



# ***Cerebral Palsy Sport Ireland Code of Ethics & Good Practice for Children in Sport.***

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

- Code of Ethics and Good Practice for Children's Sport, Irish Sports Council, 2000.
- Children First: National Guidelines for the Protection and Welfare of Children, Dept. of Health & Children 1999
- Our Duty to Care, Dept. of Health & Children 2002

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## **Core Values in Sport for Young People**

The work of Cerebral Palsy Sport Ireland is based on the following principles that will guide the development of sport for young people in this club, (as outlined in page 9, *Code of Ethics and Good Practice for Children's Sport*).

Young People's experience of sport should be guided by what is best for the young person. The stages of development and the ability of the young person should guide the types of activity provided within the club. Adults will need to have a basic understanding of the needs of young people, including physical, emotional and personal.

### ***Integrity in relationships***

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

### ***Quality atmosphere and ethos***

Sport for young people should be conducted in a safe, positive and encouraging atmosphere. A child-centred ethos will help to ensure that competition and specialisation are kept in their appropriate place. Too often competitive demands are placed on children too early and results in excessive levels of pressure on them and as a consequence, high levels of dropout from sport.

### ***Equality***

All children should be treated in an equitable and fair manner regardless of age, ability, sex, religion, social and ethnic background or political persuasion. Children with disability should be involved in sports activities in an integrated way, thus allowing them to participate to their potential alongside other children.

### ***Fair Play***

Fair play is the guiding principle of the Code of Ethics and Good Practice for Children's Sport. All children's sport should be conducted in an atmosphere of fair play. Ireland has contributed and is committed to the European Code of Sports Ethics, which defines fair play as: "much more than playing within the rules". It incorporates the concepts of friendship, respect for others and always playing with the right spirit. Fair play is defined as a way of thinking, not just behaving. It incorporates issues concerned with the elimination of opportunities, excessive commercialisation and corruption.

### ***Competition***

A balanced approach to competition can make a significant contribution to the development of young people, while at the same time providing fun, enjoyment and satisfaction. However, often competitive demands are placed on children too early, which results in excessive levels of pressure on them. This can contribute to a high level of drop out from sport. Leaders should aim to put the welfare of the child first and competitive standards second. A child-centred approach will help to ensure that competition and specialisation are kept in their appropriate place.

## **POLICY STATEMENT**



*Cerebral Palsy Sport Ireland  
Code of Ethics  
&  
Good Practice for Children in Sport*

Cerebral Palsy Sport Ireland is fully committed to safeguarding the welfare of all children and young people. It recognises its responsibility to take all reasonable steps to promote safe practice and to protect children from harm, abuse and exploitation.

All staff and volunteers will endeavour to work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of children, young people and adults.

Policy Statement Approved by Committee 5/6/2008. Review Date June 2010

Cerebral Palsy Sport Ireland will:

- ensure that all members/volunteers understand their legal and moral obligations to protect children and young people from harm, abuse and exploitation;
- develop best practice in relation to the recruitment of all members;
- ensure that all members understand their responsibility to work to the standards and procedures detailed in the organisation's *Code of Conduct*, *Code of Good Practice* and the *Child Protection Procedures*;
- ensure that all members understand their obligations to report care or protection concerns about a child/young person, or a worker's conduct towards a child/young person, to the organisation's designated person for child protection;
- ensure that all procedures relating to the conduct of members are implemented in a consistent and equitable manner;
- ensure that the designated person understands his/her responsibility to refer any child protection concerns to the statutory child protection agencies (i.e. Gardaí and/or HSE);
- provide opportunities for all members to develop their skills and knowledge particularly in relation to the care and protection of children and young people;
- ensure that children and young people are enabled to express their ideas and views on a wide range of issues and will have access to the organisation's *Complaints Procedure*;
- ensure that parents/carers are encouraged to be involved in the work of the organisation and, when requested, have access to all guidelines and procedures;
- Endeavour to keep up-to-date with national developments relating to the care and protection of children and young people.
- Ensure that leaders working with children attend the relevant mandatory training courses as advised by the Irish Sports Council.

## Code of Conduct for Young People

Cerebral Palsy Sport Ireland wishes to provide the best possible environment for all young people involved in the sport. Young people deserve to be given enjoyable, safe sporting opportunities, free of abuse of any kind. These participants have rights, which must be respected, and responsibilities that they must accept. Young people should be encouraged to realise that they have responsibilities to treat other participants and sports leaders with fairness and respect.

### ***Young players are entitled to:***

- Be safe and to feel safe
- Be listened to
- Be believed
- Be treated with dignity, sensitivity and respect
- Have a voice in the club/organisation
- Participate on an equal basis
- Have fun and enjoy sport
- Experience competition at a level at which they feel comfortable
- Make complaints and have them dealt with
- Get help against bullies
- Say No
- To protect their own bodies
- Confidentiality

### ***Young players should always: -***

- Treat Sports Leaders with respect, e.g. coaches, managers, selectors, club officials etc.
- Play fairly at all times, do their best
- Respect team members, even when things go wrong
- Respect opponents, be gracious in defeat
- Abide by the rules set down by team managers when travelling to away events.
- Behave in a manner that avoids bringing the sports of Boccia, Athletics, Soccer, Cycling and Swimming into disrepute
- Talk to children's officer & or Support Staff if they have any problems

### ***Young players should never: -***

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

For more information on Guidelines for Children see Code of Ethics and Good Practice for Children's Sport, pages 29/30 section 4.4

## Guidelines for Parents

Cerebral Palsy Sport Ireland believes that parents should: -

- Be a role model for your child and maintain the highest standards of conduct when interacting with children, other parents, with officials and organisers
- Always behave responsibly and do not seek to unfairly affect the game/player, e.g. match, gala, etc.
- Never intentionally expose any young participant to embarrassment or disparagement by the use of flippant or sarcastic remarks
- Always recognise the value and importance of the volunteers who provide sporting/recreational opportunities for your child. Do not publicly question the judgement or honesty of referees, coaches or organisers. Respect referees, coaches, organisers and other players
- Encourage your child to play by the rules. Teach your child that honest endeavour is as important as winning and do all you can to encourage good sportsmanship.
- Set a good example by applauding good play on both sides. Encourage mutual respect for team-mates and opponents.
- Parents should support all efforts to remove abusive behaviour and bullying behaviour in all its forms. Please read bullying policy within the club/organisation's guidelines.

### **Parents Code of Conduct: -**

1. I will respect the rules and procedures set down in Cerebral Palsy Sport Ireland Code of Ethics for Children in Sport.
2. I will respect my child's teammates, leaders, coaches, officials, judges, etc. and parents, as well as players, parents and coaches from opposing teams. I will encourage my child to treat other participants, coaches, selectors, and managers with respect.
3. I will give encouragement and applaud positive accomplishments whether from my child, his/her teammates, their opponents or the officials.
4. I will respect my child's leader(s) and support his/her efforts
5. I will respect the officials and their authority during sessions and events
6. I will never demonstrate threatening or abusive behaviour or use foul language.

Name Parent/Guardian

Signed

Name of Child:  Sports Discipline

Date:

## **Guidelines for Sports Leaders/ Managers/Coaches**

Leaders i.e. {Managers/Coaches/Support Staff} in children's sport should strive to create a positive environment for the children in their care. They have an overall responsibility to take the necessary steps to ensure that positive and healthy experiences are provided.

Cerebral Palsy Sport Ireland recognises the key role leaders – coaches, selectors and team managers, etc. – play in the lives of children in sport. These roles include: -

1. All Leaders – in the 5 main sport of Cerebral Palsy Sport Ireland, namely Boccia, Soccer, Athletics, Swimming and Cycling – should have as their first priority the children's safety and enjoyment of the sport and should adhere to the guidelines and regulations set out in the club's Code of Ethics.
2. Leaders must respect the rights, dignity and worth of every child and must treat everyone equally, regardless of sex, ethnic origin, religion or ability.
3. Leaders working with young people in Boccia, Soccer, Athletics, Swimming and Cycling should be suitable and appropriately qualified. Leaders will be expected to go through appropriate recruitment and selection procedures that apply to all persons with substantial access to young people, whether paid or unpaid. References will be needed and will be reviewed by the CPSI Committee.
4. There will be a 'sign-up' procedure, whereby the appointed/reappointed leaders agree to abide by the Code of Ethics and Good Practice for Children in Sport and to the policies and code of Cerebral Palsy Sport Ireland.
5. Leaders will be given a copy of Cerebral Palsy Sport Ireland's code of ethics and they should be made aware of the procedures contained within the organisation's code.
6. Once appointed the Leader must act as a role model and promote the positive aspects of sport and of Boccia, Soccer, Athletics, Swimming and cycling and maintain the highest standards of personal conduct.
7. The use of drugs, alcohol and tobacco must be actively discouraged as being incompatible with a healthy approach to sporting activity.
8. Remember your behaviour to players, other officials, and opponents will have an effect on the players in your care.
9. Be generous with praise and never ridicule or shout at players for making mistakes or for losing a game. All young players are entitled to respect.

10. Be careful to avoid the “star system”. Each child deserves equal time and attention.
11. Care must be taken not to expose a child intentionally or unintentionally to embarrassment or disparagement by use of sarcastic or flippant remarks about the child or his/her family.
12. Physical punishment or physical force must never be used. Never punish a mistake - by verbal means, physical means, or exclusion.
13. Insist that players in your care respect the rules of the game. Insist on fair play and ensure players are aware you will not tolerate cheating or bullying behaviour.
14. Remember that young players play for fun and enjoyment and that skill development and personal satisfaction have priority over highly structured competition. Never make winning the only objective.
15. Encourage the development of respect for opponents, officials, selectors and other coaches and avoid criticism of fellow coaches.
16. When day travel/overnight travel is involved, the Leaders travelling with children must sign a separate agreement. Parents and participants will also be asked to sign permission forms in these instances.
17. Leaders are responsible for setting and monitoring the boundaries between a working relationship and friendship with players. It is advisable for coaches not to involve young players in their personal life i.e. visits to coaches home or overnight stays.
18. Avoid working alone and ensure there is adequate supervision for all activities.
19. It is important to realise that certain situations or friendly actions could be misinterpreted by the participant or by outsiders.
20. When approached to take on a new player, ensure that any previous coach-student relationship has been ended by the student/others in a professional manner.
21. When young players are invited into adult groups/squads, it is advisable to get agreement from a parent/carer. Boundaries of behaviour in adult groups are normally different from the boundaries that apply to junior groups/squads.
22. Leaders who become aware of a conflict between their obligation to their players and their obligation to their governing body must make explicit the nature of the conflict and the loyalties and responsibilities involved, to all parties concerned.

23. Leaders should communicate and co-operate with medical and ancillary practitioners in the diagnosis, treatment and management of their players' medical or related problems. Avoid giving advice of a personal or medical nature if you are not qualified to do so. Any information of a personal or medical nature must be kept strictly confidential unless the welfare of the child requires the passing on of this information
24. The nature of the relationship between leader and a participant can often mean that a leader will learn confidential information about a player or player's family. This information must be regarded as confidential and except where abuse is suspected, must not be divulged to a third party without the express permission of the player/family
25. Set realistic goals for the participants and do not push young players. Create a safe and enjoyable environment
26. Do not criticise other leaders, officials, coaches, and selectors, etc. You are the role model for the children in your care
27. Leaders should avoid the use of alcohol, before coaching, during events, on trips with young players

## Leaders / Coaches Code of Conduct

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

Leaders should be: -

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

Where possible Leaders should avoid: -

- Spending excessive amounts of time with children away from others
- Taking sessions alone
- Taking children to your home
- Taking children on journey's alone in their car

Sports Leaders should not: -

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

I have read and agree to abide by the above guidelines

Name Parent/Guardian

Signed

Name of Child

Sports Discipline:

Date

## **Disciplinary, Complaints and Appeals Procedure**

- Complaints may be lodged by all members of Cerebral Palsy Sport Ireland
- They should be received in writing by the secretary of Cerebral Palsy Sport Ireland
- The complaint should outline all relevant details about other parties involved
- The complaint should be brought to the attention of the Chairperson who will convene with the disciplinary committee
- If the complaint involves a criminal offence the chairperson should disband the disciplinary committee and talk to the children's officer. The statutory authorities will then be informed.
- The disciplinary committee should hear the case of all parties involved and decide if a rule or regulation has been infringed
- They should, in writing, inform those involved of the sanctions to be imposed. Written notification should be given to parents if the complaint is against a junior member
- Keep all records on file
- If any party does not agree with the disciplinary committee they can appeal the decision in writing within 10-day period
- The appeals committee is convened, whose chairperson should be taken from the executive committee and those who have not been on the original disciplinary committee
- The appeals committee should confirm or set aside or change any sanction imposed by the disciplinary committee.

## **Recruitment and Selection Policy for Sports Leaders / Volunteers**

Cerebral Palsy Sport Ireland will take all reasonable steps to ensure that people working with young people are suitable and appropriately qualified. Recruitment and selection procedures are therefore necessary and these procedures apply to all persons with substantial access to young people, whether paid or unpaid.

1. All adults taking responsibility for children in sport should undergo a recruitment process. The responsibilities of the role and the level of experience/qualifications required should be drawn up and clearly stated beforehand.
2. Volunteers should fill in an application form, giving names of two referees that can be contacted.
3. Where possible there should be an interview.
4. A probationary period of six months will apply
5. There will be a “sign-up” procedure, whereby the newly recruited volunteers, agree to abide by the Code of Ethics and Good Practice for Children in Sport and to Cerebral Palsy Sport Ireland's Code and policies.
6. Every effort should be made to manage and support appointed Sport Leaders. Adequate supervision should always be provided; a leader should not have to work alone.
7. A decision to appoint a Sports Leader is the responsibility of the Cerebral Palsy Sport Ireland and not of any one individual within it. Cerebral Palsy Sport Ireland's committee will ratify all recommendations for appointment. Decisions for appointments will be recorded in the Committee Meeting Minutes.

See appendix 5 for Volunteer/ Leader Application Form  
See appendix 6 for Confidential Reference Form

## Anti-Bullying Policy

### ***What is Bullying?***

Bullying can be defined as repeated aggression, be it verbal, psychological or physical conducted by an individual or group against others. It is behaviour that is intentionally aggravating and intimidating and occurs mainly in social environments such as schools, clubs and other organisations working with children and young people. It includes behaviours such as teasing, taunting, threatening, hitting and extortion behaviour by one or more children against a victim.

### ***How would you know if a child is being bullied?***

All bullies operate using furtiveness, threats and fear. Bullying can therefore only survive in an environment where the victim does not feel empowered to tell someone who can help or in which it is not safe to do so. The following indicators are warning signs that a young person might be getting bullied: -

- Reluctance to come to a venue or take part in activities
- Physical signs – unexplained bruises, scratches, or damage to belongings
- Stress-caused illness – headaches, and stomach aches which seem unexplained
- Fearful behaviour – fear of walking to a meeting, going different routes, asking to be driven
- Frequent loss of, or shortage of, money with vague explanations
- Having few friends
- Changes in behaviour –withdrawn, stammering, moody, irritable, upset, distressed
- Not eating
- Attempting suicide or hinting at suicide
- Anxiety – shown by nail-biting, fearfulness, tics

There are other possible reasons for many of the above

### ***Who should deal with bullying?***

While the more extreme forms of bullying would be regarded as physical or emotional abuse and are reported to the health board or An Garda Síochana, dealing with bullying behaviour is normally the responsibility of all Leaders within Cerebral Palsy Sport Ireland.

### ***How can it be prevented?***

- Ensure that all members follow the code of conduct, which promotes the rights and dignity of each member.
- Deal with any incidents as they arise.
- Use a whole group policy or 'no-blame approach', i.e., not 'bullying the bully' but working with bullies and the group of young people, helping them to understand the hurt they are causing, and so make the problem a 'shared concern' of the group, (see below)

- Reinforce that there is ‘a permission to tell’ culture rather than a ‘might is right’
- Encourage young people to negotiate, co-operate and help others, particularly new or different children
- Offer the victim immediate support and put the ‘no blame approach’ into operation
- Never tell a young person to ignore bullying, they can’t ignore it, it hurts too much
- Never encourage a young person to take the law into their own hands and beat the bully at their own game
- Tell the victim there is nothing wrong with them and it is not their fault

## **What is the ‘No Blame’ Approach?**

### ***Step 1 – Interview with the victim***

If you find that there has been an incident of bullying, first talk to the victim. At this stage find out who was involved and what the victim is now feeling. Try asking the following questions:

- Was it verbal or physical intimidation?
- How hurt is the victim
- Was it within his/her own peer group?
- Ensure the victim that his/her name will not come out in the investigation
- Actively listen

### ***Step 2 – Meet with all involved***

Arrange to meet with all those involved; this should include some bystanders, those who may have colluded, those who joined in and those who initiated the bullying.

- Have a maximum of six to eight in the group – keep the number controllable
- Make a point of calling a ‘special’ meeting
- Ensure the severity of the topic is understood by all
- Speak only of the hurt caused in general terms with no reference to the victim
- Play on the conscience of all – ask questions like: How would you feel? Would you like it done to you?

### ***Step 3 – Explain the problem***

The distress being suffered as a result of the bullying incident is explained. At this stage the details of the incident or the allocation of the blame is not discussed. Explain the feelings of loneliness, feeling left out, rejected, laughed at. Try asking questions:

- ❖ Would they like it if it happened to them
- ❖ “Someone here in this group was bullied by someone within the group, what could we do to see it does not happen again?”
- ❖ Listen, watch out for reactions, and pick up on any without isolating anyone

***Step 4 – Share the responsibility***

Explain what steps / controls may have to be introduced to prevent further incidents and how everyone will loose out as a result

***Step 5 – Ask the group for their ideas***

At this stage the group is encouraged to suggest ways that would make the victim feel happier. All positive responses are noted. Use phrases “if it were you” to encourage a response. Listen to all suggestions and note them

***Step 6 – Leave it to them***

Now the problem has been identified, solutions suggested, the problem is now handed over to the group to solve. Arrange to meet again in a week’s time. Pass responsibility over to the group and give a time frame within which something must be done

***Step 7 – Meet them again***

Each member of the group, including the bully, discuss how things are going, who is doing what and have there been other incidents. This allows for continual monitoring and also keeps all involved in the process.

Again enforce the idea of the ‘team’ looking after each other at regular intervals to ensure it is known that bullying or intimidating behaviour will not be tolerated.

## **Guidelines on Supervision**

### ***Travelling with children***

There is extra responsibility taken on by leaders when they travel with children to events. When travelling with young people you should:

- Ensure that there is adequate insurance cover
- Not carry more than the permitted number of passengers
- Ensure use of safety belts
- Avoid being alone with one participant, put passenger in the back seat, drop off at central locations or seek parental permission to transport an individual participant on a regular basis and clearly state times of pick- up and drop off

### ***Supervision***

- Make sure there is an adequate adult: child ratio. This will depend on the nature of the activity, the age of the participants and any special needs of the group. As a guide a ratio of 1:8 for under 12 years of age and 1:10 for participants over 12 years of age. This is only a guide and will change depending on the circumstances, e.g. water sports or adventure sports, athletes with special needs or away trips
- Where there are mixed groups there should be leaders of both genders
- Avoid being alone with one participant, if you need to talk separately do so in an open environment, in view of others
- In changing rooms, ask parents to take responsibility and supervise in pairs of appropriate gender
- Leaders should not have to enter the changing rooms unless children are very young or need special assistance, where supervision should be in pairs of appropriate gender
- Clearly state time for start and end of training sessions or competitions, leaders should remain in pairs until all participants have been collected
- Keep attendance records and record of any incidents / injuries that arise & report via the relevant Sports Manger to the CPSI Committee.
- Ask parents to stay and supervise sessions, (for safety and supervision, not necessarily for their 'technical' expertise)

### ***Away trips/Overnight stays***

- Separate permission forms should be signed by parents and participants, containing emergency contact number of parents/guardian.
- Young participants should sign a behaviour agreement
- Group leader will make a report on returning home & forward to CPSI Committee.
- A meeting with parents and participants is useful to communicate travel times, competition details, other activities, gear requirements, medical requirements, special dietary needs and any other necessary details
- Rooming arrangements – adults should not share rooms with children, children share rooms with those of same age and gender and adults should knock before entering rooms
- All group socialisation should take place in communal areas (i.e. no boys in girls' rooms and vice versa).

- Alcoholic drink, smoking or other illegal substances are forbidden to players.
- There must be at least one adult of each gender with a mixed party, there should be a good adult – child ratio, 1:5/6, and proper access to medical personnel
- Lights out times should be enforced
- Young players should be under reasonable supervision at all times and should never leave the venue or go unsupervised without prior permission

### ***Touching***

Some sports require a ‘hands on approach’, especially in a teaching or coaching situation, e.g., it may be necessary to support a child learning a new skill or technique but the following should be taken into consideration

- ❖ Avoid unnecessary physical contact
- ❖ Any necessary contact should be in response to the needs of the child and not the adult
- ❖ It should be in an open environment with the permission and understanding of the participant
- ❖ It should be determined by the age and developmental stage of the participant - Don’t do something that a child can do for themselves
- ❖ Never engage in inappropriate touching

See Appendix 2 – Travel Consent Form

## Use of Photographic and Filming Equipment

Cerebral Palsy Sport Ireland has adopted a policy in relation to the use of images of athletes on their websites and in other publications, as there have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs on sports websites and other publications. Where possible we will try to use models or illustrations when promoting an activity and avoid the use of the first name and surname of individuals in a photograph. This reduces the risk of inappropriate, unsolicited attention from people within and outside the sport.

Rules to guide the use of photography: -

- If the athlete is named, avoid using their photograph.
- If a photograph is used, avoid naming the athlete.
- Ask for the athlete's permission to use their image. This ensures that they are aware of the way the image is to be used to represent the sport. An athlete's permission form is one way of achieving this.
- Ask for parental permission to use their image. This ensures that they are aware of the way the image is to be used to represent the sport. A parental permission form is one way of achieving this.
- Only use images of athletes in suitable dress to reduce the risk of inappropriate use. The content of the photograph should focus on the activity not on a particular child
- Create recognised procedures for reporting the use of inappropriate images to reduce the risks to athletes. Follow the child protection procedures, ensuring either the designated person or, if necessary, the social services and/or police are informed.

Amateur photographers/film/video operators wishing to record an event or practice session should seek accreditation with the children's officer, sports leader and/or event organiser of session. Cerebral Palsy Sport Ireland will display the following information prior to the start of an event to inform spectators of the policy: -

"In line with the recommendation in Cerebral Palsy Sport Ireland 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. Children and young people should only be photographed or filmed with their permission and/or the permission of their parents/guardian".

When commissioning professional photographers or inviting the press to an activity or event we will aim to ensure they are clear about our expectations of them in relation to child protection. Professional photographers/film/video operators wishing to record an event or practice session should seek accreditation with the children's officer or event organiser by producing their professional identification for the details to be recorded.

We will then: -

- Provide a clear brief about what is considered appropriate in terms of content and behaviour
- Issue the photographer with identification which must be worn at all times

- Keep a record of accreditations
- Inform athletes and parents that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs
- not allow unsupervised access to athletes or one to one photo sessions at events
- not approve/allow photo sessions outside the events or at an athlete's home

### **Videoing as a coaching aid**

Video equipment can be used as a legitimate coaching aid. However, permission should first be obtained from the player and the player's parent/guardian.

Anyone concerned about any photography-taking place at events or training sessions can contact the children's officer/designated person and ask them to deal with the matter.

### **Use of Mobile Phones**

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 allowed an increase in direct personal contact with young people, in some cases used to cross personal boundaries and cause harm to young people. Cerebral Palsy Sport Ireland endeavour to encourage responsible and secure use of mobile phones by adults and young people.

#### **Young People should remember**

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

#### **A leader should remember**

- Use group Texts for communication among athletes and teams and inform parents of this at the start of the season.
- It is not appropriate to have constant communication with individual's athletes.

- Don't use the phone in certain location; inappropriate use of your camera phone may cause upset or offence to another person, e.g. changing rooms.

## **Child Welfare and Protection Procedures**

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

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

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

Everyone should follow both procedures outlined below, firstly the procedure for responding to a child in distress and secondly the procedure for reporting the concern.

### ***Response to a Child Disclosing Abuse***

*When a young person discloses information of suspected abuse you should: -*

- (a) Deal with any allegation of abuse in a sensitive and competent way through listening to and facilitating the child to tell about the problem, rather than interviewing the child about details of what happened
- (b) Stay calm and not show any extreme reaction to what the child is saying. Listen compassionately, and take what the child is saying seriously
- (c) Understand that the child has decided to tell something very important and has taken a risk to do so. The experience of telling should be a positive one so that the child will not mind talking to those involved in the investigation
- (d) Be honest with the child and tell them that it is not possible to keep that information as a secret
- (e) Make no judgmental statements against the person whom the allegation is made
- (f) Not question the child unless the nature of what s/he is saying is unclear. Leading questions should be avoided. Open, non-specific questions should be used such as "Can you explain to me what you mean by that"
- (g) Check out the concerns with the parents/guardians before making a report unless during so would endanger the child

- (h) Give the child some indication of what would happen next, such as informing parents/guardians, health board or social services. It should be kept in mind that the child may have been threatened and may feel vulnerable at this stage.
- (i) Carefully record the details
- (j) Pass on this information to the Designated Person.
- (k) Reassure the child that they have done the right thing in telling you

### ***Reporting Suspected or Disclosed Child Abuse***

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

*See Appendix 1 – Recording of Allegations and Suspicions of Abuse*

- (a) Observe and note dates, times, locations and contexts in which the incident occurred or suspicion was aroused, together with any other relevant information
- (b) Report the matter as soon as possible to the designated officer – Kay Heffernan, with responsibility for reporting abuse. If the Designated Person has reasonable grounds for believing that the child has been abused or is at risk of abuse, s/he will make a report to the health board/social services who have statutory responsibility to investigate and assess suspected or actual child abuse
- (c) In cases of emergency, where a child appears to be at immediate and serious risk and the Designated Person is unable to contact a duty social worker, the police authorities should be contacted. Under no circumstances should a child be left in a dangerous situation pending intervention by the Statutory Authorities
- (d) If the Designated Person is unsure whether reasonable grounds for concern exist s/he can informally consult with the local health board/social services. S/he will be advised whether or not the matter requires a formal report.

A Designated Person reporting suspected or actual child abuse to the Statutory Authorities will first inform the family of their intention to make such a report, unless doing so would endanger the child or undermine an investigation

The Protection for Persons Reporting Child Abuse Act, 1998 provides immunity from civil liability to persons who report child abuse ‘reasonably and in good faith’ to the Health Board or the Gardaí (See 5.13.1 – ISC. (Code of Conduct). The act also covers the offence of ‘false reporting’. The main provisions of the Act are: -

1. The provision of immunity from civil liability to any person who reports child abuse “reasonably and in good faith” to designated officers of Health Boards or any member of An Garda Síochána;
2. The provision of significant protections for employees who report child abuse. These protections cover all employees and all forms of discrimination up to and including, dismissal;

3. The creation of a new offence of false reporting of child abuse where a person makes a report of child abuse to the appropriate authorities “knowing that statement to be false”. This is a new criminal offence designed to protect innocent persons from malicious reports.

### ***Allegations against Sports Leaders***

Cerebral Palsy Sport Ireland has agreed procedures to be followed in cases of alleged child abuse against Sports Leaders. If such an allegation is made against Sports Leader working within the club, two procedures should be followed: -

- The reporting procedure in respect of suspected child abuse (reported by the designated person/ children’s officer)
- The procedure for dealing with the Sports Leader (carried by out by the club Chair or senior officer, or a person not already involved with the child protection concern)

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

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

### ***The Reporting Procedure***

If the designated person has reasonable grounds for concern, the matter should be reported to the local health board/social services, following the standard reporting procedure - Appendix 1

### ***The Sports Leader***

While the designated officer makes the report to the local health board, the Chair of the club should deal with the Sports Leader in question: -

- The Chair should privately inform the leader that (a) an allegation has been made against him/her and (b) the nature of the allegation. He/she should be afforded an opportunity to respond. His/her response should be noted and passed on to the health board/social services.
- The leader should be asked to step aside pending the outcome of the investigation. When a person is asked to step aside it should be made clear that it is only a precautionary measure and will not prejudice any later disciplinary proceedings.

The governing body should be informed by the Designated Person that the leader has been asked to stand aside. Governing bodies can consider disciplinary action on the leader but should ensure that this does not interfere with the investigation of the Statutory Authorities. It is important that governing bodies consider the outcome of the investigation and any implications it might have. The fact that the alleged abuser has not been prosecuted or been found

guilty does not mean that they are appropriate to work with young people in the future.

### **Confidentiality**

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

The following points should be kept in mind: -

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

For more information on Confidentiality see Code of Ethics and Good Practice for Children's Sport, page 42 section 5.13

### **Anonymous Complaints**

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

### **Rumours**

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

APPENDIX 1



Recording Allegation or Suspicions of Abuse

1. Details of Child

Name of Child:  Male/Female:

Address:

Age:  School / Club / Centre:

1a Name of Mother:

Address:  
If different  
To above

Telephone No:  Mobile No:

Name of Father:

Address:  
If different  
To above

Telephone No:  Mobile No:

**1b Care and Custody arrangements regarding child, if known:**

**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 view(s) if known:**

**3. Details of person(s) allegedly causing concern in relation to the child:**

Name:

Age:  Male/Female:

Address:

Relationship to child:  Occupation:

**4. Name and Address of other personnel or agencies involved with this child**

Social Workers

School

Sports Club:

Coach / Manager

**5. Are parents/legal guardians aware of this report to the Child Protection Officer?**

Yes / No

If yes, what is there attitude?

Name:  Occupation:

Address:

Telephone:

Nature & Extent of contact with child/Family:

**7. Details of Person Completing Form:**

Name:  Date:

Occupation:

Signed:  Telephone:

APPENDIX 2



**TRAVEL CONSENT FORM**

I

(The Parent / Guardian)

Of

(Child' s Name)

Give consent for the above to travel to

For

(Competition)

Parent / Guardian Name:

(Print in Block Capitals)

Signature:

Date:



**ATHLETE PERSONAL DETAILS FORM**

Name:   
(Print in Block Capitals)

Address:

Next of Kin:   
(Print in Block Capitals)

Parent / Guardian Contact Details

Name

Landline

Mobile

Signature

Date



**ATHLETE MEDICAL HISTORY**

Name

(Print in Block Capitals)

Please give an outline of your son/daughters relevant medical history:

Please list current medications and administrative times and doses:

Please give any further relevant details that you think are important

Parents Signature:

Date



**MEDICAL EMERGENCY CONSENT FORM**

I

(The Parent / Guardian)

Of

(Child' s Name)

Give consent for a member of the Cerebral Palsy Sport Ireland Team to act as Parental Locus in the event of a medical Emergency while the team is away at

Parent / Guardian

(Print in Block Capitals)

Signature

Date:



**Application Form Volunteers / Leaders**

Position applied for:

Name:

Maiden Name  
(If Applicable)

Address:

Date of Birth:  Place of Birth:

Tel. No.:  National PPS No:

Email Address:

Please List any previous experience / involvement in this or any other club:

Please list any sport qualifications and experience that you may have:

1. Do you agree to abide by the guidelines contained in the Code of Ethics and Good Practice for Children's Sport?

Yes  No

2. Do you agree to abide by the rules of the National governing Body?

Yes  No

3. 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

4. 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 a criminal investigation?

Yes  No

If you answered Yes, Please state the nature and date(s) of the offence (s)

**REFERENCES**

Please supply the name and address of two people who we can contact and who, from personal knowledge, are willing to endorse your application (Not a Family member)  
One of these names should be, where possible, the name of an administrator in your last club/place of involvement.

Name and Address of Referee 1:

Name and Address of Referee 2:

I agree to abide by the code of Ethics and good Practice for Children' s Sport and Cerebral Palsy Sport Ireland' s Code of Conduct

Signed:

Date:

---

**FOR OFFICIAL USE ONLY**

Date Application Received:

Recommendations

CPSI Approval:      Yes            No:     

Signed

Chairperson

Signed

CPSI Committee Member

Date:



## Confidential Reference Form

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

The following person,  (Name)

has expressed an interest in working with Cerebral Palsy Sport Ireland as

(Name Position)

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

How long have you known this person?

In what capacity?

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

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

	Poor	Average	Good	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"/>
Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This post involves substantial access to children. 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. If you have answered yes, we will contact you in confidence

Yes  No

Name (Print)

Signature:

Date:

APPENDIX 8

