

# INLINE HOCKEY IRELAND

## SAFEGUARDING POLICY

For Junior Players



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# USEFUL INFORMATION

## National Safeguarding Officer

Victor O'Brien  
[victor.obrien@inlinehockeyireland.org](mailto:victor.obrien@inlinehockeyireland.org)

## Sports Councils' Code of Ethics

Irish Sports Council - [www.sportireland.ie/Participation/Code\\_of\\_Ethics/](http://www.sportireland.ie/Participation/Code_of_Ethics/)  
 Sport NI - [www.sportni.net/sportni/wp-content/uploads/2013/03/CodeofEthicsandGoodPracticeforChildrens.pdf](http://www.sportni.net/sportni/wp-content/uploads/2013/03/CodeofEthicsandGoodPracticeforChildrens.pdf)

**Vetting forms** can be requested by contacting [garda.vetting@inlinehockeyireland.org](mailto:garda.vetting@inlinehockeyireland.org) or downloaded from, <http://www.inlinehockeyireland.org/pages/downloads>.

Useful Numbers	
NSPCC Helpline	0808 800 5000 <a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a>
PSNI Public Protection Unit	028 9065 0222 Ask for your local Public Protection Unit
Childline	Freephone 0800 1111 <a href="http://www.childline.org.uk">www.childline.org.uk</a>
Child Protection in Sport Unit	02890351135 <a href="http://www.thecpsu.org.uk">www.thecpsu.org.uk</a>
Lifeline	0808 808 8000

This policy will next be reviewed in **June 2020**.

## GLOSSARY

**Abuse** includes physical abuse, emotional abuse, neglect and sexual abuse as described in the IHI Safeguarding Policy.

**Club** means a club affiliated to IHI.

**Club Welfare Officer** is a person appointed by a Club to implement the direction of the National Safeguarding Officer and to follow the IHI Safeguarding Policy for Junior Players.

**IHI** means Inline Hockey Ireland.

**IHI Guidelines** means the IHI Safeguarding Policy.

**Junior Player** means a player who is a member of an under-age team (U10-U18).

**Junior Team** means a team of players by which is regulated by reference to the dates of birth of the players.

**National Safeguarding Officer** is the person appointed by the IHI Executive Committee and Trustees to implement the policy and decisions in relation to safeguarding for Junior Players of IHI.

**Parent(s)** includes guardians.

**Sports Councils Code** means the Code of Ethics and Good Practice for Children's Sport as published by the Irish Sports Council and Sport Northern Ireland. Links can be found on the useful information page.

**Sports Leaders** means all adults involved in children's sports.

**Statutory Authorities** means in Ireland (ROI) 'Tusla' (Child and Family Agent, CFA) and An Garda Síochána ("Gardaí") and in Northern Ireland (NI) the Health and Social Care Trust and the Police Service of Northern Ireland ("PSNI").

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# SECTION ONE

## IHI Safeguarding Policy and Related Policies

IHI is committed to the enjoyment of Inline Hockey by young people. It values and encourages the participation of parents, guardians, Sports Leaders and volunteers in the participation of Inline Hockey activities for Junior Players.

The fundamental policy of IHI is to respect the dignity and rights of each individual Junior Player. IHI will strive throughout its organisation and spheres of influence to promote, create and maintain safe environments for Junior Players. It will also ensure the key values of Respect, Inclusion, Integrity, Excellence and Fun.

IHI expects those involved in Junior Inline Hockey to publicise, adapt and supervise the implementation of this code. IHI has committed itself to monitoring and enforcing this code where reasonably possible.

### IHI SAFEGUARDING POLICY

The requirements in this Safeguarding Policy are expected to be complied with by all clubs that associate with IHI. Guidelines will be published and updated to assist in the application and interpretation of these requirements. The Sports Councils' Code of Ethics should be used where IHI has not published specific guidelines.

All those working '**regularly and continuously**' with Junior players should agree to abide by this Policy through signing the 'recruitment' form in Appendix 1. Vetting requirements will also be adhered to in both ROI and NI.

All requests from the National Safeguarding Officer to adhere to, comply with or furnish evidence relating to this Code must be fulfilled promptly. (Reference Appendix 5, Club Action Plan).

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## PRINCIPLES

- The safety, health, general welfare and dignity of each Junior Player must be respected.
- Sports Leaders in Inline Hockey should endeavor to consider the safety, health, welfare and dignity of Junior Players to be paramount and superior to all other considerations.
- The enjoyment of Inline Hockey by each Junior Player should be pursued as an objective.
- It is the role and responsibility of every officer and member of a club, together with IHI, to ensure that the spirit of this policy is promoted, implemented and monitored successfully.
- IHI and clubs should review their Safeguarding Policy every 2-years and/or as legislative changes occur in ROI and NI.

## COMPLIANCE

- IHI has a **National Safeguarding Officer** who shall be appointed with full power and authority to implement, resource and supervise compliance with this Policy and the Sports Councils' Code.
- Compliance with this Policy and the Sports Councils' Code will be monitored by IHI with the clubs annually, using the 'Club Action Plan', Appendix 5.
- IHI is committed to providing personnel and assistance for courses and training dealing with compliance issues arising from this Policy.
- IHI will monitor compliance and alleged breaches of this Policy and will discuss same when necessary for the benefit, protection and information of Junior Players and their parents where it is permissible and reasonable.
- The existing disciplinary, complaints and appeals procedures of IHI will be regularly reviewed to accommodate the implementation and enforcement of this Code.

## PROMOTING THE SAFEGUARDING POLICY

Each club shall promote the interests of Junior Players by:

- (a) Appointing a **Club Welfare Officer** who shall have the primary aim of maintaining a child centred ethos.
- (b) Defining the roles of officers, committees, Sports Leaders, and parents for Junior Players.
- (c) Monitoring procedures for protecting the interests of Junior Players through Club Action Plan.
- (d) Prominently displaying IHI safeguarding message and information about their plans to follow this Policy and the Sports Councils' Code for easy access by Sports Leaders, Members, Junior Players and their parents.
- (e) Providing in a planned manner, training and information meetings for everyone associated with Junior Players about this Policy.
- (f) Ensuring that the Club Welfare Officer knows how to liaise with the National Safeguarding Officer and Statutory Authorities concerning allegations or suspicion about abuse of an Junior Player.
- (g) Promoting contact with representatives of IHI and/or Statutory Authorities to contribute to and learn about child protection issues, best practices and recommended procedures.
- (h) Ensuring that this Policy and the Sports Councils' Code is adopted and followed by its organisation and members.

## JUNIOR SAFEGUARDS IN RELATION TO SAFETY

- Individuals involved with the management of junior players are advised to undertake a sports specific first aid course.
- Effective procedures for responding to and recording serious injuries, including concussion should be in place.
- A parent should be notified as soon as possible following an injury or incident. A parent is advised to discuss injuries with appropriate personnel if their child is playing with other clubs or another sport, e.g. if a child is injured in school the parent should inform club personnel and vice-versa.

- Under no circumstances should a Junior Player be allowed to train or play Inline Hockey contrary to medical advice.
- Recording of medication prescribed for a Junior Player should be done using the annual registration form, Appendix 2.
- No coach should be appointed or retained for Junior Players unless the coach:
  - Has completed the vetting process through IHI;
  - Has subscribed to IHI’s Code of Conduct for Coaches of Junior Inline Hockey;
  - Is adequately resourced and supported;
  - Maintains and furnishes such records and evidence as specified by IHI.
- Officials for all matches must subscribe to the rules and procedures laid down by IHI.

## EDUCATING PARENTS AND JUNIOR PLAYERS

Clubs should:

- (a) Advise **parents** about the IHI Safeguarding Policy and the guidelines published by IHI and the Sports Councils; advise of parents’ duties, see Code of Conduct – Parents, Appendix 3.
- (b) Educate Junior Players about their rights and obligations as described in the Sports Councils’ Code.
- (c) Seek and enforce where possible the observance of this Policy by Junior Players and their parents.
- (d) Educate parents and players about the risks of concussions and the return to play protocols.



## DATA PROTECTION

All safeguarding documents will be kept according to, or each case of any amending legislation, the requirements of the General Data Protection Regulation (GDPR); this includes requirements for the collecting, storage and requests of personal data.

For general information on Data Protection consult the Data Protection Commissioner’s Irish web site on [www.dateprotectionact.ie](http://www.dateprotectionact.ie) or the UK Information Commissioner’s web site [www.ico.org.uk](http://www.ico.org.uk).



# SECTION TWO

## People

### SAFEGUARDING PERSONNEL

The IHI Safeguarding Policy identifies two roles that come under the heading of 'Children's Officers' as per the Sports Councils' Codes. These together with the definitions agreed upon are as follows:

- The *National Safeguarding Officer* is the person appointed by the IHI Executive Committee and Trustees to advise IHI in relation to this Policy, with specific responsibility for reporting concerns to the Statutory Authorities. They are also responsible to implement the policy and decisions for Junior Players of IHI. This person will act as Designated Liaison Person for IHI as per Children First Guidance and Our Duty to Care.
- A *Club Welfare Officer* is a person appointed by a Club to implement the directions of the National Safeguarding Officer and to follow the Policy for Junior Players of IHI.

These officers operate within their respective spheres of influence at IHI and Club level to implement the IHI Safeguarding Policy and to procure the best possible compliance within its Policy, including implementing the Club Action Plan, Appendix 5.

### OBJECTIVES

The main objectives in defining the roles of the safeguarding personnel are to ensure that:

1. IHI has available a clear channel of communications outwards of IHI requirements and advice in respect of the Safeguarding Policy and the implementation of its guidelines.
2. The persons associated with IHI, including Junior Players, parents of Junior Players, Sports Leaders, Club Officers and Clubs, operate within a structure which ensures that their needs are met in regard to following the Safeguarding Policy and implementing its guidelines.
3. IHI has available to it a structure within which incidents of concern regarding Junior Players and the persons working with them are brought speedily to the attention of the relevant officials, and appropriate action is taken.

4. IHI has available to it a structure which permits monitoring of compliance with the Safeguarding Policy and implementation of its guidelines.

## ROLES AND RESPONSIBILITIES

A **Club Welfare Officer** will:

1. Act at all times in the best interests of Junior Players;
2. Be intimately familiar with the provisions of the Safeguarding Policy and its guidelines and with such further information and requirements as may be provided or put in place by IHI;
3. Communicate with the National Safeguarding Officer on any matter on which the Club Welfare Officer considers it necessary to do so, or any matter in relation to Junior Players on which the advice or directions of the Association are required;
4. Receive from the National Guarding Officer advice, information and directions from IHI concerning Junior Players and act accordingly;
5. Inform their Clubs of requirements made by IHI concerning Junior Players;
6. Ensure that they are in a position to respond accurately and promptly to queries from IHI as to the welfare of Junior Players in their club generally or in relation to any specific incident which may occur;
  - o This will require the keeping of records where required by the Association, for example as to coaching qualifications, recruitment of leaders and/or management practices
7. Be the contact person in the club for IHI's National Safeguarding Officer and/or Statutory Authorities regarding the welfare of Junior Players who are members of the club.
8. Communicate with Junior Players;
9. Provide advice and information to parents of Junior Players;
10. Complete the Club Action Plan for monitoring purposes and submit to IHI on an annual basis.

The **National Safeguarding** Officer will:

- Act at all times in the best interests of Junior Players;
- Be intimately familiar with the provisions of the Safeguarding Policy and its guidelines and with such further information and requirements as may be provided or put in place by IHI;
- Ensure that each club has in place a Club Welfare Officer and maintain a record of the contact details for each such Officer;
- Assist in organising the appointment of Club Welfare Officers;
- Provide information and training to Club Welfare Officers as required by IHI;
- Receive reports from Clubs of incidents affecting the welfare of a Junior Player or Players;
- Transmit requests for information/queries from IHI to Club level and be responsible for submitting the responses to IHI;
- Respond to queries from Club Welfare Officers regarding the welfare of Junior Players;
- Communicate with the IHI Committee on all matters affecting welfare of Junior;
- Advise the IHI Committee on matters affecting the welfare of Junior Players;
- Liaise with the Statutory Authorities as necessary on any incident regarding the welfare of a Junior Player or Players;
- Liaise with the Sports Councils of Ireland (ISC & SNI) regarding the welfare of Junior Players.



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## IHI SAFEGUARDING PROGRAMME

### POLICY AND GUIDANCE – ENSURING BEST PRACTICE IN JUNIOR INLINE HOCKEY

#### CLUB Club Welfare Officer

CWO to use Club Action Plan to monitor implementation of safeguarding within the club, Codes of Conduct, Declaration of Intent, vetting etc.

#### NATIONAL National Safeguarding Officer

NSO monitors implementation of Club policies through a IHI Health Check and club visits

#### REPORTING A CONCERN

Concern raised by individual about Junior Players or those working with Junior Players should be passed on to Club Welfare Officer, who may consult with National Safeguarding Officer if necessary.



Report to the Statutory Authorities PSNI/HSS Trust(s) (NI) and GS & CFA (ROI) and report to National Safeguarding Officer

Consult with National Safeguarding Officer to implement Codes of Conduct and/or Disciplinary Procedures

## MANAGEMENT PRACTICES BY CLUB AND CLUB WELFARE OFFICER

All clubs must retain records for its:

- (a) Junior Players;
- (b) Volunteers;
- (c) Sports Leaders

and keep records concerning them in accordance with the procedures and forms suggested by the Sports Councils' Code and related Statutory Authority's documents; and in accordance with data protection.

The terms of engagement for Sports Leaders, the Club Welfare Officer and committees involved with Junior Players should be reviewed every season.

Management for clubs shall promote best practice for Junior Players by following the recommendations of IHI and the Sports Councils' Code.

### ADMINISTRATION AND REGULATIONS

The way we work with Junior Players, how we behave around them and our attitudes towards them will contribute to the way young people feel about themselves.

Once a commitment to the IHI Safeguarding Policy has been enshrined within a club's constitution, then all rules and regulations will stem from this.

An examination of existing structures, rules and regulations should help provide a framework for creating and maintaining a child-centred approach within the club.

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## CLUB GUIDELINES

- Sports Leaders should sign an agreement with the club that includes signing up to the IHI Safeguarding Policy, Appendix 1.
- Select people with the appropriate skills and experience.
- Training should be provided for all newly-recruited personnel e.g. courses for coaches and officials and/or training to work with Junior Players.
- Always have appropriate adult/child ratios (review this with IHI).
- List all procedures for away trips for Junior Players.
- Junior Players should follow IHI guidelines in relation to the wearing of protective gear, as set out by the FIRS rulebook.
- Junior Players 18 years and under require parental/guardian written consent to be allowed play/train with senior grade players.
- Criteria for selection to squads should be listed.
- Each club should have the procedures for responding to reports or concerns relating to the welfare and safety of Junior Players known throughout the Junior section. All Sports Leaders, Junior Players and parents should be aware of how to report and to whom concerns should be reported within the club.
- Clubs should ensure that all procedures regarding safety in sport for Junior Players must be available and visible in the club.
- Copies of this Safeguarding Policy and its accompanying guidelines for Parents, Sports Leaders and Club Committees should be widely available within clubs; as should links to Statutory guidelines.
- Everyone involved in safeguarding and child welfare matters should be aware of their responsibility to work in co-operation with the Statutory Authorities.

## SECTION THREE

### Best Practice: Safeguarding the Welfare of Junior Players

#### SPORTS LEADERS

All Sports Leaders who have responsibility for Junior Players must commit to and follow the requirements and best practice for Sports Leaders as set out in this Safeguarding Policy. All those working 'regularly & continuously' and/or within 'regulated activity' must also complete vetting checks.

Sports Leaders with responsibility for Junior Players must when requested by IHI or club:

- (a) Participate in education and training relating to their activities with Junior Players;
- (b) Remain competent to provide safe and rewarding experiences for Junior Players;
- (c) Submit to and follow this Safeguarding Policy by successfully completing the vetting process and signing the Declaration of Intent, Appendix 1.

#### GUIDELINES RELATING TO SPORT LEADERS

(Please note the following is a non-exhaustive list, regard should be given to Sport Ireland "Code of Ethics and Good Practices for Children's Sport").

- Try to work with other adults present and avoid situations where you are alone with individual Junior Players.
- Identify aspects of possible physical contact. Let parents know of these conditions so that behaviours cannot be misinterpreted.
- Ensure that travel arrangements are set out in advance and known by all.
- Where mixed teams compete away from home, endeavour that the group is accompanied by at least one male and one female adult, preferably a parent.
- Always ensure the well-being and safety of Junior Players at all times.

**AVOID:**

- Spending too much time with any one Junior Player away from others
- Taking Junior Players on journeys alone. Where possible, Sports Leaders should not travel regularly with individual Junior Players and where this occurs the use of the Irish Sports Council SafeSport app is advised.
- Taking a Junior Player to your home or agree to meet a Junior Player individually on your own away from the club setting.
- Taking sessions alone. This may occasionally occur due to lateness, sickness, etc. but this should not be a regular practice within club and/or squad.
- Constant communication with one Junior Players by phone, text, email, etc. Avoid becoming 'friends' with Junior Players on social media; such communication should be for the purposes of administration of club business and should not be for social/friendship purposes.

**NEVER:**

- Engage in rough physical or sexually provocative games including horseplay.
- Share a room with a Junior Player alone.
- Permit or engage in any form of inappropriate touching, keeping safety of the Junior player as primary concern.
- Permit Junior Player to use inappropriate language unchallenged.
- Make sexually suggestive comments to any Junior Player.
- Allow allegations made by any Junior Player to go unrecorded and not acted upon.
- Do things of a personal nature that a Junior Player can do for themselves.
- Undertake any form of therapy (hypnosis, massage, etc.) while training Junior Players.
- Exert undue influence over any Junior Players in order to obtain personal benefit or reward.



**VETTING**

While clubs are responsible for the recruitment of Sports Leaders, and the allocation of roles and areas of responsibility to them, IHI will support them through the provision of vetting checks and adherence to the recruitment process.

Vetting should not be seen as a stand-alone procedure and should always be done in conjunction with signed Codes of Conduct (Appendix 1), commitment to training and adherence to this Safeguarding Policy. Failure to comply with all aspects of club recruitment could result in a Sports Leader not being offered position within the Club/Association.

The decision to appoint Sports Leaders is the responsibility of the club and not one individual within it. Good practice in management and supervision of Sports Leaders after appointment is as important as adherence to recruitment policies and procedures.

**CLUBS:**

- Must carry out vetting via IHI in line with current legislation (educate themselves and their officers about checking:) vetting for volunteers and Sports Leaders in Regulated Activity (NI); (ROI Vetting) and/or vetting for Volunteers and Sports Leaders in the manner directed by the National Safeguarding Officer.
- Must work with the National Safeguarding Officer without delay in relation to a risk assessment of the criminal record and convictions (for violence, abuse or neglect of children and related offences) of each of its volunteers and Sports Leaders.
- Must follow the directions of IHI concerning any volunteer or Sports Leader.

**WHO SHOULD BE VETTED?**

- All those (in ROI) involved in 'relevant work', that is work or activity that is carried out by a person, a necessary and regular part of which consists mainly of the person having access to, or contact with, children or vulnerable adults.
- All those (in NI) who work in 'regulated activity', that is work or activity that involves teaching training, caring for and supervision of children 'frequently' (once a week or more) or 'intensively' (4 or more days in a 30-day period or overnight).
- Parents who give lifts to Inline Hockey events would come under the 'occasional' usage term and would not need to be vetted. It is good practice to give such adults working with Junior Players this Safeguarding Policy's Code of Conduct, Appendix 3 & 4.

- All officials require vetting and need to agree to this Safeguarding Policy and Code of Conduct.

## **SUPERVISION AND SAFETY**

### **ADULT/JUNIOR PLAYER RATIO**

Staffing ratios are difficult to prescribe as they will vary according to activity, location and resources. It is important to ensure that there are enough people to be able to cope with the number of children participating in any activity and adequately respond to an emergency.

As a guide, a ratio of 1:10 should be considered as a minimum requirement where Junior Players are 11 years of age or older. For younger Junior Players or players with a disability or situations involving travel, the ratio should decrease depending on the requirements or the activity the Junior Players will be involved in.

### **CONSIDERATIONS:**

- Age and gender of the Junior Players.
- Any special needs of the Junior players.
- Where both genders are involved try to ensure a mix of male and female adults.
- Type of activity (training, travelling or social) to be undertaken.
- Time involved.
- Experience of the Sports Leaders and relevant adults involved.
- Previous experience with Junior Players or club and likely behaviour.
- Location of activity or event and type of travel involved.
- Suitability of the Sports Leaders and adults.

### **ENSURE:**

- Junior Players are not left unattended and adequate numbers of Sports Leaders are available to supervise all formal activities, i.e. coaching sessions, matches, tournaments and other organised inline hockey activities.
- Sports Leaders know where the Junior Players are and what they are doing.

- Dangerous behaviour should not be tolerated at any stage, (use Junior Players Code of Conduct, Appendix 3)
- Ensure the respect for the privacy of all Junior Players, especially in changing rooms, showers and toilets.
- All Junior Players are informed beforehand of what behaviour will be accepted and not accepted from them, See Code of Conduct, Appendix 3.
- Those who are operating in a supervisory role should have access to adequate first aid resources.

**SAFETY PRACTICES:**

Safe management practices will not only enable a club to run smoothly and efficiently, but it will also help to minimise opportunities for accidents or harm to happen to children.

Some points to consider:

**JUNIOR PLAYERS**

- Have defined criteria for membership of the club.
- Have a registration system for all players through IHI.
- Ensure there are sufficient facilities for the number of Junior Players and Sports Leaders.
- Keep a record on each player regarding medical details and needs as well as all contact numbers.
- Ensure that all activities are properly supervised.
- The IHI insurance, which is limited in nature and extent, covers all registered players. It is recommended for Junior Players to have also their own personal accident insurance cover in place.

**SPORTS LEADER:**

*Ensure:*

- Follow the recommended adult:child supervision ratios.
- Have completed the IHI's recruitment process, including signing the Declaration of Intent, Appendix 1.

- Have a clear title and area of responsibility.
- Have attended appropriate coaching courses and related safeguarding and welfare training.

**TRAVELLING WITH JUNIOR PLAYERS:**

Traveling to and from venues is part of fulfilling fixtures. In order to ensure the safety of all involved, clubs must ensure that suitable policies and procedures are in place. To put Junior Players and parents at ease, organisers should ensure all arrangements are in place and communicated to all involved before the event. Parents should be informed of the mode of transport.

**CONSIDERATIONS:**

- Ensure all arrangements are suitable for the journey to be undertaken.
- Vehicles must be roadworthy and appropriate and the driver to understand that he/she is responsible for the vehicle during the trip, including use of booster seats if necessary.
- Ensure parental consent is obtained prior to journeys being undertaken, Appendix 2.
- All journeys to take place under the supervision of the team management.

**BUS / COACH HIRE:**

*Ensure:*

- When renting, make sure you deal with a reputable company.
- Make sure the vehicle is suitable and equipped with appropriate safety features according to the rules of the road.

**PASSENGER CARS:**

Although this is the most frequently used option it is important to ensure that the safety of all Junior Players are not jeopardised at any stage.

- Prior to the trip, parents should be informed if this form of transport will be used and consent obtained for their child to travel this way. This can be done seasonally, Appendix 2.
- Vehicles must be roadworthy, safe and have appropriate insurance cover.

- Drivers must have a suitable drivers licence.
- All passengers must use seat belts and booster seats (where necessary) for the duration of the journey.
- All drivers are responsible for the safety of the passengers and must be aware of their legal responsibilities.
- Club members or parents should, be asked to be involved if this mode of transport is used.
- One passenger per seat at all times.
- Inform parents of the time of departures as well as estimated time of arrival.

**HOSTING MATCHES:**

To ensure Junior Players, management and spectators enjoy the experience when involved with a match it is important for clubs, when hosting fixtures, to ensure all arrangements are in place and that all involved are informed of these arrangements before the event.

**COMMUNICATION, IMAGES**

With the increased use of technology (video or photographic) in inline hockey it is important for clubs to adopt a policy in relation to the use of photographic images of Junior Players. The use of any images on websites and publications has raised concerns about the risks posed directly and indirectly to children and young people.



## BULLYING

Bullying is **repeated** aggression, be it verbal, physical or psychological, by an individual or group against others, which causes significant harm to the victim(s). It is intentional, aggravating and intimidating.

### TYPES OF BULLYING (THIS LIST IS NON-EXHAUSTIVE, GUIDE ONLY):

- Name calling.
- Spreading harmful rumours about others.
- Exclusion from activities.
- Intentionally isolating another person from conversation or during activity.
- Threatening or intimidating behaviour.
- Taking or damaging property or belongings.
- Physical assault or causing physical harm.
- Making a person do things they don't want to.
- Threatening or abusive text messaging.
- Cyberbullying.

### DEALING WITH BULLYING?

Bullying should always be considered in conjunction with the Codes of Conduct referred to in this Safeguarding Policy. Poor practice should always be tackled early, warnings should be given and in the case of Junior Players especially, there should be an opportunity to correct the poor behaviour.

Persistent poor practice may escalate into bullying if allowed to go unchecked. More extreme forms of bullying would be regarded as physical or emotional abuse and are reportable to Health Service Executive or An Garda Síochana or the PSNI.

It is the responsibility of the club to deal with bullying that may take place. You can use the ISPCCC reporting tool where necessary, [www.ispcc.ie/ispcc-shield-/stand-up-report-tool/12531](http://www.ispcc.ie/ispcc-shield-/stand-up-report-tool/12531).

Each club should have a statement on bullying that is visible to all and can be implemented by Sports Leaders. Incidents must be dealt with immediately and should not be tolerated.

## SMOKING, ALCOHOL, SUPPLEMENTATION AND JUNIOR PLAYERS WELFARE

As part of IHI’s commitment to protecting the health and well-being of Junior Players and to ensuring Junior Players thrive within a safe and fun environment, IHI request that clubs, Sports Leaders and Junior Players:

- Must not promote, condone or use sports supplements contrary guidelines.
- Must participate in the education of themselves and others about the detrimental effects of using substances taken to enhance performances.

Functions and facilities of whatever kind attended by Junior Players must be managed in a manner, which, recognises the potential detrimental effect of alcohol.

It is a priority to ensure that the culture and practices on premises associated with inline hockey and to which Junior Players are exposed will prevent and discourage alcohol abuse.

### SMOKING

- Smoking and smoking alternatives such as *vaping* should be avoided by the Junior Player. Smoking is a serious health risk. It should play no part in a player’s lifestyle.
- Clubs and Rinks must enforce statutory requirements in relation to smoking on the premises.

### ALCOHOL

Alcohol is not permitted during any IHI sanctioned trainings, game days, or tournaments.

Alcohol and alcohol advertising is part of everyday life. Young people are not only influenced by trends and peer pressures but are also exposed to constant alcohol advertising.

These advertisements seek to make the consumption of alcohol acceptable and trendy therefore making the awareness of the pitfalls of alcohol consumption more difficult. Sports Leaders should ensure Junior Players are aware of the dangers of alcohol abuse.

### REASONS WHY ALCOHOL IS TO BE DISCOURAGED

- Alcohol promotes fluid loss i.e. it has a diuretic effect on the body. Maintaining a state of hydration is important in order to function at one's best.
- Alcohol consumption reduces the body's ability to replenish glycogen following training and playing and therefore has a negative impact on fuel recovery.
- Alcohol has a vasodilatory effect on the body i.e. it keeps the blood vessels open. A bruised and injured body needs to be managed immediately. Proper management especially in the first 48 hours of incurring the injury is critical to the speedy return of the Junior Player to training and playing.
- Alcohol intake is likely to facilitate increased bleeding and swelling and so it is to be avoided especially when the Junior Player is recovering following a game or when they are injured.
- Alcohol consumption can affect reaction, balance and co-ordination.
- Alcohol consumption generally occurs at night time. All players require sleep. It is during sleep that the body repairs damaged tissue. It is important not to deprive the body of this important sleep requirement.

### NUTRITION AND SUPPLEMENTATION

- Junior Players should focus on good eating and drinking practices to support optimum performance.
- The use of protein supplements should not be recommended by Sports Leaders, or others involved in the training of Junior Players.
- IHI strongly advises against the use of nutritional ergogenic aids, particularly creatine, in Junior Players.
- Junior Players with medical conditions (for example diabetes, asthma, coeliac disease and nutritional allergies) should receive appropriate medical and nutritional advice to assist their optimum performance.



## POSITIVE MENTAL HEALTH

Sport can contribute positively to the Junior Player's mental health, helping them to feel good about themselves and cope with everyday pressures in their lives.

Sport can make a positive contribution if the Junior Player's experience of sport reflects sport's positive values, such as fun, inclusion and fair play. However research has shown that when contested in a harmful environment sport can negatively impact on a child's life. NSPCC research stated 10% of young people involved in sport had self-harmed, highlighting the need for sports organisations to safeguard an athlete's health and well-being.

Sports Leaders can help Junior Players by encouraging them to:

- Have control over their emotions and their behaviour both on and off the court.
- Be aware of their thoughts and feelings towards themselves and others.
- Manage their thoughts and feelings rather than becoming overwhelmed.

## Anti-Doping

All players are to abide by international anti-doping legislation. For Junior Players their parents and/or coaches are responsible to ensure that Junior Player understand their responsibilities.

A list of prohibited substances can be found at the following link; <http://www.rollersports.org/sports-medicine/wada-prohibited-list>.

Sports Leaders are to promote clean and fair competition to players at all times.

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## SECTION FOUR

### Child Protection

Should a Junior Player be at risk of harm, it is the duty of those in a position of responsibility to take the necessary steps to minimise and/or help to remove the risk and to ensure that all procedures are undertaken in accordance with statutory guidelines. Harm is defined as the ill-treatment or the impairment of the health or development of a child. Whether it is significant is determined by the child's health and development as compared to that which could reasonably be expected of a child of a similar age.

Categories of abuse are outlined in Children First (ROI) and Cooperating to Safeguard Children (NI). Adults working with young people are not expected to be experts in identifying abuse, however in order to fulfil our duty to care it is necessary to know how to forward a concern that meets reasonable grounds for concern (see below) and how to respond to a child who raises a concern. Further details on categories of abuse and Statutory guidelines can be found at [www.tusla.ie/children-first](http://www.tusla.ie/children-first) and [www.nidirect.gov.uk/reporting-child-abuse-and-neglect](http://www.nidirect.gov.uk/reporting-child-abuse-and-neglect).

Sports Leaders should be aware of the sign and types of abuse with the following points being central to the success of this effort:

- Knowledge of the appropriate action and response to be taken.
- Vigilance and avoidance of situations conducive to risk.
- Open, trusting and cooperative relationships within the club and with parents/guardians and others concerned with children's welfare.

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## DEALING WITH CONCERNS

- Complaints or suspicions of abuse relating to an Junior Player wherever and whenever arising must be reported to the Club Welfare Officer without delay, who must take immediate steps to safeguard the Junior Player and to refer the complaint or suspicion of abuse to the Statutory Authorities and to the National Safeguarding Officer.
- Procedures for making, investigating and determining complaints about abuse (including confidentiality conditions) should be prescribed in writing, published so that they are readily available to everyone and followed as soon as possible upon receipt of a complaint.
- A Sports Leader against whom a complaint relating to abuse of a Junior Player is made to one of the Statutory Authorities may be asked to step aside as a Sports Leader until after the relevant determination has been made. Reasonable steps will be taken to protect Junior Players
- The National Safeguarding Officer must be notified by the Club Welfare Officer of all allegations of abuse relating to a Sports Leader or volunteer and all questions from the National Safeguarding Officer must be answered immediately.
- It is not the role of the person who conveys a complaint or suspicion about abuse of a Junior Player to determine the guilt or innocence of the accused but every complaint must be made and acted upon without delay.

## REASONABLE GROUNDS FOR CONCERN

A concern should be passed to Statutory Authorities if any of the following criteria are in place:

- Specific indication from a child that s/he has being abused.
- An account by a person who saw the child being abused.
- Consistent indication, over a period of time that a child is suffering from emotional or physical neglect.
- Evidence, such as an injury or behaviour that is consistent with abuse and unlikely to be caused another way.
- Corroborative indicators supporting a concern e.g. pattern of injuries, an implausible explanation, other indicators of abuse, dysfunctional behavior.

## RESPONSE TO A JUNIOR PLAYER

- Deal with any allegation of abuse in a sensitive and competent manner though listening to and facilitating the Junior Player to tell about the problem.
- Stay calm and do not show any extreme reaction to what the Junior Player is saying and take it seriously.
- Permit the Junior Player to speak without interruption, accepting what is said.
- Reassure the Junior Player that he/she was right to tell and that he/she will be helped.
- Alleviate feeling of guilt and isolation, while passing no judgement on the person against whom the allegation is made.
- False promises should not be made such as saying no-one else will be told.
- Indicate what should happen next, such as informing parents, the Club Welfare Officer, or Statutory Authorities, etc.
- Any and all consultations with others should be entirely confidential and should not involve investigative procedures.
- Write a detailed account of any discussion regarding alleged or suspected abuse, as soon as possible after the discussion has taken place.
- Send the details to the National Safeguarding Officer.
- Do not trivialise child abuse issues or exaggerate what the Junior Player has told you.

### **Never:**

- Question unless for clarification.
- Make promises you cannot keep.
- Rush into actions that may be inappropriate.
- Make/pass a judgment on alleged abuser.
- Take sole responsibility, consult the Club Welfare Officer and/or National Safeguarding Officer so you can begin to protect the child and gain support for yourself.

## REPORTING CONCERNS / CHILD ABUSE

- Remember that reporting suspected child abuse in good faith is not the same as making an accusation of abuse, i.e., reporting does not mean accusing.
- Responsibility for the investigation of child abuse cases suspected or otherwise lies with the Statutory Authorities.
- Clubs should not carry out their own internal investigations into cases where child abuse is suspected. Make contact with duty social workers in your local area, <http://www.tusla.ie/get-in-touch/duty-social-work-teams/> (ROI) and (NI) <https://www.nidirect.gov.uk/publications/gateway-service-teams-contact-details>.
- Any person who knows or suspects that a child is being harmed or is at risk of being harmed has a duty to convey his/her concern to Statutory Authorities and/or IHI.
- It may be appropriate for a person to discuss concerns they have with another person in the club, e.g. Club Welfare Officer, or should the concern relate to the Club Welfare Officer to the National Safeguarding Officer.
- Within a school, concerns relating to child abuse must be reported immediately to the Headmaster / Principal (DLP).
- In cases where an allegation has been made, then the matter should be reported immediately to the relevant personnel (Region/Child Protection Officer and/or Statutory Authorities).
- Should there be an allegation against a club member – the Club Welfare Officer must be informed so that suspension of the person against whom the allegation has been made, from activities which involve Junior Players, may be carried out until the conclusion of the investigation. This should be done in conjunction with Statutory Authorities so that investigations are not compromised.
- All concerns and allegations made should be carefully recorded and ensure confidentiality is maintained at all stages.

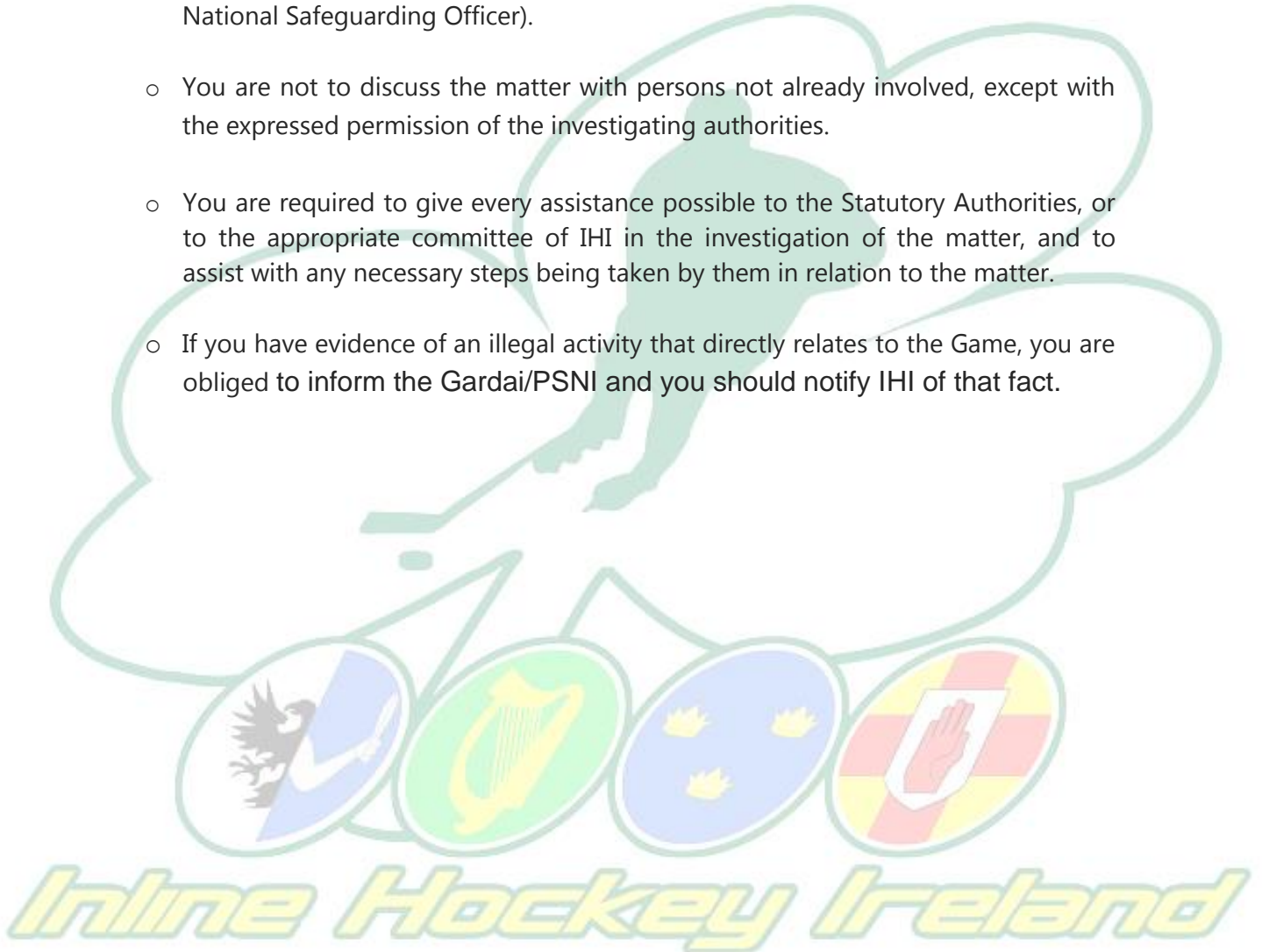
## ALLEGATIONS AGAINST SPORTS LEADERS

- A Sports Leader against whom an allegation of abuse has been made should be informed that this is not an accusation and that the procedures being undertaken are in accordance with Statutory guidelines. He or she should be assured that all information will be dealt with in a sensitive and confidential manner within the Club. Any necessary steps should be proportionate to the level of risk and should not unreasonably penalise the Sports Leader unless necessary to protect the Junior Player.
- Following consultation with and advice from the Statutory Authorities, the Sports Leader should be made aware of the general nature of any allegations made against him/her and of any allegation being made known to the Statutory Authorities.
- In a Sports Leaders case of being suspended should be formally notified by senior personnel within the Club.
- The Sports Leader concerned should be afforded the opportunity to present a formal response to the allegation to senior personnel in the Club. From this point onwards the matter should only be dealt with by the Statutory Authorities.
- In the case of an allegation of child abuse, it will be necessary to withhold the name of the child and the precise details of the allegation, in the interest of confidentiality and child protection. Where possible inform the parents/guardians of the child unless doing so the child will be further endangered.
- Clubs in Northern Ireland have a legal duty to refer someone to the Disclosure and Barring Service if they have followed their organisations disciplinary procedures and:
  - Sacked or removed the person from their voluntary role because they harmed a child or vulnerable adult;
  - Sacked them or removed them from working in regulated activity (link to [www.gov.uk/government/publications/dbs-check-eligible-positions-guidance](http://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance)) because they might have harmed a child or adult otherwise; or
  - Were planning to sack or remove them for either of these reasons, but the person resigned first.
  - A club/organisation is breaking the law if they don't refer someone to the DBS in any of the above circumstances.

## CONCERNS IN RELATION TO JUNIOR PLAYERS

Some concerns may not meet the criteria of 'significant harm' or constitute 'reasonable grounds for concern' that would require making a report the Statutory Authorities but the complaint may require a response.

- Should you witness or receive information that leads you to believe that a serious breach of this Safeguarding Policy has occurred, you are required to bring the matter to the attention of the relevant personnel (Club Welfare Officer and/or National Safeguarding Officer).
- You are not to discuss the matter with persons not already involved, except with the expressed permission of the investigating authorities.
- You are required to give every assistance possible to the Statutory Authorities, or to the appropriate committee of IHI in the investigation of the matter, and to assist with any necessary steps being taken by them in relation to the matter.
- If you have evidence of an illegal activity that directly relates to the Game, you are obliged to inform the Gardai/PSNI and you should notify IHI of that fact.





**APPENDICES**



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## Appendix One – Declaration of Intent

This Declaration of Intent is for Sports Leaders & relevant personnel working in regulated activity and/or with regular & continuous access to young people and vulnerable adults. Sports Leaders and relevant personnel should familiarize themselves with IHI's Safeguarding Policy, in particular this 'Code of Conduct'. Sports Leader & relevant personnel should read and agree to abide by these terms, and should update the self-declaration questions annually. This is to be done in conjunction with a vetting check.

### **In Inline Hockey, I agree that I should:**

- Be positive during sessions and competitions, praise and encourage effort as well as results.
- Put welfare of Junior Players first, strike a balance between this and winning/results.
- Encourage fair play and treat Junior Players equally.
- Promote clean and fair competition.
- Recognise development 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 Safeguarding Policy.
- 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 (see IHI's Incident Report Form)
- Keep a brief record of problem/action/outcomes, if behavioural problems arise.
- Report and concerns in accordance with this Policy's reporting procedures.

### *Where possible I will avoid*

- Spending excessive amounts of time with Junior Players away from others.
- Taking sessions alone.
- Constant communication with individual Junior Players by mobile phone or email or social media forums.
- Taking Junior Players to my home.
- Taking Junior Players on journeys alone in my car.

### *I understand that I should not:*

- Use any form of physical punishment or physical force on a Junior Player, or ridicule or intimidate a Junior Player in any way.
- Exert undue influence over any Junior Players 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 Junior Player. 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, massage, etc,) in the training of Junior Players.

**Self-Declaration**

I agree that

- I will abide by the guidelines contained in the IHI Safeguarding Policy.
- I have not been asked to leave a sporting organisation.
- There is no reason why I should not be working with young people and vulnerable adults and/or in a regulated activity.
- I have not been convicted of a criminal offence or been the subject of a caution: a Bound Over Order; or am not at present the subject of criminal investigations.

**IHI Declaration of Intent**

I, \_\_\_\_\_ of \_\_\_\_\_ Club, hereby acknowledge that I have received a copy of the IHI Safeguarding Policy. I also acknowledge that I have read the Policy and hereby declare my intention to adhere to the Safeguarding Policy and related guidelines. I will also support related initiatives by IHI and Sports Councils.

**Club Welfare Officer**

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

**Sports Leader**

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

All Sports Leaders to receive a copy of the Safeguarding Policy. They should also sign the Declaration of Intent declaration above is working regularly and continuously with young people as part of the recruitment process. They should complete the vetting process via IHI.

In conjunction with this recruitment process, the club will provide adequate supervision and any necessary training to avoid the Sports Leader having to work alone or unprepared.

## Appendix Two – Sign Up Form for Junior Player

The information below should be used in conjunction with the IHI Player Registration portal via IHI’s website. All players should be registered, speak to your club’s management for further information.

**Club Name:** \_\_\_\_\_

### Contact Information

**Full Name of Junior Player:** \_\_\_\_\_

**Male/Female** (please delete as appropriate)

**Address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Mobile** (Junior Player\*\*\*): \_\_\_\_\_

**Email:** \_\_\_\_\_

**DOB:** \_\_\_\_\_

### Emergency Contact 1:

Name:  
Telephone:  
Relationship to child:

### Emergency Contact 2:

Name:  
Telephone:  
Relationship to child:

**Medical/Behavioral Information:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*Most details can be captured by IHI’s Online Registration but ensure you have; included all details that might be relevant in dealing with your child in a safe manner, such as allergies, medication, special needs, behavioral issues, GP details if applicable etc.*

**I am the Parent of** \_\_\_\_\_ (insert name of Junior Player).

I hereby consent to the above Junior Player participating in activities of the club/organization in line with IHI’s Safeguarding Policy. I will inform the club of any change to the information above. I confirm that all details are correct and I am able to give parental consent for my child to participate in and travel to all activities.

I have seen and agree to abide by the Parents Code of Conduct contained within this Safeguarding Policy. I have read the Junior Player’s Code of Conduct and discussed it with my child. I will endeavor that they should abide by it at all times.

I understand that photographs/videos will be taken during or at inline hockey related events and may be used for the promotion of the sport, including social media.

I am happy for the club to make appropriate the travel arrangements for my child.

I acknowledge that the club is not responsible for providing adult supervision for my child except for formal Junior coaching, matches and competitions.

In the event of illness or accident, having parental responsibility for the above named child, I give permission for first aid to be administered where considered necessary by a trained first aider, if available or medical treatment to be administered by a suitably qualified medical practitioner.

If selected on representative teams I am satisfied my child will comply with anti-doping procedures and that IHI will receive all relevant information contained on this form.

I consent for the above mentioned club and if applicable IHI to use the contact details listed to contact me and/or my child to receive appropriate information/communication through text, email and social media.

**Signature**

\_\_\_\_\_

**Printed Name**

\_\_\_\_\_

\*\*\* inclusion of your child’s mobile number implies consent to contact them directly.

## Appendix Three – Codes of Conduct

### Junior Players

- Play for enjoyment and become part of the inline hockey family.
- Respect the 'Rules of Inline Hockey' and play within the Rules of the Game.
- Accept the referee's decision and let your captain or coach ask relevant questions.
- Play with control. Do not lose your temper.
- Always do your best and be committed to the game, your team and your club.
- Be a 'good sport'. Applaud all good play whether by your team or the opposition.
- Respect your opponent. Treat all players as you would like to be treated. Do not 'bully' or take advantage of any player.
- Refrain from the use of bad language or racial/sectarian references. This includes bullying using technologies like social media or texting.
- Inline Hockey is a team sport and make sure you co-operate with your coach; team-mates and members of your club.
- Remember that the goals of the game are to have fun, improve your skills and feel good.
- At the end of the match thank your opponents and the match officials.
- Always remember that you owe a duty of care to your opponents. Play competitively but fairly, do not intend to hurt your opponent.
- Winning and losing is part of sport: win with humility – lose with dignity.
- As part of the team it is important that you attend training regularly and listen to your coach and help your team.
- As a team sport it is important to understand that all members are important to the team!
- Junior Players must wear suitable kit certified for ice/inline hockey including – Helmet with cage (under 19 years old), elbow pads, shin guards, inline skates and gloves.
- Remember you are representing your team, club, family and the Game of Inline Hockey.

### Parents

- Remember, Junior Players play inline hockey for their enjoyment, not only yours.
- Encourage your child to always play by the Rules of the Game.
- Teach Junior Players that honest endeavor is as important as winning, so that the result of each game is accepted without disappointment.
- Help Junior Players to work towards skill improvement and good sportsmanship.
- Set a good example by applauding good play on both sides.
- Never ridicule, humiliate or shout at Junior Players for making a mistake or losing a match.
- Do not place emphasis on winning at all costs.

- Do not force an unwilling child to participate in the playing of inline hockey. If the child is to play, he/she will do so in good time through your encouragement.
- Support all efforts to remove verbal & physical abuse from inline hockey.
- As a spectator do not use profane language or harass officials, coaches or Junior Players.
- Do not publicly question the official's judgement and never their honesty.
- Recognize the value and importance of volunteer officials and coaches.
- Identify and acknowledge the good qualities of Inline Hockey and uphold these values.
- Remember you and your child's contribution to the Game of Inline Hockey is very important to IHI and be proud of your contribution.
- Understand the value of team sport and its importance.

### **Spectators**

- Remember that although Junior Players play organised inline hockey they are not 'miniature professionals'.
- Be on your best behavior and lead by example. Do not use profane language or harass officials, players or coaches.
- Applaud good play by the opposition team as well as your own.
- Show respect for your team's opponents. Without them there would not be a match.
- Condemn the use of violence in all forms at every opportunity.
- Verbal abuse of Junior Players or Sports Leaders cannot be accepted in any shaper of form.
- Junior Players or Sports Leaders are not fair targets for ignorant behavior.
- Encourage Junior Players to play by the Rules of the Game.
- Spectators can contribute to the enjoyment of the event and all involved.
- Be proud of your club and the Game of Inline Hockey.

### **Additional Information for Sports Leaders**

- Remember that as a Sports Leaders of a Junior Team you are acting 'in loco parentis' and that you have a duty of care to all Junior Players.
- Always follow professional medical advice in determining when an injured Junior Player is ready to play again.
- Adhere to policies for your club/team to agree procedures regarding discipline, injury prevention & treatment, team selection, etc.
- Be reasonable in your demands on the Junior Players' time, energy and enthusiasm.

## Appendix Four – Code of Conduct Form for Officials

Officials should familiarise themselves with the IHI Safeguarding Policy, and in particular the Code of Conduct below. Officials should read and agree by these terms. Officials should update the self-declaration questions annually. Officials should be members of IHI and adhere to the rules and procedures as agreed by IHI.

Officials appointed by IHI will sign the Declaration and Code of Conduct as outlined below.

All officials should carry out the necessary training and attend support workshops as outlined by IHI.

### **As an Official in Inline Hockey, I agree that I should:**

- Respect the rights, dignity and worth of every Junior Player and treat everyone equally, regardless of gender, disability, ethnic origin, religion, etc.
- Put welfare of Junior Player first.
- Encourage fair play and ensure safety is paramount in all games.]
- Facilitate the playing of the game through the correct application of the rules of the game.
- Plan and prepare appropriately, be punctual.
- Hold up-to-date official qualification and be committed to guidelines in the IHI Safeguarding Policy.
- Act as a role model and promote the positive aspects of inline hockey and maintain the highest standards of personal conduct.
- Be responsible for monitoring boundaries between a working relationship and friendship with Junior Players.
- Remain positive when dealing with Junior Players and/or coaches, parents and spectators.
- Manage disciplinary matters appropriately, report to IHI when necessary.
- Follow agreed protocols regarding changing rooms.
- Report any concerns in accordance with the Policy's reporting procedures, Section 4 of IHI Safeguarding Policy.

### *Where possible I will avoid:*

- Spending excessive amounts of time with Junior Players away from others.
- Constant communication with individual Junior Players by mobile phone or email or social media forums.
- Taking Junior Players to my home.
- Taking Junior Players on journeys alone in my car.

*I understand that I should not:*

- Use any form of physical punishment or physical force on a child.
- Exert undue influence over a participant.
- 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 Junior Player. This includes innuendo, flirting or inappropriate gestures and terms.

**Self-Declaration**

I agree that

- I will abide by the guidelines contained in the IHI Safeguarding Policy.
- I have not been asked to leave a sporting organisation.
- There is no reason why I should not be working with young people and vulnerable adults and/or in a regulated activity.
- I have not been convicted of a criminal offence or been the subject of a caution: a Bound Over Order; or am not at present the subject of criminal investigations.

**Signed:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**All officials will be asked to complete the vetting process via IHI.**





## Appendix Five – Club Safeguarding Action Plan

The following is a sample list of duties of the Club Welfare Officer and can be completed with support from IHI.

<b>Areas of Responsibility</b> Compliance and Policy Implementation	<b>Happening in the Club</b> (Y/N)	<b>Evidence</b>	<b>To be Done By Whom</b>	<b>To be Done By When</b>
Ensure the club has adopted the IHI Safeguarding Policy.				
Ensure records on each junior member are up-to-date and held in line with data protection, including and special needs of the junior players that should be known to leaders. <ul style="list-style-type: none"> <li>○ Evidence of parental consent form with relevant medical information and permission to participate.</li> <li>○ Records stored online and secured.</li> <li>○ Codes of Conduct for junior players on view.</li> </ul>				
To ensure each Sports Leader has completed an appropriate selection process; including necessary vetting <ul style="list-style-type: none"> <li>○ Signed Codes of Conduct with Self-Declaration questions stored securely online, successfully completed a vet,</li> <li>○ Vetting invite issued and ID check complete.</li> <li>○ Copies of Declaration of Intent held for each volunteer.</li> <li>○ Copies of reference forms for visiting/unknown coaches.</li> </ul>				
To ensure the club bye-laws and regulations include safeguarding policies as outlined in IHI safeguarding policy, including evidence of: <ul style="list-style-type: none"> <li>○ Complaints, disciplinary and appeals procedures for junior player welfare concerns.</li> </ul>				

<ul style="list-style-type: none"> <li>○ The anti-bullying statement.</li> <li>○ Safety statement – including evidence of risk assessment, templates and incident forms.</li> <li>○ Rules in relation to travelling with junior players, supervision and physical contact, social media, photographic guidelines.</li> <li>○ Review club bye-laws, rules and regulations with the club’s executive.</li> </ul>				
<p>To ensure reporting procedure is widely distributed in the club:</p> <ul style="list-style-type: none"> <li>○ Evidence of reporting procedure on website/displayed within club premises.</li> <li>○ Name of National Safeguarding Officer listed within club.</li> <li>○ Name of Club Welfare Officer listed within club.</li> <li>○ Process for dealing with allegations against Sports Leaders known to club management</li> </ul>				
<p>To monitor changes in membership and follow up any unusual dropout, absenteeism or club transfers by junior players or adult volunteers</p> <ul style="list-style-type: none"> <li>○ To randomly complete exit interview with at least 6 players per season.</li> <li>○ Complete exit interview with volunteer.</li> </ul>				

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<b>Areas of Responsibility</b> Child-centered ethos	<b>Happening in the Club</b> (Y/N)	<b>Evidence</b>	<b>To be Done By Whom</b>	<b>To be Done By When</b>
To ensure that the junior players have a voice in running of the club to include: <ul style="list-style-type: none"> <li>○ Evidence of consulting with players in relation to the junior activities in the club.</li> <li>○ Use of older junior player to consult welfare message across junior sections – anti-bullying, code of conduct and additional welfare policies</li> </ul>				
To ensure that there are steps junior players can take to express concerns about their sports activities and experiences: <ul style="list-style-type: none"> <li>○ Evidence that junior players know the name(s) of the CWO and contact details.</li> <li>○ Do they know the message of 'one-good adult', highlighting the influence trusted adults have on the young person's positive mental health?</li> <li>○ Are bullying posters displayed at club facilities?</li> <li>○ Is there a junior friendly version of the reporting process available in the club?</li> <li>○ Is information in a variety of formats to allow for inclusion of junior players with disability and/or special needs.</li> </ul>				
To influence policy and practice within the club in order to prioritise junior players' needs: <ul style="list-style-type: none"> <li>○ Does CWO sit on/have access to the club's management committee.</li> <li>○ Is CWO consulted about changes in the club, junior rules, disciplinary procedures and other related policies?</li> </ul>				

<b>Areas of Responsibility</b> Information & Advice	<b>Happening in the Club</b> (Y/N)	<b>Evidence</b>	<b>To be Done By Whom</b>	<b>To be Done By When</b>
To promote awareness of the safeguarding statement within the club, among junior players and their parents/guardians. <ul style="list-style-type: none"> <li>○ Start of season presentation given by CWO.</li> <li>○ Section on the club website dedicated to safeguarding, club policy on website and template forms.</li> </ul>				
To host regular information meetings for the junior players and their parents/guardians so that parents and players know what is expected <ul style="list-style-type: none"> <li>○ Presentation includes season outline, safety information and information re safeguarding policies</li> <li>○ Policies made known to parents, code of conduct, travel and supervision, disciplinary and reporting concerns.</li> </ul>				
To encourage the appropriate involvement of parents/guardians in the club activities: <ul style="list-style-type: none"> <li>○ Parents rota for supervision.</li> <li>○ Arrange appropriate training for all volunteers.</li> <li>○ Maintain database of all trained personnel, including details and dates of training.</li> </ul>				
To act as an advisory to Sports Leaders on best practice in junior inline hockey: <ul style="list-style-type: none"> <li>○ Ensure volunteers have up-to-date information from IHI, including nutrition and mental health information/research.</li> <li>○ Observe that all adults are encouraging player development appropriately.</li> </ul>				

CWO refers to Club Welfare Officer.

## Appendix Six – Volunteer Application Form

All information received in this form will be treated confidentially.

Name:			
Address:			
Date of Birth:		National Insurance No (if applicable):	
Telephone No:		Mobile No:	
Previous work experience and relevant qualifications:			
Have you previously been involved in voluntary work? If yes, please give details:	Yes	No	
Do you have any spare time hobbies, interests or specific skills that may be useful to the activities?			
Do you agree to abide by Inline Hockey Ireland Code of Conduct (a copy should be included with this form)?	Yes	No	
Have you completed Safeguarding Awareness Training?	Yes	No	
If yes Organised by:	When:		
Do you agree to undergo specific training on the role of the (position being appointed)	Yes	No	
Have you ever been asked to leave a sporting organisation in the past? (if you have answered yes we will contact you in confidence)	Yes	No	
Any other relevant information?			
Please supply the names of two responsible people whom we can contact and who from personal knowledge are willing to endorse your application. If you have had a previous involvement in a sports club one of these names should be that of an administrator/leader in your last club/place of involvement.			
Name: Address:  Telephone: Designation:	Name: Address:  Telephone: Designation:		

Role applied for: \_\_\_\_\_

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

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

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

Position in organization: \_\_\_\_\_



**CONFIDENTIAL**

The following person \_\_\_\_\_ has expressed an interest in working with Inline Hockey Ireland (insert club name as required).

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
Responsibility					
Maturity					
Self-motivation					
Can motivate others					
Energy					
Trustworthiness					
Reliability					

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: \_\_\_\_\_

## Appendix Seven – Incident Report Form

INCIDENT RECORD FORM: CHILD PROTECTION		
<i>Inline Hockey Ireland</i>		
Record completed by:		
Position:		Date:
Child/Young Persons Name:		
Child/Young persons Address:		
Child/Young Persons Date of Birth:		
Parents/Carer's Names and Address:		
Date and time of any incident:	Date:	Time:
Your Observations:		
Detail <u>exactly</u> what the child/young person said and what you said: (Remember do not lead the child/young person – record actual details. Continue on a separate sheet if necessary).		
Action taken so far:		
Club Welfare Officer informed? <input type="checkbox"/> Yes <input type="checkbox"/> No		
External Agencies contacted		
Police/Garda <input type="checkbox"/> Yes <input type="checkbox"/> No Branch contacted:	Details of advice received:	
Name:		
Contact no:		



Social Services/Gateway <input type="checkbox"/> Yes <input type="checkbox"/> No Branch contacted: Name: Contact number:	Details of advice received:
Sport Governing Body <input type="checkbox"/> Yes <input type="checkbox"/> No Name: Contact number:	Details of advice received:
Other (e.g. NSPCC) <input type="checkbox"/> Yes <input type="checkbox"/> No Name: Contact number:	Details of advice received:

