

Comber Rifle Club Safeguarding Children and Young People Policy - Appendix



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SECTION 1 – ANTI-BULLYING POLICY



Comber Rifle Club's Anti-Bullying Procedure

Definition:

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

Co-Operating To Safeguard Children Chapter 9.48

Bullying is not an accepted behaviour towards anyone at **COMBER RIFLE CLUB** be they child, coach, volunteer or parent.

Anyone found to be bullying others will be dealt with seriously both in regards to the behaviour exhibited and the reasons for the behaviour.

The possibility of people being bullied should be discussed openly within the Club and all young people and staff informed of both the Clubs' views on bullying and ways in which bullying can be prevented/stopped. It should be emphasised that anyone can be the victim of bullying and that being or feeling bullied is not a sign of weakness and does not make the victim a less valuable person.

Action to be taken if a child states they are being bullied:

- Child to be given time to say how they are being bullied and reassured they are right to tell.
- Adult/Designated Safeguarding Children Officer to keep the young person informed of their proposed action and to take into account child's feelings and perspective.
- The child's parents can be informed of your concerns and response.
- Chairperson/Leader of the club to be informed of any incident of bullying so that policies and practices can be reviews on a regular basis.

Useful Contacts to be added to any anti- bullying policy

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

SECTION 2 – SAFE RECRUITMENT PROCEDURES



Guidance for this recruitment procedure has been taken from:

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

COMBER RIFLE CLUB relies heavily on the time and commitment freely given by volunteers, and without this the opportunities for children and young people to participate in **SHOOTING SPORTS** would not exist. The procedures outlined below will be adopted by **COMBER RIFLE CLUB** for its own purposes and must be followed by clubs for whom **NORTHERN IRELAND FEDERATION OF SHOOTING SPORTS** acts as an umbrella body.

COMBER RIFLE CLUB will ensure good recruitment procedures by:

- Defining the role the individual is applying for.
- Insisting that a person applying for any post of responsibility within the club complete the relevant sports application form.
- Obtaining 2 references in writing, (the request for references will only be sought for preferred applicants)
- Ensuring that the individual completes and signs the Access NI Disclosure Certificate Application Form which gives permission to enable **NORTHERN IRELAND FEDERATION OF SHOOTING SPORTS** to request an Access NI check (proof of identity MUST be provided).
- Setting a probationary period (six months for staff or long-term volunteers).
- Interview/meet the individual either formally or informally. Have two designated members (positions to be identified by the sport) doing this to enable you to;
 - Assess the individual's experience of working with children or young people and knowledge of safeguarding issues.
 - Assess their commitment to promoting good practice.
 - Assess their ability to communicate with children and young people (i.e. be approachable). One way of doing this is to consult young people or ask questions to examine how a person would respond to a particular scenario e.g. are they authoritarian or too relaxed in their approach.
- Ensuring that the Management committee ratifies appointments.

Information from Access NI will be received by the individual and the governing body (though under the Protection of Freedoms Act only the individual applicant will receive a copy of the certificate in the future proposed introduction of this will be from mid - 2014 in Northern Ireland) . It will be scrutinised in the first instance by the Case Management Panel appointed by **NORTHERN IRELAND FEDERATION OF SHOOTING SPORTS**. The panel will decide whether a disclosure is relevant or contrary to **NORTHERN IRELAND FEDERATION OF SHOOTING SPORTS** standards, clubs will be advised of decision.

VOLUNTEER APPLICATION FORM FOR THOSE IN REGULATED POSITIONS

Section 1

All information received in this form will be treated confidentially

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

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

Name: Address: Telephone: Designation:	Name: Address: Telephone: Designation:
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Section 2

DISCLOSURE OF CRIMINAL CONVICTIONS FOR ELIGIBLE POSITIONS

We require all coaches/volunteers in positions of responsibility for managing the safety and development of young athletes to sign the declaration and return it marked confidential to Comber Rifle Club, 17 Railway Street, BT23 5GP, FAO The Chairman.

Should you require further information, please contact **NORTHERN IRELAND FEDERATION OF SHOOTING SPORTS designated safeguarding children officer.**

NAME OF APPLICANT:	
HOME ADDRESS	
CONTACT TELEPHONE NUMBER	
CLUB/ORGANISATION:	

Please read this information carefully.

Statement of non-discrimination

The **NORTHERN IRELAND FEDERATION OF SHOOTING SPORTS** is committed to equal opportunity for all applicants including those with criminal convictions. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the role. Any disclosure will be seen in the context of the criteria for the role, the nature of the offence and the responsibility for the care of existing clients/volunteers and employees.

Advice to Applicants

You have applied for a role which falls within the definition of an “excepted” position as provided by the Rehabilitation of Offenders (Exceptions) Order (NI) 1979: therefore ALL convictions including SPENT convictions MUST be disclosed. The disclosure of a criminal record or other information will not debar you from completing the course successfully unless the **NORTHERN IRELAND FEDERATION OF SHOOTING SPORTS** considers that the conviction renders you unsuitable. In making this decision the **NORTHERN IRELAND FEDERATION OF SHOOTING SPORTS** will consider the nature of the offence, how long ago it was committed and what age you were at the time and other factors which may be relevant. This information will be verified through an appropriate Access NI Enhanced Disclosure check. If you have received a formal caution or are currently facing prosecution for a criminal offence you should also bring this to our attention given the “excepted” nature of the role.

Please complete this form as accurately as possible, place it in an envelope marked “Confidential” and return it to the **NORTHERN IRELAND FEDERATION OF SHOOTING SPORTS**, contact address at info@nifss.co.uk An arrangement will be made with you to discuss any clarification if required. The **NORTHERN IRELAND FEDERATION OF SHOOTING SPORTS** Designated Safeguarding Children Officer can be contacted at info@nifss.co.uk should you wish to speak with them regarding your disclosure.

Thank you for your co-operation.

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

Yes

No

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

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

- the circumstances of the offence/incident
- a comment on the sentence received
- any relevant developments in your situation since then
- whether or not you feel the conviction has relevance to this post.

Please continue on a separate page if necessary.

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

Declaration

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

Signature

Date

Print Name

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

Signature

Date

Print Name

Position in Organisation

CONFIDENTIAL

The following person _____ has expressed an interest in working for **Comber Rifle Club**.

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

1. How long have you know this person?

2. In what capacity?

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

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

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

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

YES
NO

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

Signed: _____ Date: _____

Print Name: _____

Position: _____

Organisation: _____

SECTION 3 – AWAY DAYS AND RESIDENTIALS



Away Days

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

Communication with:

- **Children/ young people¹** – they should be aware of the travel plans, venue and time for collection, time of return and any costs. Children should also have a clear understanding of what standard of behaviour is expected of them. Children must know what sports kit they need to bring with them.
- **Parents** – should be made aware of the above and must have completed a consent form detailing any medical or other relevant issues that the team manager should be aware of. Parents should also have the name and contact details of the team manager in the event of an emergency.
- **Other coaches/volunteers** – need to be made aware of what their responsibilities are in advance of the trip. If the trip is a long journey, it is important that all coaches/volunteers/parents and young people have an itinerary.

Transport

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

- Ensure the driver has an appropriate and valid driving licence.
- Allow an appropriate length of time to complete the journey.
- Consider the impact of traffic and weather conditions.
- If using a mini-bus ensure that all seats are forward facing and they all have seat belts fitted if carrying children. Is the driver experienced in driving a mini-bus?
- Ensure leaders and children wear seat belts.
- Check there is appropriate insurance for the journey.
- Clarify supervision requirements with other leaders. The driver should not be considered as a supervisor during the journey.
- Ensure that the vehicle is road worthy.
- Ensure that the driver has undertaken an Access NI check.
- Ensure the appropriate booster seats are provided when required.

(A more detailed transport policy is available from the Resources section of the Child Protection in Sport Unit web site www.thecpsu.org.uk).

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

Ratio

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

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

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

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

Insurance

In addition to the mini-bus/car insurance, the team manager needs to ensure that the clubs general insurance covers travel to away events.

Emergencies

Ensure that the vehicle has breakdown and recovery cover. At least one of the leaders should be trained in first aid procedures and a first aid kit should be available.

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

The above are only basic points of advice and are not comprehensive guidelines. We would encourage all leaders in charge to complete a risk assessment before any away trips.

Hosting

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

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

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

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

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

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

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

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

SECTION 4 – HEALTH AND SAFETY PROCEDURES



First Aid Arrangements

The **COMBER RIFLE CLUB** will endeavour to provide first aid treatment for injury, accidents and cases of ill health during coaching sessions or at competitions. This will comprise of suitably trained First Aid person and appropriate equipment and facilities.

- CLUB Manager will seek volunteer(s) who are willing to train as a qualified 'first-aider' or 'appointed person' for each **COMBER RIFLE CLUB'S** property. Where this is not possible, other local arrangements will need to be identified and organised by the local club.
Recommended quota of first aid persons against the number of members on the premises is:
 - Under 25** = 1 x appointed person
 - 25 – 49** = 2 x appointed persons
 - 50 - 99** = 1 x first aider and 1 x appointed person
 - Over 100** = A first aider at a ratio of 1-50
- Where only one first aider (or appointed person) is required another must be made available to provide cover during holiday periods and unforeseen absences.
- The names and contact details of the first-aiders must be notified to all members at a **COMBER RIFLE CLUB** location. Details should be displayed at prominent locations
- The role of the 'appointed person' is to take charge of an emergency situation until trained assistance can be called. Where possible appointed persons should be given emergency first aid training (Advice from Sport Northern Ireland on approved courses) which last approx. One day and briefly covers:
 - (1) What to do in an emergency;
 - (2) Cardio-pulmonary resuscitation;
 - (3) First aid for the unconscious casualty; and
 - (4) First Aid for the wounded or bleeding.
- The first-aiders must all be trained by an approved body such as St. John's Ambulance Brigade or the British Red Cross. Copies of the certificates must be retained by the appropriate club manager.
- The certificates are valid for three years and arrangements must be made for first-aiders to receive refresher training before the current certificate expires.
- First-aiders **are not authorised** to administer any forms of medication. Any members reporting to the first-aider that they require such treatment must be referred to their own doctor.
- The name of our First Aid person is: _____
- All first aid boxes must have a white cross on a green background. Similarly, first aid facility/room should be easily identifiable by white lettering or a white cross on a green background.
- The First Aid signs should be placed where they can be seen (not obstructed from view) and easily identified.
- First-aiders will have access to fully stocked first-aid boxes. These are to contain (the following is only guidance and each organisation must review their own needs as there is no set regulations as to what a first aid box should contain):
 - Guidance notes explaining first aid at work (such as first aid at work by the HSE);

- Pad and Pencil - to record condition of person requiring first aids
 - 20 individually wrapped sterile adhesive dressings of assorted sizes;
 - Two sterile eye pads, with attachments;
 - Six individually wrapped triangular bandages;
 - Six safety pins;
 - Six medium sized, individually wrapped sterile un-medicated wound dressings;
 - Two large, individually wrapped sterile un-medicated wound dressings;
 - Three extra large, individually wrapped un-medicated wound dressings;
 - Two pairs of disposable gloves;
 - Surgical tape;
 - Medical Scissors; and
 - Face Shield - very basic such as 'Resuci Aid'.
- First aid boxes **must not** contain any medications such as pain killers, creams or eye ointments. Other items such as protective clothing/equipment can be used e.g. disposable gloves, vent-aids.
 - A list of the required contents (as above) and the name of the appointed person or first aider should be kept within the first aid kit. First-aiders and appointed persons will be responsible for ensuring that the boxes are regularly checked and restocked if necessary.
 - Most of our facilities do not have a designated first aid room; however there should be a room available which could be converted for first aid purposes if required.
 - Notices must be displayed within each building informing people of the means of summoning first aid assistance and of the location of the first aid box.
 - For visitors to the club premises, the host will be responsible for calling first aid if required. If the visitor is to be unaccompanied, the host should ensure that they are familiar with the means of calling for assistance.
 - Many members are required to coach away from their club. Where this is the case those members should ideally be given 'emergency first aid training' and carry a First Aid Kit in the car. If an emergency arises the Club Representative will then be able to cope with the situation.
 - The training and first aid kits should be made available by the line manager/budget holder.
 - Some members carry their own medications such as inhalers for asthma or 'Epipens' which contain injectable adrenaline for the treatment of severe allergic (anaphylactic) reactions, for example to peanuts. These medications are prescribed by a doctor. If an individual needs to take their own prescribed medication, the first aider's role is limited to helping them do so and contacting the emergency services as appropriate.
 - Medicines legislation restricts the administration of injectable medicines. Unless self administered, they may only be administered by or in accordance with the instructions of a doctor (e.g. by a nurse). However, in the case of adrenaline there is an exemption to this restriction which means in an emergency, a suitably trained lay person is permitted to administer it by injection for the purpose of saving life. The use of an Epipen to treat anaphylactic shock falls into this category. Therefore, first aiders may administer an Epipen if they are dealing with a life threatening emergency in a casualty who has been prescribed and is in possession of an Epipen and where the first aider is trained to use it.

Legislation

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