



# Comber Rifle Club Safeguarding Children and Young People Policy

## POLICY STATEMENT

We at **Comber Rifle Club** are committed to good practice which protects children<sup>1</sup> from harm. Staff and volunteers accept and recognise their responsibility to provide an environment which promotes the safety of the child at all times. To achieve this we will:

- Develop an awareness of the issues which may lead to children being harmed.
- Create an open environment by identifying a 'Designated Safeguarding Children Officer (DSCO) to whom the children can turn to if they need to talk.
- Adopt child centred and democratic coaching styles.
- Adopt safeguarding guidelines through codes of conduct for members and all adults working at the club. Adult workers include coaches, parents and volunteers.
- Ensure careful recruitment, selection and management procedures. These procedures will include regular support and supervision is provided to staff/volunteers.
- Ensure complaints, grievance and disciplinary procedures are included in our constitution.
- Share information about concerns with children and parents and others who need to know.
- Provide information as required to the management committee.
- Ensure good and safe working/playing practices.
- Be involved in training made available through the various agencies and strengthen links with these agencies.
- Keep Safeguarding policies under regular review (every three years minimum).
- Have procedures relating specifically to bullying, away trips, transport, use of photography and communication through texting or social media forums.
- Have an induction document available for parents, coaches and children clearly outlining their rights, responsibilities and expectations.

Date Agreed by Club Management Group – 31st May 2017

Date for Review – 1<sup>st</sup> June 2020

## Safeguarding or Child Protection

The term child protection has been expanded to safeguarding as it reflects the wider responsibility for health and safety and prevention as well as just protection from abuse. The word safeguarding has been used with increasing frequency over the last few years in a wide range of settings and situations, going well beyond the world of children and child protection. It may be defined as **“Doing everything possible to minimise the risk of harm to children and young people.”**

Safeguarding is about being proactive and putting measures in place in advance of any contact with children to ensure that children are going to be kept safe. This could include:

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

- Ensuring staff are properly checked when they are recruited;
- Guidelines for people who come into contact with children as part of their role to ensure they know what they need to do to keep children safe; and
- Guidelines for planning an event or activity with children and putting measures in place to minimise the risk of safeguarding issues occurring.

The **Children (Northern Ireland) Order (1995)** is based on a clear and consistent set of principles designed with the common aim of promoting the welfare of children.

Children have the right to be safe. All coaches should ensure that this fundamental principle takes precedence over all other considerations.

This policy applies to all those involved in **Comber Rifle Club**, coaches, administrators, officials, volunteer drivers, parents and young people.

## EQUALITY STATEMENT

- This club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport Northern Ireland definition of sports equity:

**“Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.”**

- The club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

To address the vulnerability of children with a disability coaches will seek guidance on working with children with a disability from external agencies, parents/guardians and the children themselves.

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## CONFIDENTIALITY STATEMENT

We at **COMBER RIFLE CLUB** will never promise to keep secrets. However, information of a confidential nature will only be communicated on a "need to know" basis, with the welfare of the child always remaining paramount.

Considerations of confidentiality will not be allowed to override the rights of children or young members to be protected from harm.

A full Safeguarding policy statement is displayed and available within club premises/on the club web site for all interested parties to read.

## **AWARENESS OF THE ISSUES**

Background knowledge in relation to child abuse, the general principles of safeguarding and the ability to recognise and respond to abuse are important issues. Of primary concern for **COMBER RIFLE CLUB** is the issue of Safeguarding of our young members within the operation of the club. However, being cognisant of the indicators of abuse in respect of young members caused by others outside the club, are of an equal importance for the safety and well being of that child.

### **Co-operating to Safeguard Children and Young People in Northern Ireland 2016**

There is no absolute definition of 'significant harm', as this will be assessed on a case by case basis. Article 50(3) of the Children Order states that "where the question of whether harm suffered by a child is significant turns on the child's health or development, his health or development shall be compared with that which could reasonably be expected of a similar child".

Harm can be suffered by a child or young person by acts of abuse perpetrated upon them by others. Abuse can happen in any family, but children may be more at risk if their parents have problems with drugs, alcohol and mental health, or if they live in a home where domestic abuse happens. Abuse can also occur outside of the family environment.

**Harm from abuse is not always straightforward to identify and a child or young person may experience more than one type of harm or significant harm.** Harm can be caused by:

- Physical abuse;
- Sexual abuse;
- Emotional abuse;
- Neglect; and
- Exploitation.

**Physical Abuse** is deliberately physically hurting a child. It might take a variety of different forms, including hitting, biting, pinching, shaking, throwing, poisoning, burning or scalding, drowning or suffocating a child.

**Sexual Abuse** occurs when others use and exploit children sexually for their own gratification or gain or the gratification of others. Sexual abuse may involve physical contact, including assault by penetration (for example, rape, or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside clothing. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via e-technology). Sexual abuse is not solely perpetrated by adult males. Women can commit acts of sexual abuse, as can other children.

**Emotional Abuse** is the persistent emotional maltreatment of a child. It is also sometimes called psychological abuse and it can have severe and persistent adverse effects on a child's emotional development. Emotional abuse may involve deliberately telling a child that they are worthless, or unloved and

inadequate. It may include not giving a child opportunities to express their views, deliberately silencing them, or 'making fun' of what they say or how they communicate. Emotional abuse may involve bullying – including online bullying through social networks, online games or mobile phones – by a child's peers.

**Neglect** is the failure to provide for a child's basic needs, whether it be adequate food, clothing, hygiene, supervision or shelter that is likely to result in the serious impairment of a child's health or development. Children who are neglected often also suffer from other types of abuse.

**Exploitation**<sup>2</sup> is the intentional ill-treatment, manipulation or abuse of power and control over a child or young person; to take selfish or unfair advantage of a child or young person or situation, for personal gain. It may manifest itself in many forms such as child labour, slavery, servitude, engagement in criminal activity, begging, benefit or other financial fraud or child trafficking. It extends to the recruitment, transportation, transfer, harbouring or receipt of children for the purpose of exploitation. Exploitation can be sexual in nature.

### Anti-Bullying Policy Statement

Bullying is not an accepted behaviour towards anyone at **COMBER RIFLE CLUB** be they child, coach, volunteer or parent. Bullying will be dealt with seriously both in regards to the behaviour exhibited and the reasons for the behaviour. This club has an anti-bullying policy in place.

**NI Anti- Bullying Federation defines bullying as the REPEATED use of POWER by one or more persons, INTENTIONALLY to harm, hurt or adversely affect the RIGHTS and needs of another or others.**

**Bullying can take many forms but usually includes the following:**

**Physical** – hitting, kicking, pinching, punching, scratching, spitting or any other form of physical attack. Damage to or taking someone else's belongings may also constitute physical bullying.

**Verbal** – offensive name calling, insults, racist remarks, sexist jokes or comments, homophobic/transphobic or gender related jokes and comments, teasing, threats, using sexually suggestive or abusive language.

**Sexual** – abusive sexualised name calling, inappropriate and uninvited touching, inappropriate sexual innuendo and/or proposition.

**Indirect** – spreading nasty stories/rumours about someone, intimidation, exclusion from social groups.

**Homophobic or transphobic** bullying can be hard to identify because it may be going on in secret. It may include a person being made to feel unwelcome, belittled, or harassed (through gossip, name-calling, jokes and other hate acts – both in the virtual e.g. online and 'real' world.)

Sometimes athletes witness homophobic or transphobic bullying, and even if

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<sup>2</sup> Although 'exploitation' is not included in the categories of registration for the Child Protection Register (CPR), professionals should recognise that the abuse resulting from or caused by the exploitation of children and young people can be categorised within the existing CPR categories as children who have been exploited will have suffered from physical abuse, neglect, emotional abuse, sexual abuse or a combination of these forms of abuse.

they are not lesbian, gay, bisexual or transgender (LGBT) and the subject of the abuse, they may be reluctant to report it in case participants, coaches or other adults assume they are also homosexual, bisexual or transgender. The CPSU has produced a briefing paper on homophobic bullying in youth sport.

**Cyberbullying** is a form of bullying which uses technology to deliberately harm or upset others. This type of bullying can happen in many ways, using mobile phones or the internet and could include:

- Sending hurtful messages or using videos and images to humiliate
- Leaving malicious voicemails
- A series of silent calls
- Creating a website about other people to humiliate them
- Writing hurtful comments on social networking sites e.g. Facebook, Twitter
- Excluding them from chat/messaging rooms
- Sending video/images of people being bullied, so others can see.

Children and young people with disabilities are particularly vulnerable to being bullied for a variety of reason. These include:

- the increased likelihood of social isolation
- having fewer outside contacts than non-disabled children, and perhaps having limited access to someone to disclose bullying to
- an impaired capacity to resist, avoid or understand bullying
- being viewed as a 'safe target' for bullies.

### Anti-Bullying Procedures

See Appendix

### INDICATORS OF ABUSE

The following is a list of some indicators of abuse, but it is not exhaustive:

| <b>PHYSICAL INDICATORS</b>  | <b>BEHAVIOURAL INDICATORS</b>   |
|---|---|
| <ul style="list-style-type: none"> <li>• Unexplained bruising in soft tissue areas</li> <li>• Repeated injuries</li> <li>• Black eyes</li> <li>• Injuries to the mouth</li> <li>• Torn or bloodstained clothing</li> <li>• Burns or scalds</li> <li>• Bites</li> <li>• Fractures</li> <li>• Marks from implements</li> <li>• Inconsistent stories/excuses relating to injuries</li> </ul> | <ul style="list-style-type: none"> <li>• Unexplained changes in behaviour - becoming withdrawn or aggressive</li> <li>• Difficulty in making friends</li> <li>• Distrustful of adults or excessive attachment to adults</li> <li>• Sudden drop in performance</li> <li>• Changes in attendance pattern</li> <li>• Inappropriate sexual awareness, behaviour or language</li> <li>• Reluctance to remove clothing</li> </ul> |

### Reasonable Grounds for concern

Health and Social Care Trust (HSCT) Gateway teams should always be informed when there are reasonable grounds for concern that a child may have been abused, or is being abused, or is at risk of abuse.

The following examples would constitute reasonable grounds for concern:

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

The responsibility of deciding if a child has been abused lies with the HSCT Gateway Team, not with the people working within the sports club. However, all adults have a responsibility to protect children by reporting grounds for concern.

## RESPONDING TO A DISCLOSURE OF ABUSE

### Always

- Record what has been said ASAP
- Remain sensitive and calm
- Reassure child that they
  - are safe
  - were right to tell
  - are not to blame
  - are being taken seriously
- Let child talk - do not interview
- Listen and hear, give the person time to say what they want
- Ensure the experience is as positive as it can be
- Explain that you must tell others to ensure action is taken to increase their safety, but will maintain confidentiality
- Tell child what will happen next
- Involve appropriate individuals immediately
- Stay calm
- Reassure them that they have done the right thing in telling and that it will be dealt with appropriately

### Never

- Question unless for clarification
- Make promises you cannot keep
- Rush into actions that may be inappropriate
- Make/pass a judgment on alleged abuser
- Take sole responsibility, consult the designated safeguarding children officer so you can begin to protect the child and gain support for yourself

## DESIGNATED SAFEGUARDING CHILDREN OFFICER (DSCO)

The DSCO within **COMBER RIFLE CLUB** is:

**NAME:** Mrs Irene Atherton

**CONTACT DETAILS:** Mobile 07990556503

**Irene Atherton** shall be made known to young members, coaches and parents alike; as the DSCO to whom concerns will be addressed. If the concern is about the DSCO please report to Club Chairperson.

Guidelines for recording/dealing with incidents/accidents will be outlined later in this policy document (**See Appendix**)

## SAFE RECRUITMENT PROCEDURES FOR VOLUNTEERS/COACHES

- Volunteers and coaches are carefully selected, trained and supervised. The office bearers of the club committee must vouch for new volunteers/coaches potential involvement and their participation must be ratified by the unanimous approval of executive group/remaining coaches.
- All new coaches/volunteers working with children or young people must complete the sports own application form which includes a self declaration section (**see Club Safeguarding Appendix**).
- Individuals working or volunteering in regulated activity must complete an Access NI Disclosure Certificate Application Form (proof of identity **MUST** be provided). **Contact your governing body for further information.**
- Declaration of past convictions or cases pending and agreement to have an Access NI check completed, is of course a pre-requisite to approval to coach/volunteer to work with young people.
- **ALL** volunteers/coaches must agree to abide by the club's Safeguarding Policy and all are required to sign the Code of Conduct (**See Appendix**)
- Any concerns or objections with regard to suitability of a coach should be submitted to the Governing Body DSCO. These matters will be raised with the Governing Body case management committee with appropriate action taken including a formal response in writing to the concerned party if required. Clubs should not deal with concerns about a coach in isolation.

## TRAINING FOR VOLUNTEERS/COACHES

This club will:

- Ensure governing body approved coaching sessions for volunteers/coaches have been scheduled at the club and ALL participants are expected to qualify to at least **club coach** level.
- When appointing volunteers/coaches consider their current or previous experience either competing or coaching shooting sports.
- Education and training in the basics of Safeguarding will apply to all coaches/volunteers/management committee members working with the children or young members. **COMBER RIFLE CLUB** is committed to continuous updating and review of our current safeguarding policy.
- Safeguarding training should include:
  - Basic awareness of Safeguarding issues
  - Our club/organisation's safeguarding policies and procedures including our code of conduct
  - Safeguarding refresher training <http://www.sportni.net/resources/>
- Training will be carefully selected to ensure it is sufficient. For instance a one hour training session is unlikely to be very useful. A minimum of three hours

is required for basic awareness raising, and **Comber Rifle Club** will seek that training from a specific training provider with experience and knowledge of good practice in sport.

- Ensure that all new coaches have attended safeguarding awareness workshop within six months of taking up their post. This opportunity should also be made available to parents and other volunteers to enable a culture of a child-focused club to prevail.
- Ensure all staff and volunteers should receive induction, and training appropriate to their role. Training should be updated and reviewed regularly for new staff/volunteers and in line with changing legislation.

## **CODES OF CONDUCT**

A code of conduct lets all our staff/volunteers in our club/organisation know what behaviour is expected and what is unacceptable. It will also let all involved know what sanctions will be applied for non-compliance with the code. A written code of conduct will be prominently displayed or communicated to everyone associated with your club/organisation. It will be applied consistently. This club has a Code of Conduct for coaches/volunteers and young people and a code of expectations for parents/guardians.

**(See Appendix)**

## **GUIDELINES RELATING TO AWAY DAYS AND RESIDENTIALS**

Travelling to away fixtures and residentials are a regular event for this clubs. Trips may vary from short journeys across town to play another local team or involve more complicated arrangements involving overnight stays. But **COMBER RIFLE CLUB** is committed to ensuring that we follow certain standards to ensure the safety of our members.

**(See Appendix)**

## **SUPPORT and SUPERVISION**

**COMBER RIFLE CLUB** recognises that it is good practice to set up a system of support and supervision of staff/volunteers. This will enable staff/volunteers to become more effective by identifying training needs, dealing quickly with difficulties and will contribute to safe activities for children. (For those clubs with staff see staff handbook for further details on supervision). Volunteers will be offered regular opportunities to review their experiences at **COMBER RIFLE CLUB** and to identify any training or further support they require.

Good management will also create an atmosphere where volunteers feel valued, are listened to and where issues can be dealt with quickly by systems already in place. Therefore as a club we will ensure;

- Volunteers should be made aware of how to access training. Shooting sports require all those coaching/instructing children to attend safeguarding training. In addition to this we will ensure all their volunteers are made aware of shooting sport reporting procedures.
- We will take time to induct volunteers on club/ sports policies and procedures.
- We will introduce a system for reviewing a volunteer's role on an annual basis, perhaps as part of pre-season planning. This will help to ensure we get the best out of volunteers and will provide volunteers with the opportunity to progress to new roles that accommodate their own particular skills and aptitude.



## **GUIDELINES FOR REPORTING ACCIDENTS**

In the event of an accident, the following procedure will be carried out:

- Fill in two copies of the Accident Form for **ALL** accidents.
- Make contact with parents/guardians.
- One copy of form to incident book/folder.
- Forward one copy to DSCO for record keeping/action required.
- Contact emergency services/GP if required.
- Record in detail all facts surrounding the accident, witnesses, etc.
- Sign off on any action required from senior management officer.

## **GUIDELINES FOR REPORTING ALLEGATIONS/INCIDENTS**

- Record all incidents reported or observed on an Incident Form
- Inform DSCO ASAP.
- One copy to designated person within 24 hours.
- Ensure confidentiality - only "need to know basis" (reference confidentiality statement).
- Inform parents, unless to do so may put the child at further risk.
- The DSCO will be responsible for storing any report in a safe and secure environment and forwarding a copy on to statutory agencies if required.

**See reporting guidelines for further guidance**

## **HEALTH AND SAFETY GUIDELINES**

This club are committed to ensure the safety of all members by completing a risk assessment for activities and endeavouring to provide first aid treatment for injury, accidents and cases of ill health during coaching sessions or at competitions.

**(See Appendix)**

| <b>USEFUL NUMBERS</b>                 |  |
|---------------------------------------|--|
| <b>NSPCC Helpline</b>                 | 0808 800 5000 <a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a>               |
| <b>PSNI Public Protection Unit</b>    | 028 9065 0222<br>Ask for your local Public Protection Unit                         |
| <b>Childline</b>                      | Freephone 0800 1111 <a href="http://www.childline.org.uk">www.childline.org.uk</a> |
| <b>Sport Northern Ireland</b>         | 028 9038 1222 <a href="http://www.sportni.net">www.sportni.net</a>                 |
| <b>Child Protection in Sport Unit</b> | 02890351135 <a href="http://www.thecpsu.org.uk">www.thecpsu.org.uk</a>             |
| <b>Lifeline</b>                       | 0808 808 8000  |

## Health and Social care Trusts

Health and Social Care Trust's Clubs adopting this policy should insert the number of their local HSCT.

Health and Social Care Trusts in NI - Each trust will have a Gateway team to deal with reports of abuse and also more local contacts for ongoing professional liaison for advice on concerns.

|   |                    |
|---|--------------------|
| <b>Northern HSC Trust</b>   | Tel: 03001234333   |
| <b>South Eastern HSC Trust</b>  | Tel: 0300 100 0300 |
| <b>Southern HSC Trust</b>   | Tel: 0800 783 7745 |
| <b>Belfast HSC Trust</b>  | Tel: 028 9050 7000 |
| <b>Western HSC Trust</b>  | Tel: 028 7131 4090 |
| Regional Emergency Social Work service. Available 5.00 PM – 9.00 AM Monday to Thursday and 5.00 PM on Friday to 9.00 AM on Monday. There is a 24 hour cover over public holidays.<br><b>028 9504 9999</b> |                    |

## IMPLEMENTATION AND AVAILABILITY OF INFORMATION

It is important that there is a free flow of information between coaches/volunteers, children and parents, in terms of promotion of good practice and holding up to date information. This club will insist that a parent/guardian consent form is completed for each under 18 year old member and information a parents role in supporting their child is distributed to all parents.

### (See Appendix)

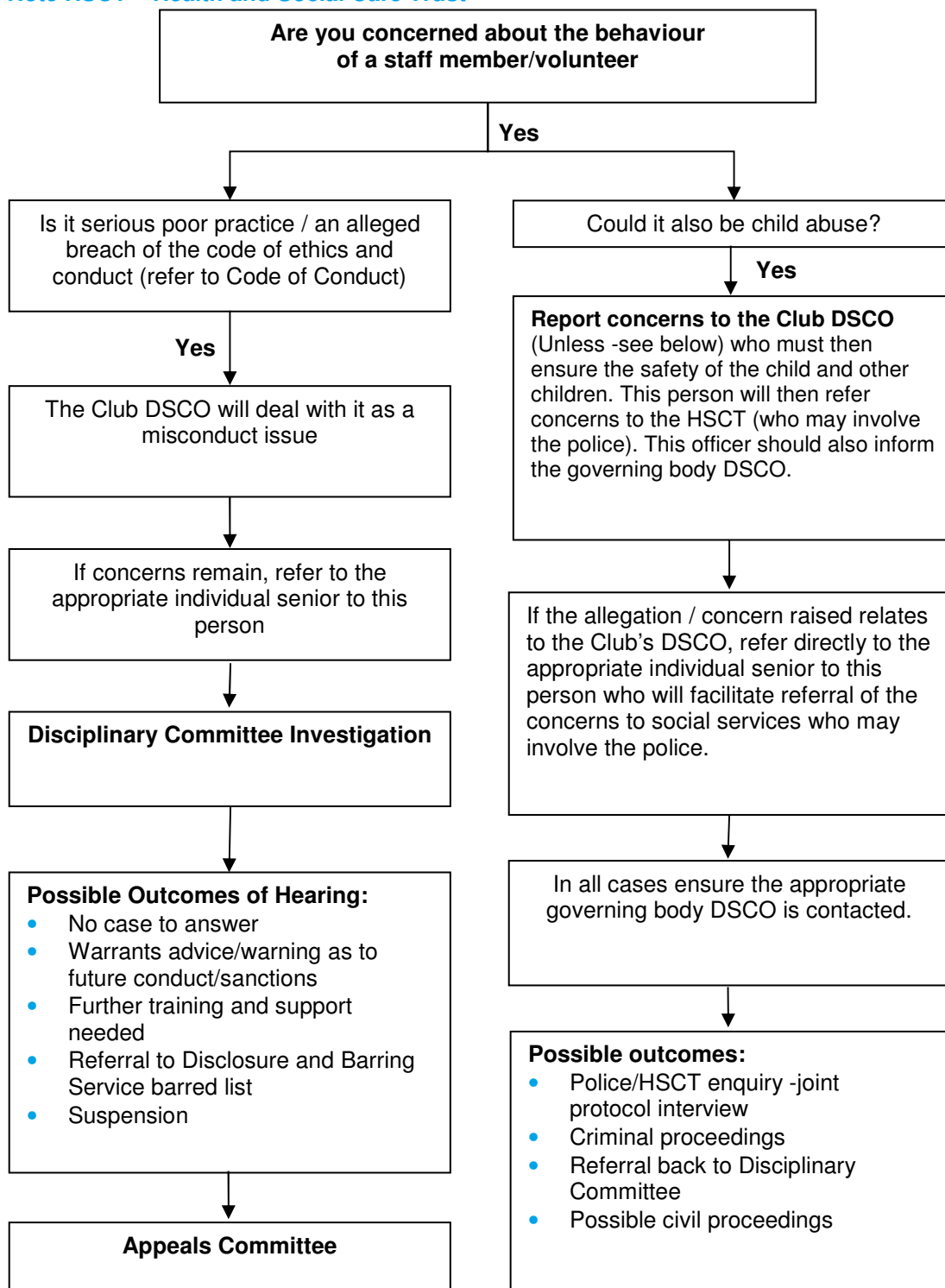
Parents should know what we do and how we do it, and the coaches/DSCO will always be on hand during, or after coaching sessions, for consultation or advice.

When appropriate, letters (or telephone contact) will be issued in relation to further information or specifics in respect of an event etc.

A regular review of club policies will take place through meetings with coaches/volunteers and feedback from children and parents. As a Club we have developed a plan for implementing our safeguarding procedures.

## INTERNAL CONCERNS REPORTING GUIDELINES

Note HSCT – Health and Social Care Trust



If you do not know who to turn to for advice or are worried about sharing your concerns with a senior colleague, you should contact the Health and Social Care Trust (HSCT) Gateway Team direct (or the NSPCC on 0808 800 5000). At any stage during the process in the left hand column the issue can be referred externally either formally or informally for advice. Following the external (right column) outcome the matter may be referred back to the organisation's Disciplinary Committee.

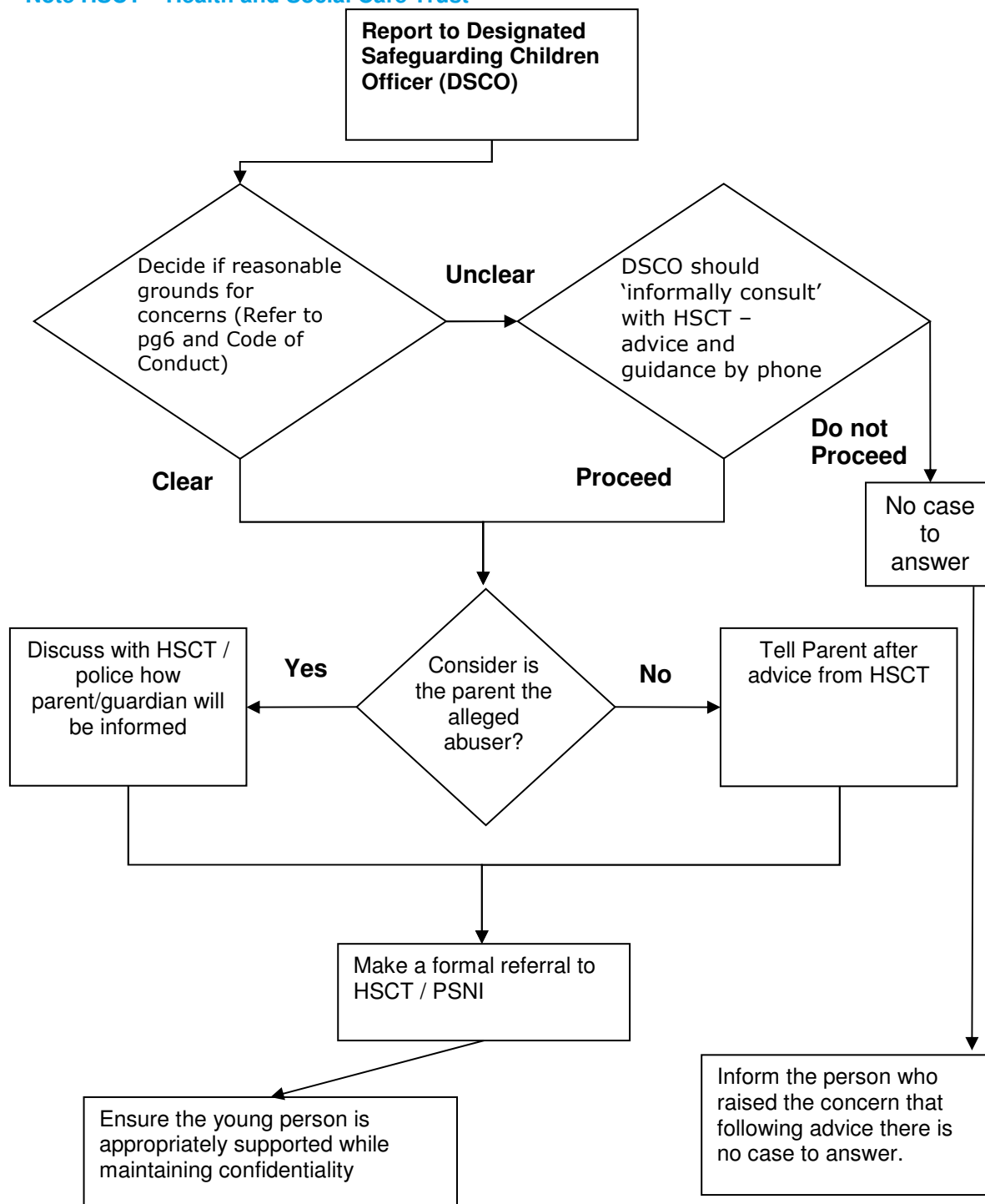
## DEALING WITH CONCERNS ABOUT A COLLEAGUE

The vast majority of people who work with children are well motivated and would never harm a child. Unfortunately a few do and it is essential that the organisation creates a culture that makes staff/volunteers willing and comfortable to voice their concerns, particularly those about someone with whom they work or whom they know. Again, the organisation's Safeguarding procedures should be followed.

During an investigation, support should be given both to the individual who voices concerns and to the suspected person who may have caused harm. Once the investigation is completed, the organisation must decide what action, if any, is necessary to prevent a similar situation arising again.

## EXTERNAL CONCERNS FLOW CHART

When the concern is about possible abuse outside the club/organisation  
 Note HSCT – Health and Social Care Trust



This Safeguarding policy is based on guidelines and legislation outlined in the following:

- Code of Ethics and Good Practice for Children’s Sport, Sport Northern Ireland 2007.
- Children (NI) Order 1995.
- Our Duty to Care NI, DHSSPS 2012.
- Getting It Right, DHSSPS 2012.
- Co-operating to Safeguard Children and Young people - DHSSPS 2016.
- Area Child Protection Committee – Regional Child Protection Policy 2005.
- Safeguarding Vulnerable Groups (NI) Order 2007.
- Safeguarding Board (Northern Ireland) Act 2011
- Protection of Freedoms Act 2012
- Children’s Services Co-operation Act (Northern Ireland) 2015