



Code of Conduct and Good Practice

for

Sport for Young People

in

Irish Orienteering Association

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GLOSSARY

Child: For the purpose of this guidance a child is any person under 18 years of age unless they are or have been married (Child Care Act 1991).

Club Children's Officers (CCO): Children's Officers are appointed within clubs to act as a resource for children and to represent them at committee level.

Designated Liaison Person (DLP): A person who is responsible for reporting allegations or suspicions of child abuse and welfare issues to the Statutory Authorities. This person will be a resource to anyone in the organisation/club who has a child protection/welfare concern.

National Children's Officer (NCO): The National Children's Officer should 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 the agenda and influence the decisions of the Governing Body.

Provider of Relevant Service: As defined in the Children First Act 2015 (ROI), this means, in relation to a relevant service, a person-

(a) who provides a relevant service, and

(b) who in respect of the provision of such relevant service-

(i) employs (whether under contract of employment or otherwise) one or more than one other person to undertake any work or activity that constitutes a relevant Service,

(ii) enters into a contract for services with one or more than one other person for the provision by the person of a relevant service, or

(iii) permits one or more than one other person (whether or not for commercial or other consideration and whether or not as part of a course of education or training, including an internship scheme) to undertake any work or activity, on behalf of the person, that constitutes a relevant service.

Relevant Service: As defined in the Children First Act 2015 (ROI), this means any work or activity specified in Schedule 1 [of that Act].

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 Tusla & An Garda Síochána

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

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

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.).

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

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

Instructor/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 may 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.

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.

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

Statutory Authority Guidelines on Child Protection: In the Republic of Ireland - Children First: National Guidance for the Protection and Welfare of Children, Department of Health and Children 2017.

IOA: Irish Orienteering Association

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 Conduct and Good Practice for Children’s Sport, by our members.

To maximise compliance with the Code, the IOA will:

- ensure that the Code of Conduct 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 Liaison 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

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 Conduct 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.
- To create a culture of safety that promotes the welfare of children and young people engaged in orienteering.
- To support the IOA to meet its child safeguarding and child protection responsibilities

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 Conduct is not a legal document it is based on the Child Care Act (IRL) 1991 and the Children (NI) Order 1995, 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 Conduct 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 conduct 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
- mindful of the fact that children with disabilities may be more vulnerable

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 Conduct 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 Conduct 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 Liaison 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 Conduct 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:

- Have knowledge of the Safeguarding Code and relevant child protection legislation (Children First Act 2015)
- 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 Child Safeguarding training.
- 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

The appointment of Club Children's Officers in orienteering clubs is an essential element in the creation of a quality atmosphere. They act as a resource with regard to children's issues. 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 children and young people. 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 for sports leaders and children and young people.

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 do 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 LIAISON PERSON

Every club/organisation should designate a person to be responsible for dealing with any concerns about the protection of children. The designated liaison person is responsible for reporting allegations or suspicions of child abuse to Tusla and/or An Garda Síochána. 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 liaison person once the club/organisation is clear about the responsibilities of each role.

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

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

THE NATIONAL DESIGNATED LIAISON PERSON SHOULD:-

- Have knowledge of the Safeguarding Code and relevant child protection legislation (Children First Act 2015 / National Vetting Bureau Act 2012-2016)
- Have a knowledge of categories and indicators of abuse
- Undertake training in relation to child protection i.e. Safeguarding 3
- 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 Tusla (Child and Family Agency) and/or An Garda Síochána of relevant concerns about individual children, using the Tusla online portal
- 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 liaison 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 liaison person/children's officer will assist the administration on issues of confidentiality, record keeping and data protection.

- Have knowledge of the Code of Conduct and statutory guidelines
- Have a knowledge of categories and indicators of abuse
- Undertake training in relation to child protection i.e. Safeguarding 3
- 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 Tusla (Child and Family Agency) and/or An Garda Síochána of relevant concerns about individual children, using the Tusla online portal.
- Report persistent poor practice to the National Designated Liaison Person
- Advise club administrators on issues of confidentiality, record keeping & data protection

Children's Officers/Designated Liaison 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 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 Safeguarding Code by Governing Bodies of Sport providing sporting opportunities at whatever level an individual adult is involved

The Code of Conduct and Good Practice for Children's Sport should be made available to and used by all those involved in children's sport. Sport Ireland 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 Conduct 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 Liaison 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 procedure 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 liaison person should be consulted, and the disciplinary committee disbanded. The statutory authorities will then be informed
- the disciplinary committee should review any relevant paperwork 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.

Sports clubs/organisations should ensure good recruitment procedures for 'all' members by:

- 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 insists that coaches who work with young people must 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 3.
- 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 applicant's 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 has developed and disseminated guidelines and training standards that promote best practice for the protection of children in sport consistent with child welfare and protection guidance and legislation. Sport Irelands Safeguarding 1, 2 & 3 workshops are recognised by the IOA.

All staff and volunteers should receive safeguarding training appropriate for their role. Basic face to face awareness courses or workshops are appropriate for those working in sport with regular responsibility for children and young people. Training should be updated and reviewed regularly for staff and volunteers, and in line with national guidance and changing legislation. • The Local Sports Partnership network deliver safeguarding training as well as a number of National Governing Bodies of sport.

It is important that National Children's Officers/Designated Liaison Persons and Club Children's Officers/Designated Liaison Persons receive appropriate training for their role. Safeguarding 2 (Club Children's Officer Workshop), Safeguarding 3 (Designated Liaison Person workshop).

In addition, all leaders working with young people should attend a Safeguarding 1 (face to face workshop).

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 CODE OF CONDUCT FOR ORIENTEERING LEADERS

Orienteering Leaders play a vital role in children's sport. IOA should ensure that the work of Orienteering Leaders which occurs mainly on a voluntary basis, is guided by this safeguarding guidance and best practice whilst also recognising that they are entitled to obtain a healthy sense of achievement and satisfaction through their involvement in children's sport.

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

Create a safe and enjoyable environment for children by:

- Planning and preparing appropriately and be positive during sessions.
- Making sure all levels of participation should be enjoyable and fun.
- Prioritising skill development and personal satisfaction over highly structured competition.
- Setting age appropriate and realistic goals.
- Avoiding favouritism – each child will need attention according to their sporting needs.
- Praising and encouraging effort as well as results.
- Showing respect for all involved, children and adults.

Recognise and ensure the welfare of children by:

- Keeping attendance records.
- Not exposing a child to criticism, hostility or sarcasm.

- Never swearing at, ridiculing, shouting unnecessarily or arguing with a child.
- Being aware of a child's developmental needs and how a child may be psychologically or physically affected (if relevant for your role).
- Working in an open environment.
- Ensuring there is adequate supervision.
- Involving and updating parents, especially if a problem has arisen.
- Respecting a child's sensitivity.
- Never using physical punishment or force.
- Not using verbal or physical punishments or exclusion for mistakes.

Additional Information:

- Do not allow or engage in bullying behaviour, rough physical games, sexually provocative games, never allow or engage in inappropriate physical contact of any kind or make sexually suggestive comments about or to a child.
- Co-operate with the recommendations from medical and ancillary practitioners in the management of a child's medical or related problems. You may request a certificate of medical fitness to ensure safe continued participation.
- Avoid carrying out any medical testing or giving advice of a personal or medical nature if not qualified to do so or undertake any form of therapy (hypnosis etc.) in the training of children. Any such activity, if qualified, must only be with parent/guardian consent and the understanding of the child.
- Keep any information in relation to a child/young person of a personal or medical nature strictly confidential unless the welfare of the child requires the passing on of this information on a need to know basis.
- Never exert undue influence over a participant in order to obtain personal benefit or reward.
- Acknowledge the use of drugs, alcohol and tobacco is incompatible with a healthy approach to sporting activity and must be discouraged. Avoid the use of alcohol at all times whilst responsible for young people e.g. training sessions, events and on trips with young people.

4.2 PHYSICAL CONTACT

Physical contact during Orienteering should always be intended to meet the child's needs, NOT the adult's. Appropriate physical contact may be required to assist in the development of a 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.

When is physical contact appropriate in orienteering?

Contact should be determined by the age and developmental stage of the participant - Don't do something that a child can do for themselves. Physical contact between adults and children in sport should take place only when necessary to:

- Develop sports skills or techniques.
- Treat an injury.
- Prevent an injury or accident from occurring.
- Meet the requirements of the sport.
- Comfort a distressed child or to celebrate their success.

What are good principles to follow?

- Physical contact should take place in the interests of and for the benefit of the child, rather than the adult involved.
- Adults should explain the nature of and reason for the physical contact to the child.
- Unless the situation is an emergency, the adult should ask the child for permission, for example to aid the demonstration a specific sports technique.
- Sports clubs and coaches should provide an induction for new young members and their parents/carers that covers guidance about any physical contact that will be required as part of that activity. The reasons for the physical contact and the nature of the physical contact should be explained and agreed.
- Children should be encouraged to voice concerns they have if any physical contact makes them feel uncomfortable or threatened.
- Contact should not involve touching genital areas, buttocks, breasts or any other part of the body that might cause a child distress or embarrassment
- Physical contact should always take place in an open or public environment and not take place in secret or out of sight of others.
- Well intentioned gestures such as putting a hand on the shoulder or arm, can, if repeated regularly, lead to the possibility of questions being raised by

observers. As a general principle adults in positions of responsibility should not make gratuitous or unnecessary physical contact with children and young people. Resistance from a child should be respected

Is it ok to comfort a child or celebrate success?

There may be occasions where a distressed young person needs comfort and reassurance which may include physical comforting such as a caring parent would give. A young person may also want to mark a success or achievement with a hug or other gesture. Adults should use their discretion in such cases to ensure that what is (and what is seen by others present) normal and natural does not become unnecessary and unjustified contact, particularly with the same young person over a period of time. Contact that an adult may feel is appropriate may be unwanted or uncomfortable to a young person. Adults should always meet the needs of the child, be age appropriate and respect resistance.

4.3 CODE OF CONDUCT FOR PARENTS/GUARDIANS

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

You should help and support the implementation of best practice policies in your child's/children's Club by following the guidance below.

- Become members of the Club and contribute your time and effort in the daily running of the Club; no club can operate successfully and safely without the help of volunteers.
- Understand and ensure your child/children abide by the Code.
- Be available for specified duties if and when required; some duties are mandatory and form part of the procedures for safeguarding your children; some will be at the request of the Club.
- Have an awareness of and respect for Leaders and other adults and their roles within the Club.

- If you wish to raise an issue with a Leader this should be addressed with the Leader in an appropriate manner and not in front of children and young people
- Respect and abide by the decisions made by the Committee and other Leaders, these should be made in the best interests of the children in the Club.
- Understand the complaints process and follow the proper procedure if you feel unjustly treated, with the knowledge that any complaint will be dealt with effectively and confidentially.
- Know your child's training and/or competitive programme, and accept it is your responsibility for delivering and collecting your child/children. Parents/carers should ensure they do not leave their child/children waiting unsupervised at any time.
- Ensure the environment is safe and enjoyable for your child/children.
- Promote fair play and the positive aspects of sport.
- Be a role model for your children and young people by maintaining the highest standards of personal conduct and respectful behaviour in any activity related to the sports club/organisation.
- Allow your child to focus their efforts and success in terms of their goals rather than winning being the main objective.
- Promote participation for children that is fun, safe and in the spirit of fair play
- Ensure appropriate leaders are informed regarding any absenteeism, medical conditions or other relevant matters concerning your child.
- Arrange an appropriate time and place for discussing any matter with leaders and coaches; communication should not take place whilst leaders and coaches are in a position of supervision or responsible for other young people.
- You should have the opportunity to put forward suggestions and comments.
- Provide the Club with appropriate information in relation to your child to ensure their safe inclusion in the club and with emergency contact information and to be reasonably available in case of emergency.
- Abide by the procedures and policies in this document especially with regard to the use of smart phones, any type of camera and videoing equipment.
- Be aware and abide by the safeguarding policy, the rules and constitution of your organisation and the rules and constitution of your own Club.

4.4 CODE OF CONDUCT 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 orienteering will depend on the co-operation of all involved, including child members of IOA. Children must be encouraged to realise that they also have responsibilities to treat other children and Orienteering Leaders with fairness and respect.

In orienteering you should:

- Be happy, have fun and enjoy taking part and being involved in orienteering.
- Be treated fairly by everyone, adults and other athletes.
- Feel safe and secure when you are taking part in orienteering.
- Be listened to and allowed to reply.
- Be treated with dignity, sensitivity and respect.
- Have a voice in the decisions that affect you within the Club and organisation.
- Say no to something which makes you feel uncomfortable.
- Train and compete at a level that is suitable for your age, development and ability.
- Know that any details that are about you are treated with confidentiality but if you are at risk of harm or we are worried about your safety we may need to pass this information on.
- Know who to go to if you feel unsafe.

Your responsibilities are to:

- Treat all orienteering leaders/coaches with respect.
- Be fair at all times, do your best to achieve your goals; be gracious if you do not achieved your goals.
- Respect other athletes and your opponents.
- Be part of the team and respect and support other team members both when they do well and when things go wrong.
- Never bully or use bullying actions against another person; you should never hurt other team members, athletes or your opponent, this includes never taking/damaging their property, never spreading rumours or telling lies about other young people or adults.

- Keep to rules and guidelines set by the Irish Orienteering Association, and your Club and make sure you understand the rules.
- Take part in your sport without cheating; you are responsible for not cheating and must not allow others to force you to cheat.
- Listen to and respect decisions made by others; if you feel unjustly treated you can talk to your Club Children's Officer or your parents.
- Behave in a manner that is respectful towards your organisation and your club.
- Never use violence or bad language; do not shout or argue with leaders, team mates or opposing participants – talk to someone if you are upset or angry or if someone has caused you to be upset or angry.
- Talk with your Coach or Club Children's Officer if you have any difficulties or do not understand something; you should never keep secrets about any person who may have caused you harm or has made you feel upset.
- Do not, or allow others to make you, try or take banned substances to improve your performance.

4.5 SUPERVISION AND GENERAL GUIDELINES

TRANSPORT

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

- It is good practice to receive informed consent from parents and young people who will be transporting their child, why and how long the journey will take.
- Attempt to have more than one child in the car.
- Alternate drivers if possible and which child is dropped off last.
- Driver should have a point of contact/mobile phone.
- A person other than the planned driver should talk to the child about transport arrangements to check they are comfortable about the plans.
- The driver must ensure that they have insurance to carry others.

- Parents and coaches can also download Sport Irelands SafeSport App @ [https://www.sportireland.ie/ Participation/Code_of_Ethics/Code-Of-Ethics-App](https://www.sportireland.ie/Participation/Code_of_Ethics/Code-Of-Ethics-App). One of the features of the App is a 'Travel Tracker' function. This allows parents and coaches who are driving someone else's child/children home, to permit the child's parent or guardian to view and have oversight of their location for a specified period of time while they are travelling on a journey.

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.

Environment:

- 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.

- 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 liaison 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 liaison 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.

Use of images on social media

Where images of young people are used on social media the person responsible for posting an image must be aware of the potential for an image to be used inappropriately. The following safeguards must be in place to protect young people:

- Personal details of a young person should not be included.
- Captions should be in keeping with the sport represented.
- The posting and any purpose should not breach the codes of conduct.
- The type of image should not breach guidance in this policy.

Storage of Images

Storage includes any image stored as a hard copy and/or electronically as a soft copy. This includes images on social media, photographic archives, individual personal databases e.g. personal cameras, phones, etc. How personal images are stored is the responsibility of parents/guardians with their child/young person.

All other images should only be stored for defined and intended purposes e.g. membership, promotion, and/or archiving.

- If storage of images is required the images must only be stored for the length of time for which they are needed
- If possible, avoid using the names of children, or any other identifying feature

Once images are no longer required, they must be properly destroyed. Digital images stored on computer systems need to be fully deleted, including deletion from the cache memory and/or temporary files.

Inappropriate Images

Taking inappropriate images

If there is any concern about the nature of any image taken this should be reported to the responsible person (in the club or event/activity) who will refer to the statutory authorities. The concerned individual may also report their concern directly to the statutory authorities. The contact details for the statutory authority can be found in the IOA's Safeguarding Policies and Procedures.

Non-authorized taking of images

If you are concerned about an individual taking images at an event this should be verbally reported to the relevant responsible person. It may be necessary to report the non-authorized taking of images to the appropriate statutory authorities. The responsible person will identify the person and check if their device is registered for the event. If not registered, the person must be asked to register their device, with appropriate identification. If the person is not willing to register their device they should be asked to leave.

Inappropriate use of images

Where there is a concern about the use of images this should be reported to the responsible person who will take appropriate action. This will include reporting the alleged use to:

- The parent/carer of any young person involved.
- The person responsible for posting the image.
- The media platform i.e. twitter, Facebook, WhatsApp, Instagram, print media etc.
- The statutory authorities.

Inappropriate use of images is a breach of this guidance and the code of conduct and may result in a complaint/ disciplinary procedure against those involved.

Social Media

In all their contacts and communications with the members of their organisation/group, leaders must be seen to be open and transparent. This is the case whether communications are by traditional means or by electronic means.

NB: Leaders must not communicate with children or young people via leader's personal social networking profiles, email accounts, or chat rooms.

For an Organisation/Club Using/Publishing a Social Networking the following principles should be applied:

- The page/profile must be password-protected, and the password must be held by at least three leaders of the organisation.
- The site should be monitored by a designated supervisor. This person should have access to the login details of the site. This supervisor will be appointed by the Designated Person/Safeguarding Panel in Charge of Child Protection.
- Any inappropriate posts by children/young people or leaders should be removed by the designated supervisor. Reasons should then be explained to the person who posted the content. Where possible sites should be monitored before content is put up.
- The site should be kept 'Private' i.e. only permitted members or 'friends' can see what is posted on the site.
- The use of personal addresses and telephone numbers etc., should be avoided as, while sites are 'private', there is the potential for items to be copied and shared.
- Content of any postings should be consistent with the aims of the organisation. In cases of doubt leaders should seek advice.

For Leaders Using a Social Networking Site

- Leaders should not 'friend' or 'follow' children or young people on social media. (Children or young people may 'follow' leaders on social media so leaders should make sure any content they post is appropriate.)
- Messages left to or from children or young people on social network sites should be written on an open page (e.g. A facebook 'Wall') and not in a private message or by using 'chat' [one-on-one].

- Leaders should not network with members of their organisation/group via closed [one-on-one] chats e.g. facebook messenger, WhatsApp, etc,. This should be done only through 'Group Chat.'
- Any events or activities run by the organisation that are organised or publicised on the site should be a closed event so as non-members cannot access the event without suitable permission by the site administrators.
- Any emails sent to children or young people via the site must be sent to at least one other leader. (This can be done by 'bcc' if necessary.)
- Leaders should avoid communicating with children or young people in their organisation/group via email late at night.
- In signing off a post or email leaders should not do so in a way that could be misconstrued or misinterpreted by the recipient, e.g. "Luv X"; "xoxoxo". Simply sign your name.
- Parents/carers should be asked to give their approval for leaders to communicate with their children/young people via social networking sites, or by any other means of internet communications (e.g. email).
- Parental and child's permission is required before pictures or videos of children or young people are posted online.
- Any disclosures of abuses reported through a social networking site must be dealt with according to your reporting procedures.

Use of Mobile Phones

Those whose work with children and young people need to be aware of the opportunities for abuse through the misuse of mobile phones and text messaging. While good use of such media can be beneficial we must be vigilant and alert to the possibilities of misuse and consequent harm that can result to young people. Leaders must also take care to protect the children in their care and themselves.

- Leaders involved in sport should only have children's and young people's mobile numbers if the nature of their involvement requires them to phone or text them
- Parental permission should be sought if the leader in this role will be contacting children or young people via mobile phone.
- A method of accountability should be arranged e.g. copies of texts could also be sent to the administrator or to parents.

- If a leader had a child/young person's phone number it should only be used for the purposes it has been given, i.e., the leader should not share this information.
- It is recommended that if a leader is an employee of your organisation/club should have a separate phone for work purposes rather than using their personal phone for contacting children and young people.

Texting – Communication not Conversation!

- Texts should be used for the purposes of reminding children or young people about events which are forthcoming.
- Texts can also be used as a means to encourage children or young people if it is appropriate it, e.g., 'Hope exam goes ok.'
- If it turns into a conversation, communications should be ended. A leader can suggest discussing the subject further at the next event or, if they are concerned about the child/ young person, arrange to meet up to talk further (within the usual child protection parameters).

Smart Phones

Smart phones should be used safely and responsibly.

Pictures can be very powerful and stir up strong emotions. Smart phone users should respect the private lives of others and not take or distribute pictures of other people if it could invade their privacy.

Leaders and children/young people should not send pictures that are obscene, indecent, or menacing and should be sensitive about other people's gender identity, sexual identity, racial heritage, religion, or personal background. Both leaders and children/young people should be made aware that it is a criminal offence to take, make, and permit to be taken, distribute, show, or possess an indecent or sexually explicit image of a child under 18.

When commissioning professional photographers or inviting the press to an activity the leader in charge should ensure they are clear about expectations of them in relation to child protection. Professional photographers/film/video operators wishing to record an activity should seek accreditation from leaders by producing their professional identification for the details to be recorded. The leader should then:

- Provide a clear brief about what is considered appropriate in terms of content and behaviour.
- Issue the photographer with identification which should be worn at all times.

- Keep a record of accreditations.
- Inform leaders, children/young people, and parents, that a photographer will be in attendance is at the activity and check that they consent to both the taking and publication of films or photographs.
- Not allow unsupervised access to children/young people or one-to-one photo sessions.
- Not approve/allow photo sessions outside the activity or at a child/young person's home.
- Anyone concerned about any photography taking place should discuss his or her concerns with the children's officer. Smart phones can be used to make children/young people safer. Older children, for example, using a taxi can send a picture of the car's registration to a friend before they begin the trip, or can simply use the phone to show parents where they are.
- Children/young people can only be photographed when permission has been provided in writing from their parent/ guardian and child.
- The scope of the use of photographs must also be stated as part of the parental permission.
- Children/young people should not be named individually in photographs unless necessary and with clear agreement and consent of parents and child, for example, if the child/young concerned was winning a prize worthy of publication.
- When posting photographs on social media settings should be such that children/young people cannot be individually tagged.
- All photographs must be stored in a secure place either electronically in a password protected file or physically in a locked cabinet.
- If any electronic device/memory which contains photographs is disposed of or passed on, then the device must be wiped of all photographs in such a way that they cannot be recovered on that device.

Use of Mobile phones during activities

Groups should, with parents and children/young people, develop a policy on the use of mobile phones during youth activities. This policy should be communicated to all parents and youth members.

This guidance could include:

- Confirmation that when on activities a named leader is the primary point of communication and is to be contacted if there is an emergency or change to previously agreed arrangements.
- That the usage of smart phones including text messaging or playing games cannot be allowed to be a distraction from a safe awareness of the environment or be allowed to interfere with full participation in the activity.
- That when on camps or overnight activities, there is a stated preferred time period when parents may make contact, if they wish? Parents should be advised that contact outside of this time may not be possible due to activities.
- Consider that use of smart phones while away can worsen rather than alleviate homesickness. In this context it can be good to encourage children/young people to consider that 'no news is good news.'

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 have been 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 Sport Ireland's Anti-Doping Programmes, see www.sportireland.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

What is Bullying?

Bullying is defined by the Department of Education and Skills guidelines as unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time.

Bullying

- All forms of bullying will be addressed.
- Everybody in the club/organisation has a responsibility to work together to stop bullying.
- Bullying can include online as well as offline behaviour.

Bullying can include:

- Physical pushing, kicking, hitting, pinching etc...
- Name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation or the continual ignoring of individuals.
- Posting of derogatory or abusive comments, videos or images on social network sites.
- Racial taunts, graffiti, gestures, sectarianism, sexual comments, suggestions or behaviour.
- Unwanted physical contact.

Children with a disability, from ethnic minorities, young people who are gay or lesbian, or those with learning difficulties are more vulnerable to this form of abuse and are more likely to be targeted.

The club or organisation will:

- Recognise its duty of care and responsibility to safeguard all participants from harm.
- Promote and implement this anti-bullying policy in addition to our safeguarding policy and procedures.
- Seek to ensure that bullying behaviour is not accepted or condoned.
- Require all members of the club/organisation to be given information about, and sign up to, this policy.

- Take action to investigate and respond to any alleged incidents of bullying.
- Encourage and facilitate children and young people to play an active part in developing and adopting a code of conduct to address bullying.
- Ensure that coaches are given access to information, guidance and/or training on bullying.

Each participant, coach, volunteer or official will:

- Respect every child's need for, and rights to, a play environment where safety, security, praise, recognition and opportunity for taking responsibility are available.
- Respect the feelings and views of others.
- Recognise that everyone is important and that our differences make each of us special and should be valued.
- Show appreciation of others by acknowledging individual qualities, contributions and progress.
- Be committed to the early identification of bullying, and prompt and collective action to deal with it.
- Ensure safety by having rules and practices carefully explained and displayed for all to see.
- Report incidents of bullying they see to the club children's officer – by doing nothing you are condoning bullying.

Support to the child:

- Children should know who will listen to and support them.
- Systems should be established to open the door to children wishing to talk about bullying or any other issue that affects them.
- Potential barriers to talking (including those associated with a child's disability or impairment) need to be identified and addressed at the outset to enable children to approach adults for help.
- Children should have access to Helpline numbers.
- Anyone who reports an incident of bullying will be listened to carefully and be supported.
- Any reported incident of bullying will be investigated objectively and will involve listening carefully to all those involved.

- Children being bullied will be supported and assistance given to uphold their right to play and live in a safe environment which allows their healthy development.
- Those who bully will be supported and encouraged to stop bullying.
- Sanctions for those bullying others that involve long periods of isolation, or which diminish and make individuals look or feel foolish in front of others, will be avoided.

Support to the parents/guardians:

- Parents/guardians should be advised on the organisation/ club's bullying policy and practice.
- Any incident of bullying will be discussed with the child's parent(s)/carers.
- Parents will be consulted on action to be taken (for both victim and bully) and agreements made as to what action should be taken.
- Information and advice on coping with bullying will be made available.
- Support should be offered to the parent(s) including information on other agencies or support lines.

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

Child neglect is the most frequently reported category of abuse, both in Ireland and internationally. Ongoing chronic neglect is recognised as being extremely harmful to the development and well-being of the child and may have serious long-term negative consequences. Neglect occurs when a child does not receive adequate care or supervision to the extent that the child is harmed physically or developmentally. It is generally defined in terms of an omission of care, where a child's health, development or welfare is impaired by being deprived of food, clothing, warmth, hygiene, medical care, intellectual stimulation or supervision and safety.

2. Emotional Abuse

Emotional abuse is the systematic emotional or psychological ill-treatment of a child as part of the overall relationship between a caregiver and a child. Once-off and occasional difficulties between a parent/carer and child are not considered emotional abuse. Abuse occurs when a child's basic need for attention, affection, approval, consistency and security are not met, due to incapacity or indifference from their parent or caregiver.

3. Physical Abuse

Physical abuse is when someone deliberately hurts a child physically or puts them at risk of being physically hurt. It may occur as a single incident or as a pattern of incidents. A reasonable concern exists where the child's health and/ or development is, may be, or has been damaged as a result of suspected physical abuse.

Physical abuse can include the following:

- Physical punishment.
- Beating Slapping, hitting or kicking.
- Pushing Shaking or throwing.
- Pinching Biting, choking or hair-pulling.
- Use of excessive force in handling.
- Deliberate poisoning.
- Suffocation.
- Fabricated/induced illness.
- Female genital mutilation.

4. Sexual Abuse

Sexual abuse occurs when a child is used by another person for his or her gratification or arousal, or for that of others. It includes the child being involved in sexual acts (masturbation, fondling, oral or penetrative sex) or exposing the child to sexual activity directly or through pornography.

NB: If you require further information on any of the categories of abuse listed above please consult Children First Guidance directly via the following link:

https://www.tusla.ie/uploads/content/Children_First_National_Guidance_2017.pdf

5.9 SIGNS OF CHILD ABUSE

If you are dealing with children, you need to be alert to the possibility that a welfare or protection concern may arise in relation to children you come in contact with. A child needs to have someone they can trust in order to feel able to disclose abuse they may be experiencing. They need to know that they will be believed and will get the help they need. Without these things, they may be vulnerable to continuing abuse.

Some children may be more vulnerable to abuse than others. Also, there may be particular times or circumstances when a child may be more vulnerable to abuse in their lives.

A full list intended to help your organisation/club identify the range of issues in a child's life that may place them at greater risk of abuse or neglect is available in *Safeguarding Guidance for Children and Young People in Sport*. It is important for you to remember that the presence of any of these factors does not necessarily mean that a child in those circumstances or settings is being abused.

5.10 GROUNDS FOR CONCERN

Consider the possibility of child abuse if there are reasonable grounds for concern.

Reasonable grounds for a child protection or welfare concern (page 06, Children First National Guidance for the protection and welfare of children 2017), include:

Evidence, for example an injury or behaviour, that is consistent with abuse and is unlikely to have been caused in any other way

- Any concern about possible sexual abuse
- Consistent signs that a child is suffering from emotional or physical neglect
- A child saying or indicating by other means that he or she has been abused
- Admission or indication by an adult or a child of an alleged abuse they committed
- An account from a person who saw the child being abused

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 Gardaí. 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:

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 liaison 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 Liaison 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 Liaison 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 Liaison 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 Liaison Person to the Statutory Authorities in person or by phone, and in writing; without delay.
- (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 liaison 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 11

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 liaison 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 Liaison 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 Liaison Person and checked out without delay. Any ensuing information should be handled confidentially and with sensitivity. If the designated liaison 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, Sport Ireland recommends 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 Conduct 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 *Safeguarding Guidelines for Children and Young People in Sport* and the *Code of Conduct 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 Conduct and Good Practice for Sport for Children in Irish Orienteering Association*).

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: Name:

Address: Address:

Tel: Tel:

Position: Position:

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

Use Tusla Portal.

'Child Protection and Welfare Report Form'

APPENDIX 6: REFERENCES AND SOURCE MATERIAL

- Children First Act 2015
- Children First: National Guidance for the Protection and Welfare of Children 2017
- Tusla's Child Safeguarding: A Guide for Policy, Procedure and Practice
- The United Nations Convention on the Rights of the Child
- The Child Care Act 1991
- The Protections for Persons Reporting Child Abuse Act 1998
- Criminal Justice Act 2006
- Criminal Justice (Withholding of Information on Offences Against Children & Vulnerable Persons) Act 2012
- Criminal Law (Sexual Offences) Act 2017
- National Vetting Bureau (Children and Vulnerable Persons) Acts 2012-2016

- Child Protection in Northern Ireland Legislation, policy and guidance
- Safeguarding Vulnerable Groups (NI) Order 2007
- Protection of Freedoms Act 2012
- Access NI Code of Practice (NI)
- Children (NI) Order 1995 (NI) Children's Services Co-operation Act (Northern Ireland) 2015
- Club Framework for Safeguarding Standards In Sport
- Co-operating to Safeguard Children and Young People 2017
- Criminal Law Act (Northern Ireland) 1967 (NI)
- General Data Protection Regulation (EU) 2016/679 (GDPR)
- Part V of the Police Act 1997 (NI)
- Rehabilitation of Offenders (Exceptions) (Northern Ireland)
- Order 1979 (as amended 2013) (NI)
- Safeguarding Board Act (Northern Ireland) 2011 (NI)
- Sexual Offences (NI) Order 2008 www.sportireland.ie www.sportni.net www.thecpsu.org.uk www.dataprotection.ie

APPENDIX 7: USEFUL CONTACTS

Statutory Contacts Republic of Ireland & Northern Ireland

TUSLA-Child & Family Agency

If in the Republic of Ireland and you have any concerns about a child you should report it to Tusla - Child & Family Agency, please see website for contact details: <http://www.tusla.ie/services/child-protection-welfare/contact-a-social-worker/>

Any query or concern in relation to children out of hours should be reported immediately to An Garda Síochána

Northern Ireland Health and Social Care Trusts

Each trust will have a Gateway team to deal with reports of abuse and also more local contacts for ongoing professional liaison for advice on concerns.

Regional Emergency Social Work service. Available 5.00 PM – 9.00 AM Monday to Thursday and 5.00 PM on Friday to 9.00 AM on Monday. There is a 24 hour cover over public holidays. Tel: 028 9504 9999

9.00 - 5.00 Gateway Numbers

Northern HSC Trust Tel: 03001234333

South Eastern HSC Trust Tel: 03001000300

Southern HSC Trust Tel: 08007837745

Belfast HSC Trust Tel: 028 90 507000

Western HSC Trust Tel: 028 71314090

APPENDIX 8: JUNIOR SQUAD ACTIVITIES FORM

Parental Consent Form (sample below) should be filled in in *Clubforce*

Parental Consent Form (Under 18)



Consent for IOA Junior Squad training and competition including travel to major events in (Year)

Junior Details *(Please Complete in Block Capitals)*

| | |
|-----------------|--|
| Name: | |
| Address: | |
| Email (junior): | |
| Year of Birth | |
| Club | |
| SI Card Number | |

I give / do not give (delete as applicable) consent for my son / daughter to be contacted directly by email and understand that I will always be copied into such communications until aged 18.

Parent / Guardian Signature:

Date:

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 only divulged if deemed necessary.

| | |
|-------------------------------------|--|
| Allergies: | |
| Medication: | |
| Diet: | |
| Other: | |
| GPs Name & Address: | |
| Emergency contact Name & Phone no.: | |

Parent / Guardian Details:

| | |
|----------|--|
| Name: | |
| Address: | |
| Phone: | |
| Mobile: | |
| Email: | |

Parent Consent:

I confirm that I give my consent for my son / daughter to attend Irish Junior Orienteering Squad activities / events to be held in (year) and I undertake to inform the leader of any changes in his / her medical health or fitness prior to the date of departure or the commencement of the activity.

Parent / Guardian Signature:

Date:

In the event of injury / 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.

Parent / Guardian Signature:

Date:

Photographs taken during squad activities may appear on an orienteering website or in an orienteering publication. **I give / do not give** (delete as applicable) 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 signature:

Date:

Junior Undertaking:

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

Participant Signature:

Date:

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

Parental Consent Form (Under 18)



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:

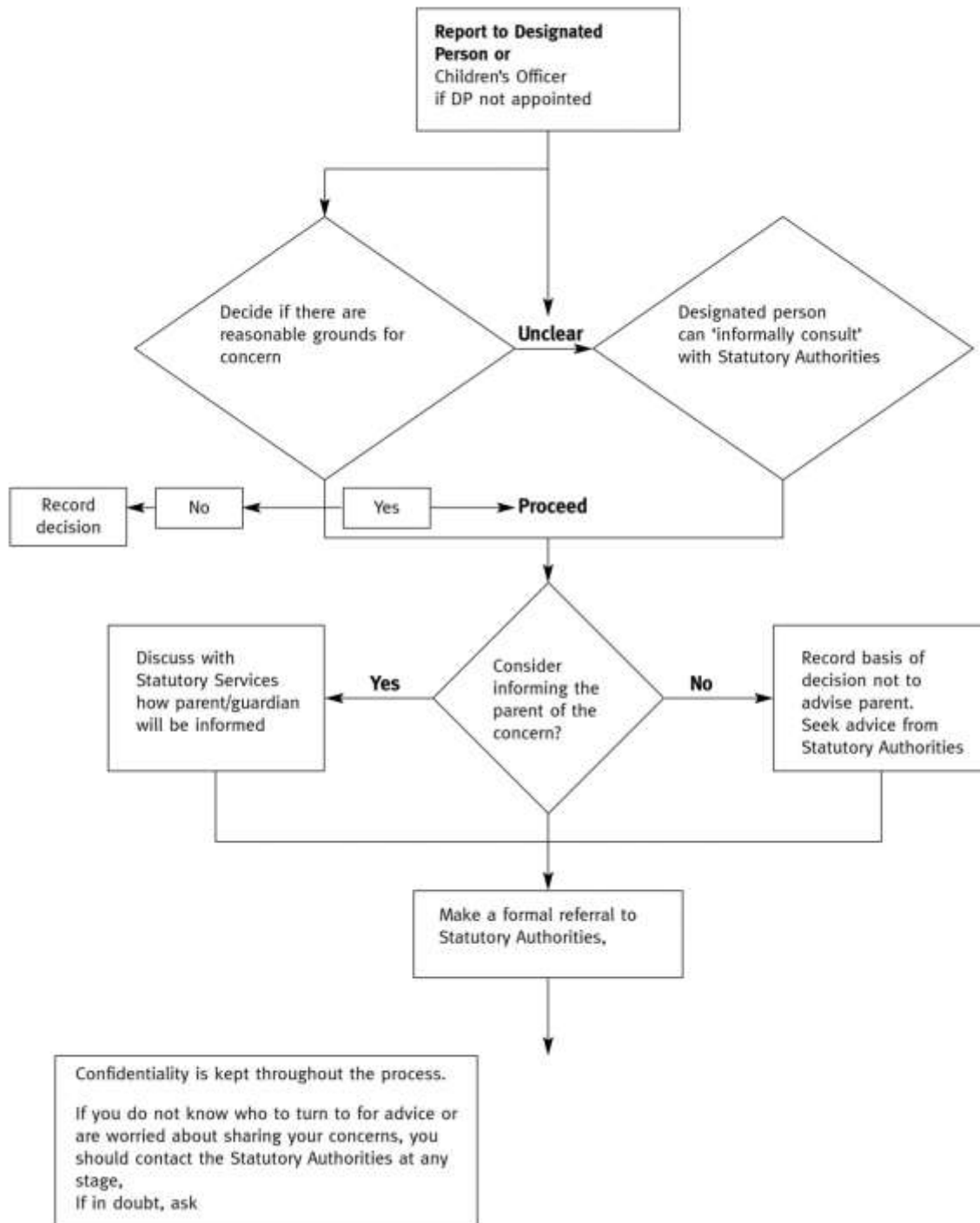
- Use any form of punishment or physical force on a child
- Take children to their home
- Exert undue influence over a participant in order to obtain personal benefit or reward
- Engage in rough physical games, sexually provocative games or allow or engage in inappropriate touching of any kind, and /or 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

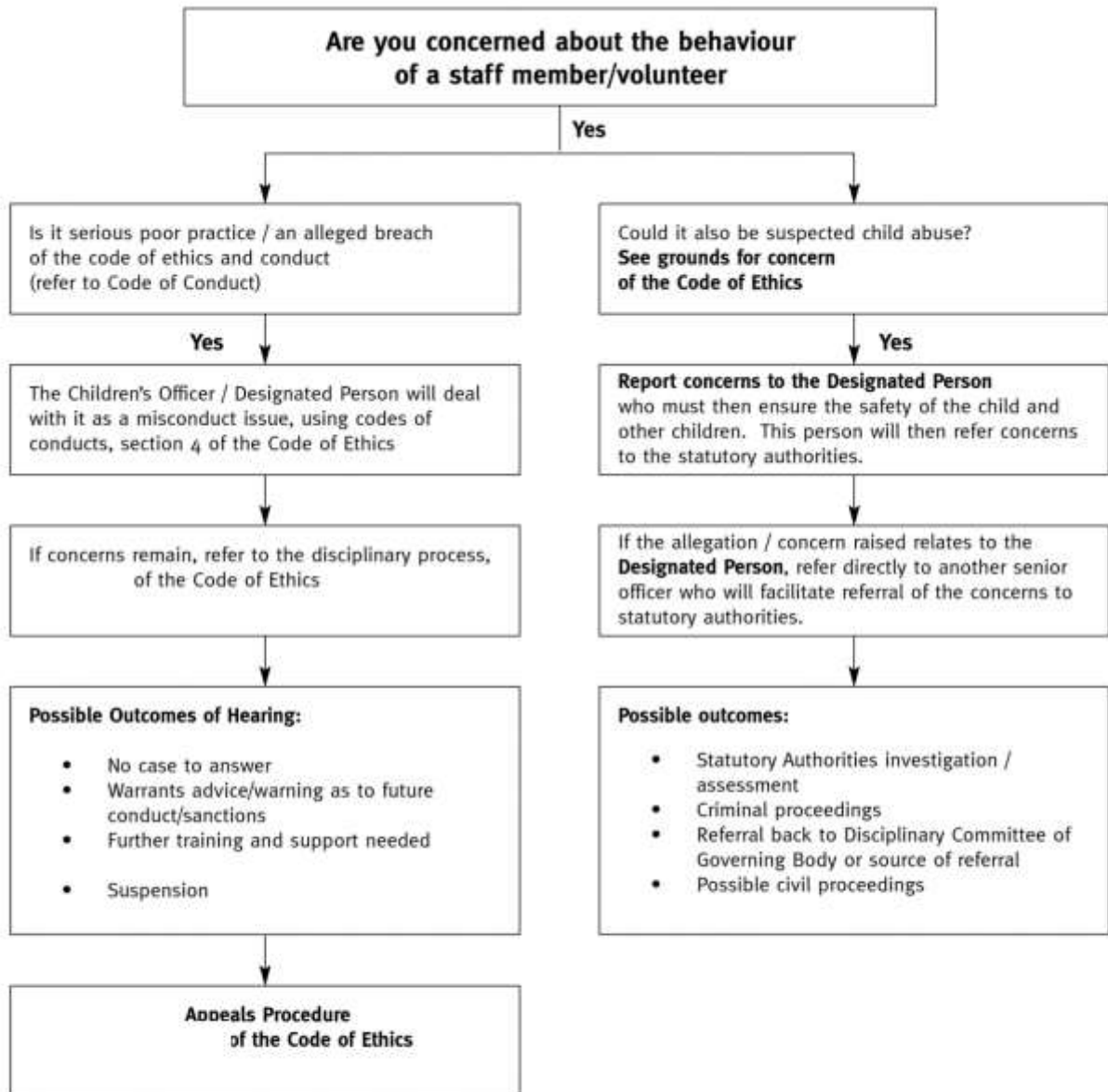
| | | |
|---|-----|----|
| Do you agree to abide by the guidelines contained in the IOA Code of conduct document | Yes | No |
| Do you agree to abide by the rules of the governing body / club? | Yes | No |
| Have you ever been asked to leave a sporting organisation? (If you have answered yes, we will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