

NORTHERN IRELAND SMALLBORE
SHOOTING UNION

CHILD PROTECTION POLICY

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SECTION 1

INTRODUCTION

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

1. Code of Ethics for Good Practice in Children's Sport, Sports Council for Northern Ireland 2006
2. Children (NI) Order 1995
3. Co-operating to safeguard children 2003
4. Area Child Protection Committee, Regional Policy and procedures, 2005
5. Child Protection Policies of the National Rifle Association, the National Small-bore Rifle Association and the Clay Pigeon Shooting Association.

NOTE:

1. In this policy, procedures which apply to a 'child' or 'young person' will also apply to 'vulnerable adults' and disabled shooters.
2. The term 'parents' also refers to guardians and carers.

NORTHERN IRELAND SMALLBORE SHOOTING UNION POLICY STATEMENT

The NORTHERN IRELAND SMALLBORE SHOOTING UNION, following the lead of the United Kingdom Governing Bodies for Shooting and the Sports Council for Northern Ireland, believes that child protection is everyone's responsibility.

Abuse can occur anywhere there are children, at any time, in school, in the park, at a club.

The NISSU believes that everyone has a part to play in looking after the children with whom they may be working. This is both a moral and a legal obligation.

The Children (NI) Order 1995 indicates that anyone who has the care of a child should "do what is reasonable in the circumstances for safeguarding or promoting the child's welfare." This obviously has a great impact on coaches and officials who work with children at any time.

While the recommendations and procedures below are aimed primarily at coaches and officials who are likely to be working with children, they apply equally to all members of the NISSU and any affiliated clubs and organisations.

PRINCIPLES OF CHILD PROTECTION

The child protection procedures outlined here, stem from the following principles:

1. The welfare of young people and adults with a disability is the primary concern
2. All young people, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse.
3. It is the responsibility of Child and Vulnerable Adult Protection Experts (and not club officials or members) to decide if abuse has taken place but it is everyone's responsibility to report any concerns.
4. All incidents of suspicious poor practice and allegations should be taken seriously and responded to swiftly and appropriately. Confidentiality should be upheld in line with the Data Protection Act 1998 and the Human Rights Act 2000
5. It is the responsibility of all organisations to take reasonable precautions to prevent unsuitable persons having the opportunity to come into contact with the children or vulnerable adults taking part in their activities.

DUTIES AND RESPONSIBILITIES

The NISSU will:

1. Accept the moral and legal responsibility, under its duty of care for young people and vulnerable adults, for implementing procedures to safeguard their wellbeing and protect them from abuse.
2. Respect and promote the rights, wishes and feelings of all young people and vulnerable adults.
3. Ensure that its members and volunteers adopt best practice in order to safeguard young people from abuse and protect themselves from allegations.
4. Require its members and volunteers to adopt and abide by the NISSU's Child Protection Policy and Procedures set out in this document.
5. Respond to allegations appropriately and implement its disciplinary and appeals procedures in the event that an allegation is proved to be true.
6. Require affiliated Governing Bodies and their Clubs to implement similar Child Protection Policies, as appropriate.
7. Keep a register of contact details of the Child Protection Personnel in the affiliated Governing Bodies and advise them to keep a similar register for affiliated clubs
8. Require Clubs and affiliated Governing Bodies to keep a register of those cleared by Access NI or Disclosure and Barring Service (DBS).
9. Remind affiliated Governing Bodies annually of their responsibilities.
10. Remind affiliated Governing Bodies regularly of the need to have an appraisal procedure to support and retain volunteers

SUPPORTING VOLUNTEERS

The following information is current best practice in volunteering within clubs. NISSU advises Local Governing Bodies and Clubs to adapt and use it for the effective management of volunteers or staff:

1. Good management of volunteers will contribute to safe activities for children. Good management will also create an atmosphere where volunteers feel valued, are listened to and where issues can be dealt with quickly by systems already in place. We would wish to advise clubs of the following;
2. Volunteers should be made aware of how to access training. NISSU advises all those coaching/instructing children attend safeguarding training. In addition to this we would ask clubs to ensure all their volunteers are made aware of NISSU reporting procedures that have been sent out to clubs and are also available on the NISSU website.
3. Clubs should take time to induct volunteers on NISSU and Governing Body Policies and Procedures.
4. Clubs should introduce a system for reviewing a volunteer's role. Clubs may consider doing this on an annual basis, perhaps as part of pre-season planning. This will help to ensure clubs get the best out of volunteers and will provide volunteers with the opportunity to progress to new roles that accommodate their own particular skills and aptitude. This should assist the clubs to retain volunteers in fulfilling roles.

See appendix G Roles and responsibility for more information

SECTION 2

CORE VALUES IN SPORT FOR YOUNG PEOPLE

Shooting for young people is based on the following principles that will guide the development of young people in shooting, (as outlined on page 9, Code of Ethics and Good Practice for Children's Sport). 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 within the club/organisation. Adults will need to have a basic understanding of the needs of young people, including physical, emotional and personal.

1. 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.

2. QUALITY ATMOSPHERE AND ETHOS

Sport for young people should be conducted in a safe, positive and encouraging atmosphere. A child-centred ethos will contribute to a safe and enjoyable atmosphere within the organisation.

3. 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.

4. FAIR PLAY

Fair play is the guiding principle of the Code of Ethics and Good Practice for Children's Sport. All sport for young people should be conducted in an atmosphere of fair play. We are committed to the European Code of Sports Ethics, which defines fair play as: "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).

5. 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. However, competitive demands are often placed on children too early, which results in excessive levels of pressure on them. This can contribute to a high level of drop out from sport. Sports leaders should aim to put the welfare of the child first and competitive standards second. A child-centred approach will help to ensure that competition and specialisation are kept in their appropriate place.

NISSU wishes to provide the best possible environment for all young people involved in shooting. 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 Shooters are expected to sign a Code of Conduct such as the example at Appendix 1 of Section 2 (page 6).

APPENDIX 1 TO CORE VALUES

CODE OF CONDUCT FOR YOUNG PEOPLE

YOUNG SHOOTERS ARE ENTITLED TO:

1. Be safe and to feel safe
2. Be listened to and believed
3. Have fun and enjoy shooting
4. Have a voice in relation to their activities within shooting
5. Be treated with dignity, sensitivity and respect
6. Participate on an equitable and fair manner, irrespective of ability, disability, gender, religion, social class, etc.
7. Experience competition at a level at which they feel comfortable
8. Make complaints and have them dealt with
9. Get help against bullies
10. Say no to abuse and protect their own bodies
11. Confidentiality

YOUNG SHOOTERS SHOULD ALWAYS:

1. Treat Sports Leaders with respect, (including professionals, coaches, convenors, club officials, etc.)
2. Look out for themselves and the welfare of others
3. Behave fairly at all times and do their best
4. Be organised and on time, tell someone if they are leaving a venue or competition
5. Respect team members, even when things go wrong
6. Respect opponents, be gracious in defeat
7. Obey instructions of Range Officers/Safety Staff without question
8. Abide by the rules set down by team managers when travelling to away events.
9. Behave in a manner that avoids bringing shooting into disrepute
10. Talk to the club Child Protection Officer or Lead Coach within the club if they have any problems

YOUNG SHOOTERS SHOULD NEVER:

1. Cheat
2. Use violence or engage in irresponsible, abusive, inappropriate or illegal behaviour
3. Shout or argue with officials, team mates or opponents
4. Use foul language
5. Harm team members, opponents or their property
6. Bully or use bullying tactics to isolate another shooter or gain advantage
7. Take banned substances, drink alcohol, smoke or engage in sexual behaviour
8. Keep secrets, especially if they have been caused harm
9. Tell lies about adults / young people
10. Spread rumours
11. Discriminate against other players on the basis of gender, age, disability, social class, religion, race, etc.

Also:

Smoking is strongly disapproved of. The law on smoking indoors is to be strictly obeyed. In addition, smoking is not allowed on any range, indoor or outdoor.

Further rules for training or competition away from home:

1. On an overnight stay, the 'lights out' time is to be obeyed.
2. Male accommodation is out of bounds to females and vice versa.

3. If sightseeing or shopping, especially if unsupervised, look out for each other. No-one is to go around alone. Conversely, do not go around in very large groups which might draw unwanted attention.
4. If someone makes unfavourable approaches or comments, ignore them and walk away. Report the matter to staff as soon as possible.
5. Male/female pairs are not to go around alone, but are to remain part of a group, even if they have parental acceptance as boyfriend/girlfriend.

Signature of Young Person:	
Printed Name of Young Person:	
Signature of Parent/Guardian:	
Printed name of Parent/Guardian:	
Date:	

Parental consent is defined by the children (NI) Order 1995 Article 6 (i)

1. Natural mother always has parental responsibility.
2. Natural father gains parental responsibility:
 - a. If he is married to the mother at the time of birth or subsequently marries her.
 - a. Through an agreement witnessed by solicitor or a Parental responsibility Order.
 - b. Post 15 April 2002 if they jointly register the baby's birth.

APPENDIX 2 TO CORE VALUES

SAMPLE APPLICATION FORM FOR NEW JUNIOR MEMBER

NAME OF CLUB OR ASSOCIATION:

CONTACT INFORMATION:

Full Name of Junior: _____
(Male / Female)

Address: _____

Telephone/Home: _____
Telephone/Mobile (in case of emergency): _____
Telephone Mobile of young person: _____
E-MAIL: _____
Date of Birth: _____

MEDICAL/BEHAVIONISSUL INFORMATION

Please include all medical details that might be relevant in dealing in with your child in a safe manner, such as allergies, medication, special needs, etc.

PARENTAL/GUARDIAN CONSENT

I am the Parent/Guardian of _____

I hereby consent to the above child participating in shooting activities of the (club name) in line with the rules of the (name of National Governing Body). I will inform the leader of any changes to the information above. I confirm that all details are correct and I am able to give parental consent for my child to participate in and travel to all activities.

I understand that photographs will be taken during or at shooting related events and may be used in the promotion of shooting

If selected for representative teams, I confirm I am happy with the travel arrangements the club may arrange for my child

I acknowledge that the club is not responsible for providing adult supervision for my child except for formal club coaching, matches and competitions

SIGNATURE: _____

PRINTED NAME: _____

APPENDIX 3 TO CORE VALUES

JUNIOR SHOOTERS PARENTAL CONSENT FORM FOR ACTIVITIES AWAY FROM HOME.

Please complete in Block Capitals and include Mobile and Home telephone numbers

Anything written on this form will be held in confidence. Our coaches need to know these details in order to meet the specific needs to your son/daughter.

I give permission for my son/daughter to attend training sessions / competitions on (dates)

SON/DAUGHTER'S FULL NAME:

.....

ADDRESS:

.....

.....

.....

HOME TEL: AGE:

DATE OF BIRTH: MALE/FEMALE (Please Circle)

EMERGENCY TEL (1): (2):

IF UNAVAILABLE CONTACT:

TEL: RELATIONSHIP TO CHILD:

NAME AND TEL OF G.P.:

CHILD'S MEDICAL NUMBER:

DETAILS OF ANY KNOWN ALLERGIES, CONDITIONS, MEDICATION BEING TAKEN:

.....

.....

.....

Any other special needs, requirements or directions that would be helpful for the Coaches/Instructors to know about:

In the event of illness, having parental responsibility for the above named child/young person, 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/young person should require emergency hospital treatment, I authorise a qualified medical practitioner to provide emergency treatment or medication.

I have been made aware of that the (Name of Local Shooting Governing Body/Club) has developed a Safeguarding Policy & Procedures and they are committed to ensure the safety of child/young person by having:-

- A Code of Conduct for Participants.
- A Code of Conduct for Parents/Guardians.
- Clear recruitment procedures which includes vetting all coaches/instructors.
- Guidelines on Photography and Consent Form.
- An Anti-bullying Policy.
- Complaints/Disciplinary Procedures.
- A Child Protection Officer.

The (Name of Local Shooting Governing Body/Club) is committed to ensuring that any information gathered in relation to our young shooters meets the specific responsibilities as set out in the Data Protection Act 1998. The (Name Shooting Governing Body/club) will store the above information on their competitors' database for a maximum of 12 months before re-registering the competitor if still associated with the Club.

I acknowledge that the (Name of Local Governing Body/ Club) is not responsible for providing adult supervision for my child except for formal club coaching and competitions.

Parental Consent (to be signed for competitors under 18 years)

I, _____ being parent/guardian of the above named child/young person hereby give permission for the nominated Club Official/First Aider to give the immediate necessary authority on my behalf for any medical or surgical treatment recommended by competent medical authorities, where it would be contrary to my son/daughter's interest, in the doctor's medical opinion, for any delay to be incurred by seeking my personal consent.

Name: _____

Signature: _____ Date: _____
(Consent by parent/guardian)

NB: A young person can give their own consent for medical treatment if they are over 16.

Please return this form to the relevant Club/Governing Body Child Protection Officer

Parental consent is defined by the children (NI) Order 1995 Article 6 (i)

1. Natural mother always has parental responsibility.
2. Natural father gains parental responsibility:
 - a. If he is married to the mother at the time of birth or subsequently marries her.
 - c. Through an agreement witnessed by solicitor or a Parental responsibility Order.
 - d. Post 15 April 2002 if they jointly register the baby's birth.

SECTION 3

GENERAL GUIDELINES FOR LEADERS

Everyone in shooting is expected to demonstrate good behaviour in order to protect children and to protect themselves against allegations as per the Principles already stated. The following are examples of how to create a positive environment:

1. SUPERVISION

- Ensure there is an adequate adult: student ratio. Generally, beginners need 1:1 supervision while shooting. This ratio can then be reduced as experience is gained but should never be less than the NGB rules.
- Avoid private or unobserved situations – (work in an open environment and an open environment between others e.g. no secrets)
- Treat all young people equally and respect their dignity.
- Always put the welfare of the child first, ahead of winning or achieving goals
- Maintain a safe, appropriate distance in all dealings e.g. it is not appropriate to have an intimate relationship with a child or share a room with them.
- Make shooting fun and enjoyable and promote fair play
- Ensure that, where mixed teams are taken away, they are accompanied by adults of both genders.
- Give enthusiastic and positive feedback instead of negative criticism.
- Avoid excessive training or competition, or pushing young shooter against their will. Recognise each individual's needs and capabilities.
- Involve parents where possible.

2. SAFETY

- Ensure that all ranges have a valid safety certificate.
- Ensure that NGB Safety rules are observed by all concerned.
- Ensure First Aid kit is properly stocked, close at hand with access to qualified first-aider.
- Ensure that contact details of emergency services are to hand.
- Keep skills, qualifications and insurance up-to-date.
- Be a good role model – this means not smoking or drinking alcohol in the presence of young people.
- Seek parental consent in writing if you are likely to have to act 'in loco parentis' or to have to administer emergency first aid or medication.
- Be aware of any medicines being taken by the child, or any existing injuries.
- Keep a written record of any injuries that occur, with details of action/treatment. (See accident form at Appendix B).
- Obtain parental permission to transport young people in private cars.
- Ensure that all participants have arranged a means of getting home. (It is important to have some clear and easy guidelines if a parent is late to collect a child, such as, contact the parent using the emergency contact number. If there is no answer ask the child if there is another family member to contact. Wait with the young person at the club or venue, preferably with other staff or volunteers. Remind parents of the policy in relation to good practice and supervision).

3. PHYSICAL CONTACT

Shooting requires some physical contact but it is important that all involved in shooting know and consider any risks. There have been instances where some coaches and other adults who are motivated to harm and abuse children and young people have done so by falsely claiming that their behaviours were legitimate

teaching, coaching or caring practices. Therefore coaches should ensure that if any form of manual or physical contact is required, e.g. adjusting hand or body positions or assisting with shooting equipment,

- a. it should be in an open environment with the permission and understanding of the participant.
- b. It is to meet the child's needs, NOT the adult's,
- c. It is determined by the age and developmental stage of the participant - don't do something that a child can do for themselves about developing skills/ techniques or to prevent an injury or accident from occurring,
- d. It is to treat an injury (following first aid guidelines),
- e. It is to meet the requirements of the activity. The nature and reason for the physical contact should be explained to the child,
- f. It is to respond to distress or success

Coaches should explain to parents and children their coaching methods and style. They should explain that some physical contact is necessary and both parents and child should agree to it.

N.B. Although physical contact requires a level of agreement, safety must never be compromised.

4. WHAT NOT TO DO

When situations arise that are unavoidable, another person in the organisation or the parent should be informed. E.g. if a child is injured and needs to go to hospital, or if a parent fails to arrive to pick up a child and they have to be taken home.

NEVER

- a. Engage in rough, physical or sexually-provocative games or 'horseplay'.
- b. Share a room with a child
- c. Allow or engage in any form of inappropriate touching
- d. Allow a child to use inappropriate language, unchallenged.
- e. Make sexually suggestive comments, even in fun.
- f. Reduce a child to tears as a form of control.
- g. Allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- h. Do things of a personal nature for a child or disabled adult, which they can do for themselves.
- i. If things of a personal nature must be done, ask the person's permission and tell them what you are going to do. Do not take on tasks you are not trained for.
- j. Invite or allow children to stay at your home unsupervised.
- k. Spend excessive amounts of time alone with children, away from others.
- l. Be 'friends' with children on social networking sites
- m. Spend more time on phone calls, emails or texts than is necessary to arrange coaching/matches or get/ give information on these.
- n. Take children to your home where they will be alone with you.
- o. Coaches and volunteers should never engage in inappropriate contact such as touching of groin, genital areas, buttocks, breasts or any other part of the body that might cause a child distress or embarrassment.

HANDLING POTENTIALLY DIFFICULT SITUATIONS

If a child

1. Is accidentally hurt
2. Seems distressed
3. Appears to be sexually aroused by your actions
4. Misunderstands or misinterprets something you have done

Then you should

1. Report the incident immediately to the Child Protection Officer
2. Report the incident immediately to another colleague

3. Make a written record of the event, including any witnesses (See Incident and Accident Forms at Appendix A and B)
4. Inform the parents

BULLYING

It is important to recognise that bullying can occur in many situations, and be perpetrated by both adults and young people. Bullying may be seen as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves.

TYPES OF BULLYING:

Bullying can take many forms. The main types are:

1. Physical : e.g. hitting, kicking and theft
2. Verbal : e.g. name-calling, constant teasing, sarcasm, racist or homophobic taunts, threats, graffiti and gestures
3. Emotional : e.g. tormenting, ridiculing, humiliating, ignoring. These can include comments in texts or via the internet.
4. Sexual : e.g. unwanted physical contact or abusive comments

POTENTIAL VICTIMS

Although anyone can be the target of bullying, people are sometimes singled out for physical reasons — being overweight, physically small, having a disability or belonging to a different race, faith or culture. Often the issue is more about the bully and their attitude to others.

POTENTIAL BULLIES

Girls and boys can be victims of bullying and also be bullies. Although bullying often takes place in schools research shows it can and does occur anywhere where there is inadequate supervision or a culture that does not challenge it — on the way to and from school, at a sporting event, in the playground or changing rooms. Bullies come from all walks of life, they bully for a variety of different reasons and may even have been abused themselves. Typically, bullies can have low self-esteem, be excitable, aggressive and jealous. Crucially, they have learned how to gain power over others and there is increasing evidence to suggest that this abuse of power can lead to crime.

BULLIES IN SPORT

The competitive nature of sport makes it an ideal environment for the bully. The bully in sport can be:

1. A parent who pushes too hard
2. A coach who adopts a win-at-all costs philosophy
3. A player who intimidates inappropriately
4. An official who places unfair pressure on a person

EFFECT OF BULLYING ON THE VICTIM

The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children and vulnerable adults, to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self-harm). There are a number of signs that may indicate that a young person or vulnerable adult is being bullied:

1. Behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go to school, training or sports club.
2. A drop off in performance at school or on the range.
3. Physical signs such as stomach-aches, headaches, difficulty in sleeping, bed-wetting, scratching and bruising, damaged clothes and bingeing for example on food, cigarettes or alcohol
4. A shortage of money or frequent loss of possessions

ACTION IF BULLYING IS SUSPECTED

All Governing Bodies and Clubs should have rigorously enforced anti-bullying strategies in place.

ACTION TO HELP THE VICTIM AND PREVENT BULLYING IN SHOOTING:

1. Take all signs of bullying very seriously.
2. all children to speak and share their concerns.
3. Help the victim to speak out and tell the person in charge or someone in authority.
4. Create an open environment.
5. Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately.
6. Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.
7. Keep records of what is said (what happened, by whom, when).
8. Report any concerns to the person in charge at the club or school (wherever the bullying is occurring).

ACTION TOWARDS THE BULLY(IES):

The coach or person in charge should:

1. Talk with the bully(ies), explain the situation, try to get the bully(ies) to understand the consequences of their behaviour. Seek an apology to the victim(s).
2. Inform the bully's parents.
3. Insist on the return of borrowed items and that the bully(ies) compensate the victim.
4. Provide support for the coach of the victim.
5. Impose sanctions as necessary.
6. and support the bully(ies) to change behaviour.
7. Hold meetings with the families to report on progress.
8. Inform all organisation members of action taken.
9. Keep a written record of action taken.

PHOTOGRAPHY

Young people like to have a photographic record of their activities, especially when they are doing well. However, their permission, and that of the parents, must be sought. Some parents may have issues with their child being photographed with firearms and this should be respected.

1. EVENTS

Clubs should obtain written permission from the young person and their parent in advance. When a shooting event is taking place any person wishing to take photographs (including film and video) must obtain approval from the shooting ground/club. Event organisers should set up a system where anyone wishing to take photographs is accredited and registers their intention to take photographs, film or video footage. For the purposes of this document photography includes film and video footage.

1. PROFESSIONAL PHOTOGRAPHERS

Professional photographers wishing to record an event should seek accreditation with the event organiser by producing their professional identification for the details to be recorded. Ideally they should request this at least five working days before the event. This allows the organiser's time to check the credentials before giving authority.

2. AMATEUR PHOTOGRAPHERS

Amateur photographers, wishing to record the event should seek prior agreement with the event organiser by producing their photography club or registration card and a letter from their club outlining their motive for attending the event.

3. SPECTATORS

Spectators - wishing to use photographic equipment should register their intent with the organiser of the event.

VIDEOING AS A COACHING AID

There is no intention to prevent club coaches and teachers using video equipment as a coaching aid. However, coaches are advised to discuss the use of video with shooters and their parents/carers. All parties should be aware that this is part of the coaching programme and care should be taken in the storing of such films.

IF YOU HAVE CONCERNS

If you are concerned about any photography taking place, contact a member of the club committee and discuss it with them. If appropriate the person about whom there are concerns should be asked to leave and the facility managers should be informed.

APPENDIX 1 TO GENERAL GUIDELINES FOR LEADERS

CODE OF CONDUCT FOR LEADERS

Leaders should familiarise themselves with the Guidelines for Leaders then read below and agree to abide by these terms.

AS A LEADER IN SHOOTING I AGREE THAT I SHOULD:

1. Be positive during sessions and competitions, praise and encourage effort as well as results
2. Put the welfare of young person first, strike a balance between this and winning / results
3. Encourage fair play and treat participants equally
4. Ensure they maintain healthy, positive and professional relationships with all young members.
Instructors/volunteers and others in positions of authority and trust in relation must not engage in sexual relationships with them while that unequal power relationship exists, even with members aged 16 and 17 years
5. Recognise developmental needs, ensuring activities are appropriate for the individual
6. Plan and prepare appropriately
7. Be committed to values & guidelines of this Code for Shooting and / or hold up-to date qualifications
8. Involve parents where possible and inform parents when problems arise
9. Keep a record of attendance at training and competitions
10. Keep a brief record of injury(s) and action taken
11. Keep a brief record of problem/action/outcomes, if behavioural problems arise
12. Report any concerns in accordance with this Code's reporting procedures

WHERE POSSIBLE I WILL AVOID:

1. Spending excessive amounts of time with children away from others
2. Taking sessions alone
3. Constant communication with individual shooters by mobile phone or email
4. Communicating with individuals for whom you are in a position of trust for providing coaching or support, through social networking sites
5. Taking children to my home
6. Taking children on journeys alone in my car

I WILL NOT:

1. Use any form of physical punishment or physical force on a child
2. Exert undue influence over a participant in order to obtain personal benefit or reward
3. 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. This includes innuendo, flirting or inappropriate gestures and terms
4. Take measurements or engage in certain types of fitness testing without the presence of another adult
5. Undertake any form of therapy (hypnosis etc.) in the training of children

Print Name_____

Date_____

Signature_____

APPENDIX 2 TO GENERAL GUIDELINES FOR LEADERS

INCIDENT RECORD FORM : CHILD PROTECTION

NAME OF CLUB:	
Record completed by:	
Position:	Date:
Child's Name:	
Child's Address:	
Child's Date of Birth:	
Parents/Carer's Names and Address:	

Date and time of any incident:	Date:	Time:
Your Observations:		
Detail exactly what the child said and what you said : (Remember do not lead the child – record actual details. Continue on a separate sheet if necessary)		
Action taken so far:		
Designated officer informed? <input type="checkbox"/> Yes <input type="checkbox"/> No		
External Agencies contacted		

Police <input type="checkbox"/> Yes <input type="checkbox"/> No Branch contacted: Name: Contact no:	Details of advice received:
Social Services <input type="checkbox"/> Yes <input type="checkbox"/> No Branch contacted: Name: Contact number:	Details of advice received:
Sport Governing Body <input type="checkbox"/> Yes <input type="checkbox"/> No Name: Contact number:	Details of advice received:
Local Council or Education Department (if appropriate) <input type="checkbox"/> Yes <input type="checkbox"/> No Org name: Name: Contact number:	Details of advice received:
Other (e.g. NSPCC) <input type="checkbox"/> Yes <input type="checkbox"/> No Name: Contact number:	Details of advice received:

Signature

Date

1. Remember to maintain confidentiality on a need to know basis – only if it will protect the child. Do not discuss this incident with anyone other than those who need to know.
2. N.B. A copy of this form should be sent to social services after the telephone report and to the governing body Child Protection Officer for monitoring purposes.

APPENDIX 3 TO GENERAL GUIDELINES FOR LEADERS

ACCIDENT REPORT FORM

Coach in Attendance:	
----------------------	--

INJURED PARTY	
Name:	
School/club:	
Home address:	

ACCIDENT DETAILS	
Form Completed By:	
Date:	Exact Location:
Time:	Time Reported:
Reported by who:	
Nature of Injury:	<p>How accident happened: Describe what activity was taking place, for example training/game/getting changed</p>
Name and contact details of witnesses:	
First Aid Involved?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Were the following contacted:	Police <input type="checkbox"/> Ambulance <input type="checkbox"/>
Parents Informed? <input type="checkbox"/> Yes <input type="checkbox"/> No	By whom:
	When:

SECTION 4

GUIDELINES FOR PARENTS

Parents of young shooters are expected to sign a Code of Conduct such as the example at Appendix E:

NISSU and its affiliated organisations believe that parents should:

1. Be a role model for your child and maintain the highest standards of conduct when interacting with young people, other parents, officials and organisers.
2. Always behave responsibly and do not seek to unfairly affect a shooter or the outcome of the match.
3. Never intentionally expose any young participant to embarrassment or disparagement by the use of flippant or sarcastic remarks.
4. Always recognise the value and importance of the officials and volunteers who provide sporting and recreational opportunities for your child. Do not publicly question the judgement or honesty of scorers, coaches or organisers. Respect convenors, professionals, coaches, referees, organisers and other shooters. Parents are welcome to attend events and coaching sessions but should not interfere with the coach or professional while working with the shooter.
5. Encourage your child to play by the rules. Teach your child that honest endeavour is as important as winning and do all you can to encourage good sportsmanship.
6. Set a good example by encouraging mutual respect for teammates and opponents.
7. Parents should support all efforts to remove abusive behaviour and bullying in all its forms. Please refer to bullying policy within child protection guidelines.

APPENDIX 1 TO GUIDELINES FOR PARENTS

CODE OF CONDUCT FOR PARENTS:

1. I will respect the rules and procedures set down by the sport's governing body.
2. I will respect my child's teammates and leaders as well as players, parents and coaches from opposing teams. I will encourage my child to treat other participants, professionals, coaches, convenors, selectors and managers with respect.
3. I will give encouragement only for positive accomplishments whether from my child, his/her teammates, their opponents or the officials.
4. I will respect my child's leader(s) and support his/her efforts.
5. I will respect the officials and their authority during sessions and events within the organisation and under the auspice of shooting.
6. I will never demonstrate threatening or abusive behaviour or use foul language.
7. Complete and return the Registration and Consent Forms pertaining to my child. Any changes in the state of the child or young person's health should be reported to the coach prior to the coaching session.
8. Deliver and collect the child or young person punctually to and from shooting events.
9. Ensure their child or young person is punctual.

PARENTS/GUARDIANS HAVE THE RIGHT TO:-

1. Know their child or young person is safe.
2. Be informed of problems or concerns relating to their child or young person.
3. Be informed if their child or young person is injured as soon as is realistically possible.
4. Complain appropriately if they have concerns about the standard of coaching.

Any misdemeanours and breach of this code of conduct will be dealt with immediately by the Club.

Parent/Guardian/Adult's Signature: _____

Print Name: _____

Date: _____

SECTION 5

CHILD ABUSE

TYPES OF ABUSE

It is generally acknowledged that there are four main types of abuse – Physical, Sexual, Emotional and Neglect.

PHYSICAL ABUSE

1. This is just what the term implies – hurting or injuring a child, for example by hitting them or shaking them. It might also occur if a child is forced to train beyond his/her capabilities.
2. **SEXUAL ABUSE**
This occurs when a child is knowingly or unknowingly 'groomed' to take part in something which meets the sexual needs of the other person or persons involved: it could range from sexually suggestive comments to full intercourse.
3. **EMOTIONAL ABUSE**
This occurs when a child is not given love, help and encouragement and is constantly derided or ridiculed, or perhaps worse, ignored. Conversely, it can occur if a child is over-protected. It is present in the unrealistic expectations of parents and coaches over what a child can achieve.
4. **NEGLECT**
This means failing to meet children's basic needs, such as food, warmth, adequate clothing, medical attention etc. It could also mean failing to ensure they are safe or exposing them to harm.

Bullying, though not recognised as a formal type of abuse, is often the most common concern amongst young people. Bullying may be seen as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. The bully may often be another young person.

INDICATIONS OF CHILD ABUSE

Recognising child abuse is not always easy, even for the experts. The examples listed below are not a complete list and they are only indicators, not confirmation:

1. **INFORMATION:**
The child says that he or she is being abused, or another person says they believe (or actually know) that abuse is occurring.
2. **INJURIES:**
The child has an injury for which the explanation seems inconsistent.
3. **BEHAVIOUR CHANGES :**
The child's behaviour changes, either over time or quite suddenly and he or she becomes quiet and withdrawn, or alternatively becomes aggressive.
4. **REACTION TO OTHERS:**
The child appears not to trust adults e.g. a parent or coach with whom he or she would be expected to have, or once had, a close relationship and does not seem to be able to make friends.
5. **APPEARANCE :**
The child becomes increasingly neglected-looking in appearance, or loses or puts on weight for no apparent reason.

6. SEXUAL AWARENESS :

The child shows inappropriate sexual awareness for his/her age and sometimes behaves in a sexually explicit way.

Bear in mind that physically disabled children and children with learning difficulties are particularly vulnerable to abuse and may have added difficulty in communicating what is happening to them.

RESPONDING TO SUSPICIONS, DISCLOSURE AND ALLEGATIONS WITHIN SHOOTING

The NISSU will respond to:

1. Any disclosure, suspicion or allegation of poor practice within the sport
2. Any disclosure, suspicion or allegation made against a person who is involved in shooting but relating to their activities outside shooting.

TAKING ACTION

You may be prompted to take action by the following:

1. Concerns – developing from minor indications that there may be something wrong.
2. Suspicions – arising from clear indications that there is a problem.
3. Disclosure – when given first-hand information by the victim or someone else.
4. Accusation – where an allegation or statement is made, either by the victim or a witness, or someone else, who may or may not be related to the victim.

ACTING ON CONCERNS OR SUSPICIONS

It is not the responsibility of the coach or official to decide whether a child is being abused, but they should act if they have concerns. They should make a detailed note of what they have seen or heard but they should not delay in passing on the information.

SEEKING ADVICE

Sometimes situations may arise where it is unclear what action to take. Also, there may be cases where it is poor practice rather than abuse. In such cases, a senior colleague or Child Protection Officer should be consulted, who may consult Police, Social Services or NSPCC for advice. An incident may be one of a number which together cause concern.

RECORDS AND INFORMATION

Information passed to Social Services or Police must be as informative as possible so it is necessary to record as much as possible at the time. Such records should include the following:

1. The child's details name, age, date of birth, address, phone number etc). See Appendix 2 to Section 2 (page 8)
2. The nature of the allegation.
3. A description of any visible injuries, including bruises.
4. The child's account, if it can be given, of what happened and how any injuries occurred.
5. Witnesses.
6. Any times, dates, or other relevant information
7. A clear distinction between fact, opinion and hearsay.

SHARING CONCERNS WITH PARENTS

There is a requirement to work in partnership with parents if there are concerns about a child. There may be a perfectly reasonable explanation for why a child is upset, withdrawn or unhappy – family problems, bereavement, exam worries etc.

WHEN NOT TO SHARE CONCERNS WITH PARENTS

Parents should not be contacted if they may be responsible for the abuse or unlikely to react appropriately. Advice and guidance should be sought from someone in charge, the Child Protection Officer, the Police or Social Services, as appropriate at the time.

RESPONDING TO DISCLOSURE

There is a range of ways disclosure may occur. If there is a direct allegation, or information of abuse is disclosed, there must be immediate reaction.

The person receiving information concerning disclosure should:

1. React calmly so as not to frighten the child
2. Assure the child they are not to blame and were right to tell what they know.
3. Take what the child says seriously, taking account of the child's ability to express themselves.

4. Keep questions to a minimum and avoid putting words in their mouth.
5. Reassure the child but do not promise to keep anything secret as you may have to disclose it to the authorities.
6. Make a full written record as soon as possible.

WHAT NOT TO DO

1. Panic
2. Allow shock or distaste to show
3. Probe for more information.
4. Speculate or make assumptions.
5. Make negative comments about the alleged abuser.
6. Approach the alleged abuser.
7. Make promises or agree to keep secrets.

The flow diagrams summarise the pathways for dealing with concerns both within and outside shooting. If you are concerned about someone's behaviour or about the welfare of a child, you should

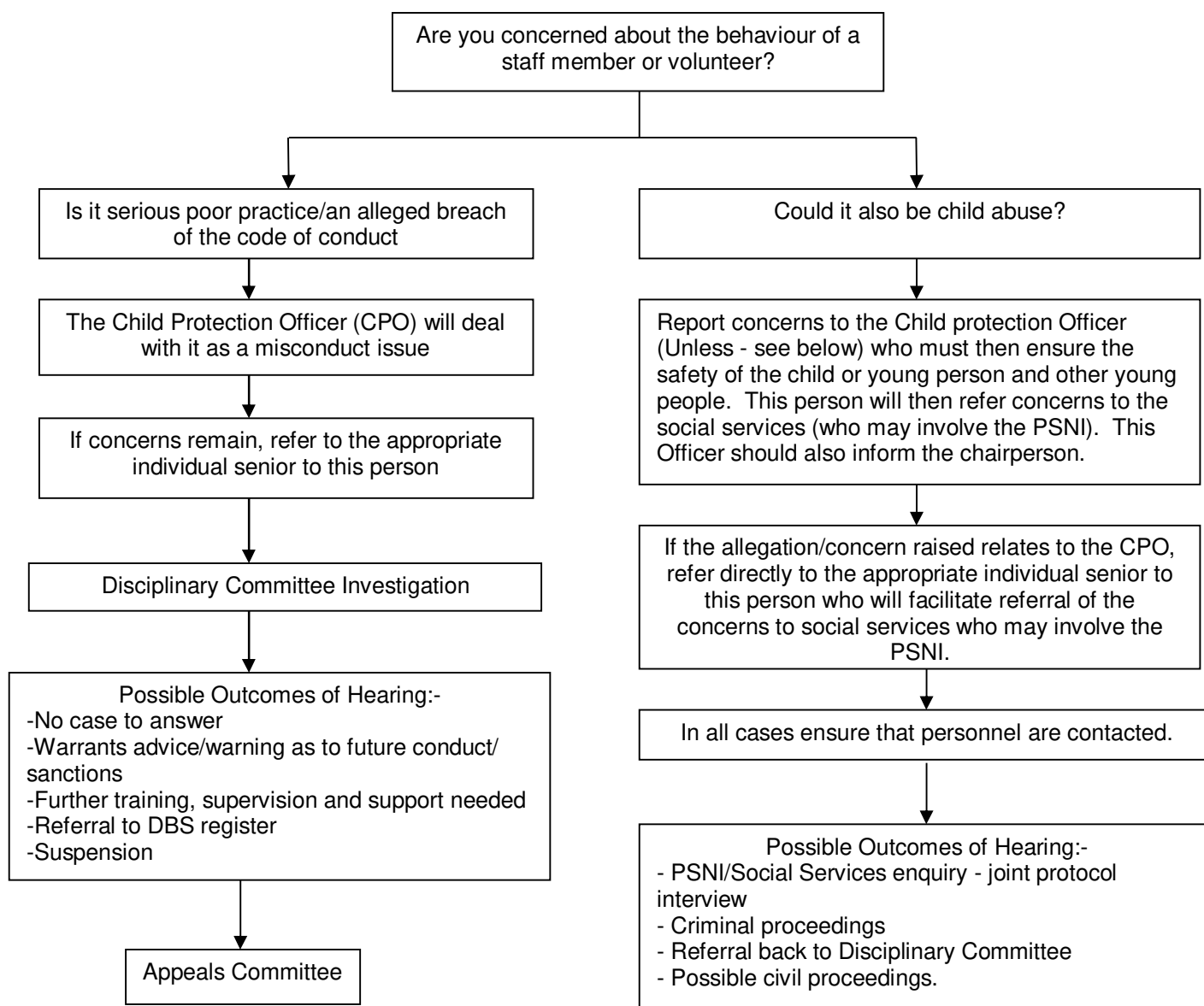
1. Deal with medical emergencies first – inform the doctor or medical staff that there may be a child protection issue.
2. Report the incident to the Club or the Local Governing Body, as appropriate, who will inform the National Governing Body Child Protection Officer.
3. Complete an Incident Report Form
4. Report the incident to Children's Social Services or the Police if appropriate, recording the details of person you reported to, together with the time and date of the call, in case any follow-up is needed

RESPONDING TO ALLEGATIONS OR CONCERNS AGAINST A MEMBER OR INDIVIDUAL INVOLVED WITH SHOOTING

This applies where

1. An incident takes place within the shooting environment and/or
2. The suspected abuser acts in some capacity within shooting (i.e. is a shooter, coach range officer or official within shooting).

FLOW CHART 1



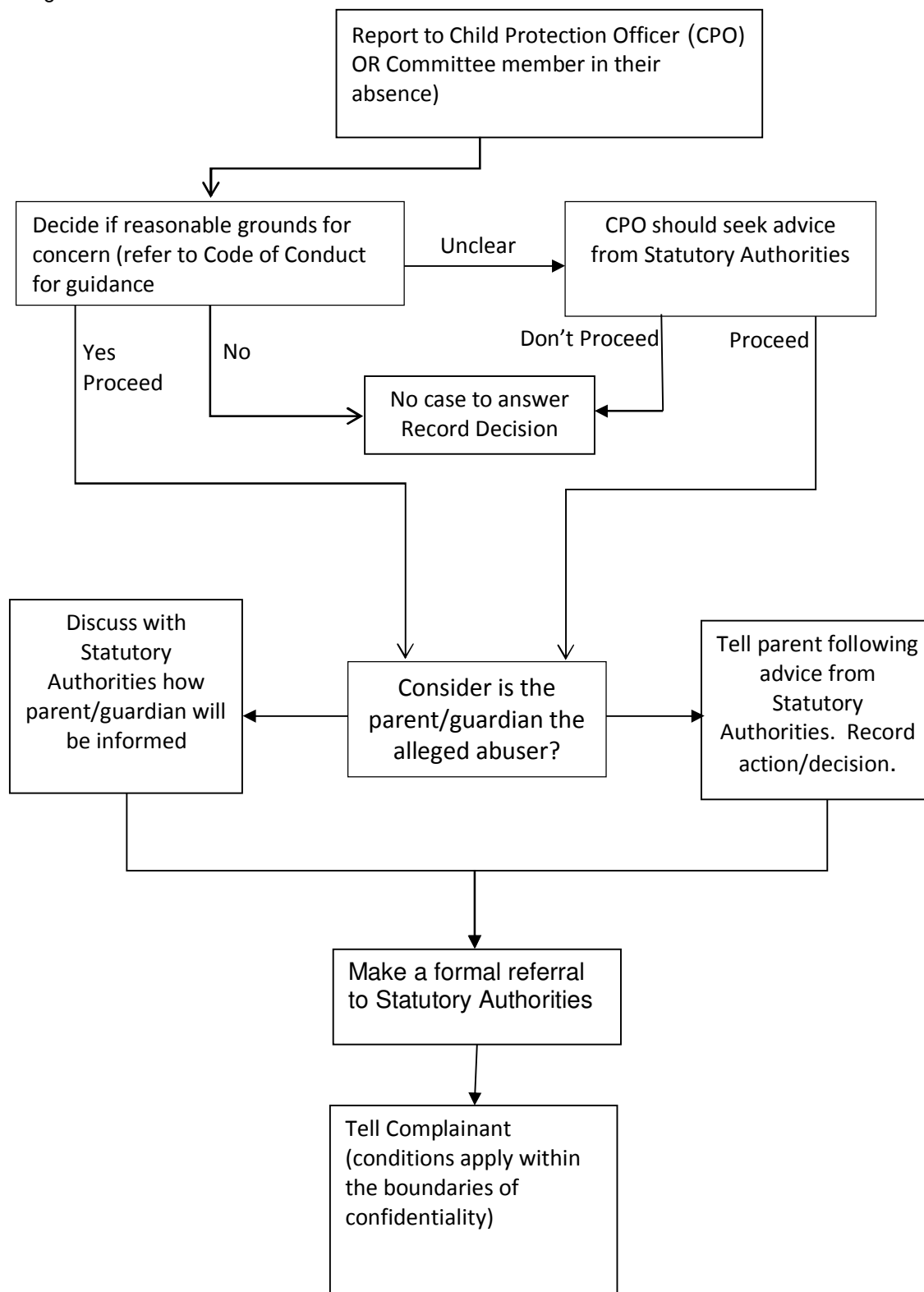
If you do not know who to turn to for advice or are worried about sharing your concerns with a senior colleague, you should contact the Social Services direct (or the NSPCC on 0808 800 5000 or Childline on 0800 1111). At any stage during the process in the left hand column the issue can be referred externally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

WHEN THE COMPLAINT IS ABOUT POSSIBLE ABUSE OUTSIDE THE ORGANISATION

FLOW CHART 2

This shows the course of action where:

The incident itself is not linked to shooting and the suspected/alleged individual has no connection with shooting



DEALING WITH ALLEGATIONS AGAINST STAFF AND VOLUNTEERS

The terms 'staff' and 'volunteer' cover anyone working with children within shooting, whether paid or voluntary e.g. volunteers and helpers in clubs, team managers, coaches, officials at competitions etc.

Allegations of previous abuse

Allegations of abuse may be made a long time after the event (e.g. by an adult who was abused as a child). These may relate to a person who is still working with children, so other children either in or outside shooting, may be at risk. Where such an allegation is made, the procedure in Flow Chart 1 should be followed and a report made to Children's Social Services or the Police.

The NISSU will investigate such allegations of previous abuse or poor practice within the shooting following discussion with statutory agencies and will act on the findings of any investigations by the Police or Local Authority.

Confidentiality

Every effort must be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a 'need to know' basis only. This includes the following people:

- The person making the allegation
- The parents of the person who is alleged to have been abused.
- The alleged abuser (and parents if the alleged abuser is a child).*
- Anyone who is retained by the alleged abuser to represent his/her interests (e.g. lawyer or lay representative in disciplinary proceedings)
- Children's Social services.
- Police.
- The Child Protection Officer to whom the incident was first reported.
- The nominated person in charge.

*Seek social services advice on who should approach alleged abuser.

All information must be stored in a secure place with access restricted to designated people. It must be dealt with in line with data protection regulations (e.g. that information is accurate, regularly updated, relevant and secure). The security requirement means that information must NOT be communicated by email or text message, or messages left on answering services. All communications sent by post must be marked 'Strictly confidential, only to be opened by addressee'.

Information is to be kept for 3 years after the junior goes on to adult membership or for 3 years after the junior leaves shooting.

(General Information such as address etc is only to be kept for 1 year after the junior has left shooting).

Investigation of Suspected Abuse

Where there is an allegation of abuse against a member of staff or a volunteer, there may be three types of investigation, leading to one or more hearing(s) before tribunals:

- Criminal, by the police, leading to prosecution in Magistrates or High Court.
- Child Protection, by social services, to reduce the risk of abuse and protect children.
- Disciplinary or misconduct, by the appropriate shooting organisation, leading to disciplinary proceedings

Civil proceedings seeking damages (i.e. financial compensation) may also be initiated by the victim of the abuse, or the parents or guardians if he/she is a minor.

The results of these investigations may or may not, influence the NISSU's disciplinary investigation.

Action if abuse is suspected

Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported first to the CPO of the organisation to which the suspected person belongs. The CPO will take such steps as considered necessary to ensure the safety (within the shooting environment) of the child in question and any other child who may be at risk.

The CPO will refer the allegation to the Children's Social Services department who may involve the police. Contact details under useful contacts (Appendix D).

The parents or carers of the child will be contacted as soon as possible following advice from statutory agencies – this will depend on the particular circumstances of the case.

Children's Social Services will also advise who should approach the alleged abuser.

The CPO should also notify NISSU Child Protection Officer and the appropriate National Governing Body Child Protection Panel (NRA, NSRA or CPSA) via the National Governing Body who will decide who should deal with any media enquiries.

If the Club CPO is the subject of the suspicion/allegation, the report must be made directly to the NISSU, NISSU or UCPSA CPO, as appropriate, which is then responsible for taking the action outlined above.

DUTY TO REFER TO DISQUALIFICATION AND BARRING SERVICE

Under the Safeguarding Vulnerable Groups Act, all organisations have a duty to refer information to the Disqualification and Barring Service (DBS) in certain circumstances. In all cases there are two conditions, both of which must be met, to trigger a referral to the DBS by a regulated activity provider.

A referral **MUST** be made to the DBS if the NISSU/NISSU/UCPSA/club:

1. withdraws permission for an individual to engage in regulated activity, or would have done so had that individual not resigned, retired, been made redundant or been transferred to a position which is not regulated activity; because
2. they think that the individual has:
 - a. engaged in relevant conduct;
 - b. satisfied the criteria set out in the Harm Test; or
 - c. received a caution or conviction for a relevant offence.

The referral must be made to the DBS when the NISSU/NISSU/UCPSA/club (in accordance with good practice) has gathered sufficient evidence as part of its investigations to support its reasons for withdrawing permission for the person in question to engage in regulated activity and consulted with the relevant social services or police if appropriate.

The National Governing Body must also be informed if any club removes an individual from engaging in regulated activity for reasons outlined above to enable the National Governing Body to consider the information and decide about the persons coaching award.

Additional information on the DBS and the referral process can be found on the DBS website:

www.homeoffice.gov.uk/dba

SUPPORT FOR PERSONNEL INVOLVED IN THE INCIDENT

For the Reporter of Suspected Abuse

It is acknowledged that feelings generated by the discovery that a member of staff or volunteer is, or may be, abusing a child, may be difficult for other staff or volunteers to manage. This includes the difficulties inherent in reporting such matters. NISSU assures all staff/volunteers that it will fully support and protect anyone who, in good faith (without malicious intent), reports his or her concern about a colleague's practice or the possibility that a child may be being abused.

For the Suspected or Alleged Abuser

Consideration should be given about what support may be appropriate to for the alleged perpetrator of the abuse. A governing body link will be provided to the accused person during any investigation.

For Others Aware of the Incident

Consideration should be given to what support may be necessary for children, parents and club members who know about the incident but are not directly involved. Use of help lines, support groups and if appropriate and not breaching confidentiality, providing open meetings, which will maintain an open culture and help the healing process. The British Association of Counselling may be a useful resource.

DISCIPLINARY AND COMPLAINTS PROCEDURES

If the NISSU receives information of the following, it will initiate Interim Action

1. Notification that an individual has been charged with a relevant criminal offence; or
2. Notification that the individual is the subject of an investigation by the Police, Social Services or any other authority relating to behaviour that may place a young person at risk
3. The results of a DBS or Access NI check containing entries which lead the NISSU Committee to conclude on reasonable grounds that an individual may be unsuitable to work with or have unsupervised access to children or young people within the sport of shooting; or
4. A recommendation from a National Governing Body Child Protection Panel; or
5. Any other evidence which causes the NISSU committee reasonably to conclude that an individual may have committed an Offence

Then it may

1. impose upon the individual an immediate interim suspension of any coaching or officials licence issued by a National Governing Body.
2. impose upon the individual an immediate interim suspension of any Involvement in any shooting event or shooting activity promoted or authorised by the NISSU or anybody directly or indirectly affiliated to it, wherever the activity or event is being held.
3. Report the interim suspension to the CPO of British Shooting and to any other National Governing Body which may have issued a licence to the individual.

Factors to be Taken Into Account

In considering if an immediate interim suspension should be imposed, the NISSU must take into account the following factors:

1. The recommendation of the CPO
2. Whether a child or children may be at risk; and/or
3. Whether the allegations are of a serious nature; and/or
4. Whether a suspension is necessary to allow an investigation to proceed unimpeded
5. Whether such a suspension will be appropriate and proportionate in all the circumstances of the case

If the NISSU receives any of the following it will initiate disciplinary proceedings:

1. confirmation that an individual has been convicted of a relevant criminal offence; or
2. confirmation that the social services or any other public authority has imposed restrictions on the individual in respect of his/her contact with children; or
3. confirmation that on the basis of information supplied by the police and/or the local social services, the relevant local authority has 'formed a view' that the individual is not suitable to work with children.
4. The results of a DBS or Access NI check containing entries which clearly indicate that an individual may be unsuitable to work with or have unsupervised access to children or young persons within the sport of shooting; or
5. A report from a National Governing Body Child Protection Panel setting out evidence that the individual is unsuitable to work with or have unsupervised access to children or young people within the sport of shooting;

Then the NISSU will invoke the relevant disciplinary procedure

POOR PRACTICE

When an incident has been reported, recorded and presented to the NISSU, the committee may decide to initiate disciplinary proceedings.

If, on consideration, the allegation is clearly about poor practice, NISSU will deal with it as a misconduct issue rather than a disciplinary matter. This means that, instead of imposing a penalty, the committee will require

the person concerned to take steps aimed at avoiding any future poor practice. These might include attendance at a suitable course or undertaking some other form of training, perhaps working under a more experienced person for a specified period.

PENALTIES THAT MAY BE IMPOSED

If the result of the disciplinary procedure is that the individual is unsuitable to work with or have unsupervised access to children or young persons in shooting, then the NISSU may impose upon the individual:

1. A permanent suspension of any coaching or official's license issued to the individual by any Governing Body.
2. A permanent ban on the individual taking part in any shooting event or activity promoted by NISSU or anyone directly or indirectly affiliated to it, wherever that activity may be held.

FURTHER ACTION THAT MAY BE TAKEN

3. In addition to the interim measures and permanent penalties mentioned above, NISSU will notify the measures and penalties to the CPO of British Shooting, DBS and to any other National Governing Body to which the individual may belong and in whose activities he/she might participate.

APPEALS

An individual who is disciplined and penalised under the above procedure will have the right of appeal to the NISSU against the decision.

If the individual states that he/she will appeal, the announcement of the penalty imposed as an interim measure or after disciplinary proceedings, must be restricted to those who 'need to know'. This is so that if the appeal is successful, the individual is not prejudiced in future by a widespread knowledge of the decision and penalty that have been overturned.

The appeals committee shall have the power to confirm, set aside or change any sanction imposed by the disciplinary committee

If, after the disciplinary process, a person is to be suspended the organisation will carry out a risk assessment to decide the level of protection needed for juniors and any future juniors working with any accused persons. The organisation will decide if it will terminate membership of the organisation.

GENERAL COMPLAINTS

General complaints not associated with abuse or child welfare, may be brought by parents of young shooters, to the coach in the first instance to be dealt with.

The coach should make a note of the complaint and how it was dealt with. If the coach cannot deal with it, the complaint may be brought to the lead coach or the management committee of the club or to the coach at the next level.

Coaches who have complaints should contact the lead coach.

COMPLIANCE WITH NISSU CHILD PROTECTION PROCEDURES

Any individual who fails to comply with a specific requirement of the NISSU Child Protection procedures may be suspended by NISSU until such time as (s)he has complied with any outstanding matters. This step may be taken provided that the individual has been warned beforehand of the risk such suspension and failed to take the appropriate steps within a reasonable time.

Any individual penalised for non-compliance will have a right of appeal to NISSU.

APPENDIX 1 TO CHILD ABUSE

USEFUL CONTACTS

The Northern Ireland Federation of Shooting Sports child protection officer is:
Dr David Hutchinson, 40 Oldstone Road, Muckamore, Antrim BT41 4SB
Telephone:
Email: william.hutchinson6@btopenworld.com

The NISSU Child Protection Officer is:
Miss Hazel Mackintosh, 36, Greystown Avenue, Belfast, BT9 6UJ
Telephone: 028 90613329
Email: hmackintosh762@btinternet.com

The URA Child Protection Officer is:
Miss Hazel Mackintosh, 36, Greystown Avenue, Belfast, BT9 6UJ
Telephone: 028 90613329
Email: hmackintosh762@btinternet.com

The CPSA Child Protection Officer is:
Mr Trevor Wilson,
Telephone:
Email: catwil59@btinternet.com

Social Services (children)

Each Child Protection Officer must retain their local gateway contact number. Each trust will have a Gateway team to deal with reports of abuse and also more local contacts for on- going professional liaison for advice on concerns.

Northern HSC Trust	Tel: 03001234333
South Eastern HSC Trust	Tel: 03001000300
Southern HSC Trust	Tel: 08007837745
Belfast HSC Trust	Tel: 028 90 507000
Western HSC Trust	Tel: 028 71314090

Regional Emergency Social Work - available 5.00 PM – 9.00 AM Monday to Thursday and 5.00 PM on Friday to 9.00 AM on Monday. There is a 24 hour cover over public holidays. 028 9504 9999

Police Service of Northern Ireland
Emergency 999. Non-emergency and general enquiries 0845 0600 8000

Helpline numbers

Action on Elder Abuse helpline – 0808 808 8141

Other sources of advice

The Older People's Advocate – 028 9031 6383

Child Protection in Sport Unit- NSPCC Regional Centre, Jennymount Business Park, North Derby St, Belfast, BT15 3HN Phone: 028 90351135 www.thecpsu.org.uk

Childline - Lanyon Building, Jennymount Business Park, North Derby Street, Belfast, Co Antrim, BT15 3HN
Tel: 0800 11 11 www.childline.org.uk

Access NI Tel: 0300 200 7888 www.nidirect.gov.uk/accessni

Sport Northern Ireland - House Of Sport, Upper Malone Road, Belfast, County Antrim BT9 5LA, +44 28 9038 1222 www.sportni.net

SECTION 6

SAFE RECRUITMENT PROCEDURES FOR THE NORTHERN IRELAND SMALLBORE SHOOTING UNION

Guidance for this recruitment procedure has been taken from:

- The Code of Ethics and Good Practice for Children's Sport
- Our Duty to Care DHSSPS 2012
- Getting it Right DHSSPS 2012
- Safeguarding Vulnerable Groups (NI) Order 2007
- Protection of Freedoms Act 2012
- Shooting Guidelines
- Access NI guidance www.nidirect.gov.uk/accessni

Recruitment of Volunteers

Recruitment and selecting staff/volunteers

The NISSU recognises that without the time and commitment given by many volunteers within our sport young people would never get the opportunity to practice their shooting. But we must also consider anyone may have the potential to harm children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children.

NISSU would advise all Governing Bodies and clubs to define the role the individual is applying for. Sample Roles are Appendix 3.

The NISSU would advise all shooting governing bodies to undertake pre-selection checks on any coaches or staff/volunteers whether remunerated or not which it may recruit. These checks will include:

1. All coaches/staff completing the relevant sports application form (Appendix 1). The application form will seek information about the applicants past and a self-disclosure about any criminal record or relevant information.
2. Requesting disclosure of criminal convictions (Appendix 2)
3. Evidence of photographic identification - Passport or driving licence.
4. Confidential references may be sought (the request for references will only be sought for preferred applicants). These references to be taken up and confirmed through telephone contact. (Appendix 3),
5. Ensure that those in regulated activity sign the Access NI Disclosure Certificate Application Form which gives permission to enable Governing Body to request an Access NI check (proof of identity MUST be provided). Access NI Forms can be downloaded from www.nidirect.gov.uk/accessni. The forms of identity required are to be presented to a club official who will then sign the Verification Form.
6. Ensure that Coaches renew their licenses with the relevant Governing body at the appropriate intervals. Their cards are to be available for inspection when requested.
7. Setting a probationary period (six months for staff or long-term volunteers).
8. Ensure that the volunteer is inducted into the processes and procedures of the organisation.
9. Interview/meet the individual either formally or informally. Have two designated members (positions to be identified by the sport) doing this to enable you to;
 - a. Assess the individual's experience of working with children or young people and knowledge of safeguarding issues.
 - b. Assess their commitment to promoting good practice.
 - c. Assess their ability to communicate with children and young people (i.e. be approachable). One way of doing this is to consult young people 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.
10. Ensuring that the Management committee ratifies appointments.
11. Ensuring that the recruitment process is Open and Fair and does not depend on gender, colour or religion but only on attributes relevant to shooting.
12. Ensure that volunteers undergo Child Protection training within 6 months of appointment and regularly thereafter and maintain a register of attendance at sessions.

(Guidelines for recruitment of permanent/ paid staff are set out in the Employees Handbook)

Information from Access NI will be received by the individual and the governing body (though under the Protection of Freedoms Act only the individual applicant will receive a copy of the certificate in the future)

proposed introduction of this will be from late - 2014 in Northern Ireland). It will be scrutinised in the first instance by the Case Management Panel appointed by NISSU. The panel will decide whether any disclosure is relevant or contrary to NISSU standards, clubs will be advised of decision.

For further detailed information on Access NI please visit www.nidirect.gov.uk/accessni

PERSONS WHO WILL BE EXPECTED TO UNDERGO ACCESS NI CHECKS:

Any paid employees in regulated activity.

Anyone given the role of Child Protection Officer

Any Coach who will coach young people

Any Range Conducting Officer who may have unsupervised access to young people on a range detail.

Any other person who may help in an unsupervised situation, with young people at any club activity.

Access NI Checks will be carried out by NI Sports Forum, acting as an Umbrella Body.

Paperwork will be supervised by the NISSU Designated Child Protection Officer and passed to the NIFSS Child Protection Officer for forwarding to the NI Sports Forum.

APPENDIX 1 TO SAFE RECRUITMENT

VOLUNTEER APPLICATION FORM FOR THOSE IN REGULATED ACTIVITY

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 shooting experience and relevant qualifications:			
Have you previously been involved in voluntary work? If yes, please give details:	<div style="display: flex; justify-content: space-around;"> Yes No </div>		
Do you have any spare time hobbies, interests or specific skills that may be useful to the activities?			
Have you completed Safeguarding Awareness Training?		<div style="display: flex; justify-content: space-around;"> Yes No </div>	
If yes Organised by:		When:	
Do you agree to undergo specific training on the role of the (position being appointed)		<div style="display: flex; justify-content: space-around;"> Yes No </div>	
Have you ever been asked to leave a sporting organisation in the past? (if you have answered yes we will contact you in confidence)		<div style="display: flex; justify-content: space-around;"> Yes No </div>	
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.</p>			

Name:	Name:
Address:	Address:
Telephone:	Telephone:
Designation:	Designation:

FOR OFFICIAL USE ONLY:	
Applicant Name:	
Date application received:	
Date of interview:	
Interviewed by:	1. 2.
References received and are satisfactory:	Yes No
Access NI check completed and returned (if appropriate):	Yes No
Comments:	
Proof of applicants identification received:	Yes No Group 1 _____ Group 2 _____ _____
Recommendation Approve Not approved	Reasons:

_____	_____
Signature	Date
_____	_____
Print Name	Position in Organisation

APPENDIX 2 TO SAFE RECRUITMENT

DISCLOSURE OF CRIMINAL CONVICTIONS
FOR THOSE WORKING/VOLUNTEER IN NORTHERN IRELAND

Please read this information carefully

Statement of non-discrimination

This club is affiliated to NISSU and 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, volunteers and employees.

For the purposes of your application for the post of: _____

NAME OF APPLICANT: _____

HOME ADDRESS _____

CONTACT TELEPHONE NUMBER _____

CLUB/ORGANISATION: _____

Please read this information carefully

The purpose of the check is to make sure that people are not appointed who might be a risk to children or 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 AccessNI will be destroyed.

Advice to Applicants

You have applied for a role which falls within the definition of an "excepted" position as provided by the Rehabilitation of Offenders (Exceptions) Order (NI) 1979: therefore ALL convictions including SPENT convictions MUST be disclosed. The disclosure of a criminal record or other information will not debar you from participating as a volunteer unless the NISSU considers that the conviction renders you unsuitable. In making this decision the NISSU 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. This information will be verified through an appropriate Access NI Enhanced Disclosure check. If you have received a formal caution or are currently facing prosecution for a criminal offence you should also bring this to our attention given the "excepted" nature of the role.

An arrangement will be made with you to discuss any clarification if required.

Should you require further information, please contact: Mr Des Clyde, preferably by email at des.clyde@gmail.com

Thank you for your co-operation.

The completed form should be returned to: Mr Des Clyde,

Have you ever been convicted of a criminal offence, been the subject of a caution, been barred by the Disclosure and Barring Service (formally the Independent Safeguarding Authority) which would prevent you from working with children and/or vulnerable adults 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), date prevented from working in this area, or allegations

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.

(If you require further information on what information to disclose please contact NIACRO Helpline Tel: 028 90 320157)

Declaration

I understand that I must also complete an AccessNI 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 and I am also aware that NI Sports Forum as the umbrella organisation used by NISSU carrying out the check will share the information returned with the Child protection Officer of NISSU.

Have you ever been known to any Social Services department as being a risk or potential risk to children?	YES / NO (if Yes, please provide further information below):
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?	YES / NO (if Yes, please provide further information)
Confirmation of Declaration (tick box below)	
<input type="checkbox"/>	I agree that the information provided here may be processed in connection with my volunteer role and I understand that any role may be withdrawn or dismissal may result if information is not disclosed by me and subsequently come to the organisation's attention.
<input type="checkbox"/>	I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.
<input type="checkbox"/>	I understand that the information contained on this form and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard other children.

I declare that any answers are complete and correct to the best of my knowledge and I will inform the Club or Governing Body of any future convictions or charges.

Signature: _____

Print Name: _____ Date: _____

APPENDIX 3 TO SAFE RECRUITMENT

REFERENCE REQUEST

CONFIDENTIAL

The following person _____ has expressed an interest in working for The NORTHERN IRELAND SMALLBORE SHOOTING UNION (NISSU).

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 known 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/young people. As an organisation committed to the welfare and protection of children, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children and young people. YES/NO

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

Signed: _____

Date: _____

Print Name: _____

Position: _____

Organisation: _____

SECTION 7

ROLES AND RESPONSIBILITIES

CHILD PROTECTION PERSONNEL

Child Protection Officers

For this Policy to be effective, designated persons responsible for the protection and welfare of children and vulnerable adults, known as Child Protection Officers, will be required at all levels.

A Child Protection Officer does not need any specialist knowledge but they must agree to undergo training. Organisations must bear in mind that the person appointed must understand the importance of discretion and confidentiality in handling any issues that occur. They must make themselves familiar with this Policy and the procedures for applying the Policy within the organisation appointing them.

In the event of a disclosure, suspicion or allegation of child abuse, it is the responsibility of the Child Protection Officer to inform Children's Social Services or the Police without delay. In the absence of a Child Protection Officer or the suspicions are about the Child Protection Officer, the official in the organisation who receives the concerns should contact Children's Social Services or the Police themselves. The person contacting Children's Social Services or the Police should give their contact details. Children's Social Services with the Child Protection Officer will decide when parents or carers are to be informed.

All Incidents should also be reported to the appropriate National Child Protection Officer (either at the NRA, NSRA or CPSA, depending on the discipline involved).

It is the responsibility of the Child Protection Officer to ensure that contact details for Social Services, Police, the National Child Protection Officer and appropriate officials are kept up to date and available on range notice board (See Appendix of Section 5)

The NORTHERN IRELAND SMALLBORE SHOOTING UNION Child Protection Officer is:

Miss Hazel Mackintosh, 36, Greystown Avenue, Belfast BT9 6UJ

Telephone: 02890613329

Email: hmackintosh762@btintertnet.com

County Associations

If a County or similar local governing body organisation has junior teams/squads or runs events where children or vulnerable adults might be present

1. The County is to appoint a Child Protection Officer.
2. The County Child Protection Officer should undergo either CRB or Access NI checks.
3. The County Child Protection Officer should receive a copy of NISSU's Policy.

Clubs

Where clubs have junior or vulnerable adult members, or run events where these might be present,

1. they are to appoint a Child Protection Officer.
2. the Child Protection Officer should undergo either Access NI checks.
3. the Child Protection Officer should receive a copy of NISSU's Policy.

NISSU LEAD COACH RESPONSIBILITIES

Name of coach: _____

Responsible to: NISSU Management Committee

MAIN DUTIES

- To take full responsibility for the club's junior coaching sessions at an appropriate venue, on dates and times as shall be notified in advance to relevant juniors and coaches and to ensure that the venue has been booked.
- To maintain high ethical standards in coaching, ensure they keep up-to-date with their knowledge, skills and qualifications and prepare all coaching sessions in advance.
- To undertake training appropriate to the role e.g. Safeguarding Children and Young People in Sport.
- To work with and include appropriate assistant coaches in the preparation and running of each session.
- To attend club meetings and report on progress.
- To offer the club feedback on the organisation and degree of success of junior coaching and competitions.
- To assist in the selection of teams.
- To travel to competitions with the junior team(s) or to select an appropriate junior coach to do so.
- To inform the Assistant Coaches in advance of any sessions that cannot be attended.

NISSU ASSISTANT COACH RESPONSIBILITIES

Name of coach: _____

Responsible to: Lead Coach

MAIN DUTIES

- To assist with the club's junior coaching sessions at an appropriate venue, on dates and times as shall be notified in advance by the Lead Coach.
- To develop and maintain high ethical standards in coaching, commit to develop their coaching knowledge and skills and assist in the preparation of coaching sessions in advance.
- To work with the Lead Coach in the preparation and running of each session.
- To undertake training appropriate to this role e.g. Safeguarding Children and Young People in Sport.
- To offer the club feedback on the organisation and degree of success of junior coaching and competitions.
- To travel to competitions with the junior team(s) if requested / available to do so.
- To inform the Lead Coach in advance of any sessions that cannot be attended.

APPENDIX 1 TO SECTION 7

ID AND ROLE VALIDATION FORM

It is standard good recruitment practice for employers to satisfy themselves as to the identity of those applying for positions. Northern Ireland Sports Forum is an Umbrella Body who are assisting other organisations through the checking process. NISSU must ensure documentary evidence is validated to enable NISF to indicate on the Access NI Disclosure Application form (Part E), the checks have been made. Organisations must ensure they comply with Access NI Code of Practice Section 3.

VALID ID DOCUMENTS: Three documents must be produced in the name of the applicant; one from Group 1 and two from Group 2 (listed below). If this is not possible, then four documents from Group 2 must be produced. It is preferred that at least one of these documents includes photographic identification. The Chairman or Responsible Officers should use this form and tick the appropriate boxes to indicate what ID has been checked. This ID Validation Form may be made available to AccessNI on request and therefore will be retained for 90 days after the disclosure certificate has been issued.

Name of Applicant: _____

Applicant's Confirmation: 'I agree to passing written approval to the Governing Body and the Northern Ireland Sports Forum'.

Yes ☐ No ☐ (please tick as appropriate)

Applicant's Signature: _____

Governing Body Confirmation

Will the work be carried out at the home of the applicant? No ☐ Yes ☐

Is the role applied for formally supervised?

It is expected that sports clubs will be working to best practice standards and ensuring that no coaches/volunteers are left isolated when working with children. But the term "supervised" in the context of the legislation refers to ensuring that a person can be formally supervised by someone else in a position of authority, with line management responsibility for that individual who is, themselves, in regulated activity. Will the applicant be supervised at all times while operating on behalf of your sport? To enable an Enhanced Disclosure with a Barred List Check to be undertaken you must tick no:

Yes ☐ No ☐

Type of Barred List Check (is the applicant working with children or vulnerable adults or both)

Does this position require a check of the Children's Barred List? (Regulated Activity)

Yes ☐ No ☐

Does this position require a check of the Vulnerable Adults' Barred List? (Regulated Activity)

Yes ☐ No ☐

Application Type:

New post holder ☐ Existing post holder ☐ Re-check of existing post holder ☐

Contact details:

NISSU Contact to notify on receipt of certificate: Mr Des Clyde

Email Address of NISSU Contact: des.clyde@gmail.com

Telephone No: _____

I confirm that the information pertaining to the role of the above named person is accurate and true. I have checked the identity of the above named individual against the documents listed and have established that this is the person applying for a disclosure certificate.

ID Check By: _____ Name (Chairman/Responsible Officer)

Role in Club: _____

Date ID Check Carried Out: _____

Signed: _____ Date: _____

Payment Enclosed: Yes ☐ No ☐

(Volunteers £5 to cover admin costs/Paid Position £35 - Cheques payable to Northern Ireland Sports Forum)

Access NI Disclosure Form Enclosed: Yes ☐ No ☐

Please use the checklist below to indicate the ID checked and return to David Hutchinson to check that the form is completed correctly, along with completed ID Validation form and payment. Many thanks.

GROUP 1		GROUP 2	
<input type="checkbox"/>	Current Passport (any Nationality)	<input type="checkbox"/>	Birth Certificate (UK, ROI, Isle of Man or Channel Islands) issued after time of birth
<input type="checkbox"/>	Biometric Residence Permit (UK)	<input type="checkbox"/>	Marriage/Civil Partnership Certificate (UK, Isle of Man or Channel Islands)
<input type="checkbox"/>	Current Driving Licence (UK, ROI, Isle of Man or Channel Islands)	<input type="checkbox"/>	Adoption Certificate (UK, Isle of Man, or Channel Islands)
<input type="checkbox"/>	Original Birth Certificate (UK, Isle of Man or Channel Islands) issued at time of birth	<input type="checkbox"/>	HM Forces ID Card (UK)
<input type="checkbox"/>	Original Long form Irish Birth Certificate – issued at time of registration of birth	<input type="checkbox"/>	National Insurance Card (UK)
<input type="checkbox"/>		<input type="checkbox"/>	Firearms Licence (UK and Channel Islands)
<input type="checkbox"/>		<input type="checkbox"/>	Bank/Building Society Account Confirmation Letter
*documentation must be less than 3 months old		<input type="checkbox"/>	Electoral ID Card (NI Only)
		<input type="checkbox"/>	EU National ID Card
		<input type="checkbox"/>	Certificate of British nationality
		<input type="checkbox"/>	Letter of Sponsorship from future employment provider
		<input type="checkbox"/>	Cards carrying the PASS Accreditation logo (UK and Channel Islands)
		<input type="checkbox"/>	Senior SmartPass (Translink) (NI Only)
		<input type="checkbox"/>	Current UK Driving Licence (old paper version)
		<input type="checkbox"/>	Current Non-UK/ROI Photo Driving Licence
		<input type="checkbox"/>	Examination certificates (16-18 year olds only)
		<input type="checkbox"/>	Bank/Building Society Statement (UK or EEA)*
		<input type="checkbox"/>	Credit Card Statement (UK or EEA)*
		<input type="checkbox"/>	Utility Bill (UK or ROI)* - not mobile phone
		<input type="checkbox"/>	Benefit Statement (UK)*
		<input type="checkbox"/>	Addressed payslip*
		<input type="checkbox"/>	A document from central government or council giving a form of entitlement (UK and Channel Islands)*

** documentation must be issued within the last 12 months	<input type="checkbox"/>	Mortgage Statement (UK or EEA)**
	<input type="checkbox"/>	Financial Statement (UK)**
	<input type="checkbox"/>	P45/60 Statement (UK and Channel Islands)**
	<input type="checkbox"/>	Land and Property Services Agency rates demand (NI only)**
	<input type="checkbox"/>	Letter from a Head Teacher or Further Education College Principal (16-18 year olds in full time education – only to be used when other documentation routes are exhausted)**