

*St Anthony's Kilcoole
United FC*

Code of Conduct

For
Parents/
Coaches/Managers
Children

1] Aims and Objectives:

The aim of St Anthony's Kilcoole United FC is to provide all players at our club with the maximum opportunities to develop their footballing ability to its full potential. This will be achieved with the full co-operation of Managers/Coaches, Players and Parents in a safe and friendly environment.

2] Code of Conduct for Managers/Coaches

1. Managers/Coaches will show respect for all players and officials and lead by example.
2. Be fully prepared for coaching sessions and matches. (Including First-Aid, Kit, etc.).
3. Ensure a safe environment for learning and development.
4. Managers/Coaches to keep themselves up to date with new ideas on coaching and development. All Managers/Coaches must have at least one coaching course (Kick Start one) completed.
5. Encourage each player in terms of self-discipline, good behaviour and punctuality.
6. Be self-critical and not afraid to seek assistance.
7. Be familiar with the St Anthony's Kilcoole United FC Child Protection Guidelines.
8. Liaise with parents.
9. Ensure that all players are aware that all forms of bullying will not be tolerated.
10. Be generous with your praise when it is deserved.
11. Managers/Coaches must always display high standards of behaviour and appearance.
12. All above is superceded by the Code of Ethics and Good Practice for Children's Sport as directed by The Irish Sports Council and supported by the FAI. See back of booklet for further information.

3] Code of Conduct for Players

1. Always show respect for team-mates, managers/coaches, opponents and officials.
2. Always turn up on time for matches and training.
3. Always play to win but accept defeat like proper sportsmen.
4. Always have commitment to your club and pride in your performance.
5. Ensure that your lifestyle helps rather than hinders your progress.
6. Pay your subs when due.
7. Arrive for training and matches with the proper gear and boots.
8. Listen to advice given and ask questions if you don't understand.
9. Help out with equipment before and after matches and training.
10. Let the manager know, as soon as possible, if you are injured or sick.
11. Bullying will not be tolerated and if you feel you are being bullied feel safe to tell the manager.
12. Enjoy playing and training with St Anthony's Kilcoole United FC

All above is superceded by the Code of Ethics and Good Practice for Children's Sport as directed by The Irish Sports Council and supported by the FAI. See back of booklet for further information.

4] Code of Conduct for Parents

1. Always show respect for all players, opponents, managers/coaches and officials.
2. Have realistic expectations for your son/daughter and don't put him/her under undue pressure.
3. Ensure that your son/daughter arrives on time for training and matches and that safe arrangements are in place for getting your son/daughter home afterwards.
4. Leave coaching to the coaches.
5. Respect the managers/coaches decisions.
6. Assist when asked.
7. Accept disappointment, praise good work and refrain from criticising.
8. Support the club's fund-raising activities where possible.
9. If your son/daughter requires hospital treatment, a parent must attend.
10. Emphasise skill development and practice over winning and how they benefit your child (and other children/players). De-emphasise games and competition in the lower age groups.

All above is superceded by the Code of Ethics and Good Practice for Children's Sport as directed by The Irish Sports Council and supported by the FAI. See back of booklet for further information.

5] Child Protection Policy

St Anthony's Kilcoole United FC believes that concern for the general well-being and welfare of all children and young persons under its care is of paramount importance in developing the young players of the future. The club recognises the responsibilities and trust that is placed on it by all players and their families. It will seek to respond to that responsibility by encouraging best practice in Child Protection matters and encourage everyone involved in the club to recognise this. The protection of the child must be the first priority of all its members. All Managers/Coaches must know the club's policy and procedures, be encouraged to listen to concerns of players and take their complaints seriously. All current and potential Managers/Coaches shall consent to be screened as to their suitability to work with children as specified by the FAI Child Protection guidelines. St Anthony's Kilcoole United FC will emphasise to all members that they have a duty to report to the Designated Person any concerns they have over the possible abuse of children. This duty also applies to concerns they might have about a colleague. The Club will provide guidance to anyone who makes a report of suspected abuse and they will be fully supported when voicing these concerns.

6] Definition of Child Abuse Neglect:

The neglect of a child or the failure to protect a child from any kind of danger including exposure to cold and rain. Physical Abuse: Actual or likely sexual exploitation of a child where a person involves a child in any activity that leads to their own or others sexual gratification. This might involve intercourse, touching, exposure of sexual organs, showing of pornographic material or talking in an erotic way. Emotional Abuse: Failure to exhibit care and attention, particularly where a child is threatened, taunted or shouted at and as a consequence leads to loss of self-esteem and confidence. Similarly, undermining a child by ignoring effort or progress.

7] Guidance to Promote Good Practice

The following guidelines are suggested to Managers/Coaches in an attempt to reduce situations, which could lead to the abuse of children as well as attempting to protect those who are working with children and young people. Always try to work with children and young people in the open and public view. With very young children, where possible, try to encourage parents to take responsibility for their children in the changing rooms. It is possible that a Manager/Coach might have to help young children with undressing, changing and dressing. Such tasks should only be carried out after discussion and consent of the player and parents. Always ensure Managers/Coaches work in pairs when children have to be supervised in the changing rooms. Always try to develop a climate, which discourages the criticising of those who are seen as having less ability. Always try to take steps to challenge bullying and always listen to complaints from team members who feel that they are being bullied. Always try to avoid being alone in a car with a child/young person. Sometimes this will be unavoidable but try to make sure the child/young person sits in the back of the car. Always try to avoid taking a child/young person home with you, especially if they would be alone with a Manager/Coach. It is advisable that Managers/Coaches identify who will be collecting a child/young person following a match or training session. Managers/Coaches should take steps to know who will care for a child/young person if his parents are not at home when the child is returned home following a match or training session. All above is superceded by the Code of Ethics and Good Practice for Children's Sport as directed by The Irish Sports Council and supported by the FAI. See back of booklet for further information.

8] Anti-Bullying Policy

It is vital that everyone within the club understands that Bullying will not be tolerated and that the following conditions must be met. In being confronted with a possible case of bullying all Managers/Coaches must be prepared to: Take the problem seriously. Investigate the incident. Talk to the bullies and victims separately. Decide on an appropriate action such as: Obtain an apology from the bully to victim. Inform parents of the bully. Encourage/support the bully to change his behaviour. Impose sanctions against bullies up to and including dismissal.

9] Child Protection Advice for Players

You are entitled to: Be safe Be treated with dignity, sensitivity and respect Experience competition and the desire to win as a positive and healthy outcome of striving for best performance. Be happy, have fun and enjoy soccer. Comment and make suggestions in an appropriate and constructive manner. Be listened to. Be believed.

MOST IMPORTANTLY, YOU ARE ENTITLED TO EXPRESS CONCERNS AND MAKE COMPLAINTS IN AN APPROPRIATE WAY AND HAVE THESE DEALT WITH THROUGH AN EFFECTIVE COMPLAINTS PROCEDURE.

10] For further information see:

Code of Ethics & Good practice for Children's Sport, The Irish Sports Council 2001. Our Duty to Care, Department of Health & Children, 2002. Children First, National Guidelines for the Protection and Welfare of Children 1999.

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United FC

Code of Practice

The guidelines in this document are based on the national guidelines as outlined in the following documents.

Code of Ethics and Good Practice for Children's Sport, Irish Sports Council, 2000.

Children First: National Guidance for the Protection and Welfare of Children, Dept. of Health & Children 2011

Our Duty to Care, Dept. of Health & Children 2002

Football Association of Ireland Code of Ethics & Best Practice

St Anthony's Kilcoole United FC Mission Statement

The work of St Anthony's Kilcoole United FC is based on the following principles that will guide the development of sport for young people in this club. Children and young people's experience of soccer should be guided by what is best for the child or young person. The stages of development and the ability of the child should guide the types of activity provided within the club. Adults will need to have a basic understanding of the needs of young people, including physical, emotional and personal.

Integrity in relationships:

Adults interacting with young people in soccer should do so with integrity and respect for the child. All adult actions in soccer should be guided by what is best for the child and in the context of quality, open working relationships. Verbal, physical, emotional or sexual abuse of any kind is unacceptable within soccer.

Quality atmosphere and ethos

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

Equality

All children should be treated in an equitable and fair manner regardless of age, ability, sex, religion, social and ethnic background or political persuasion. Children with disability should be involved in sports activities in an integrated way, thus allowing them to participate to their potential alongside other children.

Fair Play:

Fair play is the guiding principle of the Irish Sports Councils Code of Ethics and Good Practice for Children's Sport.

It states that "all children's sport should be conducted in an atmosphere of fair play". Ireland has contributed and is committed to the European Code of Sports Ethics, which defines fair play as: "much more than playing within the rules".

It incorporates the concepts of friendship, respect for others and always playing with the right spirit. Fair play is defined as a way of thinking, not just behaving. It incorporates issues concerned with the elimination of opportunities, excessive commercialisation and corruption. (European Sports Charter and Code of Ethics, Council of Europe, 1993).

Competition

A balanced approach to competition can make a significant contribution to the development of young people, while at the same time providing fun, enjoyment and satisfaction.

Coaches/managers should aim to put the welfare of the child first and competitive standards second. A child-centred approach will help to ensure that competition and specialisation are kept in their appropriate place.

St Anthony's Kilcoole United FC

Child Protection & Welfare Policy Statement

Introduction.

St Anthony's Kilcoole United FC is committed to ensuring that all necessary steps will be taken to protect and safeguard the welfare of children and young people who participate in soccer. This Policy document clearly demonstrates the importance placed by St Anthony's Kilcoole United FC on the protection and safety of children and young people who participate in soccer.

All children and young people who participate in soccer should be able to do so in a safe and enjoyable environment. While doing so they should be protected from any form of abuse be it physical, emotional, sexual, neglect or bullying. The responsibility for protecting children lies with all adults involved in this club and in soccer in general.

Children are defined in Irish Law as being any person under 18 years of age.

St Anthony's Kilcoole United FC recognises and accepts its responsibility to safeguard the welfare of all children and young people by protecting them from physical, emotional or sexual harm and from neglect or bullying.

These clear policies, practices and procedures in addition to relevant training programmes will ensure that everybody in St Anthony's Kilcoole United FC knows exactly what is expected of them in relation to protecting children and young people within soccer.

It is vital that children and young people who participate in St Anthony's Kilcoole United FC activities are able to do so in a safe, enjoyable and quality environment.

In pursuit of this goal St Anthony's Kilcoole United FC will:

- Advise all members of St Anthony's Kilcoole United FC (coaches, players, parents and spectators) of their responsibilities in relation to the welfare and protection of children and young people who participate in soccer.
- Operate within the recommended Football Association of Ireland codes of conduct and best practice guidelines.
- Appoint a Club Children's Officer in line with Football Association of Ireland requirements.
- Provide a child protection and welfare module in staff induction and development programmes

The aims of St Anthony's Kilcoole United FC Child Protection Policy are:

- To develop a positive and pro-active position in order to best protect all children and young people who participate in soccer, in order for them to do so in a safe and enjoyable environment.
- To provide appropriate guidance and advice to all club members (players, coaches, volunteers, spectators and parents) in all matters concerning child welfare and protection.
- To demonstrate best practice in the area of child welfare and protection.
- To promote ethics and best practice standards throughout soccer.

The key principles underpinning this Policy are that:

- The welfare of the child is the first and paramount consideration.
- All children and young people have a right to be protected from abuse of any kind regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual identity.
- All suspicions and allegations of abuse/poor practice will be taken seriously and responded to swiftly and appropriately. It is essential that we work in partnership with children and young people and their parents/carers. The HSE has a statutory responsibility to safeguard and protect the welfare of children and St Anthony's Kilcoole United FC is committed to cooperating fully with them in accordance with procedures as outlined in "Children First" National Guidance for the Protection and Welfare of Children 2011.
- St Anthony's Kilcoole United FC will cooperate fully with the Football Association of Ireland National Children's Officer, Gardai and HSE in any investigation of child abuse in soccer.

The Football Association of Ireland's regulations in regard to child welfare and protection are defined in the rulebook as:

RULE 71. THE PROTECTION AND WELFARE OF CHILDREN

- (a) In line with legislation and Government Guidelines (The Child Care Act 1991 and the Protection for Persons Reporting Abuse Act 1998) in relation to child protection and welfare, it is mandatory that all participants, clubs, leagues, divisional associations and other football bodies shall be bound by the FAI recommended codes of conduct and best practice guidelines
- (b) Any act, statement, conduct or other matter which harms a child or children, or poses or may pose a risk of harm to a child or children, shall constitute behaviour which is improper and brings the game into disrepute.
- (c) Breaches shall become a disciplinary offence. Any member issued with a ban from football activity shall have their name notified to all League Secretaries for onward dissemination to all Club Secretaries. The notification shall state the name of the individual and the fact a ban has been issued.

(d) Any participant who is the subject of a Statutory Inquiry in relation to any child welfare concern must stand down from all football activities pending the outcome of that inquiry and any subsequent internal disciplinary proceedings.

(e) Any member convicted of an offence by the Irish Courts or Courts of any other jurisdiction involving the welfare of children shall be automatically banned from membership of the Association. For the avoidance of doubt no disciplinary or other hearing shall be necessary in order to implement this automatic ban.

RULE 95. PROTECTION AND WELFARE OF CHILDREN

1. All participants, clubs, leagues, divisional associations and other football bodies shall be bound by the FAI rules, codes of conduct and guidelines governing the protection and welfare of children, and breaches of such rules, codes and guidelines shall be subject to disciplinary sanction.

2. The disciplinary body may impose any sanction it deems appropriate.

3. Any act, statement, conduct or other matter which harms a child or children, or poses or may pose a risk of harm to a child or children, shall constitute behaviour which is improper and brings the game into disrepute.

4. Any participant who is the subject of a statutory inquiry in relation to any child welfare concern must stand down from all football activities pending the outcome of that inquiry and any subsequent internal disciplinary proceedings.

(Insert Club Name Here) through confirming this policy document has demonstrated its commitment to ensuring that children and young people can participate in all soccer activities with their safety and welfare being of paramount importance.

It is essential that this document represents a process of continual improvement in the area of child protection and welfare in soccer.

It is the responsibility of all adults involved in soccer to actively promote safe and best practice standards whilst being ever vigilant and aware of their responsibilities to children and young people in their care.

St Antonys Kilcoole United FC Procedure for dealing with Child Abuse Concerns or Allegations

It is important to note that the investigation of suspected child abuse is the responsibility of the Statutory Authorities (Gardai, HSE) and should not be undertaken by Children's Officers or any other Club/League. All allegations of child abuse **must** be referred to the Statutory Authorities. When an allegation is received it should be assessed promptly and carefully. It will be necessary to decide whether a formal report should be made to the HSE and this decision should be based on reasonable grounds for concern. In accordance with requirements of Children First all concerns with relation to suspected child abuse will be passed on to the relevant statutory authorities.

The following examples would constitute reasonable grounds for concern:

(i) a specific indication from a child that (s)he was abused;

(ii) a statement from a person who witnessed abuse;

(iii) an illness, injury or behaviour consistent with abuse;

(iv) a symptom which may not in itself be totally consistent with abuse, but which is supported by corroborative evidence of deliberate harm or negligence;

(v) consistent signs of neglect over a period of time.

Ref. Children First 2011

Therefore in practice, concerns will be passed on by the Clubs designated person to the statutory authorities if we receive:

- (ii) a specific indication from a child that (s)he was abused;
- (iii) a statement from a person who witnessed abuse;

or have evidence in relation to:

- (iii) an illness, injury or behaviour consistent with abuse;
- (iv) a symptom which may not in itself be totally consistent with abuse, but which is supported by corroborative evidence of deliberate harm or negligence;
- (iv) consistent signs of neglect over a period of time.

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Step One

Any allegation of abuse must in the first instance be brought to the attention of the Chairperson of the Club. Should the Chairperson be unsure whether reasonable grounds for concern exist s/he can informally consult with the local HSE duty social worker. S/he will be advised whether or not the matter requires a formal report.

Coaches/volunteers may be subjected to erroneous or malicious allegations. Therefore, any allegation of abuse should be dealt with sensitively and appropriate support should be provided for staff/volunteers including counselling where necessary.

Step Two

Should (insert club name here) become aware of an allegation of abuse of a child or children by a coach/volunteer during the execution of that coaches/volunteers duties, the Chairman will privately inform the coach/volunteer of the following:

- ❖ the fact that the allegation has been made against him/her;
- ❖ the nature of the allegation.

Step Three

The coach/volunteer should be afforded an opportunity to respond. The Chairman will note the response and pass on this information when making the formal report to the HSE.

The report to the HSE should contain observations, dates, times, locations and contexts in which the incident occurred or suspicion was aroused, together with any other relevant information.

In cases of emergency, where a child appears to be at immediate and serious risk and the Chairperson is unable to contact a duty social worker, the Gardai shall be contacted.

Under no circumstances should a child be left in a dangerous situation pending intervention by the Statutory Authorities

Step Four

Our Chairperson, if reporting suspected or actual child abuse to the Statutory Authorities will first inform the family of their intention to make such a report, unless doing so would endanger the child or undermine any statutory investigation.

It should be noted that should a formal notification be made, we are not accusing anyone of child abuse, rather we are passing on concerns for investigation by the appropriate statutory authorities in keeping with the principle that “the welfare of the child is the first and paramount consideration”.

Step Five

All subsequent actions following an allegation of abuse against a coach/volunteer will be taken in consultation with the HSE and An Garda Síochána. An immediate meeting will be sought with these two agencies for this purpose. The Football Association of Ireland National Children's Officer is also available to provide support and advice.

Step Six

Under Football Association of Ireland rules, any coach/volunteer/manager who is the subject of a statutory investigation into alleged child abuse, is required to stand down from all soccer activities until the investigation is completed. Therefore the FAI National Children's Officer must be informed immediately of any formal notification to the Statutory Authorities.

When a person is asked to stand down it should be made clear that it is only a precautionary measure in keeping with standard procedures/guidelines and will not prejudice any later disciplinary proceedings.

The coach/volunteer concerned should be advised that the procedures being undertaken are in accordance with statutory requirements. He or she should be treated with respect and fairness, and also be assured that all information will be dealt with in a sensitive and confidential manner.

Step Seven

The Club will carefully consider the outcome of the statutory investigation and will then assess if there are any outstanding disciplinary issues in relation to their internal rules or infringements of the Football Association of Ireland best practice guidelines. It must be remembered that the fact that the alleged abuser has not been prosecuted or been found guilty does not mean that they are appropriate to work with young people in the future.

Internal Club disciplinary proceedings can only be initiated after the Statutory Authorities have completed theirs.

St Anthony's Kilcoole United FC

2.4 Club Disciplinary, Complaints and Appeals Procedure (Covers all matters other than suspected child abuse which has to be referred to the Statutory Authorities See 10.6)

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

Step One

Any person who has a complaint or concern should bring it to the attention of the secretary under the relevant rules of the body concerned.

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

Step Two

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

Where there are potential contentious issues, due consideration should be given to ensure the independence of the disciplinary committee/panel and therefore, it is advisable that members of the disciplinary committee/panel should not be Offices/Directors of the body concerned as lack of independence is often cited as a ground for appeal.

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

Step Three

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

Step Four

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

Step Five

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

Step Six

Any party unhappy with the findings of the disciplinary committee/panel can appeal the decision in writing to their respective superior body as per rules. Clubs, leagues, divisional associations and other football bodies should review their rules to ensure they contain a provision that facilitates an appeals procedure in this respect.

Step Seven

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

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

Anonymous Complaints

Anonymous complaints can be difficult to deal with, however they cannot be ignored. All complaints relating to inappropriate behaviour/poor practice should be brought to the attention of the Chairperson of the Club. In all cases the safety and welfare of the child/children is paramount. All complaints should be checked out and handled in a confidential manner. It is important to record all such complaints and actions taken. Specific advice on dealing with anonymous complaints can be got from your local HSE duty social worker or alternatively the Football Association of Ireland National Children's Officer.

Rumours

Rumours should not be allowed hang in the air. Any rumour/s relating to inappropriate behaviour/s circulating in the club should be brought to the attention to the Chairperson and checked out promptly. All ensuing information should be handled confidentially and with sensitivity.

Confidentiality

Confidentiality is about managing information in a respectful, professional and purposeful manner. It is important that the rights of both the child and the person about whom the complaint has been made are protected. Therefore, appropriate confidentiality will be maintained in respect

of all issues and people involved in concerns about the welfare of a child or bad practice within the club.

The following points will 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 only be discussed with those who need to know
- Information will be conveyed to the parents/guardians of a 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

St Anthony's Kilcoole United FC Recruitment Policy Ref Our Duty to Care

Safe practice starts with safe recruitment procedures and involves:

- Always applying thorough selection procedures, no matter who the applicant happens to be
- Judging the suitability of applicants in relation to a broad range of matters
- Taking all reasonable steps to eliminate people who are not suitable for working with children
- Providing training. Most people who apply to work with community and voluntary organisations on either a voluntary or paid basis are interested, well motivated and suitable for the various tasks involved. However, it is very important that organisations take all reasonable steps to ensure that only suitable people are recruited. Unfortunately, people with a tendency to abuse children can be attracted to the type of work that gives them the opportunity to be with children, and this always has to be borne in mind when recruiting new workers.

Recruiting Coaches/Volunteers

This section outlines an approach to safe recruitment and selection practices. The actual procedures may vary according to the requirements of different organisations or groups but the following key processes should be included:

- (i) **Clear definition of the role of employees or volunteers:** This means clarifying and agreeing expectations regarding the role of a new worker, and involves identifying the minimum level of personal qualities and skills required to fill the post.
- (ii) **Application Form:** An application form, with a clear job description and information about the organisation should be supplied. The form should be designed, as far as possible, to collect all relevant information about the applicant, including past experience of working with children.
- (iii) **Declaration:** All applicants should be required to sign a declaration stating that there is no reason why they would be unsuitable to work with young people, and declaring any past criminal convictions or cases pending against them. The organisation must have a clear policy regarding the type of factors that would exclude applicants.
- (iv) **Interview:** All applicants should be interviewed by a panel comprising of at least two representatives of the organisation. Interviewers should explore the information stated on the application form and assess the applicant's suitability for the post. The information supplied by the applicant and any other information supplied on their behalf should only be seen by persons directly involved in the recruitment procedure.

- (v) **References:** An applicant should be expected to supply the names of two referees (not family members) who will testify as to their character, their suitability to the role of employee/volunteer, or any other issues which may affect their ability to perform the tasks required of them. At least one referee should have first-hand knowledge of the applicant's previous work or contact with children. An acceptable reference will indicate that the person is known to the referee and is considered suitable by them to work with young people. All references should be received in writing and later confirmed by telephone, letter or personal visit. Any additional information should be attached to the application form. If the applicant has had a previous involvement in sport, one of these names must be that of an administrator/leader of your last club/place of involvement.
- (vi) **Identification:** The organisation should ensure that the identity of the applicant is confirmed against some documentation (ID card, driving licence or passport) which gives his or her full name, address together with a signature or photograph. This should be compared with the written application.

Although a very thorough selection procedure is one of the most sensible and effective ways of assessing a person's suitability to work with children and may itself act as a deterrent to potential abusers, it is often felt as an unnecessary burden...

"But sure he only comes in one morning a week"

"I couldn't ask them all those questions when they're not even getting paid"

"She wouldn't give up so much of her time if she didn't mean well"

"All our volunteers are from the area"

"It's so hard to get volunteers these days – I don't want to put people off"

Workers are not less likely to abuse children because they are part-time or because they are not getting paid or because they have been giving their services for years, or even because they are a friend of a friend. You must apply the same procedure consistently with paid and unpaid staff, part time and full-time workers alike. Although being very thorough about assessment can seem like an unnecessary burden, the more it becomes routine throughout all organisations working with children, the less intimidating it will be to genuine and well-motivated applicants. At the same time, it may act as a deterrent to potential abusers, as well as assisting in the choice of appropriate staff and volunteers.

Induction and training

When an applicant has been accepted, the following processes should apply:

- (i) **Induction:** If, following the application and interview process the applicant is accepted, they should then be required to undertake an induction course. Induction should be a planned programme that enables workers to get to know the organisation, their colleagues, their job and other organisations doing the same type of work. It should also cover expectations, conditions and procedures for dealing with discipline, grievances and allegations, and the organisation's child protection policy.
- (ii) **Trial period:** Appointment should be conditional on the successful completion of a trial period, the length of which should be decided at the outset. It gives an opportunity to assess the suitability of a new worker to work with children and his or her commitment to the organisation's policies on safe practices.

- (iii) Records: details of selection and induction should be recorded, along with notes on any matters arising during any part of the process.

- (iv) Additional training: To maintain quality standards and good practice, training should be provided on an ongoing basis for all workers Your Local Sports Partnerships provide training in the form of the Child Welfare in Sport Basic Awareness Workshop and subsequent Children's Officer training