

# **Newcastle Athletics**

# **Club Child Protection**

# **Policy**

9<sup>th</sup> Edition (11 September 2022)

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# POLICY STATEMENT

We at Newcastle Athletics Club are committed to good practice which protects children from harm. Members, parents 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 Welfare Officers to whom the children can turn to if they need to talk.
- Adopt child centred and democratic coaching styles.
- Adopt child protection guidelines through codes of conduct for athletes and all adults associated with the club. Associated adults include coaches, parents and volunteers.
- Share information about concerns with children and parents and others who need to know.
- Ensure good and safe training areas/practices
- Keep child protection policies under regular review.
- Have procedures relating specifically to bullying and use of photography

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 including the development of performance.

## Welfare Officers

The Welfare Officers within Newcastle Athletics Club are

**Name** Catherine McIntosh

**Name** Sinead Flynn

**Mobile** 07482186654

**Mobile** 07809598416

**Club email address; juniors@newcastleac.org**

Catherine McIntosh and Sinead Flynn shall be made known to young members, coaches and parents alike; as the designated persons to whom concerns will be addressed.

If the concern is about the designated person(s) please report to Junior Club Chairperson: Ian Brannigan T: 07599391028.

Procedures for recording/dealing with incidents/accidents are outlined below in this policy document.

## **SAFE RECRUITMENT PROCEDURES FOR VOLUNTEERS / COACHES**

- Club Volunteers must submit a formal application to the club. This will be considered by the Club Committee.
- Volunteers and coaches are trained and supervised.
- All coaches and volunteers must have an Access NI Certificate.
- **ALL** volunteers/coaches must agree to abide by the club's Child Protection Policy
- Any concerns or objections with regard to suitability of a coach must be submitted to the "designated person". These matters will be raised with the club committee with appropriate action taken including a formal response in writing to the concerned party if required.

## **TRAINING FOR VOLUNTEERS/COACHES**

- Governing Body approved coaching sessions for volunteers/coaches are available.
- Appointment of volunteers/coaches will be on the basis of their current or previous experience either participating in or coaching Sport.
- Education and training in the basics of child protection will apply to all coaches/volunteers/club members working with the children or young members. Newcastle Athletics Club is committed to continuous updating and review of our current Child Protection Policy.

## **GUIDELINES FOR REPORTING ACCIDENTS**

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

- Fill in the Accident Form for **ALL** accidents.
- Make contact with parents/guardians
- File form and contact designated person if necessary.
- Contact emergency services/ GP if required
- Record in detail all facts surrounding the accident, witness's etc.

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

- Record all incidents reported or observed on an Incident Form
- File form and contact designated person.
- Ensure confidentiality - only "need to know basis"

# 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 the club and what we aim to achieve in relation to your child.

Parents must know what we do and how we do it, and the coaches/designated person will always be on hand during, or after coaching sessions for consultation or advice. Communication will be via email, text and website.

A regular review of club policies will take place through meetings with coaches/volunteers and feedback from children and parents.

## GUIDELINES FOR GOOD PRACTICE & CODE OF CONDUCT

### Newcastle Athletics Club will ensure...

- Proper supervision of children during training times and with a satisfactory ratio of coaches: children.
- Use of proper, recommended equipment.
- Use of equipment only when supervised by a coach.
- A clearly defined training area safe from vehicular traffic.
- Only children within same/ similar age bands will be selected for coaching.
- A first aider and first aid kit on hand in event of an accident, with accident incident book to be marked up at every relatively serious accident. **NB** All accidents will be reported to parents at collection.
- A safe environment for members.
- Support to members who report accusations of abuse.
- Suspected abuse information is treated confidentially.
- Appropriate action is taken if members breach standards of reasonable behaviour.
- The designated officer has knowledge of statutory child protection procedures and their responsibility in reporting concerns.

The implementation of good and safe working practice is to develop the club in the short, medium and long term to the mutual benefit of the member, the local area and community as a whole.

### Newcastle Athletics Club has the right to:

- Expect all leaders to comply with its Codes of Conduct.
- Expect all junior members to comply with its Codes of Conducts.
- Take appropriate action if members breach the Codes of Conduct or Child Protection Policy.
- Expect leaders will not abuse members physically, emotionally or sexually.
- Take appropriate action in the event of accusations.
- Acquire Access NI checks on all coaches/volunteers.

# Code of Conduct for Coaches and Volunteers

All coaches & volunteers are encouraged to demonstrate exemplary behaviour in order to protect children in their care and themselves from false allegations. The following are common sense examples of how to create a positive culture and climate within our club.

- Coaches should respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
- Coaches should place the wellbeing and safety of the child above the development of performance.
- Coaches should ensure the safety of children by careful supervision, proper pre-planning of coaching sessions, using safe methods at all times.
- Coaches should develop an appropriate working relationship with children based on mutual trust and respect. Coaches must not exert undue influence to obtain personal benefit or reward.
- Coaches should encourage and guide athletes to accept responsibility for their own behaviour and performance.
- Coaches should ensure that activities they direct or advocate are appropriate for the age, maturity and ability of the individual.
- Coaches should consistently display high standard of behaviour and appearance. They should be an excellent role model – this includes not smoking, drinking alcohol, using foul language or taking drugs in the company of young people.
- Coaches should always work in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment, e.g. no secrets)
- Coaches should make sport fun, enjoyable and promote fair play.
- Coaches should ensure that if any form of manual/physical support is required, it is provided openly and according to agreed guidelines. If physical support is needed, talk aloud to the child/young person explaining what you are doing and why as it is difficult to maintain hand positions when a child is constantly moving. Children/young people should always be consulted before they are touched and their agreement gained. Parental/carer views about manual support should always be carefully considered.
- Coaches should give enthusiastic and constructive feedback, encouraging achievements rather than negative criticism.
- Coaches should recognise the developmental needs and capacity of children/young people, including those with a disability – avoiding excessive training or competition and not pushing them against their will.
- Coaches should secure parental consent in writing to act in loco parentis, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment.
- Coaches should keep a written record of any injury that occurs, along with the details of any treatment given.
- Coaches should keep a written record and report any accidental injury, distress, misunderstanding or misinterpretation to the parents/carers and club Welfare officer as soon as possible.
- Coaches should immediately report any accusations made against them or their colleagues.
- Coaches should challenge bullying in any form i.e. physical or emotional.

Breach of this code will be dealt with immediately and reported verbally to the designated person. Persistent breach of the code will result in dismissal from the club.

Dismissals can be appealed by the coach /volunteer with final decisions taken by the club committee.

## Emergency Action/First Aid

All coaches, leaders and members should be prepared with an action plan in the event of an emergency.

This will include;

- Access to First Aid equipment
- Dedicated First Aider at every coaching session
  - Dedicated first aider is responsible for the kit, its' contents, knowledge of their use, and replacement of all used items
- Telephone contact if the participant is a minor
- Telephone contact to the Emergency Services

# CODE OF CONDUCT FOR CHILDREN/YOUNG PEOPLE

## Children are expected to:

- Keep within the defined boundary of the playing/coaching area.
- Behave and listen to all instructions from the coach.
- Take care of equipment and kit owned by the club.
- Refrain from the use of bad language or racial/sectarian references.
- Refrain from bullying or use of rough and dangerous play.
- Show respect to other youth members and leaders.
- Keep themselves safe.
- Report inappropriate behaviour or risky situations for youth members.
- Play fairly.
- Respect officials and accept decisions.
- Not cheat.
- Not use violence.
- Not leave training area until picked up by parent/guardian.

**Race Participation and Training Sessions:** *NAC Juniors will be encouraged to compete in races during the membership year (Apr – Mar). The races may be part of the McGrady Cross Country Series, Super 5 Series or any ANI approved junior race.. There is an expectation that a child attends 80% of the available training sessions, and a genuine reason for absence is encouraged. If a member does not attend 80% of the available training sessions, their membership may not be renewed the following year except in exceptional circumstances. If a waiting list of potential new members exists, those on it will be offered membership ahead of the renewing member.*

## Children/Young people have the right to:

- Be safe
- Be listened to
- Be respected
- Privacy
- Enjoy their sport in a protective environment
- Be referred to professional help if needed
- Be protected from abuse by other member or outside sources.
- Participate on an equal basis, appropriate to their ability
- Experience competition and the desire to win
- Be believed
- Ask for help

Any misdemeanours and general misbehaviour will be addressed by the immediate coach and reported verbally to the designated person. Persistent misbehaviour will result in dismissal from the club. Parents will be informed. Dismissals can be appealed by the child/parent with final decisions taken by the club committee.



# CODE OF CONDUCT FOR PARENTS

## Parents are expected to:

- Complete and return the Health and Consent Form pertaining to their child's participation with Newcastle Athletics Club. There is a **legal requirement** for parental consent.
- Deliver and collect the child punctually to and from training/coaching sessions.
- Ensure their child is properly and adequately attired for the weather conditions of the time. Any junior who is not adequately attired will not be allowed to take part in training and a parent/guardian will be called to come and pick them up.
- Detail any health concerns pertaining to the child on the consent form, in particular breathing or chest conditions. Any changes in the state of the child's health should be reported to the coach prior to coaching sessions.
- Encourage their child to play by the rules and teach them that they can only do their best.
- Show appreciation and support all coaches and volunteers.
- Be realistic. Never place undue pressure on children to perform, participate or compete.
- Provide their child with proper clothing and equipment.
- Ensure their child's hygiene and nutritional needs are met.
- Acknowledge the importance and role of the club coaches who provide their time free to ensure children's participation in the club.
- Promote their child's participation in playing sport for fun.
- Encourage their children to compete at races.
- Supervise their children at all times at races.
- Arrange travel to races so their children can compete and arrive in good time for registration.
- Ensure no unnecessary or valuable items are brought to training or competition.
- Ensure up to date contact information is supplied to the club.
- Keep up to date with all forms of communication from club coaches and officials.

## Parents/Guardians have the right to:

- Know their child is safe
- Be informed of problems or concerns relating to their children
- Be informed if their child is injured
- Have their consent sought for issues such as trips
- Contribute to decisions within the club
- Complain if they have concerns about the standard of coaching

Any misdemeanours and breach of this code of conduct will be dealt with immediately by a Newcastle Athletics Club official. Persistent concerns or breaches will result in the parent/guardian being asked not to attend competitions if their attendance is detrimental to the child's welfare.

The ultimate action should a parent/guardian continue to breach the code of behaviour may mean the Newcastle Athletics Club officials regrettably asking the child to leave the club.

# Accident Report Form

<b>COACH IN ATTENDANCE:</b>	
<b>INJURED PARTY</b>	
Name	
Age/DOB	
Address	
<b>ACCIDENT DETAILS</b>	
<ul style="list-style-type: none"><li>▪ <b>Date:</b></li><li>▪ <b>Time:</b></li><li>▪ <b>Exact location:</b></li><li>▪ <b>Injury:</b></li><li>▪ <b>How happened</b></li></ul>	
<b>SEVERITY:</b>	
<ul style="list-style-type: none"><li>• <b>Minor</b> <input type="checkbox"/></li><li>• <b>Considerable</b> <input type="checkbox"/></li><li>• <b>Severe</b> <input type="checkbox"/></li></ul>	
<b>FIRST AID INVOLVED</b>	<b>YES / NO</b>
<b>MEDICAL ATTENTION REQUIRED</b>	<b>YES / NO</b>
<b>PARENTS INFORMED</b>	<b>YES / NO</b>
<b>BY WHOM</b>	
<b>FORM COMPLETED BY:</b> _____	
<b>REFERRED TO DESIGNATE PERSON</b>	<b>YES/ NO</b>
<b>DESIGNATED PERSON SIGNATURE</b>	

# Incident Report Form

Adult(s) in Attendance:	
Your name:	
Your position if any in club (coach/volunteer/parent):	
Child's name:	
Child's address:	
Child's date of birth:	
Date and time of any incident:	
Your observations or those of others:	
Exactly what the child said : (Remember, do not lead the child – record actual details. Continue on separate sheet if necessary)	
Action taken so far:	
External agencies contacted (date & time)	
<b>Police</b> yes/no	If yes – which: Name and contact number: Details of advice received:
<b>Social services</b> yes/ no	If yes – which: Name and contact number: Details of advice received:
Signature:	
Print name:	
Date:	

# Equal Opportunities Policy

- Newcastle Athletics Club are committed to a policy of equal treatment of all members and requires all members of whatever level of authority to abide and adhere to this general principle and the requirements of the Codes of Practice issued by the Equal Opportunities Commission for NI and Commission for Racial Equality.
- All members are expected to abide by the requirements of the Race Relations Act 1976, Sex Discrimination Act 1986 and Disability Discrimination Act 1995. Specifically Discrimination is prohibited by:
  - Treating any individual on grounds of gender, colour, marital status, race, nationality or ethnic or national origin, religion, sexual orientation or disability less favourably than others.
  - Expecting an individual solely on the grounds stated above to comply by with requirement(s) for any reason whatsoever related to their membership, which are different from the requirements of others.
  - Imposing on an individual requirements which are in effect more onerous on that individual than they are on others. For example, this would include applying a condition which makes it more difficult for members of a particular race or sex to comply than others not of that race or sex.
  - Victimisation of an individual.
  - Harassment of an individual, by virtue of discrimination.
  - Any other act or omission of an act, which has as its effect the disadvantaging of a member against another, or others, purely on the above grounds. Thus, in all the Club's recruitment, selection, promotion and training processes, as well as disciplinary matters, it is essential that merit, experience, skills and temperament are considered as objectively as possible.
- Newcastle Athletics Club commits itself to the immediate investigation of any claims of discrimination on the above grounds and where such is found to be the case, a requirement that the practice cease forthwith and to the investigation of any member accused of discrimination.
- Any member found guilty of discrimination will be instructed to desist forthwith. Since discrimination in its many forms is against the Newcastle Athletics Club policy, any members offending will be dealt with under the disciplinary procedure.
- Newcastle Athletics Club commits itself to the disabled person whenever possible and will treat such members, in aspects of their recruitment and membership, in exactly the same manner as other members. The difficulties of their disablement permitting assistance will be given, wherever possible to ensure that disabled members are helped in gaining access. Appropriate training will be made to such members who request it.

# ANTI-BULLYING POLICY

## Guidance Notes

### The Individual

- Respect every child's need for, and rights to, a play environment where safety, security, praise, recognition and opportunity for taking responsibility are available
- Respect for every individual's feelings and views
- Recognise that everyone is important and that our differences make each of us special
- Show appreciation of others by acknowledging individual qualities, contributions and progress
- Ensure safety by having rules and practices carefully explained

### Bullying

- Bullying will not be accepted or condoned. All forms of bullying will be addressed. Bullying can include:
  - physical pushing, kicking, hitting, pinching etc.
  - name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation and the continual ignoring of individuals
  - sectarian/racial taunts, graffiti, gestures
  - sexual comments and /or suggestions
  - unwanted physical contact
- Children from ethnic minorities, disabled children, young people who are gay or lesbian, or those with learning difficulties are more vulnerable to this form of abuse and may well be targeted.
- Everybody has the responsibility to work together to stop bullying – the child, the parent, the coach.
- Commitment to the early identification of bullying and prompt, collective action to deal with it.
- Policy and practice should be agreed through consultation with the club, parents and children.
- Children should be encouraged to take a role in stopping bullying in the club.
- Policy and practice should be reviewed regularly in the light of changing needs and changes adopted by other agencies (e.g. schools).

### Support to the Child

- Children should know who will listen to and support them.
- Any advice and assistance should be given by an experienced coach.
- Children should be told what is being recorded, in what context and why.
- Systems should be established to open the door to children wishing to talk about bullying or any other issue that affects them. Barriers to talking need to be broken down to enable children to approach adults.
- Anyone who reports an incident of bullying will be listened to carefully and be supported, whether the child being bullied or the child who is bullying.
- Any reported incident of bullying will be investigated objectively and will involve listening carefully to all those involved.
- Children being bullied will be supported and assistance given to uphold their right to play and live in a safe environment which allows their healthy development.

- Those who bully will be supported and encouraged to stop bullying.

## **Support to the Parents**

- Parents should be advised on club policy and practice about bullying
- Any incident of bullying will be discussed with the child's parent(s)
- Parental advice on action will be sought and agreements made as to what action should be taken
- Information and advice on coping with bullying will be given
- Support should be offered to the parent(s) including information on other agencies or support lines.

# **GUIDELINES ON CONFIDENTIALITY**

## **Confidentiality, who needs to know what?**

Newcastle Athletics Cub has a clear statement about confidentiality and how this is to be respected. This statement covers much broader issues than child protection. We insist that families and children in contact with our organisation are sure, for example, that personal and sensitive details which they have confided about their lives or family situations will not be talked about or passed on to others without their consent.

However, the legal principle that 'the welfare of the child is paramount' means that considerations of confidentiality should not be allowed to override the right of children to be protected from harm. Everyone in our club, including children, must be aware that they can never promise to keep secrets. However, information of a confidential nature will only be communicated on a 'need to know' basis.

In any situation where there is an allegation or suspicion of abuse, it is important that the rights of both the victim and the alleged perpetrator are protected by ensuring that only those who need to know are given the relevant information.

This will mean, at the very least, informing:

- the person responsible for child protection in our club;
- where relevant, a statutory child protection agency;
- the parent of the child;
- the alleged perpetrator.

Informing the parents of a child about whom you are concerned will need to be handled in a sensitive way and should only be undertaken in consultation with a statutory agency.

Any individual under suspicion has a right to be notified of the cause of the concern. This is another matter that will need careful consideration and should only be undertaken in consultation with a statutory agency.

Depending on the outcome of our initial inquiries, club members and other agencies who have contact with either the child concerned or the alleged perpetrator may need to be given brief details of the incident and subsequent action. The statutory agency will keep you right about who should be told, when they should be told, and the kind of information which it is appropriate to share.

# Data Protection

Newcastle Athletics Club is committed to ensuring that any information gathered in relation to our junior athletes meets the specific responsibilities as set out in the Data Protection Act 1998.

To achieve this we have drawn up the following guidelines:

- The names and addresses of children and guardians are only gathered for the purpose of maintaining a record of those currently involved in the club.
- That the information requested is relevant to the needs of the club and to ensure we adhere to good child protection practices.
- We will make every effort to ensure the information held is accurate and kept up to date. The paper record will be stored in a secure place.
- The individual's name and address will not be forwarded to a third party without the prior permission of the child and guardian.

## Use of Photographic and Video Recording Devices

Newcastle Athletics Club recognises the importance and value of photographs and videos in coaching. Participants and parents /guardians should be made aware that this is part of the coaching programme. Care will be taken in the storing of these images/films.

Newcastle Athletics Club will take all steps to ensure that any images taken are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform a club welfare officer immediately.

Photographs that are posted on websites and printed in newspapers should not include personal details which might make a child /young person vulnerable, for example, address, email address, phone number.