

## ***KILMEENA - BORD na nÓg***

**Providing sporting and recreational activities for  
The Children of the parish.**

- **Our Clubs Child Protection Policy**
- **Our Clubs Code of Conduct Policy**



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## **Additional Documents (Appendices)**

### Definitions within the Policy

- Legislative impact on the Policy
- Protection of Persons Reporting Child Abuse
- Standard Reporting Form **(Appendix 1)**
- Emergency Contact Details **(Appendix 2)**
- Sample Referee Request Form **(Appendix 3)**
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- Incident Reporting Form **(Appendix 5)**
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- Code of Conduct Policy for Players, Managers & Parents **(Appendix 10)**
- Acceptance of the Child Protection Policy **(Appendix 11)**
- Garda vetting form

**Child Protection Statement**

Kilmeena Bord na nÓg is committed to safeguarding the rights of young people, particularly those for whom we cater. The Organisation caters for children between the ages of 4 -18 yrs. Our duty of care is to provide a safe place for these young people, ensuring they are safeguarded from sexual, physical and emotional harm, in a healthy recreational environment.

The welfare of the child is paramount in decisions, activities and programmes involving the children whilst attending this club, and while participating in external club activities.

Bord na nÓg has developed the following guidelines and directives to be followed in all matters relating to members and non members whilst at Kilmeena Club or whilst involved in external activities organised by/through Bord na nÓg.

- Confidentiality Statement
- Reporting Procedure
- Safe Recruitment Procedure
- Training, Supervision and Management of Volunteers and the Executive Committee
- Code of Behaviour for Volunteers, Children, Parents and the Executive Committee
- Complaints Procedure
- Accidents Procedure
- Staff Allegations Procedure.

The Child Protection Policy, Procedures and Practice will be reviewed on a regular basis by the Designated Person(s) and the Chairperson, and the Executive Committee of Bord na nÓg.

The Bord na nÓg expects all persons coming into contact with young people through involvement in our organised activities and events to follow the requirements laid out within this policy.

This policy applies to the *Executive Committee of Bord na nÓg, Parents & Managers (facilitators), the Participants, Visitors and guests.* This policy applies with regard to **all young people under the age of 18 years**, who are involved in G.A.A activities. And/or participating in external club activities.

This policy is developed by Kilmeena Bord na nÓg in consultation with the HSE (Health Service Executive), in line with “Children First” as well as use of the document “Our Duty to Care” and the Code of Ethics and good practice for children in sport.

This policy will be reviewed in 12 months time, in January 2013

\_\_\_\_\_  
Willie Keaveney

Chairperson Bord na nÓg

Date \_\_\_\_\_

\_\_\_\_\_  
Trish Hogan

Secretary Bord na nÓg

Date \_\_\_\_\_

### **Confidentiality Statement**

Bord na nÓg aims to create a fun-filled environment where children can enjoy themselves in a safe and secure setting. We aim to create a safe place that demonstrates respect for individuals and groups, across a diverse range of backgrounds. It is our duty to provide a place where young people will feel comfortable, are encouraged to speak honestly and openly on relevant issues pertaining to their protection and wellbeing.

In this regard, confidentiality is a key factor. Bord na nÓg adopts a “Chatham House Rule”\* approach to confidentiality.

However, information regarding a disclosure, allegations or, concerns regarding child protection must be shared, at all times, with the Designated Person, and in the absence of the designated Person, reported to the Bord na nÓg’s Executive Chairperson and treated in a professional and respectful manner.

All information regarding concern or assessment of child abuse will be shared on a “need to know” basis in the interests of the child.

No undertakings of secrecy can be given. Those working with a young person (and family) should make this clear to all parties involved.

Where child protection concerns arise, information should only be shared in compliance with the reporting procedures set out in this policy, in the best interests of the young person.

Sharing information with others, in accordance with the reporting procedures set out within this policy, in the protection of a young person is not a breach of confidentiality.

Parents and Young People have a right to know if personal information about them is held on file and being shared, unless doing so could put the young person at further risk.

Information which is gathered for one purpose must not be used for another without consulting the person who provided the information.

All records regarding young people and child protection matters will be kept in a safe and confidential manner within the offices of Kilmeena Clubhouse. Access to these records is strictly limited to the Designated Person and the Executive Committee of Bord na nÓg.

Issues of confidentiality will be addressed in training of staff and volunteers by Bord na nÓg,

See - Children First; Department of Health and Children; 1999; Dublin; page 41

\*The **Chatham House Rule** is a core principle that governs the confidentiality of the source of information received at a meeting. Since its refinement in 2002, the rule states;

*“When a meeting or part thereof, is held under the Chatham House Rule, participants are free to use the information received, but neither the identity nor the affiliation of the speaker, nor that of any participant, may be revealed”.*

### Reporting Procedures

#### **Designated Person(s)**

Bord na nÓg has appointed a Designated Persons for Child Protection.

The **Designated Persons** is; Mr William Keaveney

The **Co-Designated Person** is; Trish Hogan.

#### **Role of Designated Person(s):**

- Receives and considers all child protection concerns.
- Maintains contact with appropriate authorities in Community Services, HSE and An Garda Síochána.
- Ensures Policy/Procedures relating to child protection are followed.
- Provides the necessary information and advice on protection and welfare.
- Manages referrals to HSE, with adequate confidential information.
- Liaises with Community Services, HSE and An Garda Síochána.
- Consults with Chairperson and Committee with regard to child protection.
- Ensures confidentiality/safe recording of Child Protection issues & individual case histories.
- Provides advice on Child Protection Training needs.

#### **Procedure for dealing with Disclosure**

Bord na nÓg strives to maintain an environment that encourages trust, security and confidence. This enables young people to share openly, and may result in a young person, making a disclosure of abuse.

It is important that the young person who discloses abuse feels supported and facilitated in what may be a frightening and traumatic process. Feelings of anger, confusion, fear and guilt are possible. Therefore, there is a great need for the member/volunteer to respond in a sensitive manner. A young person's disclosure of such information requires real trust and honesty by all parties. Responders should keep this in mind and uphold the following guidelines.

#### **How to Respond**

It is important that allegations are handled in a sensitive and discreet manner and any response to a young person making an allegation should take the following into consideration:

- Actively listen to the young person, ensuring that they feel heard.
- Inform the young person of your duty to report their disclosure as early as possible in the conversation. Never agree to keep the disclosure a secret.
- React calmly, over-reaction may intimidate and increase any feelings of guilt.
- Reassure the young person that it was right to tell someone what happened.
- Be careful when asking questions. Conversations should be supportive and for the purpose of clarification. Never ask leading questions.
- Do not express any opinions about the alleged abuser to the young person.

### **Reporting Procedures**

#### **Staff/Volunteer Procedure**

If any Bord na nÓg member receives a disclosure of sexual abuse from a young person, they should consult immediately with the Designated Person.

Members receiving a disclosure from a child must record the details in writing and sign and date it. This must be passed onto the Designated Person as soon as possible.

The Designated Person will report to the HSE in the young person's area, or, in an emergency out-of-hours case, An Garda Síochána will be informed.

The Chairperson and Committee will be informed that a report has being made to the HSE.

All suspicions of abuse should be handled through the Designated Person, who should fill out the standard reporting form, which should be passed on to the HSE Duty Social Work office, in the Community Care Area of the young person.

#### **Involvement of Parents/Carers**

When suspicions of abuse are reported to the HSE or An Garda Síochána, it is good practice that parents/carers should be informed, unless doing so is likely to endanger the young person.

#### **Reporting Form**

A copy of the Reporting Form to be used with the HSE is attached in the Appendices.

#### **Prompt response & Concerns not requiring HSE Referral**

All verbal and written reports must be made to the HSE without delay. Any matters not referred to the HSE should be noted within a "Child Protection Incident File", along with any decisions made and signed by the Designated Person and the Club Chairperson. The Designated Person will inform the reporting person in writing of any decision not to refer to the HSE.

If any staff/volunteers feel uncomfortable with a decision made in this context, they have the right (*and responsibility*) to file a report on their own.

**Procedure for dealing with Concerns/Suspicious of Abuse**

All persons working with young people must share their concerns about child protection or child welfare with the Designated Person or the Executive Chairperson of Bord na nÓg. If any member/coach/trainer receives a disclosure of abuse or sexual abuse from a young person, they should consult the Designated Person immediately. Staff and volunteers receiving disclosure from a child must record the details in writing and sign and date it. This then must be passed onto the Designated Person as soon as possible

The Designated Person will report to the HSE in the young person's area or, in an emergency out-of-hours case, An Garda Síochána will be informed.

The Executive Chairperson will be informed that a report has been made to the HSE.

All suspicions of abuse should be handled through the Designated Person, who should fill out the standard report form, which should be then passed on to the HSE Duty Social Work office, in the Community Care Area of the young person at Castlebar.

Concerns must not be shared outside the designated channel of communication outlined within the reporting procedure for disclosure.

**Reasonable Grounds for Concern**

The statutory authorities must be informed when a person has reasonable grounds for concern that a young person may have being abused, is being abused, or is at risk of abuse. The following examples constitute reasonable grounds for concern:

- Specific indication from the young person that she/he was abused
- An account by the person who saw the young person being abused
- Evidence such as injury or behaviour which is consistent with abuse and unlikely to be caused in another way
- Consistent indication, over a period of time that a child is suffering from emotional or physical neglect. *(It should be noted that Bord na nÓg members will rarely be in an appropriate position to make informed judgements regarding this ground for concern. Any queries or concerns in this regard should be discussed and actions authorised through the Designated Person/Executive Chairperson of the Club.*

**Joint Reporting Protocol for use with Schools**

The Designated Person and the Executive Chairperson will consult with the teacher(s) and the designated emergency contacts for schools.

Whilst a reporting procedure should be agreed, the Bord na nÓg reserve the right to report any concerns to the appropriate authorities.

Teacher(s) and designated emergency contact representatives of schools will be consulted and informed of any report being made.

## **Recruitment and Selection Policy**

Bord na nÓg 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 not.

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. They shall complete a course, given by a statutory body on Children First Guidelines.

Volunteers should fill in an application form, giving names of two referees that can be contacted.

Where a Garda/Police check is not possible, a declaration form should be filled in, stating whether or not any court actions are pending or have being taken or if there are any reasons why the prospective candidate should not work with children.

Applicants with convictions against children will be excluded from volunteering with Bord na nÓg

All prospective staff and volunteers will be selected on the basis of an interview, telephone interview or selection meeting.

All volunteers will sign a “**volunteer (term of stay) agreement**” with Bord na nÓg.

All volunteers will receive and sign-off on child protection training. This will take place during the volunteer induction on an annual basis.

A probationary period is advisable,

There will be a “sign-up” procedure, whereby the newly recruited volunteers, agrees to abide by the Code of Ethics and Good practice for children in Sport and to the Clubs, Codes and Policies.

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.

A decision to appoint a Sports Leader is the responsibility of the Club and not of any one individual within it. The Clubs committee should ratify all recommendations for appointment.



### **Code of Conduct/ Behaviour**

Bord na nÓg requires all volunteers working with young people to provide a safe place for young people, ensuring they are safeguarded, physically and emotionally, in a healthy and secure environment.

The welfare of young people is paramount in all our decisions, activities and programmes involving young people and children.

Bord na nÓg expects all those working with young people to:

- Actively listen to young people, taking account of their expression of needs and concerns.
- Value and respect young people as individuals.
- Involve young people (*where it is feasible*) in decisions made about them, in as inclusive and appropriate a manner as possible.
- Encourage and support young people and children with praise and positive due regard.

Bord na nÓg believes that emotional, physical or sexual abuse of a young person inhibits their proper development.

### **Code of Practice**

Bord na nÓg will not accept or condone the following behaviours and will intervene to ensure the fair and equitable treatment of all young people:

- Bullying.
- Violence.
- Sarcasm, name-calling, “slagging” and other forms of scapegoating.
- Favouring some to the exclusion of others.
- Abusive language and gestures.
- Negative criticism of young people’s values, beliefs and opinions.
- Negatively highlighting physical, social or emotional differences.

### **Required Standards of Behaviour**

These standards are the requirements of the Bord na nÓg for all those working/involved with young people/school teams, to avoid situations that might give rise to unjustified allegations of abuse.

These standards are good practice and must be followed by all Bord Na Nog Members, Volunteers, Managers, Parents/carers/adults and any other individual(s) coming into contact with young people at any Bord Na Nog activity/programme/event.

1. Be sensitive to risks of personal safety and the possibility of unfounded allegations that can arise. Never request or agree to meet with a young child/person alone.
2. When meeting young people/children, always leave the dressing room door open to ensure another member of Bord na nÓg can observe proceedings.

3. Do not give lifts in cars to individual young people/children alone. Always have another member of Bord na nÓg staff/volunteer, team member present. Ensure your insurance cover is adequate for this purpose. If a player is waiting to be collected, make sure another member of the staff/volunteer team is present. If not, make a phone call to a friend/family until the young person is collected.
4. Be sensitive to the possibility of becoming over-involved or spending excessive time with any one young person.
5. Monitor any physical contact between yourself and young people, ensuring that at all times contact is appropriate to a particular task and verifiable.
6. When dealing with disruptive individuals on a one-to-one basis, always ensure you are accompanied by another member of Bord na nÓg staff/. All instances of disruptive behaviour are to be reported in team briefings (committee & volunteer).
7. When dealing with teams/groups of mixed gender, there must be sufficient volunteer staff to properly manage all activities and areas in use. There must be a mix of male/female supervision.
8. Bord na nÓg Staff and Volunteers should always be respectful of the privacy of young people in dressing rooms, showers, toilets, at Kilmeena Clubhouse. When present in such areas Bord na nÓg staff/volunteers are not to spend time alone with a young person/child.

### **Photographs**

Bord na nÓg has a photograph policy in place. Permission will be sought by Bord na nÓg from parents, prior to the making of any photographs involving young people and children. Parents must receive permission from Bord na nÓg executive to take any photographs of young people. See clubs policy on photographs in Appendix 9.

### **Activities/Events/Tours Organised by Bord na nÓg**

When organising activities/events/tours, Bord na nÓg staff/volunteers must ensure;

- The physical and emotional safety of all children/young people concerned is paramount. A clear programme of activity/events/tour outline should be designed and shared with the participants. All facilities and activities should be checked for appropriateness and risk prior to booking.
- Written Parental/Guardian consent is required for those activities involving young children less than 18 years of age. Emergency contact numbers, dietary and medical requirements are required for each participant.
- Clear information on the activity/tour/event must be made available to parents/guardians beforehand to explain the programme, travel arrangements, emergency contact details and requirements in a “things to bring” list. A copy of the Child Protection statement should be included in this information, along with any other relevant policy information.

**Incident/Accident Procedure**

Bord na nÓg Committee Members and Volunteers should ensure, in so far as is reasonably possible, that buildings, facilities and equipment, used by young people, is safe.

All Bord na nÓg Committee Members and Volunteers are made aware of the location and contents of First-Aid Kits. The Designated First Aid Person(s) is: \_\_\_\_\_

Emergency numbers are available in the reception area and dressing rooms for external activities/ trips the emergency numbers sheet must be completed and kept by the group leader(s).

The Ideal Ratio for supervision of young people is:

- 1 Adult for every 8 children attending the club grounds or whilst travelling to external events.

School teams taking part in activities organised by Bord na nÓg provide their own Managers. It is a requirement that all teams must have at least one manager supervising the team.

All incidents or accidents affecting the group or involving injury must be advised to the Designated Person.

The Bord na nÓg Committee must be informed of any medication/illness a young person is taking/ suffering from. Under no circumstances is it permissible for Bord na nÓg Committee Members or Volunteers to administer medication to a young person. This includes common painkillers.

All incidents and accidents involving young people must be recorded on a Reporting Form, stating the time, date and nature of any incident or injury. Any and all witnesses should be listed and any action taken in the care and treatment of the young person should be documented. The form should then be given to the Designated Person for filing.

Bord na nÓg organised external events must:

1. Have emergency contact details for the child (ren) in their care.
2. Have emergency contact details for Doctors/Ambulances/Gardaí/Hospitals with them.

### **Parental Involvement**

A full copy of the Bord na nÓg Child Protection Policy will always be available in the office at Kilmeena Club house for any Parent/Adult/Volunteer to read and become familiar with. Bord na nÓg is currently looking at uploading its Child Protection Policy onto its website for anyone to view it, whilst looking through our website.

Parents/carers will be informed of all Bord na nÓg programmes/activities and all related concerns in information about programme activities sent with the parental consent form.

In any event which requires information to be shared with the HSE or An Garda Síochána, parents should be notified unless doing so is likely to endanger the young person.

Parents are reminded and encouraged to contact a named Bord na nÓg Committee Member for any further queries.

**Procedure for Allegations against Managers, Club Members, Staff & Volunteers**

All allegations must be taken seriously and dealt with promptly and efficiently, with the best interests of the young person taking prime concern. All persons concerned are entitled to a proper response and therefore two separate procedures are involved:

- The reporting procedure in respect of the young person
- The procedure for dealing with the worker/volunteer

Bord na nÓg will at all times ensure that no child is exposed to unnecessary risk.

**Reporting procedure in respect of the young person**

This procedure is the responsibility of the Designated Person.

- 1) The person who receives the allegation from the young person should record all the details in writing, sign and date it and then pass it on to the Designated Person.
- 2) Upon receipt of an allegation against a Volunteer/Bord na nÓg Committee Member, the Designated Person will:
  - Speak with the young person involved, to clarify the allegation
  - Record the allegation dated and signed
  - Inform the Bord na nÓg Chairperson
- 3) The Designated Person will:
  - In consultation with the Bord na nÓg Chairperson, decide whether or not to contact the HSE or An Garda Síochána
  - Inform the parent/carer and/or teacher/manager of the young person involved
  - Record this decision dated and signed.

**Procedure for dealing with the Worker/Volunteer**

This procedure is the responsibility of the Bord na nÓg Chairperson

- 1) Upon receipt of an allegation the Designated Person will inform the Bord na nÓg Chairperson.
- 2) The Chairperson will then:
  - Meet with the /Volunteer Member whom the allegation has been made against, informing them of an allegation against them and allowing them to respond to the allegation
  - Record the meeting and dated by both parties
- 3) The Chairperson may then suspend the member in question, depending on the seriousness of the allegation and in consultation with the HSE and An Garda Síochána, pending a full inquiry. This suspension will be recorded, dated and signed.
- 4) Upon completion of inquiries, a further disciplinary hearing will be heard, and appropriate action taken as required. This hearing will also be recorded, dated and signed.

If an allegation is made against the Bord na nÓg Chairperson or the Designated Person, the matter will be referred to the Chairman of the Club.

### **Complaints Procedure**

The Bord na nÓg approach to conflict is one of openness and transparency. Bord na nÓg has a complaints procedure in place.

Once a complaint is received, the member/volunteer in question will try to resolve the issue promptly and fairly. If unable to do so, they will bring the matter to the attention of the Bord na nÓg Executive Chairperson, who will deal with the matter urgently.

In case of a complaint being made which would be impacted by the Child Protection Policy, members/volunteers will contact the Designated Person. The Designated Person will then act on the matter in the terms laid out in this policy under “Reporting Procedures”, “Dealing with Allegations” and “Parental Involvement” whilst at all times keeping the welfare of the child/young person paramount.

Any concerns, issues or complaints will be dealt with promptly and a response in writing will be issued, where and when required/necessary.

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## Recognizing Child Abuse

### Definition and Possible Physical and Behavioural Indicators of Child Abuse

#### **Neglect**

Neglect can be defined in terms of an omission, where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, medical care. Neglect generally becomes apparent in different ways over a period of time rather than at one specific point.

Possible indicators of this type of abuse are:

- Frequent minor or serious injuries
- Untreated illness
- Hunger, lack of nutrition
- Tiredness
- Inadequate and inappropriate clothing
- Lack of supervision
- Low self esteem
- Lack of peer relationships

#### **Emotional**

Emotional abuse is normally to be found in the relationship between a care-giver and a child rather than in a specific event or pattern of events. It occurs when a child's need for affection, approval, consistency and security are not met. Unless other forms of abuse are present, it is rarely manifested in terms of physical signs or symptoms.

Possible indicators of this type of abuse are:

- Unreasonable mood and/or behavioural changes
- Aggression, withdrawal or an 'I don't care attitude'
- Lack of attachment
- Low self esteem
- Attention seeking
- Depression or suicide attempts
- Persistent nightmares, disturbed sleep, bedwetting, reluctance to go to bed
- A fear of adults or particular individuals e.g. family member, baby-sitter or indeed excessive clinginess to parents/carers
- Panic attacks

#### **Physical**

Physical abuse is any form of non-accidental injury or injury which results from wilful or neglectful failure to protect a child.

Possible indicators of this type of abuse are:

- Frequent bruising, fractures, cuts, burns and other injuries
- Torn clothing
- Bite marks burns or welts
- Bruises in places difficult to mark e.g. behind ears, groin
- Undue or unnecessary fear

- Aggressiveness or withdrawn
- Absconding frequently from home

### **Sexual**

Sexual abuse occurs when a child is used by another person for his or her gratification or sexual arousal or for that of others.

Possible indicators of this type of abuse are:

- Over affectionate or inappropriate sexual behaviour
- Age inappropriate sexual knowledge given the child's age, which is often demonstrated in language, play or drawings
- Fondling or exposure of genital areas
- Hints about sexual activity
- Unusual reluctance to join in normal activities which involve undressing, e.g. games/ swimming

#### **Indicators of Abuse are Not Facts**

It is important to stress that no one indicator should be seen as conclusive in itself of abuse; it may indeed indicate conditions other than child abuse. A cluster or pattern of signs is likely to be more indicative of abuse. Signs must also be considered in the child's social and family context as child abuse is not restricted to any socio economic group, gender or culture. It is important to always be open to alternative explanations for possible physical or behavioural signs of abuse.

### **Reasonable Grounds for Concern**

The statutory authorities should always be informed when a person has reasonable grounds for concern that a child may have been abused, or is being abused, or is at risk of abuse. A suspicion that is not supported by any objective indicator of abuse or neglect would not constitute reasonable grounds of for concern.

The following examples would constitute reasonable grounds for concern:

- i. specific indication from the child that s/he was abused;
- ii. an account by the person who saw the child being abused;
- iii. evidence such as injury or behaviour which is consistent with abuse and unlikely to be caused in any other way;
- iv. An injury or behaviour, which 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. An example of this would be a pattern of injuries, an implausible explanation, other indications of abuse, dysfunctional behaviour;
- v. Consistent indication, over a period of time that a child is suffering from emotional or physical neglect.

A suspicion, not supported by any objective indication of abuse or neglect, does not constitute a reasonable suspicion or reasonable grounds for concern.

*(Children First 1999, 4.3.2 and 4.3.3)*



### **Record Keeping**

The Bord na nÓg Child Protection/Welfare Officer's are responsible for keeping the following records related to Child Protection in a locked filing cabinet. The Child Protection Officer's and the Chairperson of Bord na nÓg are the only officers who have access to these records:

- Any complaints about the safety and welfare of children/young people while involved with Bord na nÓg.
- Any disclosures, concerns or allegations of child abuse;
- The follow up to any complaints, disclosure, concerns or allegations, including informal advice from the HSE, reports to the HSE and informing parents/guardians;
- Any bullying complaints related to Bord na nÓg activities with children/young people and the follow up action;
- Signed acceptance forms of the Bord na nÓg Child Protection Policy by staff members, people on short term contracts, staff/volunteers.
  
- All Garda Clearance Forms;
- All Parental/Guardian Consent Forms.

**Note:**

1. *A computer record of Garda Clearance is also kept. This will be password protected and access will be restricted to the Child Protection Officer's and the Chairperson.*

## **Photographic Policy**

### **Club Policy on the use of photographic and filming equipment**

Club Name: Kilmeena Bord na nÓg

We feel it is important to recognize the achievements and successes of our youth and of the club as a whole. One of the ways to do this is to publish photographs and details of achievements in our local press. As a club we would like to use pictures of our youth members in the local press and at times, on the club website.

We take the issue of child safety very seriously and this includes the images of the children in our care. Our duty to our young members is paramount and this form of publicity must be carefully monitored.

For this reason we have put the following guidelines into place:

1. We ask parental consent for the club to take and use photographs of their children and for permission to use the press and media to promote our underage program.
2. Photographs and interviews will at all times take place in the presence of a coach.
3. We will only use team photographs and action photographs on our website.
4. If the child is named, don't use the photograph
5. If a photograph is used, avoid naming the child.

“In line with the recommendation in our Code of Conduct, the committee requests that any person wishing to engage in any video, zoom or close range photography must register their details with us. Children should only be photographed or filmed with the permission of their parents/guardians”.

The guidelines for use of photography and filming, as previously stated above also apply to those that maintain a club website with regards to uploading photographs and recorded images.

- Provide a clear brief to the photographer about what is considered appropriate in terms of content and behaviour.
- At the beginning of each year ensure that parents and guardians are asked to sign a photograph consent form for their child/children.
- Inform children, parents and guardians that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs.
- Do not allow unsupervised access to children or one to one photo sessions at events.
- Children, parents and guardians should be informed that, if they have concerns they should report these to the organiser.
- Concerns regarding inappropriate or intrusive photography should be reported to the event organiser or official and recorded in the same manner as any other child protection concern.
- Club Photographer will be in possession of identification in order to verify his/her identity and shall be Garda vetted.

**The use of Photographic Images**

Taking photographs of players and supporters and using web sites to publicize GAA activities and the videoing of events, games, training and coaching sessions are normal daily activities within most GAA clubs.

The GAA Code of Best Practice in Youth Sport\* proposes certain safeguards so as to ensure the risk or threats that inappropriate use of photographs or the recording of images may pose, particularly for young people are minimized.

These safeguards still permit and facilitate the recording of relevant and suitable materials, and allow us to photograph the enjoyment gained by participating in our games, enables coaches to use the latest technology in the delivery of training skills if available and should enable the club to promote our activities in a safe and non-threatening manner. This we can do whether it is through the printing of photographs or displaying suitable materials on club or other GAA web sites.

A common sense approach is required when deciding on what may or may not be appropriate as we do not wish to prohibit the recording of games, coaching or celebrations at club level through the use of photography or by recording on video equipment.

Please note that we have little or no influence on what photographs may be taken and published in local or national newspapers as such photography is covered by a different set of guidelines. Should we ever be unhappy with the publication of such photographs or images we can address this matter with the individual newspaper or the Press Council of Ireland and the Office of the Press Ombudsman

Photography and the recording of images in a public place do not generally require explicit or prior consent. However if an event e.g. a game or training session is taking place, involving under age players, in a public, private or local authority park, and if you are in charge of such an event you are entitled to request a person to desist from taking photos if you feel that such action or photography may be inappropriate.

**Kilmeena Bord na nÓg Photography and Recording policy**

- The parents of all players and club members under the age of 18 will be requested to give the club signed permission for the recording of photographic and recorded images etc as part of the player's registration process.
- The photograph or recording should focus on the activity rather than a particular young person. All children/young people featured in recordings must be appropriately dressed.
- No personal details relating to the young person should be revealed as accompanying materials to the photograph or recorded image.
- Clubs, coaches and volunteers should be permitted to use video equipment as legitimate coaching aid and as a means of recording special occasions; however, care should be taken in the dissemination, storage and use of such material.
- Parents and spectators taking photographs/ recordings should seek permission in advance from the Club and should also be prepared to identify themselves if requested and state the purpose for their photography/filming. If Club personnel are unhappy about any matter relating to such photography the permission granted should be withdrawn immediately.

- It is recognized that on certain occasions individual young people may receive recognition and may be presented with an award. When this happens in the case of an underage player certain levels of sensitivity and indeed of common sense are required and a balance should be drawn between the publication of a photograph of an individual, who may or may not be named, and the safety aspects of publication. Any such photography or recording of events that involves individual presentations should be discussed in advance of the event and agreement reached with all parties, including the club, parents and the young person themselves, as to what is and what is not permitted.

**Procedure for reporting the use of inappropriate images**

To reduce the risks to under age players any concerns should be reported in writing to either the Club's Children's Officer and/or the Club Secretary who will contact other authorities as deemed appropriate.

**Photography and video policy**

1. Third party photographers wishing to record a club event must seek the permission of the most senior club official on site. In the event that the photographer is unknown to the club official, he/she should establish the intended use of such recordings and take a name and contact number. If there is ANY doubt over the bone fides of the request, permission must be denied.
2. Photography must focus on the activity, not on the individual child or adult. For example, photographs of a player receiving a trophy are acceptable. A photograph of the player outside of a sporting context is not acceptable.
3. Players must NEVER be photographed or filmed in any state of undress.
4. It is not acceptable to use mobile phones with the capacity to record images or video in certain locations. For example changing rooms. If anyone suspects that a camera phone is being used in a manner that may cause upset or cause offence to another player, they must inform the Child Protection Officer.
5. If you receive an offensive photo, e-mail or message, that has a connection to the club or its members - do not reply, save it, make a note of times and dates and inform the Child Protection Officer as soon as possible.
6. Photographs and video clips will be used for the sole purpose of promoting the sport and the club.

Any person in breach of the policy will be directed to leave the premises until the matter has been fully considered by the Bord na nÓg and a decision made, which will be communicated to the relevant photographer.

\_\_\_\_\_  
Willie Keaveney

**Chairperson**

\_\_\_\_\_  
Tomas Gill

**Youth Officer**

**Short Summary of Child protection policy****Core Values in Sport/Activities for young people**

The work of Kilmeena Bord na nÓg is based on 5 key principles that will guide the development of sport for young people, (as outlined in page 9, Code of Ethics and Good Practice for Children's Sport). Young people's experience of sport and activities should be guided by what is best for the young person. The stages of development and the ability of the young people 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 the physical, emotional and the personal.

**Bord na nÓg Core 5 Principles**

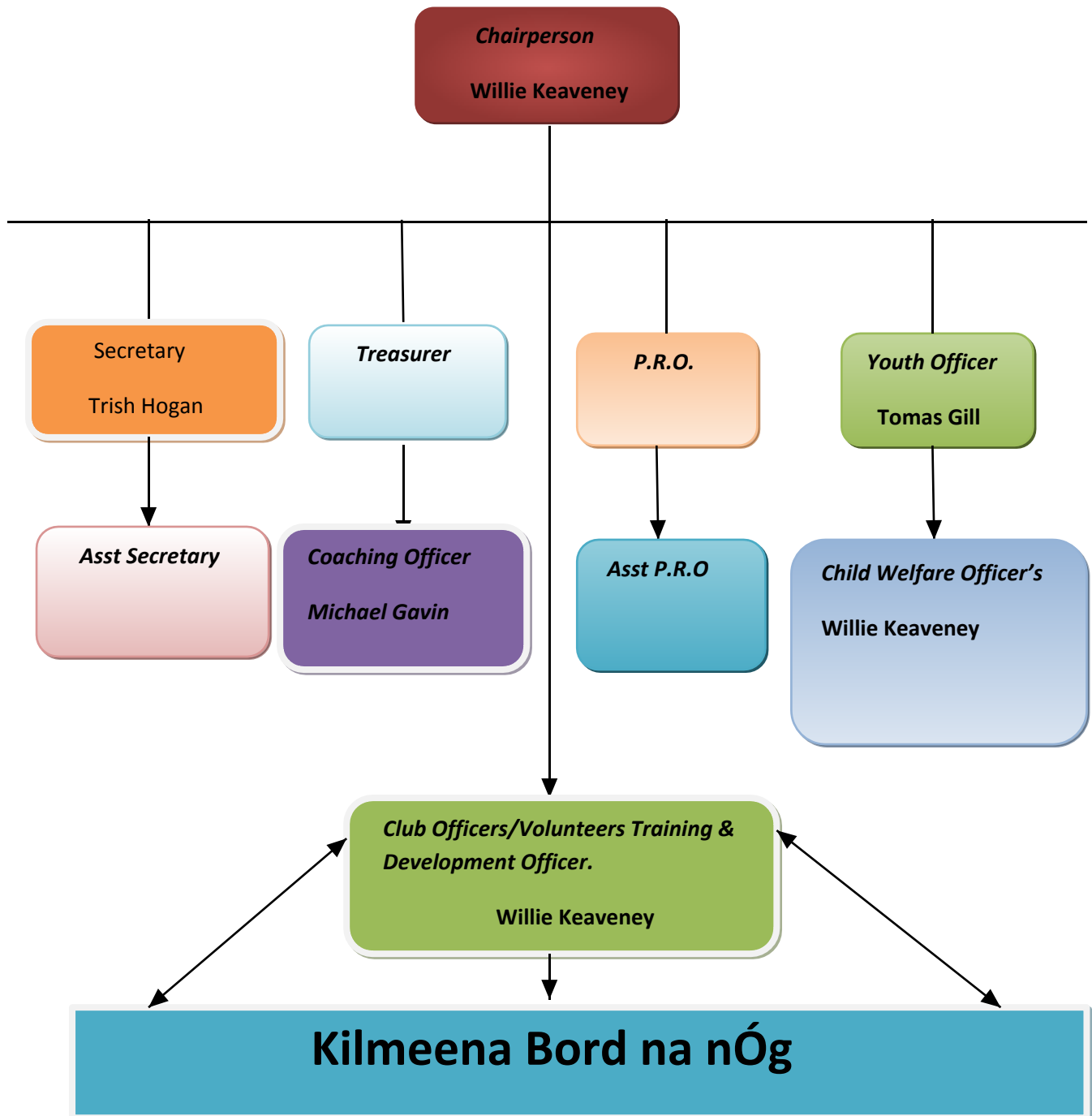
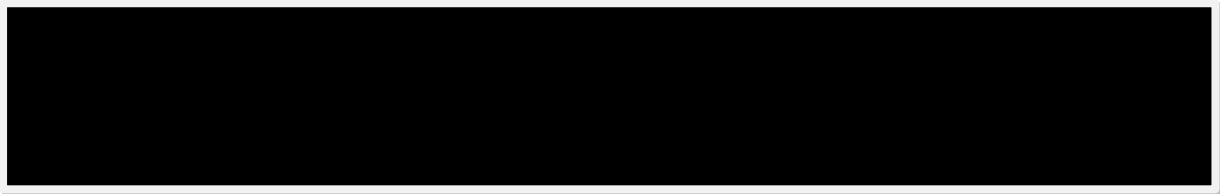
- 1. Integrity in Relationships:** adults interacting with young people in sport and activities should do so with integrity and respect for the child. There is a danger that sporting contexts can be used to exploit or undermine children. Verbal, Physical, Emotional or Sexual Abuse is unacceptable within the Club and more importantly, within Sport.
- 2. Quality Atmosphere:** 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 drop out from sport.
- 3. Equality:** all children should be treated in an equitable and fair manner regardless of age, ability, sex, religion, social and ethnic backgrounds. Children with disability should be involved in sports and activities in an integrated way, thus allowing them to participate to their full potential alongside other children.
- 4. Fair Play:** fair play is defined as a way of thinking, not just behaving. It incorporates the concepts of friendship, respect for others and always playing in the right spirit. All children's sports and activities should be conducted in an atmosphere of fair play.
- 5. 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. Leaders must aim to put the welfare of the child first and competitive standards second.

Bord na nÓg is committed to these 5 principle's, and in doing so, allows greater participation from all sides and eradicates any abusive preference that may exist.

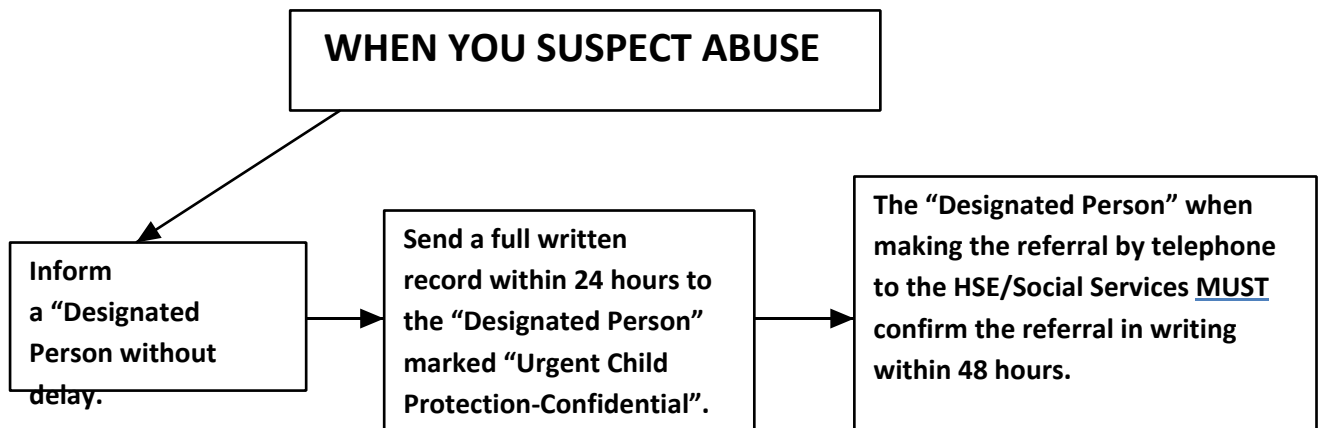
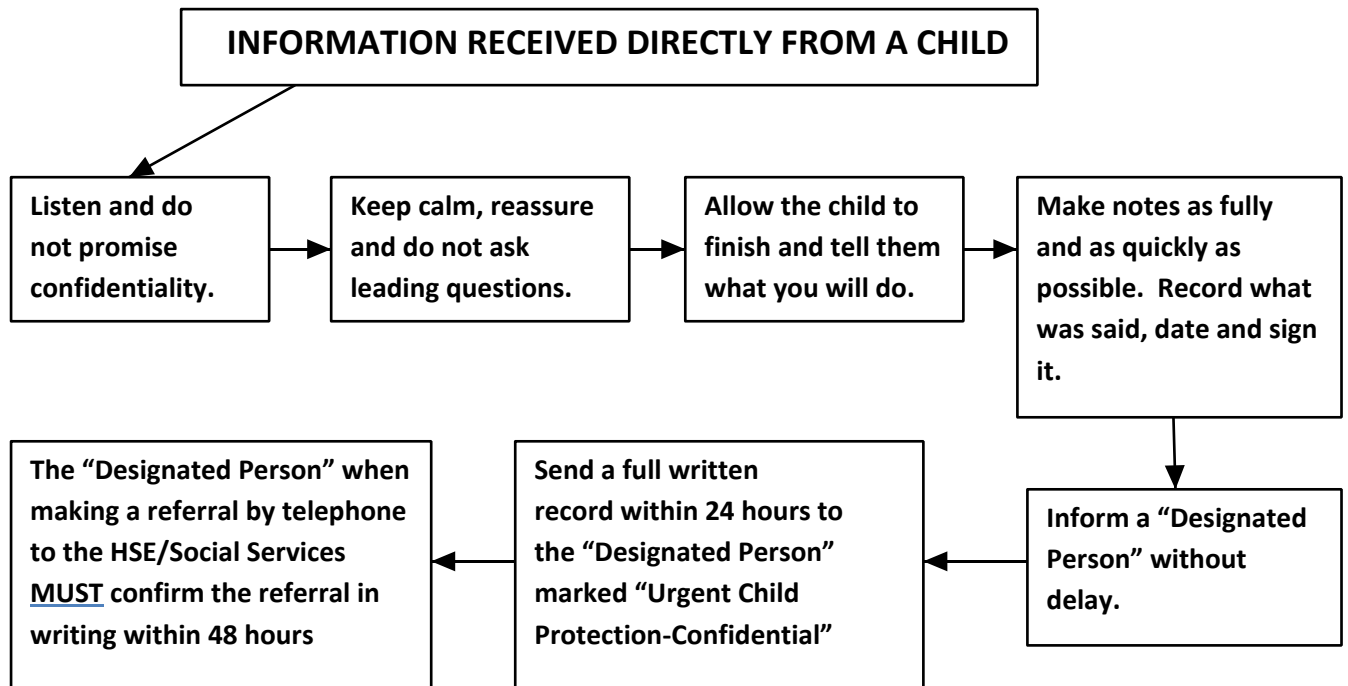
Bord na nÓg is committed to ensuring the Organisation and its members/volunteers/leaders are fully informed and understands our Child Protection Policies and procedures.

***"Our goal is to beat the team called abuse"***

Operational Structure.



**“Procedure for a Child Protection Referral”**



**ABUSE REQUIRING AN IMMEDIATE RESPONSE**  
*(ANY IMMEDIATE RESPONSE MUST BE NOTIFIED TO THE GARDAI.)*