



Ballincollig Basketball Club

Child Safeguarding Policy

* This document has been adopted from Basketball Ireland's Policy template and from various similar NGB documents across Ireland and customised for our Basketball Club.

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.*

Ballincollig Basketball Club (BBC) acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice. This Policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children:

- have a positive and enjoyable experience of sport at Ballincollig Basketball Club in a safe and child-centred environment.
- are protected from abuse whilst participating in basketball and related activities under the auspices of Ballincollig Basketball Club.

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 includes:

- ensuring volunteers are properly vetted 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.

The Children's Officer (CO) for Ballincollig Basketball Club is Elizabeth Giesbers and can be contacted through cpo.ballincolligbc@outlook.com

The Designated Liaison Person (DLP) for Ballincollig Basketball Club is Donal O'Sullivan and can be contacted through dlp.ballincolligbc@outlook.com

This Policy will be reviewed a year after its initial development (May 2021) and thereafter every three years. Such reviews will be formally agreed by the Club Management Committee. In addition, this Policy may also need to be reviewed in light of changes in national legislation and/or government guidance, and/or in light of a significant change or event at Club level.

Table of Contents

Glossary of Terms.....	4
Parent/guardian	4
Leader.....	4
Forms of Child Abuse	4
Bullying.....	5
Age of consent	5
Statutory Authorities.....	5
Children’s Officer	5
Designated Liaison Person (DLP).....	6
Designated Safeguarding Children Officer (DSCO).....	7
Policy Statements.....	8
Safeguarding	8
Equality Statement.....	8
Conduct Guidelines	8
Young Peoples Responsibility.....	9
Parents and Supporters.....	10
Sports Leaders (Coaches, Selectors, Team Managers & appointed volunteers)	11
Basketball Sports Leaders	11
Child Welfare and Reporting Procedures.....	12
Recognition	12
Grounds for Concern.....	14
Responding to a Child disclosing possible Abuse.....	14
Reporting Suspected or Disclosed Child Abuse.....	15
Allegations against Sports Leaders	16
Confidentiality.....	16
Complaints Management Procedures	17
Anonymous Complaints	17
Rumours	17
Good Practice and Policy Guidance	18
Recruitment and Selection Policy for Coaches / Volunteers	18
Anti-Bullying Policy Statement.....	18
Transport.....	19
Supervision.....	19
Overnight Stays & Away trips.....	19
Hosting	20

Physical Contact 21

Use of photographic and filming equipment. 22

 Working in Partnership to protect young people. 22

 Mobile Phones 23

Revision History..... 24

Glossary of Terms

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

A child or young person is defined by the law in both the Republic of Ireland (ROI) and in Northern Ireland (NI) as a person under the age of 18 years. As Basketball Ireland (BI) oversees basketball activities in both jurisdictions, the term children & young people applies to all persons under the age of 18 years of age.

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 by BBC and agree to undertake responsibility for the guidance and welfare of juvenile members of our basketball club/squad/group.

Forms of Child Abuse

- **Physical** - Physical abuse is the deliberate physical injury to a child, or the wilful 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 it may involve 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

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 and who have the responsibility for the investigation and/or validation of suspected child abuse: i.e. in the ROI it is 'An Garda Síochána' and 'Tusla – The Child and Family Agency' and in NI it is the Police Service of Northern Ireland (PSNI) and the Health and Social Care Trust (HSCT).

Tusla (ROI): www.tusla.ie/children-first/contact-a-social-worker3

An Garda Síochána: 999/112

Code of Ethics and Good Practice for Children's Sport

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

The work of Basketball 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 guides the types of training provided within Ballincollig Basketball Club. Leaders will have a basic understanding of the needs of young people, including their physical, emotional and personal needs.

Children's Officer

All clubs with young members (U18) and/or vulnerable adults must appoint a Children's Officer (CO) within their club. The Children's Officer for Ballincollig Basketball Club sits on the Club Management Committee, reports to the Committee, and with the support of the Committee 'champions' good practice and makes sure that appropriate club policies and procedures in the best interests of children are put in place.

Contact details and the role of the Children's Officer should be widely and easily accessible and understood by sports volunteers/coaches, children, and parents/carers.

Responsibilities of the Children's Officer:

- to promote and champion child safeguarding and wellbeing at Ballincollig Basketball Club and encourage good practice.
- to act as the Club Authorised Person who validates ID for vetting purposes for members/volunteers.
- to highlight the importance of volunteers/staff who are working with children being recruited safely and in line with legal/policy requirements.
- make sure that all volunteers/staff, parents/carers, adults and children are aware of:
 - How to contact the Children's Officer
 - The Code of Conduct
 - How to raise concerns
- deal with/highlight breaches of the Code of Conduct.
- keep up to date with developments in Child Safeguarding and wellbeing by liaising with Basketball Ireland's Safeguarding Officer.
- attend training.
- signpost other adults in the club to relevant training such as Safeguarding 1 Course.
- liaise with Club and Basketball Ireland's Safeguarding Officer.

The Children's Office should:

- have an interest in child safeguarding and wellbeing matters.
- be friendly and approachable with the ability to communicate well with adults and children.
- be willing to challenge opinion, where necessary, and to drive the child safety and wellbeing agenda.
- display strong listening skills and the ability to deal with sensitive situations with empathy and integrity.
- have a good understanding of the importance of confidentiality and be able to decide when information may need to be shared to protect the best interests of a child.
- have the confidence and ability to manage situations relating to the poor conduct/behaviour of others towards a child and know when to ask for support.

Skills & Relevant Experience

- Complete training to fulfil the role: Safeguarding Courses 1 and 2.
- Experience of working with children.

Designated Liaison Person (DLP)

All clubs with young members (U 18) and/or vulnerable adults must appoint a Designated Liaison Person (DLP) within their club. The DLP is to act as a liaison person with outside agencies and a resource person to any staff member or volunteer who has child safeguarding or welfare concerns.

Responsibilities of the DLP:

- The DLP is responsible for ensuring that standard reporting procedures are followed, so that suspected cases of child abuse and/or neglect are reported promptly to the relevant statutory authorities i.e. 'Tusla – The Child and Family Agency' Duty Social Worker/HSCT. In the event of an emergency where a child is in immediate danger and TUSLA/HSCT cannot be contacted, An Garda Síochána/Police Services Northern Ireland should be contacted.
- to act as a Club Authorised Person who validates ID for vetting purposes for members/volunteers.
- to co-operate as required with the statutory authorities (as above) if any disclosures or concerns of abuse regarding a club member arise within the Club.
- to operate under, and encourage adherence to, a strict code of confidentiality within the Club, including any matters concerning a child occurring outside the Club environment.

The DLP should:

- display a strong awareness and understanding of policies and procedures in relation to Safeguarding.
- be willing to act as a resource to others who may have Child Protection concerns.
- be a person in a senior position within the Club.
- keep accurate records.

Skills & Relevant Experience

- Complete training to fulfil the role: Safeguarding Courses 1 and 2.
- Experience of working with children.

Designated Safeguarding Children Officer (DSCO)

Because the Designated Liaison Person (DLP) and the Children's Officer (CO) work closely together and because Basketball Ireland has amalgamated both roles into one we will refer to both roles hereafter as the Designated Safeguarding Children Officer (DSCO) for this document.

The DSCO does not have the responsibility to investigate or validate child/vulnerable adult protection allegations or concerns within the Club. Rather, it is the responsibility of the DSCO to report any concerns to the relevant bodies, as detailed above. The concern will be investigated by trained professionals in the relevant authorities who will decide on any further action required.

Policy Statements

Safeguarding

Ballincollig Basketball Club 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 Basketball Ireland 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 2017).
- Children First 2017 - National Guidance for the Protection and Welfare of Children.
- Our Duty to Care, Dept. of Health & Children, 2002
- Criminal Law (sexual offences) Act, 2006
- The Protection for Persons Reporting Child Abuse Act, 1998

Equality Statement

Ballincollig Basketball Club 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.

Ballincollig Basketball Club will endeavour to ensure that all individuals are always treated with respect and will do all it can to make its services available to all.

Conduct Guidelines

Within Ballincollig Basketball Club, 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.

Ballincollig Basketball Club 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 must 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 Basketball.

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.
- Being prepared and on time for sessions/training.
- Welcoming new members.
- Saying **NO** to bullying.
- Treating all coaches, managers, selectors, club and tournament organisers and officials with respect
- Abiding by the rules set down by team managers when travelling to away events
- Behaving in a manner that avoids bringing the game of Basketball into disrepute
- Playing fairly at all times, and by doing their best.
- Respecting all other team members, even when things go wrong and/or disagreements arise.
- Respecting opponents, and being gracious in defeat
- Listening to and respecting decisions made by others (If you feel unjustly treated you can talk to your Club Children's Officer or your parents).
- Behaving in a manner that is respectful towards your organisation and your club
- Never using violence or bad language; by not shouting or arguing with leaders, teammates or opposing participants.
- Talking to someone if you are upset or angry or if someone has caused you to be upset or angry.
- Talking with your Coach or Club Children's Officer if you have any difficulties or do not understand something; you should never keep secrets about any person who may have caused you harm or has made you feel upset.

Parents and Supporters

Ballincollig Basketball Club recognises 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 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 the player/coach/manager may have
- Make sure the young people have the correct kit/equipment.
- Always behave responsibly on the side-lines and do not seek to unfairly affect the game on court or the player on court
- Take care not to expose any young player, intentionally or unintentionally, to embarrassment or disparagement using flippant or sarcastic remarks
- Always recognise the value and importance of the volunteers who provide sporting/recreational opportunities for your child
- Respect referees, coaches, organisers, and other players
- Do not publicly question the judgement or honesty of referees, coaches or organisers
- Respect and abide by the decisions made by the Committee and other Leaders, these should be made in the best interests of the children in the Club
- Arrange an appropriate time and place for discussing any matter with leaders and coaches; communication should not take place whilst leaders and coaches are in a position of supervision or responsible for other young people
- Have the opportunity to put forward suggestions and comments.
- Provide the Club with appropriate information in relation to your child to ensure their safe inclusion in the club and with emergency contact information and to be reasonably available in case of emergency

If you wish to raise an issue with a Leader, this should be addressed with the Leader in an appropriate manner and not in front of children and young people

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

Ballincollig Basketball Club recognises the key role leaders play in the lives of children in sport. Coaches and volunteers involved in youth Basketball 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 Ballincollig Basketball Club's Safeguarding 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.

Leaders should familiarise themselves with Basketball Ireland's Code of Ethics for Children's Sport & BI Code of Conduct and follow the procedures if they suspect or receive complaints of abuse or poor practice of any sort.

Basketball Sports Leaders

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 Basketball 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.

Child Welfare and Reporting Procedures

Ballincollig Basketball Club 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 Tusla Office or Health and Social Care Trust (HSCT) where they will receive advice (see Appendix 2 useful contacts on BI website 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 Basketball 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, Tusla 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 website 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 Tusla/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 Tusla Office or HSCT Office (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.

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 Tusla or to the Gardaí. 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 Tusla or to 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 (Basketball Ireland’s Complaints Management Procedures).
- If Club DSCO feels unable to deal appropriately with any issue they should consult with Basketball 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 Tusla or HSCT Office 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 Tusla/ 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 Basketball 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 for more detail, available from BI website 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

Basketball 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 Basketball Ireland are required to put in place similar procedures, which will allow all members who are dissatisfied to register their concern. To view the Complaints Management Procedures visit the 'About Us' section of BI website 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

Ballincollig Basketball Club 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.

- Referral from within the Club and Management Committee informed
- Sign up & complete Registration Form for Ballincollig BC (Must be a member to get BIPIN and comply with the BBC Constitution)
- Registered with Basketball Ireland
- Follow National Guidelines- GV/Safeguarding/ etc. Copies kept by CO.
- Follow up Coach Education (Intro/ Level 1 etc.)
- Coach Licencing mandatory from 2020
- Head Coach induction at start of season, ongoing support for all coaches by Head Coach.

The responsibilities attached to posts should be drawn up and clearly stated before appointments are sanctioned.

Every effort should be made to support appointed Sport Leaders who are required to agree to the Regulations and Guidelines set out in Ballincollig Basketball Club's Child Safeguarding 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/volunteers working with young people or vulnerable adults will be subject to Garda Vetting.

All Ballincollig Basketball Club appointments are subject to approval and ratification by Ballincollig Basketball Club and our sub-committees where applicable.

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

Anti-Bullying Policy Statement

Ballincollig Basketball Club acknowledges the right of all its members, young players, leaders and officials, to enjoy participating in the sport of Basketball in a secure environment.

Ballincollig Basketball Club recognises that bullying behaviour is increasingly prevalent in society, the workplace, home, schools, sports clubs and sports groups.

Bullying by any member of Ballincollig Basketball Club 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 Basketball Ireland's Complaints Management Procedures.

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.

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 records 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/consent forms for overnights, traveling or hosting
- Club Management Committee Approval is required for an ‘Away trip’.

- Early communication to parents regarding details and purpose of trip /proposed costs.
- Written information once details are confirmed (Email /information sheet)
- 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 to 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

Ballincollig Basketball Club recognises that Hosting is an integral part of our sport and if handled appropriately can add to a child's enjoyment and experience of Basketball. However, safety of our young players must be the primary concern. Basketball Ireland has drawn up 'Hosting & Travel Agreement Forms' which must be completed by Young Players and Parents/Guardians.

- 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 participants 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 participant's 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.
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Physical Contact

Physical contact during coaching or a tournament should always be intended to meet the child's needs – NOT the adults. 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/guardians want to be able to celebrate the achievements of their children when taking part in Basketball through photography/videography and BI will also want to promote their activities to encourage increased participation. Ballincollig Basketball Club 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/Area Board/League/Team/Group should follow Basketball Ireland’s media 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:

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- 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.

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 websites 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 your phone as you would any other valuable item so that you guard against theft

As a Leader remember:

- Use group texts for communication among 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

Revision History

Date	Version	Description	Who
Jan 1 2017	1	Original Version	BBC Committee
May 1 2021	1.1	<ul style="list-style-type: none"> Updated Branding and removal of BI references Added Opening Statement and named CO and DLP. Slight modifications to DLP and CO roles instead of DSCO Minor adjustments to align policy document with other BBC Policies. 	Liz G Mike M
31 March 2022	1.2	<ul style="list-style-type: none"> Added an email address for the Club DLP and added Other important contact details 	Liz Giesbers
April 2022	1.3	<ul style="list-style-type: none"> Proof reading of existing document Advise sought by email from BI DSCO regarding the amalgamation of CO & DLP roles in to the Club's DSCO. 	Donal O' Sullivan (DLP) Liz Giesbers (CO) Mike Moynihan (Club Chairperson)
Aug 2022	1.4	Changed email addresses for CPO and DLP	Mike Moynihan (Club Chairperson)
Nov 2022	1.5	Updated code of Conduct	CO/DLP/Chair

Date of Last Review: April 2022.