



Code of Ethics and Good Practice

for

Sport for Young People

in

Irish Orienteering Association

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GLOSSARY

1. Child: For the purpose of this Code a child is any person under 18 years of age
2. Orienteering Leaders: For the purpose of this Code all adults involved in *children's Orienteering* are referred to as Orienteering Leaders. All have a role to play in ensuring that procedures as described in the Code 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 sports people and who will often have a direct input into the nature and organisation of the activity itself.
 - Mentor: A mentor is an individual who undertakes an overseeing role with a group of participants under 18 years of age, often in co-operation with other mentors.
 - 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 an activity 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.).
 - Junior Representative
 - Schools Orienteering organisers
 - Schools Orienteering Volunteers
 - Irish Junior Squad volunteers
3. Children's Officers: Children's Officers are appointed within clubs to act as a resource for children and to represent them at Committee level.

4. Designated Person: A person who is responsible for reporting allegations or suspicions of child abuse to the Statutory Authorities. This person will also be responsible for dealing with any concerns about the protection of young people.
5. 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 the ROI it is An Garda Síochána and the Health Services Executive.
6. Statutory Authority Guidelines on Child Protection: Children First: National Guidelines for the Protection and Welfare of Children, Department of Health and Children 1999 (IRL).
7. IOA: Irish Orienteering Association
8. IOF: International Orienteering Federation

PREFACE

It is the policy of the Irish Orienteering Association to set standards for the welfare of all children taking part in orienteering with a view to protecting them from physical, sexual and emotional harm.

This Safety Statement covers all disciplines of orienteering including: Foot, Mountain Bike, Ski and Trail.

WHAT IS ORIENTEERING?

Orienteering is an adventure sport. The risks to juniors are small as many orienteers are moving around the same areas at the same time. It is part of the sport for juniors to go out alone on courses in forests and open hillsides.

Orienteering is an amateur sport, organised by non-professionals belonging to orienteering clubs.

At some events there may be “String Courses” for children under the age of 8 years. The children follow a long string from control to control, so they cannot get lost. While on the course, they are visible to parents and carers.

The “Playing Fields” of orienteering are usually forests and wilderness areas and as a consequence club houses and changing rooms are usually not available. Young orienteers travel to the event venues in cars of their parents or friends or in groups by buses e.g. schools groups.

EXTRACTS FROM IRISH ORIENTEERING ASSOCIATION RULES

DEFINITION OF FOOT ORIENTEERING

Orienteering is a sport in which the competitors navigate independently through the terrain. Competitors must visit a number of control points marked on the ground in the shortest possible time aided only by map and compass. The course, defined by the location of the controls, is not revealed to competitors until they start.

CLASSES FOR COMPETITION

Division by gender and age

Competitors are divided into classes according to their sex and age. Women may compete in men's classes.

A competitor changes from one age category to the next on the 1st January of the calendar year in which he reaches the age of the older age category.

If age categories and classes are used they shall be as follows:

Men	Women	Age
M10 -	W10-	8, 9, 10
M12 -	W12-	11, 12
M14 -	W14-	13, 14
M16 -	W16-	15, 16
M18 -	W18-	17, 18

The age categories and classes indicated may be split further for a competition with an entry concentrated within a narrow age range (e.g. a schools competition).

R5.2 ORGANISER

The Organiser shall be responsible for the organisation of the event. He shall ensure that other competition officials are appointed as necessary.

The Organiser shall be a member of the IOA.

R5.3 PLANNER

- R5.3 1 The Course Planner shall design the orienteering courses and be responsible for
- (1) The preparation of control markers and control codes,
 - (2) Overprinting maps with courses or the preparation of master maps,
 - (3) The preparation of control description lists, and
 - (4) The correct placement of the control markers prior to the competition.

R5.4.2 RESPONSIBILITIES OF A CONTROLLER

- R5.4.2.1 Controllers shall be conversant with the IOA Rules of Foot Orienteering.
- R5.4.2.2 The Controller shall be responsible for ensuring that the courses are fair, and that the competition is organised fairly and in accordance with the Rules. If he becomes aware that any breach of these Rules has occurred, or is likely to occur, he shall take whatever action he considers necessary. The Controller may require the Organiser to cancel the competition if necessary.

THE ORGANISATION OF AN ORIENTEERING EVENT

The Map of the area is the basic necessity. This is a large scale colour printed map, with appropriate symbols. Each competitor carries his/her map with the control sites marked on it.

The Organiser is concerned with the overall arrangements for the event. This includes necessary permissions, facilities, car parking and general safety.

The Course Planner plans a series of different courses suited to the types of competitor expected, considering the terrain and safety precautions. The control markers are put out shortly before the competition.

The Controller is responsible for the competition - standards, fairness, terrain, weather precautions and safety.

These Officers, together with other helpers, work together to ensure an event which is safe, suitable and enjoyable.

The competitor is timed from the Start line and is timed as he/she finds the control markers in consecutive order.

There is a “punch” or an electronic recorder at each control and they record each competitor’s presence at each control.

The competitor with the fastest time wins. Thus physical, intellectual map reading and technical skills are tested.

IRISH ORIENTEERING ASSOCIATION POLICY STATEMENT

“As the organisation recognised by the IOF and Sport Ireland, as being responsible for the administration of Orienteering, we are responsible for overseeing the adoption and the implementation of the Code of Ethics and Good Practice for Children’s Sport, by our members.

To maximise compliance with the Code, the IOA will:

- ensure that the Code of Ethics and Good Practice for Children’s Sport is adopted, agreed to, implemented and signed up to by all members
- amend, as necessary, its Constitution to reflect a safe and clearly defined method of recruiting, selecting and managing
- appoint a National Children’s Officer/Designated Person . S/he should be a member of the Executive Committee
- ensure that effective disciplinary, complaints and appeals procedures are in place
- have in place procedures for dealing with a concern or complaint made to the Statutory Authorities against a committee member or an Orienteering Leader. Regulations should stipulate that an Orienteering Leader who is the subject of an allegation, which has been reported to the Statutory Authorities, should stand aside while the matter is being examined. S/he should be invited to resume full duties when and if appropriate internal disciplinary procedures are completed
- ensure that all affiliated Orienteering clubs with child members are signed up to the IOA’s constitution
- be represented by appropriate personnel at all education/training workshops dealing with the Code
- where children are involved in representative teams, designate an appropriate senior officer as the person with responsibility for following the guidelines of the Code
- review its child protection procedures regularly through open discussion with its members, Sports Councils and Statutory Authorities

- promote contact with representatives of the Statutory Authorities. The building of these relationships will contribute to the creation of an environment in which education and knowledge of child protection issues and procedures are widely known
- examine and take appropriate action in response to any reports or observations of unusual incidents

(This Policy Statement will be put as a Motion to the AGM in May 2017 and if accepted it will be written into the IOA Constitution)

THE PURPOSE OF THE CODE OF GOOD PRACTICE

Thousands of children, young people and adults participate in orienteering events each year. This is achieved by the commitment of adult members within orienteering clubs affiliated to the Irish Orienteering Association. It is a priority of the Irish Orienteering Association to be concerned for the welfare and safety of children and young people.

The Code of Ethics and Good Practice for Children's Sport is designed to enable everyone within orienteering to fulfil their proper responsibilities within the organisation:

- To encourage safe practices for those who work with junior orienteers.
- To prevent the physical, sexual and emotional abuse of junior orienteers.
- To set out appropriate responses and procedures in the event of abuse taking place.
- To safeguard those who work with junior orienteers from the consequences of unfounded accusations.

1. PRINCIPLES

Children have a lot to gain from Orienteering. Their natural sense of fun and spontaneity can blossom in positive sporting environments. Orienteering provides an excellent opportunity for children to learn new skills, become more confident and maximise their own unique potential. These benefits will increase through a positive and progressive approach to the involvement of children in Orienteering that places the needs of the child first and winning and competition second. Winning and losing are an important part of sport but they must be kept in a healthy perspective. A child centred approach to Orienteering will return many benefits in terms of the health and well-being of our future adult population.

The organisation of Orienteering for children should be guided by a set of core values that provide the foundation for all practice:

1.2 IMPORTANCE OF CHILDHOOD

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

1.3 NEEDS OF THE CHILD

All children's sport experiences should be guided by what is best for children. This means that adults should have a basic understanding of the emotional, physical and personal needs of young people. The stages of development and ability of children should guide the types of activity provided within Orienteering.

1.4 INTEGRITY IN RELATIONSHIPS

Adults interacting with children in Orienteering (referred to as Orienteering Leaders in this Code) are in a position of trust and influence. They should always ensure that children are treated with integrity and respect, and the self-esteem of young people is enhanced. All adult actions in sport should be guided by what is best for the child and carried out in the context of respectful and open relationships. Physical, emotional or sexual abuse and neglect of any kind or threat of such abuse is totally unacceptable within sport, as in society in general.

1.5 FAIR PLAY

All children's sport should be conducted in an atmosphere of fair play. Ireland has adopted 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 within the right spirit. Fair play is defined as a way of thinking, not just a way of behaving. It incorporates issues concerned with the elimination of cheating, gamesmanship, doping, violence (both physical and verbal), exploitation, unequal opportunities, excessive commercialisation and corruption.

(European Sports Charter and Code of Ethics. Council of Europe, 1993)

This model of fair play should be incorporated into all sport organisations that have juvenile and child members as participants.

The principles of fair play should always be emphasised, and organisers should give clear guidelines regarding acceptable standards of behaviour. The importance of participation for each child, best effort and enjoyment rather than winning should be stressed.

Children should be encouraged to win in an open and fair way. Behaviour, which constitutes cheating in any form should be discouraged.

1.6 QUALITY ATMOSPHERE AND ETHOS

Orienteering should be conducted in a safe, positive and encouraging atmosphere. Standards of behaviour for leaders and children in Orienteering organisations should be as important as the standards set for sports performance. Standards of excellence should extend to personal conduct.

1.7 COMPETITION

Competition is an essential element of sport and should be encouraged in an age appropriate manner. A child centred ethos will help to ensure that competition and specialisation are kept in their appropriate place. A balanced approach to competition can make a significant contribution to children's development while at the same time providing fun, enjoyment and satisfaction. Through such competition children learn respect for opponents, officials and rules of the sport.

Too often competitive demands are placed on children too early, which results in excessive levels of pressure on them. This is one of a number of factors, which contribute to high levels of dropout from sport. It should always be kept in mind that the welfare of children comes first and competitive standards come second. While under eight is a very different age group to under eighteen the same general principle should apply.

As adults we need to strike a balance between a young person's desire to win and a young person's right to participate, irrespective of ability. Remember that success is not the same as winning and failure is not the same as losing.

1.8 EQUALITY

All children should be valued and treated in an equitable and fair manner regardless of ability, age, gender, religion, social and ethnic background or political persuasion. Children, irrespective of ability or disability should be involved in sports activities in an integrated and inclusive way, whenever possible, thus allowing them to participate to their potential alongside other children. Orienteering Leaders should be aware of and seek to gain competence in addressing the needs of young people with disabilities or any other additional needs.

1.9 LEGISLATIVE BASIS

While the Code of Ethics is not a legal document it is based on the Child Care Act (IRL) 1991 and the Children (NI) Order 1993, as well as subsequent related legislation, such as Children's Act 2001, Protection of Children and Vulnerable Adults Act (NI) 2003 and the Protection for Persons Reporting Act (IRL) 1998. Furthermore Ireland is a signatory to the UN Convention on the Rights of the Child, which acknowledges the right of the child to protection from all harm. Article 31 of the UN Convention on Rights of the Child recognises the "right of the child to engage in play and to have the chance to join in a wide range of activities". In order to promote this charter and in response to consultation with young people the Office of the Minister for Children (IRL) includes in its strategy the objective that "children will have access to play, sport and recreation and cultural activities to enrich their experience of childhood". The Office of the Minister for Children appointed an Ombudsman for Children in 2004, while Northern Ireland appointed the Commissioner for Children and Young People in 2003. This Code is intended to provide guidelines for those working with young people in sport. It is not a definite legal interpretation of the legislation. While it is not a legal document, failure to comply may have legal implications or consequences.

2. PEOPLE

Everyone involved in sport i.e. children, parents/guardians and Sports Leaders should accept the role and responsibilities that they undertake in their commitment to maintaining an enjoyable and safe environment.

2.1 ADULTS INVOLVED IN ORIENTEERING

The roles of every adult involved in children's Orienteering should be clearly defined. Many leadership roles contribute to the successful development and organisation of children's sport. These may overlap on occasions, but it is very important that each Orienteering Leader has a clear idea of his/her role and responsibilities. Each person involved in children's orienteering should ensure that the Code of Ethics and Good Practice for Children's Sport is agreed, adopted and implemented in the organisation to which they are affiliated.

The principal leadership roles in Orienteering are outlined in the Glossary.

2.2 ADULT-CHILD RELATIONSHIPS IN SPORT

The trust implicit in adult-child relationships in Sport places a duty of care on all adults, voluntary or professional, to safeguard the health, safety and welfare of the child while engaged in their sporting activity. Adults have a crucial leadership role to play in sport. Whether they are parents/guardians or Orienteering Leaders or teachers, they can contribute to the creation of a positive sporting environment for young people. The unique nature of sport allows Sports Leaders to develop positive and special relationships with children. Such relationships have tremendous potential to help children to develop and express themselves in an open and secure way. Positive adult-child relationships will result in growth, development and fulfilment for all those involved in children's sport.

Most adults who become involved in children's Orienteering do so in their own free time. There may, therefore, be a reluctance to make impositions upon them with regard to either conditions of training, or reproaches for any misdemeanours. However, given the important and responsible roles which adults play at many different levels in sport, it is essential that their competence and ability to deal with children in a fair, empathic and ethical way is supported, guided and maintained. A consistent method of recruiting and selecting Orienteering Leaders should be in

place, including seeking references, confirming identity and checking adequacy of qualifications. Effective management of Sports Leaders is also equally central to the promotion of good practice in the club/organisation. This should include support, supervision, access to training and effective communication between members of the club/organisation.

Adult-child relationships in sport should be:

- open, positive and encouraging
- entered into by choice
- defined by a mutually agreed set of goals and commitments
- respectful of the creativity and autonomy of children
- carried out in a context where children are protected and where their rights are promoted
- free from physical, emotional or sexual abuse and neglect or any threat of such harm
- respectful of the needs and developmental stage of the child
- aimed at the promotion of enjoyment and individual progress
- governed by a code of ethics and good practice in sport that is agreed and adhered to by all members of the sports club/organisation
- respectful, but not unquestioning of authority

2.3 CHILD TO CHILD RELATIONSHIPS

Interaction between children should be conducted in a spirit of mutual respect and fair play. Adults including parents/guardians, who create an environment in which quality, open relationships are valued and where the integrity of each individual is respected, can promote such interaction.

2.4 RESPONSIBILITIES OF PARENTS /GUARDIANS

Parents/guardians play a key role in the promotion of an ethical approach to sport and young people's enjoyment in orienteering. Parents/guardians therefore need to be aware, informed and involved in promoting the safest possible environment for children to enjoy their participation in orienteering. Orienteering Leaders need the support of parents/guardians in conveying the fair play message.

2.5 THE IMPORTANT ROLE OF ORIENTEERING LEADERS

Orienteering Leaders play a vital role in our sport. Orienteering organisations and groups should ensure that the work of Orienteering Leaders which occurs mainly on a voluntary basis, is guided by this Code of Ethics and Good Practice whilst also recognising that they are entitled to obtain a healthy sense of achievement and satisfaction through their involvement in children's sport.

2.6 IRISH ORIENTEERING ASSOCIATION

The IOA is an affiliated member of the IOF and is recognised as the national body for the administration of the sport in Ireland. The IOA is responsible for overseeing the adoption and implementation of this Code by all its affiliated members.

To maximise compliance with the Code, the IOA will:

- ensure that the Code of Ethics and Good Practice for Children's Sport is adopted, agreed to, implemented and signed up to by all members
- amend, as necessary, its Constitution to reflect a safe and clearly defined method of recruiting, selecting and managing

- appoint a National Children's Officer/Designated Person . S/he should be a member of the Executive Committee
- ensure that effective disciplinary, complaints and appeals procedures are in place
- have in place procedures for dealing with a concern or complaint made to the Statutory Authorities against a committee member or an Orienteering Leader. Regulations should stipulate that an Orienteering Leader who is the subject of an allegation, which has been reported to the Statutory Authorities, should stand aside while the matter is being examined. S/he should be invited to resume full duties when and if appropriate internal disciplinary procedures are completed
- ensure that all Orienteering clubs with child members are fully affiliated and signed up to the IOA's constitution
- be represented by appropriate personnel at all education/training workshops dealing with the Code
- where children are involved in representative teams, designate an appropriate senior officer as the person with responsibility for following the guidelines of the Code
- review its child protection procedures regularly through open discussion with its members, Sports Councils and Statutory Authorities
- promote contact with representatives of the Statutory Authorities. The building of these relationships will contribute to the creation of an environment in which education and knowledge of child protection issues and procedures are widely known

- examine and take appropriate action in response to any reports or observations of unusual incidents
- The Junior Squad will have a Children's Officer and Designated Liaison Person with similar roles and responsibilities as a Club Children's Officer

2.7 ORIENTEERING CLUBS

To ensure that best practice is being followed, all Orienteering clubs should work closely with the IOA. In promoting best practice in children's sport and in implementing this Code at club level each club should:

- adopt and implement the Code of Ethics and Good Practice for Children's Sport as an integral part of its policy on children in the club
- have its constitution approved and adopted by club's members at an AGM or EGM
- promote the voice of the child, in particular through meetings and the AGM. One parent/guardian should have one vote for all their children under 18 years of age, where relevant
- ensure that the Club Management Committee is elected or endorsed by registered club members at each AGM
- adopt and consistently apply a safe and clearly defined method of recruiting and selecting Orienteering Leaders
- clearly define the role of committee members, all Orienteering Leaders and parents/guardians
- appoint a Children's Officer as outlined in this Code

- have a Designated Person to act as liaison with the Statutory Authorities in relation to the reporting of allegations or suspicions of child abuse. Any such reports should be made according to the procedures outlined in this Code
- ensure best practice throughout the club by disseminating its code of conduct, including the disciplinary, complaints and appeals procedures in operation within the club to all its members. The club's code of conduct should also be available on the Club's website.
- have in place procedures for dealing with a concern or complaint made to the Statutory Authorities against a committee member or Orienteering Leader or other members of the club. Regulations should stipulate that an Orienteering Leader who is the subject of an allegation, which has been reported to the Statutory Authorities, should stand aside, while the matter is being examined. s/he should be invited to resume full duties when and if appropriate internal disciplinary procedures are completed
- ensure that relevant Orienteering Leaders report to the Club Management Committee on a regular basis
- encourage regular turnover of committee membership while ensuring continuity and experience
- develop effective procedures for responding to and recording accidents
- ensure that any unusual activity (high rate of drop-out, transfers, etc.) is checked out and reported by the Club Chairperson to the IOA
- ensure that all club members are given adequate notice of AGMs and other meetings
- ensure that all minutes of all meetings (AGMs/EGMs/, Committee) are recorded and safely filed.

2.8 CHILDREN'S OFFICERS

The appointment of Children's Officers in clubs as a resource with regard to children's issues is essential. In summary Children's Officers should review current policies in relation to young people, check that all activities are safe and fun, and inform adults of how to deal with any concerns that may arise in relation to the protection of young people.

2.9 NATIONAL CHILDREN'S OFFICER ORIENTEERING

The IOA will appoint a National Children's Officer. The National Children's Officer will be a member of the Executive Committee, or have access to the committee and its accompanying documents, to ensure that children's interests are kept on, and influence the decisions of, the agenda of the IOA.

The role of the National Children's Officer involves:

- Familiarisation with *Children First* to ensure they can act as an information source to other members of the organisation
- Commitment to attendance at appropriate training as required in order to act as a resource to members in relation to children's needs
- Co-ordination of training for others
- The promotion of the values, attitudes and structures which make sport enjoyable for children – see general statement on children's sport
- Circulation of all relevant information and resource materials, on children's sport to clubs and affiliates of the sports organisations

- Communication with Club Children's Officers to ensure the distribution of the Code and the promotion of related education programmes, materials events and governing body related codes
- Liaison with all clubs to examine the rules, regulations and structures to ensure that they are child centred.
- Liaison with clubs, to ensure drop-out rates and transfers are monitored so that unusual developments or trends can be addressed, including transfer of sports leaders
- Ensuring that the IOA develops an Orienteering specific code, which includes a policy statement, codes of conduct, disciplinary procedures, bullying policy, safety statement, recruitment and selection policy and reporting procedures.

2.10 CLUB CHILDREN'S OFFICER

Club Children's Officers should be child centred in focus and have as the primary aim the establishment of a child centred ethos within the club. S/he is the link between the children and the adults in the club. S/he also takes responsibility for monitoring and reporting to the Club Management Committee on how club policy impacts on young people and Orienteering Leaders.

The Children's Officer should be a member of or have access to, the Club Management Committee and should be introduced to the young people in an appropriate forum. The Children's Officer should have the following role:

- To promote awareness of the code within the club, among young members and their parents/guardians. This could be achieved by:- the production / distribution of information leaflets, the establishment of children's/age-group specific notice boards, regular information meetings for the young people and their parents/guardians

- To influence policy and practice within the club in order to prioritise children's needs
- Establish contact with the IOA's National Children's Officer.
- To ensure that children know how to make concerns known to appropriate adults or agencies. Further information is outlined in this Code
- To encourage the appropriate involvement of parents/guardians in the club activities
- To act as an advisory resource to Orienteering Leaders on best practice in children's orienteering
- To report regularly to the Club Management Committee
- To monitor changes in membership and follow up any unusual dropout, absenteeism or club transfers by children or Orienteering Leaders
- To ensure that the children have a voice in the running of their club and ensure that there are steps young people can take to express concerns about their sports activities / experiences.
- Establish communication with other branches of the club, e.g. facilitate parent's information sessions at the start of the season
- Ensure each member signs an annual membership form that includes signing up to the code of conduct

Ensure that the club rules and regulations include:-

- * complaints, disciplinary and appeals procedures
- * an anti-bullying policy
- * safety statement
- * rules in relation to traveling with children
- * supervision and recruitment of leaders

(Note: This may simply mean adopting the regulations set out in the IOA's code for children's sport)

GENERAL STATEMENT ON SPORT FOR YOUNG PEOPLE

Each organisation will have their own specific rules to their own sport but these are often taken from the adult section and may not be suitable for young people. Below are some suggestions that are related to younger members of the organisation.

- Ensure the courses that children use are suited to their age and stage of development
- List competitive structures that will be used with all age groups, e.g. Blitzes, jamborees, skills awards, mini-games etc. Outline competitions that will allow participation and skill development for very young participants
- Set out appropriate adult:child ratios, e.g. 2 leaders to every 16 children (1:8), but no leader works alone (review this with insurance company)
- List any criteria for selection to squads, regional, national etc.
- List means by which Orienteering Leaders will be recruited into the club / organisation and decide who will check references
- Outline a development pathway for orienteering, i.e. what skills (technical, tactical, physical, etc.) should the participant have at 8 years, 12 years, 16 years, etc. How many hours of practice and/or competition will each age group participate in? How is it intended to develop a positive attitude for all young people to sport and physical activity?

2.11 DESIGNATED PERSON

Every club/organisation should designate a person to be responsible for dealing with any concerns about the protection of children. The designated person is responsible for reporting allegations or suspicions of child abuse to Health Services Executive and/or An Garda Síochán. It is recommended that this person is a senior club person. However, if there is difficulty identifying a separate individual to take this role, the Children's Officer can be appointed as designated person once the club/organisation is clear about the responsibilities of the each role.

The Club Designated liaison should seek the advice of the National Designated Person if necessary.

The organisation's child protection policy and procedures should include the name and contact details of the designated person and the responsibilities attached to the role.

THE NATIONAL DESIGNATED PERSON SHOULD:-

- Have knowledge of the Code of Ethics and statutory guidelines
- Have a knowledge of categories and indicators of abuse
- Undertake training in relation to child protection
- Assist with the ongoing development and implementation of the organisation's child protection training needs
- Provide information and advice on child protection within the organisation
- Together with the National Children's Officer advise the organisation of child protection training needs
- Be familiar with and able to carry out reporting procedures as outlined in this Code
- Communicate with parents and/or agencies as appropriate

- Be aware of national and local services responsible for child protection, i.e. principal and duty social workers, etc.
- To inform Health Services Executive and/or An Garda Síochána of relevant concerns about individual children, using the Standard Reporting Form. Keep a copy of this form and ensure acknowledgement of receipt of this form
- Ensure appropriate information is available at the time of referral and that the referral is confirmed in writing, kept under confidential cover
- Liaise with Statutory Authorities and other agencies as appropriate
- Organise the implementation of procedures designed to deal with concerns regarding poor practice within the sport
- Ensure Orienteering Leader(s) are aware of allegations against them
- Ensure that an individual case record is maintained of the action taken by the organisation, the liaison with other agencies and the outcome
- Ensure records are kept in confidence in a secure location and access is on a 'need to know' basis
- Affiliated clubs and groups should report suspected abuse in relation to Orienteering Leaders or persistent poor practice to the national governing body's designated person who will then have the responsibility of advising the organisation of ways to ensure that other clubs are protected from re-occurrence of situations of abuse
- The designated person/children's officer will assist the administration on issues of confidentiality, record keeping and data protection.

- Have knowledge of the Code of Ethics and statutory guidelines
- Have a knowledge of categories and indicators of abuse
- Undertake training in relation to child protection
- Be familiar with and able to carry out reporting procedures as outlined this Code
- Communicate with parents and/or agencies as appropriate
- Assist with the ongoing development and implementation of the organisation's child protection training needs
- Liaise with the national children's officer in relation to child protection training needs
- Be aware of local contacts and services in relation to child protection, i.e. principal and duty social workers and their contacts
- To inform local duty social worker in the Health Services Executive and/or An Garda Síochána of relevant concerns about individual children, using the Standard Reporting Form in Appendix. Keep a copy of this form and ensure acknowledgement of receipt of this form
- Report persistent poor practice to the National Designated Person
- Advise club administrators on issues of confidentiality, record keeping & data protection

Children's Officers/Designated Persons do not have the responsibility of investigating or validating child protection concerns within the club/organisation and have no counselling or therapeutic role. These roles are filled by the Statutory Authorities as outlined in Children First and Our Duty to Care. It is, however, possible that child protection concerns will be brought to the attention of the Children's Officer. In this event, it is essential that the correct procedure is followed.

2.12 ROLE OF SPORT IRELAND

Sport Ireland recommends the following approach which is based on the these underpinning principles:

- children's involvement in sport should be an enjoyable experience
- the safety of children should always be the paramount concern of those adults responsible for providing sporting opportunities at whatever level an individual adult is involved
- the appropriateness of the experience provided for children should be determined by and based on a child-centred ethos which place the needs of the child at the centre of activities taken
- all adults have a responsibility to be aware of child protection as an issue
- Orienteering Leaders should be properly recruited and managed and that appropriate training should be made available to them
- the provision of support by Sport Ireland will be subject to the adoption and implementation of the Code by Governing Bodies of Sport providing sporting opportunities at whatever level an individual adult is involved

The Code of Ethics and Good Practice for Children's Sport should be made available to and used by all those involved in children's. The Sports Councils will ensure the widest possible dissemination of the Code and ask that this Code is adopted and implemented by all sports clubs/organisations. This approach is based on the need for All-Island consistency in advice offered to clubs, Sports Leaders, parents/guardians, children, and in particular, Governing Bodies of Sport who are responsible for the administration of their sports.

It is intended that information contained in the Code can provide a yardstick by which sports clubs/organisations can measure themselves against the best advice available on policies, procedures and practices that characterise good organisations. It can provide a framework for Sports Leaders who want to protect both themselves and the children they encourage to participate. The positive impact of these guidelines for clubs, leaders and parents/guardians can only be achieved by the Governing Bodies with the support and co-operation of their affiliated clubs.

3. POLICY AND PROCEDURES

Everyone taking part in sport, irrespective of his or her role, should be able to do so in a safe environment. The purpose of creating and adhering to policies and procedures is to facilitate and encourage best practice.

3.1 CONSTITUTION

A quality sports club/organisation will operate on the basis of a Constitution, which directs its ethical approach and promotes good practice. The Constitution should include a policy statement, which reflects good practice and relates to the divisional structure of the sports club/organisation. The Constitution should also reflect a commitment to providing quality leadership for children in the club/organisation by having a safe and clearly defined method of recruiting, selecting and managing Orienteering Leaders. See Sample Policy Statement in Appendix 1. It should make provision for regulations in respect of effective disciplinary, complaints and appeals procedures. The convening and conduct of an AGM should also have a constitutional basis.

3.2 STRUCTURE

Membership of the Management Committee of sports clubs/organisations should be for a fixed period to encourage regular turnover of committee membership. Each organisation should work out its own system of rotation to ensure that continuity and a level of experience are maintained. Effective methods of communication within the organisation are vital to the successful implementation of the Code of Ethics and Good Practice for Children's Sport. Within each sports club/organisation a system of record keeping should be established and adhered to in the interests of confidentiality and good practice.

A current mailing list and a schedule of meetings, including the AGM, are the two most basic requirements. Any organisation unable to reach its membership will struggle to implement good practice.

All Orienteering clubs with child members should be fully affiliated to the IOA and therefore bound by the guidelines enshrined in the constitution of the IOA. Each member of a club/organisation should sign up to the Constitution. They should also sign an agreement to adhere to the rules and regulations of the club/organisation which includes a commitment to upholding the Code and all of the agreed complaints, disciplinary and appeals procedures within the club/organisation. This

commitment should form part of the annual membership / affiliation process to avoid adding to the administrative burden of officials in organisations.

3.3 REGULATIONS

The regulations adopted by a Sports Club/ Organisation should clearly define the tasks to be undertaken by Orienteering Leaders and parents/guardians. The regulations should define the roles and responsibilities of elected officials. This information should be widely disseminated within the club/organisation. Regulations, based on the constitution, should legislate for effective disciplinary, complaints and appeals procedures. Guidance on the use of sanctions could also be outlined in the regulations.

3.4 DISCIPLINARY, COMPLAINTS AND APPEALS PROCEDURES

Each club/organisation should ensure that it has adequate disciplinary, complaints and appeals procedures in place. **It is important to note that the investigation of suspected child abuse is the responsibility of the Statutory Authorities and should not be undertaken by Children's Officers/Designated Persons or other club/organisation Sports Leaders.** The standard reporting procedure outlined in the Statutory Authorities guidelines should be followed by each Orienteering club/organisation and adhered to by its members.

RECOMMENDED PROCEDURES

A club should operate on the basis of good practice to include a complaints/appeals procedures similar to the following:

- a code of conduct reflecting a child centred ethos should be drawn-up, widely disseminated and returned from and applied to all Orienteering Leaders and members
- each club, on receiving a complaint, should appoint a disciplinary committee to resolve problems relating to the conduct of its members. This should include bullying. The complaint should be in writing to the secretary or Children's Officer and should be responded to within 5 working days. The committee should consist of a representative from the Management

Committee, the Children's Officer and ordinary registered members of the club.

- If the complaint involves suspected abuse or a criminal offence the children's officer/designated person should be consulted and the disciplinary committee disbanded. The statutory authorities will then be informed
- the disciplinary committee should review any relevant paper work and hold any necessary meetings with all parties to proceed with complaints into any incident of suspected misconduct that does not relate to child abuse. It should, as soon as possible, inform the Management Committee of the progress of the disciplinary process. This should be done within 10 working days
- the disciplinary committee should furnish the individual with the nature of the complaint being made against him/her and afford him/her the opportunity of providing a response either verbally or in writing, but usually at a meeting with the disciplinary committee
- written confidential records of all complaints should be safely and confidentially kept and club procedures should be defined for the possession of such records in the event of election of new officers
- where it is established that an incident of misconduct has taken place, the disciplinary committee should notify the member of any sanction being imposed. The notification should be made in writing, setting out the reasons for the sanction. If the member is under 18 years of age, correspondence should be addressed to the parents/guardians
- if the member against whom the complaint was made is unhappy with the decision of the disciplinary committee s/he should have the right to appeal the decision to an appeals committee (independent of a disciplinary committee). Any appeal should be made in writing within an agreed period after issue, usually 10 days of the decision of the disciplinary committee. The chairperson of the appeals committee should be a member of the Management Committee. The appeals committee should consult with the Children's Officer in relation to issues of child welfare and codes of conduct
- the appeals committee should have the power to confirm, set aside or change any sanction imposed by the disciplinary committee
- if any party is not satisfied with the outcome the matter can be referred to the IOA. However efforts to resolve the issue at local level should be exhausted before IOA is engaged in attempts to resolve the matter

3.5 RECRUITMENT OF ORIENTEERING LEADERS

Orienteering relies heavily on the time and commitment freely given by volunteers and without this the opportunities for children and young people to participate in sport may not exist. In order to make these opportunities a positive experience it is recommended that all adults taking responsibility for young people in sport should undergo a recruitment process. The following recruitment steps will help to protect young people and assist in placing leaders in the position to which they are suited and supported.

- List tasks that Orienteering Leaders need to perform and the skills needed for those tasks
- Make all vacancies openly available to interested and qualified applicants
- Each applicant should complete an application form. This should include a self-declaration section/ form. (See Appendices)
- The IOA recommend that coaches who work with young people should be Garda vetted.
- It is not the responsibility of any one person to recruit a leader. References should be verified by the club/organisation Management Committee and should be kept on file as a matter of record. See Sample Form in Appendix
- All recommendations for appointment should be ratified by the club's committee. The decision to appoint an Orienteering Leader is the responsibility of an orienteering club, and not of any one individual within it
- Once recruited into the club, all Orienteering Leaders should be adequately managed and supported and any statutory guidelines should be adhered to
- A probationary period is advisable and should be established, ideally through an informal interview, which can be used to assess the leader's commitment to promoting good practice in relation to young people

- Verify qualifications, experience and gaps in employment history
- Confirm identity of leader by checking formal identification
- When storing information in relation to applicants information should be treated as highly sensitive and confidential. It should be kept in a locked cupboard that is accessible only to a nominated officer and a deputy nominated officer.
- After making a final decision about the applicant, the original information sent to vetting authorities must be destroyed immediately by shredding or burning. Organisations may, however, include a note on any personnel file stating that a check was carried out and that the person's conditional offer of appointment was confirmed/withdrawn as a result.

3.6 EDUCATION AND TRAINING

Orienteering Clubs that take responsibility for children in sport should ensure that Leaders are competent to provide safe and rewarding experiences for those in their care and that Sport Leaders are provided with the appropriate training for their activity. Training and education opportunities should also be made available to parents/guardians as appropriate.

Sport Ireland have established support to assist sports organisations in implementing the Code and child protection training.

Sport Ireland have appointed a project leader to assist and liaise with governing bodies and local sports partnerships and to implement the code at national and local level through workshops and training sessions. Some training is delivered in conjunction with the local health services executive area boards.

It is important that National Children's Officers/Designated Persons and Club Children's Officers/Designated Persons receive appropriate training for their role. In addition all leaders working with young people should be updated with the code by attending the 'Child Protection in Sport' Awareness training, which includes information on codes of conduct, recruitment and selection and awareness of the appropriate club response to allegations of child abuse. Club Children's Officers/Designated Persons can then complete the 6-hour Children's Officer training.

4. PRACTICE

Leaders in children's sport should always strive to interact positively with children, enhancing the child's involvement and enjoyment of the sporting activity and promoting the welfare of the participant. The Code assists in the achievement of these aims and can also help to protect Sports Leaders in their various roles by providing a framework for the promotion of good practice.

4.1 GUIDELINES FOR ORIENTEERING LEADERS

Orienteering Leaders have an important role to play in promoting good practice in children's orienteering. They should have as their first priority the children's safety and enjoyment of Orienteering. The Orienteering Leaders' success should not be evaluated by performance or results of competition. They should enjoy a sense of achievement and pleasure through their work with young people. After undertaking appropriate education and training within the club or organisation, Orienteering Leaders will be well prepared to operate in a safe sporting environment with a knowledge and understanding of their role and responsibilities. They should be supported in their work by the Orienteering club/organisation and parents/guardians.

Orienteering Leaders are responsible for setting and monitoring the boundaries between a working relationship and friendship with young participants. Orienteering Leaders should operate to the club's agreed code of conduct, which emphasises enjoyment, equality, fair play and the general well-being of young people. This model of good practice should help children to demonstrate an awareness of equality, fair play and respect for Orienteering Leaders, other members of their group and the rules of the sport. The club/organisation and parents/guardians should afford Orienteering Leaders the respect they deserve and make them aware of any special needs of the child.

Club / Organisational procedures should support the Orienteering Leaders' model of good practice, thus ensuring protection for both the Leader and the participant. In so doing, Orienteering Leaders should feel able to make a complaint in an appropriate manner and have it dealt with through an effective complaints procedure. They should be able to appeal any decision through an effective appeals procedure.

In order to act as a role model and to promote their safety and the safety of young people Orienteering Leaders should:

- Be positive, praise and encourage effort as well as results
- Put the welfare of young people first, strike a balance between this and winning
- Encourage fair play and treat participants equally
- Have the relevant knowledge and experience to work with young people
- Understand developmental needs of young people

Where possible, and for their own safety, Orienteering Leaders should avoid:

- spending excessive amounts of time with children away from others
- taking sessions alone
- taking children on journeys alone in their car
- the use of alcohol before coaching, during events and on trips with young people

Orienteering Leaders should not:

- use any form of corporal punishment or physical force on a child
- take children to their home
- exert undue influence over a participant in order to obtain personal benefit or reward
- engage in rough physical games, sexually provocative games or allow or engage in inappropriate touching of any kind, and/or make sexually suggestive comments about, or to, a child
- take measurements or engage in certain types of fitness testing without the presence of another adult
- undertake any form of therapy (hypnosis etc.) in the training of children

For further information and sample codes for leaders see www.irishsportscouncil.ie

4.2 PHYSICAL CONTACT

Physical contact during Orienteering 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

4.3 GUIDELINES FOR PARENTS/GUARDIANS

Parents/guardians have the primary responsibility for the care and welfare of their children within sport. Parents/guardians should encourage their children to participate in Orienteering for fun and enjoyment and should ensure that their child's experience of Orienteering is a positive one. Lessons learned in children's sport will shape values and attitudes in adult life. They should always remember that children play sport for their own enjoyment not that of the parents/guardians.

Parents/guardians have a duty to ensure that the context in which their child is participating is appropriate.

Parents/guardians and Orienteering Leaders will ideally work in partnership to promote good practice in Orienteering and to support all efforts to protect against neglect, emotional, physical or sexual abuse in sporting activities. To do so, parents/guardians should ensure that clubs treat their children with fairness, respect and understanding, and that the club is fulfilling its responsibility to safeguard children. They should encourage their children to tell them about anyone causing them harm. They should become aware of club procedures and policies, in particular where changes are made that effect them or their children, and be informed of all matters relating to ethics and good practice. They should check that the Code of Ethics and Good Practice for Children's Sport has been adopted and implemented in the club/organisation.

Parents/guardians should remember that children learn best by example. To assist in the promotion of good practice with the club or organisation they should:

- be aware of the relevant Orienteering Leaders and their role within the club
- show appreciation of and respect for Orienteering Leaders and their decisions
- encourage their child to play by the rules
- behave responsibly on the sideline
- focus on their child's efforts rather than performance
- focus on the fun and participation of the child in the activity
- liaise with the Orienteering Leaders in relation to the times/locations of training sessions, medical conditions of their children and any requirement for their child's safety

To promote the procedures of good practice parents/guardians should be:

- encouraged to become members of the club, where feasible, and take an active interest in the running of the club or any Orienteering activities in which their children take part
- willing to become the Club Children's Officer or assist in the running of the club
- informed of the training and/or competitive programmes and be satisfied with the general environment that is created for their children
- informed if their child sustained an injury during sporting activities
- informed of problems or concerns relating to their children.
- informed in advance and have their consent sought in relation to matters regarding away trips, camps or specially organised activities

Comments and suggestions by parents/guardians should always be considered and their complaints acknowledged and dealt with as they arise through an effective and confidential complaints procedure.

Parents/guardians should not:

- ignore or dismiss complaints or concerns expressed by a child which relate to his/her involvement in sport
- ridicule or yell at a child for making a mistake or losing
- put undue pressure on their child to please or perform well, including forcing a child to participate when ill
- take safety for granted
- treat the club as a child-minding service

4.4 GUIDELINES FOR CHILDREN

Children have a great deal to gain from Orienteering in terms of their personal development and enjoyment. The promotion of good practice in sport will depend on the co-operation of all involved, including child members of clubs/organisations. Children must be encouraged to realise that they also have responsibilities to treat other children and Orienteering Leaders with fairness and respect.

CHILDREN IN SPORT ARE ENTITLED TO:

- be listened to
- be believed
- be safe and to feel safe
- participate in sporting activities on an equal basis, appropriate to their ability and stage of development
- be treated with dignity, sensitivity and respect
- be happy, have fun and enjoy Orienteering

- experience competition at a level at which they feel comfortable and the desire to win as a positive and healthy outcome for striving for best performance
- comment and make suggestions in a constructive manner
- make a complaint in an appropriate way and have it dealt with through an effective complaints procedure
- be afforded appropriate confidentiality
- be represented at decision making bodies/meetings within their sports club/organisation
- have a voice in the running of their club
- approach the Children's Officer/Designated Person with any questions or concerns they may have

CHILDREN SHOULD UNDERTAKE TO:

- play fairly, do their best and have fun
- shake hands before and after the event, whoever wins - and mean it
- respect officials and accept their decisions with grace, not a grudge
- respect fellow orienteers; give them full support both when they do well and when things go wrong
- respect other competitors, they are not enemies, they are partners in an event
- give other competitors a hand if they are injured
- accept apologies from opponents when they are offered
- exercise self-control and tolerance for others, even if others do not
- be modest in victory and be gracious in defeat
- show appropriate loyalty to their sport and all its participants
- make high standards of fair play the example others want to follow

CHILDREN SHOULD NOT:

- cheat
- use violence, using physical contact only when it is allowed within the rules
- shout at, or argue with, officials, team mates or opponents

- take banned substances to improve performance
- bully or use bullying tactics to isolate another player
- use unfair or bullying tactics to gain advantage
- harm team mates, opponents or their property
- tell lies about adults or other children
- spread rumours
- keep secrets about any person who may have caused them harm

4.5 SUPERVISION AND GENERAL GUIDELINES

TRANSPORT

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

- Ensure there is adequate insurance on their car and that they follow the rules of the road, including the legal use of seat belts
- Ensure they do not carry more than the permitted number of passengers
- Avoid being alone with one passenger, put passengers in the back seat, have central drop off locations or seek parental permission when transporting on a regular basis. Parents should check with young people about the plans, listen to what the young people are saying, be sure they are happy with the transport arrangements.

GENERAL SUPERVISION

- Ensure adequate Adult:Child ratios. Good practice dictates that a leader should try to ensure that more than one adult is present. This will help to ensure the safety of the children as well as protect adults

- Adult:Child ratios will depend on the nature of the activity, the age of the participants and any special needs of the group, a general guide might be 1:8 for under 12 years of age and 1:10 for over 12 years of age
- There should be at least one adult of each gender with mixed parties
- Away trips will need higher rates of supervision and these should be checked out with the governing body or organiser, children and young people should be supervised at all times.
- Avoid adults being left alone with young participants, if a leader needs to talk separately to a participant this should be done in an open environment, in view of others
- Respect the privacy of young people while changing, leaders may only need to enter changing rooms where the participants are very young or require special assistance. When necessary, leaders should supervise in pairs or seek assistance, it is the safety and welfare of the participants that is of paramount importance
- Leaders should not be left alone with young people at the end of a training session. Clearly state times for start and finish of training and/or competitions. If late collections occur leaders should remain in pairs until participants have left. It is the responsibility of parents/guardians to make arrangements for collection of young people, it should be made clear that the club is responsible for only club activities
- If a child suffers an injury or accident the parents/guardians should be informed. See sample accident form on www.irishsportscouncil.ie

OVERNIGHT & AWAY TRIPS

- Written permission of parents/guardians should be obtained for all overnight away trips, this should include permission to travel, behaviour agreement and any medical/special needs of the group, (including permission to treat the participant)
- The agreement should be signed by both parents and participants
- A meeting with parents and participants is useful to communicate travel times, competition details, other activities, gear requirements, special needs (medical or dietary), and any other necessary details, contact details, codes of conduct, etc.

- All adults who travel on away trips should be carefully chosen, using the recruitment and selection procedure in this code
- The roles and responsibilities of adults participating in away trips should be clearly defined
- The IOA will appoint a Team Manager for away trips. S/he should have overall responsibility for the children's well-being, behaviour and sleeping arrangements. S/he should be appointed as an official of the club/organisation for the duration of the trip
- The Team Manager should submit a written report to the organisers as soon as possible after the end of the trip
- On away trips, coaches should be accountable to the Team Manager in all non-performance related matters
- Where there are mixed teams there should be leaders of both genders (at least one female and/or male in the management/coaching structure)
- Adults should not share a room with a child. Where the presence of an adult is needed there should be more than one child in the room with the adult. If children are sharing a room, it should be with those of the same groupings, age and gender
- Managers should check out the venue beforehand, so that separate and appropriate sleeping arrangements can be made in advance
- Alcoholic drink, smoking and other illegal substances / activities are forbidden to participants. Leaders should act as role models in this respect.

Being a host family or being hosted is an integral part of many sports and, if handled appropriately, can add to a child's enjoyment and experience at a competition. Hosting can be a challenging role but also very rewarding. Special care should be taken in the selection of homes for overnight stays. A host should be provided with as much information about the child/children staying with them and details of the competition. Where practicable more than one child should be placed with each host family. The family in turn should agree to provide references and be vetted when and if this is available. In addition clubs should follow the recruitment and selection procedures outlined in this Code.

When arranging for events/trips abroad, the club or Governing Body will be dependent on the ability of the host organisation to access vetting services and obtain appropriate references. It is the responsibility of the trip organiser to provide the hosts with the relevant information on the child and details of what is expected.

Host families should

- Agree to abide by the Governing Bodies Code of Conduct
- Consent to appropriate checks and references
- Attend host family meetings before competitions or events
- Provide a safe and supportive environment for young people

Governing Bodies / Clubs should

- Provide a travel pack to hosting families
- Check out references with hosting families
- Provide an itinerary of the trip
- Gather information on destination and venue

Young People

- Should sign a behaviour agreement
- Should not be asked to share a bed or a room with an adult
- Should be happy with the arrangements
- Should show respect to the host families

4.6 SAFETY

The IOA and Orienteering clubs will ensure that a clear statement of specific and potential risks attached to Orienteering is widely publicised to all members. They will also have specific procedures in place for safeguarding against such risks. The following practices should apply in order to promote safety:

- activities being undertaken should be suitable for the ability, age, and experience of the participants
- equipment and facilities should meet the highest possible standards and be appropriate to the maturity of the participants
- where protective equipment is deemed necessary it should be used
- First Aid should be available for all-training sessions and events. There should be a proper First Aid Kit. First Aid information should be a basic element of a coaching leadership course
- injuries should be recorded, with a note of the action taken in relation to each one. It is recommended that each club maintain an accident book with a specific incident form for completion by Orienteering Leaders, with due regard for confidentiality. If you have concerns in relation to the welfare of the child see section later in this Code.
- parents/guardians should be notified, by the Orienteering Leader, of injuries/illness which children incur while participating
- all clubs should have a simple and widely known emergency plan to ensure safety procedures
- Planners, Controllers and Organisers should ensure that the event conform to the Rules set by the IOA
- children should be taught the Rules of Orienteering at club level and be encouraged to abide by them,
- it is important that before children participate in Orienteering, they have learned and agreed personal safety rules. If Orienteering Leaders take children into potentially dangerous situations they should hold the appropriate qualification required by the IOA
- parents/guardians should know, and abide by, the starting and finishing times of sessions and events

4.7 INSURANCE

All clubs and organisations should ensure that appropriate insurance cover is in place to cover the activities of the club, Sports Leaders and participants. Away trips should be included in such cover. For away trips parents/guardians should be made aware of the need for comprehensive insurance to cover their child, e.g. health /medical insurance etc.

Adults transporting children in their cars should be aware of the extent and limits of their motor insurance cover, particularly in relation to acceptable numbers and liability.

4.8 REGISTRATION, DROPOUT AND CLUB TRANSFERS

Loss of club members, including adult transfers, should be monitored. Any unusual or unexpected dropout or club transfer of children or Sports Leaders should be checked out by the Club Children's Officer and/or the governing body. If any concerns regarding a child or children's welfare are raised the matter should be handled in accordance with procedures outlined in this Code.

4.9 DISCIPLINE IN ORIENTEERING

Discipline in Orienteering should always be positive in focus, providing the structure and rules that allow participants to learn to set their own goals and strive for them. It should encourage young people to become more responsible for themselves and therefore more independent.

Children should be helped to become responsible about the decisions and choices they make within Orienteering. There should be no place for fighting, over-aggressive or dangerous behaviour in Orienteering.

4.10 THE USE OF SANCTIONS

The use of sanctions is an important element in the maintenance of discipline. The age and developmental stage of the child should be taken into consideration when using sanctions. Sanctions should be fair and consistent and in the case of persistent offence, should be progressively applied. They should never be used to retaliate or to make an Orienteering Leader feel better. The following steps are suggested and should always be used in conjunction with the code of conduct for young people:

- rules should be stated clearly and agreed
- a warning should be given if a rule is broken
- a sanction (for example, use of time out) should be applied if a rule is broken for a second time. The use of green, yellow and red cards are encouraged, irrespective of the sport
- if a rule is broken for the third time the child should be spoken to, and if necessary, the parents/guardians may be involved
- sanctions should not be applied if an Orienteering Leader is not comfortable with them. If an appropriate action cannot be devised right away, the child should be told that the matter will be dealt with later, at a specified time and as soon as possible
- a child should not be sanctioned for making errors when s/he is playing
- physical activity (e.g. running laps or doing push-ups) should not be used as a sanction. To do so only causes a child to resent physical activity, something that s/he should learn to enjoy throughout his/her life
- sanctions should be used sparingly. Constant sanctioning and criticism can cause a child to turn away from sport
- once sanctions have been imposed, it is important to make the young person feel s/he is a valued member of the group again
- where relevant, some sanctions may need to be recorded and parents informed

4.11 USE OF PHOTOGRAPHIC AND MOBILE EQUIPMENT

Each club should adopt a policy in relation to the use of images of athletes on their websites and other publications, as there have been concerns about the risks posed directly and indirectly to children and young people. Adults and sports leaders need to work together to prevent those wishing to cause such harm to 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/ designated person and ask them to deal with the matter.

The purpose is to reduce the risk of inappropriate, unsolicited attention from people within and outside the sport. Group photographs where the club is identified rather than individuals are good for publicity without creating a risk to those in the photographs. As a guide try to remember the following:-

- If the athlete is named, avoid using their photograph.
- If a photograph is used, avoid naming the athlete.
- Ask for the athlete's permission to use their image to ensure that they are aware of the way the image is to be used to represent the sport.
- Ask for parental permission to use the athlete's image to ensure that parents are aware of the way the image is to be used to represent the sport. A permission form could be used or make an announcement at the start of an event.
- To reduce the risk of inappropriate use, only use images of athletes in suitable dress. The content of the photograph should focus on the activity not on a particular child
- Talk to children's officer/designated person if you are worried about use of images

Amateur photographers/film/video operators wishing to record an event or practice session should seek accreditation with the children's officer, event organiser or leader of session. Permission forms should be available on site.

To ensure spectators and participants are informed of the policy, the club/event/organisation should display the following information prior to the start of an event and where possible make an announcement over a tannoy.

“In line with the recommendation in the IOA 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. It is not advisable that children are photographed or filmed without their permission and/or the permission of their parent/guardian”.

Working in Partnership to protect young people

Photographs, when used with personal information, can be used as a means of identifying children. This practice can make a child vulnerable to an individual who may wish to “groom” that child for abuse. Furthermore the content of the photo can be used or adapted for inappropriate use. There is evidence of this adapted material finding its way onto child pornography sites. Adults and sports leaders need to work together to prevent those wishing to cause such harm to young people.

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. Within clubs there is a need to encourage responsible and secure use of mobile phones by adults and young people.

As a young person remember

- 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/designated person 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; inappropriate use of your camera phone may cause upset or offence to another person, e.g. changing rooms
- Treat your phone as you would any other valuable item so that you guard against theft

As a Leader remember

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

4.12 NOTICE FOR ORIENTEERING EVENTS

At each Orienteering event where Children are likely to attend, this will be the majority of events in Ireland, the following notice is to be placed.

The Designated Liaison Person is _____

Their Mobile Number is _____

In line with the recommendation in the IOA Code of Conduct, the organisers 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. It is not advisable that children are photographed or filmed without their permission and/or the permission of their parent/guardian.

It is not necessary for the person named to be at the event but to be available for phone contact.

5. PROTECTION

Child protection policies and procedures will be adopted by the IOA and Affiliated Orienteering Clubs and supported by their constitutions.

A central goal for all involved in Orienteering is to provide a safe, positive and nurturing environment where children can develop and enhance their physical and social skills. Promoting a child-centred ethos should go hand in hand with identifying and eliminating practices that impact negatively on safe and enjoyable participation in Orienteering.

5.1 AREAS OF RISK FOR CHILDREN IN Orienteering

Awareness of risk to children's happiness and welfare in sport should be seen as central to protection against harm. Such risk could include the following:

- children suffering significant harm by being deprived of proper supervision and safety
- Orienteering Leaders, parents/guardians subjecting children to constant criticism, sarcasm, rejection, threatening behaviour or pressure to perform at unrealistic levels
- the infliction of any form of non-accidental injury or other forms of child abuse

5.2 SUBSTANCE ABUSE IN SPORT

- the use of drugs, alcohol and tobacco should be actively discouraged as being incompatible with a healthy approach to sporting activity
- the use of alcohol before coaching, during sessions and events and on away trips should be avoided
- under-age clubs and teams should be encouraged to organise receptions and celebrations in a non- alcoholic environment and in a manner that is suitable for the age group concerned. Adults should act as role models for appropriate behaviour and refrain from drinking alcohol at such functions
- Orienteering Leaders should promote fair competition through the development of sound training practice and should actively discourage the use of any substance that is perceived to offer short cuts to improved performances or to by-pass the commitment and hard work required to achieve success

- it is the responsibility of all Orienteering Leaders to educate and inform those in their care as to the short and long-term effects of substances taken to enhance performances. Officials should also ensure that those in their charge are aware of the harmful side effects or the illegality of proscribed drugs or other banned performance-enhancing substances
- Orienteering Leaders in should refrain from seeking sponsorship from the alcohol and tobacco industries

Children and parents/guardians involved in sport should be aware of the Sports Councils' Anti-Doping Programmes, see www.irishsportsCouncil.ie

5.3 PSYCHOLOGICAL STRESS, BURNOUT & DROPOUT OF CHILDREN IN ORIENTEERING

Burnout may be defined as a process resulting from an activity that was once a source of fun and personal satisfaction, but later becomes associated with progressive physical and psychological distress. There is a range of factors, which may cause this change, some of which are not associated with the child's sporting activities. Burnout itself may result from a combination of the number of hours involved in physical training with high expectations and pressure from Sports Leaders and parents/guardians. It represents a loss of energy and enthusiasm for sport and is characterised by anxiety and stress. The child no longer has fun and becomes overwhelmed by the demands of competition and training. S/he may wish to drop out of Orienteering.

Within a sporting context the following practices are harmful to children's health and welfare:

- pressuring a child to perform at a level which is beyond his/her capacity based on age or maturation level
- over-training or the making of demands on a child that lead to burnout
- knowingly permitting an injured child to participate in a sporting activity
- failure to take adequate precautions to protect a child from environmental hazards
- failure to take account of known ailments or relevant weaknesses of a child

Psychological stress within the sporting context can be caused by:

- over-emphasis on winning
- age-inappropriate expectations
- excessive criticism
- inappropriate use of sanctions/discipline
- rejection
- disapproval of skill/performance ability
- failure to provide support and encouragement for effort and achievement
- failure to involve a child/children as fully as possible in the activity
- the use of coarse, inappropriate language

SIGNS OF PSYCHOLOGICAL STRESS AND BURNOUT

- sleep disturbance
- irritability
- tension
- lack of energy
- sadness/depression

- frequent illness
- loss of interest and enthusiasm
- absenteeism, arriving late, leaving early
- no pleasurable anticipation of participation in sporting events

COMBATING PSYCHOLOGICAL STRESS AND BURNOUT

Children who show an early aptitude for sport are very often asked to participate in a range of sports or across a range of age groups. This can put them at risk of stress and burnout.

Stress and burnout can be prevented and dropout rates reduced by measures such as:

- listening to and respecting children's views about participation
- parents/guardians and Sports Leaders de-emphasising the importance of winning and encouraging the development of individual skills and effort instead
- attaining an appropriate match between the individual child's ability and the activity in which s/he is participating
- ensuring that the physical or sporting abilities of the child are not viewed by the child as indications of his/her self worth
- ensuring that children have fun and enjoy activities in which they are involved
- encouraging younger children to play a variety of different sports both at individual and at team level. This promotes variety and encourages a range of different sport skills in participants
- using modified games
- maximising the involvement of children by using substitutions
- ensuring that children are not participating in adverse climatic conditions

5.4 BULLYING

The risk of bullying and harassment by adults and by children should be anticipated by taking active steps to prevent it occurring. A prompt and decisive response should be made to any indications that it is taking place.

WHAT IS BULLYING?

Bullying is repeated aggression be it verbal, psychological or physical, which is conducted by an individual or group against others. It is behaviour, which is intentionally aggravating and intimidating and occurs mainly among children in social environments such as schools, sports clubs and other organisations working with children. It includes behaviours such as teasing, taunting, threatening, hitting or extortion by one or more children against a victim. It is the responsibility of Sports Leaders to deal with bullying that may take place in the organisation. Each club/organisation should have a clear policy on bullying which is known to members and implemented by Sports Leaders. Incidents of bullying should be dealt with immediately and not tolerated under any circumstances.

Many children are reluctant to tell adults that they are being bullied. Older children are even more reluctant. This underlines the need for constant vigilance and encouragement to report bullying.

COMBATING BULLYING

All clubs/organisations should have an anti-bullying policy, which includes the following measures:

- raising awareness of bullying as an unacceptable form of behaviour
- creating a club ethos which encourages children, Sports Leaders and parents/guardians to report bullying and to use the procedures of the complaints mechanism of the organisation to address this problem
- providing comprehensive supervision of children at all sporting activities
- providing a supportive environment for victims of bullying
- obtaining the co-operation of parents/guardians to counter bullying

5.5 CHILD ABUSE

An Orienteering club/organisation, like any other organisation that includes children among its members, is vulnerable to the occurrence of child abuse. This possibility should be openly acknowledged and addressed in its formal policies and procedures. An environment, in which awareness of what constitutes abusive behaviour and a willingness to tackle the issue head on, is the most likely to contribute to the implementation of effective child protection measures. It is only by discussing and agreeing procedures and best practice that all Orienteering Leaders can be assured that they are providing the safest and most enjoyable experiences in sport for the children and for themselves.

5.6 CHILD PROTECTION IN ORIENTEERING

The prevention and detection of child abuse depends on the collaborative effort of everyone concerned. The following factors are central to effective child protection in Orienteering:

- acceptance by all involved with children that abuse, whether physical, emotional, neglect or sexual is wrong, severely damages children and must be confronted
- awareness of the behavioural and physical indicators of various forms of abuse
- knowledge of the appropriate response and action to be taken where abuse is revealed or suspected
- vigilance, and avoidance of all situations conducive to risk
- open, trusting and co-operative relationships within the club/organisation, and with parents/guardians and others concerned with children's progress or welfare
- willingness to co-operate with the Statutory Authorities (police authorities, health services executives or social services), in relation to sharing information about child protection concerns at any time

5.7 HARM

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

5.8 CATEGORIES OF ABUSE

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

1. Child Neglect

Neglect is normally defined in terms of an omission, where a child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, or medical care. It may also include neglect of a child's basic emotional needs.

Neglect generally becomes apparent in different ways over a period of time rather than at one specific point. For instance, a child who suffers a series of minor injuries is not having his or her needs for supervision and safety met. The threshold of significant harm is reached when abusive interactions dominate and become typical of the relationship between the child and the parent/guardian.

2. Emotional Abuse

Emotional abuse is normally to be found in the relationship between an adult and a child rather than in a specific event or pattern of events. It occurs when a child's need for affection, approval, consistency and security are not met. It is rarely manifested in terms of physical symptoms. For children with disabilities it may include over-protection or conversely failure to acknowledge or understand a child's disability.

Examples of emotional abuse include:

- (a) Persistent criticism, sarcasm, hostility or blaming;
- (b) Where the level of care is conditional on his or her behaviour;
- (c) Unresponsiveness, inconsistent or unrealistic expectations of a child;
- (d) Premature imposition of responsibility on the child;
- (e) Over or under protection of the child;
- (f) Failure to provide opportunities for the child's education and development;
- (g) Use of unrealistic or over-harsh disciplinary measures;
- (h) Exposure to domestic violence.

Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone. The threshold of significant harm is reached when abusive interactions dominate and become typical of the relationship between the child and the parent/guardian.

3. Physical Abuse

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

- (a) Shaking, hitting or throwing
- (b) Use of excessive force in handling;
- (c) Deliberate poisoning;

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

4. Sexual Abuse

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

- (a) Exposure of the sexual organs or any sexual act intentionally performed in the presence of a child;
- (b) Intentional touching or molesting of the body of a child whether by a person or object for the purpose of sexual arousal or gratification;
- (c) Masturbation in the presence of a child or involvement of the child in the act of masturbation;
- (d) Sexual intercourse with the child, whether oral, vaginal or anal;
- (e) Sexual exploitation of a child;
- (f) It may include non-contact activities, such as involving children in looking at pornographic material

5.9 SIGNS OF CHILD ABUSE

Signs of abuse can be physical, behavioural or developmental. A cluster or pattern of signs is the most reliable indicator of abuse. Indicators should be noted. It is important, however, to realise that all of these indicators can occur in other situations where abuse has not been a factor, and that the list is not exhaustive. For further information see Appendix 1, Children First. Some examples include:-

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

5.10 GROUNDS FOR CONCERN

Consider the possibility of child abuse if there are reasonable grounds for concern. Reasonable grounds for concern (page 38, Children First), exist when there is:

- a specific indication from a child that s/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 be caused 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

5.11 PROTECTIONS FOR PERSONS REPORTING CHILD ABUSE

The Protections 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 Services Executives or the Gardai. This means that, even if a reported suspicion of child abuse proves unfounded, a plaintiff who took an action would have to prove that the reporter had not acted reasonably and in good faith in making the report.

This Act came into operation on 23rd January, 1999. 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 the HSE 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.

5.12 RECOGNISING AND REPORTING OF SUSPECTED CHILD ABUSE

Each club should have clear procedures for responding to reports or concerns relating to the welfare and safety of children. All Orienteering Leaders, children and parents/guardians should be aware of how to report and to whom concerns should be reported within the club/organisation. These procedures should be consistent with Statutory Authority guidelines, i.e. Children First and with the procedures outlined in this Code. Copies of the Statutory Authority guidelines should be available in all sports clubs/organisations. Everyone involved in working with young people should be aware of their responsibility to work in co-operation with the statutory child protection authorities.

The ability to recognise child abuse depends as much on a person's willingness to accept the possibility of its existence as it does on knowledge and information. It is important to note that child abuse is not always readily visible, and may not be clearly observable. If a Sports Leader or a parent/guardian is uneasy or suspicious about a child's safety or welfare the following response should be made:

REPORTING CHILD ABUSE

The following steps should be followed 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 designated person. If there are reasonable grounds for believing that the child has been abused or is at risk of abuse, s/he will make a report to the statutory authorities who have statutory responsibility to investigate, assess and validate suspected or actual child abuse;
- (c) 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;

- (d) If the Designated Person is unsure whether reasonable grounds for concern exist or not, s/he should informally consult with the local duty social worker. S/he will be advised whether or not the matter requires a formal report;
- (e) A Designated Person reporting suspected or actual child abuse to the Statutory Authorities should first inform the family of their intention to make such a report, **unless doing so would endanger the child or undermine an investigation**;
- (f) A report should be given by the Designated Person to the Statutory Authorities in person or by phone, and in writing; without delay (see appendix)
- (g) It is best to report child abuse concerns by making personal contact with the relevant personnel in the Statutory Authorities and follow up in writing
- (h) In those cases where the sports club/organisation finds that it does not have reasonable grounds for reporting a concern to the Statutory Authorities, the member who raised the concern should be given a clear written statement by the designated person of the reasons why the sports club/organisation is not taking action. The member should be advised that, if they remain concerned about the situation, they are free to consult with, or report to, the Statutory Authorities in their area.

RESPONSE TO A CHILD REPORTING ANY FORM OF ABUSE

The following points should be taken into consideration:

- (a) The child should understand in an age appropriate way that it is not possible that any information will be kept a secret;
- (b) It is important to 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;
- (c) It is important to stay calm and not to show any extreme reaction to what the child is saying. Listen compassionately, and take what the child is saying seriously;

- (d) It should be understood that the child has decided to tell about something very important and has taken a risk to do so. The experience of telling should be a positive one so that the child will not mind talking to those involved in the investigation;
- (e) No judgmental statement should be made against the person against whom the allegation is made;
- (f) The child should not be questioned unless the nature of what s/he is saying is unclear. Leading questions should be avoided. Open, non-specific questions can be used if necessary such as “Can you explain to me what you mean by that”. Try to let the child tell their story, use their words
- (g) The child should be given some indication of what would happen next, such as 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.

5.13 INFORMAL CONSULTATION

Persons unsure about whether or not certain behaviours are abusive and therefore reportable, should contact the duty social worker in the local health services executive where they will receive advice.

5.14 SOURCES OF CHILD ABUSE

It is important to realise that children may be subjected to abuse by parents/guardians or other family members, persons outside their family, other children, or those who have responsibility for their care for one reason or another for short or long periods of time.

5.15 CHILDREN WHO MAY BE ESPECIALLY VULNERABLE TO ABUSE

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

5.16 PEER ABUSE

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

5.17 ALLEGATIONS OF ABUSE AGAINST SPORTS LEADERS

SEE FLOWCHART IN APPENDIX

Each club/sports organisation should have agreed procedures to be followed in cases of alleged child abuse against Sports Leaders. If such an allegation is made, two steps should be taken:

- (i) The reporting procedure
- (ii) The procedure for dealing with the Sports Leader

SPECIAL CONSIDERATIONS

The following points should be considered

- 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 sports club/organisation should take any necessary steps which may be immediately necessary to protect children
- if a Sports Leader is the subject of the concern s/he should be treated with respect and fairness

STEPS TO BE TAKEN WITHIN THE SPORTS ORGANISATION

Where reasonable grounds for concern exist the following steps should be taken by the club/organisation:

- advice should be sought from the local duty social worker with regard to any action by the club deemed necessary to protect the child/children who may be at risk
- the matter should be reported to the local statutory authorities following the standard reporting procedure outlined above
- 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 this task be undertaken by a senior office holder other than the designated person/children's officer who takes the responsibility for reporting

When the Sports Leader is being privately informed by the senior officer of a) the fact that an allegation has been made against him/her and b) the nature of the allegation, s/he should be afforded an opportunity to respond. His/her response should be noted and passed on to the statutory authorities.

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.

Once the criminal process is completed, clubs/organisation should consider the need to examine whether there are grounds for disciplinary proceedings for misconduct. The fact that the alleged abuser has not been prosecuted or has been found not guilty does not mean that such proceedings are not necessary or feasible.

5.18 CONFIDENTIALITY

Confidentiality is about managing information in a respectful, professional and purposeful manner. Confidentiality should be maintained in respect of all issues and people involved in concerns about the welfare of a child or bad practice within a club. 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 borne 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 about whom there are concerns 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

5.19 DEALING WITH 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 Designated Person. This information should be checked out and handled in a confidential manner.

Any such complaints relating to child protection concerns should be handled in accordance with procedures outlined in this Code.

5.20 RUMOURS

Rumours should not be allowed to hang in the air. Any rumours relating to inappropriate behaviour circulating in sports organisations should be brought to the attention of the Designated Person and checked out without delay. Any ensuing information should be handled confidentially and with sensitivity. If the designated person has reasonable grounds for concern that a child has been abused s/he should refer the matter to the Statutory Authorities, using the standard reporting procedure. If there is any doubt about the requirement to report the substance of a rumour, advice should be sought from the duty social worker in the local health board or social services department.

Children should be encouraged to report problems or concerns directly to their Children's Officer and/or to their parents/guardians, or any trusted adult, regardless of how minor or serious the problem might be. Parents/guardians should also encourage children to inform them of any such problems or concerns.

Open trusting relationships between adults and children will help to ensure that all-important issues are dealt with in a constructive manner.

5.21 DISCLOSING INFORMATION TO OTHERS

In the absence of the above guidance and police service, the ISC recommend that best practice is to disclose information requested by a third party which is given in order to provide protection to a young person now or in the future

APPENDIX 1: SAMPLE POLICY STATEMENTS

Sample Policy Statement for Orienteering Clubs

This sports club/organisation is fully committed to safeguarding the well being of its members. Every individual in the club/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 the club/organisation and the guidelines contained in the Code of Ethics and Good Practice for Children's Sport.

The sample policy statement above should be written into the Constitution of the club/organisation. A more detailed policy statement may be drawn up for a particular club/organisation.

The following sample child protection policies should be an appendix to the Constitution.

Sample Child Protection Policy for a Club

"To ensure that the best practice is followed by this club we shall work closely with the IOA. In order to promote the best practice in children's sport, we shall comply with the guidelines of the Code of Ethics and Good Practice for Children's Sport; as set out in "People – Orienteering Clubs" which are:" (each club should insert the sixteen bullet points which are set out "People – Orienteering Clubs" of the Code of Ethics and Good Practice for Children's Sport).

APPENDIX 2: APPLICATION FORM FOR POTENTIAL ORIENTEERING LEADERS

VOLUNTEER / COACH APPLICATION FORM
FOR THOSE WITH SUBSTANTIAL ACCESS TO CHILDREN
 All information received in this form will be treated confidentially

Name: Maiden Name (if applicable):

Current Address:

Previous Address over the last 5 years:

How long have you lived at this address?

Place of birth(Town/City)

Telephone No: Mobile DOB:

PPS Number

Previous work/voluntary experience & relevant qualifications

Do you agree to abide by Code of Conduct (copy included with this form)? Yes ☐ No ☐

Have you ever been asked to leave a sporting organisation in the past? Yes ☐ No ☐
(if you have answered yes we will contact you in confidence)

Any other relevant information?

Please supply the names of two responsible people whom we can contact and who from personal knowledge are willing to endorse your application. If you have had a previous involvement in a sports club one of these names should be that of an administrator / leader in your last club / place of involvement.

Name: <input type="text"/>	Name: <input type="text"/>
Address: <input type="text"/>	Address: <input type="text"/>
<input type="text"/>	<input type="text"/>
Tel: <input type="text"/>	Tel: <input type="text"/>
Position: <input type="text"/>	Position: <input type="text"/>

FOR OFFICIAL USE ONLY:

Date application received: Date of Interview:

Interviewed by: 1.
 2.

References received and are satisfactory: Yes ☐ No ☐

Comments:

Statutory check completed & returned (if appropriate): Yes ☐ No ☐ N/A ☐

Proof of applicants identification received: Yes ☐ No ☐

Recommendation: ☐ Approved Reasons ☐ Not Approved Reasons:

Signed: Dated:

APPENDIX 3: CONFIDENTIAL REFERENCE FORM

Confidential Reference Form

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

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

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

1. How long have you known 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	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maturity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Self-motivation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Can motivate others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Energy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Trustworthiness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reliability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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

YES ☐ NO ☐

If you have answered YES we will contact you in confidence

Signed: Date:

Position in organisation:

Name of club / organisation:

APPENDIX 4: DISCLOSURE OF CRIMINAL CONVICTIONS FORM

DISCLOSURE OF CRIMINAL CONVICTIONS & PERMISSION FOR STATUTORY CHECKS FOR THOSE WORKING WITH CHILDREN

(Please read this information carefully)

Statement of non-discrimination:

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 statutory organisation responsible for this task in the jurisdiction in which you are working/volunteering

Advice to Applicants:

Please complete this form as accurately as possible and return it marked **"Confidential"** in the 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 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 effect your application. The disclosure of a criminal record or other information will not debar you from registration / appointment unless (Name of Sports Governing Body) considers that the conviction renders you unsuitable. In making this decision (Name of Sports Governing Body) 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 and date(s) 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.

I declare that all answers are complete and correct to the best of my knowledge and I will inform the designated person of any future convictions or charges. I consent to the check being made via the statutory authorities in which I intend to work/volunteer. I am also aware that Name of Sport as the umbrella organisation carrying out the check, may, following discussion with myself, share the information returned with my club chairperson.

Signature:

Print Name:

Date:

Please return completed forms to:

APPENDIX 5: STANDARD REPORTING FORM

Recording Allegations or Suspicions of Abuse

This form is based on 'standard reporting form' used by the Health Services Executive in ROI. The form can be filled out in consultation with the statutory authorities. Complete as many questions as possible.

1 Details of Child

Name of Child: Male / Female:

Address:

Age: School:

1a Name of the Mother:

Address if different to above:

Telephone Number:

Name of the Father:

Address if different to above:

Telephone Number:

1b Care and Custody arrangements regarding child, if known:

1c Household Composition

Name: Relationship:

Date of Birth: Add. Information:

Sample 'standard reporting form' continued.....

- 2 Details of concern(s), allegation(s) or incident(s), dates, times, who was present, description or any observed injuries, parent's view(s), child's view(s) if known:

- 3 Details of person(s) allegedly causing concern in relation to the child:

Name:

Age: Male/Female:

Address:

Relationship to child: Occupation:

- 4 Name and Address of other personnel or agencies involved with this child:

Social workers: School:

Public Health Nurses: Gardai:

G.P.: Pre-school/crèche/youth groups/after school groups

Hospital:

Sample 'standard reporting form' continued.....

- 5 Are parents/legal guardians aware of this referral to the social work depart. Yes/no
If yes, what is their attitude?

- 6 Details of person reporting concerns (please see guidance notes below)

Name: Occupation:

Address

Telephone:

Nature and extent of contact with child/family:

- 7 Details of person completing form:

Name: Date:

Occupation: Signed:

Guidance notes:

Health Service Executives have a statutory responsibility under the Child Care Act, 1991, to promote the welfare and protection of children in their area. Health Service Executives at local level therefore have an obligation to receive information about any child who is not receiving adequate care and/or protection

The reporting form is for use by:

- Health Service Executive personnel
- Professionals and individuals in the provision of child care services in the community who have service contracts with the health services executives
- Designated persons in a voluntary or community agency
- Any professional, individual or group involved in services to children who become aware of a child protection or welfare concern, or to whom a child protection or welfare concern is reported.

Please fill in as much information and detail as is known to you, (health executive personnel should do this in consultation with their line manager). This will assist the Social Work Department in assessing the level of risk to the child, or support services required. If the information requested is not known to you, please indicate by putting a line through the question. It is likely that a social worker will contact you to discuss your report. Health Service Executives aim to work in partnership with parents. If you are making this report in confidence you should note that the Health Service Executive cannot guarantee absolute confidentiality as (a) a court could order that information be disclosed or (b) under the freedom of information act the commissioner may order that information be disclosed. You should also note that in making a 'bona fide report' you are protected under the Protection for Persons Reporting Child Abuse Act, 1998

This form should be sent to your local duty social worker in the local Health Service Executive.

APPENDIX 6: REFERENCES AND SOURCE MATERIAL

References and Source Material

- Children First: National Guidelines for the Protection and Welfare of Children, Department of Health & Children & Stationery Office, Dublin 1999
- Co-operating to Safeguard Children, Department of Health, Social Services and Public Safety, 2003
- UN Convention on the Rights of the Child 1989
- The Child Care Act, 1991
- The Children's Act, 2001
- Co-Operating to Protect Children, Vol. 6 Guidelines & Regulations Children (NI) Order 1995, HMSO
- The Children (Northern Ireland) Order 1995, HMSO
- Our Duty to Care (DHSS) 2000, Child Care NI
- Our Duty to Care (DOHC) ROI, 2002
- Protection of Children and Vulnerable Adults (NI) Order 2003
- Area Child Protection Committees Regional Policy and Procedures DHSSPS 2005
- Getting it Right: Developing your Child Protection Policies Procedures, Volunteer Development Agency, Northern Ireland: 2005
- Child Protection for the Youth Work Sector, Department of Education & Science, 2003
- Child Protection: Guidelines and Procedures, Department of Education & Science, 2001 (Primary Sector)
- Child Protection Guidelines for Post-Primary Schools, Department of Education & Science, 2004
- SafeSport Away - NSPCC & the Amateur Swimming Association
- Sportscheck - Child Protection in Sport Unit 2002
- www.irishsportsCouncil.ie

APPENDIX 7: USEFUL CONTACTS

Useful Contacts

Eastern Region Health Services Executive East Coast Area

Area 1, Dun Laoghaire, 01 2808403
Area 2, Clonskeagh, 01 2680320/0333
Area 10, Wicklow, 0404 60800
Bray, 01 2744100

Ask for Duty Social Worker

Eastern Region Health Services Executive South Western Area

Dublin South City District, D2, 01 6486555
Dublin South West District, D24, 01 4520666
Dublin West District,
Dublin 10, 01 6206387
Kildare/West Wicklow District
Naas, 045 882400
Athy, 059 8633535
Celbridge, 01 6303155

Ask for Duty Social Worker

Health Services Executive - Mid-Western Community Care Area

Limerick East - 061 483711
Limerick West - 061 483996
Clare - 065 6863907/08
North Tipperary, Nenagh - 067 41934
North Tipperary, Thurles - 0504 23211

Ask for Duty Social Worker

Health Service Executive - Western Community Care Area

Galway - 091 546325/546366
Mayo - 094 9042283 / 9042284
Roscommon - 090 6637528/29

Ask for Duty Social Worker

Health Services Executive - North-Eastern Community Care Area

Cavan - 049 4377305 / 06
Monaghan, 047 30426 / 30427
Louth - Drogheda, 041 9833163
Louth - Dundalk, 042 9392220
Meath - Navan, 046 9078830

Ask for Duty Social Worker

Eastern Region Health Services Executive Northern Area

Area 6, Dublin 11, 01 8567704
Area 7 North, Dublin 1, 01 8014620
Area 8, Dublin 5, 01 8164200

Ask for Duty Social Worker

Health Services Executive - Southern Area Community Care Area

South Lee, Cork - 021 4923001
North Lee, Cork - 021 4927055
North Cork, Mallow - 022 30200
West Cork, Skibbereen - 028 40580
Kerry, Tralee - 066 7184887

Ask for Duty Social Worker

Health Services Executive - South-Eastern Community Care Area

Carlow - 059 9136588/7
Kilkenny - 056 7784782
Waterford - 051 842827
Wexford - 053 23522 Ex 222
South Tipperary - 052 77306 / 02

Ask for Duty Social Worker

Health Services Executive - North-Western Community Care Area

Sligo/Leitrim - 071 9155133
Donegal - 074 9123739

Ask for Duty Social Worker

Health Service Executive - Midland Area Community Care Area

Longford/Westmeath:
Athlone - 0906483106
Longford - 043 50584
Laois/Offaly:
Offaly - 0506 22488
Laois - 0502 92567/8

Ask for Duty Social Worker

APPENDIX 8: APPLICATION FORM FOR NEW JUNIOR MEMBERS

Sample Application Form for new Junior Members

CONTACT INFORMATION

Name: Male / Female:

Address:

Telephone - Home:

Telephone - Mobile (In case of emergency):

E-MAIL:

Date of Birth:

MEDICAL HISTORY INFORMATION (details of any known allergies, conditions, medications)

In the event of illness, having parental responsibility, I give permission for medical treatment to be administered where considered necessary by a nominated first aider, or by suitably qualified medical practitioners. If I cannot be contacted and my child needs emergency hospital treatment, I authorize a qualified medical practitioner to provide emergency treatment or medication.

OTHER INFORMATION

Any other special needs, requirements or directions that would be helpful for leaders to know about:

PARENTAL/GUARDIAN CONSENT

I am the Parent/Guardian of

Photographs

I understand that photographs will be taken during or at sport related events and may be used in the promotion of sport.

Drug Testing (for elite players only)

I give permission for my child(ren) to be tested for prohibited substances in accordance with the Sports Council Anti Doping Rules (where applicable)

I hereby consent to the above child(ren) participating in activities of the organisation in line with the Code of Ethics for Young People. I will inform the leaders of my children's activities of any changes to the information above.

I confirm that all details are correct and I am able to give parental consent for my child(ren) to participate in and travel to all activities.

SIGNATURE

SIGNED NAME

APPENDIX 9: INFORMATION FORM FOR EXISTING ORIENTEERING LEADERS

Existing Leaders Information Form

Leaders should familiarise themselves with the Governing Bodies Code, in particular the Code of conduct. Leaders should read below and agree to abide by these terms. Leaders should update the self-declaration questions annually.

As a leader in Orienteering I agree that I should

- Be positive during sessions and competitions, praise and encourage effort as well as results
- Put welfare of young person first, strike a balance between this and winning / results
- Encourage fair play and treat participants equally
- Recognise developmental needs, ensuring activities are appropriate for the individual
- Plan and prepare appropriately
- Have experience relevant to working with young people or hold up-to-date qualifications and be committed to the guidelines in this Code
- Involve parents where possible and inform parents when problems arise
- Keep record of attendance at training and competitions
- Keep a brief record of injury(s) and action taken
- Keep a brief record of problem/action/outcomes, if behavioural problems arise
- Report any concerns in accordance with this Code's reporting procedures

Where possible I will avoid:

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

Sports Leaders should not:

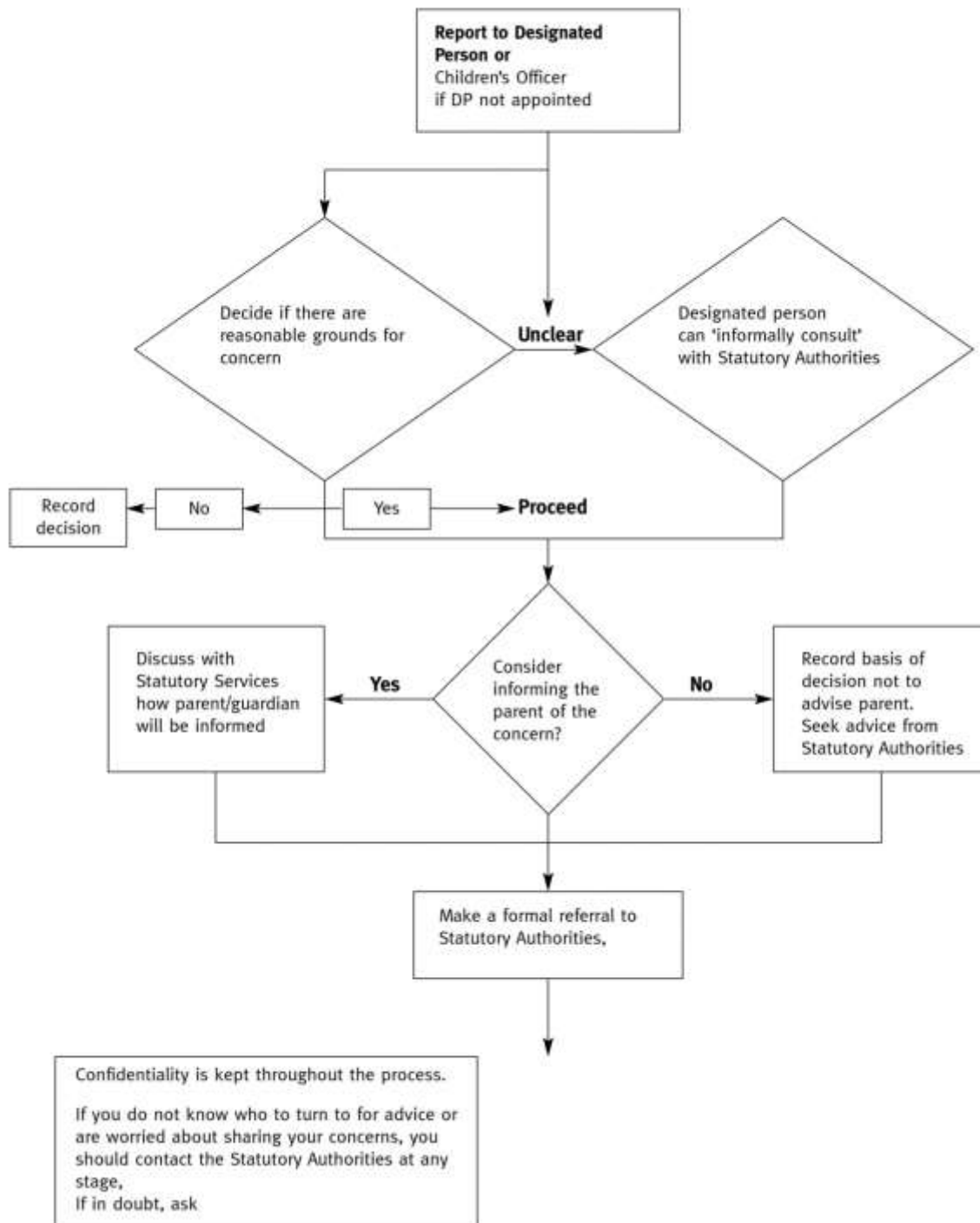
- Use any form of punishment or physical force on a child
- Take children to their home
- Exert undue influence over a participant in order to obtain personal benefit or reward
- Engage in rough physical games, sexually provocative games or allow or engage in inappropriate touching of any kind, and /or make sexually suggestive comments about, or to a child. This includes innuendo, flirting or inappropriate gestures and terms
- Take measurements or engage in certain types of fitness testing without the presence of another adult
- Undertake any form of therapy (hypnosis etc.) in the training of children

Self-Declaration

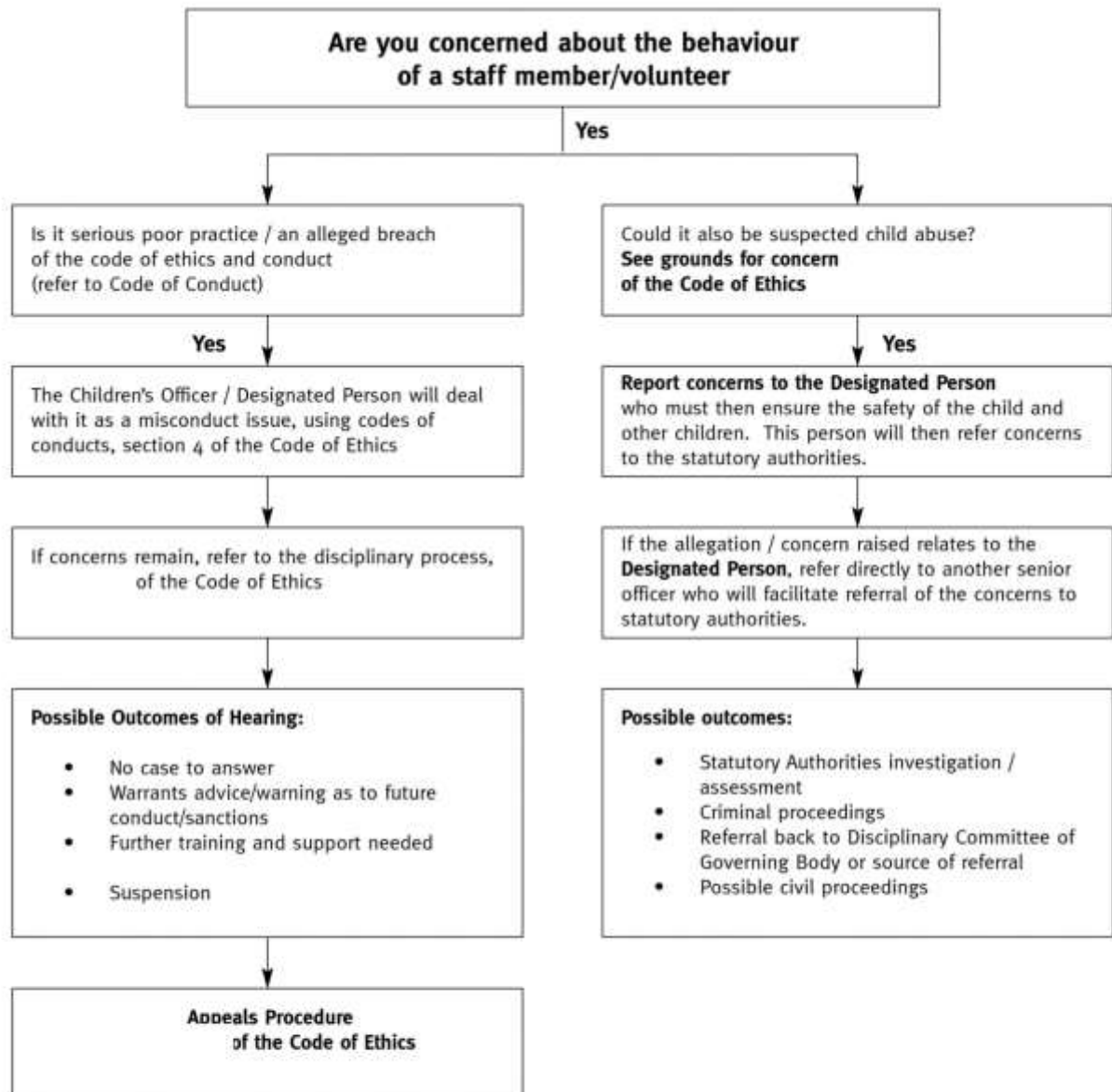
Do you agree to abide by the guidelines contained in the IOA Code of Ethics document	Yes	No
Do you agree to abide by the rules of the governing body / club?	Yes	No
Have you ever been asked to leave a sporting organisation? (If you have answered yes, we will contact you in confidence)	Yes	No
Have you 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? (If you have answered yes, we will contact you in confidence)	Yes	No

APPENDIX 10: SUSPECTED ABUSE FLOWCHART - OUTSIDE THE ORGANISATION

When there is suspected abuse external to the organisation



APPENDIX 11: SUSPECTED ABUSE FLOWCHART - INTERNAL TO THE ORGANISATION



If you do not know who to turn to for advice or are worried about sharing your concerns, you should contact the Statutory Authorities,

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

APPENDIX 12: JUNIOR SQUAD ACTIVITIES FORM

IRISH ORIENTEERING ASSOCIATION

CONSENT FORM

FOR JUNIOR ORIENTEERING ACTIVITIES DURING ONE CALENDAR YEAR

1. Junior's Details

Name (block capitals): _____

Address: _____

Telephone Nos: Home: _____ Mobile: _____

Email Address: _____

Date of Birth: _____ SI card No.: _____

2. Medical

Please specify **any** medical disabilities, medication, allergies, dietary needs, or other relevant information. (examples: must carry inhaler at all times, takes tablets daily, wears contact lenses, paracetamol allergy).

This information will be treated as strictly confidential, and divulged only if deemed necessary.

Allergies: _____

Diet: _____

Medication: _____

Other: _____

GP's name & address: _____

Emergency contact name & phone no: _____

3. Parent Consent

I confirm that I give my consent for my son/daughter to attend Irish Junior Orienteering Squad activities/events to be held during the year: _____

In the event of my son/daughter being taken ill or injured during the period of the Activity/Event so that a surgical operation or serum injection becomes necessary, I hereby authorise the leader in charge to sign on my behalf any written forms of consent required, provided that the delay necessitated to obtain my signature might endanger my son's/daughter's health or safety.

*Photographs taken during squad activities may appear on a website or in an orienteering publication I give/do not give*consent to my child's photograph appearing in this way.*

Note: It is IOA policy that photographs of juniors do not include names or other identifying material.

Parent's/Guardian's Name: _____

Address: _____

Contact telephone number: _____ Mobile: _____

Email Address: _____

Parent's/Guardian's signature: _____ Date: _____

4. Junior Undertaking

For the group's and my own safety, I undertake to obey the rules and instructions of members of leaders & coaches.

Signature of participant: _____ Date: _____

The completed form must be given to the Organiser before participating in activities in 2009. Failure to do so may make it impossible to take part in an activity.