



ULSTER SQUASH

Safeguarding Children and Young People in Squash

Issue 3

May 2007

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Preface to Issue 3.

The adoption of Issue 1 in 2002 was the first serious written attempt by Ulster squash to document the needs and procedures necessary to ensure the promotion of good practice and reduce the risks of Child abuse in the playing environment for Junior squash in Ulster. In the four years of its publication there were no occasions that prompted a query on the adequacy or content of Issue 1. However, in view of the 2006 update to the “Code of Ethics and Good Practice for Children’s Sport” published jointly by the Sports Council of N. Ireland and the Irish Sports Council it was decided to take the opportunity to update the Ulster Squash document as appropriate to Issue 2.

In the light of further experience and to meet additional expectations this Issue 3 has been published to include risk assessment procedures and, at the suggestion of Managers, a simple and voluntary “Contract of Behaviour” for young players. There are many other small additions, clarifications and simplifications including simplified decision trees.

Clubs with Junior membership have an obligation to meet the requirements of all relevant legislation and we would advise that you implement the following Ulster Squash best practice guidelines. Minor amendments may be needed to suit a club’s own circumstances and these are acceptable provided they meet the general principles laid down within this Ulster Squash Policy.

Omission of any of the specific requirements within this Policy should not be considered.

Policy Statement

Ulster Squash is fully committed to safeguarding the well being of its members. Every individual in the organisation should, at all times, show respect and understanding for their rights, safety and welfare and conduct themselves in a way that reflects the principles of Ulster Squash and the guidelines contained in the Code of Ethics and Good Practice for Children’s Sport.

Ulster Squash will endeavour to safeguard children by:

- **Following the procedures laid down for selection and recruitment.**
- **Providing support and training.**
- **Reporting concerns to statutory agencies who need to know and involving parents and children appropriately.**
- **Auditing Ulster Squash and its subordinate clubs for compliance with this Code and by encouraging corrective action as necessary.**

This policy will be reviewed at least every three years or more frequently if found necessary.

Glossary

Child: For the purpose of this Policy a child/Young person is any person under 18 years of age

Sports Leaders: For the purpose of this Policy all adults involved in children's sport are referred to as Sports Leaders. All have a role to play in ensuring that procedures as described in the Policy are put in place, agreed, followed and reviewed on a regular basis. The principal leadership roles (some of which overlap) include the following:

Club/Organisation Officers: President, Chairperson, Secretary, Treasurer and Committee members are appointed to oversee club activities and the development of the club/organisation.

Administrators: While administrators may not be actively involved in children's sport, they may be involved in organising activities and events.

Coach/Trainer: A coach is a person who assists the young participant to develop his or her skills and abilities in a progressive way.

Instructor/Sports Teacher: Instructors are involved in the systematic development of the core skills and abilities of an activity, sometimes in a non-competitive context.

Manager: A manager is an individual who takes overall responsibility for a team or a group of players and who will often have a direct input into the nature and organisation of the activity itself.

Selector: A selector is an individual who has responsibility for the selection of participants under 18 years of age for teams and events.

Official: An official is an individual charged with the responsibility of ensuring that the rules of a competition are adhered to in a formal way. This category includes referees, judges, umpires, etc.

Assistants: Assistants are those people who provide back-up to any of the roles outlined in this section and often such assistants are involved on an intermittent basis (e.g. provision of lifts to matches or competitions; checking equipment, etc.).

Ulster Squash are now recommending the following roles are undertaken by the same person to avoid any confusion and due to the structure of our sport. Our reporting procedures have been amended to reflect this.

Children's Officers: Children's Officers are appointed within clubs to act as a resource for children and to represent them at Committee level.

Designated Person: A person who is responsible for reporting allegations or concerns of child abuse to the Statutory Authorities. This person will also be responsible for dealing with any concerns about poor practice in relation to young people.

Statutory Authorities: the authorities who promote the protection and welfare of young people and who have the responsibility for the investigation and/or validation of suspected child abuse, i.e. in NI it is the PSNI and the Social Services and in the ROI it is An Garda Síochána and the Health Services Executive.

Safeguarding Children and Young People in Squash

The guidance and procedures given in this Policy are based on the principles set out in the following publications:

- § **“Code of Ethics and Good Practice for Children’s Sport”**
- Sports Council Northern Ireland & Irish Sports Council. 2006.
- § **“Children First” National Guidelines for the Protection and Welfare of Children.**
- § **“Our Duty to Care”**
- (DHSSPS) 2007.
- § **“Getting it Right” Standards of Good Practice for Child Protection.**
- Volunteer Development Agency. Aug 2005.

The aim of this Policy is to promote good practice by everyone involved in the sport of squash (coaches, parents, children, volunteers etc.) and to provide a safe, healthy and enjoyable environment for young members.

The **KEY PRINCIPLES** that underwrite this policy are:

- Any young person under the age of 18 years should be considered as a child for the purpose of this document
- The child's welfare is paramount.
- All children whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- Working in partnership with children and their parents/carers is essential for the protection of the child.
- ULSTER SQUASH recognises the statutory responsibilities of Social Services Departments to ensure the welfare of children.
- ULSTER SQUASH recognises that the documents on which this guide is based are themselves based on the legislative framework introduced to protect children from abuse or poor practice.

DEFINITIONS

The term **child abuse** is used to describe ways in which children are harmed, usually by adults, but also by other children and by those they know and trust. There are four main types of child abuse, though a child may experience more than one kind at any one time in his/her life. In addition to these we have included the definition for Bullying.

Definitions of Abuse taken from Regional ACPC Procedures 2005 Chapter 2

Physical Physical abuse is the deliberate physical injury to a child, or the wilful 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, emotional 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 non-organic failure to thrive (faltering growth).

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.

Bullying Has been recognised and defined as deliberately hurtful behaviour usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical (e.g. hitting, kicking, theft), verbal (e.g. racist or sectarian remarks, threats, name-calling) and emotional (e.g. isolating an individual from the activities and social acceptance of his peer group). The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children, to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self-harm). Chapter 9.48

Vulnerability of those with a Disability

Safeguards for children with disability should be the same as those for other children. Special input may be required if the child has severe or multiple disabilities. As in all child protection cases, a multi-disciplinary approach should be used and agreement should be reached with regard to who is responsible for the Child Protection Investigation. Chapter 1.14

CORE VALUES in young people's sport

Integrity in relationships:

Adults interacting with children in sport should do so with integrity and respect for the child. There is a danger that sporting contexts can be used to exploit or undermine children. All adult actions in sport should be guided by what is best for the child and in the context of quality, open working relationships. Verbal, physical, emotional or sexual abuse of any kind is unacceptable within sport.

Fair Play:

All children's sport should be conducted in an atmosphere of fair play. N. Ireland has contributed, and is committed, to the European Code of Sports Ethics, which defines fair play as: "much more than playing within the rules". It incorporates the concepts of friendship, respect for others and always playing with the right spirit. Fair play is defined as a way of thinking, not just behaving. It incorporates issues concerned with the elimination of opportunities, excessive commercialisation and corruption. (European Sports Charter and Code of Ethics, Council of Europe, 1993).

Quality atmosphere and ethos:

Children's sport should be conducted in a safe, positive and encouraging atmosphere. A Child centred ethos will help to ensure that competition and specialisation are kept in their appropriate place. Too often competitive demands are placed on children too early. This results in excessive levels of pressure on them and ,as a consequence, high levels of dropout from sport.

Equality:

All children should be treated in an equitable and fair manner regardless of age, ability, sex, religion, social and ethnic background or political persuasion.

Children with disability should be involved in sports activities in an integrated way, thus allowing them to participate to their potential alongside other children. Squash is a physically and mentally demanding sport and, as such may not be attractive to many disabled persons. However, persons with hearing disabilities in particular have reached World rankings within the top 20 and every encouragement should be given for persons with disabilities to try the sport if they show an interest. The supervisor must take due regard for their safety and the safety of the opponent if their mobility or speed of reaction is subject to impairment.

Leaders in children's sport should strive to create a positive environment for the children in their care. They have an overall responsibility to take the steps necessary to ensure that positive and healthy experiences are provided.

It is important that selection procedures for teams, squads or any other desirable "perk" are seen to be transparent, fair and in accordance with the above principles. Leaders should be prepared to explain the rationale of such decisions on reasonable request.

ROLES

For effective implementation of this policy all deliverers of SQUASH must work in partnership, each with a role to ensure the protection of the children in their care.

The role of the Club:

- a) To appoint a Children's/Designated Person.
- b) To accept that all Officers and Committee members have responsibilities in this area and be prepared to respond to any indication of abuse.
- c) To be determined to amend bad practice by implementing the Ulster Squash code of conduct.
- d) To implement the recommendations of Ulster Squash in relation to Child Protection
- e) To maintain the confidentiality of the child and of the accused in accordance with procedures.

The role of the Club Children's/Designated Officer:

- a) To ensure all club helpers/officials/coaches/parents and players complete the appropriate documentation and that references are taken up.
- b) To receive and advise on reports from other club members.
- c) To promote awareness of Child Protection policies and plans within the Club.
- d) To monitor the effectiveness of the club in implementing the Ulster Squash Safeguarding Policy
- e) To ensure that children are familiar with safety procedures such as emergency exits and evacuation procedures within their club

The role of the Ulster Squash :

- a) To appoint a Children's/Designated Officer for Ulster Squash.
- b) To appoint a Disciplinary Panel and to hear appeals
- c) To provide support and guidance to the Ulster and Club Child Protection Officers.
- d) To provide training for Governing Body and Club Children's/designated Officers .
- f) To keep a record of all disqualified persons (if the reasons for disqualification are due to child protection issues these details should be forwarded to the Child Care Unit, DHSSPS).
- g) To ensure that only persons who have received appropriate training are employed in coaching roles.

The role of Ulster Squash Children's/Designated Officer:

- a) To maintain and update the Ulster Squash Code of Ethics as appropriate.
- b) To be familiar with current legislation and documentation relating to the safety of children in the organisation.
- c) As the Designated Person for Ulster Squash to action, document and report to the authorities any reported cases of alleged abuse.

- d) To provide a resource for club Children's/Designated Officers and to circulate such information as may be appropriate.
- e) Liase with clubs and co-ordinate training.
- f) To promote awareness and monitor conformance with Ulster Squash Child Protection policy and practice and to monitor the Child Protection activities of clubs associated with Ulster Squash.
- g) To Audit clubs for compliance with this Guide
- h) To Audit Ulster Squash to verify compliance with this Policy
- i) Report to the Board of Ulster Squash periodically.

RECOGNISING ABUSE

Dealing with child abuse is rarely straightforward. In some cases a child's behaviour, or an injury, may suggest that the child is being abused. In many situations however, the signs will not be clear-cut and decisions about what action to take can be difficult.

Possible signs include

- Uncharacteristic changes in the child's behaviour, attitude and commitment e.g. becoming quiet and withdrawn or displaying sudden outbursts of temper.
- Courtside gossip.
- Bruises and injury untypical of the sport or injuries for which the explanation seems inconsistent.
- Signs of discomfort and pain.
- Reluctance to remove a tracksuit or to shower.
- The child becomes increasingly dirty or unkempt.
- The child loses or gains weight for no apparent reason.
- Nervousness displayed when the child is approached or touched.
- Fear of particular adults - especially those with whom a close relationship would normally be expected.
- The child wishes to switch to another coach without a reasonable explanation.
- Inappropriate sexual awareness according to age (including Language & Behaviour).
- Children who are always alone and unaccompanied and/or prevented from socialising with other children.
- Children who are reluctant to go home.
- Inappropriate need for closeness or attachment to a coach or other adult by the child.

Ulster Squash accepts that organisations, which include children as members, are vulnerable to the occurrence of child abuse and therefore there is a need for policies and procedures to deal with this issue. The safety of young people is everyone's responsibility.

False allegations of abuse though rare can occur. However, if a young person says or indicates that he/she is being abused, or information is obtained which gives concern that a young person is being abused, you should react immediately.

Coaches/volunteers working with children may feel vulnerable to accusations of child abuse. There may be occasions when false allegations are made against members.

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 Ulster Squash 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.

Bullying

Bullying can encompass one or many of the different recognised types of abuse such as Physical, Emotional or Sexual. It is frequently takes place away from supervision and is usually targeted, deliberate and repetitive. Those volunteers responsible for children should be aware of the risks and maintain awareness throughout a trip, training or competition bearing in mind that mobile phones often play a part. If there is reason to believe that there is any cause for concern the supervisor should communicate with the persons who may be involved, investigate as necessary and submit a written record to the Children's/Designated Officer on return. Parents should be made aware of the situation.

RESPONSE TO A CHILD REPORTING ANY FORM OF ABUSE

The following Actions should be taken:

- React calmly.
- Listen compassionately and carefully –keep the questions to an absolute minimum, facilitating the child to tell about the problem.
- Take what the child is saying seriously.
- Remember the child has decided to tell about something very important and has taken a risk to do so.
- Reassure the child.
- If the nature of what the child is saying is unclear, use open, non-specific questions such as "Can you explain to me what you mean by that";
- The child should be given some indication of what happens next - informing parents/guardians, health board or social services. It should be kept in mind that the child may have been threatened and may feel vulnerable at this stage.
- Carefully record the details.

The following actions should be avoided:

- Do not make promises of confidentiality – it may not be possible to keep that promise.
- Do not make a judgement or make negative comments about the alleged abuser
- Do not speculate or make assumptions
- Do not interview the child – do not probe for more information than is offered
- Do not approach the alleged abuser
- Do not allow your shock or distaste to show.

Having taken all of the necessary information use the following guidelines to determine the next action to be taken.

Guidance for Ulster Squash for action to be taken on the receipt of a complaint of any nature.

Complaints may be received under many circumstances. It is recognised that in some instances a complaint may result from an error, poor practice or maladministration rather than abuse. It is not possible to give specific procedures to follow under all circumstances. However the following general rules apply:

A complaint of “immediate concern”

It is not the responsibility of anyone working under the auspices of Ulster Squash, in a paid or voluntary capacity, to take responsibility or decide whether or not child abuse is taking place. However, there is a responsibility to protect children in order that appropriate agencies can then make enquiries and take any necessary action to protect the young person. In the event of receipt of a complaint where reasonable grounds for concern exist the Children’s officer shall immediately report the alleged abuse to the appropriate authorities in accordance with the procedure below. The safety of the child making the allegation and any others who are/may be at risk should be ensured and this should take precedence over any other consideration. In this regard, the Ulster Squash should take any necessary steps that may be immediately necessary to protect children seeking advice from the local Trust/Health Board as to any action to be taken to ensure the safety of others.

REPORTING CHILD ABUSE

Actions to Take:

- Observe and note dates, times, locations and contexts in which the incident occurred or suspicion was aroused, together with any other relevant information;
- Report the matter as soon as possible to the person designated for reporting abuse (*the senior office holder or Children’s Officer*). If the person responsible for reporting has concerns (See 5.10 of Code of Ethics & Good Practice for Children’ Sport) that the child has been abused, or is at risk of abuse, s/he will make a report to the health board/social services who have statutory responsibility to investigate and assess suspected or actual child abuse.
- In cases of emergency, where a child appears to be at immediate and serious risk and the designated person is unable to contact a duty social worker, the police authorities should be contacted. **Under no circumstances should a child be left in a dangerous situation pending intervention by the Statutory Authorities.** Make a record of the report.
- Parents/carers will be informed to clarify initial concerns. However, in circumstances where a child may be placed at a greater risk if such concerns were shared e.g. where the parent may be the abuser or not able to respond to the situation appropriately, this should not occur.
- Social Services/Health Boards and/or the Police will be contacted immediately; the numbers are in the phonebook. A record of the name and designation of the official informed together with the time and date of the call should be kept in case future contact is required.
- If the designated person is unsure whether reasonable grounds for concern exist or not, s/he should informally consult with the local health board/social services. S/he will be advised whether or not the matter requires a formal report;

The designated person should give a report to the Statutory Authorities in person or by phone and in writing. A record of the name and designation of the official informed together with the time and date of the call should be kept in case future contact is required.

It is best to report child abuse concerns by making personal contact with the relevant personnel in the Statutory Authorities.

Confidentiality must be maintained.

In the event that the concern is connected to the actions of a Sports Leader in the club, the Sports Leader involved in the concern should be asked to stand aside pending the outcome of any investigation by the Statutory Authorities. *It is advisable that an appointed committee member other than the Chairperson, who takes the responsibility for reporting, undertakes this task following advice from statutory agencies.*

Unless it would impede any statutory investigation (clarify with statutory organisations if they are involved) the Sports Leader should be informed, in private;

- That an allegation has been made against him/her,
- The nature of the allegation,

He/she should be afforded an opportunity to respond. His/her response should be noted and passed on to the health board/social services personnel.

All persons involved in a child protection process (the child, his/her parents/guardians, the alleged offender, his/her family, Sports Leaders) should be afforded appropriate respect, fairness, support and confidentiality at all stages of the procedure.

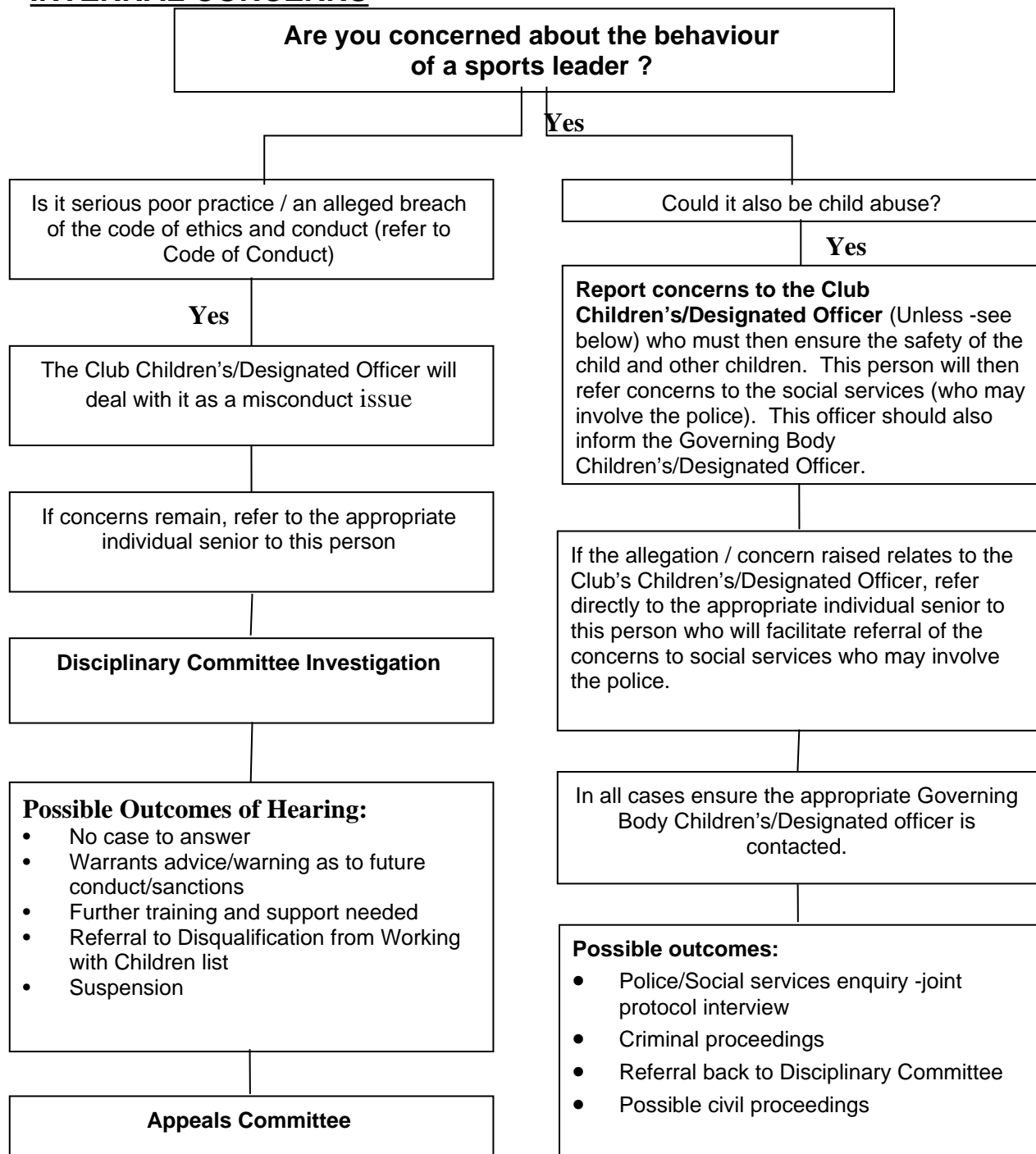
A Complaint not of obvious immediate concern:

In the event of a complaint received which may fall into the category of error, poor practice or maladministration and which does not give rise to the immediate concern of the safety of children the Ulster Children's/Designated Officer or the Club Children's/designated will follow the guidelines for dealing with poor practice to resolve the issue.

In the event of issues determined other than abuse it is important that the completion of the necessary corrective actions is verified as failure to resolve such issues on a permanent basis may give rise to allegations of abuse.

If the Children's/Designated Officer believes that abuse is suspected then the issue shall be reported in accordance with statutory procedures.

INTERNAL CONCERNS



If you do not know who to turn to for advice or are worried about sharing your concerns with a senior colleague, you should contact the Social Services direct (or the NSPCC on 0800 800 5000 or Childline on 0800 1111). At any stage during the process in the left hand column the issue can be referred externally either formally or informally for advice. Following the external (right column) outcome the matter may be referred back to the organisation's Disciplinary Committee.

Dealing with concerns about a colleague

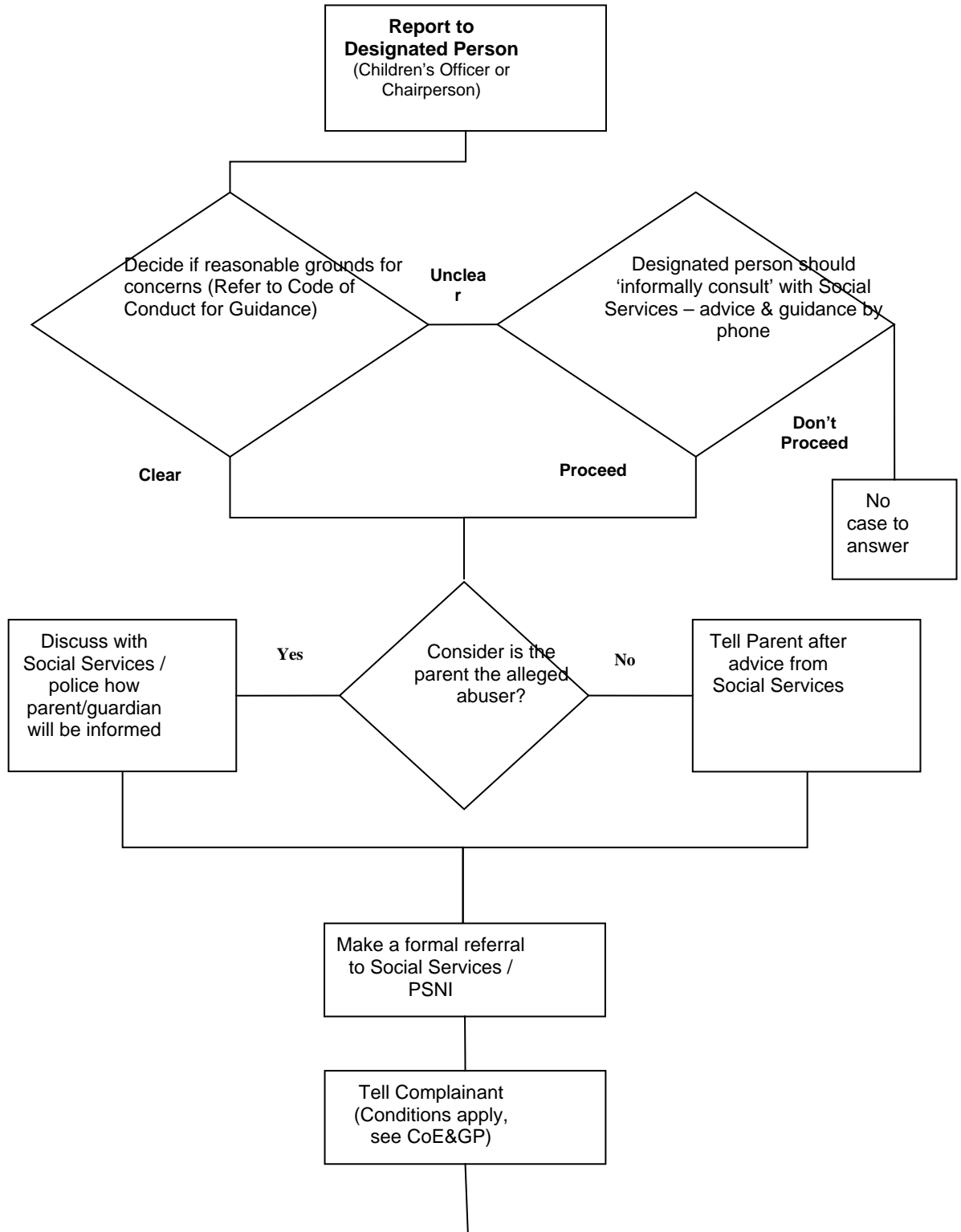
The vast majority of people who work with children are well motivated and would never harm a child. Unfortunately a few do and it is essential that the organisation creates a culture that makes staff / volunteers willing and comfortable to voice their concerns, particularly those about someone with whom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

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.

EXTERNAL CONCERNS

When the complaint is about possible abuse outside the organisation

SHAPE



Confidentiality.

Breach of confidentiality is a serious matter and every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated only on a need to know basis. However, it should be recognised that in the event of the need to report the allegations to the appropriate authorities it will be necessary to pass on all relevant information and therefore guarantees of total confidentiality should not be given to the complainant

Information should be stored in a secure place, with limited access to designated people only. Child abuse issues should remain confidential to those making the complaint and to the Children's/ Designated Officer. The Children's/Designated Officer will maintain and retain the records.

Other documentation relating to disciplinary hearings will be filed in the squash office.

The requirements of the Data Protection laws should be adhered to.

Retention of Documentation

All documentation relating to safeguarding issues should be retained by the Children's/Designated Officer.

All documentation relating to Disciplinary hearings and Grievance appeals heard by Ulster squash will be retained by the Squash Office in secure filing cabinet.

All documentation for away trips organised by Ulster Squash should be identified by event and filed accordingly in the squash Office.

Individual clubs are responsible for managing their own documentation following similar principles as above.

Anonymous Complaints

Anonymous complaints can be difficult to deal with but should not be ignored. In all cases the safety and welfare of the child/children is paramount. Any such complaints relating to inappropriate behaviour should be brought to the attention of the Children's/Designated Officer.

Rumours

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

Ulster Squash Guidelines for Young Players:

Ulster Squash wishes to provide the best possible environment for all young people involved in the sport. Young players deserve to be given enjoyable, safe sporting opportunities, free from abuse of any kind. These players have rights, which must be respected, and responsibilities that they must accept.

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 your club 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. Parents will be informed.

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

To ensure that the parents of young players are familiar with, understand and accept the code of conduct each club member should complete an appropriate Consent Form and sign the code of conduct. The Club should retain the form until the young person reaches the age of 18 provided they remain in the club. A Sample Form is in supplied in the Documentation section (Form 1)

Contract of Behaviour

The Consent form that is signed by both Parents and players references the whole content of this Ulster Squash document “Safeguarding Children and Young Persons in Squash”. However, some volunteers/coaches may like the use of a more specific Contract of Behaviour in order to reinforce the specific do’s and don’ts expected of young persons when representing the game at away-days. This “Contract of Behaviour” is not a substitute for an acknowledgement and understanding of the complete Policy but is a simplified additional document that some children may be asked to sign in order to reinforce the expectations of behaviour.

A suitable “Contract of Behaviour” is available in the appendix Form 6. This form does not form part of the “mandatory” documentation but may be used by coaches/volunteers as they think appropriate.

Ulster Squash Guidelines for Parents:

Ulster Squash is committed to providing a safe and fair environment for all juvenile players. Our first priority is the welfare of young players and we are committed to providing an environment, that will allow participants to perform to their best ability, free from bullying and intimidation. Ulster Squash also has a duty of care for volunteers working with juveniles on behalf of the organisation. Ulster Squash asks parents to:-

Parents are expected to:

- Positively reinforce their child/young person and show an interest in their chosen activity.
- 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 in squash (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...
- Ensure that proper footwear and protective equipment are worn at ALL times in accordance with Health and Safety Regulations. Any child not in possession of the fundamental requirements will not be permitted to participate.
- 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 location of play if 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.
- Show appreciation and support the coach
- Ensure their child is punctual
- Be realistic and supportive.
- Provide their child with proper clothing and equipment.
- Ensure their child's hygiene and nutritional needs are met.
- Accept the official's judgement.
- 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**.

Parents/Guardians have the right to:

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

- Complain if they have concerns about the standard of coaching

A Club official will deal with any misdemeanours and breach of this code of conduct immediately. Persistent concerns or breaches will result in the parent/guardian being asked not to attend matches if their attendance is detrimental to the child's welfare.

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

Parents should support all efforts to remove abusive and bullying behaviour in all its forms:

Child to Child – includes physical aggression, verbal bullying, intimidation, or isolation.

Adult to Child – includes the use of repeated gestures or expressions of a threatening or intimidatory nature, or any comment intended to degrade the child.

Adult to Adult – includes verbal aggression towards other adults in order to achieve a beneficial outcome for own self or own child.

Child to Adult - includes repeated gestures or expressions of a threatening or intimidatory nature by an individual child or a group of children.

Ulster Squash Guidelines for Coaches:

A coach of juvenile teams has a duty of care, which is more onerous than that of a coach to an adult team.

A Coach must act as a role model and promote the positive aspects of sport and of squash and maintain the highest standards of personal conduct.

The use of drugs, alcohol and tobacco must be actively discouraged as being incompatible with a healthy approach to sporting activity.

Remember your behaviour to players, other officials, and opponents will have an effect on the players in your care.

Be generous with praise and never ridicule or shout at players for making mistakes or for losing a game. All young players are entitled to respect.

Be careful to avoid the “star system”. Each child deserves equal time and attention.

Care must be taken not to expose a child intentionally or unintentionally to embarrassment or disparagement by use of sarcastic or flippant remarks about the child or his/her family.

Physical punishment or physical force must never be used. Never punish a mistake - by verbal means, physical means, or exclusion.

Insist that players in your care respect the rules of the game. Insist on fair play and ensure that your players know that you will not tolerate cheating or bullying behaviour.

Remember that young players play for fun and enjoyment and that skill and playing for fun have priority over highly structured competition.

Never make winning the only objective.

Encourage the development of respect for opponents, officials, selectors and other coaches and avoid criticism of fellow coaches. It is important to realise that certain situations or friendly actions could be misinterpreted by the participant or by outsiders.

Squash coaches are responsible for setting and monitoring the boundaries between a **working** relationship and **friendship** with players. It is inadvisable for coaches to involve young players in their personal life i.e. visits to a coach’s home or overnight stays.

When approached to take on a new player, ensure that any previous coach-student relationship has been ended by the student/others in a professional manner.

When young players are invited into adult groups/squads, it is advisable to get agreement from a parent/carer. Boundaries of behaviour in adult groups are normally different from the boundaries that apply to junior groups/squads.

Squash coaches who become aware of a conflict between their obligation to their players and their obligation to their governing body must make explicit the nature of the conflict and the loyalties and responsibilities involved, to all parties concerned.

Squash coaches should communicate and co-operate with medical and ancillary practitioners in the diagnosis, treatment and management of their players’ medical and psychological problems.

Set realistic goals for the team and for the individual players and do not push young players. Create a safe and enjoyable environment.

Do not criticise other officials, coaches, and selectors. You are the role model for the children in your care.

Avoid giving advice of a personal or medical nature – if you are not qualified to do so. Any information of a personal or medical nature must be kept strictly confidential unless the welfare of the child requires the passing on of this information.

It is advisable to:

Record attendance at training.

Keep a brief record of injury(s) and action taken.

If behavioural problems arise and a young player has to be disciplined, keep a brief record of problem/action/outcomes, including informing the parents/carers.

The nature of the relationship between coach and player can often mean that a coach will learn confidential information about a player or player's family. This information must be regarded as confidential and except where abuse is suspected, must not be divulged to a third party without the express permission of the player/family.

Coaches must be particularly careful about their use of alcohol, before coaching, during events, on trips with young players. When in a position of supervising young people coaches must not be under the influence of alcohol.

Coaches should familiarise themselves with the Code of Ethics and Good Practice for Children's Sport and with the Ulster Squash Code of Conduct and follow the procedures if they suspect or receive complaints of abuse of any sort.

Coaches should have a basic First Aid qualification.

Physical Contact

Squash is not a close contact sport and it is seldom necessary for coaches to make close contact with pupils. However, on the few occasions that it may be necessary such as to develop techniques or to prevent or treat an injury coaches should ensure that contact is intended to meet the child's needs and NOT the adult's. The adult should seek to explain the nature and reason for the physical contact to the child reinforcing the teaching or coaching skill.

Unless the situation is an emergency, the adult should ask the child for permission.

It is good practice for sport clubs, as part of an induction process or pack for new members, to explain to parents/carers and their child or give written guidance about any physical contact that will be required as part of that activity. Children should be encouraged to voice concerns they have if any physical contact makes them feel uncomfortable or threatened.

Contact should not involve touching genital areas, buttocks, breasts or any other part of the body that might cause a child distress or embarrassment. Physical contact should always take place in an open or public environment and not take place in secret or out of sight of others.

Ulster squash Guidelines on Disciplinary Procedures:

In the event of a complaint being received regarding an alleged breach of rules or “good practice” it may be necessary to hold a disciplinary hearing. The following points should be fully considered.

- If a club expects it's rules/code to be implemented then it is incumbent on the club to ensure that the rules/code is widely disseminated and understood.
- All members and levels alike should be expected to conform
- Alleged complaints should be received in writing and should be acknowledged within 5 days
- The disciplinary committee should consist at least of a representative of the Management Committee, the Children's/Designated Officer (if the case involves an under 18 year old) and ordinary registered members of the club.
- If the complaint involves abuse or criminality the designated officer must be informed and the necessary statutory notifications made. The disciplinary committee should not attempt to investigate abuse allegations.
- If abuse is not suspected then the disciplinary committee should review all inputs and furnish the individual with all the perceived facts prior to inviting the person to respond in his/her defence in writing or in person.
- Written records should be kept confidential.
- If established that a misconduct has occurred the committee should notify the member in writing, supported by reasons, what sanction is being imposed. If the individual is under 18 years of age correspondence should be addressed to the parent.
- The individual should be advised of their right to appeal and of any time limit imposed. Appeals should be in writing.
- The appeals committee should consult with the Children's Officer if a junior is involved.
- If any party is not satisfied with the outcome appeal may be made to Ulster Squash as the Governing Body.

Sanctions

Sanctions applied by any disciplinary hearing should be reasonable, fair and take into consideration all circumstances. Precedent should be considered but not necessarily automatically followed if circumstances indicate a different approach. All sanctions applied to staff, players or volunteers should be documented and filed.

Grievance procedure.

If any player, volunteer or member of staff has a grievance attempts should first be made to resolve the issue at club level. If no satisfaction can be achieved within a reasonable time then a written submission should be made to Ulster squash who will investigate and seek resolution

Ulster Squash Guidelines for Away-Days

A checklist is provided in the documentation section but as general guidance:

Risk assessment:

Every away trip should be subjected to a Risk Assessment at the start of the planning stage. This involves a systematic consideration of the hazards, evaluating the risks and a decision as to what controls should be put in place to minimise the risk of injury. Many of the controls that are necessary will be covered by the Away – day checklist in the Documentation section of this guide. Squash is not an inherently dangerous sport but, nevertheless, advance planning can minimise any risks involved. In the Documentation section of this guide a sample Risk Assessment has been completed which can be used as a format to which any additional comments may be added specific to the particular event. Each away day/trip should have an assessment duly signed and filed along with the trip documentation.

Transport:

- Ensure adequate insurance for carrying of passengers
- The driver should have the appropriate driving licence for the vehicle being used.
- Obey the rules of the road
- Ensure seat-belts are worn at all times and booster seats are used when required.
- Do not carry more than the permitted number of passengers.
- Drivers must never be alone with one child passenger and all children should be seated in the rear seats.
- Parents should be informed of travel arrangements including who is driving and approximate times
- The driver should have a contact number in case of breakdown.

General:

- Ensure adult child ratios are adequate. General guide is not less than 1:8 for under 12's and 1:10 for over 12's. Residential trips may need higher levels of supervision – seek advice if in doubt.
- There should be at least one adult of each gender with mixed parties.
- Avoid being alone with a child. If individual discussion is needed then do it in open setting.
- Respect changing room privacy. Supervise in pairs if necessary
- At the end of a session ensure that two or more adults remain at all times until the last child has gone.
- Adults should not normally share a room with a child. If an adult has to enter a child's room there should be more than one child present
- Alcohol, smoking and illegal substances must be forbidden to participants. Adults should act as a role model in this respect.
- Medical forms have been received and the information considered
- Children are advised on the safety/evacuation procedures at the proposed venue.

In the event of an injury or accident then parents should be notified as soon as possible and the incident fully documented.

Ulster Squash policy on Coaches/Selectors/Team Managers:

Ulster Squash recognises the key role coaches, selectors and team managers play in the lives of children in sport. Ulster Squash has adopted the principles in the Sports Council for Northern Ireland's "Code of Ethics and Good Practice for Children's Sport".

All Coaches/Selectors/Team Managers should have as their first priority the children's safety and enjoyment of the sport and should adhere to the guidelines and regulations set out in Code of Conduct.

Coaches must respect the rights, dignity and worth of every child and must treat everyone equally, regardless of sex, ethnic origin, religion or ability.

Ulster Squash will take all reasonable steps to ensure that people working with young people in squash are suitable and appropriately qualified. Assessment procedures are therefore necessary and these procedures apply to all persons, paid or unpaid, with substantial access to young people. Checking procedures will include checks using the DHSSPS Protection of Children (NI) Service*.

There must be a "sign-up" procedure, whereby the appointed coach/selector/team manager agrees to abide by the "Code of Ethics and Good Practice for Children's Sport" and to the policies in this document.

When travel/overnight travel is involved, the Coach/Selector/Manager/Volunteer travelling with children must sign a separate agreement. Parents will also be asked to sign consent forms in these instances. See sample Parent Consent form in documentation section

All adults taking responsibility for children in sport should undergo a recruitment process. Before recruitment, terms of reference should be drawn up and these should clearly state:

- a. The responsibilities of the role,
- b. The level of experience/qualifications required.
- c. Ulster Squash's commitment to the Code of Ethics and Good Practice for Children's Sport.

Potential coaches/selectors/team managers will be required complete an Application/Assessment form. – See samples attached.

The Squash Office maintains a list of coaches approved for training children. **Under NO circumstances should coaches who are not on this approved list be used by clubs for coaching children.**

References, qualifications and employment gaps should be investigated and verified

*Please note this service will be known as Access (NI) from late 2007

Ulster Squash Policy: Recruitment/Appointment: Volunteers/Sports Leaders. i.e. all adults involved in children's sport

Ulster Squash will take all reasonable steps to ensure that suitable people work with young players and checking procedures will be adopted for all persons with substantial access to young people.

It is recommended that recruitment procedures follow the guidance given in "The Code of Ethics and Good Practice for Children's Sport" and "Our Duty to Care" as follows:

- Define the role the individual is applying for (job specification).
- Person applying for any post of responsibility within the club to complete the relevant form (see sample application form).
- Obtain 2 references in writing.
- If the job is a "Regulated Position" then the applicant should be made aware of the detailed responsibilities of the role and, with the individual's signed permission request a Protection of Children (NI) Service check (proof of identity in the form of photographic ID should be expected from the applicant).
- Set a Probationary period (staff) / Trial period (volunteers) – normally 6 months.
- Interview the individual either formally or informally by two members.
 - Assess the individual's experience of working with children or young people and knowledge of child protection issues.
 - Assess their commitment to promoting good practice.
 - Assess their ability to communicate with children and young people (i.e. be approachable). One way of doing this is to consult young people or ask questions to examine how a person would respond to a particular scenario e.g. are they authoritarian or too relaxed in their approach.

Potential appointees should be given a copy of:

- a) Code of Ethics and Good Practice for Children's Sport.
- a) Safeguarding Children and Young People in Squash.
- Successful applicants must be given a contract of employment which, in addition to the basic content determined by employment law, will note that the appointment:
 - i) Is subject to a six month Probationary/Trial period
 - ii) Confirmation that the appointee will receive written confirmation of permanent employment after a satisfactory completion of the probation/trial period.
 - iii) Will receive performance appraisals not less than once a year.

After recruitment the new employee/volunteer should be given a formal induction training programme. As a minimum this should cover:

- Organisational Policies and resources
- The role in The Organisation
- Points of Contact and their reporting structure
- Emergency procedures and Health and Safety aspects
- Supervision and support
- The Ulster Squash Child Protection Policy and related documentation

On completion of the induction process the employee and the trainer should sign an acknowledgement slip for retention in the personal file.

Ulster Squash Policy – Away Trips & Travelling with Children

Away trips are an important part of the activities of Ulster Squash. They must be enjoyable and exciting but there are some basic precautions to be taken.

Itinerary Information

For every trip each parent should be given comprehensive details. Such details should include:

Venue, Times, travel arrangements and timing, accommodation arrangements, contact numbers of organisers and any other information relevant to the safety and security of the child. If accommodation arrangements are not available at the time of departure (eg host club arranging) then a procedure by which a parent can locate the whereabouts of the child must be identified. The name number of the host club Children's/Designated Officer should be included.

Where travel includes private cars see the requirements below.

Parent's Consent

The Parent of each child who is travelling should complete a Consent form – a sample is included in the Documentation Section. This form includes information regarding known Medical conditions. The form also includes an undertaking that the Child will conform to the Code of Behaviour

Accompanying Parents

If parents are attending the event as supporters and are representing the Club in any way they should be requested to complete a Parent's Declaration form. A sample is included in the Documentation section.

Young Players:

Young players must themselves sign an agreement to abide by the Code of Conduct. This is inclusive in the Parent/Guardian Consent Form.

Travelling with children

Guidelines/regulations for Coaches/selectors/managers/authorised volunteers.

Ulster Squash recognises the extra responsibilities taken on by coaches/selectors/managers and authorised volunteers when they travel with children to events. This responsibility is even more onerous when overnight stays are involved.

Cars used to transport players/teams:

The issue of transporting children has become very sensitive for sports leaders and parents. Ulster Squash could not operate without the goodwill of volunteers and parents ensuring that children are returned home or transported to events in a private car. However, the CPSU and guidance from the Sports Council for Northern Ireland encourages coaches not to take children on journeys alone in their car.

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

Though those who want to abuse children may find it more difficult to do so in a group setting, such as a leisure centre or sports pitch, they could use this time to gain the trust of not only the young person but also other adults. Developing credibility is an essential part of any abusers 'grooming process'. Not only grooming the child but also grooming other coaches or parents i.e. becoming the best volunteer.

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 identified in the "Guidance for Away-Day" section.

Residential Events :

At residential events the following rules should apply.

- Adults should not enter a player's room without first knocking
- All group socialisation should take place in communal areas (i.e. no boys in girls' rooms and vice versa).
- Alcoholic drink, smoking or other illegal substances are forbidden to players.
- The behaviour of the group should at all times be such that the good name of Ulster Squash is upheld
- There must be at least one authorised adult of each gender with a mixed party.
- Lights out times should be enforced.
- Young players should be under reasonable supervision at all times and should never be allowed to leave the accommodation or sports hall without prior permission.

Injury(ies):

Make a full record of the circumstances of the injury, the action taken and all other appropriate details. Submit the report on return home to the Children's/Designated Officer

Behavioural Problems:

Make a full record of the problem/action/outcome. Submit the report on return home to the Children's/Designated Officer

Coaches/Selectors/Managers/ Authorised Volunteers asked to travel with the group in a supervisory capacity must sign up for each trip – parents of children on the team should not be asked to accept group responsibilities.

Policy on the use of Photographic and Filming Equipment at Competitions & Practice Sessions

Amateur photographers/film/video operators wishing to record an event or practice session should seek accreditation with the event organiser or leader of the practice session.

During competitions or practice sessions, children must not be photographed or filmed without their permission and the express permission of one of their parents or person acting for the parent. A record should be kept of any permission granted.

Professional photographers/film/video operators wishing to record an event or practice session should seek accreditation with the event organiser by producing their professional identification for the details to be recorded. A record should be kept of accreditations.

This information should be published prominently in event programmes and should be announced over the public address system prior to the start of an event.

Recommended wording:

“In line with the recommendation in the Ulster Squash Code of Conduct, the promoters of this event request that any person wishing to engage in any video, zoom or close range photography should register their details with the organisers. On no account should children be photographed or filmed without their permission and the permission of their parents”.

Videoring as a coaching aid: Video equipment can be used as a legitimate coaching aid. However, permission should first be obtained from the player and the player's parent/carer.

Anyone concerned about any photography-taking place at events or training sessions can contact the organisers and ask them to deal with the matter.

The Parent/Guardian consent form contains provision for Parents to decline the use of photo's or video for training purposes for the use by Ulster Squash or the Club for occasional promotional material.

Documentation Summary and guidelines:

All Junior players and their Parents

All Junior players involved in club squash activities should have signed the general Parental/Guardian Consent (Form 1)

All existing Coaches, Managers and Volunteers:

- i) Club to provide a copy of the Safeguarding Children and Young persons in Squash.
- ii) Complete and sign the “Coach and Volunteers’ Declaration” – (Form 4)
- iii) Ulster Squash to administer POC (NI) Service checks if the position is a Regulated position and communicate the ‘decision’ to the applicant.

All new recruits to Coaching, Management and other volunteers

Deliver copy of Safeguarding Children and Young persons in squash to the applicant

- ii) Applicant to complete part 1 of “Sample Application Form” - (Form 2)
- iii) Club to take up references and checks as appropriate - (Form 3)
- iv) Club to make decision and communicate same to applicant.
- v) Applicant to complete and sign the “Coach and Volunteers’ Declaration” (Form 4)
- vi) Ulster Squash to administer POC (NI) Service checks if the position is a Regulated position and communicate the ‘decision’ to the applicant.`

Away-days and events

- i) Club to develop and publish detailed itinerary of event to include, location, contact numbers, travel arrangements, accommodation arrangements and other details as identified in the Safeguarding Children and Young persons in squash
- ii) Players’ parents to sign Parents consent Form - (Form 1)
- iii) Coaches, Managers and other volunteers to sign an “event specific” - (Form 4)
- iv) Risk Analysis to be completed and documented. – (Form 5)
- v) “Contract of behaviour” - where appropriate – (Form.6)

All event related forms to be forwarded before the event to the appropriate Squash Office for record retention.

Standard Parental/Guardians Consent Form

Anything written on this form will be held in confidence. Our coaches need to know these details in order to meet the specific needs of your child.

I give permission for my child to attend for training and playing sessions.

CHILD’S FULL NAME:

.....

ADDRESS:

.....

.....

.....

HOME TEL:

AGE:

MOBILE TEL:.....

DATE OF BIRTH: **MALE/FEMALE (Please circle)**

EMERGENCY TEL (1):

(2):

IF UNAVAILABLE CONTACT:

.....

TEL:

RELATIONSHIP TO CHILD:

.....

NAME AND TEL OF G.P.:

.....

CHILDS MEDICAL NUMBER:.....

**DETAILS OF ANY KNOWN ALLERGIES, CONDITIONS, MEDICATION
BEING TAKEN:**

.....

.....

.....

ANY OTHER SPECIAL NEEDS, REQUIREMENTS OR DIRECTIONS THAT WOULD BE HELPFUL FOR THE COACHES TO KNOW ABOUT. Does your child have any special Dietary requirements such as Diabetic, Gluten free, Food Allergies etc..

.....
.....
.....

I will inform the coaches of any important changes to my child’s health, medication or needs and also of any changes to our address or phone numbers given.

In the event of illness, having parental responsibility for the above named child, I give permission for medical treatment to 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.

I have been made aware that the Ulster Squash have developed a child protection policy & they are committed to ensuring the safety of my child 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

Ulster Squash is committed to ensuring that any information gathered in relation your child meets the specific responsibilities as set out in the Data Protection Act 1998. Ulster Squash/club officer will store the above information for 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.

I, and my child, have read and understand the Ulster Squash document “Safeguarding Children and Young persons in Squash” and agree to abide by the requirements.

Please tick this box if you do **NOT** give consent for your child’s photograph or videos to be used for training/coaching in promotional material for Ulster Squash.

Signature Child

Signature Parent/Guardian

Print Name

Date

Please return this form to the relevant Coach or Manager of your age group

* 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.

Information for parents/guardians, to be added to consent forms for a residential:

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 has a common law duty to act in the capacity of a reasonably prudent parent.

I have read the Code of Conduct and ensured my child is aware of their responsibilities. We agree that my child should abide by this whilst in the care of (Ulster Squash/club) and understand that a serious or continued breach of this code may result in my child being sent home early at my expense.

When did he/she last have an anti-tetanus injection? _____

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. Is your son allergic to any medication? If yes, please give details below.

If currently on any medication please list below and ensure that he has sufficient medication for the duration of the residential.

VOLUNTEER APPLICATION FORM FOR THOSE IN REGULATED POSITIONS

All information received in this form will be treated confidentially

Name:			
Maiden Name (if applicable)			
Address How long have you lived at this address			
All previous address(es) (continue overleaf if necessary)			
Have you ever lived outside N Ireland?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, please list all addresses outside N. Ireland:			
Place of Birth		Date of Birth	
Telephone No.		National Insurance No	
Are you?	<input type="checkbox"/> Employed	<input type="checkbox"/> Unemployed	<input type="checkbox"/> Student
	<input type="checkbox"/> Homemaker	<input type="checkbox"/> Retired	<input type="checkbox"/> Other

Previous work experience & relevant qualifications	
Have you previously been involved in voluntary work? If yes, please give details:	<input type="checkbox"/> Yes <input type="checkbox"/> No

How much time can you commit?		Mon	Tue	Wed	Thu	Fri	Sat	Sun
	Morning							
	Afternoon							
	Evening							

Do you have any spare time hobbies, interests or activities?	
---	--

Do you agree to abide by NAME OF SPORT Code of Conduct (copy included with this form)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you completed Child Protection Awareness Training?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, who was it organised by and when approximately	
Do you agree to undergo specific training on the role of the (<i>position being appointed</i>)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been asked to leave a sporting organisation in the past? <small>(if you have answered yes we will contact you in confidence)</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No

FOR OFFICIAL USE ONLY:	
Applicant Name:	
Date application received:	
Date of interview:	
Interviewed by:	1. 2.
References received and are satisfactory:	Yes <input type="checkbox"/> No <input type="checkbox"/>
DHSS&PS check completed & returned (if appropriate):	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments:	
Proof of applicants identification received:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Identification type:	
Recommendation (with reasons)	Approve <input type="checkbox"/> Not approved <input type="checkbox"/>

Signature

Date

DISCLOSURE OF CRIMINAL CONVICTIONS FOR THOSE WORKING IN NORTHERN IRELAND

Please read this information carefully.

Statement of non-discrimination

Ulster Squash is committed to equal opportunity for all applicants including those with criminal convictions. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the post. Any disclosure will be seen in the context of the job criteria, the nature of the offence and the responsibility for the care of existing clients\customers and employees.

For the purposes of your application for the post of:

it is our policy to ask for a check to be carried out by the Department of Health, Social Services & Personal Safety Protection of Children (NI) Service. The purpose of the check is to make sure that people are not appointed who might be a risk to vulnerable people.

The check will tell us whether you have a criminal record, or whether the DHSS&PS holds any other information about you, which might have a bearing on your suitability. Any information that we receive will be treated confidentially, and will be discussed with you before we make a final decision. After that decision is made the information will be destroyed.

Advice to Applicants

Please complete this form as accurately as possible and return it marked “**Confidential**” envelope provided. An arrangement will be made with you to discuss any clarification if required.

Thank you for your co-operation.

You **must** tell us now if you have a case pending or if you have ever been convicted of a criminal offence, or cautioned by the police, or bound over. You **must** include all offences, even minor matters such as motoring offences, and ‘spent’ conviction, that is, things which happened a long time ago. If you leave anything out it may affect your application. The disclosure of a criminal record or other information will not debar you from registration / appointment unless Ulster Squash considers that the conviction renders you unsuitable. In making this decision the Ulster Squash will consider the nature of the offence, how long ago it was committed and what age you were at the time and other factors which may be relevant.

Have you ever been convicted of a criminal offence or been the subject of a caution; a Bound Over Order; or are you at present the subject of criminal investigations?

Yes No

If so, please state below the nature, date(s) and sentence of the offence(s)

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

- The circumstances of the offence
 - A comment on the sentence received
 - Any relevant developments in your situation since then
 - Whether or not you feel the conviction has relevance to this post.
-
-

Please continue on a separate page if necessary.

Please note you are advised that under the provisions of the Rehabilitation of Offenders (Exceptions) Order (N.I.) 1979 as amended by the Rehabilitation of Offenders (Exceptions) (Amendment) Order (NI) 1987 you should declare all convictions including 'spent' convictions.

I understand that a Protection of Children (NI) Service check must be carried out before my application for registration/appointment can be confirmed. This has been explained to me and I am aware that spent convictions may be disclosed. I declare that the information I have given is accurate and I consent to the check being made. I am also aware that Ulster Squash as the umbrella organisation carrying out the check may, following discussion with myself, share the information returned with my club chairperson.

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

Signature

Print Name

Date

CONFIDENTIAL

The following person:

has expressed an interest in working for Ulster Squash.

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

1. How long have you know this person?

2. In what capacity?

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

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

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

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

YES

NO

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

Signed: _____ Date: _____

Print Name: _____

Position: _____

Organisation: _____

COACH AND VOLUNTEERS' DECLARATION

I understand the nature of my role and responsibilities at

“Name of Club”

I have read and I understand the Ulster squash document “Safeguarding Children and Young persons in Squash” and I accept my responsibility to care for the children and young people with whom I come into contact.

Name: _____

Signature: _____

Date: _____

Sample Event Risk Analysis for : Form 5
 Date:.....

Hazard	Location	Risk	Controls
Road Traffic accident Name Signature.....	Journey and location	Low/Med	Conformance with legal motor vehicle and licence requirements Driving time control, Seat belts, Specific local pedestrian hazard advice at venue Booster seat when required
On-Court injury	At venue	Low	Competent referees. Court inspection for faults prior to play
Off-Court injury. (Slips, trips, falls)	At Venue	Low	Code of behaviour. Supervision. Emergency procedure familiarisation Pre-event visit & assessment
Off-Court injury. (Slips, trips, falls)	At accommodation	Low	Code of behaviour. Supervision. Emergency procedure familiarisation Pre-event visit & assessment
Lost child / Abduction	All	Low	Regular head-counts. Child given specific instructions and contact numbers in the event of getting lost Supervision and observation.
Medical emergency relating to pre-existing conditions	All	Low	Medication supplied by parents but self-administered. Information provided by parents for use by practitioners.

“Contract of Behaviour” – away events.

I am aware that I am an ambassador for my family, my sport and Ulster Squash and I take full responsibility for my actions. I have read this agreement with my parent/guardian, I understand the guidelines set out below and I agree to comply with the following agreement:

I agree that I will not:

1. possess or consume alcohol or illegal or performance enhancing drugs
2. smoke
3. engage in sexual activity
4. use foul language
5. tolerate or be involved in discrimination of any kind, which includes bullying
6. leave the campus during the event unless agreed by the responsible person
7. enter any accommodation block other than your own
8. engage in criminal activity
9. display behaviour other than that of a high standard as per Ulster Squash

I agree that I will

1. Play the games according to the rules of fair play
2. Treat other players and officials and volunteers with respect

Breach of Conduct

Breaches of the Code of Conduct above shall be dealt with in the following manner:

1. by the Team Manager/Coach/Responsible Person
2. by the management committee – depending upon seriousness of breach
3. by Disciplinary Panel,

NAME of Participant.....please print

Child/Young persons

Signature.....

Parents Signature.....

Date

Away- days basic checklist

Advance arrangements

Complete and review a Risk Analysis for the event and sign-off.
Establish address/contact numbers for event organiser.
Establish identity and contact details of Children's officer
Consider documentation requirements
The Children's Officer has cleared all coaches/managers before their appointment.
Where appropriate obtain an EHIC European Health Insurance Card (replacement for E111) form completed www.dh.gov.uk/PolicyAndGuidance/HealthAdviceForTravellers/fs/en
Trip leader should appoint a second in command (to cover time out and/or sickness) and who should be familiar in detail with all of the arrangements and contact numbers.
Adequate Leader/Junior ratio bearing in mind the male/female mix.
Any special clothing needs have been identified
Plan accommodation layout and allocations.
Medication requirements have been established.
Volunteers have been fully briefed on their responsibilities and this Code of Ethics
Volunteer/child ratio is acceptable
Insurance is in order
Identify "First-Aid" qualified personnel in the party.

Transport arrangements

Vehicle Insurance needs are in order.
Organisation of children/drivers is in accordance with the Code.
Establish contingency arrangements for use in the event of accident or breakdown.

Accommodation arrangements

Comply with the requirements of the Code of Conduct.
Hosts are aware of responsibilities under the Code of Conduct.
Hosts have been given emergency contact numbers of event organisers.
If sharing of accommodation is likely to be necessary Juniors should be made aware of the fact in advance and if possible, advised with whom.

Communication arrangements

Trip leader has listing of all home contact numbers.
Trip leader has a listing of all billets/accommodation arrangements.
Trip leader has a listing of all accommodation contact numbers.
Trip leader has copy of all transport arrangements and mobile contact numbers.
Trip leader is aware of any special dietary/medication needs/risks.
Juniors are aware of what to do and who to contact in an emergency or in case of difficulty.
Juniors are aware of who the responsible Children/Designated Officer is at the event and how they can contact him/her.
Juniors are aware of exact drop-off and collection points.
Juniors are aware of second in command.
Where appropriate, juniors have a map of the area, foreign currency and have been given the dialling codes to 'phone home.
Parent has been given a detailed itinerary including tournament organiser contact numbers, details of venue and, where possible, advance details of accommodation and travel arrangements.

On-Site arrangements

Verify First Aid arrangements
Verify Local emergency telephone numbers
Familiarise children with emergency evacuation procedures

Documentation arrangements

Child has signed a “Parental Consent Form and residential supplement if necessary	Form 1
Parent has signed a “Parental Consent Form and residential supplement if necessary	Form 1
Travelling/supporting parents/volunteers/coaches	Form 4
Risk Assessment	Form 5
“Contract of Behaviour” – where appropriate.	Form 6

“These child protection policy and procedure materials were drawn up specifically for Ulster Squash with the assistance and advice of the NSPCC and conform to current child protection legislation and guidance. The NSPCC cannot accept responsibility for the implementation and application of the procedures by Ulster Squash”