



SAFEGUARDING CHILDREN

AND

VULNERABLE ADULTS

POLICY AND PROCEDURES

Safeguarding Children Policy & Procedure

Introduction

This Safeguarding policy is based on guidelines outlined in the following documents;

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

Safeguarding or Child Protection -The term child protection has been changed to safeguarding as it reflects the wider responsibility for health & safety and prevention as well as just protection from abuse. The term 'safeguarding' may be defined as: **Doing everything possible to minimise the risk of harm.** Safeguarding is about being proactive and putting measures in place in advance of any contact with children and vulnerable adults to ensure that they are going to be kept safe. This includes:

- ensuring staff are properly checked when they are recruited
- guidelines for people who come into contact with children and vulnerable adults as part of their role in Banbridge Angling Club to ensure they know what they need to do to keep children and vulnerable adults safe.

GUIDELINES FOR PLANNING AN EVENT OR ACTIVITY WITH CHILDREN AND VULNERABLE ADULTS AND PUTTING MEASURES IN PLACE TO MINIMISE THE RISK OF SAFEGUARDING ISSUES OCCURRING.

POLICY STATEMENT	5
EQUALITY STATEMENT	7
CONFIDENTIALITY STATEMENT	8
AWARENESS OF THE ISSUES	9
INDICATORS OF ABUSE	13
RESPONDING TO DISCLOSURE OF ABUSE	13
DESIGNATED PERSON – THE SAFEGUARDING CHILDREN AND VULNERABLE ADULTS OFFICER	15
SAFE RECRUITMENT PROCEDURES FOR VOLUNTEERS / STAFF	16
TRAINING FOR VOLUNTEERS / STAFF	18
GUIDELINES FOR REPORTING ACCIDENTS	19
GUIDELINES FOR REPORTING ALLEGATIONS / INCIDENTS	19
AVAILABILITY OF INFORMATION	20
VOLUNTEER / STAFF APPLICATION FORM – APPENDIX 1	21
GUIDELINES FOR GOOD PRACTICE & CODE OF CONDUCT – APPENDIX 2	33
ACCIDENT REPORT FORM – APPENDIX 3	42
INCIDENT FORM – APPENDIX 4	45
CONSENT FORM – APPENDIX 5	49
REPORTING PROCEDURES RELATING TO BEHAVIOUR OF A VOLUNTEER / STAFF / MEMBER OF BANBRIDGE ANGLING CLUB – APPENDIX 6	54
REPORTING PROCEDURES IF CONCERN ABOUT BEHAVIOUR EXTERNAL TO CLUB – APPENDIX 7	57
GUIDANCE FOR ANGLING AWAY TRIPS – APPENDIX 8	59
PHOTOGRAPHY & VIDEOING GUIDANCE – APPENDIX 9	64
TRANSPORTING OF JUVENILE MEMBERS – APPENDIX 10	68

EQUAL OPPORTUNITIES POLICY – APPENDIX 11	72
GUIDELINES ON CONFIDENTIALITY – APPENDIX 12	75
ANTI-BULLYING POLICY – APPENDIX 13	77
DATA PROTECTION – APPENDIX 14	80
COMPLAINTS & GRIEVANCE PROCEDURE – APPENDIX 15	82
FIRST AID & FIRE PROCEDURE – APPENDIX 16	88
USEFUL CONTACT DETAILS – APPENDIX 17	93
GLOSSARY – APPENDIX 18	97

POLICY STATEMENT

Banbridge Angling Club is committed to good practice, which protects children and vulnerable adults from harm. Club volunteers and staff accept and recognise their responsibility to provide an environment, which promotes the safety of the child and vulnerable adult at all times. To achieve this, the Club will:

- Develop an awareness of the issues, which may lead to children and vulnerable adults being harmed.
- Create an open environment by appointing a 'Designated Officer' as the 'Safeguarding Children and Vulnerable Adults Officer' to whom children and vulnerable adults can turn to if they need to talk.
- Adopt children and vulnerable adult centred and democratic tuition environments and styles.
- Adopt safeguarding guidelines through codes of conduct for volunteers, staff and members.
- Ensure careful recruitment, selection and management procedures. These procedures will include the provision of regular guidance and support to volunteers and staff.
- Ensure complaints, grievance and disciplinary procedures are included in our constitution.
- Share information about concerns with children and vulnerable adults, parents and others who need to know.
- Provide information as required to the Club Committee.
- Ensure a good and safe environment.
- Be involved in training made available through the various agencies and strengthen links with these agencies.
- Keep 'safeguarding' policies and procedures under regular review (every 3 years minimum).
- Have procedures relating specifically to recruitment, volunteering, juvenile development activity, bullying, away trips, transport and the use of photography.

- Have an induction document available for volunteers and staff clearly outlining their rights and responsibilities.

**SAM WATT
CHAIRPERSON
BANBRIDGE ANGLING CLUB**

The **Children (Northern Ireland) Order (1995)** is based on a clear and consistent set of principles designed with the common aim of promoting the welfare of children.

Children have the right to be safe. All volunteers and staff should ensure that this fundamental principle takes precedence over all other considerations.

This policy applies to all those involved in **Banbridge Angling Club**.

EQUALITY STATEMENT

Banbridge Angling Club is committed to a policy of equal treatment of all members and requires all members of whatever level of authority to abide and adhere to this general principle and the requirements of the Codes of Practice issued by the Equal Opportunities Commission and Commission for Racial Equality. **(Appendix 11)**

All children and vulnerable adults should be valued and treated in an equitable and fair manner regardless of ability, age, sex, religion, social and ethnic background or political persuasion. Children and vulnerable adults, irrespective of ability or disability should be involved in sports activities in an integrated and inclusive way, whenever possible, thus allowing them to participate to their full potential alongside others (Code of Ethics and Good Practice for Children's Sport 2006).

The Club recognises the additional vulnerability of some children and adults and the extra difficulties they may face when seeking help, i.e.

- Dependency due to disability may make some vulnerable people feel powerless;
- On occasions possible limited ability to communicate their feelings;
- A negative self image can make some individuals vulnerable to manipulation by others.

To address this vulnerability volunteers and staff will seek guidance on working with children and vulnerable adults with a disability from external agencies, parents / guardians and the children and vulnerable adults themselves.

CONFIDENTIALITY STATEMENT

Banbridge Angling Club will never promise to keep secrets. However, information of a confidential nature will only be communicated on a "need to know" basis, with the welfare of the child or vulnerable adult paramount.

Considerations of confidentiality will not be allowed to override the rights of children or vulnerable adults to be protected from harm. **(Appendix 12)**

A full safeguarding policy statement is displayed and available within Club premises at The Clubrooms, 2a Kiln Lane, Havelock Park, Banbridge, and at The Boat Attendants Office, Corbet Lough for all interested parties to read.

AWARENESS OF THE ISSUES

Background knowledge in relation to child abuse, the general principles of safeguarding and the ability to recognise and respond to abuse are important issues. Of primary concern for Banbridge Angling Club is the issue of safeguarding of children and vulnerable adults within the operation of the Club. However, being cognisant of the indicators of abuse in respect of children and vulnerable adults caused by others outside the Club is of an equal importance for the safety and well being of that child and vulnerable adult.

Co-operating to Safeguard Children 2003 formally recognises four types of abuse

Physical Abuse

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.

Emotional Abuse

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. 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.

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 or the production of pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

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).

In addition Banbridge Angling Club recognises that we have a responsibility to:

“protect children from bullying and to have policies and procedures in places to do so”

Co-operating to Safeguard Children DHSSPS, 2003

The ACPC procedures also recognised the particular impact of bullying and the vulnerability of those with a disability.

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).

Those with a Disability:

Safeguards for those with disability should be the same as those for other children. Special input may be required if the child has severe or multiple disabilities as children who are disabled are at a higher risk of abuse.

Not every child with a disability is vulnerable in every situation. However it can be said that certain factors may mean that children with a disability are more vulnerable and could therefore be more open to abuse. The following list examines some of the reasons why children with a disability may be more vulnerable:

- Historically, children with a disability have been encouraged to comply with other people's wishes, for example, in residential homes and hospitals; this has meant they are more vulnerable to be bribed and manipulated.
- Limited life experiences and social contacts may mean that many young people with a disability have not had the same opportunities to acquire the social skills that non-disabled peers have had to assess the behaviour and attitudes of other people. This could also lead to them being unable to understand what is appropriate or inappropriate adult or peer behaviour.

- Individuals with dependency and support needs may have found that it is easier to be pleasing and compliant than challenge those caring for them because of the consequences. Any challenge or complaint could lead to more abusive practice or retribution.
- Continuing dependency on others may make some people feel powerless.
- Communication difficulties may make it hard to complain or be understood. This could be that the individual is unable to speak to tell anyone or does not have the vocabulary to describe what has happened to them.
- Individuals requiring intimate care could be in an increased vulnerable situation, especially if they have to rely on a number of different carers to support their needs.
- The general thought that a young person with a disability is not abused may make it difficult for them to be believed if they report an incident.
- Intrusion into body space for physical and medical care can lead to young people with a disability never developing ownership of their own bodies.
- Some disabilities may mean that an adult's emotional and developmental age is less than their chronological age.

Young People who display Sexually Harmful Behaviour

It is estimated that children and young people are responsible for about 1/3 of all sexual abuse against children (Grubin 1998, The Research Team 1990), this may be an under estimate due to low rates of reporting and even lower prosecution rates. Any effort to prevent child sexual abuse must address the problem of young people who display sexually harmful behaviour (SHB).

Poor Practice

Poor practice can be viewed as the behaviour that can place a child or young person in a risky situation or leave a leader vulnerable to allegations that they were acting inappropriately. The following are a list of some incidents of poor practice but is not exhaustive:

- working in a private or unobserved situations and encouraging an environment of secrets;
- not treating young people with respect and dignity;
- not following agreed guidelines if physical support is needed, or seeking the parents'/ carers' views;

- not being up to date with the technical skills, qualifications and insurance for the activity;
- banning parents or carers;
- constantly giving negative criticism.

INDICATORS OF ABUSE

The following is a list of some indicators of abuse, but it is not exhaustive:

PHYSICAL INDICATORS	BEHAVIOURAL INDICATORS
<ul style="list-style-type: none"> • Unexplained bruising in soft tissue areas • Repeated injuries • Black eyes • Injuries to the mouth • Torn or bloodstained clothing • Burns or scalds • Bites • Fractures • Marks from implements • Inconsistent stories / excuses relating to injuries 	<ul style="list-style-type: none"> • Unexplained changes in behaviour - becoming withdrawn or aggressive • Difficulty in making friends • Distrustful of adults or excessive attachment to adults • Sudden drop in performance • Changes in attendance pattern • Inappropriate sexual awareness, behaviour or language • Reluctance to remove clothing

RESPONDING TO DISCLOSURE OF ABUSE

Always

- Record what has been said ASAP;
- Remain sensitive and calm;
- Reassure the child / vulnerable adult that they
 - are safe
 - were right to tell
 - are not to blame
 - are being taken seriously;
- Let child / vulnerable adult talk - don't interview;
- Listen and hear, give the person time to say what they want;
- Ensure a positive experience;
- Explain that you must tell, but will maintain confidentiality;
- Tell the child / vulnerable adult what will happen next;
- Involve appropriate individuals immediately;
- Stay calm; and

- Reassure them that they have done the right thing in telling and that it will be dealt with appropriately.

Never

- Question unless for clarification;
- Make promises you cannot keep;
- Rush into actions that may be inappropriate;
- Make / pass a judgment on alleged abuser; or
- Take sole responsibility, consult the Club's Safeguarding Children and Vulnerable Adults Officer so you can begin to protect the child / vulnerable adult and gain support for yourself.

ANTI-BULLYING STATEMENT

Volunteers and Staff should challenge bullying in any form i.e. physical or emotional. Physical bullying can take the form of attacks, such as hitting, kicking, taking or damaging belongings. Emotional bullying may be a verbal assault, including name-calling, insults, repeat teasing, sectarian / racist assaults, or it may take more indirect forms, such as spreading malicious gossip, rumours or excluding someone from a social group. Bullying is not an accepted behaviour towards anyone at Banbridge Angling Club be they child, vulnerable adult, volunteer, staff or member. Anyone found to be bullying others will be dealt with seriously both in regards to the behaviour exhibited and the reasons for the behaviour. **(Anti-Bullying Policy - Appendix 13)**

DESIGNATED PERSON – The Safeguarding Children and Vulnerable Adults Officer

The Safeguarding Children and Vulnerable Adults Officer within Banbridge Angling Club is

NAME: TBC

Telephone or Mobile:

TBC shall be made known to all members; as the Safeguarding Children and Vulnerable Adults Officer to whom concerns will be addressed. If the concern is about the Safeguarding Children and Vulnerable Adults Officer please report to the Club Chairperson or Secretary.

Procedures for recording / dealing with incidents / accidents will be outlined later in this policy document.

SAFE RECRUITMENT PROCEDURES FOR VOLUNTEERS / STAFF

- Volunteers and Staff in specified positions within Banbridge Angling Club will be carefully selected, trained and monitored. The Club's Committee will ensure that all Club volunteers and staff are suitable for the position they hold within the Club and where appropriate that they have been vetted and cleared.
- All volunteers and staff working with children / vulnerable adults will have completed the sports own application form. **(Appendix 1)**
- Volunteers and staff in specified positions will have completed and signed the Access NI Disclosure Certificate Application Form which gives permission to enable Banbridge Angling Club to request an Access NI check (proof of identity MUST be provided). Banbridge Angling Club will request these checks.
- Declaration of past convictions or cases pending and agreement to have an Access NI check completed, is of course a pre-requisite to approval to a volunteer / staff to work with children / vulnerable adults. **(Appendix 1)**
- ALL volunteers and staff must agree to abide by the Club's Safeguarding Children and Vulnerable Adults Policy and all are required to sign the Code of Conduct. **(Appendix 2)**
- Any concerns or objections with regard to the suitability of a volunteer or staff must be submitted to the Safeguarding Children and Vulnerable Adults Officer, the Chairperson and / or the Secretary. These matters will be investigated by the Club's Committee or nominated Sub Committee if it is more appropriate and necessary action taken including a formal response in writing to the concerned party if required.

Tuition / Supervising Ratios

When working with groups of children, there will be a minimum of two supervising adults operating on a ratio of one supervising adult for every four children. Participants under the age of 18 will be supervised at all times and are not included in the staffing ratios.

The national guidance states that the level of supervision should take account of:

- the age and ability of the young people;
- the activity being undertaken;
- children's growing independence;
- children's need for privacy;
- the geography of the facility being used; and

- the Risk Assessment.

If there is an accident or an incident involving a child, member of staff or a volunteer, you should ensure that there are enough people remaining to supervise the group safely.

Tutors / Supervisors working with young people should not work in isolation. Good practice suggests that at least one other adult in addition to the Tutor should be present at every session. The additional adult does not have to be a qualified Instructor.

TRAINING FOR VOLUNTEERS / STAFF

- Education and training in the basics of Safeguarding will apply to all volunteers and staff working with children / vulnerable adults. Banbridge Angling Club is committed to continuous updating and review of our current Safeguarding Policy.

Safeguarding training includes

- Basic awareness of Safeguarding issues
 - Awareness of the Club's Safeguarding Children and Vulnerable Adults Policy and Procedures including the Code of Conduct
- Training will be carefully selected to ensure it is sufficient and that a recognised body or agency provides it.
 - Ensuring that all volunteers and staff have attended a Safeguarding Children and Vulnerable Adults awareness training within six months of taking up their position.

GUIDELINES FOR REPORTING ACCIDENTS

In the event of an accident, the following procedure will be carried out:-

- Fill in 2 copies of the Accident Report Form (**Appendix 3**) for **ALL** accidents;
- Make contact with parents / guardians / next of kin, if required;
- One copy of form to incident book / folder;
- Forward 1 copy to the Club's Safeguarding Children and Vulnerable Adults Officer; Chairperson or Secretary as appropriate for record keeping / action required;
- Contact emergency services / GP if required; and
- Record in detail all facts surrounding the accident, witness's etc.

GUIDELINES FOR REPORTING ALLEGATIONS / INCIDENTS

- Record all incidents reported or observed on an Incident Form (**Appendix 4**);
- Inform the Club's Safeguarding Children and Vulnerable Adults Officer, Chairperson or Secretary as appropriate ASAP;
- 1 copy to Club's Safeguarding Children and Vulnerable Adults Officer, Chairperson or Secretary as appropriate within 24 hours;
- Ensure confidentiality - only "need to know basis" (reference confidentiality clause);
- Inform parents / guardian or next of kin, unless to do so may put the individual at further risk; and
- The Safeguarding Children and Vulnerable Adults Officer, Chairperson or Secretary as appropriate will be responsible for storing any report in a safe and secure environment.

See Appendix 6 if the concern is about the behaviour of a member of Banbridge Angling Club.

See Appendix 7 if concern is about possible abuse outside Banbridge Angling Club.

AVAILABILITY OF INFORMATION

It is important that there is a free flow of information between Banbridge Angling Club, members and all interested parties in terms of promotion of the Club and the safeguarding of children and vulnerable adults.

Members and interested parties should know what we do and how we do it, and that the Club's Safeguarding Children and Vulnerable Adults Officer, Chairperson, Secretary, volunteers and staff can be approached for consultation or advice.

When appropriate, letters (or telephone contact) will be issued in relation to further information or specifics in respect of an event etc.

A regular review of the Club's policy will take place through meetings with volunteers and staff and feedback from members.

APPENDIX 1

VOLUNTEER / STAFF APPLICATION FORM

SAFE RECRUITMENT PROCEDURES FOR BANBRIDGE ANGLING CLUB

Guidance for this procedure has been taken from:

- The Code of Ethics and Good Practice for Children's Sport
- Our Duty to Care DHSSPS 2007
- Getting it Right DHSSPS 2005
- Protection of Children and Vulnerable Adults (NI) Order
- Banbridge Angling Club Safeguarding Children and Vulnerable Adults Policy and Procedures; and
- Access NI guidance www.accessni.gov.uk

Banbridge Angling Club relies heavily on the time and commitment freely given by volunteers, and without this the opportunities for children and vulnerable adults to participate in angling would not exist. The procedures outlined below will be adopted by Banbridge Angling Club for its own purposes.

Banbridge Angling Club will ensure good recruitment procedures by:

- Defining the role the individual is applying for (job / role specification);
- Insisting that a person applying for any specified position of responsibility within the Club complete the relevant sports application form;
- Ensuring that the individual completes and signs the Access NI Disclosure Certificate Application Form which gives permission to enable the Club to request an Access NI check (proof of identity MUST be provided);
- Setting a probationary period (6 months for staff or long term volunteers);
- Interviewing the individual either formally or informally by at least two designated members (Chairperson, Secretary, Safeguarding Children and Vulnerable Adults Officer, anyone designated by the Club):
 - Assessing the individual's experience of working with children and vulnerable adults and knowledge of safeguarding issues;
 - Assessing their commitment to promoting good practice; and

- Assessing their ability to communicate with children and vulnerable adults (i.e. be approachable). One way of doing this is to consult juvenile members or ask questions to examine how a person would respond to a particular scenario e.g. are they authoritarian or too relaxed in their approach;
- Ensuring that the Club's Committee ratifies volunteers and staff to specified positions and staff appointments.

Information from Access NI will be scrutinised in the first instance by the Club's Chairperson, Secretary and the Safeguarding Children and Vulnerable Adults Officer, as appointed by Banbridge Angling Club. They will decide whether a disclosure is relevant or contrary to the Club's standards.

For further detailed information on Access NI, see website www.accessni.gov.uk

VOLUNTEER APPLICATION FORM FOR THOSE IN REGULATED POSITIONS

Section 1

All information received in this form will be treated confidentially

Name:			
Address			
Date of Birth		National Insurance No	
Telephone No.		Mobile No	
Previous work experience & relevant qualifications			
Have you previously been involved in voluntary work? If yes, please give details:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Please list your specific skills that may be useful to Banbridge Angling Club's activities?			
Do you agree to abide by Banbridge Angling Club's Constitution, Rules and Safeguarding Children and Vulnerable Adults Policy and Procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you completed Safeguarding Awareness Training during the last three years?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, who was it organised by and when approximately? Please attach a copy of your training certificate			
If not, do you agree to undergo Safeguarding Awareness Training within 6 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you ever been asked to leave a sporting organisation in the past? (If you have answered yes we will contact you in confidence)	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Any other relevant information?		
<p>Please supply the names of two responsible people whom we can contact and who from personal knowledge are willing to endorse your application. If you have had a previous involvement in a sports club one of these names should be that of an administrator / leader in your last club / place of involvement. These referees should have known you for at least 5 years. These referees must not be current Officers of Banbridge Angling Club.</p>		
Name: Address: Telephone: Designation:	Name: Address: Telephone: Designation:	

Section 2

DISCLOSURE OF CRIMINAL CONVICTIONS FOR THOSE WORKING IN NORTHERN IRELAND

Please read this information carefully.

Statement of non-discrimination

Banbridge Angling Club is committed to equal opportunity for all applicants including those with criminal convictions. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the post. Any disclosure will be seen in the context of the job criteria, the nature of the offence and the responsibility for the care of existing members, customers and staff.

For the purposes of your application for the post of:

It is our policy to ask for an Enhanced check to be carried out by the Access NI. The purpose of the check is to make sure that people are not appointed who might be a risk to children / vulnerable adults.

The check will tell us whether you have a criminal record, or whether any other information about you held on barred lists may have a bearing on your suitability. Any information which we receive will be treated confidentially, and will be discussed with you before we make a final decision. After that decision is made the information returned from Access NI will be destroyed.

Advice to Applicants

Please complete this form as accurately as possible and return it to the designated person in the Club. An arrangement will be made with you to discuss any clarification if required.

Thank you for your co-operation.

You **must** tell us now if you have a case pending or if you have ever been convicted of a criminal offence, or cautioned by the police, or bound over. You **must** include all offences, even minor matters such as motoring offences, and 'spent' convictions, that is, things which happened a long time ago. If you leave anything out it may affect your application. The

disclosure of a criminal record or other information will not debar you from registration / appointment unless Banbridge Angling Club considers that the conviction renders you unsuitable. In making this decision Banbridge Angling Club will consider the nature of the offence, how long ago it was committed and what age you were at the time and other factors which may be relevant.

Have you ever been convicted of a criminal offence or been the subject of a caution; a Bound Over Order; or the subject of an investigation alleging that you were the perpetrator of adult or child abuse?

Yes No

If so, please state below the nature, date(s) and sentence of the offence(s)

Please provide any other information you feel may be of relevance such as:

- the circumstances of the offence / incident;
- a comment on the sentence received;
- any relevant developments in your situation since then;
- whether or not you feel the conviction has relevance to this post.

Please continue on a separate page if necessary.

Please note you are advised that under the provisions of the Rehabilitation of Offenders (Exceptions) Order (N.I.) 1979 as amended by the Rehabilitation of Offenders (Exceptions) (Amendment) Order (NI) 1987 you should declare all convictions including 'spent' convictions.

Declaration

I understand that I must also complete an Access NI Disclosure Certificate Application Form and that this check must be carried out before my application for registration/appointment can be confirmed. This has been explained to me and I am aware that spent convictions may be disclosed. I declare that the information I have given is accurate.

I declare that my answers are complete and correct to the best of my knowledge and I will inform the Safeguarding Children and Vulnerable Adults Officer, Chairperson or Secretary of any future convictions or charges.

Signature

Print Name

Date

FOR OFFICIAL USE ONLY:	
Applicant's Name:	
Date application received:	
Date of interview:	
Interviewed by:	1. 2. 3.
References received and are satisfactory:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Access NI check completed & returned (if appropriate):	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments:	
Proof of applicants identification received:	Yes <input type="checkbox"/> No <input type="checkbox"/> Group 1 _____ Group 2 _____ _____
Identification type:	
Recommendation (with reasons)	Approve <input type="checkbox"/> Not approved <input type="checkbox"/>

Signature

Print Name

Date

Position in Organisation

***CONFIDENTIAL**

The following person:

has expressed an interest in volunteering / working for Banbridge Angling Club.

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the candidate’s suitability for the post, if he / she is offered the position in question. We would appreciate you being extremely candid, open and honest in your evaluation of this person.

1. How long have you know this person?

2. In what capacity?

3. What attributes does this person have that would make them suited to this work?

4. Please rate this person on the following – please tick one box for each statement:

	Poor	Average	Good	V Good	Excellent
Responsibility					
Maturity					
Self-motivation					
Can motivate others					
Energy					
Trustworthiness					
Reliability					

This post involves substantial access to children and / or vulnerable adults. YES

As an organisation committed to the welfare and protection of children and vulnerable adults, we are anxious to know if you have any reason at all to NO

be concerned about this applicant being in contact with children or vulnerable adults.

If you have answered **YES** we will contact you in confidence.

Signed: _____ **Date:** _____

Print Name: _____

Position: _____

Organisation: _____

* When the Selection Process is completed this information will be destroyed in respect of all unsuccessful applicants.

Banbridge Angling Club

Example Volunteer / Staff Role Description

1. To have responsibility for fly-tying classes / development of juvenile members / competitions / bailiffing / operating the Corbet Lough boat angling facility which entails interacting with children and vulnerable adults as and when required.
2. Ensure that attendance registers are completed by children and vulnerable adults as appropriate.
3. Supervise children and vulnerable adults when, at fly-tying classes, on minibus or on juvenile angling trips.
4. When required, assist volunteers / staff to ensure the effective delivery of fly-tying classes, a juvenile development programme and angling trips.
5. To undertake First Aid training and administer First Aid when necessary.
6. To supervise and assist during the weekly fly-tying classes.
7. In the event of illness or an accident, to provide emergency transport to hospital / home.
8. Ensure that children and vulnerable adults interact positively with each other - promoting Banbridge Angling Club's Health and Safety Policy at all times.
9. Attend meetings when required and any training days as required.
10. Undertake Safeguarding training

NB. In undertaking the above duties, volunteers and staff may have regular contact with children and / or vulnerable adults.

APPENDIX 2

GUIDELINES FOR GOOD PRACTICE & CODE OF CONDUCT

GOOD AND SAFE WORKING / ANGLING PRACTICES

Banbridge Angling Club will ensure...

- Proper supervision of children and vulnerable adults within the Club with a satisfactory ratio of volunteers / staff: children / vulnerable adults. The Club will always ensure that it has a **minimum** of two volunteers / staff on duty operating a **maximum** ratio of 1 volunteer / staff : 4 children / vulnerable adults;
- Use of proper, recommended equipment;
- Use of equipment only when supervised by an instructor / tutor;
- Public Liability Insurance in place, covering all members of the Club;
- A first aider and first aid kit on hand in event of an accident, with accident / incident book to be marked up at every relatively serious accident. **NB** All accidents will be reported to parent / guardian at collection, if required;
- In the event of transport being required this will be provided and supervised by the Club's volunteers / staff in possession of driving license and roadworthy vehicles only. Permission must be sought from parents prior to any transport being facilitated. **(Appendix 10)**;
- A safe environment for children and vulnerable adults;
- Ongoing training and information for volunteers and staff;
- Implementation of policy and procedures in line with guidance from Our Duty to Care and the Code of Ethics & Good Practice for Children's Sport;
- Facilitation of open discussion on Safeguarding issues relating to members;
- Support to members who report accusations of abuse;
- Suspected abuse information treated confidentially;
- Appropriate action is taken if members breach standards of reasonable behaviour;
- The establishment and maintenance of a volunteer and staff register;
- The setting of standards of good practice;
- The Club's Safeguarding Children and Vulnerable Adults Officer has knowledge of statutory Safeguarding procedures and their responsibility in reporting concerns from Co-operating to Safeguard Children DHSSPS;
- That parents are kept informed, therefore parents should have access to the Club's Safeguarding Children and Vulnerable Adults policy and procedures for fly-tying classes,

angling trips (**Appendix 8**) and the use of photography and video equipment (**Appendix 9**);
and

- Appropriate support and confidentiality will be given to any individual accused of abuse by a child or vulnerable adult.

The implementation of good and safe working practice is to develop the Club in the short, medium and long term to the mutual benefit of the member, the local area and community as a whole.

Banbridge Angling Club has the right to:

- Expect all volunteers, staff and members to comply with its Constitution, Rules and Safeguarding Children and Vulnerable Adults Policy and Procedures;
- Expect all children and vulnerable adults to maintain standards of reasonable behaviour;
- Take appropriate action if members breach its Constitution, Rules and Safeguarding Children and Vulnerable Adults Policy and Procedures;
- Expect all volunteers and staff to undertake appropriate training when advised to;
- Expect volunteers and staff will not abuse members physically, emotionally, sexually or through neglect;
- Take appropriate action in the event of accusations;
- Acquire pre-employment checks on all volunteers and staff working in specified positions;
and
- Maintain records on individuals in line with advice from the data protection agency i.e. only hold records on individuals that they have a justifiable reason for holding.

Codes of Conduct for Volunteers and Staff

Volunteers and staff involved in angling have a great opportunity to be a positive role model and help build an individual's confidence.

Volunteers and staff are expected to:

- Ensure the safety of all children and vulnerable adults by careful supervision, proper pre-planning of angling events, using safe methods at all times;
- Treat all children and vulnerable adults equally and ensure they feel valued. Have no favourites;
- Encourage all children and vulnerable adults not to discriminate on the grounds of religious affiliation, ethnic origin, gender, social classes or lack of ability;
- Not permit bullying, or the use of bad language or inappropriate behaviour;
- Appreciate the efforts of all children and vulnerable adults;
- Be positive, approachable and offer praise to promote the objectives of the Club at all times;
- Not let any allegations of abuse of any kind to go unchallenged or unrecorded if appropriate. Incidents and accidents to be recorded in the Club's incident / accident book. Parents / guardians will be informed;
- Report accidents or incidents of alleged abuse to the Club's Safeguarding Children and Vulnerable Adults Officer;
- Administer minor first aid in the presence of others and where required refer more serious incidents to the Club's "first aider";
- Have access to telephone for immediate contact to emergency services if required;
- Ensure the rights and responsibilities of children and vulnerable adults are enforced;
- Report suspected abuse to the Club's Safeguarding Children and Vulnerable Adults Officer;
- Not abuse members physically, emotionally, sexually or through neglect;
- Maintain confidentiality about sensitive information;
- Respect and listen to the opinions of children and vulnerable adults;
- Take time to explain angling / fly-tying techniques to ensure they are clearly understood;
- Be a role model (disciplined / committed / time keeping), remember children and vulnerable adults learn by example;
- Refrain from smoking and consumption of alcohol during Club activities and events;

- Protect themselves from false accusation by...
 - Not spending excessive amounts of time alone with children and vulnerable adults away from others;
 - Never taking children and vulnerable adults to their home;
 - Not administering First Aid involving the removing of a child or vulnerable adult's clothing unless in the presence of others; and

- **Make angling FUN**

Volunteers and staff have a right to:

- Access to training and information on Safeguarding;
- Support in the reporting of suspected abuse;
- Access to professional support services;
- Fair and equitable treatment;
- Be protected from abuse by children and vulnerable adults, other members and parents / guardians;
- Not to be left vulnerable when working with children and vulnerable adults;
- Any misdemeanours and general misbehaviour will be dealt with immediately and reported to the Club's Safeguarding Children and Vulnerable Adults Officer. Persistent breach of the code will result in dismissal from the Club;

Dismissals can be appealed by the volunteer / staff / member with final decisions taken by the Club's Committee.

Emergency Action / First Aid

All volunteers and staff are provided with an action plan in the event of an emergency and be aware of the Club's First Aid Procedures (**Appendix 16**).

This will include:-

- Access to First Aid equipment;
- Telephone contact if the angler is a child or vulnerable adult; and
- Telephone contact to the Emergency Services

Codes of Conduct for Juvenile Members

Banbridge Angling Club endeavours to offer a positive experience where Juvenile Members can learn about angling in a safe and informative environment. The following are the Club's expectations of Juvenile Members.

Juvenile Members are expected to:

- Be friendly and particularly welcoming to new members;
- Not get involved in inappropriate peer pressure and push others into something they do not want to do;
- Keep within the defined boundary of the Club;
- Behave and listen to all instructions from Club volunteers and staff;
- Take care of equipment owned by the Club;
- Refrain from the use of bad language or racial / sectarian references. This includes bullying using new technologies like chat-rooms or texting;
- Refrain from bullying;
- Show respect to other members, volunteers and staff;
- Keep themselves safe;
- Report inappropriate behaviour or risky situations for Juvenile Members;
- Not cheat;
- Not use violence; and
- Not make unfounded allegations against others.

Juvenile Members have the right to:

- Be safe and happy when participating in Club activity;
- Be listened to;
- Be respected and treated fairly;
- Privacy;
- Enjoy angling in a protective environment;
- Be referred to professional help if needed;
- Be protected from abuse by Club volunteers, staff and others; and

- Be given praise and encouragement and the opportunity to make yourself a better angler

Any misdemeanours and general misbehaviour will be addressed by the immediate Club volunteer / staff and reported to the Club's Safeguarding Children and Vulnerable Adults Officer, Chairperson or Secretary. Persistent misbehaviour may result in dismissal from the Club. Parents will be informed at all stages.

Dismissals can be appealed by the child / parent with final decisions taken by the Club's Committee.

Expectations for Parents / Guardians

Parents are expected to:

- Complete and return the Health and Consent Form pertaining to their child's participation in Banbridge Angling Club activity, when required (see parental consent).
- Deliver and collect the child punctually to and from angling, fly-tying classes, competitions club events etc.
- Ensure their child is properly and adequately attired for angling and the weather conditions of the time etc...
- Detail any health concerns pertaining to the child on the consent form, in particular breathing or chest conditions. Any changes in the state of the child's health should be reported to the Club's volunteers / staff prior to angling activity.
- Show appreciation and support for Club volunteers / staff
- Ensure their child is punctual.
- Provide their child with proper clothing and equipment.
- Acknowledge the importance and role of the Club's volunteers / staff who provide their time free to ensure children's participation in Banbridge Angling Club activity.

Parents / Guardians have the right to:

- Know their child is safe
- Be informed of problems or concerns relating to their children
- Be informed if their child is injured
- Have their consent sought for issues such as angling trips
- Complain if they have concerns about Banbridge Angling Club

APPENDIX 3

ACCIDENT REPORT FORM

ACCIDENT REPORT FORM

Banbridge Angling Club

VOLUNTEER / STAFF IN ATTENDANCE:

INJURED PARTY

Name:

DOB / AGE:

Address:

Banbridge Angling Club

Membership Number:

ACCIDENT DETAILS

Date:

Time:

Time reported:

Exact Location

Reported by who:

Injury:

Nature & how accident happened:

Name and contact details of witnesses:

First Aid Involved?

Yes No

Parents informed?

Yes No

By whom / when:

Form Completed By

Refer to Safeguarding Children and Vulnerable Adults Officer	<input type="checkbox"/> Yes <input type="checkbox"/> No
Safeguarding Children and Vulnerable Adults Officer's name / signature	
Record any further action to be taken:	
Has Young person returned to organisation. <input type="checkbox"/> Yes <input type="checkbox"/> No	Signature of either the Club's Chairperson / Secretary / Safeguarding Children and Vulnerable Adults Officer. _____ Print Name _____ Position _____

GUIDELINES FOR REPORTING ACCIDENTS

In the event of an accident, the following procedure will be carried out:-

- Fill in 2 copies of the Accident Form (**see previous pro-forma**) for **ALL** accidents.
- Make contact with parents / guardians
- One copy of form to incident book / folder.
- Forward 1 copy to Safeguarding Children and Vulnerable Adults Officer for record keeping / action required.
- Contact emergency services / GP if required
- Record in detail all facts surrounding the accident, witness's etc.
- Any further action.
- Sign off on any action required from senior management officer

APPENDIX 4

INCIDENT FORM

(AN INCIDENT COULD BE A SAFEGUARDING ISSUE, THEFT, BULLYING, A CHILD RUNNING AWAY, ABUSE OF ANY FORM OR A BREACH OF THE CLUB'S CODE OF CONDUCT ETC)

INCIDENT FORM SAFEGUARDING

Club:	Banbridge Angling Club
Your Name:	
Your Position:	
Your Telephone Number:	
INJURED PARTY	
Name:	
Address:	
Date of Birth / Age:	
Banbridge Angling Club Membership Number:	
Parents / carers Names & Address:	
Date and time of any incident:	
Your observations:	

<p>Exactly what the Injured Party said and what you said:</p> <p>(Remember, do not lead the Injured Party – record actual details. Continue on separate sheet if necessary)</p>	
<p>Action taken so far:</p>	
<p>Safeguarding Children and Vulnerable Adults Officer Informed; <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>External agencies contacted (date & time)</p>	
<p>Police</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p>If yes – which:</p> <p>Name and contact number:</p> <p>Details of advice received:</p>
<p>Social services</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p>If yes – which:</p> <p>Name and contact number:</p> <p>Details of advice received:</p>
<p>Sport Governing body</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p>Name and contact number:</p> <p>Details of advice received:</p>
<p>Other (e.g. NSPCC)</p>	<p>Which:</p> <p>Name and contact number:</p> <p>Details of advice received:</p>

Signature

Date

Remember to maintain confidentiality on a *need to know* basis – only if it will protect the child / vulnerable adult. Do not discuss this incident with anyone other than those who need to know.

NB A copy of this form should be sent to social services after the telephone report for monitoring purposes.

APPENDIX 5

CONSENT FORM

Standard Parental / Guardian Consent Form

Anything written on this form will be held in confidence. Our volunteers and staff need to know these details in order to meet the specific needs of your child.

I give permission for my child to participate in Banbridge Angling Club activity.

Event Details / Date(s) / Times / Location:	
Event Lead Organiser's Name:	
Event Lead Organiser's Tel Number:	
Child's Full Name:	
Address:	
Home Tel Number:	
Date of Birth / Age:	
Banbridge Angling Club Membership Number:	
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Name of friend / relative attending event:	
Emergency Tel Numbers:	1. 2.
If unavailable contact:	Name Tel Relationship to child
GP / Doctor's Name:	
GP / Doctor's Tel Number:	
Details of any known special dietary requirement / allergies / medical conditions:	

Any other special needs, requirements, directions, that would be helpful for the coaches to know about:	
--	--

I will inform the volunteers / staff of any important changes to my child's health, medication or needs and also of any changes to our address or phone numbers given.

In the event of illness, having parental responsibility for the above named child, I give permission for medical treatment to be administered where considered necessary by a nominated first aider, or by suitably qualified medical practitioners. If I cannot be contacted and my child should require emergency hospital treatment, I authorise a qualified medical practitioner to provide emergency treatment or medication.

I have been made aware that Banbridge Angling Club has a Safeguarding Children and Vulnerable Adults Policy and Procedure and is committed to ensuring the safety of my child by having:

- **A volunteers / staff code of conduct;**
- **Clear recruitment policy which includes vetting all volunteers and staff in specified posts;**
- **A transport policy;**
- **A photography policy;**
- **Disciplinary procedures;**
- **A Safeguarding Children and Vulnerable Adults Officer; and**
- **Guidelines on confidentiality**

Banbridge Angling Club is committed to ensuring that any information gathered in relation to children meets the specific responsibilities as set out in the Data Protection Act 1998.

I confirm that all details are correct to the best of my knowledge and I am able to give parental consent for my child to participate in and travel to Club events.

Signature of Child

Signature of Parent / Guardian

Print Name

Date

Please return this form to the relevant Club volunteer / staff

* Parental consent is defined by the Children (NI) Order 1995 Article 6 (i)
Natural mother always has parental responsibility.

Natural father gains parental responsibility;

- If married to the mother at the time of birth or subsequently marries her
- Through an agreement witnessed by solicitor or a Parental responsibility Order
- Post 15 April 2002 if they jointly register the baby’s birth.

(A consent form will be required for specific events e.g. fly tying classes; angling tuition classes; angling away trips; etc)

Information for parents, to be added to consent forms for away trips:

I undertake to pay the required sums by the dates specified in the information and accept that in respect of any withdrawal from the trip, for whatever reason, there can be no refund of the whole or part of the payments unless in exceptional circumstances.

I confirm that I have received the relevant details and consent to my child taking part in the Club’s trip and activities indicated. I acknowledge that the Club will be liable in the event of any accident only if they have failed to take reasonable steps in their duty of care for my child during the trip. I understand that the volunteers / staff have a common law duty to act in the capacity of a reasonably prudent parent.

I have read the Code of Conduct and agree that my child should abide by this whilst in the care of the Club and I understand that a serious or continued breach of this code may result in my child being sent home early at my expense.

Please provide any special dietary requirements and the type of pain / flu medication that may be given.

Signature of Parent / Guardian

Printed name of Parent / Guardian

Date _____

Parental consent is defined by the Children (NI) Order 1995 Article 6 (i)
Natural mother always has parental responsibility.

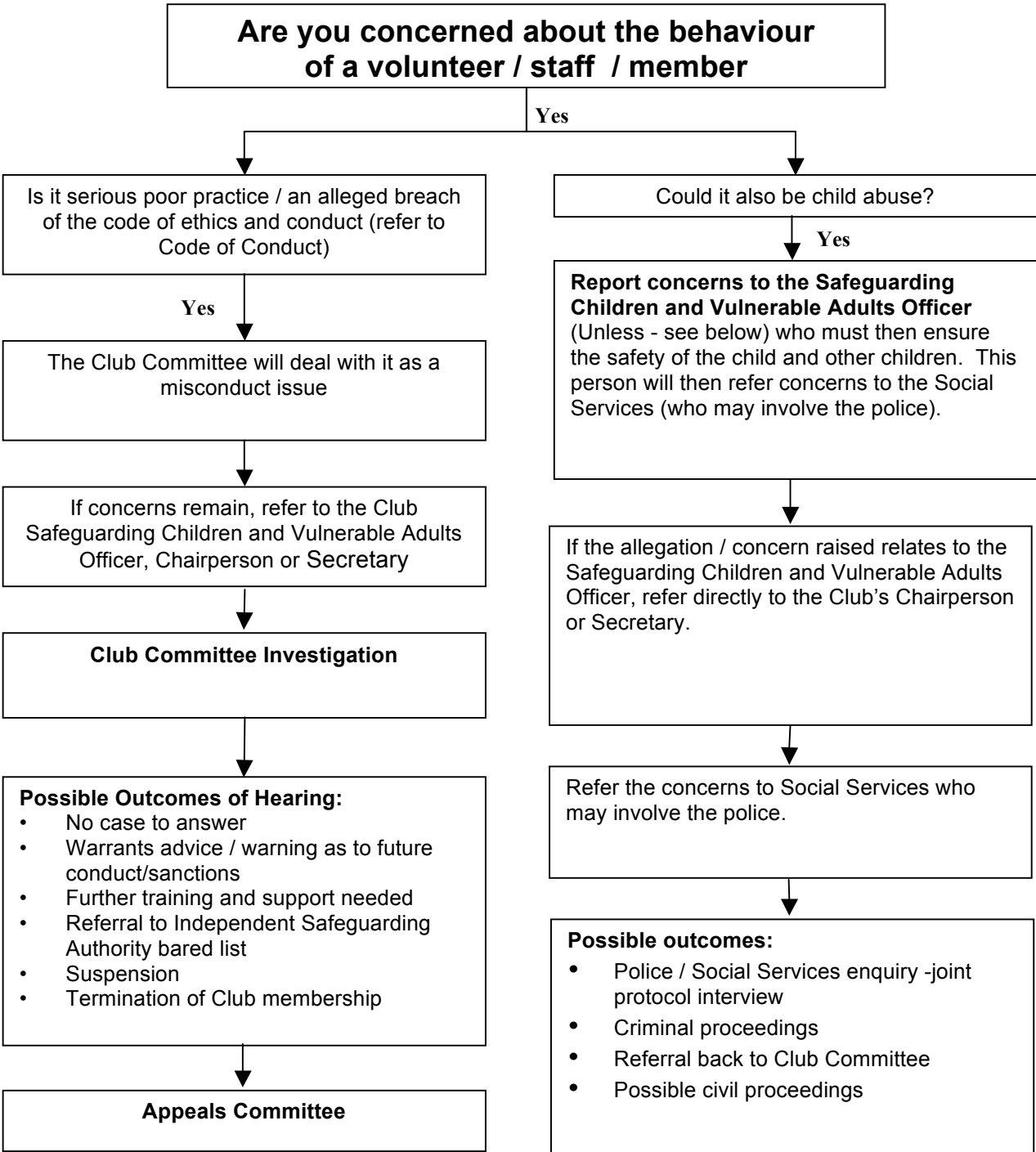
Natural father gains parental responsibility;

- If married to the mother at the time of birth or subsequently marries her
- Through an agreement witnessed by solicitor or a Parental Responsibility Order
- Post 15 April 2002 if they jointly register the baby's birth.

APPENDIX 6

**REPORTING PROCEDURES RELATING TO
BEHAVIOUR OF A VOLUNTEER / STAFF /
MEMBER OF BANBRIDGE ANGLING CLUB**

INTERNAL CONCERNS



If you do not know who to turn to for advice or are worried about sharing your concerns with a senior colleague, you should contact the Social Services direct (or the NSPCC on 0808 800 5000 or Childline on 0800 1111). At any stage during the process in the left hand column the issue can be referred externally either formally or informally for advice. Following the external (right column) outcome the matter may be referred back to the Club.

Dealing with concerns about a Volunteer / Staff / Member

The vast majority of people who work with children are well motivated and would never harm a child. Unfortunately a few do and it is essential that the organisation creates a culture that makes staff / volunteers / members willing and comfortable to voice their concerns, particularly those about someone with whom they work or whom they know. Again, the organisation's Safeguarding Children and Vulnerable Adults Policy and Procedures should be followed.

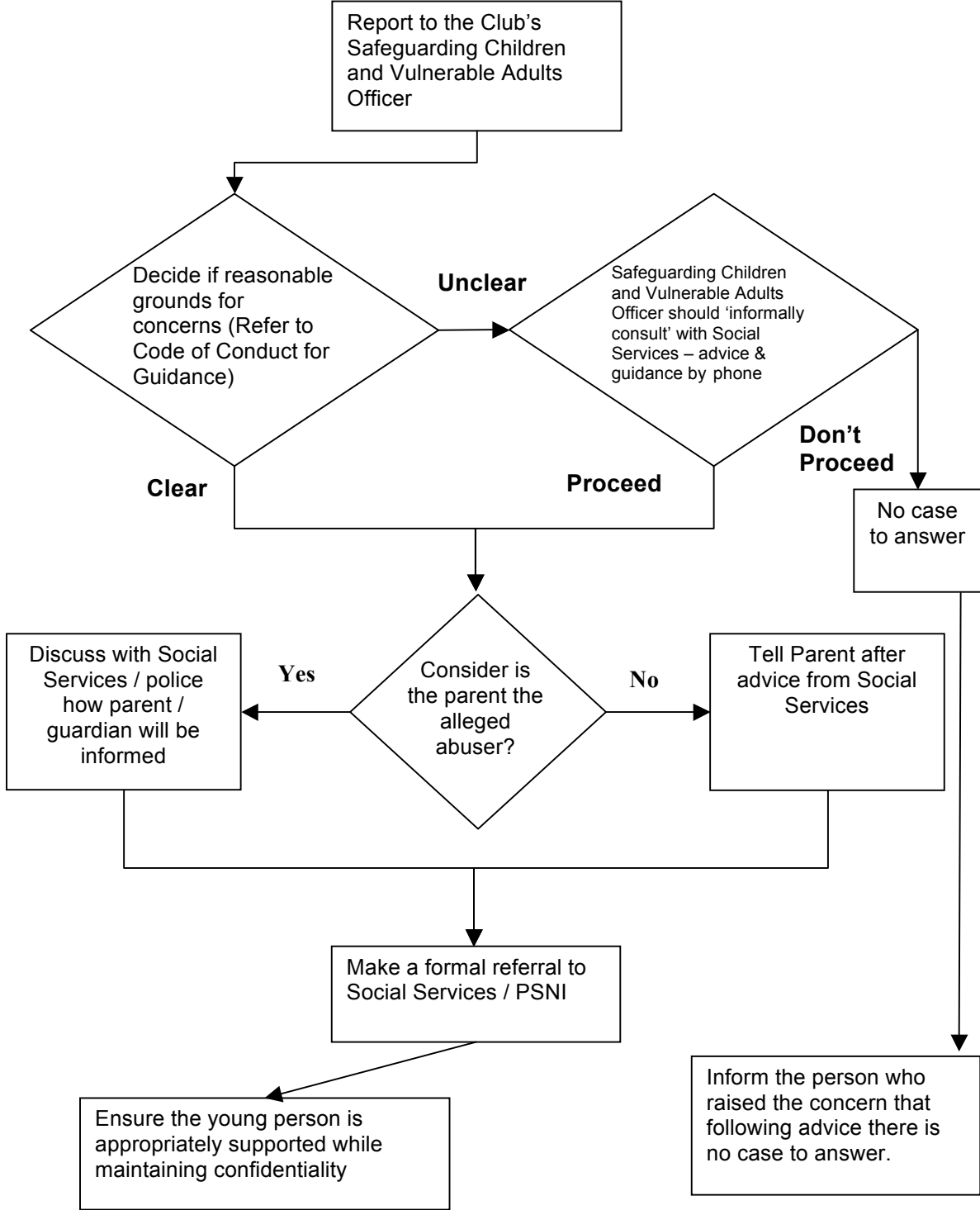
During an investigation, support should be given both to the individual who voices concerns and to the suspected abuser. Once the investigation is completed, the organisation must decide what action, if any, is necessary to prevent a similar situation arising again.

APPENDIX 7

**REPORTING PROCEDURES IF CONCERN
ABOUT BEHAVIOUR EXTERNAL TO CLUB**

EXTERNAL CONCERNS

When the concern is about possible abuse outside the organisation



APPENDIX 8

GUIDANCE FOR ANGLING AWAY TRIPS

ANGLING AWAY TRIPS

Trips may vary from a short journey to an angling competition or involve more complicated arrangements involving overnight stays. But even what may appear as the most straightforward of trips will require some level of planning. The following will outline a number of issues that need to be considered when travelling with children.

Communication with:

- **Children** – they should be aware of the travel plans, venue and time for collection, time of return and any costs. Children should also have a clear understanding of what standard of behaviour is expected of them. Children must know what clothing and equipment they need to bring with them.
- **Parents** – should be made aware of the above and must have completed a consent form detailing any medical issues that the Club's volunteer / staff should be aware of. Parents should also have the name and contact details of the volunteer / staff in the event of an emergency.
- **Other volunteers / staff** – need to be made aware of what their responsibilities are in advance of the trip. If the trip is a long journey, it is important that all volunteers / staff have an itinerary.

Transport

A more detailed transport policy is available in **Appendix 10** of this policy, but the following are some basic points.

- Ensure the driver has an appropriate and valid driving licence;
- Allow an appropriate length of time to complete the journey;
- Consider the impact of traffic and weather conditions;
- If using a mini-bus ensure that all seats are forward facing and they all have seat belts fitted if carrying children. Is the driver experienced in driving a mini-bus?
- Ensure volunteers / staff and children wear seat belts;
- Check there is appropriate insurance for the journey;
- Clarify supervision requirements with other volunteers / staff. The driver should not be considered as a supervisor during the journey;
- Ensure that the vehicle is road worthy;
- Ensure that the driver has undertaken an Access NI check; and
- Ensure the appropriate booster seats are provided when required.

Ratio

Banbridge Angling Club will always have a minimum of two supervising adults operating on a maximum ratio of one adult volunteer / staff to 4 children for all activities / events. Drivers will not be counted as a supervising adult during periods they are driving.

Insurance

In addition to the mini-bus / car insurance, the Club will ensure that the Club's general insurance covers travel to away angling activities / events.

Emergencies

Ensure that the vehicle has breakdown and recovery cover. At least one of the volunteers / staff should be trained in first aid procedures and a first aid kit should be available.

The volunteers / staff should have access to a mobile phone and contact details for all the children.

CHILD	
Right To	Responsibility
<ul style="list-style-type: none">• Be safe• Have any concerns listened to• Be respected by volunteer / staff• Have easy access to phone contact• Have a list of activities / events (itinerary)• Regular group meetings with other young people• Have their religious needs facilitated• Have prior knowledge of the climatic variation to enable them to bring adequate clothing• Be made aware of the codes required for phoning home• Maps of the local area• Have the currency of the country they are visiting explained to them• Be made aware of collection and drop off arrangements	<ul style="list-style-type: none">• Show respect to other children and the volunteers / staff• Keeping themselves safe• Reporting inappropriate behaviour or risky situations• Attending any prior planning meeting to ensure they are fully informed of the plans• Maintain the Club's reputation by adhering to the code of conduct• Discussing their dietary needs with the volunteer / staff• Be aware that they are acting as an ambassador for their Club• Dependent on arrangements with parents, manage their own money

VOLUNTEER / STAFF

Right To:	Responsibility
<ul style="list-style-type: none"> • Have support from the Club if reporting any concerns about the arrangements • Be protected from abuse by children, other adults, members or parents involved in the trip • Not be left vulnerable when working with children • Receive the relevant information from parents / guardians in advance of the trip i.e. <ul style="list-style-type: none"> – Dietary needs – Any personal care needs – Emergency contact numbers – Signed medial consent form / permission form – List of any medication / allergies – EHIC European Health Insurance Card (replacement for E111) form completed www.dh.gov.uk/PolicyAndGuidance/HealthAdviceForTravellers/fs/en (EU visits) • Be respected by the children in preparation for and during the trip • To have any personal “out of pocket” expenses reimbursed • To be able to apply sanctions in line with the Club’s guidelines and discussed prior to the trip • To have time off i.e. that another volunteer / staff is the point of contact for an emergency rather than one individual all the time 	<ul style="list-style-type: none"> • To plan well in advance of the trip • Check Club’s guidelines • Gather information on destination and venue (if possible carry out a risk assessment) • Facilitate information meetings prior to the trip for parents and children • Maintain confidentiality about sensitive information • Be a role-model during the trip (disciplined / committed / time keeping) • Ensure the safety of children in their care • Respond to childrens’ statements and concerns • Record any complaints or accidents on relevant documentation • Provide the children and parents with an itinerary of events • Have clear arrangements for collecting and transporting children during the trip • Check adequate insurance cover is arranged • Ensure they have received the relevant documentation from the childrens’ parents / guardians • To inform parents and children of standards of behaviour required and possible sanctions • To ensure that there is an appropriate adult / child ratio • To submit a report to Club after the trip • Make parents and children aware of photographic policy and obtain parent’s signature (or include on permission form)

PARENTS / GUARDIANS

Right To:	Responsibility
<ul style="list-style-type: none">• Know their child is safe• Be informed of any problems or concerns relating to their children• Be informed if their child is injured• Have their consent sought prior to the trip• Contribute to the decisions in planning the trip (when appropriate)• Have a contact number for the Club's volunteer / staff• Have a detailed itinerary of events that their child will be taking part in	<ul style="list-style-type: none">• To be aware of the Code of Conduct for Children, Club volunteers, staff and members• To note Club sanctions prior to the trip• Ensure the child has appropriate spending money• To pay for relevant costs prior to their child going on the trip• Provide the volunteer / staff with all relevant documents and emergency contact number• Ensure the child has a passport (if required) prior to the trip• Provide appropriate clothing to meet the needs of the child while away from home• Drop off and collect their child at agreed time

APPENDIX 9

PHOTOGRAPHY & VIDEOING GUIDANCE

PHOTOGRAPHS AND IMAGES OF CHILDREN

There have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs on sports websites and other publications. Photographs can be used as a means of identifying children when they are accompanied with personal information – this is X who lives at y, is a member of the Banbridge Angling Club. 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.

Banbridge Angling Club has the following Policy and Procedures:

- Avoid the use of the first name and surname of individuals in a photograph. This reduces the risk of inappropriate, unsolicited attention from people within and outside the sport.

Easy rules to remember are:

- If the child is named, avoid using their photograph.
- If a photograph is used, avoid naming the child.
- Ask for the child’s permission to use their image. This ensures that they are aware of the way the image is to be used to represent the sport. A Child Permission Form must be completed.
- Ask for parental permission to use an image of a child. This ensures that parents are aware of the way the image of their child is representing the sport. A Parental Permission Form must be completed.
- Only use images of children in suitable dress to reduce the risk of inappropriate use.

Banbridge Angling Club Policy and Procedures for Use of Photographic Filming Equipment at Club Events

- Inform children and parents that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs.
- Do not allow unsupervised access to children or one to one photo sessions at events.
- If parents are intending to photograph or video at an event they should also be made aware of the Club’s Safeguarding Children and Vulnerable Adults Policy and Procedures.
- Children and parents will be informed that if they have concerns they can report these to the Club’s volunteer / staff.

- Concerns regarding inappropriate or intrusive photography should be reported to **Martin Dynes, the Club's Safeguarding Children and Vulnerable Adults Officer, Chairperson or Secretary** and recorded in the same manner as any other Safeguarding concern.

At Club Events

Professional photographers / filming / video operators wishing to record the event should obtain permission from the Club's event organiser and produce their professional identification for the details to be recorded.

All others wishing to use cameras / camera phones / film / video **equipment with a telescopic or zoom lens should obtain permission from the Club's event organiser.**

Public information: the specific details concerning photographic / video and filming equipment registration will, wherever appropriate, be published prominently at Club activities as follows

“Banbridge Angling Club as the organisers of this event request that any person wishing to engage in any video, zoom or close range photography should obtain permission from the Club's event organiser before carrying out any such photography.

The Club reserves the right to decline permission to any person.

If you are concerned about any photography taking place at the Club event, please contact the Club's event organiser who will be pleased to discuss this matter with you.”

At Club Fly-tying Classes / Casting Sessions

There is no intention to prevent volunteers / staff and angling tutors using videoing as a legitimate coaching aid. However, Juvenile Members and their parents will be advised that this is part of the coaching programme and care will be taken in the storing of such films. If the Club's volunteer / staff are concerned that someone they do not know is using a Club activity or event for photography or filming purposes, they will ask them to leave and report the matter to **the Club's Safeguarding Children and Vulnerable Adults Officer.**

Consent Form for the use of Photographs or Video. (Parents and Children)

Banbridge Angling Club recognises the need to ensure the welfare and safety of all children in angling.

In accordance with our Safeguarding Children and Vulnerable Adults Policy and Procedures we will not permit photographs, video or other images of children to be taken without the consent of the parents / carers and children.

The Club will follow the guidance for the use of photographs which is detailed in our Safeguarding Children and Vulnerable Adults Policy and Procedures.

The Club will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform **the Club's Safeguarding Children and Vulnerable Adults Officer** immediately.

I _____ (*parent / carer**) consent to Banbridge Angling Club photographing or videoing _____ (*insert name*)

Signature of parent / carer

Date

I _____ (*insert name of child*) consent to Banbridge Angling Club photographing or videoing my involvement in angling.

Signature of child

Date

Please complete and return this form to: Banbridge Angling Club, The Clubrooms, 2a Kiln Lane, Havelock Park, Banbridge, Co. Down BT32 4PD

- * Parental consent is defined by the Children (NI) Order 1995 Article 6 (i)
Natural mother always has parental responsibility.
Natural father gains parental responsibility;
- If married to the mother at the time of birth or subsequently marries her
 - Through an agreement witnessed by solicitor or a Parental responsibility Order
 - Post 15 April 2002 if they jointly register the baby's birth.

APPENDIX 10

TRANSPORTING OF JUVENILE MEMBERS

GUIDELINES ON TRANSPORTING A CHILD IN YOUR CAR

Introduction

The issue of transporting children has become a very sensitive issue for volunteers and staff. Many volunteers argue that their Club could not operate without the goodwill of volunteers and staff ensuring that children are returned home or transported to activities / events in a private car.

What is the Issue?

The CPSU and guidance from Sport NI encourages volunteers / staff not to take children on journeys alone in their car. This view has been taken as our knowledge has grown of how those who want to harm children has developed. The vast majority of volunteers / staff will help out through their genuine desire to see children or their particular sport develop. Unfortunately we must face the reality that a minority of others will join a sports club to gain access to children and create an air of acceptability about their role, justifying their close contact with children.

Though those who want to abuse children may find it more difficult to do so in a group setting, such as a leisure centre or sports pitch, they could use this time to gain the trust of not only the young person but also other adults. Developing credibility is an essential part of any abusers 'grooming process'. Not only grooming the child 'make love to their minds' (quote from convicted paedophile) but also grooming other volunteers or parents i.e. becoming the best volunteer.

The last stage to enable someone to offend against a child is viewed as grooming the environment i.e. creating a justifiable reason for getting the child alone. There have in the past been many opportunities within the sport setting for those who wish to abuse children to isolate a particular child. Thankfully Sports Governing Bodies are reducing this possibility in most coaching sessions, but the issue of transport can still leave children vulnerable.

Best Practice

Best practice is clearly to avoid transporting a child alone, but we recognise that in some circumstances it is an essential part of a child's participation in angling. If all alternatives have been exhausted and an adult has to transport a child there are a number of safety measures that have been put in place to minimise the risk:

- The driver like all coaches / volunteers who have access to children have agreed to an Access NI check being carried out on them.
- Parents will be informed of the person who will be transporting their child, the reasons why and how long the journey will take.
- A person other than the planned driver will talk to the child about transport arrangements to check they are comfortable about the plans
- The driver must ensure that they have insurance to carry others, particularly if they are in a paid position or claiming expenses.
- The driver will have more than one child in the car (is this always manageable - important you do not set yourself up by stating something that is unworkable).
- When leaving the child off after an event volunteers / staff will alternate which child who is dropped off last. Ideally two children will be left off at an agreed point i.e. one of their family homes.
- The person who leaves children home will be alternated to reduce the risk of any one individual from always being alone with the children.
- The driver should have a point of contact and mobile phone should they break down.
- Ensure that the child is aware of their rights and they have someone to turn to or report any concerns they may have. If a culture of safety is created within your Club then the child is more likely to talk to another person if they are feeling uncomfortable about a situation.
- Late collections. These present the Clubs volunteers / staff with particular difficulties. Parents / guardians will be provided with guidelines addressing the issue and outlining their responsibility and the consequences of late collections. The Clubs volunteers / staff must have contact numbers for parents / guardians and if possible be provided with an alternative contact number. Parents / guardians should have a contact number for the Club's volunteers / staff to inform them of emergencies and possible late collections.
- Children should wear seatbelts at all times. The following is guidance on the new seat-belt law introduced in September 2006. for more information please visit www.roadsafetyni.gov.uk

Children must use an appropriate child restraint or seatbelt when travelling in a car or goods vehicle.

- Those under 12 and 135cm tall must use the right type of booster chair or booster cushion
- Older children should use an adult seatbelt

Drivers are responsible for making sure that children under 14 are safely strapped in at all times.

Parents and guardians of children up to 135 cms (or about 12 years old) will have to make sure their children are always safely strapped into the right type of seat or booster.

Passengers on minibuses will be required to wear seat belts where fitted and the driver will be responsible for making sure that children under 14 use their seatbelts. If seatbelts are fitted on a bus, passengers must use them. The operator will be responsible for letting people know that they must use seat belts.

These are European rules so they apply in the Republic of Ireland and all countries in the European Union.

APPENDIX 11

Equal Opportunities Policy

EQUAL OPPORTUNITIES POLICY

- Banbridge Angling Club is committed to a policy of equal treatment of all members and requires all members of whatever level of authority to abide by and adhere to this general principle and the requirements of the Codes of Practice issued by the Equal Opportunities Commission and Commission for Racial Equality.
- All members are expected to abide by the requirements of the Race Relations Act 1976, Sex Discrimination Act 1986 and Disability Discrimination Act 1995. Specifically Discrimination is prohibited by:
 - Treating any individual on grounds of gender, colour, marital status, race, age, nationality or ethnic or national origin, religion, sexual orientation or disability less favourably than others.
 - Expecting an individual solely on the grounds stated above to comply with requirement(s) for any reason whatsoever related to their membership, which are different from the requirements of others.
 - Imposing on an individual requirements, which are in effect more onerous on that individual than they are on others. For example, this would include applying a condition, which makes it more difficult for members of a particular race or sex to comply than others not of that race or sex.
 - Victimisation of an individual
 - Harassment of an individual, by virtue of discrimination
 - Any other act or omission of an act, which has as its effect the disadvantaging of a member against another, or others, purely on the above grounds. Thus, in all the Club's recruitment, selection, promotion and training processes, as well as disciplinary matters, it is essential that merit, experience, skills and temperament are considered as objectively as possible.
- Banbridge Angling Club commits itself to the immediate investigation of any claims of discrimination on the above grounds and where such is found to be the case, a requirement that the practice cease forthwith and to the investigation of any member accused of discrimination.
- Any member found guilty of discrimination will be instructed to desist forthwith. Since discrimination in its many forms is against the Banbridge Angling Club's policy, any members offending will be dealt with under the disciplinary procedure.
- Banbridge Angling Club is committed to the participation of members with a disability and will treat such members, in aspects of their recruitment and membership, in exactly the same manner as other members. The difficulties of their disablement permitting assistance will be

given, wherever possible to ensure that disabled members are helped in gaining access. Appropriate training will be made to such members who request it.

**SAM WATT
CHAIRPERSON
BANBRIDGE ANGLING CLUB**

APPENDIX 12

GUIDELINES ON CONFIDENTIALITY

CONFIDENTIALITY, WHO NEEDS TO KNOW WHAT?

Banbridge Angling Club has a clear commitment to confidentiality and how this is to be respected. This statement covers much broader issues than Safeguarding. We insist that families, children and vulnerable adults in contact with our organisation are sure, for example, that personal and sensitive details which they have confided about their lives or family situations will not be talked about or passed on to others without their consent.

However, the legal principle that 'the welfare of the child and vulnerable adults is paramount' means that considerations of confidentiality should not be allowed to override the right of children to be protected from harm. Everyone in our organisation, including children and vulnerable adults, must be aware that they can never promise to keep secrets. However, information of a confidential nature will only be communicated on a 'need to know' basis.

In any situation where there is an allegation or suspicion of abuse, it is important that the rights of both the victim and the alleged perpetrator are protected by ensuring that only those who need to know are given the relevant information.

This will mean, at the very least, informing:

- either the Club's Safeguarding Children and Vulnerable Adults Officer / Chairperson / Secretary;
- where relevant, a statutory Safeguarding agency;
- the parent of the child or carer responsible for the vulnerable adult;
- the alleged perpetrator.

Any individual under suspicion whether or not they are a member or volunteer within the Club has a right to be notified of the cause of the concern. This matter will be undertaken in consultation with a statutory agency if it is an issue of suspect abuse.

Depending on the outcome of our initial inquiries, staff and other agencies who have contact with either the child or vulnerable adult concerned or the alleged perpetrator may need to be given brief details of the incident and subsequent action.

APPENDIX 13

ANTI-BULLYING POLICY

ANTI-BULLYING POLICY

Definition:

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).

Co-operating to safeguard children Chapter 9.48

Bullying is not an accepted behaviour towards anyone at Banbridge Angling Club be they member, volunteer, staff, parent or visitor.

Anyone found to be bullying others will be dealt with seriously both in regards to the behaviour exhibited and the reasons for the behaviour.

The possibility of people being bullied should be discussed openly within the Club and all members informed of both the Clubs' views on bullying and ways in which bullying can be prevented / stopped. It should be emphasised that anyone can be the victim of bullying and that being or feeling bullied is not a sign of weakness and does not make the victim a less valuable person.

Action to be taken if a child or vulnerable adult states they are being bullied:-

1. Child / vulnerable adult to be given time to say how they are being bullied and reassured they are right to tell.
2. **The Club's Chairperson / Secretary / Safeguarding Children and Vulnerable Adults Officer** to keep the child / vulnerable adult informed of their proposed action and to take into account their feelings and perspective.

3. The child's parents / guardian, vulnerable adult's carer may be informed of your concerns and response.
4. The Club's Chairperson / Committee to be informed of any incident of bullying so that policies and practices can be reviewed on a regular basis.

APPENDIX 14

DATA PROTECTION

DATA PROTECTION GUIDANCE

Banbridge Angling Club is committed to ensuring that any information gathered in relation to our Juvenile Members meets the specific responsibilities as set out in the Data Protection Act 1998.

To achieve this we have drawn up the following guidelines:

- All Juvenile Members will use the same application form to ensure consistency of information and that the child / guardian is made aware of why we require the information. (see parental consent form)
- The names and addresses of Juvenile Members and guardians are only gathered for the purpose of maintaining a record of current Club members for the purpose of ensuring that they are entitled to fish Club waters.
- That the information requested is relevant to the needs of the database and to ensure we adhere to good Safeguarding practices.
- We will make every effort to ensure the information entered onto the database from paper records are accurate and kept up to date. The paper record will be stored in a secure place & to the same standards as the database.
- Banbridge Angling Club will only keep Juvenile Members information on the database for the period they are Club members.
- The database will only be accessed by eligible Club members.
- The database or any individual's name and address will not be forwarded to a third party without the prior permission of the Juvenile Member and guardian.

APPENDIX 15

COMPLAINTS & GRIEVANCE PROCEDURE

COMPLAINTS & DISCIPLINARY POLICIES & PROCEDURES

Complaints Policy

There may be an issue that arises which does not constitute action within a Safeguarding policy, but that is of sufficient concern to warrant action by the Club Committee. For example, a complaint from a parent about the conduct of a volunteer / staff / member and offensive language, which requires addressing through some sort of formal action. By promoting clarity in terms of processes for dealing with complaints or grievances we believe will enable a transparency that gives confidence in our organisation's commitment to providing quality and safe services.

Disciplinary Policy

We believe that our guidelines in terms of a code of conduct and good practice should dictate appropriate and acceptable behaviour, but without any system of regulating this there is no clarity for staff / volunteers, parents or members about what may happen if they do not follow the guidelines.

Grievance Policy

The purpose of this policy is to ensure that every member has the opportunity to resolve problems in a consistent and fair manner, if in exceptional circumstances the problem has remained unresolved after discussion.

Complaints Procedure

Any member, parent, or interested party who believes the conduct of another member is contrary to that agreed by the Club, or whose conduct is likely to bring the Club into disrepute, may inform the Club's Chairperson / Secretary / Safeguarding Children and Vulnerable Adults Officer in writing.

It is vitally important to record the details of an allegation or reported incident, regardless of whether or not the concerns are shared with a statutory Safeguarding agency.

An accurate note should be made of:

- date and time of the incident or disclosure
- parties who were involved
- any action taken by the organisation to investigate the matter
- any further action e.g. suspension of a volunteer / staff / member
- where relevant, reasons why there is no referral to a statutory agency

The record should be clear and factual as it may be needed by Safeguarding agencies investigating the incident and may, in the future, be used in evidence in court (the organisation should not investigate the issue if it is a Safeguarding matter). The record will be stored securely and shared only with those who need to know about the incident or allegation. Keeping such a record may also help to protect our organisation.

Consideration has also been given to the Data Protection Act 1998 which requires that personal information is obtained and processed fairly and lawfully; only disclosed in appropriate circumstances; is accurate, relevant and not held for longer than is necessary; and is kept securely. The Act allows for the disclosure without the consent of the subject in certain conditions, including for the purposes of the prevention or detection of crime, or the apprehension or prosecution of offenders. The need to safeguard children from harm should be considered within these parameters and is also addressed under Article 8 of the European Convention on Human Rights whereby the disclosure of information would usually be for “the protection of health or morals, for the protection of the rights and freedoms of others and for the prevention of disorder or crime.... Disclosure should be appropriate for the purpose and only to the extent necessary to achieve that purpose”

The Club will nominate a Sub-Committee to deal with complaints. It will meet as required to consider any complaints received in a timely manner. All parties involved may be invited to attend individually to speak to the Club’s Sub-Committee.

The Club’s Sub-Committee shall inform in writing both the member who made the complaint and the member who is the subject of the complaint of their decision.

Disciplinary Procedure

Where a complaint is deemed of appropriate severity by the Club’s Committee, the Committee has the right to invoke the disciplinary procedure.

The Club's Committee will have the following options at its disposal under the disciplinary procedure:

1. Recommend the volunteer / staff / member undertakes a period of re-training if applicable.
2. Impose a period of suspension for a defined period.
3. Terminate the membership of the person as outlined in the constitution.
4. Inform the Independent Safeguarding Authority if the reason for the termination was in relation to Safeguarding.

During the period of suspension the member is suspended from all activities at or on behalf of Banbridge Angling Club and therefore shall be ineligible to participate as a member of the Club.

The member shall be informed in writing of the reasons for the suspension and the date from which the suspension shall commence. The member may invoke the appeals procedure.

The Club's Committee has the power to reinstate the suspended member if the decision of the appeal procedure finds in favour of the member and the Secretary shall inform the member in writing of the date from which he / she is reinstated.

If the disciplinary action is in response to a Safeguarding issue the matter will be referred to the Independent Safeguarding Authority barred list for consideration. (Contact the Child Protection in Sport Unit for further details).

Grievance Procedures

Banbridge Angling Club seeks to create an environment that is as harmonious as possible where effective working relationships are maintained.

Eligibility

This policy applies to all the Club's members.

Definition of a Grievance:

- A grievance is a complaint made by a member about their treatment at the Club or any matter related to the organisation affecting the member.
- A member cannot bring a grievance about a Club decision, but may do so if they believe that the decision or the process used to reach the decision was incompatible with the Club's policies or applied in a discriminatory or unreasonable fashion.
- It is not possible to raise a grievance against an agreed Club policy or against a piece of legislation or statutory regulation, which the Club is required to follow.

Use Of Grievance Policy

The policy is designed to allow an initial informal discussion at which it is hoped the majority of grievances will be settled. Grievances should be resolved as close to the event as possible, to minimise disruption and upset, and where possible resolved informally. If an informal settlement of the grievance is not possible, it will be dealt with under the formal procedure.

In the event of any difference arising, which cannot immediately be resolved, then whatever practice or agreement existed prior to the difference shall continue pending a settlement or until the agreed procedure has been exhausted.

Since grievance cases are often complex, guidance notes and procedures to be followed on the use of the procedure have been drawn up to expand on some of the steps in the procedure.

Procedure:

The procedure has been written so that complaints are dealt with through the Club's structure. If you wish to make a complaint, you should firstly raise the matter with the Club's Chairperson / Secretary / Safeguarding Children and Vulnerable Adults Officer.

- **Informal Stage**

You should inform them that you have a grievance and that you wish to raise it informally with the Committee. This informal notification should take place as soon as possible.

The Club will advise you informally regarding the outcome of your complaint and of any action they propose to take to resolve the grievance.

- **Formal Stage**

If you believe that the grievance has not been satisfactorily resolved at the informal stage then you may submit a written statement of the grievance to your Club's Committee setting out the areas of dissatisfaction with the earlier decision. You should do this as soon as possible.

The Club's Committee will discuss the original grievance and will investigate the grounds of the complaint, meeting with witnesses and reviewing all documentation as appropriate.

The Club's Committee will formally reply to you giving you their decision and details of any action they propose to take.

- **Appeal**

If the response at the end of the formal stage does not satisfactorily resolve the grievance, you may appeal against the decision.

You do this by giving written notification of the reasons for your dissatisfaction.

APPENDIX 16

FIRST AID & FIRE PROCEDURE

FIRST AID & FIRE EMERGENCY PROCEDURES

First Aid Arrangements

Banbridge Angling Club will endeavour to provide first aid treatment for injury, accidents and cases of ill health during fly-tying classes. This will comprise of suitably trained First Aid person and appropriate equipment and facilities.

- The Club will seek volunteer(s) who are willing to train as a qualified 'first-aider' or 'appointed person'. Where this is not possible, other local arrangements will need to be identified and organised by the Banbridge Angling Club. Banbridge Angling Club recommends the quota of first aid persons against the number of juvenile members on the premises as:

Under 20 = 1 x first aider / appointed person

20 - 50 = 1 x first aider & 1 x appointed person

Over 50 = A first aider at a ratio of 1-30

- The names of the Club's first-aiders will be displayed in the Banbridge Angling Club's Clubrooms.
- The role of the 'appointed person' is to take charge of an emergency situation until trained assistance can be called. Where possible appointed persons should be given emergency first aid training (Advice from Coaching NI on approved courses) which last approx. 1 day and briefly covers:
 - (1) What to do in an emergency
 - (2) Cardio-pulmonary resuscitation
 - (3) First aid for the unconscious casualty
 - (4) First Aid for the wounded or bleeding
- The first-aiders must all be trained by an approved body such as St. John's Ambulance Brigade, the British Red Cross or Knights of Malta. Copies of the certificates must be retained by the Club Committee.
- The certificates are valid for 3 years and arrangements must be made for first-aiders to receive refresher training before the current certificate expires.
- First-aiders **are not authorised** to administer any forms of medication. Any members reporting to the first-aider that they require such treatment must be referred to their own doctor.

- The Club's First-aiders are:
 - **William Cochrane**
 - **Keith Cole**
 - **Sam Watt**

- All first aid boxes must have a white cross on a green background. Similarly, first aid facility/room should be easily identifiable by white lettering or a white cross on a green background.
- The First Aid signs should be placed where they can be seen (not obstructed from view) and easily identified.
- First-aiders will have access to fully stocked first-aid boxes. These are to contain (the following is only guidance and each organisation must review their own needs as there is no set regulations as to what a first aid box should contain):
 - Guidance note explaining first aid at work (Such as first aid at work by the HSE)
 - Pad and Pencil - to record condition of person requiring first aid.
 - 20 individually wrapped sterile adhesive dressings of assorted sizes
 - 2 sterile eye pads, with attachments
 - 6 individually wrapped triangular bandages
 - 6 safety pins
 - 6 medium sized, individually wrapped sterile un-medicated wound dressings
 - 2 large, individually wrapped sterile un-medicated wound dressings
 - 3 extra large, individually wrapped un-medicated wound dressings
 - 2 pairs of disposable gloves.
 - Surgical tape
 - Medical Scissors
 - Face Shield - very basic such as 'Resuci Aid'
- First aid boxes **must not** contain any medications such as pain killers, creams or eye ointments. Other items such as protective clothing/equipment can be used e.g. disposable gloves, vent-aids.
- A list of the required contents (as above) and the name of the appointed person or first aider should be kept within the first aid kit. First-aiders and appointed persons will be responsible for ensuring that the boxes are regularly checked and restocked if necessary.
- Most of our facilities do not have a designated first aid room, however there should be a room available which could be converted for first aid purposes if required.

- Notices must be displayed within each the Clubrooms building informing people of the means of summoning first aid assistance and of the location of the first aid box.
- For visitors to the Clubrooms, the host will be responsible for calling first aid if required. If the visitor is to be unaccompanied, the host should ensure that they are familiar with the means of calling for assistance.
- If members are attending a Club angling event away from the Club, the Club volunteers should ideally be given 'emergency first aid training' and carry a First Aid Kit in the car. If an emergency arises the Club's representative will then be able to cope with the situation.
- Some members carry their own medications such as inhalers for asthma or 'Epipens' which contain injectable adrenaline for the treatment of severe allergic (anaphylactic) reactions, for example to peanuts. These medications are prescribed by a doctor. If an individual needs to take their own prescribed medication, the first aider's role is limited to helping them do so and contacting the emergency services as appropriate.
- Medicines legislation restricts the administration of injectable medicines. Unless self administered, they may only be administered by or in accordance with the instructions of a doctor (eg by a nurse). However, in the case of adrenaline there is an exemption to this restriction which means in an emergency, a suitably trained lay person is permitted to administer it by injection for the purpose of saving life. The use of an Epipen to treat anaphylactic shock falls into this category. Therefore, first aiders may administer an Epipen if they are dealing with a life threatening emergency in a casualty who has been prescribed and is in possession of an Epipen and where the first aider is trained to use it.

Legislation

- Health & Safety (First-Aid) Regulations (Northern Ireland) 1982.
- Health & Safety at Work (Northern Ireland) Order 1978 (Amendment 1998)

Fire Emergency Procedure

All volunteers/staff should receive instructions of the fire/evacuation procedures on their first day. The Club is responsible for seeing this is carried out and the procedures fully explained. All visitors to the premises should be advised of how to evacuate the premises in the event of an emergency.

IN THE EVENT OF A FIRE THESE PROCEDURES SHOULD BE FOLLOWED

On discovery of a fire, however small, the nearest fire alarm call point must be operated immediately. Advise responsible official of the location of the fire.

On hearing the alarm all people who have not been given specific responsibilities are to leave the building by the nearest emergency exit. **IF THE BUILDING HAS A LIFT IT MUST NOT BE USED FOR EVACUATION OF THE BUILDING.**

If it is safe to do so turn machinery/computers off and close all doors and windows.

The **ASSEMBLY POINT IS in the car park outside Banbridge Hockey Club.**

If you use the rear exit you should walk on the other side of the road to avoid falling glass/debris.

On arrival at the assembly point please **REPORT TO the responsible official in charge.** Re-entry to the building will be authorised by the responsible official, fire brigade or police.

DO NOT ENTER THE BUILDING UNTIL IT IS SAFE TO DO SO.

DO NOT ATTEMPT TO EXTINGUISH THE FIRE UNLESS:-

- **It is contained in a limited area for example waste paper bin.**
- **You can do so safely.**
- **You are trained in the use of fire fighting equipment.**

APPENDIX 17

USEFUL CONTACT DETAILS

Useful Contact Details

ACE (Advisory Centre for Education) Advice on bullying	www.ace-ed.org.uk Helpline 080 8800 5793
Anti-bullying Alliance	www.antibullyingalliance.org
Behaviour Management	www.parenting-ed.org
Bullying Good advice for children on bullying is outlined here - how to recognise it, and what to do if you are the victim or know of someone who is. For those unwilling to tell anybody, help is available on the site via email.	www.bullying.co.uk
Child Exploitation Online Protection	www.ceop.gov.uk
Child Protection in Sport Unit (CPSU) Newsletter email "subscribe" to cpsu@nspcc.org.uk	pstephenson@nspcc.org.uk www.thecpsu.org.uk 028 9035 1135 028 9035 5756
Childline Northern Ireland Got a problem? Childline has helped hundreds of thousands of children in trouble or danger. If you feel you can't face ringing them, check out their website. There are fact sheets on many subjects including bullying.	www.childline.org.uk Helpline 0800 1111 1st Floor, Queens House , 14 Queen Street, Belfast BT1 6ED. Tel: 0870 336 2945
Children's Law Centre	www.childrenslawcentre.org Philips House, York St, Belfast, BT15 1AB CHALKY Helpline 080 8808 5678
Counselling for young people	www.contactyouth.org
Domestic Violence	www.womensaid.org.uk
Drugs and alcohol	www.contactyouth.org
Health	www.kidsallergies.co.uk
Health and Social Care Trusts Southern Health and Social Care Trust South Eastern Health and Social Care Trust	0800 783 7745 0300 1000 300

Internet Safety	www.iwf.org.uk
Kidscape Open Monday to Friday between 10am and 4pm. Nearly everyone is bullied at some time in their lives according to this charity. It offers information and support to young people and their parents.	www.kidscape.org.uk 020 7730 3300
National Children's Bureau	www.ncb.org.uk
NI Anti-Bullying Forum	www.niabf.org.uk
NI Commissioner for Children & Young People	www.niccy.org
NSPCC Child Protection Helpline	www.nspcc.org.uk Helpline 0808 800 5000
Parentline Plus Advice for parents on supporting a child who is being bullied.	www.parentlineplus.org.uk Freephone 0808 800 2222
Parents Advice Centre Parenting Education Project, Parenting Forum NI and The Men's Project -	www.parentsadvicecentre.org Freephone 0808 801 0722
Parents Centre	www.parentscentre.gov.uk
PSNI Public Protection Unit	028 9065 0222 Ask for your local Public Protection Unit
Special Education Needs	www.throughtheroof.org
Sport Northern Ireland	www.sportni.net Tel: 028 9038 1222
Suicide and self-harm	www.pipsproject.com www.samaritans.org
There4Me NSPCC On line advice service for 11- 16 year olds	www.there4me.org.uk
Volunteer Development Agency 028 90236100	For further information on developing Safeguarding policy and procedures are provided in the documents Our Duty to Care and Getting it Right available at www.volunteering-ni.org

Banbridge Angling Club:

Chairperson: SAM WATT

Secretary: JOSEPH CURRAN

Safeguarding Children and Vulnerable Adults Officer:

Telephone: 028 4062 6609

Telephone: 028 4062 9081

APPENDIX 18

GLOSSARY

Glossary

Safeguarding

Until recently, the most commonly used phrase to describe this area of work was 'child protection'. However there has been a shift in the last few years to the term 'safeguarding'. Whereas child protection literally means protecting children from abuse and neglect, safeguarding widens practice around their needs so that it is about creating an environment where the welfare of children and young people is actively promoted. Promoting welfare is about helping children and young people achieve their potential and ensuring they are safe and adequately cared for.

Access NI

Organisation responsible for the administration of vetting checks in NI.

The Vetting and Barring Scheme (SVG)

New scheme to be introduced in October 2009 to reduce the risk of unsuitable individuals getting access to children (or vulnerable adults) either via employment or as a volunteer.

Child

A child is defined as any person under the age of 18 by the Children (NI) Order 1995

Safeguarding Board for Northern Ireland (SBNI) & Area Child Protection Committee (ACPC)

Work is underway to establish a regional Safeguarding Board in Northern Ireland during 2009. The Board will replace the current Area Child Protection Committees.

Creation of the SBNI will help to strengthen inter-agency co-operation on safeguarding children and improve cooperation between relevant agencies and departments tasked with providing children's services. The SBNI will have an independent chair and clear accountability lines to Ministers.