Code of Ethics & Good Practice

for activities involving children & vulnerable adults

Setting out;

- The ISA's commitment to protecting and nurturing children and vulnerable adults participating in water sports.
- Guidelines for good practice within ISA affiliated organisations organising and running activities for young people and vulnerable adults

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Policy Statement

on

Participation in water sports activities

by

Children & vulnerable adults

For the purposes of this policy anyone under the age of 18 should be considered as a child. The policy also applies to vulnerable adults.

It is the policy of the ISA to safeguard children and young people taking part in boating from physical, sexual or emotional harm. The ISA will take all reasonable steps to ensure that, through appropriate procedures and training, children participating in ISA activities do so in a safe environment. We recognise that the safety and welfare of the child is paramount and that all children, whatever their age, gender, disability, culture, ethnic origin, colour, religion or belief, social status or sexual identity, have a right to protection from abuse.

The ISA actively seeks to:

- Create a safe and welcoming environment, both on and off the water, where children can have fun and develop their skills and confidence.
- Support and encourage recognised training centres, affiliated clubs and class associations to implement similar policies.
- Recognise that safeguarding children is the responsibility of everyone, not just those who work with children.
- Ensure that ISA organised training and events are run to the highest possible safety standards.
- Be prepared to review its ways of working to incorporate best practice.

We will:

- Treat all children with respect and celebrate their achievements.
- Carefully recruit and select all employees, contractors and volunteers.
- Respond swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual child abuse.

This policy relates to all employees, contractors and volunteers who work with children or vulnerable adults in the course of their ISA duties. It will be kept under periodic review.

All relevant concerns, allegations, complaints and their outcome should be notified to the ISA Training Manager. Contact Tony Wright on 01 2710 113 / 087 2362909, tony@sailing.ie

Signed ..... Date 21st August 2012

ISA President

Code of Ethics & Good Practice for Children's Activities

The guidelines in this document are based on the national guidelines as outlined in the following documents

Code of Ethics and Good Practice for Children's Sport,
Irish Sports Council and Sports Council Northern Ireland, 2000 (2006).

Children First: National Guidelines for the Protection and Welfare of Children, Dept. of Children & Youth Affairs 2011
Download at:
http://www.dcya.gov.ie/documents/child_welfare_protection/ChildrenFirst.pdf
Order from
Government Publications Tel: 01 647 6834, Fax: 01 647 6842

Additional information as well as templates for policies and forms are included in

ISA Policies and Procedures Manual
Guidelines on developing an organisations policies & procedures including safety statements, risk assessments, standard operating procedures etc.
Available from ISA Office or to download at:
http://www.sailing.ie/Training/HiddenLibrary.aspx

ISA Training Centre Recognition Requirements
Providing details on;

- Those requirements the ISA makes of ISA Training Centres and
- Policies relating to training and coaching activities.

Available from ISA Office or to download at
http://www.sailing.ie/Training/HiddenLibrary.aspx

General Guidelines

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Irish Sports Council

Royal Yachting Association

Niamh McCutcheon, Kallane O'Leary, Valerie O'Brien

Underlying Principals

For the purposes of this code anyone under the age of 18 should be considered as a child. The code also applies to vulnerable adults.

The work of the ISA is based on the following principles that guide the development of sport for young people.

- Children and Young People's experience of sport should be guided by what is best for the young person.
- The stages of development and the ability of the young person should guide the types of activity provided.
- Adults need to have a basic understanding of the needs of young people, including physical, emotional and personal.

Safety

Young people participating in water sports have a right to expect that those organising and running the activity will do all they can to ensure the safety and well being of those participating.

Integrity in relationships:

Adults interacting with young people in sport should do so with integrity and respect for the child. There is a danger that sporting contexts can be used to exploit or undermine children. All adult actions in sport should be guided by what is best for the child and in the context of quality, open working relationships. Verbal, physical, emotional or sexual abuse of any kind is unacceptable within sport.

Quality atmosphere and ethos

Sport for young people should be conducted in a safe, positive and encouraging atmosphere. A child-centred ethos will help to ensure that competition and specialisation are kept in their appropriate place.

Equality

All children should be treated in an equitable and fair manner regardless of age, ability, sex, religion, social and ethnic background or political persuasion. Children with disability should be involved in sports activities in an integrated way, thus allowing them to participate to their potential alongside other children.

Fair Play:

Fair play should be the guiding principle when organising and participating in children's sport.

Fair Play is "much more than playing within the rules". It incorporates the concepts of friendship, respect for others and always playing with the right spirit. Fair play is defined as a way of thinking, not just behaving. It incorporates issues concerned with the elimination of opportunities, excessive commercialisation and corruption.

(European Sports Charter and Code of Ethics, Council of Europe, 1993).

Competition

A balanced approach to competition can make a significant contribution to the development of young people, while at the same time providing fun, enjoyment and satisfaction. Leaders and parents must be aware that when competitive demands are placed on children too early, it may result in excessive levels of pressure on them. This can contribute to a high level of drop out from sport. The welfare of the child must be placed first and competitive standards second. A child-centred approach will help to ensure that competition and specialisation are kept in their appropriate place.

Roles & Responsibilities

National Children's Officer

The ISA National Children's Officer has as their primary aim the establishment of a child centred ethos within the ISA.

- They provide a link between the children represented by the Association and those adults running it.
- They are responsible for monitoring and reporting to the Board of the ISA, how policy decisions etc. impact on children and those working with them.
- They act as a resource for members of the Association and the ISA Board with regard to children's issues.

The role also involves;

- the promotion of the values, attitudes and structures which make the ISA's water sports safe and enjoyable for all children
- circulation of all relevant information and resource materials on children's sport to clubs and affiliates of the sports organisations
- establishment of Children's Officers within all ISA affiliated organisations as appropriate
- communication with Children's Officers from affiliated organisations to ensure the widespread dissemination of the Code of Ethics and Good Practice and the publicising of related education programmes, materials and events
- liaison with affiliated organisations, to ensure drop-out rates and transfers are monitored so that unusual developments or trends can be addressed
- familiarisation with Children First and Our Duty to Care to ensure they can act as an information source to other members of the organisation
- commitment to attendance at training as required in order to act as a resource to members in relation to children's needs
- co-ordination of training for others, as appropriate

The National Children's Officer does not have responsibility for investigating or validating child protection concerns within the Association and has no counselling or therapeutic role. These roles are filled by the statutory authorities as outlines in "Children First Our Duty to Care". In the event of the NCO becoming aware of child protection concerns they should use the ISA's own published procedures for reporting these issues. These involve referring the issue to the ISA's "Designated Officer" for reporting to the statutory

Organisation Leader

Within ISA affiliated clubs this is usually the Commodore. In other organisations it may be the owner or General Manager.

The organisation leader is ultimately responsible for all of the actions in or by their organisation including the implementation of appropriate policies, procedures and actions to protects and care for children participating in activities organised or run by their organisation.

Designated Officer

The Designated Officer is the person within an organisation responsible for reporting suspected statutory abuse to the relevant authorities. They are usually the same person as the organisation leader. The Designated Officer should ensure that they are aware of the contact details for local Social Work departments and what constitutes statutory abuse.

Roles & Responsibilities

Children's Officer

All ISA affiliated Organisations admitting children to their membership or activities must have a Children's Officer. The Children's Officer should be a member of or have access to, the Club Management Committee and should be introduced to the young people in an appropriate forum. The Children's Officer should have the following role:

- To promote awareness of the code within the organisation, among young members and their parents/guardians.
- To influence policy and practice within the club in order to prioritise children's needs
- Establish contact with the ISA National Children's Officer.
- To ensure that children know how to make concerns known to appropriate adults or agencies.
- To encourage the appropriate involvement of parents/guardians in the club activities
- To act as an advisory resource to Leaders on best practice in children's sport
- To report regularly to the organisations Management Committee where this exists.
- To monitor changes in membership and follow up any unusual dropout, absenteeism or club transfers by children or Leaders
- To ensure that the children have a voice in the running of their club and ensure that there are steps young people can take to express concerns about their activities / experiences.
- Establish communication with other branches of the club, e.g. facilitate parent's information sessions at the start of the season
- Ensure that records are kept on file for members / participants & leaders.
- Where appropriate, ensure each member / participant signs up to the code of conduct
- Ensure that the club rules and regulations include:-
    - complaints, disciplinary and appeals procedures
    - an anti-bullying policy
    - safety statement
    - rules in relation to traveling with children
    - supervision and recruitment of leaders

It is recognised by the ISA that some organisations management committees already have a member representing junior members. This could make it difficult to implement the recommendation that the organisations Children's Officer sit on the main management committee. Where this is the case the organisations Children's Officer, while not sitting on the committee, should have right of hearing at all management committee meetings dealing with matters likely to affect children within that organisation.

Roles & Responsibilities

Managers and or Committee members

Managers and committee members would usually have responsibility for the setup of any activities including scheduling, bookings and recruitment of leaders.

The Centre Principal

Each ISA Training Centre must have a nominated "Centre Principal". This should be the person who has overall responsibility for the implementation of ISA accredited training and coaching activities within the organisation.

The Centre Principal is responsible to the ISA for the conduct of ISA accredited activities within that organisation including the issuing of certificates on behalf of the ISA.

The Centre Principal is the primary contact for the ISA and will be the person with whom the ISA communicates. The Centre Principal may however inform the ISA of other people assuming those roles within the organisation defined below.

Junior Organiser

ISA affiliated sailing clubs running ISA course for young sailors would usually have a Junior Organiser to administer this programme. Where the club run no other ISA Training courses the JO would also usually assume the role of Centre Principal.

The ISA recommends that the Junior Organiser is not the Children's Officer.

Leaders

Leaders are those people like instructors & coaches and team managers who are responsible for organising and running activities and whom would be expected to have direct responsibility for the safety and conduct of children while they are under their care

Officials

These are people with responsibility for overseeing the conduct of activities run by ISA affiliated organisations and would include club committee members, race officers, judges etc.

General Guidelines

Policies & Procedures

All ISA affiliated organisation who admit children should have in place policies and procedures setting out that organisations commitment to, and methods for, ensuring their wellbeing and happiness while taking part in activities & events run by that organisation.

These must include;

- Policy statement on participation by children and / or vulnerable adults
- Procedures to be used to report statutory abuse

Other statements on policy or procedure should be developed as required and recommended in this Code.

General Supervision

Probably the most critical element to ensuring children's wellbeing both on and off the water is the provision of appropriate adult supervision. The number of adults required and the skill or competencies they should have, will depend on the nature of the activity, the age of the participants and any special needs of the group. .

- Specific ratios for on the water training and coaching activities are set out in ISA Training Centre Operating Requirements. These are a good guideline for *any* on the water activities.
- The guideline ratio for safety boat cover at competition events is 1 safety boats : 10 sailing boats
- Otherwise, a ratio of 1:8 for under 12 years of age and 1:10 for participants over 12 years of age would normally be considered adequate.
- Of course all of these are guides or maximums and will change depending on the circumstances, e.g. environment, conditions, participants with special needs or away trips.

Apart from the numbers, organisers should also consider the following when deciding on appropriate supervision;

- Leaders should be competent. For on the water activities this would typically mean they hold an ISA instructor or coaching qualification. Safety boat drivers should hold the appropriate powerboat certificate.
- Leaders should try to have more than one adult present.
- Where there are mixed groups there should be leaders of both genders
- In changing rooms, ask parents to take responsibility and supervise in pairs of appropriate gender. If parents are not available, leaders should provide this supervision. Beware of leaving groups unsupervised in changing rooms for any length of time as this is area / period where bullying is more likely to occur.
- Clearly state time for start and end of training sessions or competitions, leaders should not be left alone with young people at the end of sessions. If there are late collections leaders should remain in pairs until participants have left.
- Keep attendance records and record of any incidents / injuries that arise
- Ask parents to stay and supervise sessions, (for safety and supervision, not necessarily for their 'technical' expertise)

General Guidelines

Safety

All clubs / organisation should have a safety statement, including an assessment of specific and potential risks attached to their activities. They should also have procedures in place for safeguarding against such risks.

The ISA document "Guidelines on Developing Policies & Procedures" provides information on how to conduct a risk assessment and develop policies & procedures.

Accredited ISA Training Centres will have this documentation examined as part of their accreditation / inspection process.

In addition organisations should;

- Ensure activities are suitable for age and stage of development of participants
- Keep a record of any specific medical conditions of the participants
- Keep a record of emergency contact numbers for parents / guardians
- Ensure any necessary protective equipment, particularly personal floatation devices, are of a correct type, in good condition, properly fitted and properly used.
- Ensure First Aid kit is close at hand with access to qualified first-aider
- Know the contact numbers of emergency services
- Have available appropriately stocked first aid kit(s).
- Ensure easy access to medical personnel if needed and have an emergency plan
- If an incident occurs, make a brief record of injury and action taken. Make a brief record of the problem/action/outcome. Contact the participants parents and keep them informed of all details
- Officials and leaders should ensure that participants conduct themselves properly.
- Participants should know and keep the rules of their sport, keeping in mind that many rules are there for safety
- Instructors & coaches should hold appropriate qualifications required by the governing body
- Ensure there is adequate insurance cover for all activities
- Ensure parents / guardians are present at finishing time of sessions or events

General Guidelines

Transport

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

- Ensure that there is adequate insurance cover on their car / boat
- Not carry more than the permitted / safe number of passengers
- Avoid being alone with one participant,
- Have agreed central pick up & drop off locations,
- Seek parental permission to transport an individual participant on a regular basis
- Clearly state times of pick- up and drop off.
- Parents should check with young people about the plans and be happy with the transport arrangements.
- When using vehicles
    - Follow the rules of the road, including legal use of seat belts
    - Put passenger in the back seat,
- When using boats
    - Ensure coxswains are qualified & competent
    - Ensure everyone wears an appropriate, properly fitted personal floatation device.
    - Ensure all passengers are secure.
    - Ensure that the boat is fit for purpose and properly equipped.

Overnight & Away trips

Separate permission forms should be signed by parents and participants, containing emergency contact number

Young participants should sign a behaviour agreement

Appoint a group leader who will make a report on returning home

A meeting with parents and participants is useful to communicate travel times, competition details, other activities, gear requirements, medical requirements, special dietary needs and any other necessary details

Rooming arrangements – adults should not share rooms with children, children share rooms with those of same age and gender and adults should knock before entering rooms

All group socialisation should take place in communal areas (i.e. no boys in girls' rooms and vice versa).

Alcoholic drink, smoking or other illegal substances are forbidden to players. Leaders should act as role models in this respect

There must be at least one adult of each gender with a mixed party, there should be a good adult – child ratio, 1:5/6, and proper access to medical personnel

Lights out times should be enforced

Young players should be under reasonable supervision at all times and should never leave the venue or go unsupervised without prior permission

General Guidelines

Physical Contact

Physical contact during sport should always be intended to meet the child's needs, NOT the adult's. The adult will probably use appropriate contact when the aim is to assist in development of the skill or activity or for safety reasons, e.g. to prevent or treat an injury. This should be in an open environment with the permission and understanding of the participant. In general

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

Guidelines for Young People

The ISA wishes to provide the best possible environment for all young people involved in the sport. Young people deserve to be given enjoyable, safe sporting opportunities, free of abuse of any kind. These participants have rights, which must be respected, and responsibilities that they must accept. Young people should be encouraged to realise that they have responsibilities to treat other participants and sports leaders with fairness and respect.

Young participants are entitled to:

- Be safe and to feel safe
- Be listened to
- Be believed
- Be treated with dignity, sensitivity and respect
- Have a voice in the club / organisation
- Participate on an equal basis
- Be happy, have fun and enjoy sport
- Experience competition at a level at which they feel comfortable
- Make complaints and have them dealt with
- Get help against bullies
- Say no
- To protect their own bodies
- Confidentiality

Suggested Code of Conduct for Young People

Young participants should always:

- Treat instructors, coaches and other leaders and organisers with respect
- Play fairly at all times, do their best
- Respect fellow participant, even when things go wrong
- Respect opponents, be gracious in defeat
- Abide by the rules set down by team managers when travelling to away events.
- Behave in a manner that avoids bringing the sport of sailing into disrepute
- Talk to children's officer if they have any problems.

Young players should never:

- Cheat
- Use violence or physical contact that is not allowed within the rules
- Shout or argue with officials, team mates or opponents
- Harm team members, opponents or their property
- Bully or use bullying tactics to isolate another player
- Use unfair or bullying tactics to gain advantage
- Take banned substances
- Keep secrets, especially if they have been caused harm
- Tell lies about adults / young people
- Spread rumours

Guidelines For Parents

ISA believes that parents should….

- Be a role model for their child and maintain the highest standards of conduct when interacting with children, other parents, with officials and organisers.
- Always behave responsibly and not seek to unfairly affect the competition.
- Never intentionally expose any young participant to embarrassment or disparagement by the use of flippant or sarcastic remarks
- Always recognise the value and importance of the volunteers who provide sporting/recreational opportunities for their child.
- Not publicly question the judgement or honesty of officials, coaches or organisers. Respect referees, coaches, organisers and other players.
- Encourage their child to play by the rules. Teach their child that honest endeavour is as important as winning and do all they can to encourage good sportsmanship.
- Set a good example by recognising achievement and encouraging mutual respect for other participants, teammates and opponents.
- Support all efforts to remove abusive behaviour and bullying behaviour in all its forms.

Suggested Code of Conduct for Parents:

1. I will respect the rules and procedures set down in the ISA Code of Ethics for Children's Activities.
2. I will respect my child's fellow participants, leaders, (eg. Instructors coaches, officials, judges), and parents including those against which my child is competing.
3. I will encourage my child to treat other participants, coaches, selectors, and managers with respect.
4. I will give encouragement and recognise only positive accomplishments whether from my child, their fellow participants, their opponents or the officials.
5. I will respect my child's leader(s) and support their efforts
6. I will respect the officials and their authority during sessions and events
7. I will never demonstrate threatening or abusive behaviour or use foul language.

Guidelines For Leaders

Leaders in children's sport should strive to create a positive environment for the children in their care. They have an overall responsibility to take the necessary steps to ensure that positive and healthy experiences are provided.

The ISA recognises the key role leaders (instructors, coaches, junior organisers, team managers, etc.) play in the lives of children in sport.

All Leaders should have as their first priority the children's safety and enjoyment of the sport and should adhere to the guidelines and regulations set out in the organisations own policies & procedures.

Leaders must respect the rights, dignity and worth of every child and must treat everyone equally, regardless of sex, ethnic origin, religion or ability.

Leaders working with young people in water sports should be suitable and appropriately qualified. Leaders should go through appropriate recruitment and selection procedures that apply to all persons with substantial access to young people, whether paid or unpaid. References should be required and must be followed up.

There should be a 'sign-up' procedure, whereby the appointed/reappointed leaders agree to abide by the *Code of Ethics and Good Practice for Children in Sport* and to the policies and code of the club / association.

Leaders should all be given a copy of the club / association's code of ethics and they should be made aware of the procedures contained within it.

Once appointed the Leader must act as a role model and promote the positive aspects of water sports and maintain the highest standards of personal conduct.

The use of drugs, alcohol and tobacco must be actively discouraged as being incompatible with a healthy approach to sporting activity.

Leaders should remember that their behaviour to participants, other officials, and opponents will have an effect on the participants in your care.

Leaders should be generous with praise and never ridicule or shout at participants for making mistakes or for losing a game. All young participants are entitled to respect.

Leaders should be careful to avoid the "star system". Each child deserves equal time and attention.

Care must be taken not to expose a child intentionally or unintentionally to embarrassment or disparagement by use of sarcastic or flippant remarks about the child or his/her family.

Physical punishment or physical force must never be used. Never punish a mistake - by verbal means, physical means, or exclusion.

Leaders should insist that participants in their care respect the rules, participate fairly and ensure participants are aware that they will not tolerate cheating or bullying behaviour.

Young participants are there to have fun and enjoyment and that skill development and personal satisfaction have priority over highly structured training or competition. Never make winning or achieving the only objective.

Encourage the development of respect for opponents, officials and other coaches and avoid criticism of fellow instructors and coaches.

Organisations should have in place specific policies and procedure for use when travel/overnight travel is involved.

Leaders are responsible for setting and monitoring the boundaries between a working relationship and friendship with players. It is advisable for Instructors and coaches not to involve young players in their personal life. Visits to coaches home or overnight stays etc.

Guidelines For Leaders

Leaders should avoid working alone and ensure there is adequate supervision for all activities.

It is important to realise that certain situations or friendly actions could be misinterpreted by the participant or by outsiders.

When approached to take on a new participant, ensure that any previous coach-student relationship has been ended by the student/others in a professional manner.

When young participants are invited into adult groups/squads, it is advisable to get agreement from a parent/carer. Boundaries of behaviour in adult groups are normally different from the boundaries that apply to junior groups/squads.

Leaders who become aware of a conflict between their obligation to their participants and their obligation to their club, association, organisation or governing body must make explicit the nature of the conflict and the loyalties and responsibilities involved, to all parties concerned.

Leaders should communicate and co-operate with medical and ancillary practitioners in the diagnosis, treatment and management of their participant's medical or related problems. Avoid giving advice of a personal or medical nature if you are not qualified to do so. Any information of a personal or medical nature must be kept strictly confidential unless the welfare of the child requires the passing on of this information

The nature of the relationship between leader and a participant can often mean that a leader will learn confidential information about a participant or participant's family. This information must be regarded as confidential and except where abuse is suspected, must not be divulged to a third party without the express permission of the participant/family

Set realistic goals for the participants and do not push young participants. Create a safe and enjoyable environment

Do not criticise other leaders, (officials, instructors and coaches). You are the role model for the children in your care

Leaders should avoid the use of alcohol, before coaching, during events, on trips with young players

- Avoid being alone with one participant, if you need to talk separately do so in an open environment, in view of others

Guidelines For Leaders

Leader's Code of Conduct

Leaders should be

- Positive during session, praise and encourage effort as well as results
- Plan and prepare appropriately
- Putting the welfare of young participants first, strike a balance between this and winning / results
- Encouraging fair play, treat participants equally
- Recognising, and being sympathetic to, developmental needs
- Qualified and up-to-date with knowledge and skill of sport for young people
- Involving parents where possible and inform parents when problems arise
- Keeping records of attendance at training
- Keeping a brief record of injury(s) and action taken
- Keeping a brief record of problem/action/outcomes, if behavioural problems arise

Where possible Leaders should avoid:

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

Sports Leaders should not:

- Use any form of punishment or physical force on a child
- Exert undue influence over a participant in order to obtain personal benefit or reward
- Engage in rough physical games, sexually provocative games or allow or engage in inappropriate touching of any kind, and /or make sexually suggestive comments about, or to a child
- Take measurements or engage in certain types of fitness testing without the presence of another adults
- Undertake any form of therapy (hypnosis etc.) in the training of children

A copy of the **ISA Instructors & Coaches Charter** signed by all ISA qualified Instructors & Coaches completing training since June 2012 is included in Appendix 1.

Policies & Procedures

Disciplinary, Complaints and Appeals Procedure

Each ISA affiliated organisation club/organisation should put a complaints procedure in place that allows all members or participants who are dissatisfied to register their complaint in a formal way.

The following principals / recommendations should be adapted to the organisations structure and adopted.

- Each club/organisation, on receiving a complaint, should appoint a disciplinary committee to resolve problems relating to the conduct of its members. This should include bullying. The complaint should be in writing to the secretary or Children's Officer and should be responded to within 5 working days. The committee should consist of a representative from the Management Committee, the Children's Officer and ordinary registered members of the club.
- If the complaint involves suspected abuse or a criminal offence the children's officer/designated person should be consulted and the disciplinary committee disbanded. The statutory authorities will then be informed
- The disciplinary committee should review any relevant paper work and hold any necessary meetings with all parties to proceed with complaints into any incident of suspected misconduct that does not relate to child abuse. It should, as soon as possible, inform the Management Committee of the progress of the disciplinary process. This should be done within 10 working days
- The disciplinary committee should furnish the individual with the nature of the complaint being made against him/her and afford him/her the opportunity of providing a response either verbally or in writing, but usually at a meeting with the disciplinary committee
- Written confidential records of all complaints should be safely and confidentially kept and club procedures should be defined for the possession of such records in the event of election of new officers
- Where it is established that an incident of misconduct has taken place, the disciplinary committee should notify the member of any sanction being imposed. The notification should be made in writing, setting out the reasons for the sanction. If the member is under 18 years of age, correspondence should be addressed to the parents/guardians
- If the person against whom the complaint was made is unhappy with the decision of the disciplinary committee s/he should have the right to appeal the decision to an appeals committee (independent of a disciplinary committee). Any appeal should be made in writing within an agreed period after issue, usually 10 days of the decision of the disciplinary committee. The chairperson of the appeals committee should be a member of the Management Committee. The appeals committee should consult with the Children's Officer in relation to issues of child welfare and codes of conduct. the appeals committee should have the power to confirm, set aside or change any sanction imposed by the disciplinary committee
- If any party is not satisfied with the outcome the matter can be referred to the ISA. However efforts to resolve the issue at local level should be exhausted before the ISA is engaged in attempts to resolve the matter

Policies & Procedures

Recruitment and Selection of Leaders.

Organisations recruiting leaders to work with young people should take all reasonable steps to ensure that leaders are appropriately qualified and suitable to work with young people. These procedures apply to all persons with substantial access to young people, whether paid or unpaid.

The responsibilities of the role and the level of experience/qualifications required should be drawn up and clearly stated beforehand.

Applicants should complete an application form which should include a self-declaration section / form.

Copies of all relevant qualifications should be requested and if necessary validated with the ISA.

Formal vetting procedures should be availed of.

References should be verified by the club/organisation.

A probationary period is advisable and should be established through an informal interview, which can be used to assess the leader's commitment and interest to the club

Every effort should be made to manage and support appointed Leaders, including awareness of the code of conduct. Adequate supervision should be provided; a leader should not have to work alone.

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

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

Policies & Procedures

Bullying

What is Bullying?

Bullying can be defined as repeated aggression be it verbal, psychological or physical conducted by an individual or group against others.

It is behaviour that is intentionally aggravating and intimidating and occurs mainly in social environments such as schools, clubs and other organisations working with children and young people. It includes behaviours such as teasing, taunting, threatening, hitting and extortion behaviour by one or more children against a victim.

How would you know if a child is being bullied?

All bullies operate using furtiveness, threats and fear. Bullying can therefore only survive in an environment where the victim does not feel empowered to tell someone who can help or in which it is not safe to do so.

The following indicators are warning signs that a young person might be getting bullied.

- Reluctance to come to a venue or take part in activities
- Physical signs (unexplained bruises, scratches, or damage to belongings)
- Stress-caused illness – headaches, and stomach aches which seem unexplained
- Fearful behaviour (fear of walking to a meeting, going different routes, asking to be driven)
- Frequent loss of, or shortage of, money with vague explanations
- Having few friends
- Changes in behaviour (withdrawn, stammering, moody, irritable, upset, distressed)
- Not eating
- Attempting suicide or hinting at suicide
- Anxiety (shown by nail-biting, fearfulness, tics)

There are other possible reasons for many of the above

Who should deal with bullying?

While the more extreme forms of bullying would be regarded as physical or emotional abuse and are reported to the health board or An Garda Síochana, dealing with bullying behaviour is normally the responsibility of all Leaders within this club / organisation.

How can it be prevented?

- Ensure that all members follow the code of conduct, which promotes the rights and dignity of each member.
- Deal with any incidents as they arise.
- Use a whole group policy or 'no-blame approach', i.e., not 'bullying the bully' but working with bullies and the group of young people, helping them to understand the hurt they are causing, and so make the problem a 'shared concern' of the group, (see below)
- Reinforce that there is 'a permission to tell' culture rather than a 'might is right'
- Encourage young people to negotiate, co-operate and help others, particularly new or different children

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- Offer the victim immediate support and put the 'no blame approach' into operation
- Never tell a young person to ignore bullying, they can't ignore it, it hurts too much
- Never encourage a young person to take the law into their own hands and beat the bully at their own game
- Tell the victim there is nothing wrong with them and it is not their fault

What is the 'No Blame' Approach?

Step 1 – Interview with the victim

If you find that there has been an incident of bullying, first talk to the victim. At this stage find out who was involved and what the victim is now feeling. Try asking the following questions:

- Was it verbal or physical intimidation?
- How hurt is the victim
- Was it within his/her own peer group?
- Ensure the victim that his/her name will not come out in the investigation
- Actively listen

Step 2 – Meet with all involved

Arrange to meet with all those involved; this should include some bystanders, those who may have colluded, those who joined in and those who initiated the bullying.

- Have a maximum of six to eight in the group – keep the number controllable
- Make a point of calling a 'special' meeting
- Ensure the severity of the topic is understood by all
- Speak only of the hurt caused in general terms with no reference to the victim
- Play on the conscience of all – ask questions like: How would you feel? Would you like it done to you?

Step 3 – Explain the problem

The distress being suffered as a result of the bullying incident is explained. At this stage the details of the incident or the allocation of the blame is not discussed. Explain the feelings of loneliness, feeling left out, rejected, laughed at. Try asking questions:

- Would they like it if it happened to them
- "Someone here in this group was bullied by someone within the group, what could we do to see it does not happen again?"
- Listen, watch out for reactions, and pick up on any without isolating anyone

Step 4 – Share the responsibility

Explain what steps / controls may have to be introduced to prevent further incidents and how everyone will lose out as a result

Step 5 – Ask the group for their ideas

At this stage the group is encouraged to suggest ways that would make the victim feel happier. All positive responses are noted. Use phrases "if it were you" to encourage a response. Listen to all suggestions and note them

Policies & Procedures

Step 6 – Leave it to them

Now the problem has been identified, solutions suggested, the problem is now handed over to the group to solve. Arrange to meet again in a week's time. Pass responsibility over to the group and give a time frame within which something must be done

Step 7 – Meet them again

Each member of the group, including the bully, discuss how things are going, who is doing what and have there been other incidents. This allows for continual monitoring and also keeps all involved in the process.

Again enforce the idea of the 'team' looking after each other at regular intervals to ensure it is know that bullying or intimidating behaviour will not be tolerated.

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Use of Photographic and Mobile Equipment

Organisations should adopt a policy in relation to the use of images of participants on their websites and other publications, as there have been concerns about the risks posed directly and indirectly to children and young people. Adults and sports leaders need to work together to prevent those wishing to cause such harm to young people. Remember having photographic and filming guidelines is not about preventing parents from taking pictures, it is to ensure that only those who have a right to take photographs do so. Anyone concerned about photography taking place at events or training sessions can contact the children's officer/ designated person and ask them to deal with the matter.

The purpose is to reduce the risk of inappropriate, unsolicited attention from people within and outside the sport. Group photographs where the organisation is identified rather than individuals are good for publicity without creating a risk to those in the photographs. As a guide try to remember the following: -

- If the participant is named, avoid using their photograph.
- If a photograph is used, avoid naming the participant.
- Ask for the participant's permission to use their image to ensure that they are aware of the way the image is to be used to represent the sport.
- Ask for parental permission to use the participant's image to ensure that parents are aware of the way the image is to be used to represent the sport. A permission form could be used or make an announcement at the start of an event.
- To reduce the risk of inappropriate use, only use images of participant's in suitable dress. The content of the photograph should focus on the activity not on a particular child.
- Talk to children's officer/designated person if you are worried about use of images

Photographers/film/video operators wishing to record an event or practice session should seek accreditation with the organisations children's officer, event organiser or leader of session. Permission forms should be available on site.

To ensure spectators and participants are informed of the policy, the club/event/organisation should display appropriate information prior to the start of an event or activity. Typically this might be included in the activity booking form or Notice of Race.

Working in Partnership to protect young people

Photographs, when used with personal information, can be used as a means of identifying children. This practice can make a child vulnerable to an individual who may wish to "groom" that child for abuse. Furthermore the content of the photo can be used or adapted for inappropriate use. There is evidence of this adapted material finding its way onto child pornography sites. Adults and sports leaders need to work together to prevent those wishing to cause such harm to young people.

Mobile Phones

Mobile phones are often given to children for security, enabling parents to keep in touch and make sure they are safe. Young people value their phones highly as it offers them a sense of independence. In addition mobile phones allow quick and easy contact, which can make a safe and efficient way to carry out club business. However such technology has also allowed an increase in direct personal contact with young people, in some cases used to cross personal boundaries and cause

Policies & Procedures

harm to young people. Within clubs there is a need to encourage responsible and secure use of mobile phones by adults and young people.

As a young person remember

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

As a Leader remember

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

Policies & Procedures

Child Welfare and Protection Procedures

If there are grounds for concern, about the safety or welfare of a young person you should react to the concern. Persons unsure about whether or not certain behaviours are abusive and therefore reportable, should contact the duty social worker in the local health service executive or social services department where they will receive advice. Grounds for concern include a specific indication from a child, a statement from a person who witnessed abuse or an illness, injury or behaviour consistent with abuse.

Any report made by any member, participant or employee of an ISA affiliated organisation should be passed on to the Designated Person / Children's Officer / Organisation Leader / Chief Executive Officer within that organisation. They may in turn have to pass the concern to the local Statutory Authorities. It is not the responsibility of anyone working within the ISA, in a paid or voluntary capacity, or those working in affiliated organisations, to take responsibility or decide whether or not child abuse is taking place. That is the job of the local statutory authorities. However, there is a responsibility to protect children by assisting the appropriate agencies so that they can then make enquiries and take any necessary action to protect the young person.

Everyone should follow both procedures outlined below, firstly the procedure for responding to a child in distress and secondly the procedure for reporting the concern.

Response to a Child Disclosing Abuse

When a young person discloses information of suspected abuse you should:

(a) deal with any allegation of abuse in a sensitive and competent way through listening to and facilitating the child to tell about the problem, rather than interviewing the child about details of what happened

(b) stay calm and not show any extreme reaction to what the child is saying. Listen compassionately, and take what the child is saying seriously

(c) understand that the child has decided to tell something very important and has taken a risk to do so. The experience of telling should be a positive one so that the child will not mind talking to those involved in the investigation

(d) be honest with the child and tell them that it is not possible to keep information a secret

(e) make no judgmental statements against the person whom the allegation is made

(f) not question the child unless the nature of what s/he is saying is unclear. Leading questions should be avoided. Open, non-specific questions should be used such as "Can you explain to me what you mean by that"

(g) check out the concerns with the parents/guardians before making a report unless during so would endanger the child or compromise an investigation

(h) give the child some indication of what would happen next, such as informing parents/guardians, health service executive or social services. It should be kept in mind that the child may have been threatened and may feel vulnerable at this stage.

(i) Carefully record the details

(j) Pass on this information to the organisations Designated Person

(k) Reassure the child that they have done the right thing in telling you

Policies & Procedures

Reporting Suspected or Disclosed Child Abuse

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

(a) Observe and note dates, times, locations and contexts in which the incident occurred or suspicion was aroused, together with any other relevant information

(b) Report the matter as soon as possible to the designated person with responsibility for reporting abuse. If the Designated Person has reasonable grounds for believing that the child has been abused or is at risk of abuse, they will make a report to the health service executive/social services who have statutory responsibility to investigate and assess suspected or actual child abuse

(c) In cases of emergency, where a child appears to be at immediate and serious risk and the Designated Person is unable to contact a duty social worker, the police authorities should be contacted. Under no circumstances should a child be left in a dangerous situation pending intervention by the Statutory Authorities

(d) If the Designated Person is unsure whether reasonable grounds for concern exist they can informally consult with the local health board/social services, They will be advised whether or not the matter requires a formal report.

Contact details for your social workers / social work department are included in Appendix 2 of "Children First" or www.hse/go/socialworkers

A Designated Person reporting suspected or actual child abuse to the Statutory Authorities will first inform the family of their intention to make such a report, unless doing so would endanger the child or undermine an investigation

The Protection for Persons Reporting Child Abuse Act, 1998 provides immunity from civil liability to persons who report child abuse 'reasonably and in good faith' to the Health Service Executive or the Gardai (The act also covers the offence of 'false reporting'. The main provisions of the Act are:

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

2) The provision of significant protections for employees who report child abuse. These protections cover all employees and all forms of discrimination up to and including, dismissal;

3) The creation of a new offence of false reporting of child abuse where a person makes a report of child abuse to the appropriate authorities "knowing that statement to be false". This is a new criminal offence designed to protect innocent persons from malicious reports.

Allegations Against Sports Leaders

The ISA has agreed procedures to be followed in cases of alleged child abuse against Leaders (Instructors, coaches, team managers, activity organisers or managers. If such an allegation is made against Leader working within the organisation, two procedures should be followed:

1) The reporting procedure in respect of suspected child abuse (reported by the designated person / children's officer), see previous page

2) The procedure for dealing with the Leader (carried by out by the club Chair or senior officer, or a person not already involved with the child protection concern)

Policies & Procedures

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

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

The reporting procedure

If the designated person has reasonable grounds for concern, the matter should be reported to the local health board / social services, following the standard reporting procedure.

The Leader

While the designated officer makes the report to the local health board, the Senior person within the organisation (commodore, owner, manager) should deal with the Leader in question.

The leader should be privately informed that

(a) an allegation has been made against him / her and

(b) the nature of the allegation.

They should be afforded an opportunity to respond. His / her response should be noted and passed on to the health board / social services.

The leader should be asked to step aside pending the outcome of the investigation. When a person is asked to step aside it should be made clear that it is only a precautionary measure and will not prejudice any later disciplinary proceedings.

The ISA should be informed by the Designated Person that the leader has been asked to stand aside

The ISA may consider disciplinary action on the leader but will ensure that this does not interfere with the investigation of the Statutory Authorities. In doing so the ISA will consider the outcome of the investigation and any implications it might have. The fact that the alleged abuser has not been prosecuted or been found guilty does not mean that they are appropriate to work with young people in the future.

Confidentiality

Confidentiality should be maintained in respect of all issues and people involved in cases of abuse, welfare or bad practice. It is important that the rights of both the child and the person about whom the complaint has been made are protected.

The following points should be kept in mind:

- A guarantee of confidentiality or undertakings regarding secrecy cannot be given, as the welfare of the child will supersede all other considerations
- All information should be treated in a careful and sensitive manner and should be discussed only with those who need to know
- Information should be conveyed to the parents / guardians of the child in a sensitive way
- Giving information to others on a 'need to know' basis for the protection of a child is not a breach of confidentiality
- All persons involved in a child protection process (the child, his/her parents/guardians, the alleged offender, his/her family, Sports Leaders) should be afforded appropriate respect, fairness, support and confidentiality at all stages of the procedure.
- Information should be stored in a secure place, with limited access only to designated people.
- The requirements of the Data Protection laws should be adhered to.

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- Breach of confidentiality is a serious manner.

Anonymous Complaints

Anonymous complaints can be difficult to deal with but should not be ignored. In all cases the safety and welfare of the child/children is paramount. Any such complaints relating to inappropriate behaviour should be brought to the attention of the Designated Person/ Chief Executive Officer. The information should be checked out and handled in a confidential manner.

Rumours

Rumours should not be allowed to hang in the air. Any rumours relating to inappropriate behaviour should be brought to the attention of the Designated Person, Chief Executive Officer , and checked out without delay.

Appendix 1

ISA Instructor & Coaches Charter

Instructor & Coaches Charter

ISA Instructors and Coaches play a crucial part in introducing participants to the activities and sports administered and represented by the ISA and for developing these people into lifelong participants

As an ISA Instructor or Coach you are the face of the ISA to all your participants. You represent the sport and lifestyle that you love and which has given you so much.

Instructors and Coaches are role models to all course participants and are given a position of authority and influence, particularly with young and vulnerable participants.

The environment in which we enjoy our activities is very different to those used for many conventional sports. The safety of your participants, in what may be an unfamiliar environment for them, is your responsibility.

When they leave you, your participants will be practicing the skills and knowledge they learnt and practiced with you. It is important that what you taught was correct and that it is appropriate to their level of competency.

For these reasons it is important that ISA Instructors and coaches conduct themselves in an appropriate manner cognisant of the influence they have on other people's safety, welfare, behaviour and participation in watersports.

This document sets out standards of behaviour and good practice expected of ISA instructors and coaches under the headings.

During your Instructor or Coach training course you will be asked to read and then sign this charter agreeing to uphold the principals it sets out.

I agree with the principles and procedures set out in this charter and agree to abide by them.

ISA Instructor.

Date
Name
Signature
Course code / number

For the ISA

Date
Name - ISA Instructor Trainer / Coach Tutor
Signature

Appendix 1

ISA Instructor & Coaches Charter

As an ISA Instructor or Coach I will…..

- Hold the welfare of my participants as my primary and overriding concern.
- Create and maintain a safe environment in which my participants can learn and practice.
- Ensure that that all activities are appropriate to the skill stage and ability of my participants.
- Set realistic goals for participants that are challenging yet achievable.
- Ensure that the equipment and facilities I use are appropriate and fit for purpose.
- Be generous with praise when it is deserved.
- Never ridicule or shout at participants for making mistakes.
- Ensure that all participants participate in activities, games, races etc.
- Give all participants equal time irrespective of ability.
- Respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
- Be reasonable in demands on participants' time, energy and enthusiasm.
- Be fit for work and presented in a neat and appropriate manner.

When participating in a club I will…..

- Develop and foster an environment where participants are proud of their club and the efforts the club and its officers make in running the organisation and its activities.

When coaching for competition I will…..

- Encourage a respect for the ability of opponents, as well as for officials and their decisions.
- Insist on fair and disciplined participation.
- Ensure the level and type of competition you are preparing your participants for is appropriate.
- Foster a culture where participants recognise improvement as success. Be aware that only one person or team can win a race or event.

Appendix 1

ISA Instructor & Coaches Charter

When working with children and vulnerable adults, I will…..

- Be aware of the responsibilities that I take on when I work with, or care for, children and vulnerable adults.
- Bear in mind that I am acting in “loco parentis” and to that extent the duty of care may be more onerous than that of an instructor working with an adult.
- Lead by example - with an awareness of the affect bad or inappropriate behaviour has on young children
- Remember that participating for fun is more important than highly structured competition. Winning must never be the only objective.
- Not push young participants into competitions orientated towards adults where these are inappropriate to their ability, experience or endurance.
- Be aware of, and respect, the limitations on concentration, endurance, strength and trainability that exist with young participants.
- Have read, understand, and be in a position to implement the principals and practice set out in the ISA’s Code of Ethics and Good Practice for Children’s Activities.
- Be aware of the procedures for and report, any concerns about a child’s welfare or suspicions that a child is being abused or is at risk of abuse to appropriate officials.

While still a participant, Instructor or Coach I will….

- Maintain and develop my own personal skills and knowledge so that I am able to pass these on with authority.
- Constantly challenge myself to develop, implement and refine my instructional / coaching methods and strategies.
- Keep myself informed on sound instructional / coaching principles and methods through personal study and by attendance at conferences and seminars.
- Ensure that my ISA certification is up-to-date and that I hold a current emergency care or approved first aid certificate.

Appendix 2

Training Available

ISA / ISC Basic Awareness Course

The 3 hour course provides information on:

- Codes of Conduct
- Bullying and different forms of abuse
- Recruitment of Staff / Volunteers including Garda Vetting
- Child protection guidelines and resources
- Dealing with issues internally and with statutory authorities

This course is suitable for:

- Junior Organisers and Junior Committee Members
- Instructors, Coaches and Managers
- Parents, Volunteers and Staff members

ISA affiliated organisation wishing to run this training course should contact the ISA Training Office 01 2710114 or training@sailing.ie.

Scheduled courses are listed on the ISA website -
www.sailing.ie >> Training & Certification >> Safety >> Children's Sport.

Children's Officers & Designated Officers

The ISA understands that the Irish Sports Council have plans to roll out Training programmes for Children's Officers and Designated Officers. Once these are available the ISA will make these available. Contact ISA Training Office for details.

Children's Officers or Designated Officers seeking help or advice may contact the ISA National Children's Officer. See Roles & Responsibilities on page 7.

Instructor & Coach Training

The ISA has an extensive instructor & coach training programme. These all contain mandatory modules covering ethics & child protection. Details on these are set out in the relevant Instructor course syllabi and are available from the ISA Training Office upon request - 01 2710114 or training@sailing.ie

Appendix 3

Garda Vetting

Introduction

Garda Vetting (vetting) is now available through the ISA. The aim is to assist in the recruitment of suitable candidates to positions within the ISA and our affiliated Clubs, Class Associations and Training Centres. The intention is that it should form one part of the checks made on candidates prior to appointment and will support rather than replace those checks already recommended as forming part of good recruitment practice. The system has been structured in order to;

- Protect children and vulnerable adults.
- Identify if candidates for a position or role have convictions or have been prosecuted for crimes which may mean that they are unsuitable for the position.
- Protect the rights of the candidates.
- Protect ISA affiliated organisations.

What is vetting?

Vetting identifies if a candidate has any convictions or prosecutions. This information may then be used in deciding if they are suitable to take up position or role within an organisation.

Vetting checks are made on the Garda Central Database by the Garda Central Vetting Unit (G.C.V.U.) based in Thurles.

ISA organisations may access Garda Vetting through the ISA. THE G.C.V.U. will not process applications made directly to them from individuals or organisations not registered with them.

In order to protect the rights and privacy of the candidate, details obtained from the Gardai are not passed directly onto ISA organisations. Instead the ISA will forward completed reports onto the candidate in respect of whom vetting has been requested. The ISA will inform the organisation applying for the check that the check has been completed and that the report has been sent onto the candidate.

The organisation recruiting the candidate may then ask the candidate to show them the report. A decision to recruit the candidate may then be based on the nature of the disclosure or the fact that the candidate is unwilling to show the disclosure to the organisation.

A Vetting Liaison Officer may contact Tony Wright, ISA Training Manager and the ISA's "Authorised Signatory", in order to confirm that the details they are looking at on the candidates completed vetting form as the same as those received by the ISA from the GCVU. The ISA will only confirm or otherwise those details described by the VLO. We will not provide details on any disclosures.

A disclosures may or may not have any bearing on the suitability of a candidate for a particular position. The recruiting organisation needs to make this call in light of the nature of the prosecutions or convictions listed and the willingness of candidate to tell them what they are.

Candidates do have the right to appeal the results of the vet if they believe that information provided by the GCVU is incorrect.

It is important to remember that a completed vetting is not a certificate as it only looks at information available at the time of the check. Consideration needs to be given to when repeat vettings are required as a person may have acquired convictions or prosecutions since any previous vettings were completed.

Who can access vetting?

ISA vetting may be accessed by any organisation affiliated to the ISA or ISA accredited Training Centres which have met the minimum criteria laid down by the Association. These include;

- Acceptance of the conditions and processes laid down by the ISA.
- The appointment of a Vetting Liaison Officer (VLO).
- Submission of policies & procedures to be used when recruiting.

Applications may only be submitted through the Vetting Liaison Officer in an ISA affiliated / accredited organisation. Individuals may not apply for vetting for themselves or anyone else.

Who should be vetted?

The ISA organisation needs to have a policy stating who should be vetted and when. The ISA recommends that people applying for positions or roles that include the following functions should be vetted;

- Unsupervised access to children or vulnerable adults.

Appendix 3

Garda Vetting

- Management or supervisory role with volunteers, leaders, instructors or coaches working with children or vulnerable adults.
- Involved in the recruitment of volunteers, leaders, instructors or coaches working with children or vulnerable adults.

Note that the ISA does not conduct vetting checks on instructors and coaches prior to qualification. It is the responsibility of the organisation deploying the instructor / coach to decide if they require vetting and if necessary, process that check. Organisations should not assume that other organisations have undertaken vetting on volunteers, leaders, instructors or coaches or have acted on any information received.

As a guide, people in the following positions within ISA affiliated organisations should be vetted by the organisation as part of their recruitment process.

- Designated Officers
- Club / Organisation's Children's Officers
- Junior Organisers
- Senior / Chief Instructors
- Youth Team Managers
- Instructors / Coaches leading or working on activities or sessions where they will have substantial unsupervised access to children or vulnerable adults.
- Full time "Shore Mums".

The ISA does not consider it necessary to vet all instructors or coaches employed.

The ISA will, on its own instigation, vet;

- Centre Principals
- Instructor Trainers
- Vetting Liaison Officers
- ISA employed / appointed Youth Coaches
- ISA staff & volunteers leading or working on activities or sessions where they will have substantial unsupervised access to children or vulnerable adults.
- ISA Staff & volunteers involved in the processing of Garda Vetting Applications and associated procedures.

The GCVU will only process applications from candidates who are 16 years old and over. Any candidate under 18 must submit a parental / guardian consent form along with their application. This form is available from the ISA.

How is vetting carried out?

1. The candidate fills in the Garda Vetting Form. (Copies available from the ISA).
2. The organisations Vetting Liaison Officer checks the forms and sends them to ISA.
3. The ISA checks and logs the forms and sends them onto Garda Vetting Unit (GVU).
4. The GVU send ISA results of vet.
5. The ISA send candidate the results.
6. The ISA informs organisations submitting vetting request that the candidate has been sent the results.

What does it cost?

No charge is made by GCVU or ISA for the processing of vetting applications. However, since each vet submitted places a significant administrative load on the Gardai, ISA and the organisation submitting the vet, organisations should consider carefully which positions require vetting, only requiring vetting to be used where necessary.

The ISA will not process vetting applications submitted through organisations that have outstanding affiliation or accreditation fees.

What is done with the information received?
The Garda Vetting Unit informs the ISA by post of the results of each vet. The ISA retains the original disclosure. This information is kept in a secure store within the ISA Office to which only authorised members of ISA staff have access.

The ISA will not send the results of a vetting application to anyone except the candidate.

Appendix 3

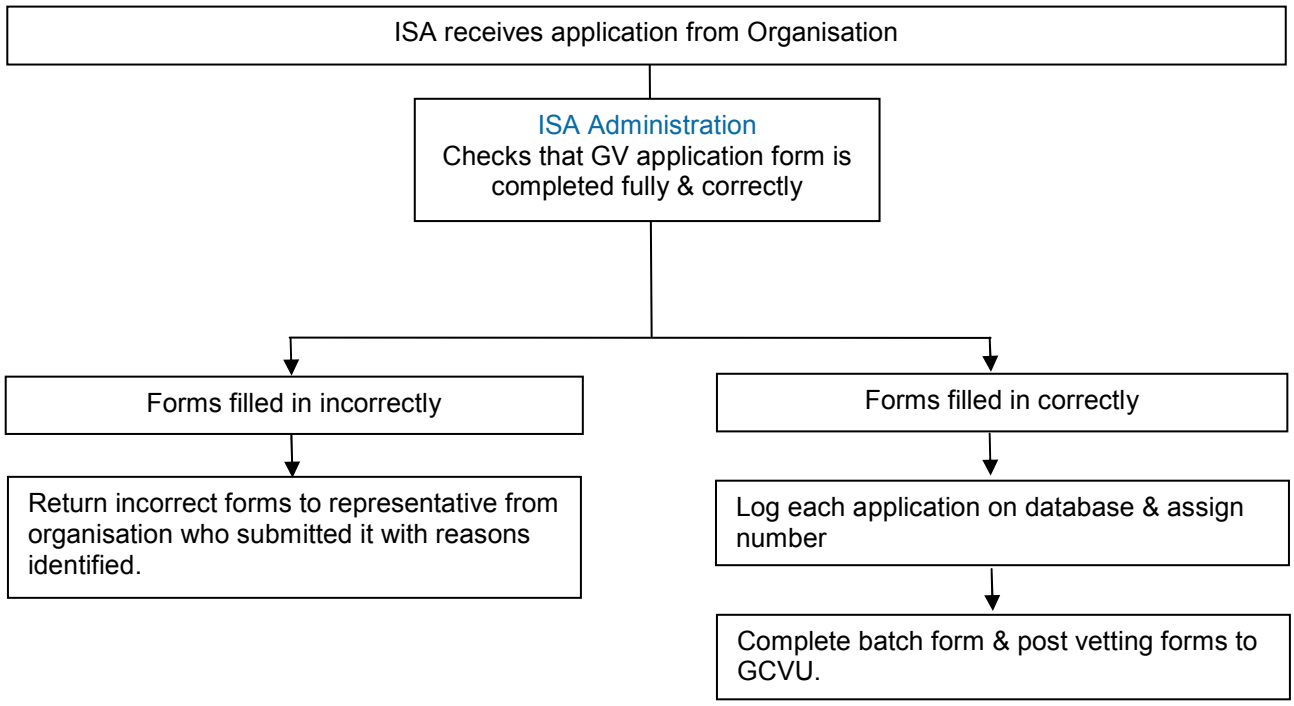
Garda Vetting

Each application is logged on the ISA database. However no information relating to the application or disclosure is recorded other than the date it was sent onto the GCVU, the date it was received back into the ISA office and whether there were “No disclosure found” or “Disclosures found”.

Can under 18s be vetted?
Yes. The ISA can process vetting applications over the age of 16 provided that the written consent of a parent or guardian is provided on the appropriate form.

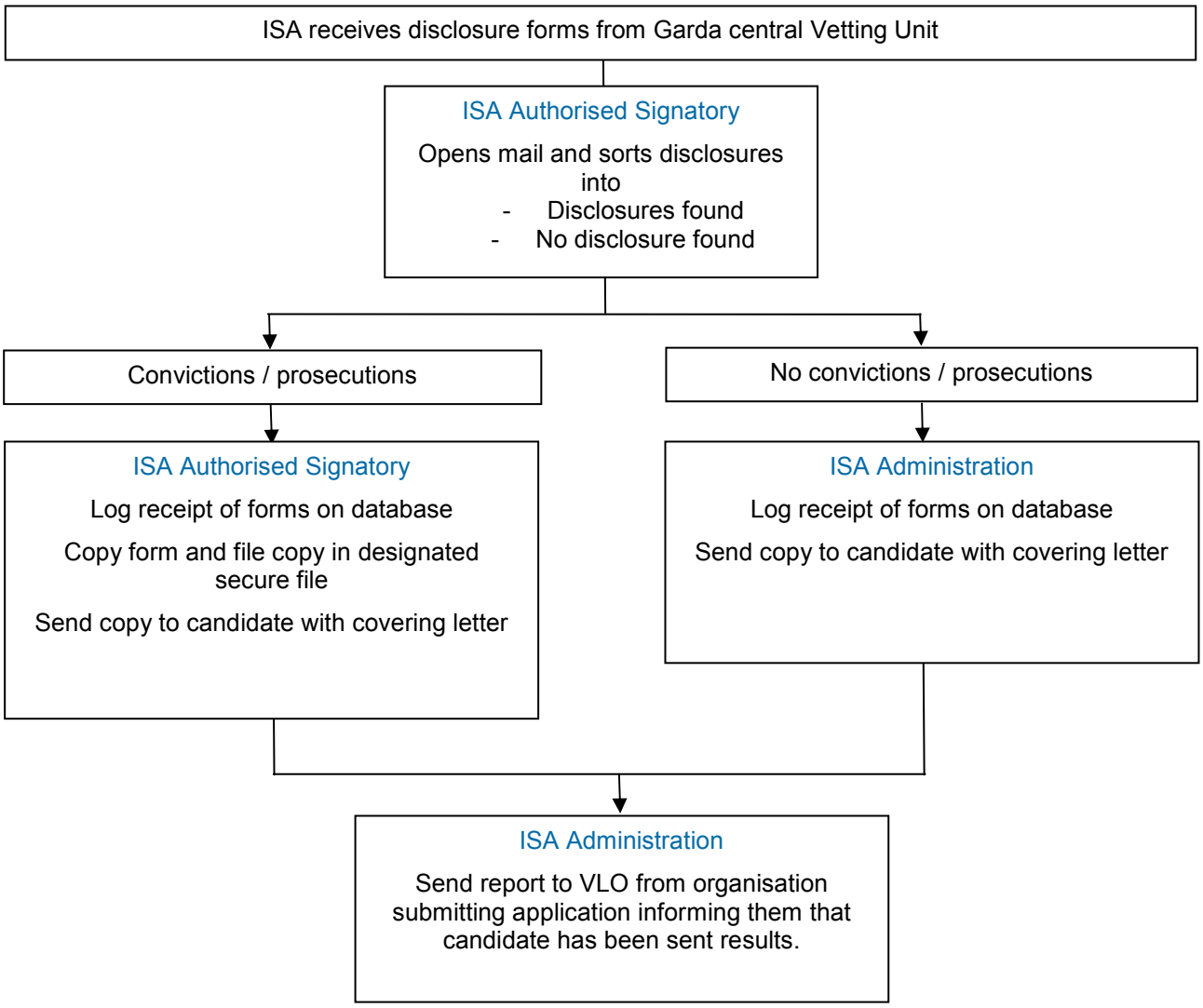
Where can I get the relevant forms?
All of the relevant forms are available on the ISA website. A sample vetting policy document for use in ISA affiliated organisations is also available on the website.

Administration Processes



Appendix 3

Garda Vetting



Appendix 4

ISA National Children's Officer

Contact Details

The ISA National Children's Officer is;

Tony Wright

3 Park Road

Dun Laoghaire,

Co. Dublin

Phone:-	Office Direct Line	+353 (0)1 271 0114
	Mobile	+353 (0)87 236 2909

Outside of office hours use the mobile and leave a message. Urgent issues will receive attention 24 / 7.

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