



Tullamore Basketball Club Safeguarding Children and Young People Policy

This Safeguarding policy is based on guidelines and legislation 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).
- Basketball Ireland Code of Ethics Guiding Principles
- Children First: National Guidelines for the Protection and Welfare of Children, Dept. of Health & Children 2011
- Our Duty to Care, Dept. of Health & Children 2002
- Criminal Law (sexual offences) Act 2006
- The Protection for Persons Reporting Child Abuse Act 1998



Safeguarding or Child Protection

The term child protection has been changed to safeguarding as it reflects the wider responsibility for health and safety and prevention as well as just protection from abuse. The word safeguarding has been used with increasing frequency over the last few years in a wide range of settings and situations, going well beyond the world of children and child protection. 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 will include:

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

Date Agreed by Tullamore Basketball Club Basketball Committee 23rd April 2018

Date for Review 23rd April 2019



POLICY STATEMENT

We at Tullamore Basketball Club are committed to good practice which protects children from harm. Staff and volunteers accept and recognise their responsibility to provide an environment which promotes the safety of the young person at all times. To achieve this, we will:

- Develop an awareness of the issues which may lead to young people being harmed.
- Create an open environment by identifying a Child Protection Officer to whom the young people can turn to if they need to talk.
- Agree another named person (referred to as the “Second Designated Person”) and publicise contact details within the club for any known period of time where she/he will be available to cover any issues that may arise in the absence of the Child Protection Officer.
- Adopt child centred and democratic coaching styles.
- Adopt Safeguarding guidelines through Codes of Conduct for members and all adults working at the club. Adult workers include coaches, committee, parents and volunteers.
- Ensure careful recruitment, selection and management procedures. These procedures will include regular support and supervision is provided to volunteers.
- Ensure that all club volunteers/coaches or any adults that work directly with young person have been provided a Basketball Ireland Garda Vetting Form.
- Ensure complaints, grievance and disciplinary procedures are included in our constitution.
- Share information about concerns with young person and parents and others who need to know.
- Provide information as required to the management committee.
- Ensure good and safe working & playing practices.
- Be involved in training made available through the various agencies and strengthen links with these agencies.
- Keep Safeguarding policies under regular review (every three years minimum).
- Have procedures relating specifically to bullying, away trips, transport and use of photography.
- Have an induction document available for parents, coaches and children clearly outlining their rights and responsibilities.

Children have the right to be safe. All coaches should ensure that this fundamental principle takes precedence over all other considerations. This policy applies to all those involved in Tullamore Basketball Club, coaches, administrators, officials, volunteer drivers, parents and young people.



EQUALITY STATEMENT

- Tullamore Basketball Club is committed to ensuring that equity is incorporated across all aspects of its development
- Tullamore Basketball Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- Tullamore Basketball Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- Tullamore Basketball Club members have a responsibility to oppose discriminatory behaviour and promote
- Tullamore Basketball Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

To address the vulnerability of children with a disability, coaches will seek guidance on working with children with a disability from external agencies, parents/guardians and the children themselves.

CONFIDENTIALITY STATEMENT

We at Tullamore Basketball Club will promise never to keep secrets. However, information of a confidential nature will only be communicated on a "need to know" basis, with the welfare of the child paramount.

- Considerations of confidentiality will not be allowed to override the rights of children or young members to be protected from harm.
- A full Safeguarding policy statement will be available on the club premises and on the club website for all interested parties to read.
- Every effort should be made to ensure that confidentiality is maintained for all concerned.
- Information should be handled and disseminated on a need to know basis only.
- Information should be stored in a secure place, with limited access to designated people.
- The requirements of the Data Protection laws should be adhered to.
- Breach of confidentiality is a serious manner.

AWARENESS OF THE ISSUES

Background knowledge in relation to child abuse, the general principles of Safeguarding and the ability to recognise and respond to abuse are important issues. Of primary concern for Tullamore Basketball Club is the issue of Safeguarding of our young members within the operation of the club. However, being aware of the indicators of abuse in respect of young members caused by others outside the club, are of an equal importance for the safety and wellbeing of that child.



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

1. Physical Abuse

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.

2. Emotional Abuse

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. 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.

3. Sexual Abuse

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.

4. 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).



Bullying

In addition to these Tullamore Basketball Club recognises that we have a responsibility to protect children from bullying and to have policies and procedures in place to do so.

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 at Tullamore Basketball Club be the 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. This club has an anti-bullying policy in place.

INDICATORS OF ABUSE

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

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



RESPONDING TO DISCLOSURE OF ABUSE

Always

- Record what has been said ASAP
- Remain sensitive and calm
- Reassure child that they
 - are safe
 - were right to tell
 - are not to blame
 - are being taken seriously
- Let child talk - do not interview
- Listen and hear, give the person time to say what they want
- Ensure a positive experience
- Explain that you must tell, but will maintain confidentiality
- Tell child what will happen next
- Involve appropriate individuals immediately
- Stay calm
- Reassure them that they have done the right thing in telling and that it will be dealt with appropriately

Never

- Question unless for clarification
- Make promises you cannot keep
- Rush into actions that may be inappropriate
- Make/pass a judgment on alleged abuser
- Take sole responsibility, consult the designated officer so you can begin to protect the child and gain support for yourself



DESIGNATED PERSONS

The Designated person within **Tullamore Basketball Club 2018/19** is The Child Protection Officer:

NAME: **Martin Grattan**
Child Protection Officer 2018/19

CONTACT DETAILS: **087 4121034**

NAME: Martin Grattan, Tullamore Basketball Club Child Protection Officer shall be made known to young members, coaches and parents alike; as the designated person to whom concerns will be addressed. If the concern is about the Child Protection Officer, please report to the Club Chairperson.



SAFE RECRUITMENT PROCEDURES FOR COACHES & VOLUNTEERS

- Tullamore Basketball Club will take reasonable steps to ensure that suitable people work with young players.
- Volunteers and coaches will be carefully selected, trained and supervised. The Executive committee must vouch for new volunteers/coaches potential involvement and their participation must be ratified by the unanimous approval of the management committee.
- All new coaches/volunteers working with children or young people must complete Basketball Irelands application form which includes a self-declaration section. The newly recruited coach/volunteer must agree to abide by Basketball Ireland's Code of Conduct and Code of Ethics in Children's Sport.
- Formal Garda Vetting procedures should be availed of in line with Basketball Ireland's requirements.
- Reference checks will be followed up
- The decision to appoint a volunteers/coach is the responsibility of the Tullamore Basketball Club and not of any one individual within it.
- When appointing volunteers/coaches Tullamore Basketball Club will consider their current or previous experience either playing or coaching basketball.
- Tullamore Basketball Club Executive committee will ratify all recommendations for appointments.
- Every effort will be made to manage and support appointed volunteers/coaches
- Tullamore Basketball Club will make Committee, Volunteers & Coaches aware of how to access training relevant to their roles.
- In line with Basketball Ireland guidelines all those coaching/instructing children at Tullamore Basketball Club will attend the Code of Ethics Course run through the Offaly Sports Partnership
- In addition to this Tullamore Basketball Club ensure all volunteers are made aware of BI reporting procedures that are contained in this document & the Basketball Ireland Code of Ethics which is available to download from the BI website.
- Tullamore Basketball Club will induct all coaches/volunteers on BI policies and procedures
- Tullamore Basketball Club will put in place a system for reviewing a coaches/volunteer's role. This will be done on an annual basis as part of pre-season planning.
- The aim of the review will be to determine that the role of the coach/volunteer best accommodates their own particular skills and aptitude. The purpose of the review will be to assist the club in retaining volunteers in fulfilling roles.



TRAINING FOR VOLUNTEERS/COACHES

Tullamore Basketball Club will:

- Ensure Basketball Ireland approved coaching sessions for coaches are scheduled for the club regularly and all participants are expected to qualify to at least introductory level.
- Education and training in the basics of Child Protection will apply to all coaches/volunteers/Executive committee working with young members. Tullamore Basketball Club is committed to continuously updating and review of our Safeguarding Policy. All adults involved as coaches or management will attend the Code of Ethics Course run through the Offaly Sports Partnership or equivalent.
- Safeguarding training should include:
 - Basic awareness of Safeguarding issues
 - Our club/organisation's Safeguarding policies and procedures including our Code of Conduct
- Safeguarding training will be carefully selected to ensure it is sufficient. For instance a one hour training session is unlikely to be very useful. A minimum of three hours is required for basic awareness raising, and we will seek that training from a specific training provider with experience and knowledge of good practice in sport.
- Ensure that all new coaches have attended Safeguarding awareness workshop within six months of taking up their post. This opportunity should also be made available to parents and other volunteers to enable a culture of a child-focused club to prevail.
- Ensure all staff and volunteers should receive induction, and training appropriate to their role. Training should be updated and reviewed regularly for new staff/volunteers and in line with changing legislation.
- A further aim of Tullamore Basketball Club is to encourage the development & training of our junior members as coaches, officials & referees.
- Relevant training will be provided on at least a bi-annual basis in order to fulfil this aim.

CODES OF CONDUCT

Code of Conducts for Coaches & Volunteers, Young People and Parents & Guardians are designed to make all members of Tullamore Basketball Club know what behaviour is expected and what is unacceptable. They are also intended to let all involved know what sanctions will be applied for non-compliance with the Codes. The Codes of Conduct will be prominently displayed at Registration and referenced in Tullamore Basketball Club Registration Documents.

The Codes of Conduct will be available to everyone associated with Tullamore Basketball Club by means of the Tullamore Basketball Club Facebook page. Codes of Conduct will be applied consistently.



GUIDELINES RELATING TO AWAY DAYS AND RESIDENTIALS

Travelling to away fixtures is a regular event for Tullamore Basketball Club. Trips may vary from short journeys across the county to play another local team or across the Midlands or other regions. Teams travelling will be briefed on what is expected of them at away venues and during travel in terms of:

Code of Conduct for Children & Young People

Behaviour both (a) on and off Court and (b) while travelling to/from venue

Occasionally travelling to fixtures may involve more complicated arrangements involving overnight stays. Tullamore Basketball Club is committed to ensuring that we follow certain standards to ensure the safety of our members. In the case of overnight travel parents/guardians will be briefed on all aspects of the trip & provided with a trip itinerary. The relevant Permission forms will be required to be signed.

SUPERVISION

Tullamore Basketball Club recognises that it is good practice to set up a system of support for our coaches. It is our policy that the Parent/ Guardians in enrolling their children with Tullamore Basketball Club are volunteering to assist at training sessions and if necessary travel with their child's team to games. Parents will be briefed of a rota for their child's group at the start of the season and the involvement required. All volunteers within Tullamore Basketball Club must undertake Formal Garda Vetting procedures in line with Basketball Ireland's requirements. Parent Co-ordinators will be appointed to liaise with Parents and Coaches in each age group. The Parental Co-ordinator on the Executive committee will brief the parent co-ordinators of each group.

SUPPORT

- Tullamore Basketball Club recognises that it is good practice to set up a system of support and supervision for Coaches.
- Where possible Tullamore Basketball Club will endeavour to have assistant coaches working alongside their Lead Coaches.
- Tullamore Basketball Club will aim to become more effective by identifying training needs and dealing quickly with difficulties.
- Regular meetings will be held in order to give coaches a forum to review their experiences. Tullamore Basketball Club will put in place a system for reviewing a coach's role. This will be done on an annual basis as part of pre-season planning. A mini / interim review will be conducted prior to Christmas in order to assess any difficulties coaches may have.
- The aim of the annual review will be to determine that the role of the coach within the club best accommodates their own particular skills and aptitude and to identify any training or further support a particular coach requires. The purpose of the review will be to assist the club in retaining volunteers in fulfilling roles.



GUIDELINES FOR REPORTING ACCIDENTS

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

- Fill in the Tullamore Basketball Club Accident Report Form for ALL accidents.
- Make contact with parents/guardians.
- Form to be forwarded to the Club Secretary for record keeping or any action required. (copy to be retained by person completing the form)
- Contact emergency services/GP if required.
- Record in detail all facts surrounding the accident, witnesses, etc.
- Sign off on any action required from senior management officer.

GUIDELINES FOR REPORTING ALLEGATIONS/INCIDENTS

- Record all incidents reported or observed on an Incident Form
- Inform designated person ASAP.
- One copy to designated person within 24 hours.
- Ensure confidentiality - only "need to know basis" (reference confidentiality statement).
- Inform parents, unless to do so may put the child at further risk.
- The designated person will be responsible for storing any report in a safe and secure environment.

See flow charts for further guidance



HEALTH AND SAFETY GUIDELINES

Tullamore Basketball Club are committed to ensure the safety of all members by completing a risk assessment for activities and endeavouring to provide first aid treatment for injury, accidents and cases of ill health during coaching sessions or at competitions.

CONTACTS	
Health Services Executive	057 935 9795 Ask for Duty Social Worker
Tullamore Garda Station	057 9327600.
Laos/Offaly Social Work Team	Child and Family Centre, Portlaoise Tel: (057) 869 2567
HSE Information Line	1850 24 1850
Basketball Ireland	National Child Protection Officer Deidre Wolfe National Basketball Arena Tymon Park Tallaght Dublin 24 01 4590211 dwolfe@basketballireland.ie
Ombudsman for Children	Millennium House 52-56 Great Strand Street Dublin 1#Tel: 1890 654654 / 01 865 6800 oco@oco.ie
Irish Sports Council	Top Floor, Block A, West End Office Park Blanchardstown Dublin 15 Tel: 01-8608800



IMPLEMENTATION AND AVAILABILITY OF INFORMATION

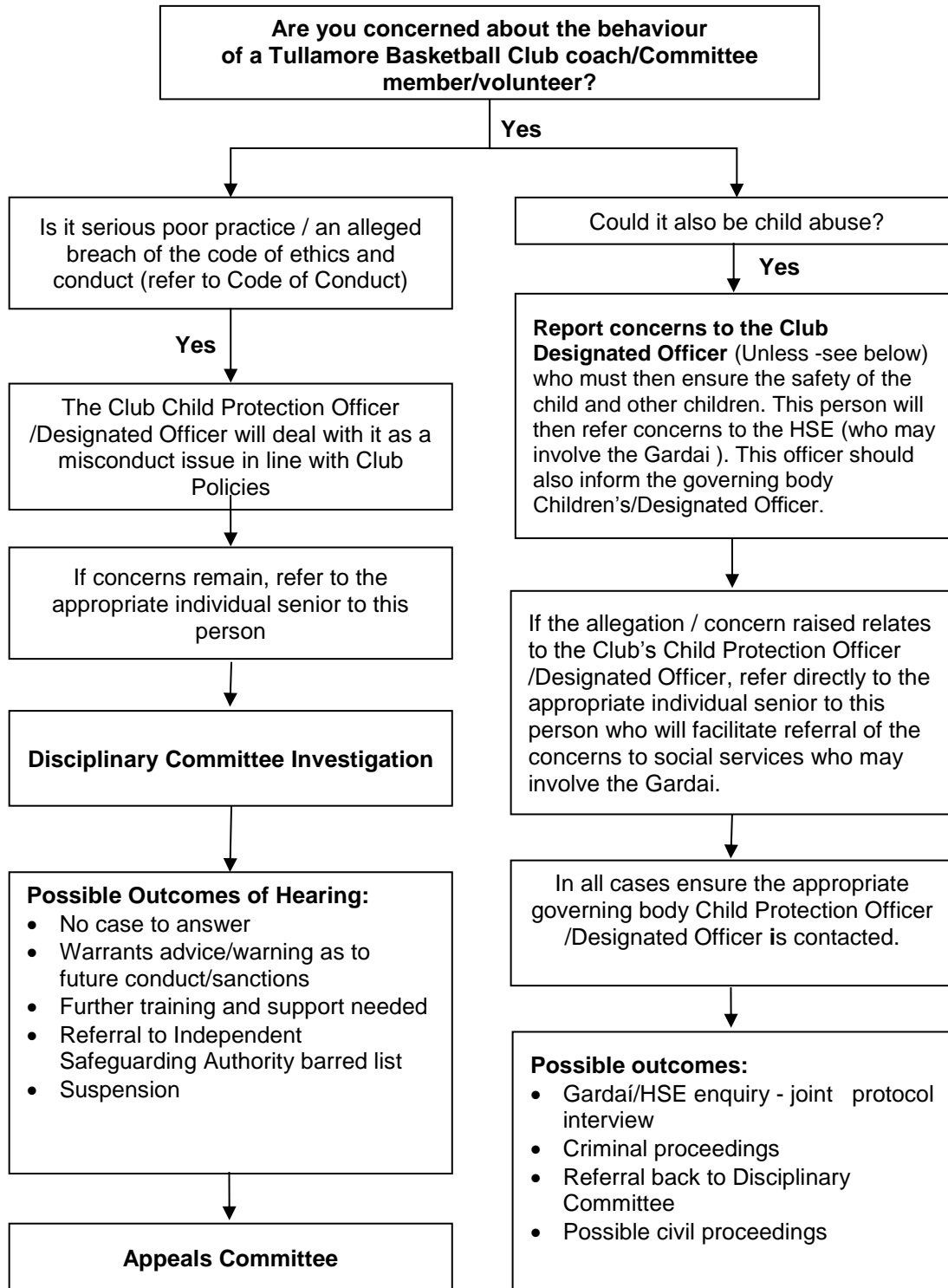
It is important that there is a free flow of information between committee, coaches, volunteers, children and parents, in terms of promotion of the club and what we aim to achieve in relation to each child. Tullamore Basketball Club insists that parent/guardian consent is completed at registration for each under 18 year old member

Parents should know what we do and how we do it, and the coaches/designated person will always be on hand during, or after coaching sessions, for consultation or advice.

When appropriate, letters, emails, Website updates, Facebook updates or telephone contact will be issued in relation to further information or specifics in respect of an event etc.

Tullamore Basketball Club undertakes to review of club policies and this will take place through meetings with coaches/volunteers and feedback from children and parents. As a Club we have developed a plan for implementing our safeguarding procedures.

INTERNAL CONCERNS FLOW CHART





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 Deirdre Wolfe, National Child Protection Officer with Basketball Ireland. At any stage during the process outlined on the previous page 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 Tullamore Basketball Club creates a culture that makes all club members willing and comfortable to voice their concerns, particularly those about someone with whom they work or whom they know. Again, the club's Safeguarding procedures should be followed.

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

EXTERNAL CONCERNS FLOW CHART

When the concern is about possible abuse outside the Tullamore Basketball Club

