



Badminton Ireland Code of Conduct & Safeguarding Young People Policy

This document Badminton Irelands policy and along with the sample pro- forma should be used as a template to be adopted and used by clubs.

Safeguarding or Child Protection -The term child protection has been extended to safeguarding as it reflects the wider responsibility for health safety and prevention as well as just protection from abuse. It may be defined as: **Doing everything possible to minimise the risk of harm to children and young people.**

Safeguarding is about being proactive and putting measures in place in advance of any contact with children to ensure that children are going to be kept safe. This could include:

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

Date of Issue 25th February 2011

Badminton Ireland Code of Conduct & Safeguarding Young People Policy will be reviewed every 3 years and formally agreed by the Badminton Ireland Executive.

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Glossary of Terms

Children & Young People (Child/Juvenile/Junior/Underage)

A child or young person is defined by the law in both jurisdictions as a person under the age of 18 years. For the purposes of this document the term children & young people applies to all under the age of 18.

Parent/guardian

For the purposes of this document when referring to parent/guardian the term is used to include parents, legal guardians, and/or carers.

Leader

Includes Coaches/Managers>Selectors and all adults who are appointed and agree to responsibility for the welfare of juvenile members of any club/squad/group.

Child Abuse

Physical - Physical abuse is the deliberate physical injury to a child, or the willful or neglectful failure to prevent physical injury or suffering. This may include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, confinement to a room or cot, or inappropriately giving drugs to control behaviour.

Neglect - Neglect is the persistent failure to meet a child's physical, emotional and/or psychological needs, likely to result in significant harm. It may involve a parent or carer failing to provide adequate foods, shelter and clothing, failing to protect a child from physical harm or danger, failing to ensure access to appropriate medical care or treatment, lack of stimulation or lack of supervision. It may also include non-organic failure to thrive (faltering growth).

Sexual - Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at or the production of pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Emotional - Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Smothering a child's development through over-protection can also be a form of abuse. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone. Domestic violence, adult mental health problems and parental substance misuse may expose children to emotional abuse.

Bullying

Has been recognised and defined as deliberately hurtful behaviour usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical (e.g. hitting, kicking, theft), verbal (e.g. racist or sectarian remarks, threats, name-calling) and emotional (e.g. isolating an individual from the activities and social acceptance of his peer group). The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children, to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self-harm).

Age of consent

The Sexual Offences (NI) Order 2008 became operational on 2 February 2009. This legislation effectively brought Northern Ireland into line with the rest of the UK in terms of the law relating to when young people are deemed to be able to consent to sexual activity. Specifically, the age of consent has been reduced from 17 years old to 16 years old. It has also introduced new offences of sexual abuse against children under the age of 13.

In the Republic of Ireland under the Criminal Law (Sexual offences) Act 2006 the age of consent is 17 years.

Statutory Authorities

The authorities who promote the protection and welfare of young people and vulnerable adults who have the responsibility for the investigation and/or validation of suspected child abuse, i.e., in the ROI it is An Garda Síochána and the Health Services Executive (HSE), and in NI it is the Police Service of Northern Ireland (PSNI) and the Health and Social Care Trust (HSCT).

Code of Ethics and Good Practice for Children's Sport

This has been developed by SportNI and the Irish Sports Council to promote the core values in Sport for Young People

The work of Badminton Ireland is based on the principles outlined in the Code of Ethics that will guide the development of sport for young people. Young People's experience of sport should be guided by what is best for the young person. The stages of development and the ability of the young person should guide the types of training provided within the club. Leaders will need to have a basic understanding of the needs of young people, including physical, emotional and personal.

Designated Safeguarding Children Officer (DSCO)

Badminton Ireland have decided that the roles sometimes referred to as the designated officer and children's officer should be amalgamated into this one role)

The DSCO 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. Every club should designate a person to be responsible for dealing with any concerns about the safeguarding of children. Within BI the DSCO is the person responsible for reporting allegations or

suspicions of child abuse to Health Services Executive or Health and Social Care Trusts and/or An Garda Síochána / PSNI.

This club person should;

- Promote awareness and implementation of BI Safeguarding Young People policy 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
- Influence policy and practice within the club in order to prioritise children's needs
- Ensure that children know how to make concerns known to appropriate adults or agencies.
- Encourage the appropriate involvement of parents/guardians in the club activities
- Act as an advisory resource to Sports Leaders on best practice in children's sport
- Report regularly to the Club Management Committee
- Monitor changes in membership and follow up any unusual dropout, absenteeism or club transfers by children or Sports Leaders
- 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 activities / experiences.
- Facilitate parent's information sessions at the start of the season
- Keep records on each member on file, including junior members, their contact numbers and any special needs of the child that should be known to leaders
- Ensure each member signs an annual membership form that includes signing up to the code of conduct
- Have a knowledge of categories and indicators of abuse
- Undertake training in relation to safeguarding/child protection
- Be familiar with and able to carry out reporting procedures as outlined by BI
- Communicate with parents and/or agencies as appropriate
- Liaise with the national DSCO in relation to safeguarding/child protection training needs
- Be aware of local contacts and services in relation to safeguarding, i.e. principal and duty social workers and their contacts
- To inform local duty social worker in the Health Services Executive Local Area Board / Health and Social Care Trusts and/or An Garda Síochána/PSNI of relevant concerns about individual children
- Report persistent poor practice to the National DSCO
- Advise club administrators on issues of confidentiality, record keeping and data protection

Club DSCO do not have the responsibility of investigating or validating safeguarding/child protection concerns within the club or at BI level 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 DSCO. In this event, it is essential that the correct procedure is followed.

Policy Statements

Safeguarding

Badminton Ireland is fully committed to safeguarding the well being of its members. Every individual in the organisation should show respect and understanding for members rights, safety and welfare, and conduct themselves in a way that reflects the principles of this organization and the guidelines contained in the Code of Ethics and Good Practice for Children's Sport.

The guidelines in this document are based on the guidelines and legislation outlined in the following documents;

Code of Ethics and Good Practice for Children's Sport, Irish Sports Council and Sport NI, 2000, (COE reviewed in 2006).

For Republic of Ireland Badminton Ireland and Clubs should reference;

- Children First: National Guidelines for the Protection and Welfare of Children, Dept. of Health & Children 2009
- Our Duty to Care, Dept. of Health & Children 2002
- Criminal Law (sexual offences) Act 2006
- The Protection for Persons Reporting Child Abuse Act 1998

For Northern Ireland Badminton Ireland and Clubs should reference;

- *Children (NI) Order, 1995*
- *Co-operating to Safeguard Children, 2003*
- *Area Child Protection Committee Regional Policy and Procedures, 2005*
- Our Duty to Care, DHSSPS 2007
- Getting It Right, DHSSPS 2009
- Safeguarding Vulnerable Groups (NI) Order 2007
- Sexual Offences (NI) Order 2008
- Criminal Law (NI) Act 1967

Equality Statement

Badminton Ireland is committed to promoting equality of treatment and opportunity for all persons regardless of their:

- Religious belief, political opinion, racial group, age, gender, marital status, sexual orientation or level of ability or disability.

BI will endeavour to ensure that all individuals are treated with respect at all times and will do all it can to make its services available to all.

Conduct Guidelines

See appendices 1A, 1B and 1C for more detail

Within Badminton Ireland, we want children to have fun and develop skills in a safe and **Fair Play** environment where standards of behaviour are just as important as winning.

We recognise that competition and winning is an important goal, but winning at all costs does not meet the needs of young players

Badminton Ireland is aware that there are increasing numbers of children leaving sport. A number of the most common reasons given are; that sport was no longer fun, they did not get to compete and overemphasis on winning.

Therefore we have to make every effort to ensure that we keep a balanced approach to competition, make sure all players get a chance to compete and strive to keep the fun in junior badminton.

Young Peoples Responsibility

Just like coaches and volunteers young people have responsibilities to make the activity **fun** and **safe**. This means respecting the coaches and volunteers who are there to help young people by:

- sticking to the rules of the game
- not making insulting comments or swearing at the coach or other helpers and other members of the club.
- being prepared and on time for sessions/training
- doing their best at all times
- giving their friends a second chance if they make a mistake
- welcoming new members
- saying NO to bullying.

Parents and Supporters

Badminton Ireland recognised the significance of parental behaviour and how it can influence young players. Parents should be there to support the running of the club. As supporters they should:

- help out when asked
- be enthusiastic and cheer the young people on but not embarrass them
- never argue with the coach or referee in public
- drop their young person off and collect them on time
- listen to any concerns you may have
- make sure the young people have the correct kit/equipment.

Parents and young people should be provided with a copy of BI guidelines about their responsibility and expectations (see appendix 1A and 1.B for further details), to sign and return as acknowledgement of their agreement to behave to an agreed standard.

Sports Leaders (*Coaches, Selectors, Team Managers & appointed volunteers*)

Badminton Ireland recognises the key role leaders play in the lives of children in sport. Coaches and volunteers involved in youth badminton have a great opportunity to be a positive role model and help build an individual's confidence. They have an overall responsibility to take the necessary steps to ensure that positive and healthy experiences are provided.

All Leaders should have as their first priority the child's safety and enjoyment of the sport and should adhere to the guidelines and regulations set out in Badminton Ireland's Safeguarding Young People policy .

This summary explains what you should do to keep young people **safe** and make sure they have **fun**. It also helps you think about what responsibilities you have.

Badminton Sports Leaders

Are there to make sure young people learn skills, enjoy the activity and keep safe. It means you should respect young people and consider their safety by:

- being reliable
- being fair and letting them have their say
- making them feel safe
- letting them take part
- encouraging them
- being a good role model
- not showing favouritism
- never condoning bullying or abusive language
- if any form of manual/physical support is required, it is provided openly and according to agreed guidelines. (see advice on Physical Contact)
- work in an open environment
- adhere to Badminton Ireland supervision guidelines
- holding a register of those who attend each session
- agreeing to safe recruitment procedures (including vetting)
- making sure that they do not feel uncomfortable.

Coaches and Volunteers must make sure that:

- the activity is FUN
- they have the right qualification for their role
- the equipment used is safe
- you know what you are doing
- you work to BI code of conduct
- you treat young people as individuals.

You should not:

- engage in rough, physical or sexually provocative games, including horseplay
- allow or engage in any form of inappropriate touching
- allow children/young people to use foul, sexualised or discriminatory language unchallenged
- make sexually suggestive comments to a child/young person, even in fun
- reduce a child/young person to tears as a form of control
- allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- over-train your players
- invite or allow children to stay with you at your home.

Coaches and volunteers within Badminton are expected to make themselves familiar with and sign the more detailed Sports Leaders Charter (appendix 1c).

Child Welfare and Reporting Procedures

Badminton Ireland accepts that organisations, which include young people among its members, are vulnerable to the occurrence of child abuse. Below are the procedures for dealing with any welfare or protection issue that may arise. Child welfare and the protection of young people is the concern of all adults at all times, irrespective of their role within the organisation.

If there are grounds for concern (see samples below) about the safety or welfare of a young person you should react to the concern. Persons unsure about whether or not certain behaviours are abusive and therefore reportable should contact the duty social worker in the local Health Service Executive (HSE) or Health and Social Care Trust (HSCT) where they will receive advice (see Appendix 2 useful contacts on BI web site or contact BI for hard copy) Grounds for concern include a specific indication from a child, a statement from a person who witnessed abuse or an illness, injury or behaviour consistent with abuse.

A report may be made by any member in the club but should be passed on to the Club Designated Safeguarding Children Officer (DSCO) who may in turn have to pass the concern to the local Statutory Authorities. It is **not** the responsibility of anyone working within any affiliated group of Badminton Ireland, in a paid or voluntary capacity, to take responsibility or decide whether or not child abuse is taking place. That is the job of the local statutory authorities. However, there is a responsibility to protect children by assisting the appropriate agencies so they can make enquiries and take any necessary action to protect the young person.

Recognition

Signs of abuse can be physical, behavioural or developmental. A cluster or pattern of signs is the most reliable indicator of abuse. Indicators should be noted. It is important, however, to realise that all of these indicators can occur in other situations where abuse has not been a factor.

Category Indicators

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

The above is only a sample list and is not exhaustive

Grounds for Concern

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

Reasonable grounds for concern (Children First, ACPC Regional Policy and Procedures), exist when there is:

- a specific indication from a child that s/he has been abused
- an account by a person who saw the child being abused
- evidence, such as an injury or behaviour which is consistent with abuse and unlikely to be caused another way
- an injury or behaviour which is consistent both with abuse and with an innocent explanation but where there are corroborative indicators supporting the concern that it may be a case of abuse. An example of this would be a pattern of injuries, an implausible explanation, other indications of abuse, dysfunctional behaviour;
- consistent indication, over a period of time, that a child is suffering from emotional or physical neglect

Responding to a Child disclosing possible Abuse

- 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.
- Stay calm and avoid showing any extreme reaction to what the child is saying. Listen compassionately, and take what the child is saying seriously
- Understand that the child has decided to tell something very important and has taken a risk in doing so. The experience of telling should be as positive as possible so that the child will be less concerned about talking to those involved in the investigation
- Be honest with the child and tell them that it is not possible or appropriate to keep the information a secret
- Make no judgmental statements against the person about whom the allegation is made
- Do not question the child unless the nature of what s/he is saying is unclear. Leading questions should be avoided. Open, non-specific questions should be used such as “Can you explain to me what you mean by that”
- Check out the concerns with the parents/guardians before making a report unless doing so would endanger the child or compromise an investigation – if in doubt about telling the parents, consult with the statutory agencies first.
- Give the child some indication of what will happen next, such as informing parents/guardians, HSE or HSCT. It should be kept in mind that the child may have been threatened and may feel vulnerable at this stage.
- Reassure the child that they have done the right thing in telling you.
- Carefully record the details (see appendix 3A for those in Northern Ireland and 3B for those in Republic of Ireland on BI web site or contact BI for hard copy).
- Pass on this information to the Designated Safeguarding Children Officer who will proceed as set out below.

Reporting Suspected or Disclosed Child Abuse

The following steps should be taken in reporting child abuse to the statutory authorities:

- Note dates, times, locations and context in which the incident occurred or suspicion was aroused, together with any other relevant information
- Report the matter as soon as possible to the club designated person or national designated person with responsibility for reporting abuse. If the Designated Person has reasonable grounds for believing that the child has been abused or is at risk of abuse, s/he will make a report to the health service executive/social services who have statutory responsibility to investigate and assess suspected or actual child abuse.
- If the DSCO is unsure whether reasonable grounds for concern exist s/he can informally consult with the local HSC or HSCT advice (see useful contacts appendix 2 on BI web site or contact BI for hard copy). S/he will be advised whether or not the matter requires a formal report.
- If it is a case of poor practice the DSCO will implement internal procedures to deal with the issue
- In cases of emergency, where a child appears to be at immediate and serious risk and the DSCO 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
- A DSCO 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 an investigation. If they are unsure they should consult informally with the Statutory Agencies before informing the parents.
- The national DSCO officer should be informed of:
 - Any reports being made to Statutory Bodies.
 - Name of any leader being asked to step aside and brief details of the case.
 - Any case of poor practice which cannot adequately resolved at local level.

Legislation

The Protection 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 Service Executive or the Gardai. The act also covers the offence of 'false reporting'. The main provisions of the Act are:

- The provision of immunity from civil liability to any person who reports child abuse "reasonably and in good faith" to designated officers of Health Service Executive or any member of An Garda Síochána;
- 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;
- 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.

This law does not exist in Northern Ireland, but an individual who reports concerns in 'good faith' is not deliberately attempting to slander another person's name. In Northern Ireland there is legislation, the Criminal Law Act (NI) 1967 which places the responsibility on everyone to report offences or to forward information to the police by emphasizing the, *'duty of every other person, who knows or believes, (a) that the offence or some other arrestable offences has been committed: and (b) that he has information which is likely to secure, or to be material assistance in securing, the apprehension, prosecution or conviction of any person for that offence'*

Allegations against Sports Leaders

When a concern is raised about a Leader (Coach, Manager, Selector or Appointed Adult):

- In the case of suspected child or disclosed child abuse the procedures set out under "Reporting Suspected or Disclosed Child Abuse" should be implemented.
- If the concern is of poor practice it should be reported to Club DSCO who will use internal procedures to deal with the issue (Badminton Ireland's Complaints Management Procedures).
- If Club DSCO feels unable to deal appropriately with any issue they should consult with Badminton Ireland's DSCO.

The National DSCO should be informed of:

- Any reports being made to Statutory Bodies
- Name of any leader being asked to step aside and brief details of case.
- Any case of poor practice, which cannot be adequately resolved at local level.

In addition, the safety of the child making the allegation should be considered and the safety of any other children who may be at risk. The club should take any steps that may be necessary to protect children in its care

The issue of confidentiality is important. Information is on a need to know basis and the Sports Leader about whom the allegation is being made should be treated with respect and fairness.

The DSCO makes the report to the local HSE or HSCT and the chairperson / senior office bearer in the club privately informs the individual that an allegation has been made against him/her and the nature of the allegation, following advice from statutory authorities. He / she should be afforded an opportunity to respond and that response should be noted and passed on to the HSE/ HSCT.

The leader should be asked to step aside pending the outcome of the investigation.

The DSCO will keep those responsible for the management of the club advised of the situation but only in as much detail as is necessary to protect young members

The Code of Ethics and Good Practice in Children’s Sport advises that Governing Bodies like Badminton Ireland can consider disciplinary action, but should ensure that this does not interfere with the investigation of the Statutory Authorities. BI would remind clubs that it is important to consider the outcome of the investigation and any implications it might have. *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.*

See Reporting Procedures (appendices 4 and 5) for more detail, available from BI web site or contact BI office for hard copy.

Confidentiality

Confidentiality should be maintained in respect of all issues and people involved in cases of abuse, welfare or poor practice. 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 kept 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
- Giving information to others on a ‘need to know’ basis for the protection of a child is not a breach of confidentiality
- 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.
- Information should be stored in a secure place, with limited access only to designated people.
- The requirements of the Data Protection laws should be adhered to.

Breach of confidentiality is a serious manner.

Complaints Management Procedures

Badminton Ireland has drawn up specific procedures to enable the organisation deal appropriately with any complaint raised involving a young person, that does not reach the threshold for statutory services involvement. All groups affiliated to Badminton Ireland are required to put in place similar procedures, which will allow all members who are dissatisfied to register their concern, to view Complaints Management procedure visit the About Us section of BI web site or contact the BI office for a hard copy. These procedures are designed to ensure that:

- The safety of the young person is the overriding priority.

- The reputation of the person against whom the complaint is made is protected while the process of dealing with the complaint is ongoing.
- That the process, while protecting the young person, is consistent and as fair as possible to everyone involved.

All records must be kept confidential, with limited access, and information will only be passed to others on a “need to know” basis.

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 Club DSCO. The information should be checked out and handled in a confidential manner.

Rumours

Rumours should not be allowed to hang in the air. Any rumour relating to inappropriate behaviour should be brought to the attention of the DSCO and checked out without delay.

Good Practice and Policy Guidance

Recruitment and Selection Policy for Coaches / Volunteers

Badminton Ireland will take all reasonable steps to ensure that leaders are appropriately qualified and suitable to work with young people. These procedures apply to all adults with substantial access to, or influence over, young people.

The responsibilities attached to particular posts should be drawn up and clearly stated before appointments are sanctioned. Badminton Ireland will make available sample role descriptions outlining the responsibilities and level of experience required, which are available in club development manual on BI web site.

Every effort should be made to support appointed Sport Leaders who are required to agree to the Regulations and Guidelines set out in Badminton Ireland's Safeguarding Young People policy.

A decision to appoint a Sports Leader is the responsibility of the organisation/club and not of any one individual within it. The organisation/club committee should ratify all recommendations for appointment.

All coaches, managers and volunteers are required to complete an application/self declaration form (see appendix 7 on BI web site or contact BI for hard copy) giving the names of two referees who will then be contacted. Written references (see appendix 8 on BI web site or contact BI for hard copy) will then be verified and kept on file. References for club coaches should be verified at club level.

All coaches/volunteers working with young people or vulnerable adults will be subject to Garda Vetting and Access NI clearance, depending on the jurisdiction they are working in.

All BI appointments are subject to approval and ratification by the committee of BI. Just as club appointments should be ratified by the club committee rather than an individual.

All coaches, officials and volunteers will be subject to a sign up procedure in which they undertake to abide by the BI rules, Sports Leaders Charter and good practice.

Information in relation to applicant's information must be treated as sensitive and confidential. It should be stored in a secure place and only accessible to nominated officers.

Anti-Bullying Policy Statement

Badminton Ireland acknowledges the right of all its members, young players and leaders, to enjoy participating in the sport of Badminton in a secure environment.

Badminton Ireland recognises that bullying behaviour is increasingly prevalent in society, the workplace, home, schools, **sports clubs** and **sports groups**.

Bullying by any member of Badminton Ireland will not be accepted or condoned and all concerns raised about bullying will be treated seriously and will be dealt with as set down in Badminton Ireland's Complaints Management Procedures.

(For more details see appendix 6 on BI web site or contact BI for hard copy)

Transport

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

- Ensure that there is adequate insurance cover on their car, they follow the rules of the road, including legal use of seat belts and booster seats if required
- Not carry more than the permitted number of passengers
- Clubs should ensure their volunteer drivers agree to vetting checks and encourage them to attend safeguarding training
- Avoid being alone with one participant, put passenger in the back seat, have central drop off locations or seek parental permission to transport an individual participant on a regular basis and clearly state times of pick- up and drop off. Parents should check with young people about the plans and be happy with the transport arrangements.

For further guidelines see transport briefing on Child Protection in Sport website www.thecpsu.org.uk under resources section

Supervision

- Make sure there is an adequate adult: child ratio. Leaders should have more than one adult present. The number of adults required will depend on the nature of the activity, the age of the participants and any special needs of the group. As a guide a ratio of 1:8 for under 12 years of age and 1:10 for participants over 12 years of age.
- Leaders of both genders will be required for mixed groups.
- Avoid being alone with one participant; if you need to talk separately do so in an open environment, in view of others.
- Leaders should not normally need to enter the changing rooms unless children are very young or need special assistance and in this instance parents could be asked to take responsibility for assisting in the changing room.
- Some form of supervision of changing rooms would be required to ensure that behaviour such as bullying is not taking place. However, this may be done indirectly – someone close to the changing room.
- If supervision inside a changing room needs to be organised, this should be done in pairs of appropriate gender.
- Clearly state time for start and end of training sessions or competitions - leaders should not be left alone with young people at the end of sessions. If there are late collections leaders should remain in pairs until participants have left.
- Keep attendance records and record of any incidents / injuries that arise

- Consider asking parents to stay and supervise sessions, (for safety and supervision – be clear about what you are asking them to do – to be another adult pair of eyes to ensure the safety of the children and not for their ‘technical’ expertise).
- When young players are invited into adult groups/squads, it is advisable to get agreement from a parent/carer. The group leader or senior coach should nominate one adult member of the group to take particular responsibility for the underage player. Where necessary two adult members, one of each gender, can be appointed.

Overnight Stays & Away trips

- Parents and participants will be asked to sign additional agreement forms for overnights, traveling or hosting (see appendix 9 parental consent form for templates).
- Upon return home, the appointed group leader should make a report which would include:
 - Injury(s) - Make a brief record of injury and action taken
 - Behavioural Problems - Make a brief record of problem/action/outcome.
- It is recommended that a meeting with parents and participants be organised to communicate travel times, competition details, other activities, gear requirements, medical requirements, special dietary needs and any other necessary details.
- Adults should not share rooms with children & should knock before entering children’s rooms
- Children share rooms with those of same age and gender
- All group socialisation should take place in communal areas (i.e. no boys in girls’ rooms and vice versa).
- Alcoholic drink, smoking or other illegal substances are forbidden to players. Leaders should act as role models in this respect
- There must be at least one adult of each gender with a mixed party, there should be a good adult – child ratio 1:8 is recommended, with a minimum of two adults.
- Leaders should consider how they will access medical personnel should the need arise.
- Lights out times should be enforced
- Young players should be under reasonable supervision at all times and should never leave the venue or go unsupervised without prior permission.

Hosting

Badminton Ireland recognise that Hosting is an integral part of our sport and if handled appropriately can add to a child’s enjoyment and experience of Badminton. However, safety of our young player’s must be the primary concern Badminton Ireland has drawn up Hosting & Travel Agreement Forms (see text in appendix 9 in addition to parental consent form), which must be completed, by Young Players and Parents/Guardians.

- Players must be hosted in same gender pairs.
- No child should be asked to share a bed

- The host family must be known to the host association/club
- The hosting organisation must comply with the regulations set down by its National Governing Body.
- All travel and accommodation arrangements should be made known to parents and players.
- It should be made absolutely clear to players, to parents of players being hosted and to the host families that the use of substances such as alcohol is not allowed for underage players.

At the start of the Season:

- Parents should be advised of the above regulations and guidelines for Hosting.
- Parents who still have a concern should be encouraged to voice their concerns and suggestions for greater safety.
- No pressure should be put on young players/parents to travel or undertake return hosting if they have concerns in this area.

Before travelling - Young players & their parents (as a group where possible)

- Be advised of the hosting arrangements.
- Be advised of the name of travelling adult to whom concerns can be reported.
- Be made aware of the importance of reporting concerns.
- Parents should be asked to make their children aware of particular behaviours that may be a cause for concern.
- The name and phone number of the host family should be given to the parent of each travelling player.
- Parents should supply all relevant information, their contact numbers, plus additional emergency contact number, medical condition, medication requirements, or allergies and this information should be passed on to the host family.
- Parents should be advised that if players behave inappropriately, arrangements will be made for the player's early return home. The player's parents must meet any extra expense.

Host Families.

- Host families must be given contact numbers for parents plus an additional contact which may be used in an emergency, details of medical conditions, medication requirements or allergies.
- Host families should always be given the contact number of the adult responsible for the travelling group and should know that they are free to contact this person if they encounter any difficulty.

Safety

- Leaders and should be aware of potential risks to safety and take steps to safeguard against these risks.
- Ensure activities are suitable for age and stage of development of participants
- Keep a record of any specific medical conditions of the participants
- Keep a record of emergency contact numbers for parents / guardians

- Ensure appropriate kit is used
- Know the contact numbers of emergency services
- If an incident occurs, make a brief record of incident and action taken. Make a brief record of the problem/action/outcome. Contact the participants parents and keep them informed of all details
- Officials (umpires, referees, etc.) should ensure the safe conduct of the game
- Participants should know and keep the rules of their sport.
- Coaches should hold appropriate qualifications required by the governing body
- Have adequate insurance cover for all activities
- Make parents/guardians aware of their duty to be present at finishing time of sessions or events.

Physical Contact

Physical contact during coaching or a tournament should always be intended to meet the child's needs – NOT the adult's. Adults should use appropriate contact which is aimed at assisting the development of the skill or activity or for safety reasons e.g. to prevent or treat an injury. This should be done in an open environment with the permission and understanding of the participant. In general

- Contact should be determined by the age and development stage of the participant – Don't do something that a child can do for itself.
- Never engage in inappropriate touching such as touching of groin, genital areas, buttocks, breasts or any other part of the body that might cause a child distress or embarrassment.

Use of photographic and filming equipment

Parents/carers want to be able to celebrate the achievements of their children when taking part in Badminton through photographs and BI will also want to promote their activities to encourage increased participation. BI does not advocate the banning of photography, but recommends that it is subject to appropriate and proportionate safeguards being in place to ensure a safe sporting environment for children and young people. The following guidance will help to ensure that all necessary steps are taken to protect children and young people from the inappropriate use of their images in resources and media publications, on the internet and elsewhere.

Each Club/County/League/Branch/Group should follow Badminton Ireland's policy in relation to the use of images of players 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 DSCO.

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 player is named, avoid using their photograph.
- If a photograph is used, avoid naming the player.
- Ask for the player 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 player'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 player in suitable dress. The content of the photograph should focus on the activity not on a particular child
- Talk to DSCO if you are worried about use of images.

Amateur photographers/film/video operators wishing to record an event or practice session should seek permission/accreditation with the DSCO, team manager/coach and/or event organiser of session. The club / organisation should display/ state the following information prior to the start of an event to inform spectators of the policy:

*"In line with the recommendation in the Badminton Ireland's Code of Conduct (**Safeguarding Policy**), 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. If parents have any particular concern about their young person being photographed or filmed they should notify the organisers".*

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 web sites promoting the abusive images of children. Adults and sports leaders need to work together to prevent those wishing to cause such harm to young people.

Mobile Phones

Mobile phones are often given to children for security, enabling parents to keep in touch and make sure they are safe. In addition mobile phones allow quick and easy contact, which can make a safe and efficient way to carry out club business. However such technology has also allowed an increase in direct personal contact with young people and has been used to cross personal boundaries and cause harm to young people. Within clubs there is a need to encourage responsible and secure use of mobile phones by adults and young people.

As a young person remember:

- If you receive an offensive photo, email or message, do not reply, save it, make a note of times and dates and tell a parent or DSCO within the club.
- Be careful about who you give your phone number to and don't respond to unfamiliar numbers
- Change your phone number in cases of bullying or harassment
- Don't use the phone in certain locations; inappropriate use of your camera phone may cause upset or offence to another person, e.g. changing rooms
- Treat you phone as you would any other valuable item so that you guard against theft

As a Leader remember:

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

Please also see the Child Protection in Sport Unit briefing's on Photography and Texting on BI website for more details or contact BI for hard copy