

# Northern Ireland Field Archery Association ( NIFAA)

## CHILD PROTECTION POLICY & PROCEDURES

Any mention of "Staff" in this document does not imply that any person is employed or paid by NIFAA. It is merely used for convenience and refers to any person who is a NIFAA Coach or Instructor or any volunteer who is helping at a NIFAA affiliated club or approved event.

## TABLE OF CONTENTS

Section	Heading	Page
1.	Background	3
2.	Aims of the Policy	4
3.	Policy Statement on Child Protection	5
4.	Definitions of Abuse	7
5.	Bullying	8
6.	Indicators and Effects of Abuse	9
7.	Responding to Allegations of Child Abuse	10
8.	Supervision of Children	11
9.	Codes of Behaviour	13
10.	Situations where Abuse can be Minimised	14
11.	Recognition of Inappropriate Behaviour Between an Adult and a Child	15
12.	Procedure for Dealing with Allegations of Child Abuse against a Coach or Helper	16
13.	Guidance for Visitors/Guests	17
14.	Supervision, Support and Training	19
15.	Role and Responsibility of a Designated Officer	23
16.	Child Protection and Photography, Videos, Mobile Phones with Digital Image Recording.	25

## APPENDICES

No.	Heading	Page
I	Reporting Procedures	26
II	Child Protection Report Form	27
III	Concerns regarding a Member of Staff	31
IV	Designated Officer Report Form	32
V	Permission Form – Child Protection and Photography	35
VI	Useful Contacts	36

## 1. BACKGROUND

We at The Northern Ireland Field Archery Association aim to promote the participation of children in our facilities and organized activities, by creating a culture of safety and fun and implementing “Our Duty to Care” throughout such.

**“Children have the right to be protected from all forms of violence; they must be kept safe from harm, and they must be given proper care by those looking after them”**

*(Article 19; UN Convention on the Rights of the Child)*

The Children (Northern Ireland) Order 1995 which came into force on 4<sup>th</sup> November 1996 is the most comprehensive piece of legislation ever enacted in Northern Ireland in relation to children. It reforms and brings together much of the law relating to the care, upbringing and protection of children and it fundamentally changes the balance between parental care and state intervention. It applies to all children under the age of 18 and the Order embodies five key principles:

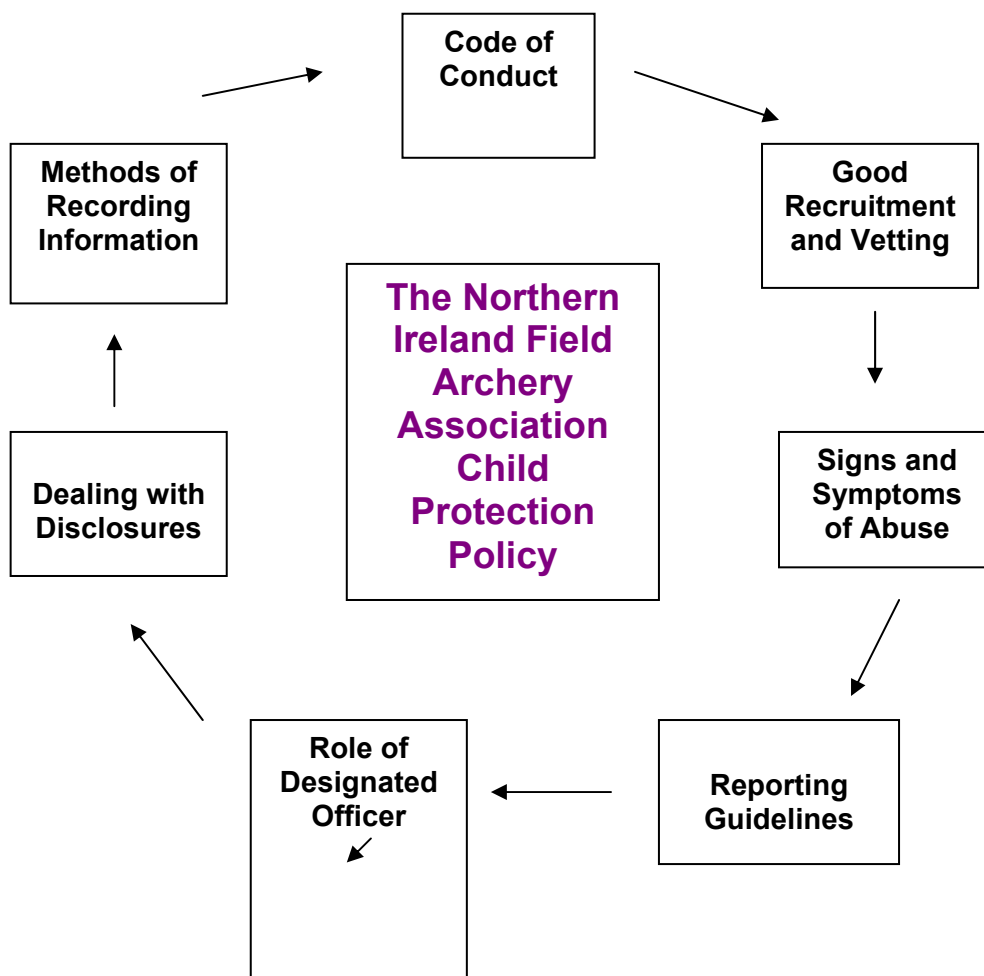
- **Paramourncy** of the child – in all childcare practice and law, the welfare of the child is the overriding consideration in any decisions about them.
- **Parental responsibility** – parents have responsibility for their children rather than rights over them. Where parents have rights in respect of children these only last so long as is necessary given the child’s age and understanding. In some circumstances parents will share parental responsibility with other carers or the state.
- **Prevention** – the Children Order recognises the importance of preventing problems such as family breakdown and abuse through supportive measures.
- **Partnership** – this recognises that the most effective way of ensuring that a child’s needs are met is through working in partnership with their parents, other professionals and disciplines.
- **Protection** – children should be safe from abuse and should be protected by the state when they are in danger.
- 

**The Northern Ireland Field Archery Association believes that children have the right to be protected from abuse and harm at all times and in all situations and have developed this policy and the associated Child Protection Code of Practice to ensure the protection of this right.**

## 2. AIMS OF THE POLICY

The aim of the policy is to safeguard the personal safety of all children taking part in archery with NIFAA coaches/instructors through actively promoting awareness, good practice and robust procedures. The diagram below best expresses this.

Diagram: "The Arena of Safety"



### **3. POLICY STATEMENT ON CHILD PROTECTION**

**The Northern Ireland Field Archery Association confirms its commitment to making sure that children under 18 years are protected and kept safe from harm while they are being supervised by coaches/instructors and helpers in any of the following services:**

- Club Activities
- Have-A-Go Events
- National Competitions
- Any other organised events which involve children

**NIFAA will endeavour to protect children by:**

- Adopting child protection guidelines through a Code of Behaviour for coaches/instructors and volunteers
- Making external bodies, clubs and organisations aware of the Child Protection Policy.
- Create an open and child centred environment to ensure that children are aware of how to voice their concerns or to complain if there is anything that they are not happy about
- Share information about concerns with children, parents and carers who need to know  
(if such does not impede upon nor violate the child protection procedures and guidelines as defined within this policy)
- Provide effective management through supervision, support and training
- Respond swiftly and appropriately to all suspicions and allegations.  
(See Appendix I)
- Ensure all children whatever their culture, disability, gender, language, racial origin, religious belief or sexual orientation has the right to protection from abuse
- Nominate a Designated Officer to co-ordinate the Child Protection Policy
- Have rigorous vetting procedures
- Raising awareness through training
-

## **POLICY STATEMENT ON CHILD PROTECTION contd.**

**The Chairperson and Committee of NIFAA has overall responsibility for the implementation of the Child Protection Policy. All members are expected to follow this policy and take the appropriate action to meet the aims and objectives.**

### **Review**

The Child Protection Policy will, under normal circumstances, be reviewed bi-annually. The reviews to the policy will be subject to scrutiny and, from time to time, updates and re-issues will be circulated.

However, the Policy will be reviewed sooner in the event of any one or more of the following:

- Failure or weakness in the policy is highlighted
- Changes in legislative requirements
- Changes in Government or other directives and requirements

## **4. DEFINITIONS OF ABUSE**

**Anyone may abuse or neglect a child by inflicting harm, by knowingly not preventing harm or by failing to provide proper care. Children may be abused in many settings - in family, an institutional setting, or, more rarely, by a stranger.**

The Children (NI) Order 1995 defines four categories of abuse:

### **Physical Abuse**

Physical abuse is deliberate physical injury to a child, or the wilful or neglectful failure to prevent a child's physical injury or suffering. This may include hitting, shaking, throwing, poisoning, burning or scalding, and drowning or suffocating. 'Munchausen's syndrome by proxy' is an illness whereby a parent or carer feigns the symptoms of, or deliberately causes, ill health in a child, and this too may amount to physical abuse. For children with disabilities, physical abuse may include confinement to a room or cot, or giving drugs incorrectly to control behaviour.

### **Emotional abuse**

Emotional abuse is the persistent emotional ill treatment of a child, having severe and persistent adverse effects on the child's emotional development. It may involve making children feel they are worthless or unloved, inadequate, or only valued for what they can do for another person. Emotional abuse may also involve causing children frequently to feel frightened or in danger, or exploiting or corrupting them. For children with disabilities, this type of abuse may include over-protection or, conversely, failing to acknowledge or understand a child's disability and thus having unrealistic expectations. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

### **Sexual abuse**

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 pornographic material or watching sexual activities, or encouraging them to behave in sexually inappropriate ways.

### **Neglect**

Neglect is the persistent failure to meet a child's basic physical and psychological needs and is likely to seriously impair the child's health or development. Neglect may involve a parent or carer failing to provide adequate food, shelter or clothing; failing to protect a child from physical harm or danger; failing to ensure that the child receives appropriate medical care or treatment; lack of stimulation; or lack of supervision. It may also include neglecting a child's basic emotional needs

## 5. BULLYING

Although bullying has not been defined as abuse within the Children (NI) Order 1995, a child who is bullied may be suffering any type of abuse as defined. It may take many forms but the main types are:

- Physical pushing, kicking, hitting, pinching, etc.
- Name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation and the continual ignoring of individuals
- Sectarian/racial taunts, graffiti, gestures
- Sexual comments and/or suggestions
- Unwanted physical contact

Children from ethnic minorities, disabled children, young people who are gay or lesbian, or those with learning difficulties are more vulnerable to this form of abuse and may well be targeted.

Everybody has the responsibility to work together to stop bullying – the child, the parent, the staff, the volunteers, the sport's official.

Commitment to the early identification of bullying and prompt, collective action to deal with it.

Policy and practice should be agreed through consultation with the Committee, parents and children.

Policy and practice should be reviewed regularly in the light of changing needs and changes adopted by other agencies (e.g. schools).



## 6. INDICATORS AND EFFECTS OF ABUSE

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. It is unlikely that our staff will be experts and we should also stress that under the Children (NI) Order 1995, the relevant Health and Social Services Trust has a statutory duty to ensure the welfare of a child.

It is our responsibility to provide a safe environment for children by recruiting people who are suitable to work with, or to have contact with, children. We do this by having effective and clear procedures for our staff to report any suspicions, through our own procedures, to the relevant Health and Social Services Trust.

Indications that a child may be suffering abuse include:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if they are on a part of the body not normally prone to such injuries
- An injury for which the explanation seems inconsistent
- The child describing what appears to be an abusive act involving him or herself
- Someone else, - a child or an adult – expressing concern about the welfare of the child
- Unexplained changes in the child's behaviour over time; e.g. becoming very quiet, withdrawn or displaying sudden outbursts or temper
- The child showing inappropriate sexual awareness for their age
- The child engaging in sexually explicit behaviour in games
- Distrust of adults, particularly those with whom the child previously had, or would normally be expected to have, a close relationship
- Difficulty in making friends
- The child being prevented from mixing with other children
- Displaying changes in their eating patterns, including overeating or loss of appetite
- Loss of weight for no apparent reason
- Increasingly dirty or unkempt appearance

This list is not meant to be complete, and the presence of one or more of these indicators is not proof that abuse is actually taking place. We stress, however, that it is not the responsibility of Staff / Managers /Designated Officer to prove that abuse is taking place. Instead, it is their responsibility to act on any concerns by reporting them to the Designated Officer See Section 16 – Role and Responsibility of a Designated Officer.

## 7. RESPONDING TO ALLEGATIONS OF CHILD ABUSE

There is not one simple set of rules to follow when you respond to these situations. However, the following key points should guide the actions of our staff and volunteers who are told of abuse:

- Do** Stay calm
- Do** Listen and hear, give the person time to say what they want to say
- Do** Keep questions to an absolute minimum necessary to ensure a clear and accurate understanding of what has been said
- Do** Reassure them that they have done the right thing in telling you
- Do** Record in writing as soon as possible
- Do** Report the matter to the senior officer on duty
- Do** Record your report – see Appendix 1

- Do Not** Panic
- Do Not** Ask leading questions
- Do Not** Promise to keep secrets
- Do Not** Make the child repeat the story unnecessarily
- Do Not** Search into or question closely
- Do Not** Approach Parents/Guardians

**Note: It is essential that you record the exact information (word for word if possible), rather than recording your interpretation of the child's statements.**

A flow chart relating to Reporting Procedures is included at Appendix 1.

## 8. SUPERVISION OF CHILDREN

Making arrangements for the proper supervision of children is one of the best ways we can minimise the opportunities for children to suffer any harm while in your care.

“Our Duty to Care” – principles of good practice for the protection of children - is recognised as the standard for good practice in Child Protection in Northern Ireland, suggests that when we organise journeys, visits or trips, we should follow the guidelines below.

### Planned Activities

- When we organise journeys or visits, we should plan and prepare a detailed programme of activities for the children who are involved
- We are responsible for the children’s welfare and safety for the whole time they are away from home
- We should not leave young people to their own devices, for example, in a town for the evening or on shopping expeditions
- We should ensure that all children are adequately supervised and engaged in suitable activities at all times
- When our planned activities are disrupted, e.g. because of weather conditions, we should have alternative activities planned
- We should get written parental consent for any children to join an organised trip
- We should give parents full information about the trip, including details of the programme of events, the planned activities and the supervision ratios (i.e. how many children to each supervising adult)
- When using a transport system for planned activities, a least 2 members of staff should be present in each vehicle where at all possible. No staff member/volunteer should allow themselves to be placed in a situation wherein they are responsible for transporting any child on a one to one ratio. *(Except in an emergency situation where the issue of the child’s safety is paramount and all other options have been exhausted. Extreme caution should be taken and child protection guidelines enforced to the individual’s utmost ability)*

### Supervising Children

- A leader in charge should be appointed for each scheme/activity
- As the appointed leader in charge, he/she must be satisfied that the workers and adults who accompany group parties are fully competent to do so. (See Section 7 – procedure for Dealing with Allegation)
- Children must be supervised at all times
- Children must not be left unsupervised at any venue, whether it is indoors or outdoors
- The leader in charge and the other workers should know at all times where children are, and what they are doing
- Any activity using potentially dangerous equipment should have constant adult supervision
- Children will be safer if supervised by two or more adults
- Dangerous behaviour by children should not be allowed

## 8. SUPERVISION OF CHILDREN contd.

### Adult to Child Ratios

Supervision must be adequate, whether at NIFAA facilities or on a journey or visit. The appointed leader must decide how many adults will be needed for supervision and must consider a range of practical matters.

- The number of participants in the group
- The nature of the site or venue
- The activities to be undertaken. If an activity is hazardous, e.g. mountain climbing, there are specific ratios of adults to children that one must follow. These ratios can be checked by contacting the relevant sporting bodies, or the Education and Library Board – Youth Service.
- It is important that each individual supervisor knows his or her responsibilities
- It is our recommendation that we should not make a journey or visit without at least two adults in attendance. People not directly involved in the delivery of the scheme/activity will not be counted as supervisors e.g. bus drivers
- It is up to the leader in charge to decide on the level of supervision, taking into account our guidance as stated above.
- If a party consists of both girls and boys, we will provide both male and female supervision, unless otherwise agreed
- There should always be at least two members of staff supervising any group of children
- The ratio of staff and volunteers to children with disabilities depends on the needs of the individual child

## 9. CODES OF BEHAVIOUR

### NIFAA Staff and Volunteers

- Do** Treat everyone with respect
  - Do** Provide an example you wish others to follow
  - Do** Plan activities so that they involve more than one other person being present, or at least in sight or hearing of others
  - Do** Respect a young person's right to personal privacy
  - Do** Provide access for young people and adults to feel comfortable enough to point out attitudes or behaviour they do not like and provide a caring atmosphere
  - Do** Use common sense when demonstrating skills e.g. discuss your actions with children or young people when contact is necessary
  - Do** Remember that someone else might misinterpret your actions, no matter how well intentioned
  - Do** Recognise that caution is required especially in sensitive moments of counselling, such as when dealing with bullying, bereavement or abuse
  - Do** On overnight excursions have separate sleeping accommodation for supervisors and children
- 

- Do not** Permit abusive youth peer activities e.g. ridiculing, bullying
- Do not** Become involved in 'horseplay' with young people
- Do not** Have inappropriate physical or verbal contact with others
- Do not** Jump to conclusions about others without checking facts
- Do not** Allow yourself to be drawn into inappropriate attention seeking behaviour such as tantrums or crushes but deal firmly and fairly with such behaviour at all times
- Do not** Exaggerate or trivialise child abuse issues
- Do not** Make suggestive remarks or gestures or tell jokes or stories of a 'smutty' nature
- Do not** Rely on your good name to protect you - it may not be enough!
- Do not** Believe "it can never happen to me" – **IT CAN!**
- Do not** Get close to or have physical contact with a young person without clearly explaining what you are doing e.g. correcting the position of a foot, showing a skill in the water, etc.

## **10. SITUATIONS WHERE ABUSE CAN BE MINIMISED**

**Situations where abuse may occur can be minimised by:**

- Always being publicly open when working with children
- Avoiding situations where individual members/volunteers and children are completely unobserved
- Where possible, parents, guardians or group leaders would take the responsibility for children under their care within changing rooms/toilets
- It is preferable that a male and female member of staff supervises mixed activities
- Individual members of staff should avoid spending excessive amounts of time with children away from others

NIFAA staff and volunteers must never physically restrain a child or young person, unless it is to:

- Prevent physical injury to the child to other children, to visitors or staff or to yourself
- Prevent damage to any property
- Prevent or stop the child or young person committing a criminal offence

**In all circumstances, physical restraint must be appropriate and reasonable. If not, your action can be defined as assault.**

- Staff must not, except in emergencies, have children or young people on their own in a vehicle. Ideally, two members of staff should accompany the child/children, having received parents' permission. Extreme caution should be taken.
- Children should wear seatbelts at all times. The driver is legally responsible to ensure that a child under 14 wears a seatbelt (i.e. the adult would have to pay any fine) but morally responsible to ensure all passengers wear seatbelts
- The driver must ensure that they have insurance to carry others, particularly if they are in a paid position or claiming expenses

## **11. RECOGNITION OF INAPPROPRIATE BEHAVIOUR WHICH CAN OCCUR BETWEEN AN ADULT AND A CHILD**

### **Inappropriate Behaviour**

- Petting or fondling
- Inappropriate physical contact between an adult and a child
- Sexually explicit behaviour in games, etc.
- Adults behaving suspiciously e.g. watching children in changing area/cubicle/toilet area
- Adults who have strayed into an area restricted for children only
- Those who are seen looking over/under cubicles
- Adults whose behaviour is causing distress to children e.g. rough play, horseplay
- Use of inappropriate language in the presence of children

## **12. PROCEDURE FOR DEALING WITH ALLEGATIONS OF CHILD ABUSE AGAINST A COACH OR HELPER**

### **Introduction**

It is critical that all relevant members are aware of such issues and how to deal with any allegations appropriately.

In all circumstances, all allegations should be reported to the Child Protection Officer. If, however, the allegation involves the Child Protection Officer, a report must be made to the next level of management.

The Designated Officer should then be informed.

### **Investigation**

The matter will immediately be reported to the statutory agencies.

Following advice from statutory agencies, consideration will be given to:

- a) Whether the employee/s should be suspended from the Association while a full external investigation is carried out.
- b) Whether or not the NIFAA need to carry out their own review of practice.

If a gross misconduct has taken place, the employee will be suspended from work on full pay.

### **Disciplinary Procedure**

Should a police investigation or a Social Services investigation take place, the NIFAA will seek information from these parties. The information may well influence the disciplinary investigation and decision.

Where staff are disciplined or dismissed as a result of inappropriate behaviour, the Designated Officer will pass on information to the Department of Health and Social Services.

A flow chart relating to concerns regarding a member of staff is included at Appendix III.



## 13. GUIDANCE FOR VISITORS

### Introduction

We aim to ensure that children are safe while visiting any of our clubs or events. In addition to our responsibilities, we ask that visitors exercise their own responsibilities and follow our Child Protection Policy.

**These guidance notes apply to all visitors using our services and facilities.**

### In particular, they must:

- Make sure they have adequate staff supervision by using the ratios stated earlier in this Child Protection Policy (page 10)
- Ensure that they supervise the children and young people at all times
- Never abuse a child or young person in any way
- Ensure adequate insurance cover for the group and leaders
- Explain to their group what standards or behaviour you expect from the group while using the NIFAA facilities and services.
- Treat all service users equally, and with respect and dignity
- Always put the welfare of each child/young person first.
- Be encouraged to demonstrate exemplary behaviour in order to protect children in their care and themselves from false allegations

**They have the primary responsibility for the welfare of the children at all times.**

## 13. GUIDANCE FOR VISITORS contd.

### **Expected standards of behaviour from groups using the NIFAA facilities and services**

We expect all our visitors and service users to show courtesy and respect for others and for our property at all times.

**Therefore all members of groups using our facilities and services must not:**

- Make any sectarian, sexist, racist or other offensive remarks towards any person in their group or any other group
- Vandalise facilities
- Leave litter in or around facilities
- Use bad language
- Bully (verbally or physically); or
- Use threatening, abusive or violent behaviour
- Engage in rough, physical or sexually provocative games, including horseplay
- 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

If any of the above standards are not followed, we have the right to refuse future requests to attend or use our facilities and services, and we will ask the group to leave.

## **14. SUPERVISION, SUPPORT AND TRAINING**

We recognise that working with children is both worthwhile and fulfilling, but it is also challenging.

We have an obligation to all of our coaches instructors and helpers, we need to ensure that they are all well informed, trained, supervised and supported, so that they are less likely to become involved in actions that can cause harm or be misunderstood.

This process should include the following:

### **Induction**

Our coaches instructors and helpers need clear instructions on the tasks and limits that apply to them. They need to be familiar with our Child Protection Policy and Code of Behaviour, as well as other policies such as on health and safety –in house training will be provided.

### **Supervision and support**

This focuses on the work that new coaches/ instructors and helpers need to do, and how they should do it. Supervision provides an opportunity for new coaches and helpers to share concerns about their working environment.

This supervision and support may be on a one-to-one basis, or in a group setting. It may be a regular formal meeting or an informal discussion, as the need arises. It should provide an opportunity for both parties to discuss issues of importance and identify training needs.

We recommend that everyone involved keep a note of any agreed action points.

## **14. SUPERVISION, SUPPORT AND TRAINING contd.**

### **Training**

We recognise the importance of continual training and development. It is the NIFAA Committee's responsibility to identify both the individual and common training needs of our staff and volunteers.

Training should be an ongoing process, and relevant to the roles that people play in our organisation. Everyone who works with children and young people will participate in child protection training, which should include:

### **Awareness of Child Protection Issues**

- What is abuse?
- Who abuses?
- Signs and symptoms
- Dealing with disclosure.

### **Code of Behaviour**

- Why a Code of Behaviour?
- Protecting children and workers
- The use of a Code of Behaviour

### **Awareness of issues around**

- Working with children from ethnic backgrounds or with disabilities
- Dealing with bullying
- Residential issues

### **Policy and Procedures**

- NIFAA Policy
- Reporting Procedures
- Development of a Policy
- Dealing with Concern

## **15. ROLE AND RESPONSIBILITY OF A DESIGNATED OFFICER**

### **Responsibility**

The designated person is responsible for acting as a source of advice on child protection matters, for co-ordinating action within the organisation and for liaising with appropriate agencies about suspected or actual cases of child abuse.

### **Role**

The role of the designated person is to:

- Establish contact with a senior member of Social Services staff responsible for child protection
- Provide information and advise on child protection within the committee
- Ensure that the Child protection policy and procedures are followed and particularly to inform Social Services of relevant concerns about individual children
- Ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing and securely and confidentially filed. See Appendix IV.
- Liaise with Social Services and other agencies
- Keep relevant people within our group, particularly the Chairperson and Management Committee, informed about any action taken and any further action required
- Ensure that an individual case record is maintained of the action taken regarding the liaison with other agencies and the outcome
- Advise the Chairperson and Management Committee NIFAA of child protection training needs

## **15. ROLE AND RESPONSIBILITY OF A DESIGNATED OFFICER contd.**

### **Duties of**

- To act as the first point of contact and support
- To record a disclosure of alleged abuse made by a child to a member of staff/volunteers. The alleged abuse could involve either an external person or staff/volunteers
- To record staff/volunteer's suspicion of a child allegedly being abused. (See Appendix II).
- To discuss future action with the member of staff/volunteer who made the report. Where appropriate, another member of staff/volunteer may be included where he/she has observed possible signs of abuse or heard a child disclosing details of potential abuse. (See Appendix I).
- To record all action taken and advise the Designated Officer within 24 hours. Copies of all reports of incidents will be passed to the Designated Officer
- If the matter is urgent and there are concerns for the safety of a child the duty manager must ensure statutory agencies are contacted immediately and then a report forwarded to the designated officer

## **16. CHILD PROTECTION AND PHOTOGRAPHY, VIDEOS, MOBILE PHONES WITH DIGITAL IMAGE RECORDING**

There have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs on community and youth web sites and other publications. Photographs can be used as a means of identifying children when they are accompanied with personal information, for example, - *“this is ‘X’ who is a member of ‘X’ Sport’s club and who likes ‘X’ pop group”*. This information can make a child vulnerable to an individual who may wish to start to “groom” that child for abuse. Secondly the content of the photo can be used or adapted for inappropriate use. There is evidence of this adapted material finding its way onto child pornography sites.

Child protection is clearly a concern for all community groups and must be very carefully considered. The guidance, advocating very restrictive procedures or a complete ban as the best form of control, must be very carefully considered by facility Child Protection Officers.

Implementing severe restrictions on the general public will deprive families of the opportunity to capture key moments in their child’s development and instil into our future generations the idea that no-one can be trusted. This, however, has to be balanced with the chance of someone breaking a child’s trust and misusing photographic images.

Possibly, the most sensible approach is to raise awareness amongst all staff and encourage them to be responsible and alert – acting appropriately as soon as they notice any acts that cause them concern. Clearly, also, the rights of members of the public who do not wish to be part of a photograph need to be respected.

We recognise that abuse can extend beyond acts of a physical or mental nature. The Management Committee and Staff will therefore only permit the use of photography or filming equipment at organised events by properly accredited users.

### **Vigilance by the general public**

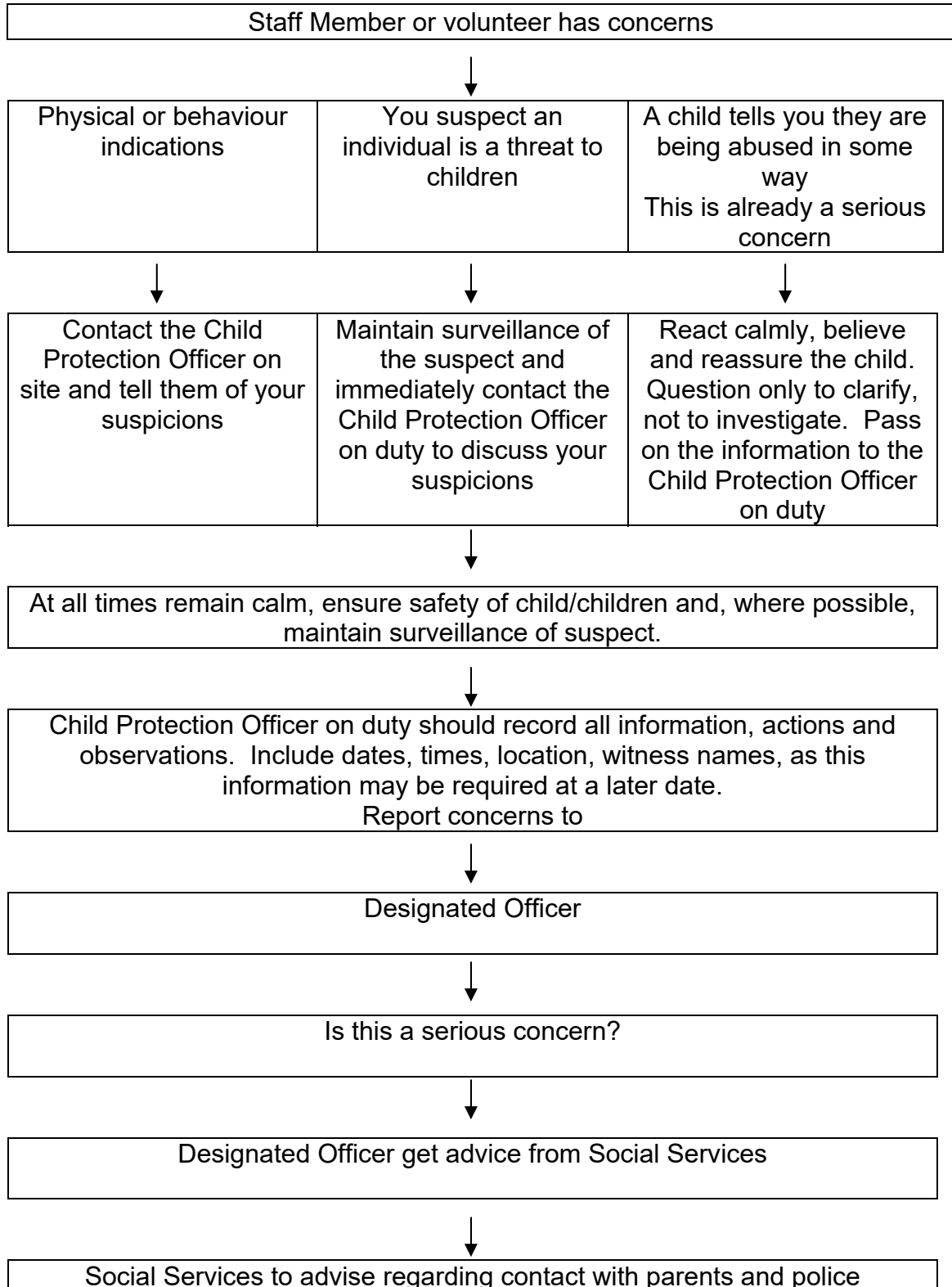
No matter what arrangements are put in place to prevent the use of cameras, videos or mobile phones with digital image recording, the very nature of “peeping tom type photography” make it difficult to police. Managers should encourage this form of vigilance from users by the use of appropriate signage.

When commissioning professional photographers or inviting the press to an activity or event it is important to ensure they are clear about our expectations of them in relation to child protection.

APPENDIX I

## REPORTING PROCEDURES

### Action to take if you Suspect Child Abuse/Inappropriate Behaviour





# Northern Ireland Field Archery Association Child Protection Report Form

## Private and Confidential

Data Protection: Under the Data Protection Act, The Northern Ireland Field Archery Association, has a legal duty to protect any information which we collect. The information will not be disclosed to any third party unless law or regulation compels such disclosure or unless we have been specifically asked to do so by the appropriate authorities.

**Date:** \_\_\_\_\_

**Subject:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Location/Centre:** \_\_\_\_\_

**Name of Child/Young Person:** \_\_\_\_\_

**Age:** \_\_\_\_\_

**Parent or Carer's Full Name:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

\_\_\_\_\_

**Contact No:** \_\_\_\_\_

**DISCLOSURE**

**When was the disclosure made** (dates and times)?

**What were the immediate circumstances leading to the disclosure?**

**Were there others present at the time of the disclosure?**

Yes           No           Don't know

If Yes, please state who (name and position) and what role they played.

**What feelings did the young person express before, during and immediately after the disclosure?**

**SIGNS**

**Describe any factual signs of physical injury evident on the child or young person:**

**Describe any factual signs of behavioural changes displayed by the child or young person:**

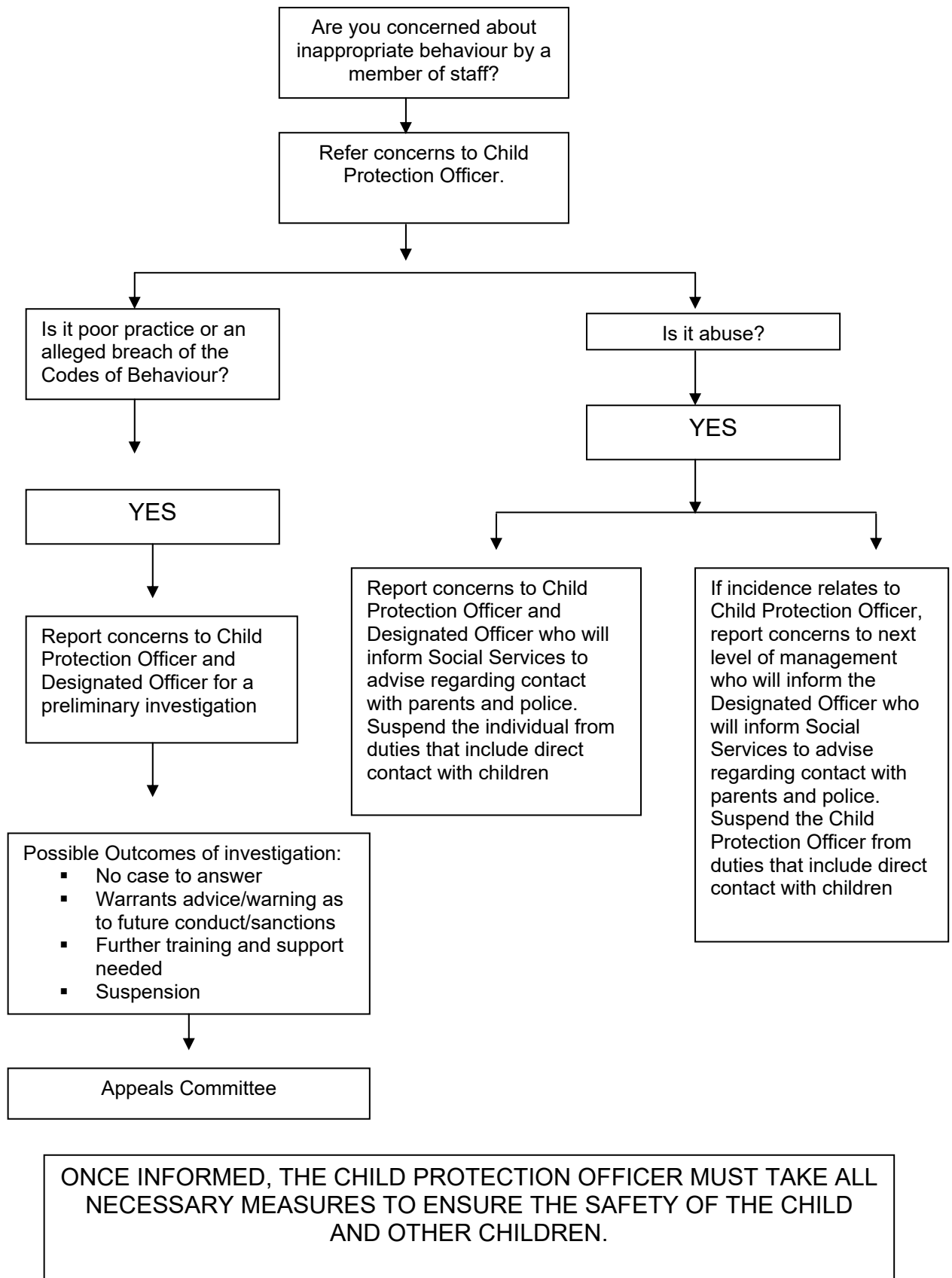
**Has the child or young person alleged that any particular person is the abuser? (If so, please record the details below)**

**Was the child or young person informed of any future course of action?**

**SIGNATURES**

<b>Signed</b>	<b>Print Name</b>	<b>Date</b>
Person reporting concern: .....	.....	.....
Child Protection Officer: .....	.....	.....
Designated Officer: .....	.....	.....

**CONCERNS REGARDING A MEMBER OF STAFF**



**DESIGNATED OFFICER REPORT FORM**

**PRIVATE AND CONFIDENTIAL**

This form must be kept in a secure place

**PLEASE NOTE THIS IS A DISCOVERABLE DOCUMENT**

**Name of Key Worker/Staff/Volunteer providing notification:**

**Department:**

**Work Location/Centre:**

**Action recommended:**

**DESIGNATED OFFICER REPORT FORM**

**Was the incident recorded by the member of staff concerned**

Yes                   No

**Date and time report received:**

**If no – state reasons incident was not recorded:**

**Did the Key Worker meet with the member of staff concerned?**

Yes                   No

**Date and time report received of meeting:**

**If no – state reasons why meeting was not held:**

**DESIGNATED OFFICER REPORT FORM**

**Referred to Social Services?**

Yes

No

**If yes, Name of Social Worker:**

**Trust/Office:**

**Date and Time Notified:**

**Additional Comments:**

**If incident was not referred to Social Services, please state reasons why:**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## PHOTOGRAPHY PERMISSION FORM (SAMPLE)

NIFAA will only permit the use of photography or filming equipment including photographic mobile phones at organised events, training courses or similar activities by properly accredited users.

The following people must register with the event organisers.

- Professional photographers/filming/video operators – Where possible, professional photographers etc should register at least 36 hours before the event, providing some form of professional identification together with the permission form.
- Spectators (including parents, relatives or carers) – spectators wishing to use photographic/film/video equipment with a telescopic or zoom lens should register their intent with the event organisers by completing a permission form.

Event/Date/Venue:
-------------------

Surname	First Name	Middle Name	Title
Company Name			
Address:			
Post Code:			
Reason for attending			
Who will the photos be made available to?			
Will NIFAA receive copies of photos taken?			

*When complete, please post or email this form to the event organisers, marking your envelope Photo Permission Request*

Permission Granted	Yes/No
Signed _____	Date _____
Organiser	

## APPENDIX VI

### USEFUL CONTACTS

#### **INFORMATION AND TRAINING**

**ISRM,**

Sir John Beckwith Centre for Sport, Loughborough University, Loughborough,  
LE11 3TU Tel: 01509 226474

**Sports Council NI,**

House of Sport, Upper Malone Road, Belfast, BT9 5LA. Tel: 028 9038 1222

**Western Education and Library Board,**

Youth Service, 1 Hospital Road, Omagh. Tel: 028 8241 1411

**Child Care NI,**

11 University Street, Belfast, BT7 1FY. Tel: 028 9023 4499

**Volunteer Development Agency**

“Our Duty to Care Team”, 4<sup>th</sup> Floor, 58 Howard Street, Belfast, BT1 6PG.  
Tel: 028 9023 6100

**Coaching Northern Ireland,**

Queens PEC Botanic Gardens, Belfast, BT9 5EX. Tel: 028 9068 6940

**Child Protection in Sport Unit,**

NSPCC, Jennymount Business Park, North Derby Street, Belfast, BT15 3HN.  
Tel: 028 9035 1135 [www.thecpsu.org.uk](http://www.thecpsu.org.uk)

**The Child Protection Officer for each club should have contact details for Social and Welfare Services and PSNI Care Unit for their local area.**