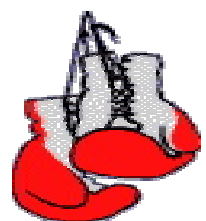


ULSTER PROVINCIAL BOXING COUNCIL

IRISH AMATEUR BOXING ASSOCIATION

SAFEGUARDING YOUNG PEOPLE IN BOXING POLICY



INTRODUCTION

This document contains the policy of the Ulster Provincial Boxing Council (UPBC) of the Irish Amateur Boxing Association (IABA) in relation to Safeguarding Young People in Boxing. Together with the accompanying appendices it is offered as a template to be adopted and used by clubs.

The guidelines in this document are based on the guidelines outlined in the following documents Code of Ethics and Good Practice for Children's Sport, Irish Sports Council and Sport NI, 2000, (COE reviewed in 2006).

Article 30 of the UN Convention on Rights of the Child which recognizes the 'right to Participation in cultural life, recreation, leisure and sport'.

For Republic of Ireland the UPBC and Clubs should reference;

- Children First: National Guidelines for the Protection and Welfare of Children, Dept. of Health & Children 2009
- Our Duty to Care, Dept. of Health & Children 2002
- Criminal Law (sexual offences) Act 2006
- The Protection for Persons Reporting Child Abuse Act 1998

For Northern Ireland the UPBC and Clubs should reference;

- Children (NI) Order, 1995
- Co-operating to Safeguard Children, 2003
- Area Child Protection Committee Regional Policy and Procedures, 2005
- Our Duty to Care, DHSSPS 2007
- Getting It Right, DHSSPS 2009
- Safeguarding Vulnerable Groups (NI) Order 2007
- Sexual Offences (NI) Order 2008
- Criminal Law (NI) Act 1967

Safeguarding or Child Protection -The term child protection has been extended to safeguarding as it reflects the wider responsibility for health safety and prevention as well as just protection from abuse. It may be defined as: **Doing everything possible to minimise the risk of harm to children and young people.** Safeguarding is about being proactive and putting measures in place in advance of any contact with children to ensure that children are going to be kept safe. This could include:

- ensuring staff/volunteers are properly checked when they are recruited
- guidelines for people who come into contact with children as part of their role to ensure they know what they need to do to keep children safe
- guidelines for planning an event or activity with children and putting measures in place to minimize the risk of safeguarding issues occurring.

Date of Issue August 2010

Date to be reviewed 3 years after formally agreed by executive

<u>Table of Contents</u>		
Glossary of Terms		4
Policy Statement		5
Code of Conduct		5
Child Welfare and Reporting Procedures		6
• Recognition		7
• Grounds for Concerns		7
• Response to a Child Disclosing Abuse		7
• Reporting Suspected or Disclosed Child Abuse		8
• Allegations against Sports Leaders		9
• Confidentiality		9
• Anonymous Complaints		10
• Rumours		10
Good Practice Policy Guidance		
• Complaints, Disciplinary and Appeals Procedures		10
• Recruitment and Selection Policy for Coaches / Volunteers		11
• Anti-Bullying Policy Statement		12
• Transport		13
• Supervision		13
• Overnight stays, Away trips		13
• Safety		14
• Physical contact		14
• Use of photographic and filming equipment		14
<u>Appendices</u>	All available on web site www.ulsterboxing.com	17
Appendix 1	a) Code of Conduct for Young People	18
	b) Guidelines for Parents/ Guardians	20
	c) Code of Conduct for Coaches	22
Appendix 2	Reporting Forms	
	a) For Northern Ireland	26
	b) For Republic of Ireland	28
Appendix 3	Recruitment Application Form	31
Appendix 4	Reference Form	35
Appendix 5	Anti-bullying guidelines	36
Appendix 6	Guidelines on Transport	39
Appendix 7	Attendance Register	41
Appendix 8	Accident report Form	42
Appendix 9	Parental Consent Form	44
Appendix 10	Summary Register	46
Appendix 11	Children's Officer	47
Appendix 12	Useful Contacts	49

Glossary of Terms

Children & Young People

A child or young person is defined by the law in both jurisdictions as a person under the age of 18 years. For the purposes of this document the term children & young people applies to all under the age of 18.

Parent/guardian

For the purposes of this document when referring to parent/guardian the term is used to include parents, legal guardians, and/or carers.

Child 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, 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 recognized 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).

Age of consent

The Sexual Offences (NI) Order 2008 became operational on 2 February 2009. This legislation effectively brought Northern Ireland into line with the rest of the UK in terms of the law relating to when young people are deemed to be able to consent to sexual activity. Specifically, the age of consent has been reduced from 17 years old to 16 years old. It has also introduced new offences of sexual abuse against children under the age of 13.

In the Republic of Ireland under the Criminal Law (Sexual offences) Act 2006 the age of consent is 17 years.

Statutory Authorities

The authorities who promote the protection and welfare of young people and vulnerable adults, who have the responsibility for the investigation and/or validation of suspected child abuse, are in the ROI An Garda Síochána and the Health Services Executive (HSE), and in NI the Police Service of Northern Ireland (PSNI) and the Health and Social Care Trust (HSCT).

Code of Ethics and Good Practice for Children's Sport

This has been developed by Sport NI and the Irish Sports Council to promote the core values in Sport for Young People

The work of the Ulster Provincial Boxing Council (UPBC) is based on the principles outlined in the Code of Ethics that will guide the development of sport for young people. Young People's experience of sport should be guided by what is best for the young person. The stages of development and the ability of the young person should guide the types of training provided within the club. Adults will need to have a basic understanding of the needs of young people, including physical, emotional and personal.

Policy Statement

The Ulster Provincial Boxing Council (UPBC) is fully committed to safeguarding the well-being of its members. Every individual in the Ulster Provincial Boxing Council (UPBC) should at all times, show respect and understanding for members rights, safety and welfare and conduct themselves in a way that reflects the principles of the organization and the guidelines contained in the *Code of Ethics and Good Practice for Children's Sport*.

The above statement was adopted into the UPBC's Constitution in October 2002

In the UPBC our first priority is the welfare of the young people and we are committed to providing an environment which will allow participants to perform to the best of their ability, free from bullying and intimidation.

A more detailed policy statement may be drawn up for a particular club.

The policy statement will guide all other rules and regulations for boxing for young people within the UPBC. The following pages provide details of the UPBC's codes of conduct, rules for travelling away, supervision of young people, recruitment and selection and reporting procedures for child welfare and protection. The pages overleaf can be modified to suit the specific needs of each club but should reflect the principles outlined by the UPBC and should be approved by the club management executive.

Code of Conduct (See appendix 1 for more detail)

In the UPBC we want children to have fun and develop skills in a safe and **Fair Play** environment where standards of behaviour are just as important as winning.

We recognize that competition and winning are important goals, but winning at all costs does not meet the needs of young Boxers

The UPBC is aware that an increasing number of children leave the sport. A number of the most common reasons given are; that sport was no longer fun, they did not get to compete and there was an overemphasis on winning.

Therefore we have to make every effort to ensure that we keep a balanced approach to competition, make sure all boxers get a chance to compete and strive to keep the fun in amateur boxing.

Best Practice-Coaches

In keeping children and young people at the forefront of planning and practice, our coaches can be confident that participants will enjoy their amateur boxing experiences and that their actions are regarded as safe and in keeping with the principle that the safety and welfare of children is of paramount consideration.

Our Coaches are given a position of trust by parents/guardians and boxers, and are expected to operate to the highest standards of behaviour while in the company of underage boxers (under 18years). Our coaches are also expected not to engage in any activity that could reasonably be viewed as bringing the club or amateur boxing in general into disrepute.

It is important also for our coaches to note that in adhering to these guidelines ensures not only a safe environment for children but also a safe environment in which coaches and volunteers can operate.

Most coaches work in an environment where it is recognized that, in a sporting context, certain types of coaching require a 'hands on approach', i.e. it may be necessary to support a participant in order to physically demonstrate a particular technique. This should only occur when necessary and in an open and appropriate way with the knowledge, permission and full understanding of the participant concerned and his/her parents/guardians.

Coaches must realize that certain situations or friendly actions could be misinterpreted, not only by the boxer, but by outsiders motivated by jealousy, dislike or mistrust and could lead to allegations of misconduct or impropriety. Therefore coaches should be aware of, and avoid situations conducive to risk.

Where possible, our coaches/volunteers should avoid:

- spending excessive amounts of time with children away from others;
- taking sessions alone;
- taking children to their homes;
- taking children on journeys alone in their car;

Our Coaches/Volunteers should never:

- exert undue influence over a participant in order to obtain personal benefit or reward;
- share a room with a young person alone on away trips;
- engage in rough physical games, sexually provocative games or allow or engage in inappropriate touching of any kind, and/or make sexually suggestive comments about or to a child;
- use any form of corporal punishment or physical force on a young person;
- take measurements or engage in certain types of fitness testing without the presence of another adult and permission from their Committee;
- Undertake any form of therapy (hypnosis etc.) in the training of young people.

Child Welfare and Reporting Procedures

UPBC accepts that organizations, which include young people among its members, are vulnerable to the occurrence of any form of child abuse. Below are the procedures for dealing with any safeguarding or protection issue that may arise. Safeguarding and the protection of young people is the concern of all adults at all times, irrespective of their role within the organization.

If there are grounds for concern (see examples below), about the safety or welfare of a young person you should react to the concern. Persons unsure about whether or not certain behaviours are abusive and therefore reportable, should contact the duty social worker in the local health service executive or health and social care trust where they

will receive advice. Grounds for concern include a specific indication from a child, a statement from a person who witnessed abuse, poor practice or an illness, injury or behaviour consistent with abuse.

A report may be made by any member in the club but should be passed on to the Club Children's Officer who may in turn have to pass the concern to the local Statutory Authorities. If the issue relates to the behaviour of an UPBC member/coach then the UPBC Children's Officer should be informed to enable them to consider any management issue to ensure the safety of other children. It is not the responsibility of anyone working within the UPBC, in a paid or voluntary capacity, or those working in affiliated clubs, to take responsibility or decide whether or not child abuse is taking place. That is the job of the local statutory authorities. However, there is a responsibility to protect children by assisting the appropriate agencies so that they can then make enquiries and take any necessary action to protect the young person.

Everyone should follow both procedures outlined below, firstly the procedure for responding to a child in distress and secondly the procedure for reporting the concern.

Recognition

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

Category Indicators

ABUSE	Physical	Behavioural
Physical	Unexplained bruising in soft tissue areas Bites, burns and scalds	Becoming withdrawn or aggressive Reluctance to change clothing
Emotional	Drop in performance Crying	Regressive behaviour Excessive clinginess
Neglect	Weight loss Untreated fractures	Changes in attendance Reluctance to go home
Sexual	Torn or bloodstained clothing Inappropriate sexual awareness behaviour or language	Distrustful of adults Sudden drop in performance

The above is only a sample list and is not exhaustive

Grounds for Concern

Consider the possibility of child abuse if there are reasonable grounds for concern. Reasonable grounds for concern (Children First, ACPC Regional Policy and Procedure) exist when there is;

- a specific indication from a child that she/he has been abused
- an account by a person who saw the child being abused
- evidence, such as an injury or behaviour which is consistent with abuse and unlikely to have been caused in another way
- an injury or behaviour which is consistent both with abuse and with an innocent explanation but where there are corroborative indicators supporting the concern that it may be a case of abuse. An example of this would be a pattern of injuries, an implausible explanation, other indications of abuse, dysfunctional behaviour;
- consistent indication, over a period of time, that a child is suffering from emotional or physical neglect

Response to a Child Disclosing Abuse

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

- deal with any allegation of abuse in a sensitive and competent way through listening to and facilitating the child to tell about the problem, rather than interviewing the child about details of what happened
- stay calm and not show any extreme reaction to what the child is saying. Listen compassionately, and take what the child is saying seriously
- understand that the child has decided to tell something very important and has taken a risk to do so. The experience of telling should be as positive as possible so that the child may be less concerned if talking to those involved in any further investigation
- be honest with the child and tell them that it is not possible that keep information a secret

- (e) make no judgmental statements against the person whom the allegation is made
- (f) not question the child unless the nature of what she/he is saying is unclear. Leading questions should be avoided. Open, non-specific questions should be used such as "Can you explain to me what you mean by that"
- (g) check out the concerns with the parents/guardians before making a report unless doing so would endanger the child or compromise any further investigation
- (h) give the child some indication of what would happen next, such as informing parents/guardians, health service executive or health and social care trusts. It should be kept in mind that the child may have been threatened and may feel vulnerable at this stage.
- (i) carefully record the details (**see appendix 2**)
- (j) pass on this information to the Club Children's Officer
- (k) reassure the child that they have done the right thing in telling you

Reporting Suspected or Disclosed Child Abuse

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

- (a) observe and note dates, times, locations and contexts in which the incident occurred or suspicion was aroused, together with any other relevant information
- (b) report the matter as soon as possible to the Club Children's Officer with responsibility for reporting abuse. If the Club Children's Officer has reasonable grounds for believing that the child has been abused or is at risk of abuse, she/he will make a report to the HSE/HSCT who have statutory responsibility to investigate and assess suspected or actual child abuse
- (c) in cases of emergency, where a child appears to be at immediate and serious risk and the Club Children's Officer is unable to contact a duty social worker, the police authorities should be contacted. Under no circumstances should a child be left in a dangerous situation pending intervention by the Statutory Authorities
- (d) if the Club Children's Officer is unsure whether reasonable grounds for concern exist she/he can informally consult with the local statutory agencies, (clubs should ensure they have out of hours contact numbers for their local area). She/he will be advised whether or not the matter requires a formal report.

A Club Children's Officer reporting suspected or actual child abuse to the Statutory Authorities will first inform the family of their intention to make such a report, unless doing so would endanger the child or undermine any further investigation

In the Republic of Ireland The Protection for Persons Reporting Child Abuse Act, 1998 provides immunity from civil liability to persons who report child abuse 'reasonably and in good faith' to the Health Service Executive or the Gardai. The act also covers the offence of 'false reporting'. The main provisions of the Act are:

1. The provision of immunity from civil liability to any person who reports child abuse "reasonably and in good faith" to designated officers of Health Service Executive or any member of An Garda Síochána;
2. The provision of significant protections for employees who report child abuse. These protections cover all employees and all forms of discrimination up to and including, dismissal;
3. The creation of a new offence of false reporting of child abuse where a person makes a report of child abuse to the appropriate authorities "knowing that statement to be false". This is a new criminal offence designed to protect innocent persons from malicious reports.

This law does not exist in Northern Ireland, but an individual who reports concerns in 'good faith' is not deliberately attempting to slander another person's name. In Northern Ireland there is legislation, the Criminal Law Act (NI) 1967 which places the responsibility on everyone to report offences or to forward information to the police by emphasizing the, *'duty of every other person, who knows or believes, (a) that the offence or some other arrest able offences has been committed: and (b) that he has information which is likely to secure, or to be material assistance in securing, the apprehension, prosecution or conviction of any person for that offence'*

Allegations Against Sports Leaders

The UPBC has agreed procedures to be followed in cases of alleged child abuse against its leaders. If such an allegation is made against a leader working within the club, two procedures should be followed:

- The reporting procedure in respect of suspected child abuse (reported by the club children's officer, see previous page)
- The procedure for dealing with the leader (carried out by the club Chair or senior officer, or a person not already involved with the child protection concern)

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

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

The reporting procedure

If the club children's officer has reasonable grounds for concern, the matter should be reported to the statutory agencies, following the standard reporting pro-forma (**see appendix 2**)

The Sports Leader

While the club children's officer makes the report to the local statutory authorities, the Chair of the club should deal with the leader in question.

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

The UPBC children's officer should be informed by the club children's officer that the leader has been asked to stand aside.

The UPBC will consider disciplinary action against the leader but should ensure that this does not interfere with the investigation of the statutory authorities. It is important that the UPBC consider the outcome of the investigation and any implications it might have. **The fact that the alleged abuser has not been prosecuted or been found guilty does not automatically mean that they are appropriate to work with young people in the future.**

To support the club children officer in dealing with sensitive matters that they feel uncomfortable with, as they may know both parties so well, the UPBC have appointed a children's officer who will take on the responsibility of liaising with the statutory authorities if the person at club level feels unable to do so.

Confidentiality

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

The following points should be kept in mind:

- A guarantee of confidentiality or undertakings regarding secrecy cannot be given, as the welfare of the child will supersede all other considerations
- All information should be treated in a careful and sensitive manner and should be discussed only with those who need to know
- Information should be conveyed to the parents / guardians of the child in a sensitive way

- Giving information to others on a 'need to know' basis for the protection of a child is not a breach of confidentiality
- All persons involved in a child protection process (the child, his/her parents/guardians, the alleged offender, his/her family, coach/leaders) should be afforded appropriate respect, fairness, support and confidentiality at all stages of the procedure.
- Information should be stored in a secure place, with limited access only to designated people.
- The requirements of the Data Protection laws should be adhered to.
- Breach of confidentiality is a serious manner.

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 officer. The information should be responded to and handled in a confidential manner.

Rumours

Rumours should **not** be allowed to hang in the air. Any rumours relating to inappropriate behaviour should be brought to the attention of the children's officer and clarified without delay.

Good Practice Policy Guidance

Disciplinary, Complaints and Appeals Procedure

This procedure covers all matters other than suspected child abuse, which has to be referred to the Statutory Authorities.

Advice to Clubs

While many concerns can be dealt with in an informal manner to the satisfaction of all concerned, it is advisable that detailed records are maintained in respect of all complaints and that all parties are advised of the formal complaints and appeals procedure. All reasonable efforts to resolve matters should be exhausted at local club level before accessing the appeals procedure.

Step One

Any person who has a complaint or concern should bring it to the attention of the club secretary under the relevant rules of the UPBC, unless the concern/ complaint is in relation to a safeguarding issue, then they should contact the club children's officer.

The complaint or concern should be in writing and should outline all relevant details and other parties involved in line with procedure.

Step Two

The complaint or concern should then be brought to the attention of the appropriate person in line with club rules who will convene the disciplinary committee/panel (best practice would advise that this committee/panel would consist of three members) **unless the complaint or concern relates to a child abuse matter or criminal offence that meets criteria for formal reporting to the statutory authorities.**

Where there are potential contentious issues that cannot be resolved at club level, due consideration should be given to ensure the independence of the disciplinary committee/panel. Therefore, it may be advisable at this stage to refer to Provincial disciplinary panel as lack of independence is often cited as a ground for appeal.

(The Chairperson of the Club should not sit on the Disciplinary Committee)

Step Three

The disciplinary committee/panel should furnish any participant with details of the complaint being made against them and afford them the opportunity of providing a response either verbally or in writing. In the event of a complaint against a child, the parents/guardians should be informed and advised of the process.

Step Four

The disciplinary committee/panel should then hear the case of all parties involved and decide if a rule or regulation has been infringed.

Step Five

The disciplinary committee/panel should then inform in writing those involved of their decision and any sanctions if any that are to be imposed. This notification should be in writing, setting out the reasons for the sanction. Written notification should be forwarded to parents if the proceedings involve a participant under eighteen years of age)

Step Six

Any party unhappy with the findings of the disciplinary committee/panel can appeal the decision in writing to their respective superior body as per rules, outlining the reasons for their appeal.

Step Seven

The appeal body should then rehear the case and all evidence should be considered. The appeals body should have the power to uphold or reject the appeal or to vary, alter or set aside any sanction imposed by the disciplinary committee/panel.

Written confidential records in relation to disciplinary proceedings should be safely and confidentially kept on file (procedures should clearly define the possession of such records in the event of election of new officers)

Recruitment and Selection Policy

The UPBC will take all reasonable steps to ensure that leaders are appropriately qualified and suitable to work with young people. These procedures apply to all persons with substantial access to young people, whether paid or unpaid.

- The responsibilities of the role and the level of experience/qualifications required should be drawn up and clearly stated beforehand.
- Applicants should complete an application form which should include a self-declaration section (**see appendix 3**)
- Formal vetting procedures will be used by the UPBC and available to clubs in both Northern Ireland and the Republic of Ireland.
- References for club coaches should be verified by the club (**see appendix 4**).
- A probationary period is advisable and should be established through an informal interview/meeting, which can be used to assess the leader's commitment and interest to the club.
- Every effort should be made to manage and support appointed Leaders, including awareness of the code of conduct. Adequate supervision should be provided; a leader should not have to work alone.
- A decision to appoint a coach/ volunteer to represent the UPBC is the responsibility of the UPBC executive and not of any one individual within it. At club level the club committee should ratify all recommendations for appointment.
- When storing information in relation to applicant's personal information it should be treated as sensitive and confidential. It should be kept in a secure place that is only accessible to nominated officers.

The UPBC will take all reasonable steps to ensure that coaches, officials and volunteers are suitable to work with children and young people.

All coaches, managers and volunteers representing the UPBC are required to complete an application/self declaration form **appendix 3**, giving the names of two referees who will then be contacted. Written references (**see appendix 4**) will then be verified and kept on file. (Appropriate confidentiality will be maintained in regard to all application and

reference forms.)

All coaches/volunteers working with young people will be subject to Garda Vetting or Access NI check, depending on the jurisdiction they are working in. In NI all new coaches/volunteers working in “regulated activity” will be compliant with the requirements of the Vetting and Barring scheme.

All UPBC appointments are subject to approval and ratification by the committee of the UPBC. Just as club appointments should be ratified by the club committee rather than an individual.

All coaches, officials and volunteers will be subject to a sign up procedure in which they undertake to abide by the UPBC rules and codes of conduct and good practice.

Once recruited, UPBC will make all efforts to support and manage coaches, officials and volunteers ensuring that no person is expected to work alone.

The UPBC would advise all clubs to adhere to the above guidance when recruiting coaches/volunteers and the UPBC will administer Access NI checks along with ensuring the applicant is compliant with the requirements of the Vetting and Barring scheme for those in Northern Ireland. The UPBC will liaise with the IABA in relation to the Garda Central Vetting Unit checks.

Coach, Official, Volunteer Education & Support Policy

The Committee of the UPBC are indebted to our coaches, officials and volunteers who give freely of their valuable time in providing a stimulating, challenging, supportive and fun boxing experience to children and young people in the Club.

The Committee will endeavour to support these coaches, officials and volunteers in their work by providing an environment where all activities are carried out in a safe, fun manner at all times conducted in the spirit of “Fair Play”.

The UPBC will make all efforts to assist all new volunteers, officials, coaches in whatever way they can.

The UPBC will provide a copy of this policy to all new representative volunteers/coaches which will familiarise them with UPBC rules, policies and procedures and expected codes of conduct for children, coaches and parents. The clubs should ensure that all coaches/volunteers and members are made aware of these guidelines when joining the club.

The UPBC Committee recognise the value of having appropriately qualified personnel in the sport, and therefore will endeavour to support all of our coaches in the coach education process.

At no time should any coach, official, volunteer be expected to work or deal with any problem alone and they will be assured of Committee assistance and support at all times. Also, coaches, officials and volunteers are encouraged to share ideas, expertise and support other club personnel in any way they can.

Anti- Bullying Policy Statement

Coaches should challenge bullying in any form i.e. physical or emotional. Physical bullying can take the form of attacks, such as hitting, kicking, taking or damaging belongings. Emotional bullying may be a verbal assault, including name-calling, insults, repeat teasing, sectarian/ racist assaults, or it may take more indirect forms, such as spreading malicious gossip, rumours or excluding someone from a social group. Bullying is not an accepted behaviour towards anyone in boxing be they child, coach, volunteer or parent. Anyone found to be bullying others will be dealt with seriously both in regards to the behaviour exhibited and the reasons for the behaviour. (For more details see Anti-Bullying policy **appendix 5** or go to website: www.ulsterboxing.com)

Transport

There is extra responsibility on leaders when they transport young people to events. Adults should:

- Ensure that there is adequate insurance cover on their car, they follow the rules of the road, including legal use of seat belts and booster seats if required
- Not carry more than the permitted number of passengers
- Avoid being alone with one participant, put passenger in the back seat, have central drop off locations or seek parental permission to transport an individual participant on a regular basis and clearly state times of pick- up and drop off. Parents should check with young people about the plans and be happy with the transport arrangements

For further guidelines see **appendix 6** or for further details go to website: www.ulsterboxing.com

Supervision

- Make sure there is an adequate adult: child ratio. Leaders should try to have more than one adult present. The number of adults needed, will depend on the nature of the activity, the age of the participants and any special needs of the group. As a guide a ratio of 1:8 for under 12 years of age and 1:10 for participants over 12 years of age. This is only a guide and will change depending on the circumstances, e.g. boxers with special needs or away trips.
- Where there are mixed groups there should be leaders of both genders.
- Avoid being alone with one participant, if you need to talk separately do so in an open environment, in view of others.
- Leaders should not need to enter the changing rooms unless children are very young or need special assistance: where it is required supervision should be in pairs of appropriate gender.
- Clearly state time for start and end of training sessions or competitions, leaders should not be left alone with young people at the end of sessions. If there are late collections leaders should remain in pairs until participants have left. Address the issue of late collections with parents.
- Keep attendance records (**appendix 7**) and record any accidents/ injuries (**appendix 8**) that arise.
- Allow parents to stay to support the club activities but not to take on any technical roles without appropriate training. Parents must agree to sign the parent's code of conduct (**appendix 1**).

Overnight & Away trips

- Separate permission forms should be signed by parents and participants, containing emergency contact number
- Young participants should sign a behaviour agreement
- Appoint a group leader who will make a report to the club or UPBC on returning home
- Holding meetings with parents and participants is useful to communicate travel times, competition details, other activities, gear requirements, medical requirements, special dietary needs and any other necessary details
- Rooming arrangements should be planned in advance – adults should not share rooms with children, children share rooms with those of same age and gender and adults should knock before entering rooms
- All group socialization should take place in communal areas (i.e. no boys in girls' rooms and vice versa).
- Alcoholic drink or illegal substances are forbidden to boxers. Leaders should act as role models in this respect
- There must be at least one adult of each gender with a mixed party, there should be a good adult – child ratio, 1:5/6, and proper access to medical personnel, (minimum of two adults is recommended for all away/ overnight trips).
- Lights out times should be enforced.
- Young boxers should be under reasonable supervision at all times and should never leave the venue or go anywhere unsupervised without prior permission.

Safety

All clubs should consider safety issues, including specific and potential risks attached to our sport. They should also have procedures in place for safeguarding against such risks. In addition clubs should:

- Ensure activities are suitable for age and stage of development of participants.
- Request permission to participate and a record of any specific medical conditions of the participants from their parents (Parental Consent form **appendix 9**).
- Keep a record of emergency contact numbers for parents / guardians (**appendix 10** summary register).
- Ensure any necessary protective gear is used.
- Ensure First Aid kit is close at hand with access to qualified first-aider.
- Know the contact numbers of emergency services.
- Keep first aid kit stocked up.
- Ensure easy access to medical personnel if needed and have an emergency plan.
- If an incident/ accident occurs, make a brief record of the incident/accident and action taken. Make a brief record of the problem/action/outcome. Contact the participants parents and keep them informed of all details.
- Officials should ensure the maintenance of appropriate conduct during the tournament or training.
- Participants should know and keep the rules of boxing, keeping in mind that many rules are there for safety.
- Leaders should hold appropriate qualifications required by the UPBC.
- Ensure there is adequate insurance cover for all activities.
- Ensure parents / guardians are aware of the finishing time of sessions or events.

Physical Contact

Physical contact during boxing should always be intended to meet the child's needs, NOT the adult's. The adult will probably use appropriate contact when the aim is to assist in development of the skill or activity or for safety reasons, e.g. to prevent or treat an injury. This should be in an open environment with the permission and understanding of the participant. In general

- Contact should be determined by the age and developmental stage of the participant - Don't do something that a child can do for themselves
- Never engage in inappropriate touching such as touching of groin, genital areas, buttocks, breasts or any other part of the body that might cause a child distress or embarrassment

For further guidelines see Child Protection in Sport briefing on www.thecpsu.org.uk or contact the UPBC for a hard copy of guidance on physical contact.

Use of Photographic and Filming Equipment

Parents/carers want to be able to celebrate the achievements of their children when taking part in boxing activities through photographs and clubs will also want to promote their activities to encourage increased participation. The UPBC does not advocate the banning of photography, but recommends that it is subject to appropriate and proportionate safeguards being in place to ensure a safe sporting environment for children and young people. These guidelines are to help ensure that all necessary steps are taken to protect children and young people from the inappropriate use of their images in resources and media publications, on the internet and elsewhere. Each club should adopt a policy in relation to the use of images of boxers on their websites and other publications, as there have been concerns about the risks posed directly and indirectly to children and young people. Remember having photographic and filming guidelines is not about preventing parents from taking pictures, it is to ensure that only those who have a right to take photographs do so. Anyone concerned about photography taking place at events or training sessions can contact the children's officer and ask them to deal with the matter.

The UPBC has adopted a policy in relation to the use of images of boxers on their websites and in other publications and would recommend that clubs do likewise. This reduces the risk of inappropriate, unsolicited attention from people within and outside the sport.

General Advice to be considered in the use of photography:

- If the boxer is named, avoid using his/her photograph.
- If a photograph is used, avoid naming the boxer.
- Ask for the boxers permission to use their image. This ensures that they are aware of the way the image is to be used to represent the sport. A boxers permission form is one way of achieving this.
- Ask for parental permission to use their image. This ensures that they are aware of the way the image is to be used to represent the sport. A parental permission form is one way of achieving this.
- Only use images of boxers in suitable dress to reduce the risk of inappropriate use. The content of the photograph should focus on the activity not on a particular child

Create recognized procedures for reporting the use of inappropriate images to reduce the risks to boxers. Follow the safeguarding procedures, ensuring either the children's officer or, if necessary, the statutory bodies are informed.

Amateur photographers/film/video operators wishing to record an event or training session should seek permission/accreditation with the children's officer, team manager/coach and/or event organizer of session. The club / organization should display/ state the following information prior to the start of an event to inform spectators of the policy:

"In line with the recommendation in the UPBC Safeguarding Policy, 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 organizers. If parents have any particular concern about their young person being photographed or filmed they should notify the organizers".

When commissioning professional photographers or inviting the press to an activity or event we will aim to ensure they are clear about our expectations of them in relation to safeguarding.

Professional photographers/film/video operators wishing to record an event or training session should seek accreditation with the children's officer, event organizer/team manager by producing their professional identification for the details to be recorded. We will then:

- Provide a clear brief about what is considered appropriate in terms of content and behaviour
- Issue the photographer with identification which must be worn at all times
- Keep a record of accreditations
- Inform boxers and parents that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs
- Not allow unsupervised access to boxers or one to one photo sessions at events
- Not arrange photo sessions outside the events or at an boxer's home

Videoing as a coaching aid:

Video equipment can be used as a legitimate coaching aid. However, permission should first be obtained from the boxer and the boxers parent/carer.

Clubs should also be aware of the dangers of permitting camera phones in dressing rooms and should apply appropriate safety rules.

Anyone concerned about any photography taking place at events/matches or training sessions should bring their concerns to the attention of the committee/team manager/coach/children's officer.

Mobile Phones

Mobile phones are often given to children for security, enabling parents to keep in touch and make sure they are safe. Young people value their phones highly as it offers them a sense of independence. In addition mobile phones allow quick and easy contact, which can make a safe and efficient way to carry out club business. However such technology has also allowed an increase in direct personal contact with young people, in some cases used to cross

personal boundaries and cause harm to young people. Therefore, we need to encourage responsible and secure use of mobile phones by adults and young people. For further guidelines see Child Protection in Sport briefing on www.thecpsu.org.uk or contact the UPBC for a hard copy of guidance on Text Messaging.

Therefore club personnel should advise children:

- If you receive an offensive photo, email or message, do not reply, save it, make a note of times and dates and tell a parent or children's officer/ within the club.
- Be careful about who you give your phone number to and don't respond to unfamiliar numbers
- Change your phone number in cases of bullying or harassment
- Don't use the phone in certain locations (e.g) changing rooms; inappropriate use of your camera phone may cause upset or offence to another person,
- Treat your phone as you would any other valuable item so that you guard against theft

As a coach/official remember:

- Use only group texts for communication among boxers and teams and inform parents of this at the start of the season
- It is not appropriate to have constant communication with individual boxers
- Don't use the phone in certain locations (e.g) changing rooms; inappropriate use of your camera phone may cause upset or offence to another person.