateur photographers/film/video operators wishing to record an event or practice session should seek accreditation with the designated liaisons officer, event organiser or leader of session.

Remember taking photographs is not against the law but it is important that sports clubs are vigilant to ensure only those who have a justifiable reason for taking the picture/image can do so.

For further information on photography guidelines in relation to safeguarding please contact your sport's governing body

## Social Media

Social media and networking websites have become a regular part of everyday life. Many people enjoy membership of social networking sites such as Facebook, YouTube, Instagram, Snapchat, and Twitter, etc. Social media provides unique opportunities for sports organisations to engage, connect, and develop unique relationships with people in a creative and dynamic medium where users are active participants. Information about an event or campaign messages can be communicated virally amongst supporters within online communities. However we must also be aware that these sites can become a negative forum for complaining, gossiping, or bullying. Care must be taken not to breach your club/organisations Code of Conduct or the Data Protection Acts.

### The risks

With all emerging technologies there is also the potential for misuse. Risks associated with user interactive services include: cyber bullying, entrapment (grooming) of young people and potential abuse by online predators, identity theft, and exposure to inappropriate content includes self-harm, racism, sexting (which is the creation or uploading of inappropriate sexual material) and exposure to adult pornography. The Byron Review sets out the risks to children posed by the Internet and illustrated by following the grid below.

	Commercial	Aggressive	Sexual	Values
Content (child as recipient)	Adverts Spam Sponsorship Personal Info	Violent/hateful content	Pornographic or unwelcome sexual content	Bias Racist Misleading info
Contact (child as participant)	Tracking Harvesting personal info	Being bullied, harassed or stalked	Meeting strangers Being groomed	Self-harm Unwelcome persuasions
Conduct (child as actor)	Illegal downloading Hacking Gambling Financial scams Terrorism	Bullying or harassing another	'Sexting' - Creating and uploading inappropriate material	Providing misleading info/advice

The capabilities of social networking services may increase the potential for sexual exploitation of children and young people. There have been a number of well-reported cases where adults have used social networking and user interactive services as a means of contacting children and young people for sexual abuse. Online entrapment techniques include:

- gathering personal details, such as age, name, address, mobile number, name of school and photographs;

- promising meetings with sports idols or celebrities or offers of merchandise;
- offering cheap tickets to sporting or music events;
- offering material gifts including electronic games, music or software;
- paying young people to appear naked and perform sexual acts;
- bullying and intimidating behaviour, such as threatening to expose the child by contacting their parents to inform them of their child's communications or postings on a social networking site, and/or saying they know where the child lives, plays sport, or goes to school;
- asking sexually-themed questions, such as 'Do you have a boyfriend?' or 'Are you a virgin?';
- asking to meet children and young people offline;
- sending sexually themed images to a child, depicting adult content or the abuse of other children;
- masquerading as a minor or assuming a false identity on a social networking site to deceive a child; or
- using school or hobby sites (including sports) to gather information about a child's interests likes and dislikes. Most social networking sites set a child's webpage/profile to private by default to reduce the risk of personal information being shared in a public area of the site.

### **Easy rules to remember:**

If someone has their own personal profile on a social media website, they should make sure that others cannot access any content, media, or information from that profile that:

- a) they are not happy for others to have access to; and/or
- b) which would undermine their position as sports coach/volunteer representing their organisation / club.

As a basic rule, if you are not happy with others seeing particular comments, media or information, then simply **do not post** these materials on a public forum site. When using social media sites the following should be considered:

- Change your privacy setting on the profile so that only people you have accepted as friends can see your comments. Individuals should lock down their page to non-friends;
- Review who is on your 'friends list' on your personal profile. In most situations you should not accept 'friends requests' if you do not actually know the person(s) concerned;
- Ensure personal blogs have clear disclaimers that the views expressed are personal and not representative of a particular Club or sport;
- Ensure that information published on social media sites complies with the club/organisations Code of Conduct;
- Beware of how your actions could be captured via images, posts or comments online as these will reflect on the sport or your Club;
- Respond to online bullying - what is said online should be treated as if said in real time;
- Those in authority should not have under 18's they coach as their friends on facebook and do not comment on individual players you are coaching through your personal page.

### **Principles**

- If you are representing your sport or club in an official capacity, it is important that your posts convey the same positive spirit that your club/sport would instil in all of its communications. Be respectful of all individuals, races, religions and cultures. How you conduct yourself online not only reflects on you; it also reflects directly on your sport/club.

- When disagreeing with the opinions of others online, keep it appropriate and polite. If you find yourself in a situation that might become antagonistic, do not get defensive or disengage from the conversation abruptly. It is also important not to respond in the heat of the moment in a way you may regret later. Feel free to seek advice or disengage from the dialogue in a polite manner that reflects well on your sport/club.

For further information on social media and smart phones in relation to safeguarding you can visit the O2 & NSPCC online (*link to <https://www.nspcc.org.uk/fighting-for-childhood/about-us/partners/nspcc-o2-online-safety-partnership/>*)

O2 and the NSPCC set up a free helpline to help keep children safe online. From NI contact 0808 8005002

From Republic of Ireland phone: 00448088005002

You can also contact your sport's governing body or visit the CPSU online resources. <https://thecpsu.org.uk/help-advice/topics/online-safety/>