



Safeguarding Policy

Updated February 2023



CONTENTS

SAFEGUARDING CONTACTS	3	VENUE NOTICE	21
GLOSSARY OF TERMS	4	COMMUNICATIONS POLICY	22
CHILD SAFETY POLICY	5	NEW JUNIOR MEMBER FORM	24
CHILD SAFEGUARDING STATEMENT	6	VOLUNTEER / COACH APPLICATION FORM FOR THOSE WITH SUBSTANTIAL ACCESS TO CHILDREN	26
SAFEGUARD CODES OF CONDUCT	8	DISCLOSURE OF CRIMINAL CONVICTIONS & PERMISSION FOR STATUTORY CHECKS FOR THOSE WORKING WITH CHILDREN	28
1. Code of Conduct for Junior Participants	8	CONFIDENTIAL REFERENCE FORM	30
2. Code of Conduct for Parents / Guardians	9	EXISTING LEADERS' DECLARATION FORM	32
3. Code of Conduct for Sports Leaders	10	RECORDING ALLEGATIONS OR SUSPICIONS OF ABUSE	34
4. Physical Contact	11		
RECRUITMENT POLICY	12		
1. Policy Statement	12		
2. Recruitment Process	12		
3. Successful Applicants and Existing Leaders	12		
EDUCATION AND TRAINING POLICY	13		
1. Policy Statement	13		
2. Child Safeguarding	13		
3. Who needs Safeguarding Level 1/Garda Vetting	13		
4. Local Sports Partnership	13		
5. Coaches/Volunteers in Ice and Inline Hockey	13		
6. Training for New Role within the Club	14		
7. Presence at Meetings	14		
8. Queries and Training Opportunities	14		
SUPERVISION POLICY	15		
1. Training/Games	15		
2. Transport	15		
3. General Supervision	15		
4. Overnight & Away trips	16		
5. Missing or Found Child Policy	16		
6. Hosting	17		
PHOTOGRAPHY & MOBILE POLICY	18		
1. Use of Photographic & Mobile Equipment	18		
2. Working in Partnership to protect young people	18		
3. Mobile Phones	19		
4. Mobile Phones Disrupting Sessions	19		

SAFEGUARDING CONTACTS

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National Safeguarding Officer - Inline Hockey Ireland

Michael Creane

Email: michael.creane@inlinehockeyireland.org

<http://www.inlinehockeyireland.org/pages/safeguarding>

Local Sports Partnership Safeguarding Resource

Mayo Sports Partnership

Phone: 094 90 64360

Email: mssp@mayococo.ie

www.mayo.ie/sportspartnership

Vetting Forms can be requested from the club by contacting mayobullshockeyclub@gmail.com or downloaded from www.mayobullshockey.com/downloads.

Other Numbers

Tusla – Child and Family Agency

General Enquiries

Phone: 01 7718500

Email: info@tusla.ie

<https://www.tusla.ie/>

GLOSSARY OF TERMS

1. **Child:** For the purpose of this Code a child is any person under 18 years of age
2. **Sports Leaders:** For the purpose of this Code all adults involved in children's sport are referred to as Sports Leaders. All have a role to play in ensuring that procedures as described in the Code are put in place, agreed, followed and reviewed on a regular basis. The principal leadership roles (some of which overlap) include the following:
 - 2.1. **Club/Organisation Officers:** President, Chairperson, Secretary, Treasurer and Committee members are appointed to oversee club activities and the development of the Club/organisation.
 - 2.2. **Administrators:** While administrators may not be actively involved in children's sport, they may be involved in organising activities and events.
 - 2.3. **Coach/Trainer:** A coach is a person who assists the young participant to develop his or her skills and abilities in a progressive way.
 - 2.4. **Instructor/Sports Teacher:** Instructors are involved in the systematic development of the core skills and abilities of an activity, sometimes in a non-competitive context.
 - 2.5. **Manager:** A manager is an individual who takes overall responsibility for a team or a group of sports people and who will often have a direct input into the nature and organisation of the activity itself.
 - 2.6. **Mentor:** A mentor is an individual who undertakes an overseeing role with a group of participants under 18 years of age, often in cooperation with other mentors.
 - 2.7. **Selector:** A selector is an individual who has responsibility for the selection of participants under 18 years of age for teams and events.
 - 2.8. **Official:** An official is an individual charged with the responsibility of ensuring that the rules of an activity are adhered to in a formal way. This category includes referees, judges, umpires, etc.
 - 2.9. **Assistants:** Assistants are those people who provide back-up to any of the roles outlined in this section and often such assistants are involved on an intermittent basis (e.g. provision of lifts to matches or competitions; checking equipment, etc.).
3. **Children's Officers:** Children's Officers are appointed within clubs to act as a resource for children and to represent them at Committee level.
4. **Designated Person:** A person who is responsible for reporting allegations or suspicions of child abuse to the Statutory Authorities. This person will also be responsible for dealing with any concerns about the protection of young people.
5. **Statutory Authorities:** the authorities who promote the protection and welfare of young people and who have the responsibility for the investigation and/or validation of suspected child abuse, i.e. in the ROI it is An Garda Síochána and the Health Services Executive and in NI it is the PSNI and the Social Services.
6. **Statutory Authority Guidelines on Child Protection:** In the Republic of Ireland - Children First: National Guidelines for the Protection and Welfare of Children, Department of Health and Children 1999 (IRL). Northern Ireland - Co-operating to Safeguard Children (NI) 2003.

CHILD SAFETY POLICY

1. To ensure that the best practice is followed by this club we shall work closely with our Governing Body. In order to promote the best practice in children's sport, we shall comply with the guidelines of the Code of Ethics and Good Practice for Children's Sport; as set out in Section 2.7 which are:
 - 1.1. adopt and implement the Code of Ethics and Good Practice for Children's Sport as an integral part of its policy on children in the club
 - 1.2. have its constitution approved and adopted by club's members at an AGM or EGM promote the voice of the child, in particular through meetings and the AGM. One parent/guardian should have one vote for all their children under 18 years of age, where relevant
 - 1.3. ensure that the Club Management Committee is elected or endorsed by registered club members at each AGM
 - 1.4. adopt and consistently apply a safe and clearly defined method of recruiting and selecting Sports Leaders (See **Recruitment Policy**)
 - 1.5. clearly define the role of committee members, all Sports Leaders and parents/guardians
 - 1.6. appoint at least one Children's Officer as outlined at 2.8.2 in this Code. In the event that a club caters for both boys and girls, one Children's Officer of each gender would ideally be appointed
 - 1.7. have a Designated Person to act as liaison with the Statutory Authorities in relation to the reporting of allegations or suspicions of child abuse (as per 2.7 & 5.12) Any such reports should be made according to the procedures outlined in this Code
 - 1.8. ensure best practice throughout the club by disseminating its code of conduct, including the disciplinary, complaints and appeals procedures in operation within the club to all its members. The club's code of conduct should also be posted in all facilities used by the club
 - 1.9. have in place procedures for dealing with a concern or complaint made to the Statutory Authorities against a committee member or Sports Leader or other members of the club. Regulations should stipulate that a Sports Leader who is the subject of an allegation, which has been reported to the Statutory Authorities, should stand aside, while the matter is being examined. S/he should be invited to resume full duties when and if appropriate internal disciplinary procedures are completed
 - 1.10. ensure that relevant Sports Leaders report to the Club Management Committee on a regular basis
 - 1.11. encourage regular turnover of committee membership while ensuring continuity and experience
 - 1.12. develop effective procedures for responding to and recording accidents ensure that any unusual activity (high rate of drop-out, transfers, etc.) is checked out and reported by the Club Chairperson to the Governing Body of Sport
 - 1.13. ensure that all club members are given adequate notice of AGMs and other meetings ensure that all minutes of all meetings (AGMs/EGMs/, Committee) are recorded and safely filed.

CHILD SAFEGUARDING STATEMENT

Services Provided & Our Commitment to Child Safeguarding

Inline Hockey Ireland (IHI) is the National Governing Body for inline sports. It provides various inline sporting activities and opportunities for young people through participation in clubs, regional/provincial events and through our national teams.

Mayo Bulls Ice and Inline Hockey Club provides inline skating, inline hockey and ice hockey sporting activities and opportunities for young people and adults through participation in the club. The Club is committed to safeguarding children and operates under the guidance of our Safeguarding Policies and by working under the guidance of our National Governing Body, **IHI**, and its Safeguarding Policies. All our volunteers working with our young people throughout the club seek to create a safe environment for young people to participate in their sport, grow and develop.

Risk Assessment

Mayo Bulls IIHC's written Risk Assessment document indicates the areas of potential risk of harm, the likelihood of the risk occurring, and gives the required policy, guidance or process documents required to alleviate these risks. The identified risks are listed in the Risk Assessment under the following headings:

- Club and Coaching Practices
- Complaints & Discipline
- Reporting Procedures
- Use of Facilities
- Recruitment
- Communications
- General Risk of Harm

The Risk Assessment was undertaken in **August 2019**.

Our Child Safeguarding Statement has been developed in line with requirements under the Children First Act 2015, (the Children First: National Guidance, and Tusla's Child Safeguarding: A Guide for Policy, Procedure and Practice). In addition to our Risk Assessment document described above, there are further procedures that support our intention to safeguard children while they are availing of our activities.

Mayo Bulls IIHC has the following procedures in place as part of our Safeguarding Policies:

- Procedures for the management of allegations of abuse or misconduct by staff or volunteers against a child availing of our activities
- Procedures for the safe recruitment of staff and volunteers to work with children in our activities
- Procedures for access to child safeguarding training and information, including the identification of the occurrence of harm
- Procedure for reporting of child protection or welfare concerns to Statutory Authorities

The **Child Protection Officer** for **Inline Hockey Ireland** is **Michael Creane**

We recognise that implementation is an ongoing process. Our club is committed to the implementation of this Child Safeguarding Statement and the procedures that support our intention to keep children safe from harm while availing of our activities.

This Child Safeguarding Statement will be reviewed in **August 2024**.

Signed:

Date: January 2023

(On behalf of the **Mayo Bulls IIHC**)

Name: Pádraig Seán Ó Cuinneagáin

Phone no: 0871702464

For queries on this Child Safeguarding Statement, please contact **Pádraig Seán Ó Cuinneagáin**



SAFEGUARD CODES OF CONDUCT

1. Code of Conduct for Junior Participants

- 1.1. Children have a great deal to gain from sport in terms of their personal development and enjoyment. The promotion of good practice in sport will depend on the cooperation of all involved, including child members of sports clubs/organisations. Children must be encouraged to realise that they also have responsibilities to treat other children and Sports Leaders with fairness and respect.
- 1.2. **Children in sport are entitled to:**
 - 1.2.1. be listened to
 - 1.2.2. be believed
 - 1.2.3. be safe and to feel safe
 - 1.2.4. participate in sporting activities on an equal basis, appropriate to their ability and stage of development
 - 1.2.5. be treated with dignity, sensitivity and respect
 - 1.2.6. be happy, have fun and enjoy sport
 - 1.2.7. experience competition at a level at which they feel comfortable and the desire to win as a positive and healthy outcome for striving for best performance
 - 1.2.8. comment and make suggestions in a constructive manner
 - 1.2.9. make a complaint in an appropriate way and have it dealt with through an effective complaint's procedure
 - 1.2.10. be afforded appropriate confidentiality
 - 1.2.11. be represented at decision making bodies/meetings within their sports club/organisation
 - 1.2.12. have a voice in the running of their club
 - 1.2.13. approach the Children's Officer/Designated Person with any questions or concerns they may have
- 1.3. **Children should undertake to:**
 - 1.3.1. play fairly, do their best and have fun
 - 1.3.2. shake hands before and after the event, whoever wins - and mean it
 - 1.3.3. respect officials and accept their decisions with grace, not a grudge
 - 1.3.4. respect fellow team members; give them full support both when they do well and when things go wrong
 - 1.3.5. respect opponents, they are not enemies, they are partners in a sporting event
 - 1.3.6. give opponents a hand if they are injured or have problems with equipment
 - 1.3.7. accept apologies from opponents when they are offered
 - 1.3.8. exercise self-control and tolerance for others, even if others do not
 - 1.3.9. be modest in victory and be gracious in defeat
 - 1.3.10. show appropriate loyalty to their sport and all its participants
 - 1.3.11. make high standards of fair play the example others want to follow
- 1.4. **Children should not:**
 - 1.4.1. cheat
 - 1.4.2. use violence, using physical contact only when it is allowed within the rules
 - 1.4.3. shout at, or argue with, the referee, officials, team mates or opponents
 - 1.4.4. take banned substances to improve performance
 - 1.4.5. bully or use bullying tactics to isolate another player
 - 1.4.6. use unfair or bullying tactics to gain advantage
 - 1.4.7. harm team mates, opponents or their property
 - 1.4.8. tell lies about adults or other children
 - 1.4.9. spread rumours
 - 1.4.10. keep secrets about any person who may have caused them harm

2. Code of Conduct for Parents / Guardians

- 2.1. Parents/guardians have the primary responsibility for the care and welfare of their children within sport. Parents/guardians should encourage their children to participate in sport for fun and enjoyment and should ensure that their child's experience of sport is a positive one. Lessons learned in children's sport will shape values and attitudes in adult life. They should always remember that children play sport for their own enjoyment not that of the parents/guardians. Parents/guardians have a duty to ensure that the context in which their child is participating is appropriate.
- 2.2. Parents/guardians and Sports Leaders will ideally work in partnership to promote good practice in children's sport and to support all efforts to protect against neglect, emotional, physical or sexual abuse in sporting activities. To do so, parents/guardians should ensure that sports clubs treat their children with fairness, respect and understanding, and that the club is fulfilling its responsibility to safeguard children. They should encourage their children to tell them about anyone causing them harm. They should become aware of club procedures and policies, in particular where changes are made that affect them or their children, and be informed of all matters relating to ethics and good practice. They should check that the Code of Ethics and Good Practice for Children's Sport has been adopted and implemented in the club/organisation.
- 2.3. **Parents/guardians should remember that children learn best by example. To assist in the promotion of good practice with the club or organisation they should:**
 - 2.3.1. be aware of the relevant Sports Leaders and their role within the club
 - 2.3.2. show appreciation of and respect for Sports Leaders and their decision
 - 2.3.3. encourage their child to play by the rules
 - 2.3.4. behave responsibly on the sideline
 - 2.3.5. focus on their child's efforts rather than performance
 - 2.3.6. focus on the fun and participation of the child in the activity
 - 2.3.7. liaise with the Sports Leaders in relation to the times/locations of training sessions, medical conditions of their children and any requirement for their child's safety
- 2.4. **To promote the procedures of good practice parents/guardians should be:**
 - 2.4.1. encouraged to become members of the club, where feasible, and take an active interest in the running of the club or any sporting activities in which their children take part
 - 2.4.2. willing to become the Club Children's Officer or assist in the running of the club
 - 2.4.3. informed of the training and/or competitive programmes and be satisfied with the general environment that is created for their children
 - 2.4.4. informed if their child sustained an injury during sporting activities
 - 2.4.5. informed of problems or concerns relating to their children
 - 2.4.6. informed in advance and have their consent sought in relation to matters regarding away trips, camps or specially organised activities (see also 4.6 of the Code of Ethics and Good Practice in Children's Sport)
- 2.5. **Comments and suggestions by parents/guardians should always be considered and their complaints acknowledged and dealt with as they arise through an effective and confidential complaints procedure. Parents/guardians should not:**
 - 2.5.1. ignore or dismiss complaints or concerns expressed by a child which relate to his/her involvement in sport
 - 2.5.2. ridicule or yell at a child for making a mistake or losing a game
 - 2.5.3. put undue pressure on their child to please or perform well, including forcing a child to participate when ill
 - 2.5.4. take safety for granted
 - 2.5.5. treat the club as a child-minding service

3. Code of Conduct for Sports Leaders

- 3.1. Sports Leaders have an important role to play in promoting good practice in children's sport. They should have as their first priority the children's safety and enjoyment of the sport. The Sports Leaders' success should not be evaluated by performance or results of competition. They should enjoy a sense of achievement and pleasure through their work with young people. After undertaking appropriate education and training within the club or organisation, Sports Leaders will be well prepared to operate in a safe sporting environment with a knowledge and understanding of their role and responsibilities. They should be supported in their work by the sports club/organisation and parents/guardians.
- 3.2. Sports Leaders are responsible for setting and monitoring the boundaries between a working relationship and friendship with young participants. Sports Leaders should operate to the club's agreed code of conduct, which emphasises enjoyment, equality, fair play and the general well being of young people. This model of good practice should help children to demonstrate an awareness of equality, fair play and respect for Sports Leaders, other members of their group and the rules of the sport. The club/ organisation and parents/guardians should afford Sports Leaders the respect they deserve and make them aware of any special needs of the child.
- 3.3. Club / Organisational procedures should support the Sports Leaders' model of good practice, thus ensuring protection for both the Leader and the participant. In so doing, Sports Leaders should feel able to make a complaint in an appropriate manner and have it dealt with through an effective complaints procedure. They should be able to appeal any decision through an effective appeals procedure (See 3.4 of Code of Ethics and Good Practice for Children's Sport).
- 3.4. **In order to act as a role model and to promote their safety and the safety of young people, Sports Leaders should:**
 - 3.4.1. Be positive, praise and encourage effort as well as results
 - 3.4.2. Put the welfare of young people first, strike a balance between this and winning
 - 3.4.3. Encourage fair play and treat participants equally
 - 3.4.4. Have the relevant knowledge and experience to work with young people
 - 3.4.5. Understand developmental needs of young people
- 3.5. **Where possible, and for their own safety, Sports Leaders should avoid:**
 - 3.5.1. spending excessive amounts of time with children away from others
 - 3.5.2. taking sessions alone
 - 3.5.3. taking children on journeys alone in their car
 - 3.5.4. the use of alcohol before coaching, during events and on trips with young people
- 3.6. **Sports Leaders should not:**
 - 3.6.1. use any form of corporal punishment or physical force on a child
 - 3.6.2. take children to their home
 - 3.6.3. exert undue influence over a participant in order to obtain personal benefit or reward
 - 3.6.4. engage in rough physical games, sexually provocative games or allow or engage in inappropriate touching of any kind, and/or make sexually suggestive comments about, or to, a child
 - 3.6.5. take measurements or engage in certain types of fitness testing without the presence of another adult
 - 3.6.6. undertake any form of therapy (hypnosis etc.) in the training of children

4. Physical Contact

- 4.1. Physical contact during sport should always be intended to meet the child's needs, NOT the adult's needs. The adult will probably use appropriate contact when the aim is to assist in development of the skill or activity or for safety reasons, e.g. to prevent or treat an injury. This should be in an open environment with the permission and understanding of the participant. In general:
- 4.1.1. Contact should be determined by the age and developmental stage of the participant - Don't do something that a child can do for themselves
 - 4.1.2. Never engage in inappropriate touching such as touching of groin, genital areas, buttocks, breasts or any other part of the body that might cause a child distress or embarrassment



RECRUITMENT POLICY

1. Policy Statement

- 1.1. Sport relies heavily on the time and commitment freely given by volunteers and without this the opportunities for children and young people to participate in sport may not exist. In order to make these opportunities a positive experience it is recommended that all adults taking responsibility for young people in sport should undergo a recruitment process. The following recruitment steps will help to protect young people and assist in placing leaders in the position to which they are suited and supported.

2. Recruitment Process

- 2.1. List tasks that Sports Leaders need to perform and the skills needed for those tasks.
- 2.2. Make all vacancies openly available to interested and qualified applicants.
- 2.3. Confirm identity of all applicants by checking formal identification.
- 2.4. Verify qualifications, experience and gaps in employment history.
- 2.5. Each applicant must complete a 'Volunteer/Coach Application' form.
- 2.6. Each applicant must complete a 'Disclosure of Criminal Convictions & Permission for Statuary Checks' form.
- 2.7. Each applicant must be Garda Vetted.
- 2.8. Both referees for a new volunteer/coach must complete the 'Confidential Reference Form' (This may be completed by a senior member as a telephone reference).
- 2.9. It is not the responsibility of any one person to recruit a leader. References should be verified by the club/organisation Management Committee and should be kept on file as a matter of record.
- 2.10. All recommendations for appointment should be ratified by the sports club's/organisation's management committee. The decision to appoint a Sports Leader is the responsibility of a sports club/organisation, and not of any one individual within it.
- 2.11. When storing information in relation to applicants, information should be treated as highly sensitive and confidential. It should be kept in a locked cupboard that is accessible only to a nominated officer and a deputy nominated officer.
- 2.12. After making a final decision about the applicant, the original information sent to vetting authorities must be destroyed immediately by shredding or burning. Organisations may, however, include a note on any personnel file stating that a check was carried out and that the person's conditional offer of appointment was confirmed/withdrawn as a result.

3. Successful Applicants and Existing Leaders

- 3.1. Once recruited into the sports club/organisation, all Sports Leaders should be adequately managed and supported and any statutory guidelines should be adhered to.
- 3.2. A probationary period is advisable and should be established, ideally through an informal interview, which can be used to assess the leader's commitment to promoting good practice in relation to young people. (This period will be decided by committee)
- 3.3. All Existing leaders must be Garda Vetted.
- 3.4. Successful applicants and existing leaders must read the 'Existing Leader Information Form' and sign the 'Self Declaration' found at the bottom.
- 3.5. In regards to the above, ensure a copy of all club policies are available including the 'Code of Ethics and Good Practice in Children's Sport'. If not a hard copy then digital copies to be e-mailed to them.

EDUCATION AND TRAINING POLICY

1. Policy Statement

- 1.1. Sports clubs/organisations that take responsibility for children in sport should ensure that Sports Leaders are competent to provide safe and rewarding experiences for those in their care and that Sport Leaders are provided with the appropriate training for their activity. Training and education opportunities should also be made available to parents/guardians as appropriate.
- 1.2. Both sports councils ('Sport Ireland formerly the Irish Sports Council' and 'Sports Council for Northern Ireland') have established support to assist sports organisations in implementing the Code and child protection training.
- 1.3. Sport Ireland has appointed a project leader to assist and liaise with governing bodies and local sports partnerships and to implement the code at national and local level through workshops and training sessions. Some training is delivered in conjunction with the local health services executive area boards.
- 1.4. It is important that National Children's Officers/Designated Persons and Club Children's Officers/Designated Persons receive appropriate training for their role. In addition all leaders working with young people should be updated with the code by attending the 'Child Protection in Sport' Awareness training, which includes information on codes of conduct, recruitment and selection and awareness of the appropriate club response to allegations of child abuse. Club Children's Officers/Designated Persons can then complete the 6-hour Children's Officer training.

2. Child Safeguarding

- 2.1. All volunteers/leaders will be required to take the 'Child Protection in Sport' awareness training, 'Safeguarding Level 1'
- 2.2. The Club Children's Officer (CCO) will be required to have 'Safeguarding Level 2'
- 2.3. The Designated Liaison Person (DLP) will be required to have 'Safeguarding Level 3'
- 2.4. Courses typically are 3hrs, in the evening and often held within Mayo and run by 'Mayo Sports Partnership'.

3. Who needs Safeguarding Level 1/Garda Vetting

- 3.1. All Coaches, Leaders and Volunteers
- 3.2. Parents who may:
 - 3.2.1. host other teams junior members/families
 - 3.2.2. have juniors from other families travelling with them
 - 3.2.3. anyone looking to volunteer in the future (will speed up process)
 - 3.2.4. be part of promotional or fund events for the club

4. Local Sports Partnership

- 4.1. Courses that become available outside of safeguarding are usually found on the 'Mayo Sports Partnership' website www.mayosports.ie in the Courses and Events section. Although not specific to our sport there are very good courses in relation to general coaching methods, social media, club promotion, etc.
- 4.2. **The club may, if in a position to, subsidise costs for those who take part or are in roles where a specific course would be beneficial. This will be decided by committee.**

5. Coaches/Volunteers in Ice and Inline Hockey

- 5.1. Although Sport Ireland does provide courses through the local sports partnership in relation to safeguarding, none are specific to hockey. In this case the club relies on either outsourcing or waiting for opportunities to arise through Inline Hockey Ireland to facilitate this. This is done by way of seminars or a course with testing. The club publicises training information to its volunteers when it becomes available. Specific training that is appropriate to the sport and development of volunteers in their role may be subsidised depending on a decision by the committee and if funds are available to do so.

6. Training for New Role within the Club

- 6.1.** If moving into a new role with no experience in this role:
 - 6.1.1.** all criteria met as per the clubs 'Recruitment Policy'
 - 6.1.2.** will be asked to shadow or attend and observe the person you are assisting in that role or replacing in time
 - 6.1.3.** will be given individual tasks expected of their role as they are learning so not to overwhelm them
 - 6.1.4.** feedback will be given in a positive and supportive manner to them afterwards
 - 6.1.5.** feedback can be given at the end of the session or by means of communication. This will be decided by the trainee so to take pressure off everyone if participating in multiple sessions or they have other commitments afterwards
 - 6.1.6.** after a reasonable amount of time and the volunteer shows they are comfortable with the tasks associated to their role, the club will hand over any information, files etc. to enable them to perform their tasks
 - 6.1.7.** the committee will decide a probation period in which the coach/leader/volunteer will be assessed and asked questions regards their role and to see where there are areas they can be helped or identify where supports are lacking

7. Presence at Meetings

- 7.1.** All those with a role within the club must make their best efforts to make meetings held by committee members. This is the best place to address any materials needed or resolve any issues between volunteers. Everyone who volunteers will be afforded the time to be heard as it is their time they give up for the club.

8. Queries and Training Opportunities

- 8.1.** Please send any queries you have to Mayo Bulls IIHC club email - mayobullshockeyclub@gmail.com.

SUPERVISION POLICY

1. Training/Games

- 1.1. Juniors must be dropped off and collected in the view of a leader by their parent/guardian.
- 1.2. Anyone other than the recognised parent/guardian collecting a junior must be made known to the leaders beforehand. i.e. uncle, neighbour, etc.
- 1.3. Juniors are not to leave the view of a leader or playing area without first informing or asking a leader's permission.
- 1.4. Leaders must pay attention and ensure no unauthorised or unknown persons are in or around the junior's environment during sessions and games. Ask if you are unsure.
- 1.5. Adults and children are not to share facilities or occupy them at the same time, i.e. showers, changing rooms etc.
- 1.6. A leader must monitor private areas for the juniors and ensure no unauthorised person may access them, when a junior needs to leave the playing area for a private matter, they must be accompanied by an appropriate adult.

2. Transport

- 2.1. We understand there is an extra responsibility on adults and leaders when they transport young people to events. Adults should:
 - 2.1.1. Ensure there is adequate insurance on their car and that they follow the rules of the road, including the legal use of seat belts
 - 2.1.2. Ensure they do not carry more than the permitted number of passengers
 - 2.1.3. Avoid being alone with one passenger, put passengers in the back seat, have central drop off locations or seek parental permission when transporting on a regular basis. Parents should check with young people about the plans, listen to what the young people are saying, and be sure they are happy with the transport arrangements.

3. General Supervision

- 3.1. Ensure adequate Adult:Child ratios. Good practice dictates that a leader should try to ensure that more than one adult is present. This will help to ensure the safety of the children as well as protect adults
- 3.2. Adult:Child ratios will depend on the nature of the activity, the age of the participants and any special needs of the group, a general guide might be 1:8 for under 12 years of age and 1:10 for over 12 years of age
- 3.3. There should be at least one adult of each gender with mixed parties
- 3.4. Away trips will need higher rates of supervision, and these should be checked out with the governing body, Inline Hockey Ireland, or the organiser. Children and young people should be supervised at all times
- 3.5. Avoid adults being left alone with young participants, if a leader needs to talk separately to a participant this should be done in an open environment, in view of others
- 3.6. Respect the privacy of young people while changing, leaders may only need to enter changing rooms where the participants are very young or require special assistance. When necessary, leaders should supervise in pairs or seek assistance, it is the safety and welfare of the participants that is of paramount importance
- 3.7. Leaders should not be left alone with young people at the end of a training session. Clearly state times for start and finish of training and/or competitions. If late collections occur leaders should remain in pairs until participants have left. It is the responsibility of parents/guardians to make arrangements for collection of young people, it should be made clear that the club is responsible for only club activities
- 3.8. If a child suffers an injury or accident the parents/guardians should be informed. As well as an incident/accident report form to be completed

4. Overnight & Away trips

- 4.1. Written permission of parents/guardians should be obtained for all overnight away trips, this should include permission to travel, behaviour agreement and any medical/special needs of the group, (including permission to treat the participant)
- 4.2. The agreement should be signed by both parents and participants
- 4.3. A meeting with parents and participants is useful to communicate travel times, competition details, other activities, gear requirements, special needs (medical or dietary), and any other necessary details, contact details, codes of conduct, etc.
- 4.4. The governing body should share any appropriate information with leaders of the group
- 4.5. All adults who travel on away trips should be carefully chosen, using the recruitment and selection procedure in section 3.5 of the Code of Ethics and Good Practice for Children's Sport
- 4.6. The roles and responsibilities of adults participating in away trips should be clearly defined
- 4.7. The Governing Body of Sport/Sports Club should appoint a Team Manager/Head of Delegation for away trips. S/he should have overall responsibility for the children's well-being, behaviour and sleeping arrangements. S/he should be appointed as an official of the club for the duration of the trip
- 4.8. The Team Manager should submit a written report to the organisers as soon as possible after the end of the trip
- 4.9. On away trips, coaches should be accountable to the Team Manager in all non-performance related matters
- 4.10. Where there are mixed teams there should be leaders of both genders (at least one female and/or male in the management/coaching structure)
- 4.11. Adults should not share a room with a child. Where the presence of an adult is needed there should be more than one child in the room with the adult. If children are sharing a room, it should be with those of the same groupings, age and gender
- 4.12. Managers should check out the venue beforehand, so that separate and appropriate sleeping arrangements can be made in advance
- 4.13. Alcoholic drink, smoking and other illegal substances / activities are forbidden to participants. Leaders should act as role models in this respect.

5. Missing or Found Child Policy

- 5.1. If a junior is noticed to be suddenly not present, stop the session and immediately locate the missing junior.
- 5.2. If the junior is not immediately found, contact their parents/guardians first, followed by the local authorities.
- 5.3. Contact venue for CCTV footage of area if available, if not immediately begin looking for the junior.
- 5.4. If the junior is found, contact the parents/guardians first, followed by local authorities and then anyone else involved in the search.
- 5.5. An incident report must be completed, and a statement taken from the leaders in charge and also the junior. If a junior is distressed, this can be done at home with parents but is necessary to determine the cause and prevent this from happening again. This must be then given to the club Secretary personally or by email.
- 5.6. Committee will meet to understand what happened and how to move forward.

6. Hosting

- 6.1. 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. Hosting can be a challenging role but also very rewarding. Special care should be taken in the selection of homes for overnight stays. A host should be provided with as much information about the child/children staying with them and details of the competition. Where practicable more than one child should be placed with each host family. The family in turn should agree to provide references and be vetted when and if this is available. In addition clubs should follow the recruitment and selection procedures outlined by the club in its Recruitment Policy.
- 6.2. When arranging for events/trips abroad, the club or Governing Body will be dependent on the ability of the host organisation to access vetting services and obtain appropriate references. It is the responsibility of the trip organiser to provide the hosts with the relevant information on the child and details of what is expected.
- 6.3. **Host families should**
 - 6.3.1. Agree to abide by the Governing Bodies Code of Conduct
 - 6.3.2. Consent to appropriate checks and references
 - 6.3.3. Attend host family meetings before competitions or events
 - 6.3.4. Provide a safe and supportive environment for young people
- 6.4. **Governing Bodies / Clubs should**
 - 6.4.1. Provide a travel pack to hosting families
 - 6.4.2. Check out references with hosting families
 - 6.4.3. Provide an itinerary of the trip
 - 6.4.4. Gather information on destination and venue
- 6.5. **Young People**
 - 6.5.1. Should sign a behaviour agreement
 - 6.5.2. Should not be asked to share a bed or a room with an adult
 - 6.5.3. Should be happy with the arrangements
 - 6.5.4. Should show respect to the host families

PHOTOGRAPHY & MOBILE POLICY

1. Use of Photographic & Mobile Equipment

- 1.1. In relation to the use of images of athletes on their websites and other publications, there have been concerns about the risks posed directly and indirectly to children and young people. Adults and sports leaders need to work together to prevent those wishing to cause such harm to young people. Remember having photographic and filming guidelines is not about preventing parents from taking pictures, it is to ensure that only those who have a right to take photographs do so. Anyone concerned about photography taking place at events or training sessions can contact the Children's Officer/ Designated Liaison Person and ask them to deal with the matter.
- 1.2. The purpose is to reduce the risk of inappropriate, unsolicited attention from people within and outside the sport. Group photographs where the club is identified rather than individuals are good for publicity without creating a risk to those in the photographs. Use the following as a guide:-
 - 1.2.1. If the athlete is named, avoid using their photograph.
 - 1.2.2. If a photograph is used, avoid naming the athlete.
 - 1.2.3. Ask for the athlete's permission to use their image to ensure that they are aware of the way the image is to be used to represent the sport.
 - 1.2.4. Ask for parental permission to use the athlete's image to ensure that parents are aware of the way the image is to be used to represent the sport. A permission form could be used or make an announcement at the start of an event.
 - 1.2.5. To reduce the risk of inappropriate use, only use images of athletes in suitable dress. The content of the photograph should focus on the activity not on a particular child
 - 1.2.6. Talk to children's officer/designated person if you are worried about use of images
- 1.3. Amateur photographers/film/video operators wishing to record an event or practice session should seek accreditation with the Children's Officer, event organiser or leader of the session. Permission forms should be available on site.
- 1.4. To ensure spectators and participants are informed of the Policy, the club/event/organisation should display the following information prior to the start of an event and where possible make an announcement over a tannoy.
 - 1.4.1. *"In line with the recommendation in the Mayo Bulls Ice and Inline Hockey Club's (name of club / association's) Code of Conduct, the promoters of this event request that any person wishing to engage in any video, zoom or close range photography should register their details with the organisers. It is not advisable that children are photographed or filmed without their permission and/or the permission of their parent/guardian".*

2. Working in Partnership to protect young people

- 2.1. Photographs, when used with personal information, can be used as a means of identifying children. This practice can make a child vulnerable to an individual who may wish to "groom" that child for abuse. Furthermore the content of the photo can be used or adapted for inappropriate use. There is evidence of this adapted material finding its way onto child pornography sites. Adults and sports leaders need to work together to prevent those wishing to cause such harm to young people.
- 2.2. **In all circumstances if unsure or uncomfortable, contact the children's officer or designated person.**

3. Mobile Phones

- 3.1. Mobile phones are often given to children for security, enabling parents to keep in touch and make sure they are safe. Young people value their phones highly as it offers them a sense of independence. In addition mobile phones allow quick and easy contact, which can make a safe and efficient way to carry out club business. However such technology has also allowed an increase in direct personal contact with young people, in some cases used to cross personal boundaries and cause harm to young people. Within clubs there is a need to encourage responsible and secure use of mobile phones by adults and young people.
- 3.2. **As a young person remember**
 - 3.2.1. If you receive an offensive photo, email or message, do not reply, save it, make a note of times and dates and tell a parent or the Children's Officer/Designated Liaison Person within the club.
 - 3.2.2. Be careful about who you give your phone number to and don't respond to unfamiliar numbers
 - 3.2.3. Change your phone number in cases of bullying or harassment
 - 3.2.4. Don't use the phone in certain locations; inappropriate use of your camera phone may cause upset or offence to another person, e.g. changing rooms
 - 3.2.5. Treat you phone as you would any other valuable item so that you guard against theft
- 3.3. **As a Leader remember**
 - 3.3.1. Use group texts for communication among athletes and teams and inform parents of this at the start of the season
 - 3.3.2. It is not appropriate to have constant communication with individual athletes
 - 3.3.3. Don't use the phone in certain locations; inappropriate use of your camera phone may cause upset or offence to another person, e.g. changing rooms

4. Mobile Phones Disrupting Sessions

- 4.1. In addition to the safety aspect of younger members with mobile phones, there is also the impact they have on training if a junior member or even senior member is distracted by the device during sessions.
- 4.2. First and foremost, social media is banned during sessions as it is too distracting, this includes communication with friends, selfies, Tik Tok, Snapchat, Facebook, Instagram etc. This is totally disrespectful of the coaches and volunteers who give up their time to ensure young people enjoy and get the most from training sessions and games, not to mention their teammates.
- 4.3. **Action will be taken as follows:**
 - 4.3.1. If seen on the device it will be at first assessed if it is impacting training
 - 4.3.2. A quick glance to see for missed call from parent/guardian on a water break or rest is not deemed to impact on training
 - 4.3.3. If seen on the phone talking/texting/typing, they will be asked what they are doing, if deemed by the coach/volunteer it is for a genuine reason, then we will accept this, but will confirm after the session with the parent/guardian if it was necessary
 - 4.3.4. Phones are not allowed to be taken to the toilet, juniors must ask when leaving the training area and the coach/volunteer will make sure they do not take their phone with them
- 4.4. If seen using the phone in a manner that unnecessarily disrupts training, then action will be taken as follows:
 - 4.4.1. **During breaks**
 - 4.4.1.1. Asked to put phone away immediately
 - 4.4.1.2. If done then player returns to training
 - 4.4.1.3. If not done immediately but in a short amount of time, they are asked to apologise to coaches, volunteers and their teammates
 - 4.4.1.4. If not done in a reasonable time or refuses to apologise, player may not return to that session, parent/guardian contacted
 - 4.4.2. **Left surface without permission or telling anybody (Zero Tolerance)**

VENUE NOTICE

Please Read

In line with the recommendation in the **Mayo Bulls IIHC's** Code of Conduct, the promoters of this event request that any person wishing to engage in any video, zoom or close range photography should register their details with the organisers.

Mayobullshockeyclub@gmail.com
Children's Officer - 087 170 2464

It is not advisable that children are photographed or filmed without their permission and/or the permission of their parent/guardian.

Thank You

COMMUNICATIONS POLICY

1. Communications within Club

- 1.1. Communications through social media, electronic mail, phone calls, etc. must be carried out in a correct and safe manner. This is to safeguard leaders, parents and most important the participants. Below are our rules regarding communications of its members and also good practices for our juniors to make sure that everyone knows what to do when a rule has been broken or inappropriate communication arises.

2. Parents to Leaders

- 2.1. Contact the club through the secretary using the club's email - mayobullshockeyclub@gmail.com.
- 2.2. Secretary will look for a reply or direct email to the appropriate person; this should be done within 24hrs.
- 2.3. A reply will come directly from the secretary to ensure all communications are monitored and recorded by the club. This should be done within a reasonable time frame and never more than 5 days.
- 2.4. Phone calls can be arranged but email confirmation and a follow up email regarding the conversation is needed. This is to keep record of all correspondence to ensure accurate records and identify problems if they arise.
- 2.5. We ask that all emails are without emotion and kept professional, this means no offensive language, free from racial comments or form of belittlement. We are volunteers at the end of the day.
- 2.6. We will strive to maintain this same standard in our responses. Please see our Code of Discipline regarding any complaints you have towards the club or its members.

3. Leaders to Member/U18

- 3.1. A leader shall not communicate with any member less than 18 years of age without the parents/guardians knowledge.
- 3.2. If communication is necessary between a leader and player, it is done in a group setting where parents can be present in person, via conference call or view the messages live.
 - 3.2.1. Where U18 members are playing on the senior team, communication shall be carried out in the same manner as identified above, unless written permission is obtained to allow communication otherwise.
- 3.3. The club requests that other forms of communication, with permission given, are carried out via electronic mail, WhatsApp, etc. so that the conversations are recorded on both sides.
 - 3.3.1. Conversations that happen in the above mentioned manner (email or WhatsApp etc.) or in emergencies will be shared with the club's secretary and with the appropriate parent/guardian by end of day.
- 3.4. No bad, offensive, sexual language or images are to be communicated ever! The secretary, CSO, DLP as well as local authorities will be contacted immediately.
- 3.5. If a leader receives a communication from a junior, please tell them that you are unable to talk to them and that their parent/guardian needs to contact them, and then send a copy or details of the communication to the Secretary immediately. This will then be forwarded to the junior's parent/guardian.
- 3.6. Leaders are advised not to answer or send friend requests on social media, this will in turn prevent any issues arising regards allegations and reduce chance of inappropriate communication.

4. Member/U18 to Leaders

- 4.1. Please do not send leaders friend requests; also do not take offence when they do not reply if you have, they are acting in everyone's best interest.
- 4.2. Never contact leaders privately
- 4.3. If it is a query, ask your parent/guardian to make contact, or ask on a public forum such as the main FB page.
- 4.4. If contacted privately, do not reply and inform parent/guardian immediately.

5. Exceptions for All

- 5.1. Emergencies, situations where you are distressed, lost, in trouble and may not be able to get a hold of the appropriate person.
- 5.2. When a junior is scared or reporting forms of abuse, they may contact the CSO, or any leader in fact. This will be dealt with appropriately and even local authorities are called immediately if the situation is serious enough.



NEW JUNIOR MEMBER FORM

Please find and make yourself familiar with our clubs documents and policies, including our Codes of Conduct relevant to you via www.mayobullshockey.com/downloads or email mayobullshockeyclub@gmail.com

Junior Information			
Name:			
Gender:		Date of Birth:	
MEDICAL HISTORY INFORMATION (details of any known allergies, conditions, medications):			
Any other special needs, requirements or directions that would be helpful for leaders to know about:			
Parent / Guardian Information (Primary Contact)			
Name:			
Address:			
Telephone (Home):		Telephone (Mobile):	
E-Mail:			
Emergency Contact Information (Secondary Contact)			
Name:			
Address:			
Telephone (Home):		Telephone (Mobile):	
E-Mail:			
Parent / Guardian Declaration			
I am the Parent / Guardian of:			
In the event of illness, having parental responsibility, I give permission for medical treatment to be administered where considered necessary by a nominated first aider, or by suitably qualified medical practitioners. If I cannot be contacted and my child needs emergency hospital treatment, I authorise a qualified medical practitioner to provide emergency treatment or medication.			

Photographs / Recordings - Photographs / Recordings will be taken during or at sport related events and may be used in the promotion of the sport/club or even as coaching aids. To govern this we have a 'Photography and Mobile Phones Policy' in place to safeguard those taking part which can be found in the club's Safeguarding Policy.

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

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

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

I confirm that myself and my child(ren) have read and agree to abide by Mayo Bulls IIHC Policies and Codes of Conducts.

Signature:

Date:

Printed Name:

VOLUNTEER / COACH APPLICATION FORM FOR THOSE WITH SUBSTANTIAL ACCESS TO CHILDREN

All information received in this form will be treated confidentially

Please find and make yourself familiar with our clubs documents and policies, including our Codes of Conduct relevant to you via www.mayobullshockey.com/downloads or [email mayobullshockeyclub@gmail.com](mailto:mayobullshockeyclub@gmail.com)

Name:			
Maiden Name: (If different)			
Address:			
How long have you lived at this address?			
Previous Address(s) over the last 5 years (if different from above):			
Place of birth (Town/City):			
Telephone (Home):		Telephone (Mobile):	
E-Mail:		Date of Birth:	
Previous work / volunteer experience & relevant qualifications:			
Have you read Mayo Bulls IHC governing documents, policies and procedures?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you agree to abide by the Mayo Bulls IHC governing documents, policies and procedures?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
Any other relevant information?			

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

Name:		Name:	
Address:		Address:	
Tel:		Tel:	
Position:		Position:	
Signature of Applicant:			

FOR OFFICIAL USE ONLY

Date application received:		Date of Interview:	
Interviewed by:	1.		
	2.		
References received and satisfactory:	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Comments:			
Statuary check completed and returned (if appropriate):			Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Proof of applicants identification received:			Yes <input type="checkbox"/> No <input type="checkbox"/>
Recommendation:	___ Approved Reasons	___ Not Approved Reasons	
Signed:		Dated:	

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

(Please read this information carefully)

Statement of non-discrimination:

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

For the purposes of your application for the post of:

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

Our National Governing Body '**Inline Hockey Ireland**' will carry out your statutory check.

Advice to Applicants:

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

Thank you for your cooperation.

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

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

Yes No

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

Please provide any other information you feel may be of relevance such as: the circumstances of the offence, a comment on the sentence received, any relevant developments in your situation since then, whether or not you feel the conviction has relevance to this post.

I declare that all answers are complete and correct to the best of my knowledge and I will inform the designated person of any future convictions or charges. I consent to the check being made via the statutory authorities in which I intend to work/volunteer. I am also aware that Inline Hockey Ireland, may, following discussion with myself, share the information returned with members of the clubs Executive Committee.

Signature:

Print Name:

Date:

Please return completed forms to:

CONFIDENTIAL REFERENCE FORM

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

The following person:	
has expressed an interest in working with:	
In the position of:	
<p><i>If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the candidate's suitability for the post, if he/she is offered the position. We appreciate you being extremely candid, open and honest in your evaluation.</i></p>	

1. How long have you known this person?					
2. In what capacity?					
3. What attributes does this person have that would make them suited to this work?					
4. Please rate this person on the following-please tick one box for each statement:					
	Poor	Average	Good	V Good	Excellent
Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can motivate others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Energy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trustworthiness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>This post involves substantial access to young people. As an organisation committed to the welfare and protection of young people, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children and young people?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><i>If you have answered YES we will contact you in confidence</i></p>	
<p>Signed:</p>	<p>Date:</p>
<p>Print Name:</p>	
<p>Position in Organisation:</p>	
<p>Name of Club / Organisation:</p>	

<p>Was this form completed via telephone reference by a member of the Mayo Bulls IIHC?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><i>If you have answered YES, please</i></p>	
<p>Signed:</p>	<p>Date:</p>
<p>Print Name:</p>	
<p>Position in Organisation:</p>	

E & INLINE HOCKEY CLUB

EXISTING LEADERS' DECLARATION FORM

Leaders should familiarise themselves with Mayo Bulls IIHC' Policies, in particular the Codes of Conduct.

Please find and make yourself familiar with our clubs documents and policies, including our Codes of Conduct relevant to you via www.mayobullshockey.com/downloads or email mayobullshockeyclub@gmail.com.

Leaders should read below and agree to abide by these terms. Leaders should update the self-declaration questions annually.

As a leader in Ice & Inline Hockey I agree that I should:

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

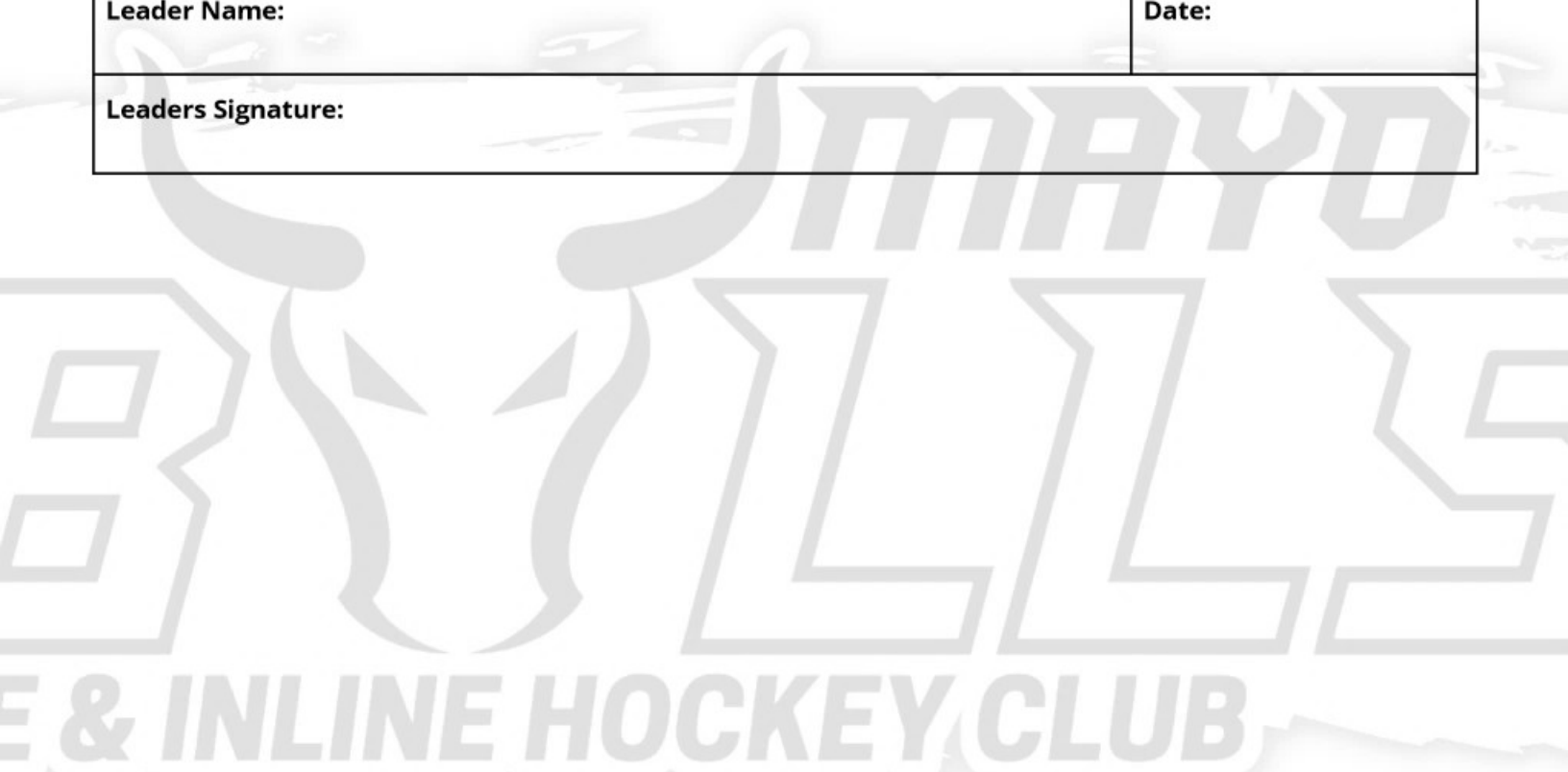
Where possible I will avoid:

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

Sports Leaders should not:

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

Self Declaration	
Do you agree to abide by the guidelines contained in the 'Code of Ethics and Good Practice for Children's Sport'?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you agree to abide by Mayo Bulls IIHC Policies and Codes of Conduct?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been asked to leave a sporting organisation? (If you have answered yes, we will contact you in confidence)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been convicted of a criminal offence or been the subject of a caution; a Bound Over Order; or are you at present the subject of criminal investigations? (If you have answered yes, we will contact you in confidence)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Leader Name:	Date:
Leaders Signature:	



RECORDING ALLEGATIONS OR SUSPICIONS OF ABUSE

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

1. Details of Child			
Name of Child:		Gender:	
Address:			
Age:		School:	
1a. Parent / Guardian Details			
Mothers Name:			
Address (if different to above):			
Telephone No:			
Fathers Name:			
Address (if different to above):			
Telephone No:			
1b. Care and Custody arrangements regarding child, if known:			

1c. Household Composition			
Name:		Relationship:	
Date of Birth:		Add. Info:	

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



3. Details of person(s) allegedly causing concern in relation to the child			
Name:		Gender:	
Address:			
Relationship to child:		Occupation:	

4. Name and Address of other personnel or agencies involved with this child			
Social Workers:		School:	
Public Health Nurses:		Nurses:	
G.P.:		Pre-school / crèche / youth groups / after school group:	
Hospital:			

5. Are parents/legal guardians aware of this referral to the social work depart.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, what is their attitude?		

6. Details of person reporting concerns (please see guidance notes below)			
Name:		Occupation:	
Address:			
Telephone:			
Nature and extent of contact with child/family:			

7. Details of person completing form:			
Name:		Date:	
Occupation:		Signed:	

Guidance notes:

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

The reporting form is for use by:

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

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

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

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