

Introduction

As the Governing Body recognised by the BJA as being responsible for the administration of Judo in Northern Ireland, we the Northern Ireland Judo Federation are responsible for overseeing the adoption and the implementation of our child/young person protection/safeguarding policy and code of ethics and good practice for children/young person's sport by our members.

Aims:

To ensure that all clubs and members are well informed about children/young person's safeguarding issues and that all members are familiar with the procedures for reporting concerns, their duty of care and responsibility to report and the various indicators of child/young person abuse and neglect.

To provide a model of appropriate and effective communication between members, clubs and other adults working with children/young persons

To monitor child/young persons welfare and physical, social, emotional and intellectual needs.

This policy complements and supports a range of other procedures within the Northern Ireland Judo Federation, including:

BJA Safelandings Document

Equality Policy

Code of Conduct and Ethics for Coaches

Conduct and Complaints

Memorandum & Articles of Association

These policies may be accessed from the Northern Ireland Judo website: www.nijudo.com

Roles and Responsibilities

Lead Designated Liaison Person

The designated person within a sports organisation with primary responsibility for managing and reporting concerns about child/young person and for putting into place procedures to safeguard child/young person in the organisation, including supporting the club, county and regional welfare officers, where relevant.

Club Designated Liaison Person

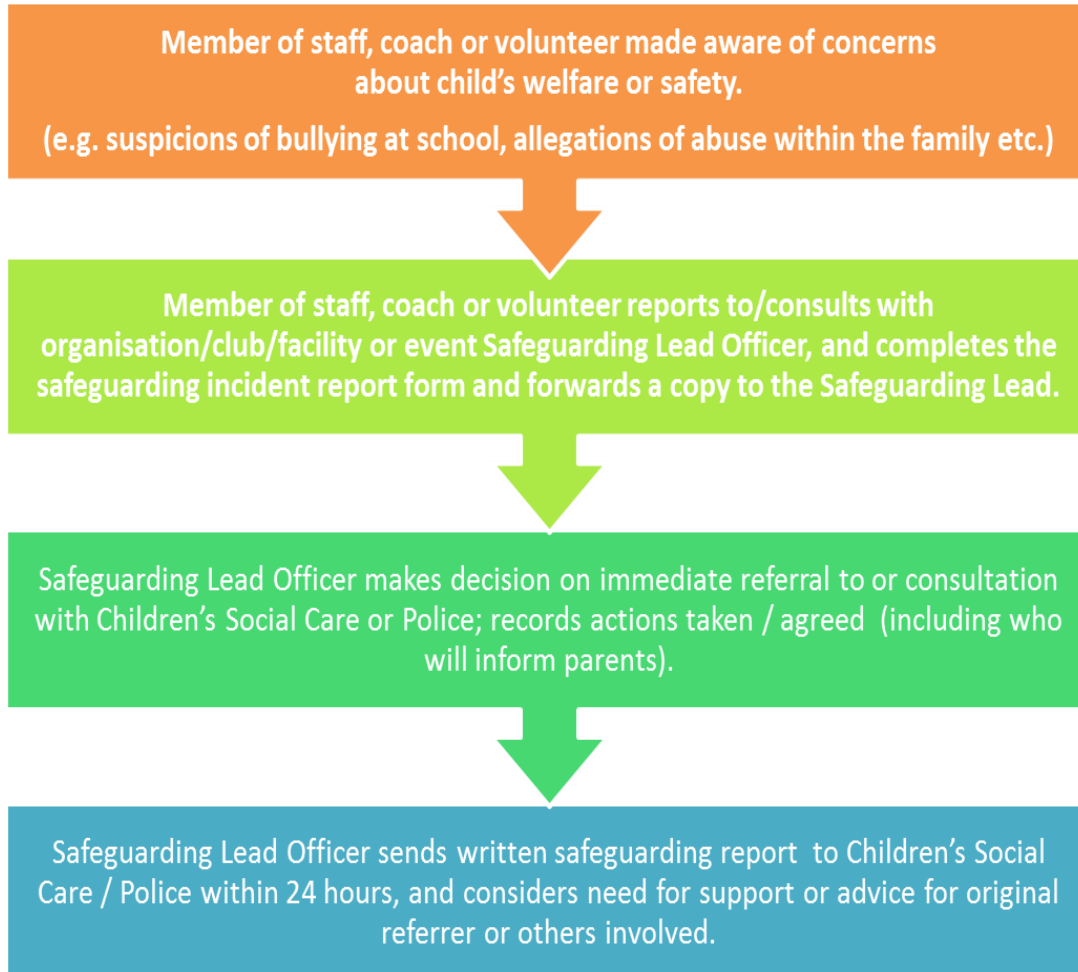
The person within a sports club with primary responsibility for managing and reporting concerns about child/young person and for putting into place procedures to safeguard the child/young person in the club.

Reporting

Any allegation by a child/young person that he/she has suffered abuse will be treated seriously. It is not the responsibility of anyone working within a club setting or organisation to decide whether or not child/young person abuse has taken place.

There is a responsibility to act on any concerns you may have by reporting them to the appropriate officer or authorities.

Steps to follow:



Information Sharing

When information has been received concerning a child/young person, data needs to be shared appropriately, it is essential to maintain confidentiality and that only those who need the information are made aware of it.

Vetting

All members, staff and volunteers who are working closely with child/young person within the Northern Ireland Judo Federation should all be vetted.

Within clubs, this is the responsibility of the club committee to make sure all relevant documents are in place.

Training

All volunteers and staff should be trained in safeguarding children and young people; training is essential and helps to understand what is expected. There are different levels of activity and this will depend on the role within the club. Once training has been achieved. This will need to be renewed every three years.

Code of Conduct Coaches and Volunteers

Coaches and volunteers involved in the sport for children and young people have an excellent opportunity to be a positive role model and help build an individual's confidence.

COACHES/VOLUNTEERS ARE EXPECTED TO:

- *Ensure the safety of all child/young person by careful supervision, proper pre-planning of coaching sessions, using safe methods at all times.*
- *Consider the wellbeing and safety of participants before the development of performance.*
- *Encourage and guide participants to accept responsibility for their performance and behaviour.*
- *Treat all children and young people equally and ensure they feel valued. Have no favourites.*
- *Encourage all children /young people not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability.*
- *Not allow any rough or dangerous play, bullying, or the use of foul language or inappropriate behaviour.*
- *Appreciate the efforts of all children and young people and not over-train the young person Never exert undue influence over performers to obtain personal benefit or reward.*
- *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 incident/accident book. Parents will be informed.*
- *Report accidents or incidents of alleged abuse or poor practice to the designated person.*
- *Administer minor first aid in the presence of others and where required refer more serious incidents to the club "first aider".*
- *Have access to a telephone for immediate contact with emergency services if needed.*
- *Foster teamwork to ensure the safety of youth members in their care.*
- *Ensure the rights and responsibilities of all members are enforced.*
- *Not abuse all members physically, emotionally or sexually.*
- *Maintain confidentiality about sensitive information.*
- *Respect and listen to the opinions of young people.*
- *Take time to explain coaching techniques to ensure they are clearly understood.*

- *Develop an appropriate working relationship with participants based on mutual trust and respect.*
- *Be a role model, displaying a consistently high standard of behaviour and appearance (disciplined/committed/time keeping), remember child/young person learn by example.*
- *Refrain from smoking and consumption of alcohol during club activities or coaching sessions.*
- *Never condone rule violations, rough play or the use of prohibited substances.*
- *Protect themselves from false accusation:*
- *Not spending excessive amounts of time alone with a child/young person away from others*
- *Never taking child/young person to their home*
- *Not administering First Aid involving the removing of child/young person's clothing unless in the presence of others*
- *Hold appropriate valid qualifications and insurance cover.*
- *Make the sport/activity fun.*

COACHES/VOLUNTEERS HAVE A RIGHT TO:

- *Access ongoing training and information on all aspects of leading/managing activities for children and young people, particularly o Safeguarding*
- *Support in the reporting of suspected abuse.*
- *Access to professional support services.*
- *Fair and equitable treatment by the governing body/club.*
- *Be protected from abuse by children/young person, other adult members and parents.*
- *Not to be left vulnerable when working with children/young person*

Any misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the designated person. Persistent breach of the code will result in dismissal from the club/sport.

Dismissals can be appealed by the coach/volunteer with final decisions taken by the club committee or referred to the governing body depending on the disciplinary procedures within the sport.

EMERGENCY ACTION/FIRST AID

All coaches, leaders and members should be prepared with an action plan in the event of an emergency and be aware of First Aid Procedures.

This will include:

- Access to First Aid equipment*
- Telephone contact if the participant is a minor*
- Telephone contact to the Emergency Service*

Code of Expectations for Parent/Guardian

PARENTS/GUARDIANS ARE EXPECTED TO:

- *Positively reinforce their child/young person/young person and show an interest in their chosen activity.*
- *Support your child/young person's involvement and help them to enjoy their sport.*
- *Do not place their child/young person under pressure or push them into activities they do not want to do.*
- *Deliver and collect the child/young person punctually to and from coaching sessions.*
- *Ensure their child/young person is properly and adequately attired for the judo session wearing appropriate clothing*
- *(t-shirt undersuit, hair tied back, no jewellery. If you have no suit a long sleeve top and tracksuit bottoms should be worn, NO FOOTBALL ATTIRE)*
- *Detail any health concerns about the child/young person on the consent form, in particular breathing or chest conditions. Any changes in the state of the child/young person's health should be reported to the coach before coaching sessions.*
- *Inform the coach if child/young person is to be collected early from a coaching session or if another*
- *Relative is collecting child/young person.*
- *Encourage their child/young person to play by the rules and teach them that they can only do their best.*
- *Help your child/young person to recognise good performance, not just results.*
- *Set a good example by recognising fair play and applauding good performances of all.*
- *Behave responsibly on the side-lines; do not embarrass your child/young person.*
- *Never punish or belittle a child/young person for losing or making mistakes.*
- *Use correct and proper language at all times.*
- *Encourage and guide performers to accept responsibility for their performance and behaviour.*
- *Show appreciation and support the coach.*

- *Ensure their child/young person is punctual.*
- *Be realistic and supportive.*
- *Provide their child/young person with proper clothing and equipment.*
- *Ensure their child/young person's hygiene and nutritional needs are met.*
- *Accept the official's judgement.*
- *Acknowledge the importance and role of the club coaches who provide their time to ensure child/young person's participation in the club.*
- *Promote their child/young person's participation in playing a sport for fun.*

PARENTS/GUARDIANS HAVE THE RIGHT TO:

- *Know their child/young person is safe.*
- *Be informed of problems or concerns relating to their child/young person.*
- *Be advised if their child/young person is injured.*
- *Has their consent sought for issues such as trips?*
- *Contribute to decisions within the club.*
- *Complain if they have concerns about the standard of coaching.*

Any misdemeanours and breach of this Code of Conduct will be dealt with immediately by coaches and club committee. Persistent concerns or violations will result in the parent/guardian being asked not to attend sessions or competition if their attendance is detrimental to the child/young person's welfare.

The ultimate action should a parent/guardian continue to breach the code of behaviour may mean the *coaches and club committee* are regrettably asking the child/young person to leave the club.

INCIDENT RECORD FORM: SAFEGUARDING CHILDREN AND YOUNG PEOPLE	
<i>Name of Club</i>	
Record completed by:	
Position:	Date:
Child/young person's Name:	
Child/young person's Address:	
Child/young person's Date of Birth:	
Parents/Carer's Names and Address:	
Date and time of any incident:	Date: Time:

<p>Your Observations:</p>	
<p>Detail exactly what the child/young person said and what you said : (Remember do not lead the child/young person – record exact information. Continue on a separate sheet if necessary)</p>	
<p>The action was taken so far:</p>	
<p>The designated officer informed? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>External Agencies contacted</p>	
<p>Police Yes <input type="checkbox"/> No <input type="checkbox"/> Branch contacted:</p> <hr/> <p>Name:</p> <hr/> <p>Contact no:</p>	<p>Details of advice received:</p>
<p>Social Services Yes <input type="checkbox"/> No <input type="checkbox"/> Branch contacted:</p>	<p>Details of advice received:</p>

Name:	
Contact number:	

Sport Governing Body Yes No	Details of advice received:
Name:	
Contact number:	
Local Council or Education Department (if appropriate) Yes No Org name:	Details of advice received:
Name:	
Contact number:	
Other (e.g. NSPCC) Yes No	Details of advice received:
Name:	
Contact	

number:	
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Signature

Date

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