



CSNICC POLICY PACK 2021

CIVIL SERVICE NORTH OF IRELAND CRICKET CLUB

The Pavilion
Stormont Estate
Upper Newtownards Road
Belfast
BT4 3TA

Tel: 028 90520404



Web: www.csnicc.com

Email:

 CSNICC

 @csnicc

CASC Reference No CH10509

- 1. Code of Conduct Policy**
- 2. Safeguarding Policy**
- 3. Photo and Video Policy**
- 4. Social Media Policy**

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Code of Conduct for Managers / Coaches / Volunteers / Club Captains

Managers / Coaches / Volunteers/ Club Captains should:

- Be positive during sessions, praise and encourage effort as well as results.
- Plan and prepare appropriately (punctuality).
- Put welfare of young person first.
- Encourage fair play, treat participants equally.
- Recognize developmental needs.
- Be up to date with knowledge and skill of sport for young people.
- Involve parents where possible and inform parents when problems arise.
- Keep record of attendance at training.
- Keep a brief record of any injuries and action taken.
- Keep a brief record of problem/action/outcomes, if behavioral problems arise.

Unless the express permission of parents is given, Managers / Coaches / Volunteers Club Captains should avoid:

- Spending excessive amounts of time with children away from others.
- Taking sessions alone.
- Taking children to your home.
- Taking children on journeys alone in their car.

Managers / Coaches / Volunteers / Club Captains must NOT:

- Use any form of punishment or physical force on a child.
- Exert undue influence over a participant in order to obtain personal benefit or reward.
- Engage in rough physical games, sexually provocative games or allow or engage in inappropriate touching of any kind, and /or make sexually suggestive comments about, or to a child.
- Take measurements or engage in certain types of fitness testing without the presence of another adult.
- Undertake any form of therapy (hypnosis etc.) in the training of children.
- Use videoing or photography equipment without the consent of the participant and his or her Parent / Guardian / Carer. (please refer to Player Registration form and CSNICC Video & Photography Policy).
- Communicate directly with any child under the age of 18 by way of electronic or multimedia forms of communication without the written consent from his or her Parent / Guardian / Carer.

Managers / Coaches / Volunteers Club Captains have a right to:

- Ongoing training and information regarding child protection issues.
- Support in the reporting of suspected abuse.
- Access to professional support services.
- Fair and equitable treatment by CSNICC.

President: Jonathan Hool LLb
Vice President: Simon Corlett

Chairperson: Ivan E. McMinn
Vice Chairperson: Stephen Dyer

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- Be protected from abuse by children / youths, other adult members and parents.
- Not to be left vulnerable when working with children.

Note:

Any misdemeanors or general misbehavior will be dealt with immediately and reported verbally to CSNICC Chairman. Persistent breaches of the code will result in dismissal from CSNICC activities. Dismissals can be appealed with the final decision being taken by the Committee of CSNICC.

Managers / Coaches / Volunteers/ Club Captains Declaration:

I, _____, having read, and fully understood the Managers / Coaches / Volunteers Code of Conduct, agree to adhere to and support its implementation.

Signed

Date

Signed

Club Chairman

Date

Signed

Child Protection Officer

Date

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Safeguarding Children and Young People Policy

The Club will always have and uphold a "Safeguarding Children and Young People Policy". This may also be referred to as our "Child Protection Policy". The General Committee will be responsible for this Policy and ensure that a copy of this Policy is maintained on the Club Website.

This Safeguarding Policy is based on guidelines and legislation outlined in the following documents:

- Code of Ethics and Good Practice for Children's Sport, Sport Northern Ireland 2006.
- Children (NI) Order 1995.
- Our Duty to Care NI, DHSSPS 2007.
- Getting It Right, DHSSPS 2004.
- Co-operating to Safeguard Children DHSSPS 2003.
- Protection of Children And Vulnerable Adults (NI) Order Information Notes 1 -3.
- Area Child Protection Committee - Regional Child Protection Policy 2005.
- Safeguarding Vulnerable Groups (NI) Order 2007.

Our Policy Statement is as follows:

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

- Develop an awareness of the issues which may lead to children being harmed.
- Create an open environment by identifying a 'Designated person' to whom the children can turn to if they need to talk.
- Adopt child centered and democratic coaching styles.
- Adopt Safeguarding guidelines through Codes of Conduct for members and all adults working at the club. Adult workers include coaches, parents and volunteers.
- Ensure careful recruitment, selection and management procedures. These procedures will include regular support and supervision is provided to staff/volunteers.
- Ensure complaints, grievance and disciplinary procedures are included in our constitution.
- Share information about concerns with children and parents and others who need to know.
- Provide information as required to the management committee.

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- Ensure good and safe working/playing practices.
- Be involved in training made available through the various agencies and strengthen links with these agencies.
- Keep Safeguarding policies under regular review (every three years minimum).
- Have procedures relating specifically to bullying, away trips, transport and use of photography.

Have an induction document available for parents, coaches and children clearly outlining their rights and responsibilities.

Signed _____ **Club Chairman**

Date _____

Signed _____ **Child Protection Officer**

Date _____

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Policy and Procedures on use of Videoing and Photography involving U18 members

CSNICC has adopted this policy in relation to the use of images of U-18 cricketers on its website and Social Media feeds as there have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs on sports websites and other publications.

Rules to guide the use of photography:

- If a U-18 cricketer is named, avoid using their photograph.
- If a photograph is used, avoid naming the cricketer if U-18.
- Ask for parental permission to use their image. This ensures that they are aware of the way the image is to be used to represent the sport. (See player registration/consent form).

Amateur photographers / film / video operators wishing to record a U-18 practice session should seek accreditation with the leader of session.

When commissioning professional photographers or inviting the press to an activity or event, CSNICC will aim to ensure that they are clear about our expectations of them in relation to child protection. Professional photographers / film / video operators wishing to record an event or practice session should seek accreditation with the event organiser by producing their professional identification for the details to be recorded.

CSNICC will then:

- Provide a clear brief about what is considered appropriate in terms of content and behaviour.
- Issue the photographer with identification which must be worn at all times.
- Keep a record of accreditations.
- Not allow unsupervised access to athletes or one to one photo sessions at events.
- Not approve / allow photo sessions outside the events or at a player's home.

Videoing as a coaching aid:

Video equipment can be used as a legitimate coaching aid. However, permission should first be obtained from the player and the player's parent / guardian. Anyone concerned about any photography or videoing taking place at events or training sessions can contact CSNICC Child Welfare Officer (contact details can be found on the CSNICC website) and ask them to deal with the matter.

Signed _____ Club Chairman

Date _____

Signed _____ Child Protection Officer

Date _____

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SOCIAL MEDIA POLICY

Social media in its different forms, including internet forums, weblogs, social blogs, podcasts, pictures and video has become very popular.

It is very much a part of the way we communicate with various audiences. However, the club and members' use of social media can pose risks to CSN's reputation.

This social media policy is designed to encourage the appropriate and effective use of social media platforms, as well as provide guidelines for members to exercise personal responsibility when using social media.

Scope of Policy

This policy covers all membership categories of CSNICC at all age groups.

Breach of this policy by CSN members may result in disciplinary action up to and including withdrawal of CSN membership. Disciplinary action may be taken regardless of whether the breach is committed during working or social hours or when the member is representing CSN and regardless of whether CSN equipment or facilities are used.

Any person suspected of committing a breach of this policy will be required to co-operate with CSN's investigations, which may involve handing over relevant passwords and login details.

Members may be required to remove internet postings which are deemed to constitute a breach of the policy.

Social Media Platforms

There is a vast array of platforms that the term 'social media' relates to, however CSN has recognised the key channels. These are: Twitter and Facebook.

This policy, however, applies to all forms of social media and all internet postings, including blogs. It applies to the use of social media for both CSN and personal purposes, i.e. representing CSN or otherwise.

Appropriate Use of Social Media

If any CSN members use social media channels they are asked to follow this policy to ensure effective and appropriate usage. When using social media members should ensure they :-

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1. Think before posting any information online (once a message is posted online it is difficult to take back and your comments may be seen by the media or sponsors and negatively impact on you and the club) If you feel slightly uneasy about something you are about to comment on - **then don't.**
2. Use appropriate language. All communications are to be respectful or courteous.
3. Any content posted is consistent with CSN's aims and objectives.
4. Be clear that any postings made are your own views and not those of CSN.
5. If you disclose your affiliation with CSN, you must state that your views do not represent those of CSN.

You will not :-

1. Upload or retweet content deemed disruptive, threatening, abusive, offensive, harassing, obscene, libelous, derogatory which would bring the name of CSN into disrespect or be an invasion of another's privacy – this includes text, audio, photographs and video
2. Use CSN's name in a derogatory manner or defame or disparage CSN
3. Upload content deemed confidential by CSN
4. Use CSN logos, brands, slogans, or other trademarks without CSN's prior written consent
5. Use inappropriate hashtags on twitter
6. Respond to negative comments about your club or anyone associated with your club. The member should however report any such comment to CSN's Chairman
7. Members should refrain from making hostile or harassing comments about other clubs, players, administrators or officials and controversial or potentially inflammatory comments.
8. Don't escalate heated discussions, try to be conciliatory, respectful and quote facts to lower the temperature and correct misinterpretations. Never contribute to a discussion if you are angry or upset, return to it later when you can contribute in a calm and rational manner.
9. Breach Data Protection requirements (for example, never disclose personal information about a colleague/member online)
10. Breach any other laws or ethical standards (for example, never use social media in a false or misleading way, such as by claiming to be someone other than yourself or by making misleading statements)

Positive use of social media platforms

CSN does not discourage members from engaging with social media platforms for personal usage. However, these guidelines are in place to ensure that you are using them appropriately and are not bringing CSN's name and values into disrepute.

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Social media platforms may be monitored for negative comments whether about CSN, its members or other clubs members/supporters. If you are aware of negative comments posted, please make sure you speak to the Chairman of CSN.

Social media is an area of public comment, and you are as liable for what you say in this sphere as if the same statement was being made in the media.

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