



Safeguarding Policy



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Policy Statement

Volleyball Ireland (VI) is fully committed to safeguarding the wellbeing of its members. Every individual in VI should at all times, show respect and understanding for members' rights, safety and welfare and conduct themselves in a way that reflects the principles of the organisation and the guidelines contained in the Safeguarding Guidance for Children & Young People in Sport.

In VI our first priority is the welfare of the young and vulnerable people and we are committed to providing an environment, which will allow participants to perform to the best of their abilities, in a fun and safe environment that is free from bullying and intimidation.

VI recognises that it has a duty of care, to protect all young and vulnerable people and to safeguard their welfare, irrespective of age, disability, gender, racial origin, religious belief and sexual identity. VI strives to create an environment that is safe and has the welfare of participants at the forefront.

VI will take all practicable steps to protect our members from any form of abuse, harm, discrimination or degrading treatment and shall respect their rights, wishes and feelings.





Glossary

A guide to the terms and abbreviations used throughout this handbook.

Volleyball: refers to all strands of the sport of volleyball including Spikeball, Sitting Volleyball, Chair Volleyball, indoor/outdoor Volleyball and Beach Volleyball. This also refers to all levels of Volleyball, social and competitive.

Child: Anyone under the age of 18 is considered to be a child. This means that all safeguarding guidelines included in this document refer to juniors as well as youths. In this document, the term 'young person' refers to anyone under 18 years.

Vulnerable Person/Adults: means a person, other than a child, who-

- i. Is suffering from a disorder of the mind, whether as a result of mental illness or dementia,
- ii. Has an intellectual disability,
- iii. Is suffering from a physical impairment, whether as a result of injury, illness or age or
- iv. Has a physical disability,

Which is of such a nature or degree –

- i. As to restrict the capacity of the person to guard himself or herself against harm by another person or,
- ii. The results in the person requiring assistance with the activities of daily living including dressing, eating, walking, washing and bathing.

National Children's Officer (NCO): is a paid member of Volleyball Ireland's staff. The NCO will act as a resource to staff members and volunteers on any issue regarding safeguarding (young persons and vulnerable adults). He/she is also a point of contact for Club Children Officers.

Under the *Children First* Act, The NCO will act as the Mandated Person (MP) for Volleyball Ireland. It is a legal duty of the MP to report any child welfare concerns reaching a certain threshold to the statutory bodies.

Club Children's Officer (CCO): must be appointed as a committee member (usually a voluntary role) within a club that has young or vulnerable members. The CCO will act as a resource to the committee for any decisions that will affect its young members and to represent them at committee level. The CCO will listen and look out for any concerns that young persons may have and raise concerns to the stator authorities when necessary.

Designated Liaison Person (DLP): the role undertaken by a committee member. The CCO can be the DLP as well but must ensure they are aware of both roles and responsibilities. The DLP is responsible for reporting allegations/suspicions of child abuse to the statutory authorities. This person is also responsible for dealing with any concerns about protection of young people.



Statutory Authorities: promote the welfare and protection of children and vulnerable adults and have legal responsibility for the investigation and/or validation of suspected child abuse. The statutory authority for the Republic of Ireland is TUSLA (The Child and Family Agency) and An Garda Síochána.

Safeguarding: emphasises the proactive approach that Volleyball Ireland adopts in relation to child welfare and the welfare of vulnerable adults. This is done by putting policies and procedures in place and by outlining best practice to our members. Volleyball Ireland strives to safeguard our young participants, vulnerable adults and all of our members and to ensure that participation with Volleyball Ireland is a wholly experience.

National Vetting Bureau (NVB): NVB carries out Garda Vetting in the Republic of Ireland.

Club: refers to clubs, National Squads and any other groups that Volleyball Ireland deems necessary to have a Children's Officer, are based in the Republic of Ireland who are affiliated to Volleyball Ireland. All affiliated/registered clubs are bound by Volleyball Ireland's Code of Practice and Safeguarding for Young and Vulnerable persons and Constitution.

The work of Volleyball Ireland is based on the following principles that will guide the development of sport for young/vulnerable people in this club, (as outlined in page 9, *Code of Ethics and Good Practice for Children's Sport*). young/vulnerable People's experience of sport should be guided by what is best for them. The stages of development and the ability of the young/vulnerable person should guide the types of activity provided within the club. Adults will need to have a basic understanding of the needs of young/vulnerable people, including physical, emotional and personal.

Integrity in Relationships

Adults interacting with young/vulnerable people in sport are in a position of trust and influence. Adults engaging with young/vulnerable persons in Volleyball should do so with integrity and with respect for the young/vulnerable person.

All adult actions in Volleyball should be guided by what is best for the young/vulnerable person and in the context of quality open in working relationships. Neglect, physical, emotional or sexual abuse of any kind is unacceptable in Volleyball.

Quality Atmosphere and Ethos

Volleyball for everyone should be conducted in a safe, positive and encouraging atmosphere.

Volleyball Ireland believes that a child-centred ethos should be adopted by all those involved in the promotion and development of youth activities.

The importance of childhood should be understood and valued by everyone involved in sport. The right to happiness within childhood should be recognised and enhanced at all levels of the sport.

Fair Play

All children's volleyball should be conducted in an atmosphere of fair play. It incorporates the concepts of friendship, respect for others and always playing with the right spirit. Fair play is defined as a way of thinking, not just behaving.

The importance of participation for each child/vulnerable person, best effort and enjoyment rather than winning should take priority.

Equality

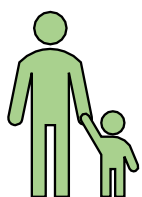
All persons should be treated in an equitable and fair manner regardless of age, ability, sex, religion, social and ethnic background or political persuasion. Individuals with disability should be involved in volleyball activities in an integrated way, thus allowing them to participation opportunities to develop their potential alongside other participants.

Competition

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



Code of Conduct Templates in Appendices





Designated Liaison Person

Each Club must appoint a Designated Liaison Person (DLP). This person may or may not also fulfil the role of Children's Officer.

- The DLP is a resource for volunteers/coaches and should ensure that the clubs reporting procedures are followed.
- The DLP reports any suspected cases of child neglect or abuse to the Duty Social Worker in Child and Family Agency/Túsla or an Garda Síochána.
- The DLP should also inform the National Children's Officer (NCO) that a report has been submitted without identifying details
- The DLP should be knowledgeable about child protection and undertake any training considered necessary i.e. Safeguarding 3
- DLPs should familiarise themselves with the statutory and support services within their locality
- Have knowledge of the Safeguarding Code and relevant child protection legislation (Children First Act 2015 (ROI)/National Vetting Bureau Act 2012-2016 (ROI).

The role of the DLP is to raise any concerns regarding the welfare of young or vulnerable people to the relevant statutory authorities.

The Club Children's Officer (CCO) can also act as the club DLP and have someone else on the committee take on the DLP. Ensure the individuals who take up the role(s) are aware of their roles and responsibilities. Contact details for DLP should be included on the notices as well as the name and contact details of CCO. Read more about the CCO on the next page.



Club Children's Officer

All Volleyball Ireland clubs and National squads (see definition page 6) with young and/or vulnerable members must have a Club Children's Officer (CCO).

The role of the CCO is to ensure that the welfare of young/vulnerable people is upheld within the club and that these populations are safeguarded from any risks that may arise through their involvement with volleyball.

It is important that the CCO also acts as an advocate for young/vulnerable people in ensuring that these populations have a voice in the running of their club. The CCO must be attentive in using their ears and eyes to listen to, and look out for, any concerns that the young or vulnerable persons may have. Ultimately, the CCO should seek to prevent any risk of harm to young and vulnerable persons and promote a safe, fun and inclusive environment for young/vulnerable persons within their club.

Training Opportunities & Requirements

- **Safeguarding 1 (Basic Awareness)**
Who is required to attend: CCO & DLP
- **Safeguarding 2 (Children's Club Officer)**
Who is required to attend: CCO
- **Safeguarding 3 (Designated Liaison Person)**
Who is required to attend: DLP

It is also recommended that CCOs attend additional training such as:

- **Disability Awareness in Sport (CARA)**
- **Disability Inclusion Training (CARA)**

Volleyball Ireland requires courses to be renewed every 4 years



Core Duties of the Club Children's Officer

The Club Children's Officer should work with club management and leaders to ensure the following:

Positive Atmosphere

- All young and vulnerable persons are treated fairly and with respect.
- Promote an inclusive atmosphere within the club, especially for members from minority groups or with a disability.
- Ensure a positive atmosphere is maintained in sessions. Feedback should be given on a constructive basis.
- Act quickly and appropriately if bullying is identified. Adopt a 'no blame' approach.
- Encourage positive parental involvement within your club.
- Ensure inappropriate language, gestures or behaviour do not go unchallenged.

Safe Recruitment

- Follow appropriate recruitment procedures within the club for adults engaging with young and/or vulnerable people. This includes Garda Vetting checks. The Club Validation Officer or Club Chairperson may validate the identity of persons in their club completing a vetting check.
- Have clear knowledge of the principles behind the Code of Conduct and ensure it is communicated to all persons. Retain records of those who have signed up to the code including Volleyball Coaches/Referees, Parents and Young People within the club.

Safe Environment

- Ensure the club adheres to appropriate supervisory ratios in all sessions. Remember that a minimum of 2 adults is required to supervise at all times. 1:8, adult:U12s or 1:10 adult: over 12s is appropriate (adults of both genders are required for mixed parties).
- Ensure young and vulnerable persons are playing at a level that is suitable to their age and stage of development.
- Advise all members to follow guidelines in relation to appropriate playing gear.
- Ensure parental consent forms and medical information / details of special requirements are taken for all young and vulnerable persons and held securely and in line with General Data Protection Regulations (GDPR).

Represent Children on the Club Committee

- Attend club meetings to promote a child-centered approach in all decisions within your club. Act as a link between young players and adult members of the club.
- Act as a resource to the Club Committee and all other personnel on best practice in children's sport. Prepare reports for the club executive on a regular basis and formally for AGM
- Monitor changes in membership and follow up any unusual dropout, absenteeism or club transfers by children, leaders, coaches or other participants.



- Liaise with the National Children's Officer in looking for advice in dealing with concerns that arise within the club.
- Report persistent poor practice within the Club/Volleyball Ireland to the National Children's Officer



Raising Concerns

- The name and contact details of the Club CCO should be made available to all club members, young and vulnerable persons, parents, coaches or referees who have concerns relating to child welfare and the welfare of vulnerable adults.
- Report any concerns regarding the welfare of young and vulnerable persons, including any possible risk of abuse, to the relevant statutory authorities. These authorities include Tusla (The Child and Family Agency) and An Garda Síochána.
- Co-operate as required with the statutory authorities (as above) if any disclosures or concerns of abuse regarding a club member arise within the club.
- Operate with and encourage a strict code of confidentiality within the Club, including any matters concerning a child occurring outside the Club environment.

Important

The CCO and DLP do not have the responsibility to investigate or validate child/vulnerable adult protection allegations or concerns within the Club. Rather, it is their responsibility to report any concerns to the relevant bodies, as detailed above.

The concern will be investigated by trained professionals in the relevant authorities who will decide on any further action required.

Qualities of a CCO:

First and foremost, the CCO must have a child centred focus and a committed understanding of the welfare of the child/vulnerable person as paramount.

In addition, a CCO should also have the following qualities;

- Good active listener
- Observant
- Empathetic
- Proactive in ensuring the welfare of children
- Approachable to young/vulnerable persons, parents and other club members and officials
- Knowledge of Children First legislation
- Knowledge of VI Safeguarding Policy
- Understand and respect the confidentiality requirements of their role.

The Club committee is responsible to ensure the club is compliant with the Children First Act 2015 by completing the Child Safeguarding Statement and displaying it in a public area. The club must also complete the Risk Assessment. Once completed a copy of both must be sent to the National Children's Officer



Safe Recruitment

Volleyball Ireland has a responsibility to young/vulnerable people and to their parents and guardians to ensure that those that work with young/vulnerable people, on behalf of Volleyball Ireland, are selected in a careful, sensible and effective manner.

Volleyball Ireland will take all reasonable steps to ensure that personnel working with young/vulnerable people are suitable and appropriately qualified. Volleyball Ireland expect that clubs will apply this Code of Practice at local level. Volleyball Ireland will apply the Code of Practice to national-level staff and volunteers.

People Working with Children are required to:

1. Agree, in writing, to abide by this Safeguarding Policy; (Volunteer Charter)
2. Attend a Child Safeguarding workshop;
3. Complete a vetting check prior to up-taking their role. Garda Vetting checks must be completed by individuals engaging with young/vulnerable persons. **This is a legal requirement in the Rep. of Ireland.**
4. Complete the Disclosure/Application form contained within this Safeguarding Policy.
5. Provide 2 referees and their contact details
6. Understand the welfare of Children is paramount at all times.

A Welfare Panel comprising of the National Children's Officer, Garda Vetting Authorised Liaison person and the General Manager and/or personnel outside of the organisation will rule on any adverse finding reported by the National Vetting Bureau.

If a club wants to recruit a coach or referee, Volleyball Ireland has a database of suitably qualified coaches and referees.

The following procedures will be carried out by Volleyball Ireland when appointing a person to a National Position. When a club is recruiting new volunteers, they should follow the same guidelines. This process will assist clubs when choosing to place coaches and other personnel in to a position to which they are best suited.

Role Clarification

The role envisaged (for example manager, coach, etc.) should be clearly stated and the responsibilities relating to the role and the level of experience or qualifications required should be clarified at the outset.

Code of Conduct

The Code of Conduct should be read through and discussed with the applicant. This Code should be agreed upon prior to appointing the individual to any position.

Role assistance

Support structures which are available through the club, Volleyball Ireland, Sport Ireland or your Local Sports Partnership (LSP) such as Foundation Level Coaching, First Aid or Safeguarding Training that would help the volunteer should be made known and, if deemed appropriate, should be offered to the person when they are recruited.



References

As part of the recruitment process references should be sought from applicants. These may refer to the person's character and if applicable to the applicant's previous background in Volleyball. All references should be verified by the club. A sample reference request is attached in the appendix.

Meeting with the Volunteer

A senior representative of the club should meet with each applicant to ensure that they are aware of the role(s) allocated to them and they may use the occasion to clarify any issues that may arise and identify any coaching or up- skilling needs as appropriate.

Review and Assessment

A probationary period is advisable. This period is currently six months. Throughout this time, and during the volunteer's engagement with young people following this probationary period, adequate support and supervision should be provided to the volunteer; a Leader should not have to work alone

Statement of non-discrimination

Volleyball Ireland 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 post. Any disclosure will be seen in the context of the job criteria, the nature of the offence and the responsibility for the care of existing members, volunteers and employees.

Club Recruitment Process-Checklist

Action	Responsibility
Confirm identity of personnel by checking formal identification	Club Committee or appointed representatives
Ensure all persons in Regulated Positions compete Garda Vetting check before up taking their role in the club/organization.	Club Children's Officer
Verify qualifications, experience and gaps in employment history	Club Committee or appointed representatives
Contact two identified referees	Club Committee or appointed representatives
Process Garda Vetting	VI Liaison person
Determine suitability of candidates for position	Volleyball Ireland/Club Committee
Ensure candidates have attended appropriate training including safeguarding training.	Club Committee
Appoint suitable candidate to club regulated position. Club Induction	Club Committee
Maintain Database of vetted personnel	Volleyball Ireland
Candidates should be supervised for a designated period of time.	Club Committee



Garda Vetting

What is vetting?

Vetting is a procedure through which the National Vetting Bureau is asked to disclose relevant information on Garda records within current disclosure policy, details of all convictions and/or prosecutions, successful or not, pending or completed, in the Republic of Ireland are disclosed to the authorised Liaison Person (LP) in Volleyball Ireland.

Why undertake vetting?

Vetting is part of the Volleyball Ireland recruitment and selection procedure for personnel with access to or working with children or vulnerable adults at local, regional and national levels. Vetting is one of the measures to protect Volleyball Ireland, affiliated clubs and players against possible perpetrators of child abuse by being a barrier to an individual who is unsuitable to work with children or vulnerable adults.

Who is responsible?

Volleyball Ireland's Liaison Person will act as a liaison between applicants seeking to be vetted from the Republic of Ireland and the National Vetting Bureau.

The Board, Commission and Clubs are responsible for ensuring recruited, and appointed individuals are vetted in accordance with this policy before taking up their chosen role. Disclosure forms are provided to individuals who have been successfully vetted. This disclosure is only valid from the date searches were conducted and for a period of three years. The responsible person(s) must ensure the applicant is vetted with Volleyball Ireland by viewing their confirmation letter. If an individual fails or is unable to produce their confirmation letter, the onus is on the responsible person(s) to confirm their eligibility with Volleyball Ireland.

Volleyball Ireland is responsible for ensuring associate members and individuals operating on behalf of Volleyball Ireland are vetted in accordance with this policy.

Who is required to be vetted?

All persons applying for a role that provides an opportunity for unsupervised access to children or vulnerable adults must undergo the vetting process. These positions are referred to as relevant work or activity (NVB) defined in the National Vetting Bureau (Children and Vulnerable Adults) Act 2012 to 2016 or as regulated positions. Individuals giving occasional assistance, such as at a sports event, are exempt from vetting, other than where such assistance includes the coaching, mentoring, counselling, teaching or training of children.

Individuals who must be vetted are those applying for positions or training courses, that allow regular access to children and/or vulnerable adults, are including but not limited to the following:

- Committee members in a juvenile club/section
- Children's Officer/Designated Liaison Person



- Parent duty where the same individual parent is responsible for two or more sessions in any week
- Coaches and Referees
- Teachers (must be vetted through their own school)
- Team Manager/Chaperone/Volunteers/Supervisors
- VI Board and Commission Members
- Commission Committee Members
- Volleyball Ireland Employee
- General Volunteer
- Other personnel as may be considered

Within the structure of Volleyball Ireland, these positions will have access to children and/or vulnerable adults and information that may be deemed sensitive or personal regarding children and/or vulnerable adults.

When is an individual required to be vetted?

All the above positions must be successfully vetted before an individual is legally allowed to take up their chosen role(s) or attend the relevant course. The requirement for vetting must be included in any job description for a vetted position. The terms of this policy may affect the employment position, and therefore this policy must be available to prospective employees/members at the time of application. Once an individual intends to apply for any vetted position a vetting application must be submitted for processing. An appointment to a vetted position is subject to a successful vetting outcome.

Vetting children and young people under eighteen

Any individual aged between sixteen and eighteen in Ireland applying for any of the required positions must undergo vetting prior to taking up the position(s).

Any person under eighteen years of age completing a vetting application must obtain the permission of their parent/guardian.

Garda Vetting forms are found on Volleyballireland.com or by contacting vetting@volleyballireland.com

Volleyball Ireland's Garda Vetting Policy is available on the website for more information on vetting.



Best Practice and Over-Night Trips Guidelines

Forms must be completed and submitted in the outlined time-frame. This is to ensure that there is sufficient time to access and input all necessary safeguards. Remember, there may be sensitive information held in these documents so please ensure that information is shared only on a need-to-know basis and that it is held in line with data-protection.

What forms should be completed, who should complete them and when should they be completed?

Contact: National Children's Officer to register and approve trip

Form: Trip Approval Form; to be completed by trip co-ordinator and sent to NCO

Time: At least one month before the trip



Contact: Parents of players to obtain parental consent for all players

Form: Consent Form Junior Players Travelling to an Event Requiring an Overnight Stay; to be completed by parents and stored by trip co-ordinator

Time: At least 3 weeks in advance

Note: If parents disclose a disability or medical condition on this form that may affect the player's participation on the trip, this may need to be followed up with a medical professional.



Contact: National Children's Officer

Form: Youth Trip Form; to be completed by trip co-ordinator and sent to NCO

Time: 2 weeks in advance



Contact: Players traveling

Form: Code of Conduct; to be discussed between players and trip co-ordinator and signed by each individual player

Time: At least 1 week in advance of the trip

Note: The code of conduct may be modified as appropriate for your trip



Contact: National Children's Officer

Form: Trip Report Form; to be completed by trip co-ordinator and sent to NCO

Time: 1 week after trip

Note: any major incidents should be communicated to the NCO ASAP

All forms can be found in the Appendices



Code of Conduct

All young/vulnerable players must sign up to abide by a code of conduct before travelling. You may choose to use (and amend as fit) the VI Code of Conduct for Young People Travelling Abroad/Overnight (see appendix *) or you may invite the young players to design and agree to a Code as a group.

Leaders travelling should also be asked to sign up to a Code of Conduct and must be familiar with this document.

Children's Officer

The Co-ordinator should ensure that a trained Children's Officer is appointed as one of the senior officials at the camp. Volleyball Ireland recommends the Trip Co-ordinator and Children's Officer to work together in preparation for the trip.

Information Session

We advise Leaders to hold a parents/guardians' information evening before the trip in order to share all information regarding the trip and to answer any questions or concerns that the parents may have. It is essential that all parents/guardians are provided with transport and accommodation details and contact details for at least two adults who will be accompanying the young players in case of an emergency.

VI also recommends that an information session is held for all young players due to travel. This is also an opportunity to discuss the Code with the players.

Safety Plan

The Trip Co-Ordinator must include details of a safety plan to the National Children's Officer, in case of an emergency. All those

travelling must be briefed on the safety plan before departure.

If there are any emergencies or serious incidents over the course of the trip, this information must be relayed to the National Children's Officer as soon as possible.

Accommodation

1. A person is given the task of accommodation co-ordination. Accommodation details, keys etc and directions to the accommodation should, ideally, be given to participants prior to arrival. Players returning from a match/training must have immediate access to a shower or else have immediate access to the room where they will be staying;

2. A person is given the task of ensuring that everyone is adequately and properly fed. This means a diet appropriate to athletes and attention to any special dietary needs e.g. vegetarians, diabetics, coeliac etc. It also means ensuring that players in outlying B+B's get transport to where the meal is taking place.

3. When availing of overnight accommodation adults should not share a room with a child. If exceptional or emergency circumstances dictate and the presence of an adult is deemed necessary there should be more than one child in the room with the adult.

4. Every house or B&B where young/vulnerable players are staying must have at least one (and preferably two) adult supervising (gender mix should in line with the young/vulnerable people attending). Their tasks need to be defined by the Accommodation Coordinator for each separate event but they will at least include the following, that every player is in bed at an agreed time, that the behaviour of the players is adequate, that personal hygiene is attended



to, that players get to and from the various meetings on time and that allowing for a degree of personal freedom they ensure that the players stay out of trouble. Where the use of a car or a bus is necessary, they must ensure that the vehicles are not loaded above the design/insurance limit.

Officials

The adult leaders at squad sessions/training camps must set the highest standards of behaviour and courtesy. This should be done by example. Adults should use age-appropriate language and refrain from any foul or suggestive language or language that could be misinterpreted by others. Officials should correct any players who use such expletives or who are in any way intimidating to others at the session. Officials should ensure that all young players are treated equally and that no player is shown favourable treatment. Officials should remember that while young/vulnerable people are in their care, they should not engage in any activity that could affect their ability to supervise the young/vulnerable people under their care.

Supervision

A level of supervision of 1:8, adult:U12s or 1:10 adult: over 12s is appropriate (adults of both genders are required for mixed parties). Clubs sending young players to squad sessions or to training camps must send accompanying adults at this ratio. If a club is sending less than this then they either send an accompanying adult or they combine with other clubs to nominate one adult until the ratio is met. These accompanying adults may be required to assist at the general running of the camp. This person will be required to stay overnight if the camp lasts longer than one day. Where the camp contains both male and female participants there must be one designated supervisor from each gender as a minimum requirement. Any adult who will be in a supervisory role overnight on a residential

camp must complete a Garda Vetting check prior to the camp.

Transport

It is advisable not to use members' cars when travelling on away trips. Coaches and mini-buses should be used as much as possible.

The following should be considered:

- All vehicles should be well-maintained and roadworthy and should be properly taxed and insured.
- Transport should be fully accessible for people with disabilities whether they are members of the group or for others who may accompany them.
- Appropriate legislation should be followed with regard to seatbelts and booster cushions.
- Alternative access to transport should be available in case of emergency.
- Vehicles should be equipped with a First Aid kit.

Non-Volleyball Activities

An element of fun or participation in other activities should be considered at all camps. Such activities can form part of the evening's entertainment so that participants in the camp are not left to their own devices in the evening. It is important to fill free time with appropriate activities in order to reduce any opportunity for risky behaviour.

Under no circumstances must young people be allowed to consume alcohol, or other illegal substances, or to engage in sexual behaviour in the duration of the camp. Similarly, officials should refrain from consuming alcohol, smoking or banned substances over the duration of the camp. This is imperative as adults must be aware of their duty to care, particularly in case of emergency. In addition, abstaining from these substances will provide a good example for young people attending the camp.

Post-Trip Guidelines

A full review of the trip should involve all who participated and the result of the review



should be retained and reviewed if and when the group intend organising another or similar trip. In the case of a prolonged camp, the Trip

Co-ordinator will report at regular intervals – certainly no longer than once a fortnight.

Photographic and Filming Guidelines

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

When dealing with photography keep our response proportionate to any risks by understanding them. *Children's First* or any other legislation do not place any legal restrictions on photography/videoing children.

Photography and the recording of images in a public place do not generally require explicit or prior consent. Taking photographs is not against the law but it is important that clubs are vigilant to ensure only those who have a justifiable reason for taking the picture can do so. Volleyball Ireland has no power to stop members of the public, parents or spectators taking photographs in public areas. If there is a cause for concern the organiser may ask a person to desist from taking pictures or contact the Gardaí.

In a controlled environment such as a leisure centre or other indoor venues which has been hired for the specific use by a club or Volleyball Ireland, the organiser(s) has the authority to decide who may photograph an event. Amateur photographers/film operators wishing to record at a Volleyball Ireland event will be asked to give their name and contact details and will be given accreditation to do so. However, they must agree to follow Volleyball Ireland's guidelines.

Taking photographs of players, using websites to publicise volleyball activities and videoing events, training and coaching sessions are normal activities within most volleyball clubs. Volleyball Ireland does not seek to eliminate or curtail these activities. Instead we propose certain safeguards in order to minimise the risk or threats that inappropriate use of photographs or the recording of images may pose, particularly for young people & vulnerable adults.

These safeguards should:

- allow and facilitate the recording of relevant and suitable materials,
- record the enjoyment of young & vulnerable persons participating in volleyball activities;
- enable coaches to use the latest technology in the delivery of training skills;
- enable clubs to promote their activities in a safe and non-threatening manner.

Outlining the Club's photography and recording policy at the outset will help to clarify matters for all concerned.

Guidelines on the use of Photography

- If the player is named, avoid using their photograph unless parental permission is obtained;
- If a photo is used, avoid naming the player;
- If you are aware a child within your club/organisation is under a court order or is in care of TUSLA/social services, their image must not be placed in the public domain without the permission of the statutory agency;
- Only use images of players in suitable dress to reduce the risk of inappropriate use. The content of the photo should focus on the activity not on a particular child;
- If a player or their parent is not comfortable with a certain image being published, and ask for it to be removed, this should be respected;
- Create recognised procedures for reporting the use of inappropriate images to reduce the risks to players. Follow the safeguarding procedures and ensure that the Club Children's Officer is informed. The CCO may need to raise this concern to the Gardaí or to an appropriate duty social worker. If an individual who is engaged in filming/photography presents an immediate danger, please report to your local Garda Station;
- From time to time young & vulnerable persons are presented with an award or achieve recognition and these events are photographed. Prior parental permission should be sought to name these individuals in media or website reports;
- Clubs, coaches, and volunteers should be permitted to use video equipment as a legitimate coaching aid and as a means of recording special occasions; however, extreme care should be taken in the dissemination, storage and use of such material.
- Anyone using photographic or filming equipment on a regular basis will need to complete the vetting process prior to taking this role.

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

We will then:

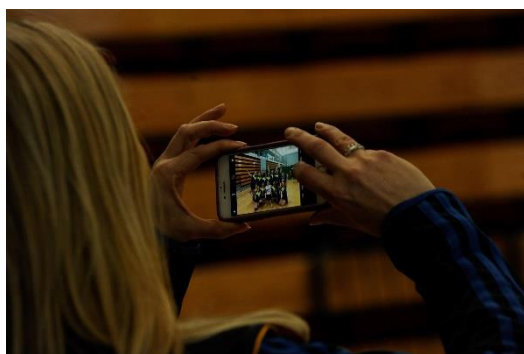
- Provide a clear brief about what is considered appropriate in terms of content and behaviour;
- Ask the photographer to sign up to Volleyball Ireland's Code of Practice and to complete either a vetting check or a Self-Declaration form;
- Issue the photographer with identification which must be worn at all times;
- Keep a record of accreditations;
- Inform players and parents that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs;
- not allow unsupervised access to players or one to one photo sessions at events;
- not approve/allow photo sessions outside the event(s) or at a player's home.

Videoing as a Coaching/Training Aid

The use of video or digital recording is now a recognised training aid in developing the skills, knowledge, and tactics etc. of young & vulnerable players. Coaches use these tools to develop their coaching skills and as a legitimate coaching aid. Permission should always be obtained from the player and their parent before any recording takes place.

Reporting Concerns

Anyone concerned about any photography taking place at events or training sessions can contact the Club Children's Officer or the National Children's Officer and ask them to advise on the matter. If there is a perceived immediate risk to young people, An Garda Síochana should be contacted.



It should be noted that we have little or no influence on what photographs may be taken and published in local or national newspapers. This type of photography is covered by a different set of guidelines. If Volleyball Ireland are unhappy with the publication of certain photographs or images, we will address this matter with the individual newspaper or the Press Council of Ireland and the Office of the Press Ombudsman.



Website and Message Board Guidelines

Web Site Usage

Volleyball Ireland and many of its clubs have well-established web sites that enable the publishing of activities, improving communication with members and the general public and as a general publicity forum for local, national and international use.

The Internet is an exciting and user-friendly communication outlet for young people. It is important, therefore, that we attempt to engage with our young players in an equally user-friendly manner. These websites are regularly used by young people so it is important that guidelines are put in place to avoid any inappropriate usage. This can be done through an Acceptable Use Policy.

Acceptable Use Policy for Websites

It is important that, while not wishing to restrict the use of and accessibility to our websites, we also recognise our responsibility in maintaining websites that are not only interesting and newsworthy but that are also safe. The Guidelines for use of photography and filming, as previously outlined elsewhere in this document also apply to those that maintain a website. These guidelines are particularly applicable when photographs and images of youth and vulnerable persons are being used.

Website Guidance for Clubs

- Agree a club web site policy also known as an Acceptable Use Policy ("AUP"). Discuss what should be included in this policy with your Club Management or Executive Committee, with members, including any junior reps and your Club Children's Officer. This AUP will promote your strategy on the safe use of the Internet in your club. It will also outline what behaviour is expected by club members online and the consequences of breaching this expected behaviour.
- Consider the age of children and young people who will engage with this site when deciding on the AUP
- Decide at the outset the purpose of your website.
- Appoint at least three administrators for your club website or social media. Administrators that will monitor a page used by young people must complete the vetting process.
- Administrators will be responsible for uploading content and monitoring posts on the site. If any of these administrators or any other person is acting inappropriately on the site, their access should be withdrawn and passwords should be changed.
- Each administrator should be familiar with the privacy and safety setting of the site that they are using. Appropriate privacy settings should be enabled to avoid the posting of any inappropriate material on the page.



- Agree if you will have a specific youth section. If so, agree the extent and the limitations on its content etc.

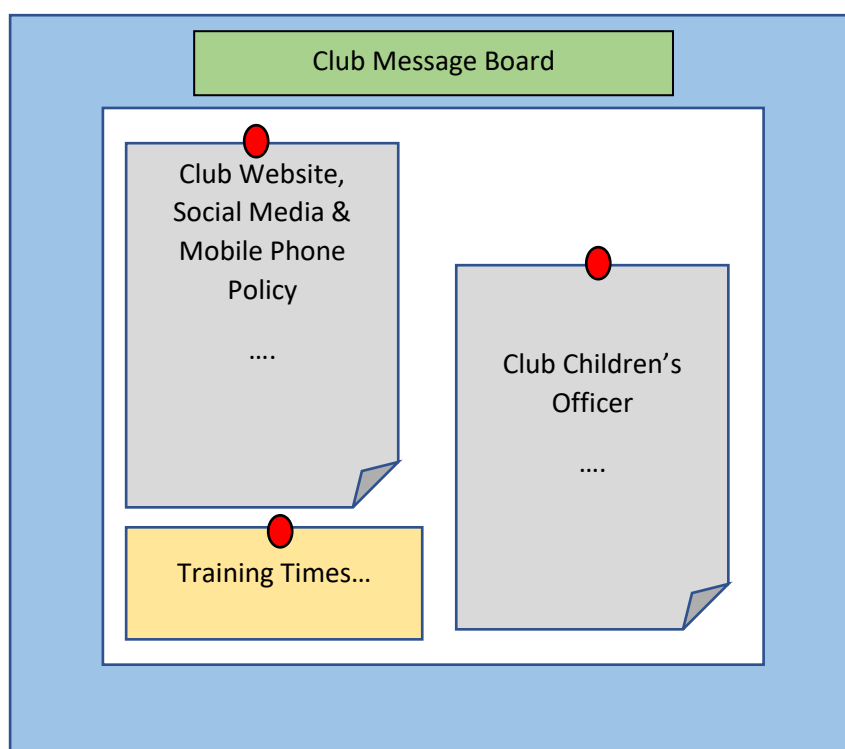
Message Boards and Public Forums

Increasingly club websites now include a message board or other form of public forum. Such boards can add interest to a website and promote social networking, club camaraderie and interesting debates. However, they are not without dangers. Clubs should be aware of this and consider what persons should have access to such forums.

Sometimes, posts on these boards can contain inappropriate language or defamatory remarks. This is not acceptable as children or young people may read or have access to these boards. Derisive statements or criticism, particularly of younger participants can be very hurtful and may be seen as a form of bullying.

Guidelines for Message Boards

- Decide if the forum is open to all or is only for registered members.
- Ensure that moderators are appointed. Moderators should have the ability to delete inappropriate material from the board.
- Set out clear instructions for what behaviour is considered acceptable or not acceptable.
- Your Club Children's Officer should deal with any complaints which may be brought by parents or young people in regard to published material.
- Have systems in place to ban abusers of the board.





Use of Mobile Phones

Mobile phones are often given to children for security, enabling parents to keep in touch and make sure they are safe. Young people value their phones highly as it offers a sense of independence. In addition, mobile phones allow quick and easy access which can make for safe and efficient way to carry out club business. However, this technology has also allowed an increase in direct personal contact with young people. In some cases, mobile phones can be used to cross personal boundaries and to cause harm to young people. It is therefore essential to encourage responsible and secure use of mobile phones by adults and young people in your club.

As a young person remember:

- If you receive an offensive photo, text or message, do not reply, save it (or take a screenshot), make a note of times and dates and tell a parent or Club Children's Officer;
- Be careful about who you give your number to and don't respond to unfamiliar numbers;
- Change your phone number in cases of bullying or harassment;
- Do not use your phone in certain situations – inappropriate use of your camera phone may cause upset or offence to another person, e.g., in changing rooms;
- Treat your phone as you would any other valuable item and protect from theft.

As a Leader remember:

- You should not engage in private messaging with young people;
- For children aged 12 and under, messages should be sent to parents/guardians of the young person
- Use only group texts for communication among players and teams and inform parents of this at the start of the season. Prior written consent must be obtained from parents. The group chat should include at least 2 adults who must have completed the vetting process.
- The content and tone of the group chat should be agreed to at the start of the season. Messages should be to the point and relate only to specifics around cycle training.
- Inform parents of the use of group messaging at the outset of the season and seek their permission;
- Your club may choose to keep all communication to coach – parent if they feel this would be more suitable for their club's needs.
- Ensure messages are informative and to-the-point.
- Do not use your phone in certain situations – inappropriate use of your camera phone may cause upset or offence to another person, e.g., in changing rooms.
- If you must respond to a message sent by an individual young person (such as young person texting to say they will be late for training), keep your reply short and to the point, acknowledging receipt of the message and avoiding any 'banter' or endearment.



Use of Social Networking Sites

Social networking sites such as Facebook have become hugely popular. They provide a quick and easy method of communication and allow people to chat to each other. However, they are not without problems.

In using Social Networking Sites, all club personnel including coaches and volunteers who have contact with young players should be aware of:

- Do not accept friend or follow requests from players under 18 years of age on your personal account. Direct users to your club's social media page instead.
- You should not engage in private messaging or any inappropriate chat with young members.
- Do not use these sites to criticise a player's performance or skill development;
- Consider the privacy of your page. Others may be able to read your public posts.
- Never reveal personal information about a young or vulnerable player on a social networking site.
- Never use inappropriate, derogatory or defamatory remarks or unseemly language;
- Club personnel should also warn young people about the language they use and remarks which they make on these sites;
- Many funding bodies and external partners or sponsors access sites like this on a regular basis. Keep this in mind when you are writing a post;
- Ensure young people are aware of the consequences of posting and sharing images through social media.
- Ensure you receive permission from both the player and parent/guardian of the player before posting images on the club social media or website.

Volleyball Ireland's Social Media Policy is available on the website for further information.



Bullying

What is Bullying?

Bullying can come in many forms, these can include verbal, psychological, physical, gestural, extortion, exclusion or cyber bullying. conducted by an individual or group against others.

It is behaviour that is intentionally aggravating and intimidating and occurs mainly in social environments such as schools, clubs and other organisations working with children and young people. It includes behaviours such as teasing, taunting, threatening, hitting and extortion behaviour by one or more children against a victim.

VOLLEYBALL IRELAND ADOPTS A ZERO-TOLERANCE POLICY TO BULLYING. BULLYING BEHAVIOUR, WHETHER BETWEEN YOUNG PEOPLE, ADULTS, OR BOTH IS UNACCEPTABLE IN VOLLEYBALL IRELAND CLUBS AND IN ALL AREAS OF THE ORGANISATION.

How would you know if a child is being bullied?

All bullies operate using furtiveness, threats and fear. Bullying can therefore only survive in an environment where the victim does not feel empowered to tell someone who can help or in which it is not safe to do so.

The following indicators are warning signs that a young person might be getting bullied.

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

Note: There are other possible reasons for many of the above



Who should deal with bullying?

While the more extreme forms of bullying are regarded as physical or emotional abuse and are reported to TUSLA or An Garda Síochana, dealing with bullying behaviour is normally the responsibility of all leaders within this club / organisation.

How can it be prevented?

- Ensure that all members follow the code of conduct, which promotes the rights and dignity of each member.
- Deal with any incidents as they arise.
- Use a whole group policy or 'no-blame approach', i.e., not 'bullying the bully' but working with bullies and the group of young people, helping them to understand the hurt they are causing, and so make the problem a 'shared concern' of the group, (see below).
- Reinforce that there is 'a permission to tell' culture rather than a 'might is right'.
- Encourage young people to negotiate, co-operate and help others, particularly new or different children.
- Offer the victim immediate support and put the 'no blame approach' into operation.
- Never tell a young person to ignore bullying, they can't ignore it, it hurts too much.
- Never encourage a young person to take the law into their own hands and beat the bully at their own game.
- Tell the victim there is nothing wrong with them and it is not their fault.

Sometimes a person displaying bullying behaviour may harass an individual based on their identity. this can include racial, sexual, religious, homophobic or disablist bullying.

It is the responsibility of everyone to create a positive, inclusive club environment in which bullying behaviour of any kind is totally unacceptable. having an anti-bullying policy in place will help to ensure that your club remains a safe and enjoyable space for young and vulnerable persons.

Remember!

Bullying is never your fault. Speak to a trusted adult such as a parent, coach or Club Children's Officer or the National Safeguarding Officer if you feel you are being bullied or if you witness someone else being bullied.





The 'No Blame' Approach

Step 1 – Interview with the victim

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

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

Step 2 – Meet with all involved

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

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

Step 3 – Explain the problem

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

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



Step 4 – Share the responsibility

Explain what steps / controls may have to be introduced to prevent further incidents and how everyone will lose out as a result. e.g. additional supervision at sessions

Step 5 – Ask the group for their ideas

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

Step 6 – Leave it to them

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

Step 7 – Meet them again

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

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

Missing Child

If a child goes missing during an event, the following procedure will apply:

1. Report the incident to the Event Director/ Venue duty manager and/or Designated Safety Officer.
2. Ensure that all other children continue to be supervised appropriately (if applicable), while a search for the child concerned is carried out.
3. Organise the remaining available responsible adults to conduct a search of the surrounding area, allocating each individual/team to a specific area.

NB: Never send other underage people to assist in the search for a missing child.

4. Request all those searching to report back within a short, specified time. Ensure those involved in the search have a contact phone number for the search co-ordinator, i.e. the Event Director/Venue duty manager or Designated Safety Officer. Reports from



Individual/teams in their specific area should go directly to the search co-ordinator who can update other parties in the search.

5. Where applicable, ask the Event Director/Venue duty manager or Designated Safety Officer to announce over the PA system for the child to come to a designated safe area, e.g. check in desk, reception desk. **Try and avoid announcing directly that a child is missing over a PA system.**
6. If the child cannot be found after an initial search of the immediate surroundings, contact the child's parents/guardians (*if they are not already aware*) to advise them of the concern and reassure them that everything is being done to locate the child.
7. **Record/have available the following information:**
 - The circumstances in which the child has gone missing and where he/she was last seen;
 - Prepare a detailed physical description of the child, to include their hair and eye colour, approximate height and build and clothing he/she was wearing;

This information will be required by the Gardaí and other searchers.

8. If the search is ongoing 20 minutes after the initial report of a missing child, the Event Director/Venue duty manager or Designated Safety Officer must report the concern to the local Gardaí. The person notifying the Gardaí should follow guidance if further action is recommended and maintain close contact with the Gardaí.
9. Ensure that you inform all adults involved including the parents, searchers and Gardaí when the child is located.

NB: Prior to any volleyball event, the Event Director should ensure they have the contact details for the nearest Garda Station, have designated a Safe Area (e.g. check in desk) for a missing child to report to, for the purposes of this policy.



Physical Contact

Physical contact during sport should always be intended to meet the child's needs, NOT the adult's. Appropriate physical contact may be required to assist in the development of a skill or activity or for safety reasons e.g. to prevent or treat an injury. This should be in an open environment with the permission and understanding of the participant.

When is physical contact appropriate in sport?

Contact should be determined by the age and developmental stage of the participant - Don't do something that a child can do for themselves. Physical contact between adults and children in sport should take place only when necessary to:

- Develop sports skills or techniques.
- Treat an injury.
- Prevent an injury or accident from occurring.
- Meet the requirements of the sport.
- Comfort a distressed child or to celebrate their success.

What are good principles to follow?

- Physical contact should take place in the interests of and for the benefit of the child, rather than the adult involved.
- Adults should explain the nature of and reason for the physical contact to the child.
- Unless the situation is an emergency, the adult should ask the child for permission, for example to aid the demonstration a specific sports technique.
- Sports clubs and coaches should provide an induction for new young members and their parents/carers that covers guidance about any physical contact that will be required as part of that activity. The reasons for the physical contact and the nature of the physical contact should be explained and agreed.
- Children should be encouraged to voice concerns they have if any physical contact makes them feel uncomfortable or threatened.
- Contact should not involve touching genital areas, buttocks, breasts or any other part of the body that might cause a child distress or embarrassment.
- Physical contact should always take place in an open or public environment and not take place in secret or out of sight of others.
- Well intentioned gestures such as putting a hand on the shoulder or arm, can, if repeated regularly, lead to the possibility of questions being raised by observers. As a general principle adults in positions of responsibility should not make gratuitous or unnecessary physical contact with children and young people. Resistance from a child should be respected.

What about children who need specific assistance due to disability or injury?

In the case of a young person with a disability specific support or assistance may be required. The following guidelines should be followed:



- Efforts should be made to receive as much information as possible on the child to ensure safe inclusion of him/her. There should be clear agreements on what is required.
- Parents/carers or their delegated care providers should be asked to undertake all intimate or personal care tasks for their child. This is not an appropriate role for coaches and others involved in leading activities.
- When children with disabilities are lifted or manually supported, they should be treated with dignity and respect.
- Relevant health and safety guidelines must be followed to ensure the safety of the child and those assisting.
- It is recommended that those assisting receive appropriate training in order to minimise the risk of injury both to themselves and the child.

What about physical punishment?

Any form of physical punishment is unlawful in all circumstances. It is a criminal offence and should be reported to AGS and Tusla.

What about direct contact in coaching?

Some sport or physical activities are more likely to require coaches or teachers to come into physical contact with children and young people from time to time in the course of their duties. Examples include teaching a pupil how to use a piece of apparatus or equipment or demonstrating a move or exercise during a coaching or teaching session in order to reduce the risk of injury due to falls or errors when performing. Adults should be aware of the limits within which such contact should properly take place, and of the possibility of such contact being misinterpreted.

A number of sports governing bodies have developed sport specific guidance to assist coaches in this area. This guidance should be followed by those teaching these sports. Even in sports where there is a need to support physically or touch a child, over-handling should be avoided.

Is it ok to comfort a child or celebrate success?

There may be occasions where a distressed young person needs comfort and reassurance which may include physical comforting such as a caring parent would give. A young person may also want to mark a success or achievement with a hug or other gesture. Adults should use their discretion in such cases to ensure that what is (and what is seen by others present) normal and natural does not become unnecessary and unjustified contact, particularly with the same young person over a period of time. Contact that an adult may feel is appropriate may be unwanted or uncomfortable to a young person. Adults should always meet the needs of the child, be age appropriate and respect resistance.

Where do specific sports science and medical roles fit in?

There may be some roles within sport or physical activities where physical contact is a requirement of the role, particularly sports science or medicine. These tasks should only be undertaken by properly trained or qualified practitioners. This guidance does not seek to replace the specific guidance and codes of practice developed for those professionals and reference should be made to the appropriate body for that discipline.



Administering Medication to Children

Clubs should have in their membership form a section parents/members can complete about;

- Medical history
- Medication required and if requires assistance to administer the medication
- Instructions in the event of an emergency related to the medical condition
- Permission that if a child's parent/guardian, adult member's emergency contact is unreachable that they have given consent for a Qualified First Aider and or leader in charge to administer appropriate medical assistance/treatment.

Information received is highly confidential and should be stored in line with GDPR guidelines. Information should only be shared on a 'need to know' basis.

Child Welfare and Protection Procedures

A sports club/organisation, like any other organisation that includes children among its members is vulnerable to the occurrence of child abuse.

This possibility should be openly acknowledged and addressed in its formal policies and procedures. An environment, in which awareness of what constitutes abusive behaviour and a willingness to tackle the issue head on, is the most likely to contribute to the implementation of effective child protection measures. It is only by discussing and agreeing procedures and best practice that all Sport Leaders can be assured that they are providing the safest and most enjoyable experience in sport for the children and for themselves.

The following factors are central to effective child protection in sport:

- Acceptance by all involved with children that abuse, whether physical, emotional, neglect or sexual is wrong and can severely damage children and must be confronted.
- Awareness of the behavioural and physical indicators of various forms of abuse.
- Knowledge of the behavioural and physical indicators of various forms of abuse.
- Vigilance, and avoidance of all situations conducive to risk.
- Open, trusting and co-operative relationships within the club/organisation, and with parents/guardians and others concerned with children's progress or welfare.
- Prioritise the co-operation with the Statutory Authorities (An Garda Síochána, health services executives or social services), in relation to sharing information about child protection concerns at any time.

Harm

Harm can be defined as the ill-treatment or the impairment of the health or development of a child. Whether it is significant is determined by their health and the development as compared to that which could reasonably be expected of a child of similar age, (*Children First*).

**THE PREVENTION AND DETECTION OF CHILD ABUSE DEPENDS ON THE
COLLABORATIVE EFFORT OF EVERYONE CONCERNED.**

All Sports Leaders should be familiar with signs and behaviours that may be indicative of child abuse. Though a child may be subjected to more than one type of harm, abuse is normally categorised into four different categories: neglect, emotional abuse, physical abuse and sexual abuse. For detailed definitions of abuse, refer to *Children First: National Guidelines for the Protection and Welfare of Children*.

The Categories of abuse may be briefly summarised as follows:

Neglect

Neglect is normally defined in terms of an omission, where a 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, or medical care. It may also include neglect of a child's basic emotional needs. Neglect generally becomes apparent in different ways over a period of time rather than at one specific point. For instance, a child who suffers a series of minor injuries is not having his or her needs for supervision and safety met. The threshold of significant harm is reached when abusive interactions dominate and become typical of the relationship between the child and the parent/guardian.

Emotional Abuse

Emotional abuse is normally to be found in the relationship between an adult 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. It is rarely manifested in terms of physical symptoms. For children with disabilities it may include over-protection or conversely failure to acknowledge or understand a child's disability.

Examples of emotional abuse include:

- (a) Persistent criticism, sarcasm, hostility or blaming;
- (b) Where the level of care is conditional on his or her behaviour;
- (c) Unresponsiveness, inconsistent or unrealistic expectations of a child;
- (d) Premature imposition of responsibility on the child;
- (e) Over or under protection of the child;
- (f) Failure to provide opportunities for the child's education and development;
- (g) Use of unrealistic or over-harsh disciplinary measures;
- (h) Exposure to domestic violence. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone. The threshold of significant harm is reached when abusive interactions dominate and become typical of the relationship between the child and the parent/guardian.

Physical Abuse

Physical abuse is any form of non-accidental injury that causes significant harm to a child, including:

- (a) Shaking, hitting or throwing
- (b) Use of excessive force in handling;
- (c) Deliberate poisoning;
- (d) Suffocation or drowning
- (e) Munchausen's syndrome by proxy (where parents/guardians fabricate stories of illness about their child or cause physical signs of illness);
- (f) Allowing or creating a substantial risk of significant harm to a child;
- (g) For children with disabilities it may include confinement to a room or cot, or incorrectly given drugs to control behaviour
- (h) Burning or scalding.

Sexual Abuse

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

- (a) Exposure of the sexual organs or any sexual act intentionally performed in the presence of a child;
- (b) Intentional touching or molesting of the body of a child whether by a person or object for the purpose of sexual arousal or gratification;
- (c) Masturbation in the presence of a child or involvement of the child in the act of masturbation;
- (d) Sexual intercourse with the child, whether oral, vaginal or anal;
- (e) Sexual exploitation of a child;
- (f) It may include non-contact activities, such as involving children in looking at pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.
- (g) Sexual exploitation also occurs when a child is involved in the exhibition, modelling or posing for the purpose of sexual arousal, gratification or sexual act, including its recording (on film, video tape or other media) or the manipulation, for those purposes, of the image by computer or other means.
- (h) It may also include showing sexually explicit material to children, which is often a feature of the 'grooming' process by perpetrators of abuse;



Signs of Child Abuse

Signs of abuse can be physical, behavioural or developmental. A cluster or pattern of signs is the most reliable indicator of abuse. Indicators should be noted. It is important, however, to realise that all of these indicators can occur in other situations where abuse has not been a factor, and that the list is not exhaustive.

Some examples include:

Physical <ul style="list-style-type: none">• Unexplained bruising in soft tissue areas• Bites, burns and scalds• Reluctance to change clothing• Becoming withdrawn or aggressive	Emotional <ul style="list-style-type: none">• Drop in performance• Regressive behaviour• Crying• Excessive clinginess
Neglect <ul style="list-style-type: none">• Weight Loss• Changes in attendance• Untreated fractures• Reluctance to go home	Sexual <ul style="list-style-type: none">• Torn or bloodstained clothing• Distrustful of adults• Inappropriate sexual awareness behaviour or language• Sudden drop in performance

Please be aware! It is not the responsibility of anyone working within Volleyball Ireland, in a paid or voluntary capacity or those working in affiliated organisations to take responsibility to decide whether or not child abuse is taking place. That is the job of the local authorities. However, there is the responsibility to protect children by assisting the appropriate agencies so that they can then make enquiries and take any necessary action to protect the young person.

If there are grounds for concern about the safety or welfare of a young person you should react to the concern. If you are unsure about whether or not certain behaviours are abusive, and therefore reportable, you should contact the local duty social worker in Tusla for an informal consultation. There, the social worker will advise you on what procedures to follow.

Grounds for concern include a specific indication from a child, a statement from a person who witnessed abuse or an illness, injury or behaviours consistent with abuse.

A report may be made by any member in the club but should be passed on to the Club Children's Officer. The Club Children's Officer should then, in turn, pass on the concern to the local Statutory Authorities. At national level, concerns should be passed to the National Children's Officer.



Response to a Child Disclosing Abuse

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

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

- (a) Deal with any allegation of abuse in a sensitive and competent way. This should be done by listening to the child and by facilitating the child to tell about the problem, rather than interviewing the child about details of what happened;
- (b) Stay calm and not show any extreme reaction to what the child is saying. Listen compassionately, and take what the child is saying seriously;
- (c) Understand that the child has decided to tell something very important and has taken a risk to do so. The experience of telling should be a positive one so that the child will not mind talking to those involved in the investigation;
- (d) Be honest with the child; tell them that it is not possible to keep information a secret;
- (e) Make no judgmental statements against the person whom the allegation is made;
- (f) Not question the child unless the nature of what they are saying is unclear. Leading questions should not be used. Open, non-specific questions should be used such as "Can you explain to me what you mean by that";
- (g) Inform parents/guardians before making a report unless doing so would endanger the child;
- (h) Give the child some indication of what would happen next, such as informing parents/guardians, statutory authorities. It should be kept in mind that the child may have been threatened and may feel vulnerable at this stage;
- (i) Carefully record the details, Use the child's words as far as possible and record facts rather than opinion;
- (j) Pass on this information to Club/National Child Children's Officer of Volleyball Ireland;
- (k) Reassure the child that they have done the right thing in telling you.

Concerns should be passed on to your local duty social worker in Tusla (The Child and Family Agency). Find your local duty social worker here: www.tusla.ie/get-in-touch/duty-social-work-teams

In case of an emergency where you cannot get in touch with your local duty social worker or is out of hours, contact An Garda Síochána on 112.

Never leave a child in a dangerous situation pending intervention by the Statutory Authorities.

Coaches, trainee coaches and leaders often share a very close and trusting relationship with their players and this might result in the coach being just the sort of person to whom a child might disclose that they are being abused. Although false allegations of abuse do occur, they are very rare. If a young person says or indicates that they are being abused, or if information is obtained which gives concern that a young person is being abused, action must be taken immediately.

Actions To Take	Actions To Avoid
<p>The person receiving the disclosure should:</p> <ul style="list-style-type: none"> • React calmly so as not to frighten the child • Tell the child he/she is not to blame and was right to tell • Take what the child says seriously • Keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said • Reassure the child but do not make promises of secrecy that cannot be kept • Make a full record of what had been said, heard and/or seen (fact and not opinion) as soon as possible. 	<p>The person receiving the disclosure should not:</p> <ul style="list-style-type: none"> • Ignore the disclosure allow • Allow expressions of shock or distaste to show • Probe for more information than is offered • Speculate or make assumptions, make negative comments about the alleged abuser • Approach the alleged abuser • Make promises that cannot be kept or agree to keep secrets

Reporting Suspected or Disclosed Child Abuse

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

(a) Observe and note dates, times, locations and contexts in which the incident occurred or suspicion was aroused, together with any other relevant information. If a child has disclosed information, record this information in the child's words as far as possible. Do not input personal opinion;

(b) Report the matter as soon as possible to the Club DLP or National Children's Officer. If the DLP has reasonable grounds for believing that the child has been abused or is at risk of abuse, they will make a report to the statutory authorities who have a responsibility to investigate and assess suspected or actual child abuse; If the Club DLP makes a report to Tusla or An Garda Síochána, they must also inform VI as it is important that VI is aware if a report has been made about any member of the club/association;

(c) In cases of emergency, where a child appears to be at immediate and serious risk and the DLP is unable to contact a duty social worker, the police authorities should be contacted. Under no circumstances should a child be left in a dangerous situation pending intervention by the Statutory Authorities;

(d) If the DLP is unsure whether reasonable grounds for concern exist they can informally consult with Tusla (ROI). These agencies will advise whether or not the matter requires a formal report.



It is also important that any concern about a **potential** risk to children posed by a specific person, even if the children are unidentifiable, should also be communicated to the Statutory Authorities.

The Children's Officer who is reporting suspected or actual child abuse to the Statutory Authorities will first inform the parents/guardians of the child of their intention to make such a report, unless doing so would endanger the child or undermine an investigation.

Quarterly Report Forms are now in place in Volleyball Ireland. If a report has been made to the statutory authorities about a coach/volunteer etc. Volleyball Ireland need to be informed to take steps to ensure members, juniors and the individual who the complaint was made about etc. are not at risk while an investigation is being carried out. This may result in the individual being asked to step away (Stand Down Order) from their duties within the association pending the outcome from the authorities and the Welfare Panel's decision on the suitability the individual for the role.

The Protection for Persons Reporting Child Abuse Act, 1998 provides immunity from civil liability to persons who report child abuse 'reasonably and in good faith' to Tusla or An Garda Síochána. The act also covers the offence of 'false reporting'. The main provisions of the Act are:

1. The provision of immunity from civil liability to any person who reports child abuse "reasonably and in good faith" to designated officers of Health Boards (now Tusla) or any member of An Garda Síochána;
2. The provision of significant protections for employees who report child abuse. These protections cover all to report offences or to forward information to the police by emphasising the 'duty of every other person, who knows or believes, (a) that the offence or some other arrestable offences has been committed: and (b) that he has information which is likely to secure, or to be material assistance in securing, the apprehension, prosecution or conviction of any person for that offence'.
3. The creation of an offence of false reporting of child abuse where a person makes a report of child abuse to the appropriate authorities "knowing that statement to be false". This is a new criminal offence designed to protect innocent persons from malicious reports.

Peer Abuse

In some cases of child abuse the alleged perpetrator will also be a child and it is important that behaviour of this nature is not ignored. Grounds for concern will exist in cases where there is an age difference and/ or difference in power, status or intellect between the children involved. However, it is also important to distinguish between normal sexual behaviour and abusive behaviour. In the case where both the victim and the alleged perpetrator of abuse are under the age of 18, this will be dealt as a child protection concern for both parties.



Children who may be especially vulnerable to abuse

Children in certain situations may be especially vulnerable to abuse. These include children who, for short or long periods, are separated from parents or other family members and depend on other adults for their care and protection. Children with disabilities may also be more at risk as the nature of their disability sometimes limits communication between themselves and others and they may depend more than most children on a variety of adults to meet their needs, for example, for care and transport. Those from a minority racial background may also be especially vulnerable. This could be due to the difficulty in recognising that racism is inherent in our society, which impacts on a child's ability to seek help from those in positions of authority.



Guidelines on Allegations Against a Sports Leader

Allegations concerning failure to observe this Code against leaders are subject to Volleyball Ireland's Disciplinary Procedures as contained in VI's Governance Code. Leaders subject to allegations that they caused harm or that their negligent behaviour left a child/vulnerable adult at risk will be suspended from activities involving young person's/vulnerable adults pending the conclusion of the Disciplinary Procedures.

If such an allegation is made against Sports Leader working within the club, two procedures should be followed:

- The reporting procedure in respect of suspected child abuse (reported by the designated person / Children's Officer), see pages 34-35.
- The procedure for dealing with the Sports Leader (carried by out by the club Chair or senior officer, or a person not already involved with the child protection concern).

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

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

The reporting procedure

If the DLP has reasonable grounds for concern, (page 44, Section 5.10, Code), the matter should be reported to the HSE / social services, following the standard reporting procedure, (Section 5.12.1, page 45).

The Sports Leader

While the DLP makes the report to the local health board, the Chair of the club should deal with the Sports Leader in question.

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

The governing body should be informed by the DLP that the leader has been asked to stand aside.

Governing bodies can consider disciplinary action on the leader but should ensure that this does not interfere with the investigation of the Statutory Authorities. It is important that governing bodies consider the outcome of the investigation and any implications it might have. The fact that the alleged abuser has not been prosecuted or been found guilty does not mean that they are appropriate to work with young people in the future.



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

The following points should be kept in mind:

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

Anonymous Complaints

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

Rumours

Rumours should not be allowed to hang in the air. Any rumours relating to inappropriate behaviour should be brought to the attention of the National Children's Officer and checked out without delay.

Reckless Endangerment

Section 176 of the Criminal Justice Act 2006 introduced the criminal charge of reckless endangerment of children. It states:

'A person, having authority or control over a child or abuser, who intentionally or recklessly endangers a child by (a) causing or permitting any child to be placed or left in a situation which creates a substantial risk to the child of being a victim of serious harm or sexual abuse, or (b) failing to take reasonable steps to protect a child from such a risk while knowing that the child is in such a situation, is guilty of an offence.'

The penalty for a person found guilty of this offence is a fine (no upper limit) and/or imprisonment for a term not exceeding 10 years.



Responding to Non-Recent Allegations of Abuse

It is possible that non-recent allegations of abuse can be made a number of years after the actual incident. This may be because of a change in circumstances for either the survivor or the alleged perpetrator. Any non-recent allegations must follow the current Volleyball Ireland procedures. If there are grounds for concern, then statutory authorities must be informed. The following points should also be considered;

- Clearly establish with the complainant if there may be any others currently at risk of harm from the person they are saying abused them.
- Advise the person making the complaint that they should inform the Gardaí. Encourage them to do so while acknowledging the brave steps they have already taken in beginning to talk about their experience. It is important that the person knows that there is a likelihood that an abuser will not have stopped abusing after their individual abuse ended and if the person harmed them, they could be continuing to cause harm to others. This needs to be done without reinforcing the inappropriate guilt the survivor may already have for not coming forward earlier.
- If the complainant refuses to talk to the statutory authorities but has provided you with enough identifying factors then this information **MUST** be shared with the Gardaí. This breach of the complainants' confidence is only appropriate if there is any potential that the alleged perpetrator is still a risk to other or could face prosecution (i.e. they are alive). Remember, the welfare of any person currently at risk needs to be considered in response to any request of confidentiality from the person providing you with the information/complaint. This should be explained to them at the earliest possible stage
- Offer support to the complainant when making a formal complaint to the Gardaí.
- Signpost the complainant to support agencies that can provide counselling.

When an adult making a complaint chooses not to report the matter to the Gardaí and you have already discussed the possibility of any other person still being at risk you **MUST** follow Volleyball Ireland's reporting procedures and inform the statutory authorities immediately of any identifying features of the allegation including the name of the alleged abuser. The person making the complaint should be informed that this is the organisation's moral and legal responsibility. If the individual wishes to remain anonymous this should be respected but again explaining that without any further cooperation there may be little action the Gardaí can take to protect others. Encourage them to talk directly to TUSLA, if not the Gardaí, in order to enable social services to consider if there is any action, they can take to protect others at risk, as their threshold for intervention is lower than the evidence required for any criminal justice prosecution.



Disciplinary, Complaints and Appeals Procedures

A quality sports club will operate on the basis of good practice to include a complaints/appeals procedure similar to the following:

- a code of conduct reflecting a child-centred ethos should be drawn-up, widely disseminated and returned from and applied to all Sports Leaders and members
- each club, on receiving a complaint of poor practice should appoint a disciplinary committee (DC) with either the powers to dispense disciplinary decision or to make recommendations to disciplinary committee to resolve problems relating to the conduct of its members. This may include bullying behaviour. The complaint should ideally be in writing to the secretary or Children's Officer and should be responded to within 5 working days. The DC should consist of a representative from the Management Committee, the Children's Officer and ordinary registered members of the club ideally with experience in safeguarding or dispute management.
- If the complaint involves suspected abuse or a criminal offence the DLP should be consulted and no further action by the DC until the statutory authorities have been informed and they advise of what further action can be taken.
- the DC should review any relevant paperwork and hold any necessary meetings with all parties to proceed with complaints into any incident of suspected misconduct that does not relate to child abuse. It should, as soon as possible, inform the DC that it is dealing with a complaint while maintaining confidentiality and not identifying any individuals unless there is a requirement to stand a person down from their role. This should be done within 10 working days
- the DC should furnish the individual with the nature of the complaint being made against them and afford them the opportunity of providing a response either verbally or in writing, but usually at a meeting with the DC
- written confidential records of all complaints should be safely and confidentially kept and club procedures should be defined for the possession of such records in the event of election of new officers
- where it is established that an incident of misconduct has taken place, the DC should notify the member of any sanction being imposed. The notification should be made in writing, setting out the reasons for the sanction. If the member is under 18 years of age, correspondence should be addressed to the parents/guardians
- if the member against whom the complaint was made is unhappy with the findings of the DC or the disciplinary sanction they should have the right to appeal the decision to an appeals committee (independent of a DC). Any appeal should be made in writing within an agreed period after issue, usually 10 days of the decision of the DC. The chairperson of the appeals committee should be a member of the Management Committee. The appeals committee may consult with the National Children's Officer in relation to issues of child welfare and codes of conduct
- the appeals committee should have the power to confirm, set aside or change any sanction imposed by the DC while following the principle that the welfare of the child is paramount and the decision-making process is based on the balance of probability.



- if any party is not satisfied with the outcome the matter can be referred to Volleyball Ireland. However, efforts to resolve the issue at local level should be exhausted before Volleyball Ireland is engaged in attempts to resolve the matter.

If the complaint involves suspected abuse or a criminal offence the Designated Liaison Person should be consulted and the DC disbanded. The statutory authorities will then be informed.



Appendices

Child Safeguarding Statement Template

Risk Assessment Template

Under 18s Trip Approval form

Consent form for Junior Players Travelling to an Event requiring an Overnight Stay

Under 18s Trip Abroad

Under 18s Trip Report Form

Disclosure of Criminal Convictions for Positions Requiring Vetting-Statement of non-discrimination
Confidential Reference Form

Template Code of Conduct for Young/Vulnerable Persons

Template Code of Conduct for Coaches/Leaders

Template Code of Conduct for Parents

Template Code of Conduct for Adult Members

Child Protection Quarterly Report Form (Children's Officers)

Child Safeguarding Safety Statement

Section 1 – Club Information

(Insert Club Name) provides various sporting activities and opportunities for young people through participation in *(Insert Club Name)*.

Name: *(Club Name)*

Sport: Volleyball

Location: *(Club Address)*

Size: *(Total Number of Members of the Club)*

Activities: *(Junior Volleyball, Adult Volleyball, Sitting Volleyball etc..)*

Section 2 – Principles to Safeguard Children from Harm

(Insert Club Name) is committed to safeguarding children and by working under the guidance of our *(Insert Club Name)* Safeguarding Policies our staff, both volunteers and employed, working with our young people, throughout the organisation, seek to create a safe environment for young people to grow and develop within the sport. The following set of principles should be adhered to:

Importance of childhood – The importance of childhood should be understood and valued by everyone involved in the sport.

Needs of the child – All children's sport experiences should be guided by what is best for children. This means that adults should have a basic understanding of the emotional, physical and personal needs of young people.

Integrity in relationships – Adults interacting with children in sport are in a position of trust and influence. They should always ensure that children are treated with integrity and respect, and self-esteem of young people is enhanced.

Fair Play – All children's sport should be conducted in an atmosphere of fair play. The principles of fair play should always be emphasised, and organisers should give clear guidelines regarding acceptable standards of behaviour.

Quality atmosphere and ethos – Children's sport should be conducted in a safe, positive and encouraging atmosphere.

Competition – Competition is an essential element of sport and should be encouraged in an age appropriate manner. A child centred ethos will help to ensure that competition and specialisation are kept in their appropriate place.

Equality – All children should be valued and treated in an equitable and fair manner regardless of ability, age, gender, social and ethnic background or political situation.



Section 3 – Risk Assessment

(Insert Club Name) written Risk Assessment document indicates the areas of potential risk of harm, the likelihood of the risk occurring, and gives the required policy, guidance or process documents require to alleviate these risks. The list of risks identified are contained in the following categories:

Risk Identified	Procedure in Place to Manage Risk Identified
Club and Coaching Practices <ol style="list-style-type: none"> 1. Lack of coaching qualification 2. Supervision issues. 3. Unauthorised photography & recording activities. 4. Behavioural issues. 5. Lack of gender balance amongst coaches 6. No guidance for travelling & away trips 7. Lack of adherence with misc. procedures in Safeguarding policy. 	<ol style="list-style-type: none"> 1. Coach education/recruitment policy 2. Supervision policy/Coach education policy 3. Photography & Use of images policy 4. Code of Conduct/Safeguarding 1/Complaints & Disciplinary Policy 5. Coach education policy/Supervision Policy 6. Travel & Overnight Trip Policy/Child Safeguarding Training. 7. Safeguarding policy/Complaints & Disciplinary Policy.
Complaints & Discipline <ol style="list-style-type: none"> 1. Lack of awareness of a Complaint & Disciplinary policy 2. Difficulty in raising an issue by child and/or parent. 3. Complaints not being dealt with seriously. 	
Reporting Procedures <ol style="list-style-type: none"> 1. Lack of knowledge of organisational & statutory reporting procedures. 2. No DLP appointed. 3. Concerns of abuse or harm not reported. 4. Not clear who YP should talk to or report to. 	
Use of Facilities <ol style="list-style-type: none"> 1. Unauthorised access to designated children's play & practice areas & changing rooms, showers, toilets etc... 2. Unauthorised exit from children's areas. 3. Photography, filming or recording in prohibited areas. 4. Missing or found child on site. 5. Children sharing facilities with adults e.g. dressing rooms, showers etc... 	
Recruitment <ol style="list-style-type: none"> 1. Recruitment of inappropriate people. 2. Lack of clarity on roles. 3. Unqualified or untrained people. 	



Communications <ol style="list-style-type: none"> 1. Lack of awareness of 'risk of harm' with members and visitors. 2. No communication of Child Safeguarding Statement of Code of Behaviour to members and visitors 3. Unauthorised photography & recording of activities. 4. Inappropriate use of social media & communications <i>with</i> under 18's. 5. Inappropriate use of social media & communications <i>by</i> under 18's 	
General Risk of Harm <ol style="list-style-type: none"> 1. Harm not being recognised. 2. Harm cause by: <ul style="list-style-type: none"> - Child to Child - Coach to Child - Volunteer to Child - Member to Child - Visitor to Child 3. General behavioural issues. 4. Issues of Bullying 5. Vetting of staff/volunteers. 6. Issues of Online Safety 	

The risk assessment was undertaken on (DATE)

Section 4 – Procedures

Our Child Safeguarding Statement has been developed in line with requirements under the Children First Act 2015, (the Children First: National Guidance, and Tusla's Child Safeguarding: A Guide for Policy, Procedure and Practice). In addition to our Risk Assessment document described above, there are further procedures that support our intention to safeguard children while they are availing of our activities.

(Insert Club Name) has the following procedures in place as part of our Safeguarding Policies:

- Procedures for the management of allegations of abuse or misconduct by staff or volunteers against a child availing of our activities
- Procedures for the safe recruitment of staff and volunteers to work with children in our activities
- Procedures for access to child safeguarding training and information, including the identification of the occurrence of harm
- Procedure for reporting of child protection or welfare concerns to Statutory Authorities
- Procedure for maintaining a list of the persons (if any) in the relevant service who are mandated persons.
- Procedure for appointing a relevant person.

Please note that all procedure listed are available on request.



The Mandated/Relevant Person for Volleyball Ireland is Norma McIntyre.

Section 5 – Implementation

We recognise that implementation is an ongoing process. *(Insert Club Name)* is committed to the implementation of this Child Safeguarding Statement and the procedures that support our intention to keep children safe from harm while availing of our activities.

Please note the following:

- That all staff both volunteers and employed, have been furnished with a copy of this statement.
- The statement is available, to parents/guardians, the agency and members of the public on request.
- The statement will be displayed in a prominent place by *(Insert Club Name)*.

This Child Safeguarding Statement will be reviewed on *(insert date <24 months)*.

Signed:

Date:

(On behalf of the *(insert name of Club)*)

Name:

Phone no:

For queries on this Child Safeguarding Statement, please contact *(insert the name of the club safeguarding officer)*



Risk Assessment Document for *(insert Club/Region/NGB as provider)*

This risk assessment considers the potential for harm to come to children whilst they are in *(insert Club/Region/NGB as provider)* care. This risk assessment precedes the Child Safeguarding Statement (Section 11 (1b) Children First Act 2015) which is developed following this risk assessment process. In accordance with the requirements of *Section 11 (1) of the Children First Act 2015 the risk is of abuse and not general health and safety risk (covered under a separate H&S policy and risk assessment)*.

Section 11 (1) of the Children First Act 2015 states that where a person proposes to operate as a provider of a relevant service, he or she shall, within 3 months from the date on which he or she commences as such a provider

- (a)** *Undertake an assessment of any potential for harm to a child while availing of the service (in this section referred to as a “risk”).*

Potential risk of harm to children	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure document	Responsibility Club/Region/National	Further action required ...
CLUB & COACHING PRACTICES				
Lack of coaching qualification	H	<ul style="list-style-type: none"> Coach education policy Recruitment policy 		<i>Proof of qualification to be confirmed</i>
Supervision issues		<ul style="list-style-type: none"> Supervision policy Coach education policy 		<i>Ongoing review</i>
Unauthorised photography & recording activities		<ul style="list-style-type: none"> Photography and Use of Images policy 		<i>Ongoing review</i>
Behavioural Issues		<ul style="list-style-type: none"> Code of Conduct Safeguarding Level 1 (min) Complaints & Disciplinary policy 		<i>Ongoing review</i>
Lack of gender balance amongst coaches		<ul style="list-style-type: none"> Coach education policy Supervision policy 		<i>Ongoing review</i>
No guidance for travelling and away trips		<ul style="list-style-type: none"> Travel/Away trip policy Child Safeguarding Training 		<i>Ongoing review</i>
Lack of adherence with misc procedures in Safeguarding policy (i.e. mobile, photography, transport)		<ul style="list-style-type: none"> Safeguarding policy Complaints & disciplinary policy 		<i>Ongoing review</i>

Potential risk of harm to children	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure document	Responsibility Club/Region/National	Further action required ...
COMPLAINTS & DISCIPLINE				
Lack of awareness of a Complaints & Disciplinary policy	H	<ul style="list-style-type: none"> Complaints & Disciplinary procedure/policy Communications procedure 	Club	<i>Immediate action needed</i> <i>Greater communication required</i>
Difficulty in raising an issue by child & or parent Reason: Covered above		<ul style="list-style-type: none"> Complaints & Disciplinary procedure/policy Communications procedure 		<i>Review the communication/ responsibilities of the procedure/ policy as required</i>
Complaints not being dealt with seriously		<ul style="list-style-type: none"> Complaints & Disciplinary procedure/policy 		<i>Ongoing review</i>
REPORTING PROCEDURES				
Lack of knowledge of organisational and statutory reporting procedures	H	<ul style="list-style-type: none"> Reporting procedures/policy Coach education policy Code of Conduct /Behaviour 	NGB MP DLP	<i>Make policies and procedures available</i> <i>Include in Safeguarding Training (L1)</i> <i>Include in Coach Education Training</i>
No Mandated Person appointed		<ul style="list-style-type: none"> Reporting procedures/policy 	NGB	<i>Publicise identity of Mandated Person</i> <i>Train Mandated Person in their role</i>
No DLP Appointed		<ul style="list-style-type: none"> Reporting procedures/policy 	NGB Club	<i>Train all DLPs</i> <i>Publicise identity of DLPs</i>
Concerns of abuse or harm not reported		<ul style="list-style-type: none"> Reporting procedures/policy Child Safeguarding Training – Level 1 	MP DLP	<i>Include in Safeguarding Training (L1)</i> <i>Publicise names of CCOs, DLPs, MP(s)</i> <i>Publicise internal and external reporting procedures</i>
Not clear who YP should talk to or report to		<ul style="list-style-type: none"> Post the names of CCOs, DLPs and MP 	CCO DLP	<i>Communicate in Club</i> <i>Include in Safeguarding Training (L1)</i>



Potential risk of harm to children	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure document	Responsibility Club/Region/National	Further action required ...
FACILITIES				
Unauthorised access to designated children's play & practice areas and to changing rooms, showers, toilets etc.	H	<ul style="list-style-type: none"> Supervision policy Coach education 	NGB Club	<i>Clarify responsibilities before session starts</i>
Unauthorised exit from children's areas		<ul style="list-style-type: none"> Supervision policy Coach education 		<i>Clarify responsibilities before session starts</i>
Photography, filming or recording in prohibited areas		<ul style="list-style-type: none"> Photography policy and use of devices in private zones 		<i>Enforce policy in private changing and wet areas</i>
Missing or found child on site		<ul style="list-style-type: none"> Missing or found child policy 		<i>Refer to policy and inform Gardai</i>
Children sharing facilities with adults e.g. dressing room, showers etc.		<ul style="list-style-type: none"> Safeguarding policy 		<i>Plan with facilities management to create a suitable child centred environment in shared facilities</i>
RECRUITMENT				
Recruitment of inappropriate people	H	<ul style="list-style-type: none"> Recruitment policy 	NGB Club CCO Appropriate personnel	<i>Ongoing review</i>
Lack of clarity on roles		<ul style="list-style-type: none"> Recruitment policy 	Club	<i>Check job description Put supervision in place</i>
Unqualified or untrained people in role		<ul style="list-style-type: none"> Recruitment policy 	Club	<i>Check qualification Ongoing review</i>

Potential risk of harm to children	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure document	Responsibility Club/Region/National	Further action required ...
COMMUNICATIONS AND SOCIAL MEDIA				
Lack of awareness of 'risk of harm' with members and visitors	H	<ul style="list-style-type: none"> Child Safeguarding Statement Training policy 	National Club DLP CCO	<i>Communicate Child Safeguarding Statement</i>
No communication of Child Safeguarding Statement or Code of Behaviour to members or visitors		<ul style="list-style-type: none"> Child Safeguarding Statement – display Code of Behaviour - distribute 	Club Executive County Committee DLP Children's Officer	<i>Communicate Child Safeguarding Statement Distribute Code or Sections as appropriate</i>
Unauthorised photography & recording of activities		<ul style="list-style-type: none"> Photography and Use of Images policy 		<i>Ongoing review</i>
Inappropriate use of social media and communications by under 18's		<ul style="list-style-type: none"> Communications policy Code of conduct 		<i>Ongoing review</i>
Inappropriate use of social media and communications with under 18's		<ul style="list-style-type: none"> Communications policy Code of conduct. 		<i>Ongoing review</i>
GENERAL RISK OF HARM				
Harm not being recognised		<ul style="list-style-type: none"> Safeguarding policy Child Safeguarding Training 		<i>Ongoing review</i>
Harm caused by <ul style="list-style-type: none"> child to child coach to child volunteer to child 		<ul style="list-style-type: none"> Safeguarding policy Child Safeguarding Training 		<i>Ongoing review</i>



Potential risk of harm to children	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure document	Responsibility Club/Region/National	Further action required ...
<ul style="list-style-type: none"> - member to child - visitor to child 				
General behavioural issues		<ul style="list-style-type: none"> ▪ Code of Conduct 		<i>Take disciplinary action where necessary</i> <i>Sign code of conduct</i>

Explanation of terms used:

- **Potential risk of harm to children** – these are identified risks of harm to children whilst accessing activities in the Club/Region/Province/NGB.
- **Likelihood of harm happening** – the likelihood of the risk occurring in the club/region/NGB measured by you as Low/Medium or High.
- **Required Policy, Guidance and Procedure document** – indication of the policy required to alleviate the risk.
- **Responsibility** – provider should indicate where the responsibility for alleviating the risk lies.
- **Further action...** - indicates further action that might be necessary to alleviate any risk ongoing.

This Risk Assessment document has been discussed and completed by *(insert Club/Region/NGB as provider)* on __ / __ / 2018

Signed:

Signed:

Name:

Name:

Role: *(insert role on Committee)*

Role: Club Children's Officer

Date:

Date:

Under 18s Trip Approval Form

Name of trip co-ordinator:
Email address:
Phone number:
Club Name:
Other adults travelling (excluding parents who will be travelling with their own children and will not be acting in a supervisory role of other children). Please state full name:

Proposed dates:
Proposed location:
Proposed method of transport:
Proposed number of under 18s travelling:
Male:
Female:
Age range:
Purpose of trip:

Budget:
Will players be asked to contribute towards trip? How much?

Please fully complete this form and return it to our National Children's Officer;
nco@volleyballrieland.com at least one month in advance of proposed start date of trip.

CONSENT FORM FOR JUNIOR PLAYERS TRAVELLING TO AN EVENT REQUIRING AN OVERNIGHT STAY

Consent form for Under 18's travelling abroad or requiring an overnight stay

Child's Full Name: _____

Date of Birth: _____

Address: _____

VI Membership Number: _____

Parent/Guardian Name: _____

Relationship to Player: _____

Contact Number: _____

Alternative Emergency Contact: _____

Name: _____

Relationship to Player: _____

Contact Number: _____

Medical History Information: (please give details of any known allergies or medical conditions, including any medication that your child takes – use additional page if needed)

Does your child need to be in possession of or need to be able to administer medication while participating in sport or other activities? ☐ Yes ☐ No

Can your child administer this medication without assistance? ☐ Yes ☐ No

In the case of an emergency, the coach/volunteer will do everything possible to contact the Parent/Guardian. However, in the event that contact cannot be made, I authorise the certified First Aid Person and/or leader in charge to give consent for any medical treatment on my/our behalf (please circle) ☐ Agree ☐ Disagree

Any other special needs, dietary requirements, instructions that you feel we should be aware of?

GP Name: _____

GP Contact Number: _____

- I know of no reason, medical or otherwise, why the above-named child should not participate in the activities involved. I have willingly supplied the contact and medical details above and consent that in the event of any illness/accident, any necessary treatment can be administered to my child.
- I will inform the coaches of any important changes to my child's health, medication or needs and also of any changes to our address or phone numbers provided.
- I agree to abide by the Volleyball Ireland Code of Conduct for a) Young Players b) Parents/Guardians as governed by the Volleyball Ireland Safeguarding Policy for Young and Vulnerable Persons.
- The event that the player is attending may record and/or take photographs for the promotion of the sport/event. The Images/videos may be used on Volleyball Ireland's Social Media platforms, website and newsletters. If parent/guardian does not wish for their child's image to be taken they should inform the relevant Children's Officer at the club or event they are attending.

For Elite Players only:

- I am aware that my child could be tested for prohibited substances in accordance with the Sport Ireland Anti-Doping Rule and World Anti-Doping Agency Rules (where applicable)

By signing below, permission is given for the named player to participate in the event and stay overnight as required. It also indicates that the player and guardian agree to the above. If you have any questions don't hesitate to contact the event organiser or National Children's Officer.

Youth Participant

Name: _____

Signature: _____

Parent/Guardian

Name: _____

Signature: _____

Under 18s Trip Abroad

Dates of Travel (outgoing and return):	
Flight number (if applicable):	
Accommodation Address:	
Co-ordinator contact details:	Ph: E:
Club Name:	

Adults Travelling

[illegible]

Youths Travelling

[illegible]

****In the case of a youth having additional medical requirements, have you confirmed with a medical professional that this youth is fit to travel and participate in all elements of the trip?***

Do you have a signed parental consent form for all youths travelling?

Do you have a safety plan, in case of emergency?

Have all youths travelling signed a Code of Conduct?

Are all parents aware of details of the trip, and do they have emergency contact details of the trip co-ordinator?

Are you aware, and do you agree to abide to, the 1:6 (adult leader: youths) ratio, with a minimum of 2 adults to each group required at all times?

Any other information that you feel is important?

Please complete and return this form to our National Children's Officer; nco@volleyballireland.com; at least two weeks before start date of the trip

Under 18s Trip Report Form

Trip Co-ordinator:

Trip dates:

Trip location:

Club Name:

Summary of trip:

Highlights / successes of trip:

Incidents / injuries / illnesses on trip:

DISCLOSURE OF CRIMINAL CONVICTIONS FOR POSITIONS REQUIRING VETTING

Statement of non-discrimination

This club is affiliated to Volleyball Ireland and 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 materially relevant to the post. Any disclosure will be seen in the context of the job criteria, the nature of the offence and the responsibility for the care of existing members, volunteers and employees.

For the purposes of your application for the post of: _____ We require all coaches/volunteers in positions of responsibility for managing the safety and development of young people/vulnerable adults, to sign the declaration and return it marked confidential to

Norma McIntyre, National Children's Officer, Volleyball Ireland, 141 Thomas Street, D8

NAME OF APPLICANT: _____

HOME ADDRESS _____

CONTACT TELEPHONE NUMBER _____

CLUB: _____

Please read this information carefully

The purpose of the check is to make sure that people are not appointed who might be a risk to children or vulnerable adults.

The check will tell us whether you have a criminal record, or specified information, or whether any other information about you held on barred lists may have a bearing on your suitability. Any information which we receive will be treated confidentially and will be discussed with you before we make a final decision.

Advice to Applicants

The disclosure of criminal history information will not debar you from participating as a volunteer unless the Volleyball Ireland Welfare Panel considers that the information renders you unsuitable for the role applied for. In making this decision Volleyball Ireland's Welfare Panel will consider the nature of the offence, specified information, 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 a Garda Vetting check. If you are currently facing prosecution for a criminal offence you should also bring this to our attention given the nature of the role. Thank you for your co-operation.

Explanatory information - Do you have any convictions/specified information, which would prevent you from working with children and/or vulnerable persons, or been 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/specified information/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 the Garda Vetting Bureau)

Declaration

I understand that I must also complete a vetting agency Disclosure Certificate Application Form and that this check must be carried out before my application for registration/ appointment can be confirmed. This has been explained to me and I am aware that spent convictions, or specified information, may be disclosed. I declare that the information I have given is accurate.

Have you ever been known to any Social Services/HSE department as being a risk or potential risk to children or vulnerable persons?	YES / NO (if Yes, please provide further information below):
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children or vulnerable persons?	YES / NO (if Yes, please provide further information)
Confirmation of Declaration (tick box below)	
I agree that the information provided here may be processed in connection with my volunteer role and I understand that any role may be withdrawn or dismissal may result if information is not disclosed by me and subsequently come to the organisation's attention. <input type="checkbox"/>	
I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards young people or vulnerable persons. <input type="checkbox"/>	
I understand that the information contained on this form and information supplied by third parties may be supplied by Rowing Ireland to other persons or organisations in circumstances where this is considered necessary to safeguard other people. <input type="checkbox"/>	

I declare that any answers are complete and correct to the best of my knowledge and I will inform the ORGANISATION of any future convictions or charges.

Signature: _____

Print Name: _____

Date: _____

Confidential Reference Form

(this form can be used as a telephone reference or used as a written reference)

The following person: _____ (list name) has expressed an interest
in working with _____ (name club / organisation) as _____ (list position)

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

How long have you known this person?

In what capacity?

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

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

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

This post involves substantial access to young people. As an organisation committed to the welfare and protection of young people, 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 answer yes, we will contact you in confidence

Signed: _____

Date: _____

Position in organisation: _____

Name of club / organisation: _____

Volunteer Charter

This Charter is to be signed by all Volleyball Ireland members including, but not exclusive to, coaches, volunteers, players and parents. In addition to completing this form we ask you to familiarise yourself with Volleyball Ireland's Safeguarding Policy. This form is to be completed annually and in conjunction with the vetting process which is required every 3 years.

Print Name: _____

Signature: _____

Position Applied For: _____

Club: _____

Date: _____

I have read and understand the below and agree to the Volunteer Charter and Volleyball Ireland Code of Practice.

Do you intend to engage in a volunteer or paid role with children and or vulnerable adults? Yes ☐ No ☐

List previous experience/involvement in this or any other club. Include experience of working with young children in a voluntary or professional capacity.

Sporting and or National Governing Body (NGB) Qualifications

1. Are you a qualified First Aider? Yes ☐ No ☐
2. Have you attended Safeguarding Training? Yes ☐ No ☐
3. If coaching privately, will you ensure that you have adequate insurance cover in respect of activities as a coach? Yes ☐ No ☐
4. Have you read and agree to abide by Volleyball Ireland's Safeguarding Policy (The Code)? Yes ☐ No ☐
5. Do you agree to Garda Vetting? (If not vetted or required to be re-vetted) Yes ☐ No ☐
6. Have you ever been asked to leave a Sporting Organisation? Yes ☐ No ☐
7. Have you ever been convicted of a criminal offence, subject to a caution or at present subject to criminal investigation? Yes ☐ No ☐
8. Do you agree to inform Volleyball Ireland within 48 hours if you become subject to caution or criminal investigation? Yes ☐ No ☐
9. Volleyball Ireland is an organisation committed to the welfare of young people, is there any reason at all to be concerned about you as an applicant being in contact with children or vulnerable adults? Yes ☐ No ☐
10. Do you agree to abide by Volleyball Ireland's best practice and Safeguarding Policy? This may include a request to attend additional training or placing certain restrictions on your membership/level of engagement with Volleyball Ireland in order to uphold the welfare of the child is paramount. Yes ☐ No ☐
11. I agree that I have read and will abide by the Code of Behaviour for Volleyball Volunteers, summarised below, documented in Volleyball Ireland's Safeguarding Policy? Yes ☐ No ☐

Creating a Positive Atmosphere Coaches and Leaders must:

- Respect the rights, dignity and worth of every child and treat everyone equally, regardless of sex, ethnic origin, religion or ability.
- Have children's safety and enjoyment as their number one priority.
- Strive to create a positive environment for children in their care and ensure that positive and healthy experiences are provided.
- Never use physical punishment.
- Understand the developmental needs of young people and make them aware that their participation is valued. Learning appropriate skills is important and should take precedence over too much training and competition.
- Be generous with praise and never ridicule or shout at children for making mistakes or not winning an event. We all learn by making mistakes so improvement in skills should be praised and a children's efforts treated with respect.
- Give equal time and attention to all participants and avoid singling out any one participant for special attention or praise.
- Act quickly and appropriately if any form of bullying is identified whether from other children, leaders, competitors or parents/guardians.
- Act within the rules of the sport and ensure that participants understand the rules.
- Report any concerns in accordance with Volleyball Ireland Safeguarding Policy and Procedure.

Setting Good Example, Coaches and Leaders should:

- Act as role models. You must promote the positive aspects of volleyball and maintain the highest standards of personal conduct.
- Avoid smoking when working with young people and do not take alcohol or non-prescribed drugs before or during sessions. Avoid consuming alcohol in view of young people. If you must take prescribed medicine, please take it out of view of young players.
- Treat other officials with respect and encourage children to do likewise and accept decisions made by officials in a sporting manner.
- Ensure that their language and gestures are appropriate avoiding foul, racist, sectarian remarks or signs. Do not allow young players to use inappropriate language unchallenged.
- Promote a sense of fair play and appreciation/respect for the skills of other children.
- Act in a professional manner.

Best Practice Guidelines for Coaches and Leaders

- Ensure that participants are suitably and safely attired for sessions.
- All physical contact should be in response to the needs of the child which is in accordance with the child's age and stage of development. Adults should not do for a child what a child can do for themselves. Contact should be in an open environment and with the permission of the young person.
- Keep a record of attendance at sessions.
- Adhere to a ratio of 1 leader to 8 children (always have a minimum of two adults to each group and where there are mixed groups there should be leaders from both genders). Avoid being alone with a child.
- Record all accidents and actions taken. Ensure that another leader witnesses the actions;
- Ensure that there is a First Aid kit at all sessions.
- Have a list of contact numbers and a record of any medical condition for each participant. Do not disclose any medical condition or confidential information unless it is in the best interest of the participant to do so.
- Involve parents where possible and inform parents where problems arise.

Safeguarding Yourself (practices to be avoided)

- Physical punishment or physical force must never be used. Never punish a mistake - by verbal means, physical means, emotional means or exclusion.
- Avoid one to one coaching sessions or situations where you are alone with a young person and ensure there is adequate supervision for all.
- Avoid taking young people to your own home or involving them in your personal life;
- Avoid individual texting, emailing or engaging via social networking sites with young people.
- Avoid behaviour which can be misinterpreted by others.
- Never expose a child intentionally or unintentionally to embarrassment or disparagement by use of sarcastic or flippant remarks about the child or his/her family.
- Avoid transporting young participants. When this is unavoidable ensure that someone else accompanies you and the young person is in the back of the vehicle, securely strapped in. Be aware of legislation regarding the use of booster seats. Ensure that insurance cover is in place.
- Avoid giving advice of a personal or medical nature if you are not qualified to do so.
- Do not compare the performance or commitment of one child over another in their presence.
- Do not criticise other Coaches or Leaders in public.
- Do not abuse your position of trust you have been given as a coach/official/leader.

Template Code of Conduct for Young/Vulnerable Persons

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

Young players are entitled to:

- Be safe and to feel safe
- Be listened to
- Be believed
- Have fun and enjoy Volleyball
- Have a voice in relation to their activities within Volleyball
- Be treated with dignity, sensitivity and respect
- Participate on an equitable and fair manner, irrespective of ability, disability, gender, religion, social class, etc.
- Experience competition at a level at which they feel comfortable
- Make complaints and have them dealt with
- Get help against bullies
- Say No
- Protect their own bodies
- Confidentiality (see section on confidentiality)

Young players should always:

- Treat Sports Leaders with respect, (including administrators, coaches, umpires, managers, children's officers, club officials, etc.,)
- Look out for themselves and the welfare of others
- Play fairly at all times, do their best
- Be organised and on time, tell someone if you are leaving a venue or competition
- Respect team members, even when things go wrong
- Respect opponents, be gracious in defeat
- Abide by the rules set down by team managers when travelling to away events, representing the club, school, province or country, etc.
- Behave in a manner that avoids bringing Volleyball in any way into disrepute
- Talk to the Children's Officer within the club if they have any problems

Young players should never:

- Cheat
- Use violence or physical contact that is not allowed within the rules
- Shout or argue with officials, team mates or opponents
- Harm team members, opponents or their property
- Bully or use bullying tactics to isolate another player or gain advantage

- Take banned substances, alcohol, smoke or engage in sexual behaviour
- Keep secrets, especially if they have caused or could cause harm
- Tell lies about adults / young people
- Spread rumours
- Discriminate against other players on the basis of gender, disability, social class, religion

I agree to abide by the rules and procedures of Volleyball and in particular the Guidelines and Code of Conduct for Young People.

Parental/Guardian

Name(inprint): _____ Signature: _____

Date: ____/____/____

Young Person U18

Name(inprint): _____ Signature: _____

Date: ____/____/____

Template Code of Conduct for Coaches/Leaders

Leaders should familiarise themselves with the Code of Ethics and Good Practice for Children's Sport and in particular with the ISC Code of Ethics and follow the procedures if they suspect or receive complaints of abuse of any sort. Leaders should read below and agree to abide by these terms.

Leaders should

- Be positive during sessions and competitions, praise and encourage effort as well as results
- Put welfare of young person first, strike a balance between this and winning / results
- Encourage fair play and treat participants equally
- Recognise developmental needs, ensuring activities are appropriate for the individual
- Plan and prepare appropriately
- Anyone working with children should do the child protection awareness course and hold up-to-date qualifications and be committed to the values and guidelines of Volleyball Ireland
- Involve parents where possible and inform parents when problems arise
- Keep a record of attendance at training and competitions
- Keep a brief record of injury(s) and action taken
- Keep a brief record of problem/action/outcomes, if behavioural problems arise
- Report any concerns in accordance with this Code's reporting procedures
- Encourage young people to respect one another and to expect respect for their worth as individuals for their worth regardless of their level of play
- Be acutely aware of the power that you as a coach develop with your players in the coaching relationships and avoid any sexual intimacy with young people that could develop as a result
- Actively discourage the use of performance enhancing drugs, the use of alcohol and tobacco and any illegal substance
- Encourage young people and other coaches to develop and maintain integrity in their relationship with others

Where possible Leaders should avoid:

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

Sports Leaders should not:

- Use any form of punishment or physical force on a child
- Exert undue influence over a participant in order to obtain personal benefit or reward
- Engage in rough physical games, sexually provocative games or allow or engage in inappropriate touching of any kind, and /or make sexually suggestive comments about, or to a child. This includes innuendo, flirting or inappropriate gestures and terms
- Take measurements or engage in certain types of fitness testing without the presence of another adult and permission of the parent(s).
- Undertake any form of therapy (hypnosis etc.) in the training of children
- Do not exploit any coaching relationship to further personal, political or business interests at the expense of the best interest of your players

- Never communicate or form a “friendship” with children online with the intent of arranging to meet in the “real world”
- Never ask anyone to keep secrets of any kind

I agree to abide by the rules and procedures of Volleyball and in particular the Guidelines and Code of Conduct for Sports Leaders.

Name (in print): _____ Signature: _____

Date: ____/____/____

Template Code of Conduct for Parents

The Volleyball Association of Ireland believes that parents should:

- Be a role model for your child and maintain the highest standards of conduct when interacting with young people, other parents, officials and organisers
- Always behave responsibly and do not seek to unfairly affect the outcome of a game, a player or the opponent
- Never intentionally expose any young participant to embarrassment or disparagement by the use of flippant or sarcastic remarks
- Always recognise the value and importance of the officials and volunteers who provide sporting and recreational opportunities for your child. Do not publicly question their judgment or honesty. Respect Designated Persons, coaches, umpires, youth organisers, managers and other players.
- Encourage your child to play by the rules. Teach your child that honest endeavour is as important as winning and do all you can to encourage good sportsmanship.
- Set a good example by applauding good play on both sides. Encourage mutual respect for teammates and opponents.
- Take an interest in your child's sport and support the child's participation in their chosen activity.
- Parents should support all efforts to remove abusive behaviour and bullying behaviour in all its forms.

Parents Code of Conduct

Parent(s) will:

- respect the rules and procedures set down in Volleyball
- respect my child's teammates and leaders as well as players, parents and coaches from opposing teams. Parents will encourage their child to treat other participants, coaches, children's officers, officials, selectors and managers with respect.
- give encouragement and applaud only positive accomplishments whether from my child, his/her teammates, their opponents or the officials.
- respect my child's leader(s) and support his/her efforts
- respect the officials and their authority during sessions and events within the club and under the auspices of the VAI
- never demonstrate threatening or abusive behaviour or use foul language.

I agree to abide by the rules and procedures of Volleyball and in particular the Guidelines and Code of Conduct for Parents.

Name (in print): _____ Signature: _____

Date: ____/____/____

Template Code of conduct for adult members

NAME OF CLUB is fully committed to safeguarding and promoting the well-being of all its members, ensuring a positive and enjoyable experience for all. The club believes that it is important that members, coaches, administrators and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with NAME AND POSITION.

As a member of NAME OF CLUB, you are expected to abide by the following code of practice:

- All members must take responsibility in ensuring they are up to date with the rules, understand and adhere to them.
- All members must respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background, religious beliefs or sexual identity.
- Members should recognise the valuable contribution made by coaches and officials who are usually volunteers. They give their time and resources to provide netball for you.
- All members must respect officials and publicly accept their decisions.
- All members should be a positive role model, treat other players and officials with the same level of respect you would expect to be shown to you.
- Use correct and proper language at all times.
- Members are not allowed to smoke, consume alcohol or drugs on club premises or whilst representing the club.
- Members should keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late
- Members must wear suitable kit for training and match sessions, as agreed with the coach/team manager.
- Members must pay any fees for training or events promptly.
- Bullying of any sort will not be tolerated.
- Bullying of any sort will not be tolerated. Encourage everyone to enjoy sport and understand that people have different motivations for taking part.

I agree to abide by the rules and procedures of Volleyball and in particular the Guidelines and Code of Conduct for Adult Members.

Name (in print): _____ Signature: _____

Date: __/__/__

Child Protection Quarterly Report

Name: _____ Club: _____

Date: _____

Part 1. Complete once at start of season unless any of the below changes within the club.

1.1 Ensure that the club rules and regulations include:

- complaints, disciplinary and appeals procedures
- an anti-bullying policy
- a safety statement
- Code of Conduct (Members, Coaches, Volunteers)
- policy and rules in relation to: travelling with children; supervision; physical contact; social media; photography

Completed	Not Completed	Ongoing
-----------	---------------	---------

1.2 Ensure each sports leader has completed an appropriate selection process, including necessary vetting checks.

List Names of Sports Leaders: (coaches, referees, volunteers who have regular contact with juniors)

1.	2.
3.	4.
5.	6.
7.	8.

Completed	Not Completed	Ongoing
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1.3 Ensure each sports leader signs an annual membership form and code of conduct that includes the self-declaration questions.

Ensure Juniors members signs an annual membership form and code of conduct.

Completed	Not Completed	Ongoing
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Part 2. Complete once at start of season unless any of the below changes within the club.

2.1 Encourage the appropriate involvement of parents/guardians in the club activities and to communication relevant information by facilitating parent's information sessions at the start of the season.

Completed	Not Completed	Ongoing
-----------	---------------	---------

2.2 Promote awareness of the safeguarding statement within the club, among young members and their parents/guardians.

Completed	Not Completed	Ongoing
-----------	---------------	---------

2.3 Act as an advisory resource to sports leaders on best practice in children's sport.

Completed	Not Completed	Ongoing
-----------	---------------	---------

2.4 List of coaches who actively coach in adult or junior section or both sections. Please indicate below.

Coach Name	Adult Section	Junior Section	Both Sections	Garda Vetted/Safeguarding

Ensure Safeguarding is included on your club's agenda for committee meeting. Even if it is to notify the committee that there are 'no issues'. If there is a case of poor practice committee will need to ensure policies and procedures are in place to deal with cases of poor practice. If there is an issue that is above the threshold, TUSLA or An Garda Síochána need to be contacted and the National Children's Officer informed.

Part 3. Complete this section each quarter

In the event of an incident(s)/concern(s) please complete the below reports. If there are no incident(s)/concern(s) to report then tick the relevant box.

Are there any incident(s)/concern(s) to report to the National children's Officer?

Yes ☐

No ☐

If you ticked yes, continue onto the below reports.

Please provide a detailed account of what was observed and/or reported. This report must be based on facts, please refrain from stating opinions in your report.

I understand that all information included in this safeguarding report form must be treated in the strictest of confidence, in accordance with procedures concerning confidentiality outlined in the Volleyball Ireland Safeguarding Policy. ☐

Print Name:

Signature:

Date:

Submitted to:

Date:

Ensure confidentiality is maintained at all times. Remember if a child is in imminent danger contact the authorities straight away. Do not wait until this report is to be filled in. If you are unsure, contact the NCO.

This will be the last page

The National Children's Officer and Mandated Person for Volleyball Ireland is,

Norma McIntyre

nco@volleyballireland.com or 0868173990