

**NETBALL  
NORTHERN IRELAND**



**SAFEGUARDING CHILDREN & YOUNG PEOPLE POLICY & PROCEDURES  
Revised- July 2010**

This child protection policy is based on guidelines outlined in the following documents;

Code of Ethics and Good Practice for Children's Sport, Sports Council Northern Ireland 2007.

Children (NI) Order 1995

Our Duty to Care NI, DHSS&PS 2007

Getting It Right, DHSSPS 2004

Co-operating to Safeguard Children DHSS&PS 2003

Protection of Children And Vulnerable Adults (NI) Order

Area Child Protection Committee – Regional Child Protection Policy 2005

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## **Introduction**

Netball Northern Ireland is committed to a delivery of service that promotes good practice and protects children from harm. Members and staff within the Council accept and recognise the Council's responsibilities to develop awareness of the issues that may cause children harm.

Our Child Protection Policy covers a wide range of child-centred service areas, which include:

- Regional Development Squad Activities and Programmes
- National Squad Activities and Programmes
- International Events, Activities and Programmes
- League and Competition Fixtures for all NNI Activities and Programmes
- Any other Council organised events that involve children

The Child Protection Policy is for all those deemed to be in regulated positions, Protection of Children and Vulnerable Adults (NI) Order 2003, for example those who work with children including full-time, part-time, casual staff, Coaches, Board Member, volunteers and external service providers. All will be subject to relevant recommended checks and child protection training. 'For the purposes of this policy a child is defined as a person under 18'

## **Aim of the policy**

The policy aims to ensure compliance with the Children (Northern Ireland) Order (1995) and that all children participating in activities and programmes organised by the Council do so in as safe a manner as possible.

## **Objectives of the policy**

This policy sets out to

- (a) Clarify the Council's responsibilities in respect of Child Protection.
- (b) Outline why within the context of the Council's activities and programmes Child Protection is important.
- (c) Identify the specific steps the Council is taking in fulfillment of its responsibilities including
  - In terms of employment procedures.
  - Staff training.
  - Guidance for its own staff and other organisations involved in council run activities and programmes.

## **Background**

The **Children (Northern Ireland) Order (1995)** came into force on 4<sup>th</sup> November 1996 and is based on a clear and consistent set of principles designed with the common aim of promoting the welfare of children. It reforms, consolidates and harmonises most of the public and private law relating to children, in a single coherent statutory framework.

The Order embodies 5 key principles:

- **Paramountcy** - in childcare law and practice, the welfare of the child is the overriding consideration in any decisions about him or her.
- **Parental Responsibility** – parents have responsibilities to their children, rather than rights over them. In some situations, 'significant adults' share this responsibility with one or both parents
- **Prevention** – this principle means preventing the separation of children from their families
- **Partnership** – the basis of this principle is that the most effective way of ensuring that a child's needs are met is by working in partnership, especially with parents
- **Protection** - children should be safe, and should be protected by intervention if they are in danger

In practical terms, this means we have a responsibility to provide a safe environment for children and young people, in which their welfare is of paramount importance. It also means we need to inform and consult parents and carers about any decision affecting their child. Parents also have a responsibility to ensure that their children grow and develop in a safe environment.

## Policy Statement

The Council of Netball Northern Ireland confirms its commitment to good practice which protects children from harm. Staff and volunteers accept their responsibility to provide an environment which promotes the safety of the child at all times. Netball NI wish to ensure that this fundamental principle takes precedence over all other considerations.

In fulfillment of the responsibilities placed on it in terms of "Duty of Care" the council specifically undertakes to:

- (a) Identify all those posts where staff are in regulated positions and are directly involved in working with children.
- (b) Ensure that we adopt a child centered approach and democratic coaching styles.
- (c) Adopt safeguarding guidelines through codes of conduct for members and all adults working within the organization, including Coaches, Adult and volunteers.
- (d) Ensure that a Code of Conduct (See Appendix 1) is prepared for all staff/volunteers as part of their induction, setting out the priority the Council attaches to ensuring the safety of children making use of its activities and programmes.
- (e) Create a culture of safety by raising staff/volunteer awareness about the issue of child protection and developing guidance on 'whistle blowing'.
- (f) Adopt the Code of Conduct set out in Appendix 1a as a guide to all staff in regulated positions working with young people. This will be communicated to staff through child protection training, circulation of information leaflets and at their induction.
- (g) Advise staff of Disciplinary Procedures at induction, should they breach the Code of Conduct.
- (h) Ensure the Council has Codes of behaviour in place for participants who take part in council led activities and programmes. (Appendix 1a-1c)
- (i) Establishment of reporting procedures for concerns about a member of staff (Appendix 8) and concerns external to Netball Northern Ireland (Appendix 9).
- (j) Establish procedures for recording child protection concerns (Appendix 8).

- (k) Has procedures relating specifically to bullying and peer abuse (Appendix 3), transport and use of photography (Appendices 5, 6 & 7).
- (l) Ensure that all children are treated equally
- (m) Regularly review and monitor Safeguarding Procedures by the management committee ( every 3 year minimum)
- (n) Appoint a Designated Officer(s) to whom staff & children can refer any concerns about suspected child abuse or related issues. This Officer is to liaise with relevant authorities if an investigation is required
- (o) Ensure complaints, grievances and disciplinary procedures are included within our constitution.
- (p) Ensure careful recruitment, selection and management procedures. These procedures will include regular support and supervision to all staff and volunteers.
- (q) Share information with parents and children and other who may need to know.
- (r) Ensure good and safe working/playing practices.
- (s) Be involved in training made available through various agencies and to strengthen links with these agencies.
- (t) To Promote best practice and provide advice and guidance to all affiliated members of NNI and to lead by example as regards Safeguarding procedures.

The Council provides several activities and programmes for children mainly squad training and competition at a regional and national level and also school and club competition and participation events. In doing so, the Council recognises the clear responsibilities placed on it under the Children's Northern Ireland Order (1995) in terms of fulfilling its "Duty of Care" in respect of those young people participating in such activities. The Order significantly affects the moral and legal responsibilities of all those, both in the statutory and voluntary sectors, who work with children and young people up to the age of 18 years.

The welfare of children and young people is paramount to Netball Northern Ireland. It is the Council's intention through this policy to protect as far as possible children involved in any activities it directly or indirectly organises, from all types of abuse. The Council will endeavour to provide an environment which values and protects children, in all aspects and at every level regardless of:

- perceived ability
- cultural identity
- religious beliefs
- gender

It is generally recognised that recreational activity including sport can contribute positively to the development of individuals not just physically but personally, socially and emotionally. This can only happen if those young people participating in activities do so safely, under the auspices of an informed forward thinking and enlightened employee or volunteer operating in an accepted ethical framework. Children participating in activities should be ensured of a fun, enjoyable and safe place to do so. They cannot feel happy or content if there are actions preventing this from occurring, therefore measures should be taken to prevent all causes of child abuse before they occur.

Some Council staff and volunteers will find themselves in positions of considerable influence – particularly when supervising young people. Staff and volunteers therefore have a profound responsibility through their daily duties to demonstrate and set high moral and ethical standards. In addition, in an age of increasing litigation and with a growing awareness of the incidence of all kinds

of abuse, it is essential that staff and volunteers stop to consider their own practise to ensure that children's welfare is paramount and that their behaviour cannot be misconstrued or deemed to contravene accepted good practice. Good practice protects everybody including:

- the child
- the employee
- Netball Northern Ireland

## **Equality Statement**

Netball Northern Ireland is committed to a policy of equal treatment of all members and requires all members of whatever level of authority to abide and adhere to this general principle and the requirements of the codes of practice issued by the Equal Opportunities Commission and Commission for Racial Equality.

As an organisation who is in receipt of public funds we have a contractual obligation to abide by the duties imposed by Section 75 (1) and (2) when carrying out our functions. We will have due regard to the need to promote equality of opportunity;

- Between person's of different religious belief, political opinion, racial group, age, marital status or sexual orientation;
- Between men and women generally;
- Between person's with a disability and persons without; and
- Between persons with dependants and persons without.

Netball NI is also committed to having regard to the desirability of promoting good relations between persons of different religious beliefs, political opinion or racial group. The Equality Scheme sets out this commitment, detailing the procedures and steps it will take to ensure equality of opportunity for all.

All Children should be valued and treated in an equitable and fair manner regardless of ability, age, sex, religion, social and ethnic background or political persuasion. Children, irrespective of ability or disability should be involved in Sports activities in an integrated and inclusive way, whenever possible, thus allowing them to participate to their full potential alongside other children (Code of Ethics and Good Practice for Children's Sport 2000)

## **Confidentiality Statement**

Netball Northern Ireland employees and volunteers will never promise to keep secrets. However, information of a confidential nature will only be communicated on a 'need to know' basis, with the welfare of the child paramount.

Considerations of confidentiality will not be allowed to override the rights of children or young people to be protected from harm (See Appendix 2)

A summary of the Child Protection Policy is displayed on the Councils Website and a copy of the full policy can be requested from the Netball Northern Ireland Office, contact details can be found on the website also.

## **Awareness of the Issues.**

Background knowledge in relation to child abuse, the general principles of child protection and the ability to recognise and respond to abuse are important issues. Of primary concern for Netball Northern Ireland is the issue of Child Protection of our young members currently within our membership. However, being cognisant of the indicators of abuse in respect of young members caused by others outside of this setting, is of an equal importance for the safety and well being of that child.

## **What is Child Abuse?**

Child abuse is the term used to describe ways in which children are harmed, usually by adults but also by other children and often by those they know and trust. Abuse of a child often takes place in the home, in school or in their sporting/leisure/community environment. Child abuse is a very emotive and difficult subject, especially if you think your child or a child you know is being harmed. It refers to the damage done to a child's physical or mental health.

It is essential that every adult involved in children's activities follow agreed Codes of Conduct and engage in Best Practice so that the environment in which the children play and take part is as safe and enjoyable as possible. Promoting this principle of good practice and campaigning to publicise the best advice to all coaches, administrators, officials, teachers and parents/guardians needs the support of all organisations and their members.

## **The Children (NI) Order 1995 formally recognises four types of abuse:**

- Physical** Physical abuse is the deliberate physical injury to a child, or the willful or neglectful failure to prevent physical injury or suffering. This may include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, confinement to a room or cot, or inappropriately giving drugs to control behaviour.
- Neglect** Neglect is the persistent failure to meet a child's physical and/or psychological needs, likely to result in significant harm. It may involve a parent or carer failing to provide adequate foods, shelter and clothing, failing to protect a child from physical harm or danger, failing to ensure access to appropriate medical care or treatment, lack of stimulation or lack of supervision. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.
- Sexual** Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at or the production of pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.
- Emotional** Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Smothering a child's development through over-protection can

also be a form of abuse. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone. Domestic violence, adult mental health problems and parental substance misuse may expose children to emotional abuse.

## **Peer Abuse and Bullying**

Though bullying is not formally a form of abuse "Co-operating to Safeguard Children" (DHSS) places a responsibility on all institutions to;

***"protect children from bullying and to have policies and procedures in place to do so"***

The risk of bullying and harassment by adults and by children must be addressed by taking active steps to prevent it occurring and to intervene promptly and decisively when it comes to light. Bullying can be defined as repeated aggression by an individual or group against others e.g. teasing, taunting, threatening, hitting or extortion.

There are different types of bullying and these can occur between:

- ❑ Child to child
- ❑ Adult to child,
- ❑ Child to adult.

Bullying may be prevented by:

- Raising awareness of bullying as an unacceptable behaviour
- Encouraging children to report bullying
- Comprehensive supervision
- Providing a supportive environment for victims of bullying

(Please refer to Appendix 3 - Anti-bullying and Peer Abuse Statement)

In defining peer abuse or the more commonly acknowledged abuse of children by adults the similarities are far more noteworthy than the differences. There is a strong correlation between peer abuse and other forms of abuse in terms of the types of behaviours exhibited, their impact, and outcomes and to some extent prevalence and in this regard it can be clearly demonstrated that peer abuse should be considered a form of child abuse.

Adults often do not interpret bullying behaviours as 'abusive' but as 'conflict'. However, 'conflict' constitutes mutually aggressive interactions between peers, not the abuse of one individual at the hands of another, more powerful individual. The severity or seriousness of a bullying or peer abuse situation cannot be determined in terms of actions or frequency. Whilst policy and guidelines play an important role in addressing bullying and peer abuse, cases should be treated individually and dealt with depending on the effect and circumstances surrounding them.

Actions can be changed, but feelings are a personal issue. Those dealing with bullying or peer abuse disclosures or incidents should avoid judging the effect of the situation by their own feelings and take into account the feelings of the victim.

Netball Northern Ireland believes that bullying is a behaviour, which can be described as a form of 'peer abuse', and that it can be an inherent part of childhood behaviour. Despite this, it will always remain an unacceptable aspect of behaviour due to the severe and distressing effects it can have.

Central to this policy is the well-being of the bullied or abused child. Prevention and reaction strategies should aim to protect the victims and potential victims from further abuse. Punishments and sanctions, as essential as they may appear, are secondary to the safety and well-being of a victim of peer abuse. On disclosure of suspected peer abuse or bullying, staff should take measures to address the situation and protect the victim from further abuse. Netball Northern Ireland does not accept that anything should stand in the way of a procedure to ensure the protection of a child or young person.

Our first concern is the safety of and well being of the victim, not the punishment of the perpetrator. We acknowledge that at times sanctions and interventions may be necessary but that the ultimate aim is to stop the bullying or peer abuse and protect the victim from further abuse. Children and young people who abuse also require support to understand the effects on others and to develop more social and communication skills to change their behaviour, and this should be made available through the appropriate agencies.

All staff should have a clear understanding of procedures in responding to bullying or peer abuse disclosures and the Council's Child Protection reporting procedures should be followed.

### **Indicators of Abuse**

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. It is unlikely that our staff will be experts and we should also stress that under the Children (NI) Order 1995, the relevant Health and Social Services Trust has a statutory duty to ensure the welfare of a child.

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

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

**This list is not meant to be complete, and the presence of one or more of these indicators is not proof that abuse is actually taking place. We stress, however, that it is not the responsibility of managers to prove that abuse is taking place. Instead, it is their responsibility to act on any concerns by reporting them to the Designated Officer.**

It is our responsibility to provide a safe environment for children by employing people who are suitable to work with, or to have contact with, children. We do this by having effective and clear procedures for our staff to report any suspicions, through our own procedures, to the relevant Health and Social Services Trust.

### **Possible indicators of inappropriate behaviour**

People who pose a threat to children can be very skilled at avoiding detection. Continued vigilance is important and there are some behaviours that may alert you to the possibility of abuse. You should be particularly vigilant if someone:

- Pays an unusual amount of attention to children and provides them with presents, money or 'favours';
- Seeks out vulnerable children;
- Seeks opportunities to spend significant amounts of time alone with a single child or a small group of children on a regular basis;
- Encourages secretiveness about their activities and time spent with children;
- Takes a child or children to his/her own home;
- Is vague about previous employment;
- Has an unusual amount of physical contact with a child or children;
- Touches child in an inappropriate manner;
- Talks to children in an inappropriate manner;
- Avoids close supervision and management of work.

### **Guidelines for responding to a disclosure**

There is not one simple set of rules to follow when you respond to these situations. However, the following key points should guide the actions of staff and volunteers who are told of abuse.

#### **DO**

- Stay calm
- Listen & hear. Give the person time to say what they want
- Reassure them that they are safe and they have done the right thing in telling
- Tell the person what will happen next and it will be dealt with appropriately.
- Explain that you must tell, but you will maintain confidentiality
- Record in writing what was said as soon as possible (See appendix 14)
- Report to someone else in the organisation – "the designated person" immediately (Appendix 8, 9 & 11)
- Record your report

#### **DON'T**

- Panic
- Promise to keep secrets
- Question unless for clarification
- Enquire into the details of the abuse
- Make a child repeat the story unnecessarily
- Rush into actions

- Make/pass judgment on alleged abuser
- Take sole responsibility

**Note – It is essential that you record the exact information (word for word if possible) rather than recording your interpretation of the Child’s statements.**

### **Dealing with concerns about a child**

A member of staff or volunteer may have concerns about a child’s behaviour or something the child has told them. These may only be vague concerns and not evidence that child abuse has occurred. It is important that these are taken seriously.

It is essential that:

- A written record is made of concerns that result from observations made or information received. That record may be made jointly with the organisation’s Designated Officer after discussion (See Appendix 14);
- The Designated Officer may need to seek further advice from an appropriate organisation (i.e. NSPCC, Social Services, PSNI etc. See Appendix 11)
- Netball Northern Ireland’s child protection procedures should be followed (See Appendices 7, 8 & 9).

If a member of staff / volunteer feels that concerns are not being taken seriously, this should again be discussed with the Designated Officer or a more senior colleague. If necessary contact (for further contacts See Appendix 11):

- The local Social Services Office on 028 90545600
- NSPCC Helpline on 0808 800 5000
- The local Police station. 028 90650222

### **What NOT to do**

If there are concerns that a child is perhaps being abused: -

- Never do nothing and assume someone else will do something
- Never question or push the child for more information or explanation. This could affect any subsequent criminal investigation;
- Never discuss the concerns with the suspected abuser. This could have implications for criminal proceedings. In addition, there is always the possibility that the suspected abuser might threaten the child to make them deny anything has happened.

### **Guidelines for reporting allegations / incidents**

1. If a member of staff has a concern about a child protection issue they should first contact the Designated Child Protection Officer for Netball NI. The designated officers details are displaying on the website and are circulated annually to all members.

2. The Designated Officer(s) and follow the current reporting procedure already in place
3. If the Designated Officer cannot be contacted then the President of Netball Northern Ireland should be contacted.
4. Record all incidents reported or observed on an Incident Form (See appendix 14) and 1 copy of Incident Report Form given to the Designated Officer within 24 hours
5. Ensure confidentiality – only “need to know basis” (See Appendix 3) and all reports will be stored in a safe and secure environment

### **Dealing with concerns about a colleague**

The vast majority of people who work with children are well motivated and would never harm a child. Unfortunately a few do and it is essential that the Council creates a culture that makes staff willing and comfortable to voice their concerns, particularly those about someone with whom they work or whom they know. Again, the organisation’s child protection procedures should be followed (See Appendices 8 to 10).

Inappropriate or unacceptable behaviour or communication, favouritism or negligence are examples of what may constitute a concern about the conduct of a member of staff. An allegation about a staff member occurs when a child, parent or other staff member reports specific unacceptable behaviour where a child has been harmed or abused in some way. Allegations against staff must be referred to a Designated Officer. In the case of allegations against one of the Designated Officers this should be reported to another Netball NI Board Member or directly to a statutory agency.

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

### **Staff need to know:**

- What constitutes a “concern”, “disclosure” and, “allegation”
- Who to report to and their contact details
- How to access the pro formas used for reporting concerns, disclosures and allegations
- Contact details for PSNI and Social Services in the event that a Designated Officer is not available in an emergency
- Netball Northern Ireland will support them through the reporting procedure
- Their primary concern as the first person that suspects or is told of possible abuse is to report it to the designated person and ensure the concern is taken seriously

**Under no circumstances should any staff member attempt to deal with the problem of abuse alone.**

### **False Allegations**

Staff working with children may feel vulnerable to accusations of child abuse. There have been occasions when false allegations have been made against staff. This may be because of a misunderstanding of what has happened or a genuine mistake. If allegations are made, it is important to:

- Stay calm;
- Co-operate with the investigation;
- Seek advice and support from a manager or, if appropriate, a professional organisation, union, family or friends;
- Ensure that clear records are kept of any meetings attended, discussions or correspondence about the allegations;
- Avoid discussing the allegations with the person who made them.

### **Role and Responsibility of Designated Child Protection Officer**

The Designated Person within Netball Northern Ireland is:

**NAME: CHILD PROTECTION OFFICER (KAREN ROLLO)**

**Telephone: 028 9073 6320**

**Or Mobile: 077 3894 7389**

The named person shall be made known to all members of staff as the designated person to whom all concerns will be addressed. If the concern is about the designated person please report to the president or another board member of Netball Northern Ireland.

#### **The designated officer's role is to:**

- ✓ Promote the implementation of Netball Northern Ireland's Child Protection Policy and Procedures among staff.
- ✓ Be able to communicate effectively with staff to ensure the widespread dissemination of the Netball Northern Ireland's Code of Conduct
- ✓ Have an understanding of Our Duty to Care to ensure they can act as an information service to other staff members.
- ✓ Advise Netball Northern Ireland of the child protection training needs for staff members.
- ✓ Keep only relevant people within the organisation informed about any action taken and any further action required.
- ✓ Monitor and review child protection policy and procedures on a regular basis, including advice on recruitment and selection.
- ✓ Ensure the maintenance of individual case records; what action is taken; other agencies informed, ensuring confidentiality is maintained.
- ✓ Establish a contact with a senior member of social services staff responsible for child protection in the organisation's catchment area.

- ✓ Ensure that appropriate information is available to social services / police at the time of a referral
- ✓ Ensure the safe keeping of any case material/reports in a confidential and secure manner

## Recruitment and Selection of Staff

The majority of people who want to work with children are well motivated and without them organisations could not operate. Unfortunately some individuals will try to use organisations to gain inappropriate contact with children. Good recruitment and selection procedures will help screen out and discourage those who are not suitable from joining an organisation.

Good recruitment and selection procedures benefit everyone. Staff will have a clearly defined role. This will enhance their self-confidence, which will have a positive impact on children they are working with.

Netball NI will ensure the following:

- Volunteers and coaches are carefully selected, trained and supervised, using agreed recruitment and selection procedures.
- All new coaches/ volunteers working with children or young people must complete the enclosed application form. **(see appendix 7)**
- Declaration of past convictions or cases pending **.(see appendix 7** and completing a Disclosure Certificate Application Form is a pre-requisite to approval to coach. **(see appendix 7 whereby we state our intention to carry out Access NI checks)**
- **ALL** volunteers/coaches must agree to abide by the organisation's Safeguarding Policy and all are required to sign the Code of Conduct. **(see appendix 1a, Code of Conduct)**
- Any concerns or objections with regard to suitability of a coach must be submitted to the "designated person". These matters will be dealt with by the designated officer with appropriate action taken including a formal response in writing to the concerned party if required.

## Staff Training

All staff will receive inductions and child protection training appropriate to their role. Training will be updated and reviewed regularly for new staff and in line with changing legalisation. All Staff in regulated positions (including designated officers and Netball NI Office bearers) should have child protection training that includes a basic awareness and understanding of child protection issues and Netball Northern Ireland's Child Protection Policy, procedure and guidelines.

- Appointment of volunteers /coaches will be on the basis of their current or previous experience either playing or coaching Netball.
- Education and training in the basics of child protection will apply to all coaches/volunteers/management committee members working with the children or young members.
- Netball Northern Ireland are committed to continuous updating and review of our current Safeguarding Children & Young People Policy.

Safeguarding training should include

- Basic awareness of child protection issues
- Good Practice in coaching including Codes of Conduct

Training will be carefully selected to ensure it is sufficient. For instance a 1-hour training session is unlikely to be very useful. A minimum of 3 hours is required for basic awareness raising & we

will seek that training from a specific training provider with experience and knowledge of good practice in sport.

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

## **Adult/Child Ratios**

Supervision must be adequate, whether at a sole venue or on a journey or visit. It is for leaders in charge to exercise their professional judgement in deciding the level of supervision depending upon the age and ability level of the participants taking part.

Supervision levels for all Council organised activities are identified prior to each event/activity organised. Supervision levels for each event are finalised within a risk assessment carried out prior to the event and the Designated Officer or the Council Insurance Company should make final approval. The following ratios may provide some guidance:

Activity/Netball Session	1 Adult to 15 Participants
Away Trips/Events	1 Adult to 10 Participants
	There should be one additional staff member for every 10 extra children or part thereof.

**The ratio of staff and volunteers to children with disabilities is dependent on the needs of the individual child. Ratios may need to be reviewed depending on the risk assessment of a particular activity.**

## Appendix 1a:

### **CODE OF BEHAVIOUR FOR STAFF/VOLUNTEERS**

Netball Northern Ireland is fully committed to providing a safe environment for all children taking part in any activity or programme ran by Netball NI. To assist with this the Council has developed a Code of Behaviour for Employees & Volunteers when working with children. The Code of Behaviour is designed to safeguard standards of behaviour, protect children and builds upon its Child Protection Policy and training.

These guidelines have been produced to help protect children and anyone working with young people on behalf of ***Netball Northern Ireland*** and should be followed at all times. If you have any queries regarding these please contact the designated person in charge of Child Protection.

We recognise that it is not practical to provide definitive instructions that would apply to every situation when staff come into contact with children, and that would guarantee the protection of children and staff. However, below are the standards of behaviour required of staff in order to fulfill their roles within the Council. This code should assist in the protection of both children and members of staff.

#### **1. Staff/Volunteers should:**

- Follow our Child Protection Policy and Procedures at all times
  - Respect the rights, dignity and worth of every child
  - Record and report any concerns you may have about a child's well-being or any allegations made by a child, to the Designated Child Protection Officer.
- 
- Ensure the safety of all children by careful supervision, proper pre-planning of coaching sessions, using safe methods at all times.
  - Treat all young people equally and ensure they feel valued. Have no favourites.
  - Encourage all children not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability.
  - Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour.
  - Appreciate the efforts of all young people and not over-train the young people.
  - Be positive, approachable and offer praise to promote the objectives of the club at all times.
  - Not let any allegations of abuse of any kind to go unchallenged or unrecorded if appropriate. Incidents and accidents to be recorded in the club incident/accident book. Parents will be informed.
  - Report accidents or incidents of alleged abuse to the designated person.
  - Administer minor first aid in the presence of others and where required refer more serious incidents to the club "first aider"
  - Have access to telephone for immediate contact to emergency services if required.
  - Foster team work to ensure the safety of youth members in their care
  - Ensure the rights and responsibilities of youth members are enforced
  - If travelling to an event is necessary, make sure that verbal (preferably written) permission is given by parents.
  - Report suspected abuse to the appropriate designated officer
  - Not abuse members physically, emotionally or sexually

- Maintain appropriate confidentiality about sensitive information
- Respect and listen to the opinions of young people.
- Take time to explain coaching techniques to ensure they are clearly understood
- Be a role model (disciplined / committed / time keeping), remember children learn by example. Never overtly criticise members or officials' judgements or use language or actions which may cause the children to lose self-esteem or confidence
- Refrain from smoking and consumption of alcohol during club activities or coaching sessions
- Volunteers should avoid unnecessary physical contact with children. On occasion when an injury occurs or a child is distressed the involved adult should explain to the child what he/she is doing but only with the consent of the injured party and in full view of as many people as possible.
- Protect themselves from false accusation by...
  - Not spending excessive amounts of time alone with children away from others
  - Never taking children to their home.
  - Not administering First Aid involving the removing of children's clothing unless in the presence of others.

## 2. Staff must never:

- Shout at children in an aggressive manner or use abusive language
- Engage in rough physical or sexually provocative games including horseplay with children
- Allow or engage in inappropriate touching of any kind.  
The main principles of touch are:
  - touch should always be in response to the child's need
  - touch should always be appropriate to the age and stage of development of the child
  - touch should always be with the child's permission
- Do things of a personal nature for children that they can do for themselves or that their parent can do for them
- Physically restrain a child/young person unless the restraint is to prevent physical injury of the child/other children/visitors or staff/yourself  
**In all circumstances physical restraint must be appropriate and reasonable, otherwise the action can be defined as assault.**
- Make sexually suggestive comments to or within earshot of a child
- Allow allegations by a child to go unnoticed

## 3. Staff must not:

- Have children/young people on their own in a vehicle. Where circumstances require the transportation of children/young people in their vehicle another member of staff/volunteer must travel in the vehicle. Also it is essential that there is adequate insurance for the vehicle to cover transporting children/young people as part of the business of your work.
- In extreme emergencies (for medical purposes) where it is required to transport a child/young person on their own, it is essential that another leader and the parent is notified immediately
- Take a child to the toilet unless another adult is present or has been made aware (this may include a parent, group leader)
- Spend time alone with a child on his/her own. If you find you are in a situation where you are alone with a child, make sure that you can be clearly observed by others

Please note these bullet points are not exhaustive. It is not practical to provide instructions that would apply to all situations at all times. If you are in any doubt please contact your line manager or the Designated Officer for advice.

#### **4. Implications for Staff**

Members of staff who breach any of the above may be subject to the disciplinary procedure.

If an allegation is made against a member of our staff, we will investigate the matter in line with our procedure for dealing with allegations against staff. The investigating officer will liaise with the Designated Officer(s) for Child Protection, to see if she or he has any relevant records or any other child protection information concerning the staff member under investigation.

#### **Netball Northern Ireland has the right to:**

- Expect all staff to comply with its code of conduct
- Take appropriate action if members breach the Code of Conduct or Child Protection Policy
- Expect all members to undertake appropriate training when advised to
- Expect all members to report any faulty equipment to a senior official
- Expect staff will not abuse facility users physically, emotionally or sexually
- Take appropriate action in the event of accusations
- Acquire pre-employment checks on all staff in 'regulated positions'

\_\_\_\_\_  
**Signature of Coach/Volunteer**

\_\_\_\_\_  
**Printed Name of Coach/Volunteer**

**Date** \_\_\_\_\_

## **Appendix 1b:**

### **CODE OF BEHAVIOUR FOR CHILDREN & YOUNG PEOPLE**

Netball for young people should offer appositve experience were they can learn new things in a safe and positive environment. The following are what is expect of young people involved in Netball and we would be grateful if parents would reinforce this with their child/young person.

#### **Children/young people are expected to:**

- Be loyal and give their friends a 2nd chance.
- Be friendly and particularly welcoming to new members.
- Be supportive and committed to other team members, offer comfort when required.
- Not get involved in inappropriate peer pressure and push others into something they do not want to do.
- Keep within the defined boundary of the playing/coaching area.
- Behave and listen to all instructions from the coach.
- Take care of equipment owned by the club.
- Refrain from the use of bad language or racial/sectarian references. This includes bullying using new technologies like chat-rooms or texting.
- Refrain from bullying or persistent use of rough and dangerous play.
- Show respect to other youth members/leaders and show team spirit.
- Keep themselves safe.
- Report inappropriate behaviour or risky situations for youth members.
- Play fairly and be trustworthy.
- Respect officials and accept decisions.
- Show appropriate loyalty and be gracious in defeat.
- Challenge or report the bullying of your peers.
- Respect opponents.
- Not cheat or be violent/aggressive.
- Not use violence.

#### **Make the environment a FUN place to be**

#### **Children/Young people have the right to:**

- Be safe and happy in their chosen activity.
- Be listened to.
- Be respected and treated fairly.
- Privacy.
- Enjoy your sport in a protective environment.
- Be referred to professional help if needed.
- Be protected from abuse by other member or outside sources.

- Participate on an equal basis, appropriate to their ability.
- Experience competition and the desire to win.
- Be believed.
- Ask for help.

Any misdemeanours and general misbehaviour will be addressed by the immediate coach and reported verbally to the designated person. Persistent misbehaviour will result in dismissal from the club/activity or programme. Parents will be informed.

Dismissals can be appealed by the child/parent with final decisions taken by NNI Appeals committee.

Parental consent is defined by the Children (NI ) Order 1995 Article 6(i)

- ❖ Natural Mother always has parental responsibility.
- ❖ Natural Father gains parental responsibility:
  - If married to the Mother at the time of birth or subsequently marries her.
  - Through an agreement witnessed by solicitor or by a Parental responsibility Order.
  - Post 15 April 2002 if they jointly register the babies birth.

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**Signature of Young Person**

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**Signature of Parent/Guardian**

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**Printed Name**

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**Printed Name**

---

**Date**

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**Date**

## **Appendix 1c:**

### **CODE OF EXPECTATION FOR PARENTS/GUARDIANS**

#### **Parents are expected to:**

Parents and guardians can play a very important role in their child's development in Netball. To that end, Netball NI would ask all parents to contribute to their child's participation in sport. In particular Netball NI expects all parents to:

- Positively reinforce their child/young person and show an interest in their training and matches.
- Do not place their young person under pressure or push them into activities they do not want to do.
- Complete and return the Health and Consent Form pertaining to their child's participation with Netball NI (see parental consent).
- Deliver and collect the child punctually to and from coaching sessions/matches.
- Ensure their child is properly and adequately attired for the weather conditions of the time, including shorts, shirt, socks, tracksuit, sweat-tops, hat, gloves etc.
- Detail any health concerns pertaining to the child on the consent form, in particular breathing or chest conditions. Any changes in the state of the child's health should be reported to the coach prior to coaching sessions.
- To inform the coach prior to departure from the court, if the child is to be collected early from a coaching session.
- Encourage their child to play by the rules and teach them that they can only do their best
- Behave responsibly on the sidelines, do not embarrass your child.
- Ensure their child is punctual
- Be realistic and supportive.
- Never ridicule or shout at any child for making a mistake or losing a competition.
- Ensure their child's hygiene and nutritional needs are met.
- Publicly accept an official's judgement and never question their honesty.
- Acknowledge the importance and role of the club coaches who provide their time free to ensure children's participation in the club.
- Promote their child's participation in playing sport for fun.
- Recognise that children's enjoyment in sport and as a member of the club is paramount, praising and reinforcing effort and improvement.
- . Express any concerns about their child or the club to the Children's Officer.
- Support all efforts to remove verbal and physical abuse from children's sporting activities.

#### **Parents/Guardians have the right to:**

- Know their child is safe and be informed of problems or concerns relating to their children
- Be informed if their child is injured
- Have their consent sought for issues such as trips
- Acknowledge and applaud good play by all players including opposing players.  
Parents/Guardians should set an example by being friendly towards the opposing team, its supporters and parents.
- Make a complaint if they have concerns about the coaching

Offer whatever assistance they can to the running of the Junior/Senior club and support Netball NI and their child where possible i.e. by providing transport to training/competitions, watching matches and training sessions, making sure that their child has appropriate clothing and equipment, and where possible supporting fund raising and social events.

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

The ultimate action should a parent/guardian continue to breach the code of behaviour may mean Netball NI officials regrettably asking the child to leave the sport.

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**Signature of Parent/Guardian**

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**Printed Name**

---

**Date**

## **Appendix 2**

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

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

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

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

This will mean, at the very least, informing:

- The designated person responsible for child protection
- Where relevant, a statutory child protection organisation;
- The parent of the child;
- The alleged perpetrator;

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

Any individual under suspicion whether or not he or she is a staff member or volunteer has a right to be notified of the cause of the concern. This is another matter that will need careful consideration and should only be undertaken in consultation with a statutory agency.

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

All information of a personal nature will be stored in a safe and secure setting.

## **Appendix 3:**

### **PEER ABUSE & ANTI – BULLYING STATEMENT**

#### **Netball Northern Ireland expect all staff to:**

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

#### **Bullying & Peer Abuse**

- Bullying and peer abuse will not be accepted or condoned. All forms of bullying and peer abuse will be addressed.

Bullying and peer abuse can include:

- physical pushing, kicking, hitting, pinching etc
  - name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation and the continual ignoring of individuals
  - sectarian/racial taunts, graffiti, gestures
  - sexual comments and /or suggestions
  - unwanted physical contact
  - inappropriate behaviour
- Children from ethnic minorities, disabled children, young people who are gay or lesbian, or those with learning difficulties are more vulnerable to this form of abuse and may well be targeted.
  - Everybody has the responsibility to work together to stop bullying and peer abuse – the Netball Northern Ireland Staff member, the child, the parent, the coach, the youth worker, the sport's official
  - Commitment to the early identification of bullying and peer abuse and prompt, collective action to deal with it
  - Children should be encouraged to take a role in stopping bullying and peer abuse in their club
  - Policy and practice should be reviewed regularly in the light of changing needs and changes adopted by other agencies (e.g. schools)
  - Staff will have access to training on how to deal with bullying and peer abuse
  - Staff will have access to appropriately trained personnel for support when dealing with bullying and peer abuse

#### **Support to the Child**

- Children should know who will listen to and support them
- Any advice and assistance should be given by an experienced staff member or designated officer
- Children should have access to Helpline numbers
- Children should be told what is being recorded, in what context and why

- Systems should be established to open the door to children wishing to talk about bullying and peer abuse or any other issue that affects them. Barriers to talking need to be broken down to enable children to approach adults
- Anyone who reports an incident of bullying or peer abuse will be listened to carefully and be supported, whether the child is the victim or the child is the perpetrator
- Any reported incident of bullying or peer abuse will be investigated objectively and will involve listening carefully to all those involved
- Children being bullied or abused will be supported and assistance given to uphold their right to play and live in a safe environment which allows their healthy development
- Those who bully or abuse will be supported and encouraged to stop bullying
- Sanctions involving long periods of isolation, or which diminish and make individuals look or feel foolish in front of others, should be avoided

### **Support to the Parents**

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

## Appendix 4

### Guidelines on transporting a child or young person

The issue of transporting children has become very sensitive for staff, coaches, sports leaders and parents. Many argue that clubs, organisations or community groups could not operate without the goodwill of volunteers and parents ensuring that children are returned home or transported to events in a private car. Guidance from the Child Protection in Sport Unit (CPSU) and Sports Council for Northern Ireland encourages staff, coaches and volunteers not to take children on journeys alone in their car.

This view has been taken as our knowledge has grown of how those who want to harm children has developed. The vast majority of staff, coaches and volunteers will help out through their genuine desire to see children develop. Unfortunately we must face the reality that a minority of others will join an organisation to gain access to children and create an air of acceptability about their role, justifying their close contact with children.

Best practice is clearly to avoid transporting a child alone, but we recognise that in some circumstances it is an essential part of a child's participation in activities. If all alternatives have been exhausted and an adult has to transport a child there are a number of safety measures that should be put in place to minimise the risk:

- Parents should be informed of the person who will be transporting their child, the reasons why and how long the journey will take.
- A person other than the planned driver should talk to the child about transport arrangements to check they are comfortable about the plans
- The driver must ensure that they have insurance to carry others, particularly if they are in a paid position or claiming expenses.
- The driver should attempt to have more than one child in the car.
- When leaving children off after an activity or event staff, coaches or volunteers should alternate which child is dropped off last. Ideally two children would be left off at an agreed point i.e. one of their family homes.
- The person who leaves children home should be alternated; this would reduce the risk of any one individual from always being alone with the child.
- The driver should have a point of contact and mobile phone should they break down.
- Ensure that children are aware of their rights and they have someone to turn to or report any concerns they may have. If a culture of safety is created within your organisation then the child is more likely to talk to another person if they are feeling uncomfortable about a situation.
- Children should wear seatbelts at all times, where they are fitted. The driver is legally responsible to ensure that a child under 14 wears a seatbelt (i.e. the adult would have to pay any fine) but morally responsible to ensure all passengers wear seatbelts.

**Like all advice these procedures will only reduce the risk and still the best advice is to avoid transporting children alone in a car.**

## Appendix 5

### Guidelines for away trips

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

#### Communication with;

- Children** – they should be aware of the travel plans, venue and time for collection, time of return and any costs. Children should also have a clear understanding of what standard of behaviour is expected of them. Children must know what clothing or equipment they need to bring with them.
- Parents** – should be made aware of the above and must have completed a consent form detailing any medical issues that the co-ordinator should be aware of. Parents should also have the name and contact details of the co-ordinator in the event of an emergency.
- Staff, coaches & volunteers** – need to be made aware of what their responsibilities are in advance of the trip. If the trip is a long journey, it is important that all staff, coaches & volunteers have an itinerary.

#### Transport

A more detailed transport policy is available in Appendix 4, but the following are some basic points.

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

#### Ratio

Dependent on the event or activity the ratio of adult to child may vary but whatever is considered appropriate would generally need to be increased when travelling away from home, away trips etc. The following ratios may provide some guidance:

Under 8 Years Old

1Adult to 8 Children

8 years and over

1 Adult to 10 Children

There should be one additional staff member for every 10 extra children or part thereof.

### **Insurance**

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

### **Emergencies**

Ensure that the vehicle has breakdown and recovery cover. At least one member of staff should be trained in first aid procedures and a first aid kit should be available. There should be access to a mobile phone and contact details for all children.

**The above are only basic points of advice and are not comprehensive guidelines.**

## **Appendix 6**

### **Photography and Videoing guidance**

There have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs on sports web sites and other publications. Photographs can be used as a means of identifying children when they are accompanied with personal information, for example, - this is X who is a member of the Melksham Sport's club and who likes Westlife. This information can make a child vulnerable to an individual who may wish to start to "groom" that child for abuse. Secondly the content of the photo can be used or adapted for inappropriate use. There is evidence of this adapted material finding its way onto child pornography sites.

Organisations, clubs and community groups need to develop a policy in relation to the use of images of children and young people on their web sites and in other publications. The organisation will need to make decisions about the type of images they consider suitable and that appropriately represent that group, without putting children at increased risk. You should ensure that parents support this policy. When assessing the potential risks in the use of images of a child, the most important factor is the potential for inappropriate use of images of children.

If organisations are made aware of the potential risks and take appropriate steps the potential for misuse of images can be reduced.

#### **The Child Protection in Sport Unit would advise organisations to:**

- Consider using models or illustrations if you are promoting an activity.
- 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.

#### **Easy rules to remember are:**

- If the child is named, avoid using their photograph.
- If a photograph is used, avoid naming the child.
- Ask for the child's permission to use their image. This ensures that they are aware of the way the image is to be used to represent the activity, event or sport. A Child's Permission Form is one way of achieving this.
- Ask for parental permission to use an image of a young person. This ensures that parents are aware of the way the image of their child is representing the activity, event or sport. A Parental Permission Form is one way of achieving this.
- Only use images of children in suitable dress to reduce the risk of inappropriate use. With regard to the actual content it is difficult to specify exactly what is appropriate given the wide diversity of sports. However there are clearly some sports activities - swimming, gymnastics and athletics for example when the risk of potential misuse is much greater than for other sports. With these sports the content of the photograph should focus on the activity not on a particular child and should avoid full face and body shots. So for example shots of children in a pool would be appropriate or if poolside, waist or shoulder up.
- Create a recognised procedure for reporting the use of inappropriate images to reduce the risks to children. Follow Netball Northern Ireland child protection procedures, ensuring your child protection officer and the Social Services and/or Police are informed.

#### **First steps and things to think about...**

- Establish the type of images that appropriately represent the organisation, group activity or event for the Web and other media.
- Think about the level of consideration you give to the use of images of children in other publications, for example, the processes involved in choosing appropriate images for the newsletter or magazine. Apply an increased level of consideration to the images of children and young people used in the web site.

## **Guidelines for Use of Photographic Filming Equipment at Sporting Events**

### **Netball Northern Ireland will:**

- Provide a clear brief about what is considered appropriate in terms of content and behaviour.
- Issue the photographer with identification, which must be worn at all times.
- Inform children 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.
- Do not allow unsupervised access to children or one to one photo sessions at events.
- Do not approve/allow the designated photographer to take photo sessions outside the organised events or at a child's home.
- If parents or other spectators are intending to photograph or video at an event they should also be made aware of your expectations.
- Spectators should be asked to register at an event if they wish to use photographic equipment.
- Children and parents should be informed that if they have concerns they can report these to the organiser.
- Concerns regarding inappropriate or intrusive photography should be reported to the event organiser or official and recorded in the same manner as any other child protection concern.

## Appendix 7- Example Application Form

### **NETBALL NORTHERN IRELAND**

IS AN EQUAL OPPORTUNITIES EMPLOYER AND WELCOMES ALL APPLICANTS REGARDLESS OF COMMUNITY BACKGROUND, RACE, AGE, DISABILITY OR GENDER

**SURNAME:** \_\_\_\_\_

**INITIALS:** \_\_\_\_\_

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY, AS FAILURE TO COMPLY WITH THEM MAY LEAD TO YOUR APPLICATION BEING REJECTED

1. All sections of this form should be completed in black ink or ball point pen to facilitate photocopying and individually signed by the applicant. Application forms which do not contain all the information which has been sought may not be considered.
2. Where an advertisement specifies a qualification (academic, professional and/or vocational) 'or equivalent' the responsibility lies with the applicant to show how their qualifications meet the minimum standard specified.
3. For clerical and administrative posts, word processing and/or other computer skills may be tested, and the test and/or assessment results may be used by the Panel to assess skills/competencies for shortlisting for interview.
4. Please do not include a Curriculum Vitae or reference with your completed form. No other additional information, apart from that which is requested in the format of the Application Form will be considered.
5. If you wish to have receipt of your application form acknowledged, please enclose a stamped addressed envelope.
6. THIS APPLICATION FORM AND THE EQUAL OPPORTUNITIES MONITORING QUESTIONNAIRE MUST NOT BE SEPARATED AND MUST BE RETURNED TO:

**NETBALL NORTHERN IRELAND  
LISBURN RACQUETS CLUB  
36 Belfast Road  
Lisburn  
Co.Antrim  
BT27 4AS**

7. **APPLICATION FORMS WHICH ARRIVE AFTER THE CLOSING DATE AND TIME WILL NOT BE ACCEPTED (SEE ABOVE).**

## APPLICATION FOR EMPLOYMENT

<b>SECTION 1: PERSONAL INFORMATION</b>
--

<b>Initials</b>	
<b>Surname</b>	
<b>Address</b>	
<b>Town</b>	
<b>County</b>	
<b>Postcode</b>	
<b>Home Telephone Number</b>	
<b>Daytime Telephone Number</b>	
<b>Mobile Number</b>	
<b>National Insurance Number</b>	
<b>Do you hold a current driving licence?</b>	<b>Yes/No</b>
<b>Licence type (eg Car/LGV)</b>	
<b>Do you have access to a form transport?</b>	<b>Yes/No</b>

<b>If you are related to any Member or Officer of the Council please state:</b>	
<b>Name</b>	
<b>Relationship</b>	

**SECTION 2: QUALIFICATIONS****EVIDENCE OF QUALIFICATIONS WILL BE REQUIRED BEFORE APPOINTMENT.**

Please state marks, grade or level of qualification as this may be used in shortlisting.

<b>Subjects passed in GCE/CSE/GCSE/RSA/ OCR/NVQ etc</b>	<b>Level Attained:</b>	<b>Grade</b>	<b>Year</b>	<b>Subjects passed (Continued)</b>	<b>Level Attained:</b>	<b>Grade</b>	<b>Year</b>

**PARTICULARS OF FURTHER EDUCATION AND PROFESSIONAL QUALIFICATIONS FULLY COMPLETED:**

<b>TITLE OF DEGREE/DIPLOMA/CERTIFICATE/HNC/HND OR PROFESSIONAL QUALIFICATION:</b>	<b>DATE OF AWARD:</b>

**EDUCATIONAL OR PROFESSIONAL STUDIES CURRENTLY IN PROGRESS:**

<b>TITLE OR SUBJECT OF DEGREE/DIPLOMA/CERTIFICATE OR OTHER PROFESSIONAL QUALIFICATION:</b>	<b>CURRENT STATUS OF STUDY (PLEASE SPECIFY PARTS COMPLETED AND PARTS YET TO BE TAKEN):</b>

**CURRENT MEMBERSHIP OF PROFESSIONAL BODIES:**

<b>TITLE OF PROFESSIONAL BODY:</b>	<b>DATE OF REGISTRATION:</b>

**Please state how your qualifications meet the EDUCATIONAL criteria advertised. The shortlisting panel reserves the right to make the final decision in respect of equivalent qualifications.**

--

**SECTION 3: EMPLOYMENT HISTORY**

**PRESENT POST**

**Employer Name**

--

**Employer Address**

--

**Job Title**

--

**Report To (post)**

--

**Current Salary**

--

**Start Date (dd/mm/yy)**

--

**Notice Required**

--

**Date of leaving this Employer**

--

**Reason for leaving**

--

**Principal Duties and Responsibilities of current post**

--

**You may use a continuation sheet if necessary.**

**Please state your previous posts, beginning with the most recent**

<b>Employer Name and Address</b>	
<b>Position Held</b>	
<b>Start Date</b>	
<b>Leave Date</b>	
<b>Was this paid employment</b>	<b>Yes/No</b>
<b>Reason for Leaving</b>	
<b>Summary of Main Duties</b>	

<b>Employer Name and Address</b>	
<b>Position Held</b>	
<b>Start Date</b>	
<b>Leave Date</b>	
<b>Was this paid employment</b>	<b>Yes/No</b>
<b>Reason for Leaving</b>	
<b>Summary of Main Duties</b>	

<b>Employer Name and Address</b>	
<b>Position Held</b>	

<b>Start Date</b>	
<b>Leave Date</b>	
<b>Was this paid employment</b>	<b>Yes/No</b>
<b>Reason for Leaving</b>	
<b>Summary of Main Duties</b>	

Have you accounted for all your time since leaving full-full time education? <b>Yes/No</b>
<b>If no please give brief details with dates</b>

**SECTION 4: RELEVANT EXPERIENCE & KNOWLEDGE**

Please state how your employment experience to date is relevant to your application under the headings given below:

**AT LEAST 2 YEARS DELIVERING NETBALL TO AT LEAST 1 OF THE FOLLOWING GROUPS:**

- **Women and Girls**
- **Older People**
- **People with a disability**

**EXPERIENCE OF MONITORING AND EVALUATING PROGRAMMES.**

**A THOROUGH KNOWLEDGE OF THE ROLE OF PHYSICAL ACTIVITY IN THE PROMOTION OF AN ACTIVE LIFESTYLE AND THE IMPORTANCE OF PHYSICAL ACTIVITY FOR HEALTH AND WELLBEING.**

**SECTION 4: RELEVANT EXPERIENCE & KNOWLEDGE**

**Please state how your employment experience to date is relevant to your application under the headings given below:**

**IT SKILLS INCLUDING WORD, DATABASES, SPREADSHEETS AND PRESENTATION PACKAGES**

**SECTION 4: RELEVANT QUALIFICATIONS**

**Please list below which specific qualifications you hold, relevant to the post(s) you are applying for stating QUALIFICATION, LEVEL, AWARDED BODY, DATE AWARDED, VALID TO/RENEWAL DATE:**

**Please provide any other information which you consider to be relevant, including skills and expertise gained outside work**

**SECTION 5: MEDICAL HISTORY**

Please list the dates of each occasion of sickness absence in the past 3 years. Please give the reason for each absence and the total number of days you were absent on each occasion.  
Please note this will be substantiated when references are taken up.

Do you have any current medical condition which may affect your ability to perform all the duties of the post as described in the Job Description?    Yes/No    If YES please give details:



**SECTION 7: REHABILITATION OF OFFENDERS (NI) ORDER 1978, REHABILITATION OF OFFENDERS (EXCEPTIONS) ORDER 1979**

This post may be accepted under the 1979 Order and you must disclose all information about convictions (if any) in a Court of law no matter when they occurred. In the event of employment, failure to disclose such convictions could result in disciplinary action by the Council or dismissal.

Any information given will be treated in the strictest of confidence and will be taken into account when absolutely appropriate to the post.

a) Have you ever been convicted or charged with any criminal offence which is not a spent conviction?	<b>Yes/No</b>
---	---------------

b) If yes please give details e.g. convictions, cautions etc

c) Are you currently under investigation by the police or have you had a summons issued against you or any charge brought against you in respect of any offence which has not yet been disposed of, including adult or child abuse investigations?	<b>Yes/No</b>
--	---------------

Please note for posts that will involve substantial access to children (ie aged 18 or under) vulnerable to adults, or adults with a learning disability, the preferred applicant will be subject to a criminal history background check carried out by Access NI.

**I understand and accept that the particulars given are complete and correct to the best of my knowledge. Any candidate found to have given false information or to have wilfully suppressed any material will be liable for disqualification and if appointed, dismissal.**

Please tick to confirm you have read this statement



ROMAN CATHOLIC COMMUNITY



IF YOU LIVE IN NORTHERN IRELAND PLEASE STATE YOUR POST CODE FIRST PART ONLY: BT

**Please return the Equal Opportunity Monitoring Form with your Application Form**

#### **DATA PROTECTION ACT 1998 – FAIR PROCESSING**

##### **STATEMENT**

Netball Northern Ireland values your right to personal privacy. We at all times try to be open about the reasons why we collect, hold and use your personal information.

The information you supply about yourself as part of the application procedure is handled according to the requirements of the Data Protection Act 1998 , ensuring that the information is collected fairly and lawfully, is accurate, adequate, up to date and not held any longer than necessary. If your personal data needs to be used for purposes other than those mentioned we will contact you to seek your consent. The "data controller" in respect of information about job applicants for this post is Netball Northern Ireland.

Information you supply as part of the application process will be used for recruitment purposes and, if you are successful, for subsequent employment purposes. Netball Northern Ireland is under a duty to protect the public funds it administers, and to this

end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see <http://www.niauditoffice.gov.uk/about/national-fraud-initiative.asp> or contact [netballni@btconnect.com](mailto:netballni@btconnect.com)

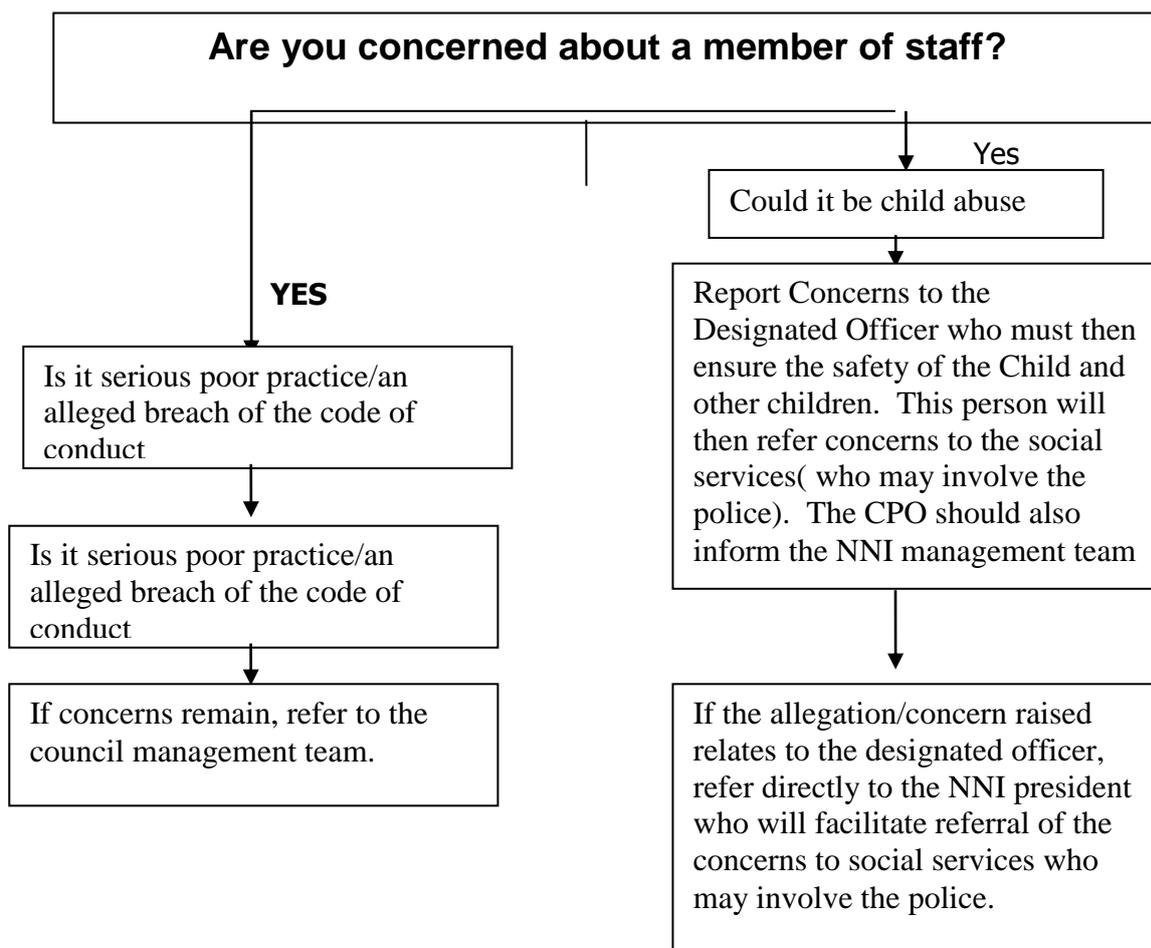
If you are unsuccessful, your application is retained for a maximum of 60 months from the closing date and then destroyed. Equal Opportunities information is used for statistical monitoring purposes that is not related to named individuals.

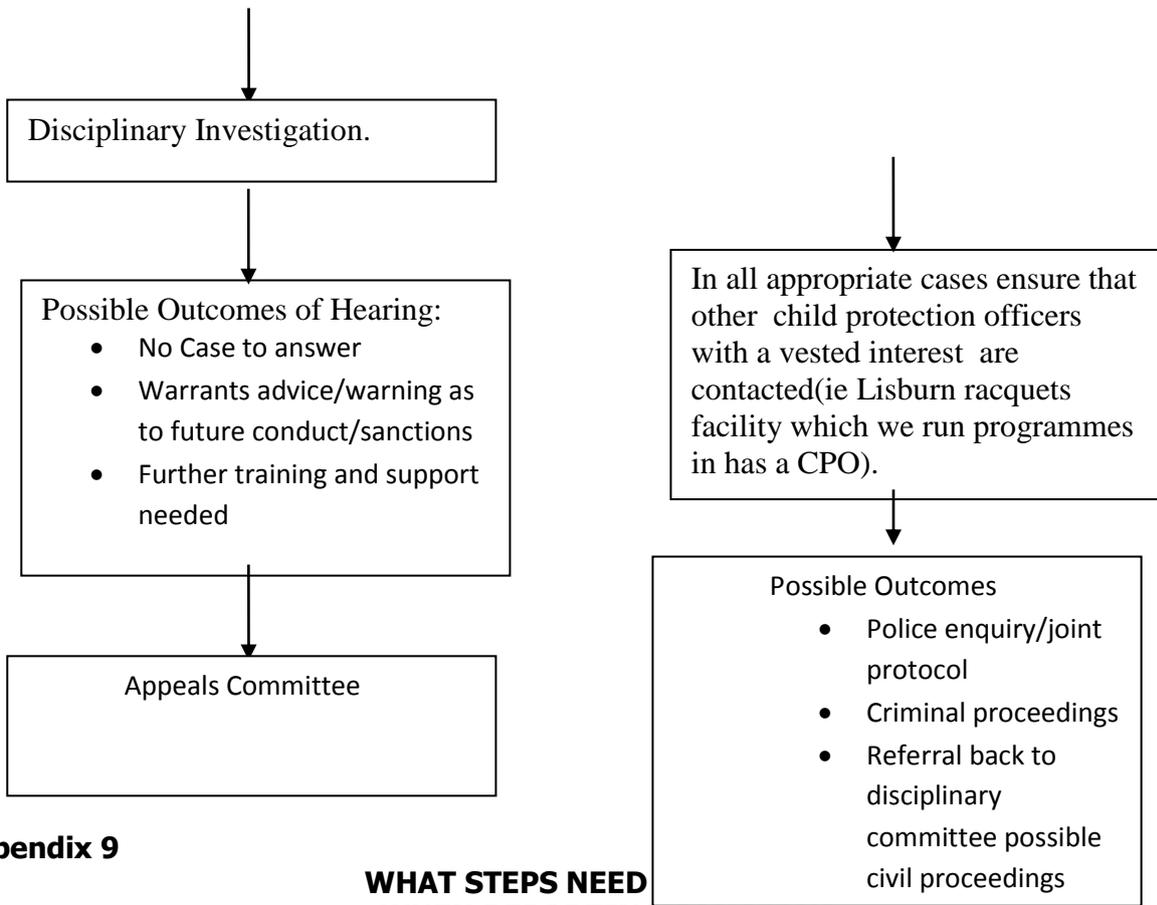
You have a right to see information held about you (with a few exceptions allowed for in the Data Protection Act 1998). If you wish to see any personal information held on you please put your request in writing, stating clearly who you are and what information you would like to see to the address below. A fee is chargeable up to £10.00 which covers the cost of gathering, copying and redacting the data.

Netball Northern Ireland contact for data protection matters is:

Business Modernisation Manager  
 Lisburn Racquets Club, 36 Belfast Road, Lisburn, BT27 4AS  
 email: [netballni@btconnect.com](mailto:netballni@btconnect.com)

**APPENDIX 8**

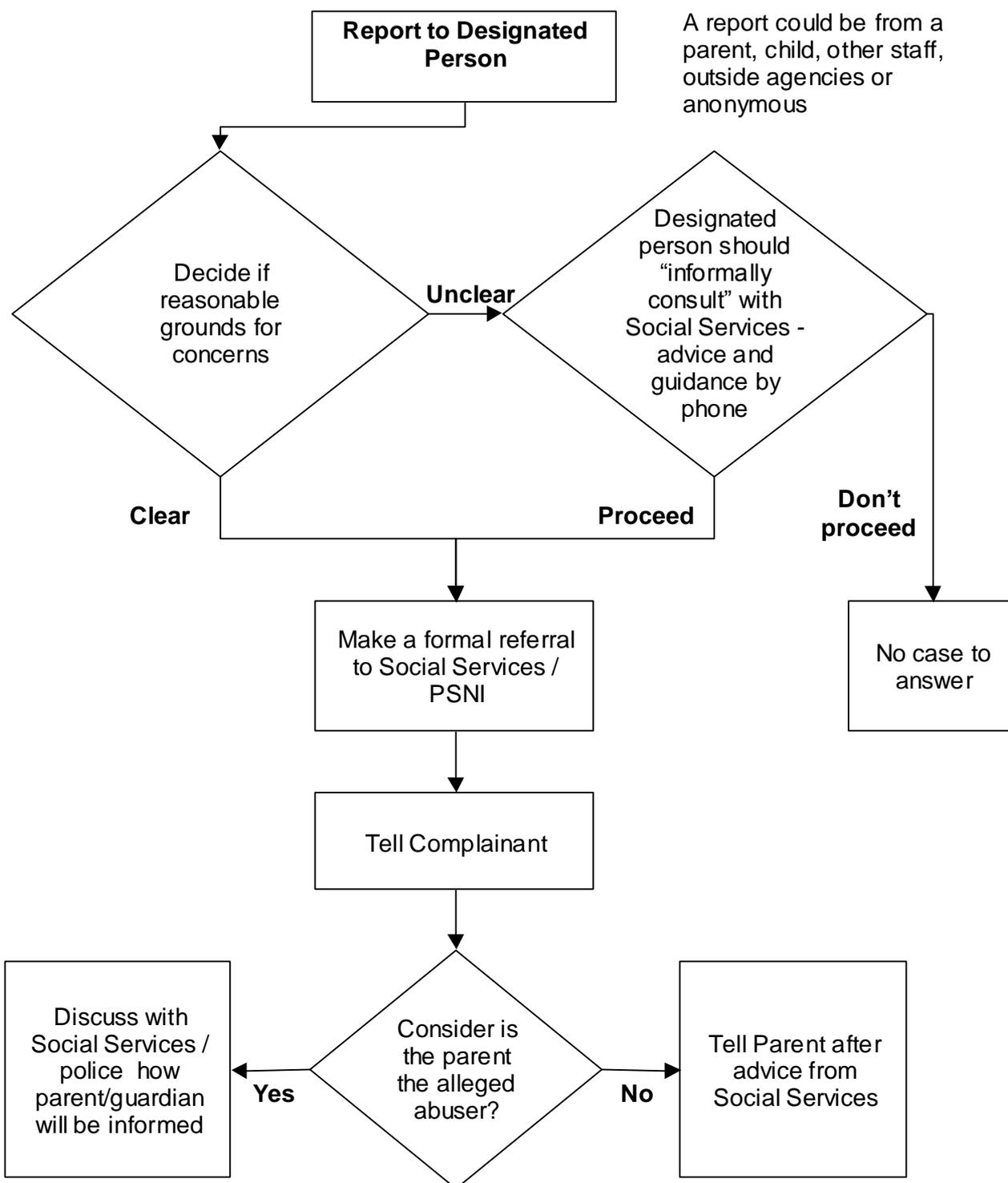




**Appendix 9**

**WHAT STEPS NEED  
WHEN REPORTING CONCERNS**

**When the concern is about an incident or information external to Netball Northern Ireland**



## Appendix 10

### FIRST AID & FIRE EMERGENCY PROCEDURES

#### First Aid Arrangements

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

- Manager will seek volunteer(s) who are willing to train as a qualified 'first-aider' or 'appointed person' for each Netball Northern Ireland venue. Where this is not possible, other local arrangements will need to be identified and organised by the local club. Netball Northern Ireland recommends the quota of first aid persons against the number of members on the premises as:

**Under 25** = 1 x appointed person

**25 – 49** = 2 x appointed persons

**50 - 99** = 1 x first aider & 1 x appointed person

**Over 100** = A first aider at a ratio of 1-50

Where only one first aider (or appointed person) is required another must be made available to provide cover during holiday periods and unforeseen absences.

- The names and contact details of the first-aiders must be notified to all members at a **Netball Northern Ireland** location. Details should be displayed at prominent locations
- The role of the 'appointed person' is to take charge of an emergency situation until trained assistance can be called. Where possible appointed persons should be given emergency first aid training (Advice from Sport NI on approved courses) which last approx. 1 day and briefly covers:
  - (1) What to do in an emergency
  - (2) Cardio-pulmonary resuscitation
  - (3) First aid for the unconscious casualty
  - (4) First Aid for the wounded or bleeding
- The first-aiders must all be trained by an approved body such as St. John's Ambulance Brigade or the British Red Cross. Copies of the certificates must be retained by the appropriate club manager.
- The certificates are valid for 3 years and arrangements must be made for first-aiders to receive refresher training before the current certificate expires.
- First-aiders **are not authorised** to administer any forms of medication. Any members reporting to the first-aider that they require such treatment must be referred to their own doctor.
- The name of our First Aid person is:
 

---
- All first aid boxes must have a white cross on a green background. Similarly, first aid facility/room should be easily identifiable by white lettering or a white cross on a green background.
- The First Aid signs should be placed where they can be seen (not obstructed from view) and easily identified.
- First-aiders will have access to fully stocked first-aid boxes. These are to contain (the following is only guidance and each organisation must review their own needs as there is no set regulations as to what a first aid box should contain):
  - Guidance note explaining first aid at work (Such as first aid at work by the HSE)
  - Pad and Pencil - to record condition of person requiring first aid.
  - 20 individually wrapped sterile adhesive dressings of assorted sizes
  - 2 sterile eye pads, with attachments
  - 6 individually wrapped triangular bandages
  - 6 safety pins
  - 6 medium sized, individually wrapped sterile un-medicated wound dressings
  - 2 large, individually wrapped sterile un-medicated wound dressings
  - 3 extra large, individually wrapped un-medicated wound dressings
  - 2 pairs of disposable gloves.
  - Surgical tape
  - Medical Scissors
  - Face Shield - very basic such as 'Resuci Aid'

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

## Legislation

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



## Appendix 11

### Useful Contacts

- **Netball Northern Ireland** ☎ **028 9073 6320**
- **NSPCC 24 hrs Helpline** ☎ **0808 800 5000**
- **PSNI C.A.R.E Units** ☎ **028 9065 0222**
- **Social Services (out of hours)** ☎ **028 90 668246**
- **Childline** Freephone ☎ **0800 1111**
- **Child Protection in Sport Unit** ☎ **028 90351135**

### Relevant Trusts (Gateway Teams)

#### Belfast Health and Social Care Trust

☎ 02890 507000 (Office hrs)

☎ 02890 565444 (Out of Office hrs)

#### Northern Health and Social Care

☎ 03001234 333(Office hrs)

☎ 02894 468833(Out of Office hrs)

#### South Eastern Health and Social Care Trust

☎ 0300 1000 300(Office hrs)

☎ (028) 9056 5444 (Out of Hours)

#### Southern Health and Social Care Trust

☎ 0800 783 7745 (Office Hrs)

☎ contact nearest hospital and ask for Duty Social Worker (Out of Hours)

#### Western Health and Social Care Trust

☎ 028 71314090 (Office Hours)

☎ contact nearest hospital and ask for Duty Social Worker (Out of Hours)

### Information and Training

#### Volunteer Development Agency – Our Duty to Care

58 Howard Street  
Belfast  
BT1 6PG  
☎ 028 90 236100

#### Youth Net

The Warehouse  
7 James Street South  
Belfast  
BT2 3JH  
☎ 028 90 331880

#### Child Care NI

216 Belmont Road  
Belfast  
BT4 2AT

#### Sport NI

House of Sport  
Upper Malone Road  
Belfast

 028 90 652713

BT9 5LA  
 028 90 381222

## Appendix 12

### **SECTION 7: REHABILITATION OF OFFENDERS (NI) ORDER 1978, REHABILITATION OF OFFENDERS (EXCEPTIONS) ORDER 1979**

This post may be accepted under the 1979 Order and you must disclose all information about convictions (if any) in a Court of law no matter when they occurred. In the event of employment, failure to disclose such convictions could result in disciplinary action by the Council or dismissal.

Any information given will be treated in the strictest of confidence and will be taken into account when absolutely appropriate to the post.

b) Have you ever been convicted or charged with any criminal offence which is not a spent conviction?	<b>Yes/No</b>
---	---------------

b) If yes please give details e.g. convictions, cautions etc

c) Are you currently under investigation by the police or have you had a summons issued against you or any charge brought against you in respect of any offence which has not yet been disposed of, including adult or child abuse investigations?	<b>Yes/No</b>
--	---------------

Please note for posts that will involve substantial access to children (ie aged 18 or under) vulnerable to adults, or adults with a learning disability, the preferred applicant will be subject to a criminal history background check carried out by Access NI.

**I understand and accept that the particulars given are complete and correct to the best of my knowledge. Any candidate found to have given false information or to have wilfully suppressed any material will be liable for disqualification and if appointed, dismissal.**

**Please tick to confirm you have read this statement.**

**APPENDIX 13**

ACCIDENT REPORT FORM

<b>ACCIDENT REPORTING FORM</b>	
Netball Northern Ireland	

<b>COACH IN ATTENDANCE</b>	
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<b>INJURED PARTY</b>	
<b>Name:</b>	
<b>School</b>	
<b>Address</b>	

<b>ACCIDENT DETAILS</b>	
<b>Date</b>	
<b>Time</b>	
<b>Exact Location</b>	
<b>Injury</b>	
<b>How accident happened</b>	
<b>Severity</b>	<input type="checkbox"/> Minor <input type="checkbox"/> Considerable <input type="checkbox"/> Severe
<b>First Aid Involved?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Parents informed?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<b>By whom</b>
<b>Form Completed By</b>	
<b>Refer to designated person</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Designated Person's signature</b>	
<b>Record any further action to be taken</b>	

## **GUIDELINES FOR REPORTING ACCIDENTS**

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

- Fill in 2 copies of the Accident Form (**see previous pro-forma**) for **ALL** accidents.
- Make contact with parents/guardians
- One copy of form to incident book/folder.
- Forward 1 copy to Designated person for record keeping/ action required.
- Contact emergency services/ GP if required
- Record in detail all facts surrounding the accident, witness's etc.
- Any further action.

**APPENDIX 14 INCIDENT FORM**

(An incident could be a safeguarding issue, theft, bullying, a child running away, abuse of any form or a breach of the organisations code of conduct etc.)

**SAMPLE INCIDENT RECORD FORM  
CHILD PROTECTION**

	<i>Netball Northern Ireland</i>
<b>Your name:</b>	
<b>Your position:</b>	
<b>Child's name:</b>	
<b>Child's address:</b>	
<b>Parents/carers Names &amp; Address:</b>	
<b>Child's date of birth:</b>	
<b>Date and time of any incident:</b>	
<b>Your observations:</b>	
<b>Exactly what the child said and what you said:</b>  (Remember, do not lead the child – record actual details. Continue on separate sheet if necessary)	
<b>Action taken so far:</b>	

<b>External agencies contacted (date &amp; time)</b>	
<b>Police</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	If yes – which: Name and contact number: Details of advice received:
<b>Social services</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	If yes – which: Name and contact number: Details of advice received:
<b>Netball NI</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	Name and contact number: Details of advice received:
<b>Local Council or Education Department</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>(If appropriate)</b>	If yes – which: Name and contact number: Details of advice received:
<b>Other (e.g. NSPCC)</b>	Which: Name and contact number: Details of advice received:

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**

**Remember to maintain confidentiality on a *need to know* basis – only if it will protect the child. Do not discuss this incident with anyone other than those who need to know.**

**NB A copy of this form should be sent to social services after the telephone report and to the Governing Body Child Protection Officer for monitoring purposes.**

## APPENDIX 15

### Consent Forms

#### Standard Parental/Guardians Consent Form

#### NETBALL NORTHERN IRELAND

#### STANDARD PARENTAL / CARERS CONSENT FORM

Please  
attach a  
passport  
size  
photograph  
with  
paperclip

#### Player details:

**Full name:** \_\_\_\_\_

**Date of birth:** \_\_\_\_\_

**Address:**

\_\_\_\_\_

\_\_\_\_\_ **Post Code:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Contact Tel: Home** \_\_\_\_\_ **Mob** \_\_\_\_\_

*(Please note that mobile numbers will only be used in emergencies and in relation to Netball events or training)*

**School:** \_\_\_\_\_ **playing position** \_\_\_\_\_

**Netball Club:** \_\_\_\_\_

**Height:** \_\_\_\_\_ **Weight:** \_\_\_\_\_ **Skirt/Dress size:** \_\_\_\_\_ **T-shirt size:** \_\_\_\_\_

**Details of any known special dietary requirement / allergies / medical conditions (i.e. asthma/allergies etc)**

\_\_\_\_\_

**Medication (if any)**

\_\_\_\_\_

**Any other special needs, requirements, directions, that would be helpful for the coaches to know about (ie vegetarian etc)**

\_\_\_\_\_

**No of International Caps (if any) U17** \_\_\_\_\_ **U19** \_\_\_\_\_ **U21** \_\_\_\_\_

**Parents/Carers name:** \_\_\_\_\_ (please print)

**Contact number: am** \_\_\_\_\_ **pm** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Add Emergency contact (if parents not at home)** \_\_\_\_\_

**Contact number:** \_\_\_\_\_ **Relationship to Child** \_\_\_\_\_

Doctor's name: \_\_\_\_\_ Tele No: \_\_\_\_\_

My child is in good health, and I consider her capable of taking part in the (*Insert what you are asking consent for*), which may include travel overseas. I have completed the medical details and consent that, in the event of illness, having parental responsibility for the above named child, I give permission for medical treatment to be administered where considered necessary by a nominated first aider, or by suitably qualified medical practitioners. If I cannot be contacted and my child should require emergency hospital treatment, I authorise a qualified medical practitioner to provide emergency treatment or medication that may include the use of anaesthetics can be administered to my child/young person. I also understand that while Coaches and Area Team personnel will take every precaution to ensure that accidents do not happen, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child.

**I take full responsibility to inform Netball Northern Ireland of any changes relating to the health of my child.**

**I am responsible along with my child for making arrangements for her getting to and from the training/competition venue, and I understand that the Squad personnel are not responsible for her once she leaves this point.**

**I am willing to let my child participate in any official media coverage (including television and photography).**

Yes  No

**I have been made aware that Northern Ireland Netball has developed a Safeguarding policy & they are commitment to ensuring the safety of my child/young person by having:**

- **A coaches code of conduct**
- **Clear recruitment policy which includes vetting all coaches & volunteers**
- **A transport policy**
- **A photography policy**
- **An anti-bulling policy**
- **Disciplinary procedures**
- **A designated person for child protection**
- **Guidelines on confidentiality**

**Northern Ireland Netball** is committed to ensuring that any information gathered in relation to our youth teams meets the specific responsibilities as set out in the Data Protection Act 1998.

**Northern Ireland Netball** development officer will store the above information on their youth teams data base for a maximum of 12 months before re-registering the player if still associated with the club.

I confirm that all details are correct to the best of my knowledge and I am able to give parental consent for my child to participate in & travel to all activities.

\_\_\_\_\_  
**Signature of Child/Young Person**

\_\_\_\_\_  
**Signature of Parent/Carer\***

Please return to: Netball Office, C/O DSNI Unit F Curlew Pavilion, Portside Business Park, 189 Airport Road West BT3 9ED *by return of post.*

\*Parental consent is defined by the children (NI) Order 1995 Article 6 (i)

Natural mother always has parental responsibility.

Natural father gains parental responsibility;

- If married to the mother at the time of birth or subsequently marries her
- Through an agreement witnessed by solicitor or a Parental responsibility Order
- Post 15 April 2002 if they jointly register the baby's birth.

(This consent form will remain valid for 1 year)

**Information for parents, to be added to consent forms for away trips:**

I undertake to pay the required sums by the dates specified in the information and accept that in respect of any withdrawal from the trip, for whatever reason, there can be no refund of the whole or part of the payments unless the circumstances are covered by insurance.

I confirm that I have received the details of the above activity and consent to my child taking part in the visits and activities indicated. I acknowledge that the club will be liable in the event of any accident only if they have failed to take reasonable steps in their duty of care for my child during the trip. I understand that the staff have a common law duty to act in the capacity of a reasonably prudent parent.

I have read the Code of Conduct and agree that my child should abide by this whilst in the care of the club and I understand that a serious or continued breach of this code may result in my child being sent home early at my expense.

**Any contact with contagious or infectious diseases within the last four weeks?**

Yes      If Yes, give details: \_\_\_\_\_

No      \_\_\_\_\_

**Please provide any special dietary requirements and the type of pain/flu medication that may be given.**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature of Parent/Guardian**

\_\_\_\_\_  
**Printed name of Parent/Guardian**

**Date** \_\_\_\_\_