

# HORSE SPORT IRELAND

CODE OF ETHICS & GOOD PRACTICE

FOR YOUTH & VULNERABLE ADULTS

IN OUR SPORT



[WWW.HORSESPORTIRELAND.IE](http://WWW.HORSESPORTIRELAND.IE)

## ***CONTENTS***

- 1. Policy Statement**
- 2. References**
- 3. Glossary**
  - Role of Children's Officer & Designated Person**
- 4. Codes of Conduct**
  - for Coaches, Selectors, Chaperones & Team managers (refer to as coaches)
  - Athletes
  - Parents/Guardians
- 6 Policies and Procedures**
  - Recruitment Policy for Coaches and Volunteers
  - Complaints and Appeals Procedure
  - Bullying Policy
  - General Guidelines with Children
    - ❖ Travelling
    - ❖ Supervision
    - ❖ Away Trips
    - ❖ Hosting
    - ❖ Safety
    - ❖ Late Collection
    - ❖ Guidelines on use of photographic and mobile equipment
    - ❖ Mobile Phone and Social Media Guidelines
- 7 Child Protection Procedures**
  - Responding to disclosure
  - Reporting Procedures
  - Allegations against Adults
  - Disclosure and Barring Service responsibilities
  - Confidentiality
  - Anonymous Complaints & Rumours
  - Types of Abuse
- 8. Appendix**
  - a. Adult Information and Declaration Form
  - b. Information Form for Young Athletes
  - c. Incident Reporting Form
  - d. Accident Reporting Form
  - e. Confidential Reference Form
  - f. Travelling Permission Form
  - g. Squad Training Registration Form
  - h. HSI Complaint Form
  - i. Tusla Standard Reporting Form (CFA)
  - j. Useful Contacts ROI and NI

## ***1. Policy Statement***

### **Policy Statement of Horse Sport Ireland**

Horse Sport Ireland (HSI) is committed to creating and maintaining the safest environment possible for all young people and vulnerable adults who wish to participate in HSI activities.

We are fully committed to safeguarding the well being of all athletes. Every person should at all times, show respect and understanding for participants' rights, safety, welfare and conduct themselves in a way that reflects the principles of the organisation and the guidelines contained in our ***Code of Ethics and Good Practice for Children's Sport***.

HSI is committed to ensuring that equity is incorporated across all aspects of its development.

The welfare of our young people in HSI is our first priority and we are committed to providing an environment that will allow participants to perform to the best of their ability, free from abuse, neglect, bullying and intimidation.

Every individual in HSI who has a duty of care to children signs up and adheres to this Code of Ethics & Good Practice, including but not exclusively the following; Administrators at all levels, Officials, Coaches, Volunteers and Parents/Guardians.

We will ensure the careful recruiting and selecting of all our Coaches and Volunteers and that they are aware of the responsibility to safeguard children in their care.

We will ensure that Parents/Guardians and Children are given the appropriate opportunity to voice concerns they may have at any given time.

We will ensure a continuous review by HSI of the effectiveness of our child protection policies, procedures and codes. This continuous review will be carried out by our National Children's Officer (ROI)/Designated Safeguarding Children's Officer (NI)

## ***2. References***

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

- Code of Ethics and Good Practice for Children’s Sport, Irish Sports Council, and Sports Council Northern Ireland 2000, updated 2006.
- Children First: National Guidelines for the Protection and Welfare of Children, Dept. of Health & Children 1999
- Getting It Right, DHSSPS 2012
- Our Duty to Care, Dept of Health & Children 2002
- Children (NI )Order 1995 and Co-operating to Safeguard Children 2003
- Safeguarding Vulnerable Groups (NI) Order 2007 (operative from October 2009)
- Our Duty to Care, DHSSP 2012
- Protection of Freedoms Act 2012

### 3. Glossary of Terms

- **Access NI** - is a disclosure service established by the Government under Part V of the Police Act 1997. It provides access to criminal history information to individuals and, in certain circumstances, to organisations who are recruiting to sensitive positions. Typically this will involve working with children or vulnerable adults. <http://www.nidirect.gov.uk/accessni>
- **Assistants** - are those people who provide back-up to any of the roles outlined in this section and often such assistants are involved on an intermittent basis (e.g. provision of lifts to training or competitions; checking equipment, etc.).
- **Athlete** - Any underage person or vulnerable person taking part in a Horse Sport. Such persons shall include a rider, driver, lungeur or vaulter.
- **Basic Awareness/Safeguarding Children & Young People in Sport Workshop** – A three hour educational programme on the Code of Ethics delivered by the Irish Sports Council/Sport NI
- **Bullying** - Has been recognised and defined as deliberately hurtful behaviour usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical (e.g. hitting, kicking, theft), verbal (e.g. racist or sectarian remarks, threats, name-calling) and emotional (e.g. isolating an individual from the activities and social acceptance of his peer group). The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children, to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self-harm).
- **Child (young member)** - A 'child' or young person is any person under the age of 18 as defined under the Child Care Act, 1991 (ROI) and Children's (NI) Order
- **Child Abuse**
  - **Physical:** Is that which results in actual or potential physical harm from an interaction or lack of interaction, which is reasonably within the control of a parent or person in a position of responsibility, power or trust (*Children First 2011 2.4.1*)
  - **Neglect:** an *omission*, where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, medical care. (*Children's First 2011 2.2*)
  - **Sexual:** Occurs when a child is used by another person for his or her gratification or sexual arousal or for that of others. It may include non-contact activities such as involving children in looking at pornographic material or watching sexual activities, or encouraging children to behave in sexual inappropriate ways. (*Children First 2011 2.5.1*)

- **Emotional:** Emotional abuse is normally to be found in the *relationship* between a parent/carer and a child rather than in a specific event or pattern of events. It occurs when a child's developmental need for affection, approval, consistency and security are not met. Unless other forms of abuse are present, it is rarely manifested in terms of physical signs or symptoms. (*Children's Officer 2011 2.3*)
- **Children's First** - National Guidelines for the Protection and Welfare of Children (issued by Department of Health & Children ROI).
- **Children's Officer (ROI)** - An individual that is appointed with the aim of establishing a child centred ethos. They are a resource for children and are the link between children and adults.
- **Child Protection in Sport Unit (CPSU)** - A partnership between the NSPCC, Sport England, Sport Northern Ireland and the Sports Council for Wales.
- **Coach/Trainer** - A coach is a person who assists the young participant to develop his or her skills and abilities in a progressive way.
- **Designated Liaison Person (ROI)** – The individual appointed by Horse Sport Ireland who deals with any concerns about the protection of children within Horse Sport Ireland. She/he will report allegations or suspicions of child abuse to the Statutory Authorities
- **Designated Safeguarding Children Officers (NI)** - Person appointed as Designated Safeguarding Children Officer responsible for reporting abuse to the Statutory Authorities in Northern Ireland and responsible for ensuring the best interests of children and young people
- **Disclosure and Barring Scheme (DBS)** - A scheme introduced in the England, Wales and NI. Organisations have a legal duty to refer information to the Disqualification and Barring Service (DBS) formally the Independent Safeguarding Authority (ISA) in certain circumstances. See section 7 for more details.
- **Horse Sport Ireland (HSI)** – is the governing body for equestrian sport in Ireland as recognised by: Fédération Equestre Internationale, Olympic Council of Ireland, Irish Sports Council, Sport Northern Ireland,
- **Instructors/Trainer/Coach** - are involved in the systematic development of the core skills and abilities of an activity, usually in a non-competitive context.
- **Irish Sports Council** - Established on 1 July 1999 under the Irish Sports Council Act and is a statutory authority comprising of eight major divisions: the Anti-Doping Unit; Corporate Services, Finance, High Performance; local Sports Partnerships; National Governing Bodies; National Trials Office and the Irish Institute of Sport.
- **Official** - An official is an individual charged with the responsibility of ensuring that the rules of an activity are adhered to in a formal way. This category includes referees, judges, umpires, etc.

- **Our Duty To Care** - Document issued by the Department of Health & Children in ROI and the DHSSPS in NI, aimed at community and voluntary organisations that provide services for children. It offers guidance on the promotion and the development of safe practices when working with children
- **Safeguarding** - Previously, the most commonly used phrase to describe this area of work was 'child protection'. However there has been a shift in the last few years to the term 'safeguarding'. Whereas child protection literally means protecting children from abuse and neglect, safeguarding widens practice around their needs so that it is about creating an environment where the welfare of children and young people is actively promoted. Promoting welfare is about helping children and young people achieve their potential and ensuring they are safe and adequately cared for
- **Sports Leaders** - The principal leadership roles (some of which overlap) include the following:
  - **Manager (Chef d'Equipe)**: is an individual who takes overall responsibility for a team or a group of sports people and who will often have a direct input into the nature and organisation of the activity itself.
  - **Mentor**: A mentor is an individual who undertakes an overseeing role with a group of children, often in co-operation with other mentors.
- **Sport NI** - Sport Northern Ireland.
- **Statutory Authorities** - The Authorities who promote the protection and welfare of young people and who have the responsibility and/or validation of suspected child abuse (i.e. An Garda Síochána, Tusla (CFA), Police Service Northern Ireland PSNI, and the Health and Social Care Trusts).
- **Tusla (Child and Family Agency)** -The CFA is now the dedicated State agency responsible for improving wellbeing and outcomes for children. On the 1st of January 2014 the Child and Family agency became an independent legal entity, comprising HSE Children & Family Services, Family Support Agency and the National Educational Welfare Board as well as incorporating some psychological services and a range of services responding to domestic, sexual and gender based violence.
- **U.N. Convention On The Rights Of The Child** - A 'bill of rights' for all children. It contains rights relating to every aspect of children's lives. Ireland ratified the U.N. Convention in 1992 and the UK in 1991.

#### ***4. Role of Children's Officer and Designated Liaison Person***

In every aspect of HSI activities it is paramount that best practice is being followed. HSI will ensure that Children's Officers and Designated Liaison Persons are appointed to help and encourage a youth centred ethos.

##### ***4.1 Children's Officer (Triona Connors HSI) (Designated Safeguarding Children's Officer (NI))***

The HSI Children's Officer should be child centred in focus and have as their primary aim the establishment of a youth centred ethos. Generally they are the link between the children and the adults. They also take responsibility for ensuring that all aspects of HSI Code of Ethics & Good Practice are being implemented.

##### **THE HSI CHILDREN'S OFFICER ROLE WILL INCLUDE THE FOLLOWING FUNCTIONS:**

- To influence policy and practice within HSI in order to prioritise children's needs
- Familiarisation with all relevant documents and legislation
- Circulation of all relevant literature within HSI
- Liaise with all levels of the organisation
- To ensure that athletes, coaches, parents/guardians, officials and spectators are aware of and adhere to the 'Code of Ethics & Good Practice for Youth Sport in HSI'
- Ensure all new volunteers must undertake safeguarding training within 6 months of taking up their role (ROI – Code of Ethics and NI – Safeguarding Children & Young People in Sport.)
- Ensure volunteers successfully complete the Garda Vetting or AccessNI vetting process
- Ensure volunteers complete an adult information form (which includes a self declaration section, giving the names of two referees who will be contacted)
- Ensure volunteers read and sign up to HSI Club Code of Conduct
- Take responsibility for on-going education of the Code within HSI
- To ensure that all Coaches have the relevant level of coaching accreditation appropriate to the level of the activity
- Hold internal information sessions during the year



## ***4.2 Designated Liaison Person***

The Designated Liaison Person will be responsible for dealing with any concerns about the protection of children. The Designated Liaison Person is responsible for reporting allegations or suspicions of child abuse to Tusla (Child and Family Agency) (ROI) or Health and Social Care Trust (NI) and/or An Garda Síochána/PSNI.

### **THE DESIGNATED LIAISON PERSON SHOULD:**

Have knowledge of the Irish Sports Council/HSI 'Code of Ethics & Good Practice for Youth Sport' and 'Children First' (ROI Guidelines) or Co-operating to Safeguard Children (NI guidelines)

To inform the CFA/Social Services and/or An Garda Síochána/PSNI of relevant concerns about children

- Be familiar with the external/internal reporting procedures as outlined in section 7
- Have knowledge of categories and indicators of abuse
- Undertake a 'Basic Awareness/Safeguarding Workshop. Be familiar with and able to carry out reporting procedures as outlined in section seven of this booklet
- Communicate with Parents/Guardians and/or external agencies as appropriate
- Assist with Code of Ethics & Good Practice implementation within HSI
- Be aware of local contacts and services relating to child protection
- Advise all levels of HSI on issues of confidentiality, record keeping and data protection
- Keep a log of any issues raised
- To attend any external information sessions and seminars Designated Liaison Persons

It is important to remember that the Children's Officer or Designated Liaison Person do not have the responsibility of investigating or validating child protection concerns within HSI and have no counselling or therapeutic role. These roles are filled by the Statutory Authorities as outlined by 'Children First' and 'Our Duty to Care'.

It is however possible that child protection concerns will be brought to the attention of the Children's Officer (or Designated Liaison Person) and it is essential that they discuss all concerns with the Designated Liaison Person and follow the correct procedures as outlined in 'Children First/ Co-operating to Safeguard Children'.

## 5. Codes Of Conduct

What is most paramount to the young people involved in HSI is their personal dignity and physical integrity. It is important that all young people involved in HSI are treated with the highest level of respect and valued within the organisation. Young people's participation in our sport should allow them to make friends, enjoy their participation and give them an opportunity to improve their skills.

HSI realises the importance of a child centred approach and as an organisation one of the main goals is to ensure all involved adopt the youth centred approach in the promotion and development of the sport.

### WE RECOGNISE THAT WE HAVE A RESPONSIBILITY TO:

- Promote the interests and safeguard all members less than 18 years of age in HSI.
- Respect the rights, wishes and feelings that young people may have.
- Ensure all reasonable steps are taken to protect young people from any harm, discrimination or degrading treatment.

### THE FOLLOWING PRINCIPLES GOVERN THE DEVELOPMENT AND IMPLEMENTATION OF THIS CODE OF ETHICS AND GOOD PRACTICE FOR YOUTHS IN HSI:

- The welfare of the child and young person is paramount
- All children, whatever their age, have a right to protection from harm
- All suspicions and allegations of abuse will be taken seriously, will be responded to swiftly and in an appropriate manner

***The above principles are the core of the Children First National Guidelines and the Code of Ethics & Good Practice for Children's Sport (ISC & SNI)***

Our **Codes of Conduct** complement and address the appropriate levels of behaviour, practice and conduct required from our young participants, officials, coaches, trainers, mentors, parents/guardians.

It is vital that everyone involved in HSI activities accept their individual and combined roles and responsibilities in the safeguarding of our young members. The welfare of the child is the primary key in maintaining an enjoyable and safe environment for all.

HSI **Codes of Conduct** apply to everyone involved in any HSI activity involving our young members. By implementing the Codes, HSI wish to promote fair play, respect, equal opportunities and safety (***the various codes can be amended as appropriately for a particular activity***).

## ***HSI CODE OF CONDUCT FOR COACHES, CHAPERONES & TEAM MANAGERS***

***(Refer to as coaches)***

***This Code of Conduct is issued in conjunction with the National Rules of HSI and applies to all activities regarding a coaches' involvement with HSI including but not limited to training session/clinics, camps, meetings, travel and competitions.***

***HSI recognises the key role Coaches play in the lives of young people in our sports. It is the duty and responsibility of Coaches to respect the rights, dignity and worth of every child regardless of age, gender, ethnic origin, religion or ability. Coaches should always remember that they are role models for children and young people in their care and in the developing of the skills of young people Coaches should always encourage enjoyment, fun and participation in our sports. It is vital to remember that children and young people benefit from an ethos that is positive, healthy and encouraging.***

### **RECRUITMENT OF COACHES:**

All Coaches working with our young people and children will go through HSI's recruitment process including but not limited to;

- Interview
- Appropriately qualified for their role(s) as well as suitable to it.
- Completed or will complete Code of Ethics/Safeguarding training (within a specified time)
- All prospective adults who intend to work within HSI with Children must successfully complete Garda or AccessNI vetting
- Sign the HSI Code of Conduct

### **COACHES HAVE A RIGHT TO:**

- Access ongoing training and information on all aspects of their role with young people particularly on Safeguarding.
- Be treated fairly and equitable by HSI
- Not to be left vulnerable when working with children

### **NATIONAL RULES**

Each coach is responsible for reading the National Rules and is obligated to comply with and be bound by the HSI National Rules.

### ALL COACHES WORKING IN HSI ACTIVITIES ARE REQUESTED TO ABIDE BY THE FOLLOWING:

- Respect all decisions made by HSI, this includes the requirement to treat all HSI officials with respect and courtesy and to follow all instructions issued by, and respond in reasonable time to requests from, any HSI officials, including the Chef d'Equipe/Team Manager
- Drugs – coaches are strictly forbidden from using or being in possession of any form of prohibited drug or mood altering substance.
- NEVER consume alcohol before, during coaching/events or on trips with young people
- Maintain a positive attitude to all aspects of HSI activities ensuring that our young people have an increased level of self-esteem and personal achievement
- Respect the rights, dignity and worth of every child regardless of ability, age, gender, social and ethnic background, religion or political persuasion
- Promote a culture that ensures all young people are listened to and respected
- Ensuring skill development and personal satisfaction have priority over competition
- Adhere to the level of your coach accreditation. The activity being undertaken should be suitable for the age, experience and ability of the young person
- Take all reasonable measures to ensure that nobody involved with HSI acts towards or speaks to another person in a manner or engages in any other conduct which threatens, disparages, vilifies or insults another person on the basis of that person's race, religion, colour, descent, national, ethnic or socio-economic background
- Be punctual and properly attired and display high standards of appearance
- Never use foul language or provocative language/gestures to anyone
- Plan appropriately for each session and ensure proper levels of supervision until the participant leaves the venue or event with an appropriate adult
- Where applicable advise young athlete's on the attire and safety checks for their equipment
- Promote positive animal care to young athletes and their horse/pony
- Avoid taking coaching sessions on your own or avoid a situation where you are alone in a car, changing room or hotel room with a young member
- Avoid any inappropriate touching when assisting any young person or when First Aid is being administered. Physical contact should only occur when necessary and in an open and appropriate way and always be intended to meet the needs of the young person. When touching/supporting, be certain the child and the parent's/guardian know what you are doing and why

- Don't shout at or lecture any young athlete or reprimand/ridicule them when they make a mistake
- Don't equate losing with failure and do not develop a preoccupation with winning. (The level of improvement made by the participant is the best indicator of the Coach's effectiveness)
- Physical punishment or physical force must never be used
- Maintain a healthy, positive and professional relationship with all athletes. Coaches and others in positions of authority and trust in relation to athletes aged 16 and 17 years must not engage in sexual relationships with them while that unequal power relationship exists
- Adhere to HSI guidance on the use of mobile phones – see HSI Code of Ethics & Good Practice for Youth Sport
- Never undertake any form of therapy (hypnosis etc), in the training of young people
- Make adequate provision for First Aid and do not encourage or allow participants to perform while injured. (Keep an accurate record of each injury and ensure that another official /team official is present when a participant is being attended to and can corroborate the relevant details – see HSI Accident form)
- Ensure appropriate confidentiality to all participants, as you may be privy to information about the young person or their family
- Never take body measurements or engage in certain types of fitness testing without the presence of other adults
- Challenge bullying in any form i.e. physical or emotional. Bullying is not an accepted behavior towards *anyone* in HSI - child, coach, volunteer or parent

***I confirm that I have read the Coaches Code of Conduct and agree to abide by the guidelines***

**Signature:** \_\_\_\_\_ **Role** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Date** \_\_\_\_\_

***ANY BREACHES OF THIS CODE WILL BE DEALT WITH THROUGH HSI DISCIPLINARY PROCEDURES.***

### ***HSI CODE OF CONDUCT FOR ATHLETE'S***

***This Code of Conduct is issued in conjunction with the National Rules of HSI and applies to all activities regarding a participant's involvement with HSI including but not limited to training session/clinics, camps, meetings, travel and competitions.***

***HSI recognises the important role that young people play in our organisation. Every young athlete should be encouraged to realise that they have responsibilities to treat everyone with fairness and respect. Representing HSI is a huge honour and each young person is in a privileged position and one that many athletes aspire to.***

#### **HSI NATIONAL RULES:**

Each athlete, and his or her parent or guardian where applicable, is responsible for reading the National Rules and is obligated to comply with and be bound by them.

You are encouraged to accept responsibility for your own behaviour and performance in training, in competition and during any occasion when representing HSI.

#### **ATHLETES AGREE TO ABIDE BY THE FOLLOWING:**

- Respect all decisions made by HSI, this includes the requirement to treat all HSI officials with respect and courtesy and to follow all instructions issued by, and respond in reasonable time to requests from, any HSI officials, including the Chef d'Equipe/Team Manager
- While representing HSI, participants must remember they are acting as ambassadors for the country and their particular equestrian sport. Accordingly they will from time to time be requested to engage in certain activities to include:
  - Attendance at team photo shoots, if applicable; and
  - Attendance at meetings, dinners and other social gatherings
- Alcohol - Under no circumstances shall any underage athlete consume alcohol. Participants who have reached the age of majority should ensure that they are in a position to perform to the best of their ability. In this regard, social activity including alcohol consumption should be commensurate with the requirement to compete at the top level
- Drugs - athletes are strictly forbidden from using or being in possession of any form of prohibited drug or mood altering substance
- Attend all training sessions and control competition/s as required

- Participate fairly, do your best and enjoy yourself
- Represent yourself, your family, your Club and HSI with pride and dignity
- Respect Officials and accept their decisions gracefully
- Take appropriate care of your horse and equipment
- Respect fellow team members giving them support whether they do well or not so well
- Respect opponents and be modest in victory and gracious in defeat
- Set high standards of **FAIR PLAY** for others to follow
- Conduct yourself with the utmost professionalism and represent HSI in a positive way. Never do, say or suggest anything that may bring HSI and/or any of its members into disrepute. This also refers to any comments made on social media sites i.e. Facebook, Twitter etc
- Approach the team's Chef d'Equipe/Team Manager or an adult member of the delegation with any concerns or questions you may have

<b>Young People Should Not:</b>	
<u>Cheat</u> – always participate by the rules	<u>Shout at or argue</u> with an official
Use <u>abusive language</u>	Spread <u>rumours</u>
<u>Bully</u> or use bullying tactics to isolate another young person	<u>Tell lies</u> about adults or other young people
<u>Harm</u> team members, opponents or their property	

<b>Young People Are Entitled to:</b>	
Be <u>safe</u> and feel safe	Be <u>believed</u>
Be afforded appropriate confidentiality	Be treated with respect and <u>dignity</u>
Get <u>help</u> against bullies	To <u>protect</u> their own bodies
Be <u>happy</u> , have <u>fun</u> and experience a sense of <u>enjoyment</u> and fulfilment	<u>Comment</u> and make <u>suggestions</u> in a constructive manner
Make a <u>complaint</u> appropriately to the Head of Delegation and be <u>listened</u> to	Say <u>No</u>

*I confirm that I have read the HSI Athletes Code of Conduct and agree to abide by it*

<b>Signature</b>	
<b>Print Name</b>	
<b>Parent/Guardian Signature (if U18)</b>	
<b>Print Name</b>	
<b>Date</b>	

*Any breaches of this Code will be dealt with through HSI disciplinary procedures.*



### *HSI CODE OF CONDUCT FOR PARENT(S)/GUARDIAN(S)*

*HSI recognises the important role parents of athlete's play as support staff and also recognises the important role that you play in the lives of your son/daughter and your support is welcomed at HSI Events. Representing HSI is a proud occasion and HSI will endeavour to ensure that your son/daughter enjoys the occasion and is given every opportunity to participate to the best of their ability.*

*As a parent/guardian, travelling to a home or international event where your son/daughter is representing HSI, we ask you to read and sign the following Code ensuring that everyone understands their role and responsibility at the Event.*

*As a Parent/Guardian travelling to \_\_\_\_\_ I/we undertake to:*

- **Respect** the role and decisions made by the any HSI officials, including the Chef d'Equipe/Team Manager. The Chef d'Equipe/Team Manager is in charge of the entire Delegation at all times and is responsible for the welfare of the travelling delegation. He/she will promote a positive and healthy environment by adopting a child centered approach and philosophy.
- **Appreciate** that my son/daughter is part of the HSI National Team participating in an International Competition and is in the care of HSI.
- **Avoid** inappropriate approaches as they could jeopardise the performance of the team or your son/daughter.
- **Refrain** from using tobacco products in the company of equestrian athlete's and around the competition area.
- Consumption of alcohol is **forbidden** at all times in the company of any athlete at International Competitions.

#### **REMEMBER AS A PARENT OR GUARDIAN:**

- Through its Policies and Procedures, HSI ensures that all Team Members are respected and the welfare and **safety of young people is paramount**
- To **support all members** of the Irish National Team and applaud **all** athletes
- To **respect** all decisions made by Event officials
- Not to exert **undue pressure** on your son/daughter

***AS A PARENT YOU HAVE THE RIGHT TO:***

- Know your child is safe and be informed of any problems/concerns relating to your child including being informed if your child gets injured
- Seek guidance from the Chef d'Equipe or Team Manager or HSI regarding any welfare issue

**I/we confirm that as a parent(s)/guardian of:** \_\_\_\_\_

***I/we have read the International Travel Parents/Guardians Code of Conduct and agree to abide by the Code.***

**Signature (s):** \_\_\_\_\_ (1)

\_\_\_\_\_ (2)

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

***A breach of this Code could result in disciplinary action under HSI Disciplinary Rules.***

## ***6. Policies and Procedures***

### ***(i) Recruitment & Selection of volunteers and coaches***

HSI will take all reasonable steps to ensure that staff, volunteers and coaches working with our young members are suitable and appropriately qualified. Recruitment and selection procedures will apply to all persons with substantial access to young people, whether paid or unpaid. A decision to appoint any individual is the responsibility of HSI and not of any one individual within it. The relevant committees should ratify all appointments.

#### **HSI WILL APPLY THE FOLLOWING RECRUITMENT PROCEDURE:**

- Have an open application process where all roles will be advertised. A description of the role including responsibilities, level of experience/qualifications required should be drawn up and clearly stated.
- Once appointed volunteers/coaches working with children will be mandated to fully comply with the following;
  - All new volunteers must undertake safeguarding training within 6 months of taking up their role (ROI – Code of Ethics and NI – Safeguarding Children & Young People in Sport)
  - Successfully complete the Garda Vetting or AccessNI vetting process
  - Complete an adult information form (which includes a self declaration section, giving the names of two referees who will be contacted)
  - Read and sign up to HSI Code of Conduct
  - Partake in induction training provided
  - Complete any other relevant training – i.e. First Aid
- All new volunteers should undergo an induction to their role; this will be done informally “on the job” depending on numbers. Following this, a probationary period may be considered.

#### **PLEASE REFER TO THE FOLLOWING:**

- a) HSI Garda Vetting Policy
- b) HSI AccessNI Vetting Policy
- c) Support forms in Appendix:
  - Adult Information Form
  - Confidential Reference Form

## ***(ii) Complaints and Appeals Procedure Horse Sport Ireland***

Complaints and appeals in relation to our young people, coaches/officials and parents involved in any of the events under the direct control of HSI should be dealt with under the 'Code of Ethics Complaints and Appeals procedures'.

***In respect of allegations or suspicions of abuse, the standard reporting procedures as outlined in Section 7 should be followed.***

The complaints and appeals procedure allows all athletes and the parents of young participants who are dissatisfied to register their complaint in a formal way and put an open process of investigation into action.

### **HSI WILL ATTEMPT TO RECTIFY ANY ISSUE INFORMALLY IF INDIVIDUALS ARE AGREEABLE.**

- Complaints should be dealt with where possible verbally at source locally.
- Complaints may be lodged by all athletes and the parents of young participants involved in an event under the control of HSI. They should be received in writing (preferably completing the HSI Complaint form) by the HSI Children's Officer and should be responded to within 5 working days.
- The complaint should outline all relevant details about other parties involved.
- The Children's Officer may be required to convene the complaints committee.
- If the complaint involves a possible criminal offence the Chairperson should disband the complaints committee and talk to the Children's Officer/Designated Safeguarding Children's Officer. The statutory authorities will then be informed.
- The complaints committee should hear the case of all parties involved and decide if a rule or regulation or the Code of Ethics has been infringed. They should, in writing, inform those involved of the sanctions to be imposed and the reason for the sanctions.
- Written notification should be given to parents if the complaint is against a young person. Written confidential records on all complaints should be kept safely and confidentially on file.
- If any party does not agree with the complaints committee, they can appeal the decision in writing to the HSI Appeals committee within a 10-day period. The appeals committee is convened; whose members will not have heard the original complaints committee.
- The appeals committee should confirm or set aside or change any sanction imposed by the complaints committee.

### *(iii) Anti-Bullying Policy*

Bullying can occur between an adult and young person, young person to young person and adult to adult. **Bullying is not acceptable within HSI.** The competitive nature of sport can create an environment that provides opportunities for bullying. The bully may be a parent who pushes too hard, a coach who adopts a win-at-all costs philosophy, a young player who intimidates another or an official who places unfair pressure on a person.

Bullying can only survive in an environment where the victim does not feel empowered to tell someone who can help or in which it is not safe to do so. The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to young people, to the extent it affects their health and development, or at the extreme, causes them significant harm. There are a number of signs that may indicate a person is being bullied:

- Reluctance to come to a venue or take part in activities
- Physical signs (unexplained bruises, scratches, or damage to belongings)
- Stress-caused illness – headaches, and stomach aches which seem unexplained
- Fearful behaviour (fear of walking to a training/match, going different routes, asking to be driven)
- Frequent loss of, or shortage of, money with vague explanations
- Having few friends or drop out of newer members
- Changes in behaviour (withdrawn, stammering, moody, irritable, upset, distressed, not eating, reduced concentration, drop in performance)
- Anxiety (shown by nail-biting, fearfulness, tics)

This list is **not exhaustive** and there are other possible reasons for many of the above. The presence of one or more of these indicators is not proof that bullying is actually taking place.

#### **HOW CAN IT BE PREVENTED?**

- Ensure that all members follow the Code of Conduct, which promotes the rights and dignity of each member.
- Deal with any incidents as they arise.

- Use a whole group policy or ‘no-blame approach’, i.e., not ‘bullying the bully’ but working with bullies and the group of young people, helping them to understand the hurt they are causing, and so make the problem a ‘shared concern’ of the group.
- Reinforce that there is ‘a permission to tell’ culture rather than a ‘might is right’
- Encourage young people to negotiate, co-operate and help others, particularly new or different children.
- Offer the victim immediate support and put the ‘no blame approach’ into operation
- Never tell a young person to ignore bullying, they can’t ignore it, it hurts too much
- Never encourage a young person to take the law into their own hands and beat the bully at their own game
- Tell the victim there is nothing wrong with them and it is not their fault

### **WHO SHOULD DEAL WITH BULLYING?**

While the more extreme forms of bullying would be regarded as physical or emotional abuse and are reported to the statutory authorities, dealing with bullying behaviour is normally the responsibility of all leaders within the organisation but you should also liaise with the appropriate senior officer (i.e. HSI National Children’s Officer/Designated Safeguarding Children’s Officer).

For further information on bullying and the ‘no-blame’ approach see websites, [www.irishsportcouncil.ie](http://www.irishsportcouncil.ie) and [www.thecpsu.org.uk](http://www.thecpsu.org.uk)

## ***(IV) Guidelines on General Issues***

### ***TRAVELLING WITH CHILDREN***

Most of HSI activities will involve transportation to events by parents.

When this does not happen, there is extra responsibility taken on by team managers/chefs/coaches etc when they travel with children to events. When travelling with our young athletes our responsible adults must take account of the following:

- Avoid being alone with one participant, if necessary put athlete in the back seat, drop off at central locations or seek parental permission to transport an individual athlete on a regular basis and clearly state times of pick- up and drop off
- Not carry more than the permitted number of passengers
- Ensure that there is adequate insurance cover
- Ensure use of safety belts

### ***SUPERVISION***

As team managers/chefs/coaches etc make sure there is always an adequate adult child ratio. This will depend on the nature of the activity, the age of the participants and any special needs of the group.

- As a guide a ratio of 1:10 for under 12 years of age and 1:12 for participants over 12 years of age. This is only a guide and will change depending on the circumstances, e.g. athletes with special needs or away trips
- There should be a minimum of 2 adults per group at any one time.
- Where there are mixed groups there should be leaders of both genders
- Avoid being alone with one athlete, if you need to talk separately do so in an open environment, in view of others
- Coaches should not have to enter the changing rooms/horse boxes/stables etc unless the athletes are very young or need special assistance, where supervision should be in pairs of appropriate gender
- Clearly state time for start and end of training sessions or competitions, coaches should remain in pairs until all athletes have been collected
- Keep attendance records and record of any incidents / injuries that arise.

- Facilitate parents who wish to stay and supervise sessions (for safety and supervision, not necessarily for their 'technical' expertise).
- If they are agreeing to take on this role, they should sign up to the HSI Code of Conduct (HSI will consider if a Garda/AccessNI Vetting check is required for such a role).

### ***AWAY TRIPS / OVERNIGHT STAYS***

- HSI Travel Permission form should be signed by parents and athletes containing emergency contact numbers etc
- Athletes should sign the HSI Code of Conduct
- The Team Manager appointed should make a report on returning home to HSI National Children's Officer
- A meeting with parents and athletes is useful to communicate travel times, competition details, other activities, gear requirements, medical requirements, special dietary needs and any other necessary details
- Rooming arrangements – adults, other than the parents of an athlete, should not share rooms with children, in the absence of an athlete's parents, children share rooms with those of same age and gender and adults should knock before entering rooms
- All group socialisation should take place in communal areas (i.e. no boys in girls' rooms and vice versa).
- Athletes are forbidden to partake in alcoholic drink, smoking or other illegal substances
- There must be at least one adult of each gender with a mixed party, there should be a good adult / child ratio and proper access to medical personnel
- Lights out times should be enforced
- Young athletes should be under reasonable supervision at all times and should never leave the venue or go unsupervised without prior permission

### ***HOSTING OR BEING HOSTED***

Whilst generally not common in our activities, if the opportunity arises for HSI, HSI will follow procedures to ensure the safety of our young athletes including emphasis on:

- All travel, accommodation arrangements, delegation details, contact numbers, details codes of conduct, should be made known to parents and athletes
- Codes of conduct



- Rooming arrangements
- Happiness of the young person
- Respect to the host families
- Information on destination and venue
- Consent to appropriate vetting checks and references
- Host family attend meetings before competitions or events
- Provide a safe and supportive environment for young people
- Completion of young person details form.
- Parents who still have a concern should be encouraged to voice any concerns
- Be made aware of the importance of reporting concerns.
- Parents should be advised that if athletes behave inappropriately, arrangements will be made for the athlete's early return home. The athlete's parents must meet any extra expense.

### **SAFETY**

HSI's safety statement includes all the appropriate areas to ensure a safe environment for all (this includes listing the specific and potential risks attached to our activities).

All individuals working with our young athletes have a duty of care and the following must be applied:

- Ensure our activities are suitable for age and stage of development of athletes
- Keep a record of any specific medical conditions of the participants
- Keep a record of emergency contact numbers for parents / guardians
- Ensure any necessary protective gear is used. Complete risk assessments
- Ensure First Aid kit is stocked and is close at hand with access to qualified first-aid person
- Know the contact numbers of emergency services
- Ensure easy access to medical personnel if needed and have an emergency plan
- If an incident occurs, make a brief record of injury and action taken. Make a brief record of the problem/action/outcome. Contact the athlete's parents and keep them informed of all details
- Athletes should know and keep to the sportsmanship guidelines of HSI, adhering to our Codes of Conduct and remembering that many rules are there for safety

- Coaches should hold appropriate qualifications required
- Ensure there is adequate insurance cover for all activities
- Ensure when required parents / guardians are present at finishing time of sessions or events
- Keep records of accidents and incidents by completing the Accident or Incident forms in the Appendix

### **LATE COLLECTION**

Parents/guardians may need reminding of the policy in relation to good practice and supervision. It is important that the coach/team manager can contact the parent/guardian in the event of late collection. If there is no answer to the phone number on file ask the young person if there is another family member to contact. Wait with the young person at the venue, preferably with other HSI volunteers.

### **GUIDELINES FOR PHOTOGRAPHIC/RECORDED IMAGES**

HSI guidelines are not about preventing parents and guardians from taking photographs but rather to ensure that only those who have a right to take photographs do so.

These guidelines should still permit and facilitate the recording of relevant and suitable materials. HSI recognise that our coaches may wish to avail of the latest technology at training sessions and viewing performance but in a safe and non threatening manner.

To avoid any concerns HSI will where possible use illustrations when promoting an activity and avoid the use of the first name and surname of individuals in a photograph. This reduces the risk of inappropriate, unsolicited attention from people within and outside the sport. This is not to avoid parents/guardians taking photographs of their children but to ensure that best practice is put in place wherever and whenever photographs and recorded images are taken and stored.

#### **GENERAL GUIDELINES FOR USE OF PHOTOGRAPHY:**

- Ask for parental permission to use the athletes' image and consult with the parents about its usage. (See photograph permission section of Information Form for Young Athletes)
- Only use images of young people in suitable dress to reduce the risk of inappropriate use.
- If you are concerned about the use of images inappropriately in HSI, follow the child protection procedures outlined in section 7.

Amateur photographers/film/video operators wishing to record an event or practice session should seek accreditation with the event organiser.

HSI request that the following information is displayed prior to the start of an event to inform spectators of the policy:

**“HSI request that at this event request that any person wishing to engage in any video, zoom or close range photography should register their details with the event organisers before carrying out any photography. HSI event organisers reserve the right to decline entry to any person unable to meet or abide by the organisers conditions”.**

When commissioning professional photographers or inviting the press to a HSI Event, we will ensure they are clear about our expectations of them in relation to child protection. Professional photographers/film/video operators wishing to record an event or practice session should seek accreditation with the HSI Event Organiser by producing their professional identification for the details to be recorded.

### **MOBILE PHONES**

Responsible and secure use of mobile phones by adults and young people is encouraged by HSI and in general the following should apply when communicating with underage athletes.

Anyone working with our young athletes should never place themselves in a compromising position by texting or communicating via social media sites with underage athletes. All such communications regarding HSI activities should be sent via the parents or guardians of the underage athlete, **unless otherwise agreed** with the parents/guardians, in writing (see HSI Information Form for Young Athletes).

- **As an adult** - Do not communicate individually by text/email sites with underage athletes.
- **As an adult** - Do not engage in communications with underage athletes via social network sites.

### AS A YOUNG PERSON REMEMBER:

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

### SOCIAL MEDIA GUIDELINES

As a person involved in Horse Sport Ireland activities you are not always using social media in a professional capacity and Horse Sport Ireland respects your rights to use these media platforms in a personal capacity. HSI would ask you to keep in mind the following: *(implications that may follow if you chose to refer to Horse Sport Ireland from a personal social media site)*

- Adhere to Horse Sport Ireland's applicable documents
- You are responsible for your actions but remember that those actions may have consequences for HSI. You have a responsibility when using social media platforms to not do anything online that might tarnish the image of Horse Sport Ireland
- Look out for compliments and criticism. Even if you're not online as a spokesperson for HSI, if you spot positive or negative remarks about the HSI that look important, forward them to the marketing department
- Do not mix your official Horse Sport Ireland role with your personal life online. Not everyone will be able to make the distinction between the two. While HSI respects freedom of speech, remember that all online users can see everything you post. Use your judgment and common sense.
- Never disclose non-public information regarding HSI, including confidential information.
- Remember that it may cause conflict if you take a position online that is counter to Horse Sport Ireland's interests, policies and regulations.

## ***7. Child Welfare & Protection Procedures***

The primary goal for all involved in children's sport is to provide a safe and positive environment where young people can develop as individuals.

HSI accepts that organisations which include young people among its members may be vulnerable to the occurrence of child abuse. Below are the procedures for dealing with any welfare or protection issues that may arise. Within HSI Child welfare and the protection of young people is the concern of all adults at all times, irrespective of their role within the organisation.

### ***HSI WILL ADOPT THE FOLLOWING PROCEDURES:***

- Everyone involved in the promotion of our sport should be familiar with the signs and behaviours that may prompt a concern for the safety of the young person. There are four categories of abuse types, ***neglect, emotional, physical and sexual***. For more detailed information on these categories, (including the possible signs and behaviours) please refer to Children's First (National Guidelines for the Protection and Welfare of Children (ROI) and Co-operating to Safeguard Children (NI).
- If there are grounds for concern about the safety or welfare of a young person in HSI, you should discuss your concerns with the Designated Liaison Person who will contact the Duty Social Worker in the Tusla - Child and Family Agency (CFA) or Health and Social Care Trusts (HSCT) where they will receive advice. Grounds for concern include information from a child, a statement from a person who witnessed abuse or an illness, injury or behaviour consistent with abuse.
- A report may be made by any individual involved in HSI activities and it should be passed on to the Designated Liaison Person/Children's Officer who may in turn have to pass the concern to the local Statutory Authorities. It is not the responsibility of anyone working within Horse Sport Ireland, in a paid or voluntary capacity, to take responsibility or decide whether or not child abuse is taking place - that is the job of the local Statutory Authorities. However, there is a responsibility to protect children by assisting the appropriate agencies so that they can then make enquiries and take any necessary action to protect the young person.
- Everyone should follow both procedures outlined below, firstly the procedure for responding to a child disclosing a potential or actual abuse concern and secondly the procedure for reporting the concern.
- Anyone who has a concern about any child's welfare or safety outside of HSI can make a report directly to the local CFA/HSCT or Gardai/PSNI

**RESPONDING TO A DISCLOSURE:**

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

- Deal with any allegation of abuse in a sensitive and competent way through listening to and facilitating the child to tell about the problem, rather than interviewing the child about details of what happened
- Stay calm and do not show any extreme reaction to what the child is saying. Listen compassionately and take what the child is saying seriously
- Understand that the child has decided to tell something very important and has taken a risk to do so. The experience of telling should be a positive one so that the child will not mind talking to those involved in the investigation
- Be honest with the child and tell them that it is not possible that keep information a secret, but that only those who need to know will be informed
- Make no judgmental statements against the person whom the allegation is made
- Not question the child unless the nature of what they are saying is unclear. Leading questions must be avoided. **Open, nonspecific questions should be used** such as “Can you explain to me what you mean by that”
- Check out the concerns with the parents/guardians before making a report unless doing so would endanger the child or compromise an investigation (advice from the Social Work Department can be sought by the Designated Person in relation to this)
- Give the child some indication of what will happen next, such as informing parents/guardians, CFA or Social Services. It should be kept in mind that the child may have been threatened and may feel vulnerable at this stage
- Carefully and accurately record the details
- Pass on this information to the Designated Liaison Person:
- Reassure the child that they have done the right thing in telling you

**REPORTING PROCEDURES:**

**The following steps should be taken in reporting child abuse to the Statutory Authorities:**

- Observe and note dates, times, locations and contexts in which the incident occurred or suspicion was aroused, together with any other relevant information
- Report the matter as soon as possible to the Designated Liaison Person with responsibility for reporting. If the Designated Liaison Person has reasonable grounds for believing that the child

has been abused or is at risk of abuse, they will make a report to the CFA/HSCT who have statutory responsibility to investigate and assess suspected or actual child abuse. In cases of emergency where a child appears to be at immediate and serious risk and the Designated Liaison Person is unable to contact a Duty Social Worker, the Police Authorities should be contacted. Under no circumstances should a child be left in a dangerous situation pending intervention by the Statutory Authorities.

- If the Designated Liaison Person is unsure whether reasonable grounds for concern exist they can informally consult with the local CFA/HSCT. They will be advised whether or not the matter requires a formal report. This report will be made on a standard Reporting Form – see ROI & NI reporting forms in appendix of this document.
- The designated Liaison Person reporting suspected or actual child abuse to the Statutory Authorities will first inform the family of their intention to make such a report, unless doing so would endanger the child or undermine an investigation (advice from the Social Work Department should be sought in relation to this).
- In the ROI, the Protection for Persons Reporting Child Abuse Act, 1998 provides immunity from civil liability to persons who report child abuse ‘reasonably and in good faith’ to the CFA or the Gardai (See 5.11 pages 44/45– ISC. Code). The Act also covers the offence of ‘false reporting’.

The main provisions of the Act are:

- a) The provision of immunity from civil liability to any person who reports child abuse “reasonably and in good faith” to designated officers of CFA or any member of An Garda Síochána
- b) The provision of significant protections for employees who report child abuse. These protections cover all employees and all forms of discrimination up to and including dismissal
- c) The creation of a new offence of false reporting of child abuse where a person makes a report of child abuse to the appropriate authorities “knowing that statement to be false”. This is a new criminal offence designed to protect innocent persons from malicious reports

This law does not exist in N.I. but an individual who reports concerns in ‘good faith’ is not deliberately attempting to slander another person’s name. In N. I. there is legislation, the Criminal Law Act (NI) 1967, which places the responsibility on everyone to report offences or to forward information to the Police by emphasising the, ‘duty of every other person, who knows or believes, (a) that the offence or some other arrest-able offences has been committed: and (b) that he has information which is likely to secure, or to be material assistance in securing, the apprehension, prosecution or conviction of any person for that offence’.

***ALLEGATIONS AGAINST ADULTS:***

The following procedures should be followed in cases of alleged child abuse against Coaches/Officials. If such an allegation is made against those named working within Horse Sport Ireland, two procedures should be followed:

- The reporting procedure in respect of suspected child abuse (reported by the Designated Liaison Person/Children's Officer), see previous page
- The procedure for dealing with the individual within CFA (carried out by the Designated Liaison Person and the referrals committee.)

The safety of the child making the allegation should be considered and the safety of any other children who may be at risk. HSI should take any necessary steps to protect children in its care. The issue of confidentiality is important. Information should only be shared on a "need to know" basis and the individual should be treated with respect and fairness.

***THE REPORTING PROCEDURE:***

If the Designated Liaison Person has reasonable grounds for concern, the matter should be reported to the local CFA/HSCT following the standard reporting procedure.

While the Designated Liaison Person makes the report to the CFA/HSCT, the Designated Liaison Person should also deal with the individual in question.

- The Designated Liaison Person should privately inform the individual that (a) an allegation has been made against them and (b) the nature of the allegation. The individual should be afforded an opportunity to respond and their response should be noted and passed on to the CFA/HSCT
- The individual should be asked to step aside pending the outcome of the investigation. When a person is asked to step aside it should be made clear that it is only a precautionary measure and will not prejudice any later disciplinary proceedings.

The HSI referrals committee can consider disciplinary action against the individual but should ensure that this does not interfere with the investigation of the Statutory Authorities. The Designated Liaison Person should maintain links with the Statutory Authorities while any investigation is ongoing. It is important that HSI considers the outcome of the investigation and any implications it might have. The fact that the alleged abuser has not been prosecuted or been found guilty does not mean that they are appropriate to work with young people in the future.



### DISCLOSURE AND BARRING SERVICE RESPONSIBILITY

In Northern Ireland HSI is aware of its duty under the Safeguarding Vulnerable Groups (NI) 2007 Order to refer information to the Disclosure and Barring Service (DBS) in certain circumstances.

In all cases there are two conditions, both must be met to trigger a referral to the DBS by a regulated activity provider like HSI:

- permission is withdrawn for an individual to engage in regulated activity, or it would have been had that individual not resigned, retired, been made redundant or been transferred to a position which is not regulated activity; because
- HSI think that the individual has:
  - engaged in relevant conduct;
  - satisfied the Harm Test; or
  - Received a caution or conviction for a relevant offence.

If both conditions have been met the information must be referred to the DBS. The referral should be made to the DBS when HSI has gathered sufficient evidence as part of their investigations to support their reasons for withdrawing permission to engage in regulated activity and, in following good practice, consulted with their local statutory authorities if appropriate.

### CONFIDENTIALITY

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

#### ***The following points should be kept in mind:***

- A guarantee of confidentiality or undertakings regarding secrecy cannot be given, as the welfare of the child will supersede all other considerations
- All information should be treated in a careful and sensitive manner and should be discussed only with those who need to know
- Information should be conveyed to the parents/guardians of the child in a sensitive way. Discussion with the Statutory Authorities should take place in relation to information sharing with all parties when ongoing investigations are taking place
- Giving information to others on a “need to know” basis for the protection of a child is not a breach of confidentiality

- All persons involved in a child protection process (the child, their parents/ guardians, Coaches, the alleged offender and their family) should be afforded appropriate respect, fairness, support and confidentiality at all stages of the procedure
- Information should be stored in a secure place, with limited access only by designated people
- The requirements of the Data Protection laws should be adhered to
- Breach of confidentiality is a serious matter

### ***ANONYMOUS COMPLAINTS***

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

### ***RUMOURS***

Rumours should not be allowed to hang in the air. Any rumours relating to possible child protection concerns should be brought to the attention of the Designated Liaison Person, and checked out without delay. For details of Child and Family Agency (CFA) and Health and Social Care Trusts (HSCT) contacts, please refer to appendix in this document.

### ***TYPES OF ABUSE***

Child abuse can be categorised into four different types. They are, neglect, emotional abuse, physical abuse and sexual abuse. A child may be subjected to one or more forms of abuse at any given time. (Child and Family Agency)

### ***NEGLECT***

Neglect can be defined in terms of an omission, where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, and/or medical care.

Harm can be defined as the ill-treatment or the impairment of the health or development of a child. Whether it is significant is determined by the child's health and development as compared to that which could reasonably be expected of a child of similar age.

Neglect generally becomes apparent in different ways over a period of time rather than at one specific point. For example, a child who suffers a series of minor injuries may not be having his or her needs met in terms of necessary supervision and safety. A child whose height or weight is significantly below

average may be being deprived of adequate nutrition. A child who consistently misses school may be being deprived of intellectual stimulation.

The threshold of significant harm is reached when the child's needs are neglected to the extent that his or her well-being and/or development are severely affected.

### **EMOTIONAL ABUSE**

Emotional abuse is normally to be found in the relationship between a parent/carer and a child rather than in a specific event or pattern of events. It occurs when a child's developmental need for affection, approval, consistency and security are not met. Unless other forms of abuse are present, it is rarely manifested in terms of physical signs or symptoms. Examples may include:

- The imposition of negative attributes on a child, expressed by persistent criticism, sarcasm, hostility or blaming;
- Conditional parenting in which the level of care shown to a child is made contingent on his or her behaviours or actions;
- Emotional unavailability of the child's parent/carer;
- Unresponsiveness of the parent/carer and/or inconsistent or inappropriate expectations of the child;
- Premature imposition of responsibility on the child;
- Unrealistic or inappropriate expectations of the child's capacity to understand something or to behave and control himself or herself in a certain way;
- Under- or over-protection of the child;
- Failure to show interest in, or provide age-appropriate opportunities for, the child's cognitive and emotional development;
- Use of unreasonable or over-harsh disciplinary measures;
- Exposure to domestic violence;
- Exposure to inappropriate or abusive material through new technology.

Emotional abuse can be manifested in terms of the child's behavioural, cognitive, affective or physical functioning. Examples of these include insecure attachment, unhappiness, low self-esteem, educational and developmental underachievement, and oppositional behaviour. The threshold of significant harm is reached when abusive interactions dominate and become typical of the relationship between the child and the parent/carer.

### **PHYSICAL ABUSE**

Physical abuse of a child is that which results in actual or potential physical harm from an interaction, or lack of interaction, which is reasonably within the control of a parent or person in a position of responsibility, power or trust. There may be single or repeated incidents.

**Physical abuse can involve:**

- Severe physical punishment;
- Beating, slapping, hitting or kicking;
- Pushing, shaking or throwing;
- Pinching, biting, choking or hair-pulling;
- Terrorising with threats;
- Observing violence;
- Use of excessive force in handling;
- Deliberate poisoning;
- Suffocation;
- Fabricated/induced illness
- Allowing or creating a substantial risk of significant harm to a child.

**SEXUAL ABUSE**

Sexual abuse occurs when a child is used by another person for his or her gratification or sexual arousal, or for that of others. Examples of child sexual abuse include:

- Exposure of the sexual organs or any sexual act intentionally performed in the presence of the child;
- Intentional touching or molesting of the body of a child whether by a person or object for the purpose of sexual arousal or gratification;
- Masturbation in the presence of the child or the involvement of the child in an act of masturbation;
- Sexual intercourse with the child, whether oral, vaginal or anal;
- Sexual exploitation of a child, which includes inciting, encouraging, propositioning, requiring or permitting a child to solicit for, or to engage in, prostitution or other sexual acts. Sexual exploitation also occurs when a child is involved in the exhibition, modeling or posing for the purpose of sexual arousal, gratification or sexual act, including its recording (on film, video tape or other media) or the manipulation, for those purposes, of the image by computer or other means. It may also include showing sexually explicit material to children, which is often a feature of the 'grooming' process by perpetrators of abuse;
- Consensual sexual activity involving an adult and an underage person. In relation to child sexual abuse, it should be noted that, for the purposes of the criminal law, the age of consent to sexual intercourse is 17 years for both boys and girls. An Garda Síochána will deal with the criminal aspects of the case under the relevant legislation.

*\*It should be noted that the definition of child sexual abuse presented in this section is not a legal definition and is not intended to be a description of the criminal offence of sexual assault.*

## ***8. Appendix***

- a. Adult Information and Declaration Form
- b. Information Form for Young Athletes
- c. Incident Reporting Form
- d. Accident Reporting Form
- e. Confidential Reference Form
- f. Travelling Permission Form
- g. Squad Training Registration Form
- h. HSI Complaint Form
- i. Tusla Standard Report Form (CFA)
- j. Useful Contacts ROI and NI

## ***{A} Horse Sport Ireland Adult Information Form***

*(All information supplied on this form will be treated confidentially)*

<b>Full Name:</b>		<b>Previous Name:</b>	
<b>Role</b>		<b>Date of Birth:</b>	
<b>Place of Birth:</b>			
<b>Current Address</b>			
<b>Previous Address:</b>			
<b>Please list below all Sporting/ NGB Qualifications (if any):</b>			
<b>National Governing Body</b>		<b>Qualification Held</b>	

**HAVE YOU COMPLETED CHILD PROTECTION AWARENESS/SAFEGUARDING TRAINING?**

Yes:  No:

If yes, please state approximate date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**EVERY INDIVIDUAL WHO WISHES TO JOIN OR CARRYOUT A ROLE WITH HSI SHOULD FAMILIARISE THEMSELVES WITH THE CODE OF ETHICS & GOOD PRACTICE FOR YOUTH SPORT IN HSI (IN PARTICULAR THE VARIOUS CODES OF CONDUCT).**

*Do you agree to abide by the guidelines and Codes of Conduct contained in the Code of Ethics & Good Practice for Youth Sport in HSI?*

Yes:  No:

**Have you ever been asked to leave a sporting/youth organisation?**

Yes:  No:

*(If you have answered yes, we will contact you in confidence)*

**REFERENCES:**

*Please supply the name, address and telephone of two people who we can contact and who, from personal knowledge, are willing to endorse your application. One of these names should be, where possible, the name of an Administrator / Leader in your last Club / place of involvement*

**Name and Address of Referee 1:**

**Name and Address of Referee 2:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**Print Name:** \_\_\_\_\_

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

<b>FOR OFFICIAL HSI USE ONLY:</b>	
Applicant Name:	
Date application received:	
Date of interview:	
Interviewed by:	1. 2.
References received and are satisfactory:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Vetting check completed & returned (if appropriate):	Yes <input type="checkbox"/> No <input type="checkbox"/>
Code of Ethics/Safeguarding training completed (or to be done?)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Code of Conduct to be signed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments:	
Proof of applicants identification received:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Identification type:	
Recommendation (with reasons)	Approved <input type="checkbox"/> Not approved <input type="checkbox"/>

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**

**Position in HSI** \_\_\_\_\_



**CONFIDENTIAL REFERENCE FORM**

*(This form can be used as a telephone reference or used as a written reference)*

The following person: \_\_\_\_\_ (**list name**) has expressed an interest in working with Horse Sport Ireland (Affiliate) as: \_\_\_\_\_ (**list position**).

*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 they are offered the position. We appreciate you being extremely candid, open and honest in your evaluation.*

How long have you known this person? \_\_\_\_\_

In what capacity do you know this person?

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

Please rate this person on the following (*tick one box for each statement*)

	Poor	Average	Good	Very Good	Excellent
<b>Responsibility</b>					
<b>Maturity</b>					
<b>Self-motivation</b>					
<b>Can motivate others</b>					
<b>Energy</b>					
<b>Trustworthiness</b>					
<b>Reliability</b>					

This post may involve substantial access to young people. In HSI we are committed to the welfare and protection of young people. Would you have any reason at all to be concerned about this applicant being in contact with children and young people? *(Please tick)*

Yes: \_\_\_\_\_

No: \_\_\_\_\_

In Northern Ireland have you referred this individual to the Disclosure & Barring Service list for barring?

Yes: \_\_\_\_\_

No: \_\_\_\_\_

*(If you answer "Yes", we will contact you in confidence)*

**Signed:**

\_\_\_\_\_

**Print Name:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

**Position in Organisation:**

\_\_\_\_\_

**Name of Club/Organisation:**

\_\_\_\_\_

**DISCLOSURE OF CRIMINAL CONVICTIONS/CAUTIONS FOR LEGIBLE POSITIONS**

*(Please read this information carefully)*

**Statement of non-discrimination**

Horse Sport Ireland 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:

**HSI Role:** \_\_\_\_\_

We require all coaches/volunteers in positions of responsibility for managing the safety and development of young people to sign the declaration and return it marked confidential to Horse Sport Ireland Ireland National Children’s Officer or your Affiliate Children’s Officer as appropriate.

Should you require further information, please contact ***the Horse Sport Ireland National Children’s officer/DSCO.***

**Name of Applicant:** \_\_\_\_\_

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

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

**Affilaite:** \_\_\_\_\_

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, caution, 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 that are not protected by the 2014 amendments MUST be disclosed. The disclosure of criminal history information will not debar you from participating as a volunteer unless the **Horse Sport Ireland Vetting Referrals Committee** considers that the information renders you unsuitable for the role applied for. In making this decision the **Horse Sport Ireland Vetting Referrals Committee** will consider the nature of the offence/caution, 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 are currently facing prosecution for a criminal offence you should also bring this to our attention given the “excepted” nature of the role.

**Thank you for your co-operation.**

Do you have any convictions/cautions that are not "protected" as defined by the Rehabilitation of Offenders (Exceptions) (Amendment) Order (Northern Ireland) Order 2014. 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/caution/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/cautions may be disclosed. I declare that the information I have given is accurate.

Have you ever been known to any Social Services department as being a risk or potential risk to children?	<b>YES / NO</b>  <i>(if Yes, please provide further information below):</i>
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?	<b>YES / NO</b>  <i>(if Yes, please provide further information)</i>
Confirmation of Declaration <i>(tick box below)</i>	
<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 Gymnastics Ireland 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 Horse Sport Ireland of any future convictions or charges.*

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

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

## **{B} HSI Information Form For Young Athletes**

**All information given on this form will be held in confidence. Our coaches need to know these details in order to meet the specific needs of your child.**

*I as Parent/Guardian of \_\_\_\_\_ (child) give permission for the above named to participate in HSI activities.*

### **CONTACT INFORMATION**

<b>Full Name:</b>		<b>Gender:</b>	<b>Male / Female</b>
<b>Club/Affiliate:</b>		<b>Date of Birth:</b>	
<b>Address:</b>			
<b>Home Tel:</b>		<b>Mobile Tel:</b>	
<b>Email:</b>			
<b>Emergency Contact No. 2</b>	<b>Name:</b>	<b>Mobile Tel:</b>	
	<b>Relationship to child:</b>	<b>Other:</b>	

### **MEDICAL HISTORY INFORMATION**

Details of your child's special needs or medical history (i.e. details of any known allergies, conditions or medications). Parents/Guardians are obliged to disclose any information regarding medication which may impact on your child's welfare or behaviour while participating in our HSI activities.


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

*In the event of illness, having parental responsibility, 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 needs emergency hospital treatment, I authorise a qualified medical practitioner to provide emergency treatment or medication.*

**OTHER INFORMATION**

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


**PHOTOGRAPHY:**

I agree that photographs or recorded images may be taken during or at sport related activities, which may include my Child and may subsequently be used in the promotion of our Games.

YES

NO

**COMMUNICATION**

I wish for HSI to use group text messaging relating to the participation of my son/daughter in relation to HSI activities. I wish for such texts messages to be sent to (*Choose One*):

**Myself only:**

Text contact number:

**OR**

**My child and myself:**

Text contact numbers:

1.
2.

I have been made aware that HSI has developed the following policies and is committed to ensuring the safety of my child by having:

Codes of Conduct	Children’s Officer	Designated Person Safeguarding Officer for Child Protection
Transport Guidelines	Photography Guidelines	Guidelines on Confidentiality
Anti-Bullying Policy	Disciplinary Procedures	Clear Recruitment Guidelines - Vetting all Coaches & Volunteers
Anti-Doping Policy		

*I hereby consent to the above named child participating in HSI activities including attending training sessions and competitions (home and away) in line with the “Code of Ethics & Good Practice for Youth Sport in HSI” and agree to abide by its contents.*

*I confirm all details are correct and I will inform HSI of any changes to the information above.*

**PARENT/GUARDIAN(S) CONSENT**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

*(HSI is committed to ensuring that any information gathered in relation to our young members meets the specific responsibilities as set out under Data Protection legislation).*



## *{C} Incident Report Form*

<i>Name of Squad/Activity etc</i>	
Record completed by:	
Your Position:	Date:
Child's Name:	
Child's Address:	
Child's Date of Birth:	
Parents/Guardian(s) Name(s) and Address:	<b>Name:</b>
	<b>Address:</b>
Date and time of any incident:	<b>Date:</b> <span style="float: right;"><b>Time:</b></span>
Your Observations:	
Detail exactly what the child said and what you said :  <b>(Remember do not lead the child – record actual details. Continue on a separate sheet if necessary)</b>	
Action taken so far:	

Designated Liaison Person informed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>External Agencies Contacted</b>	
Gardaí/Police <input type="checkbox"/> Yes <input type="checkbox"/> No Station contacted:	Details of advice received:
Name:	
Contact no:	
CFA/Social Services <input type="checkbox"/> Yes <input type="checkbox"/> No Branch contacted:	Details of advice received:
Name:	
Contact number:	
Horse Sport Ireland <input type="checkbox"/> Yes <input type="checkbox"/> No	Details of advice received:
Name:	
Contact number:	
Other (e.g. NSPCC) <input type="checkbox"/> Yes <input type="checkbox"/> No	Details of advice received:
Name:	
Contact number:	

*Please sign this form overleaf >>*

---

**Signature**

---

**Date**

*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.*

**N.B.** *A copy of this form may be sent to CFA/Social Services after the telephone report/informal discussion and to the Horse Sport Ireland Designated Person/Safeguarding Officer for monitoring purposes.*

***{D} Accident Report Form***

<b>Name of event and where the accident occurred</b>		
<b>Date</b>		
<b>Location</b>		
<b>Briefly describe what happened</b>		
<b>Who was involved?</b>		
<b>Any injury sustained?</b>		
<b>Any damage made?</b>		
<b>Who dealt with the situation?</b>		
<b>How was it resolved/dealt with?</b>		
<b>Requirement to complete an injury claim form?</b>		
<b>Any follow up required?</b>		
<b>Please attach any additional information if required</b>		
<b>Your Signature:</b>	<b>Signed</b>	<b>Printed</b>
<b>Witnesses:</b>	<b>Signed</b>	<b>Printed</b>

## ***{E} Confidential Reference Form***

*(This form can be used as a telephone reference or used as a written reference)*

The following person: \_\_\_\_\_ (***list name***) has expressed an interest in working with Horse Sport Ireland (Affiliate) as: \_\_\_\_\_ (***list position***).

*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 they are offered the position. We appreciate you being extremely candid, open and honest in your evaluation.*

How long have you known this person? \_\_\_\_\_

In what capacity do you know this person?

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

Please rate this person on the following (***tick one box for each statement***)

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

This post may involve substantial access to young people. In HSI we are committed to the welfare and protection of young people. Would you have any reason at all to be concerned about this applicant being in contact with children and young people? *(Please tick)*

Yes: \_\_\_\_\_

No: \_\_\_\_\_

In Northern Ireland have you referred this individual to the Disclosure & Barring Service list for barring?

Yes: \_\_\_\_\_

No: \_\_\_\_\_

*(If you answer "Yes", we will contact you in confidence)*

**Signed:**

\_\_\_\_\_

**Print Name:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

**Position in Organisation:**

\_\_\_\_\_

**Name of Club/Organisation:**

\_\_\_\_\_

## ***{F} HSI Travel Permission Form For Young Athletes***

EVENT: \_\_\_\_\_

VENUE: \_\_\_\_\_

DATES: \_\_\_\_\_

### **TRAVELLING COACHES/OFFICIALS**

*I hereby agree to abide by the guidelines and regulations contained in HSI Code of Ethics and Good Practice for Youth Sport.*

SIGNATURE 1: \_\_\_\_\_

SIGNATURE 1: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

### **PARENT/GUARDIAN OF PARTICIPANT (U18)**

*I have read and accept the conditions and rules set down by HSI for children travelling to competitions and events*

SIGNATURE 1: \_\_\_\_\_

EMERGENCY CONTACT NO: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

**EMERGENCY CONTACT**

Name: \_\_\_\_\_ Contact: \_\_\_\_\_

**YOUNG PARTICIPANT:**

*I have read and accept the conditions and rules set down by HSI for children travelling to competitions and events. I agree to abide by the rules*

**SIGNATURE 1:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_





## ***{H} HORSE SPORT IRELAND COMPLAINT FORM***

Please take care in filling out this form as the information contained in it will be considered by the HSI  
National Children's Officer

It is possible that during the process, a copy of this completed form (or part of) and any other relevant  
documentation may be furnished to another party named in the complaint.

**The completed form should be returned HSI National Children's Officer (DSCO)**

### **YOUR CONTACT DETAILS:**

Name: \_\_\_\_\_

Tel: M: \_\_\_\_\_

H: \_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Child's Name (If applicable): \_\_\_\_\_

### **COMPLAINT DETAILS:**

*When completing this section, please give as much information as possible.*

Event:

\_\_\_\_\_  
\_\_\_\_\_

Location

\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

**INDIVIDUAL(S) INVOLVED:**

NAME \_\_\_\_\_

NAME \_\_\_\_\_

NAME \_\_\_\_\_

**NATURE OF THE COMPLAINT – UNDER HSI CODE OF ETHICS AND GOOD PRACTICE FOR YOUTH SPORT**

*When completing this section, please provide as much information as possible. Any information provided may be checked for verification by the HSI National Children’s Officer*


**SUPPORTING DOCUMENTATION:**

*(If you are supplying supporting documentation please insert “A” etc on front page of actual supporting document with title listed below)*

**Document A: Enclosed**

**Document B: Enclosed**

Title: \_\_\_\_\_


Title: \_\_\_\_\_

**ANY OTHER INFORMATION YOU FEEL IS RELEVANT:**


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

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

## {I} TUSLA STANDARD REPORTING FORM

	An Ghníomhaíocht um Leanaí agus an Teaghlach Child and Family Agency	FORM NUMBER: CC01:01:01
<h3 style="margin: 0;">STANDARD REPORT FORM</h3> <p style="margin: 0; font-weight: normal;">(For reporting CP&amp;W Concerns)</p>		
<b>A. To Principal Social Worker/Designate:</b> _____		
<b>1. Date of Report</b> <input style="width: 150px;" type="text"/>		
<b>2. Details of Child</b>		
Name:	<input style="width: 95%;" type="text"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>
Address:	DOB	Age
	School <input style="width: 100%;" type="text"/>	
Alias	Correspondence address (if different)	<input style="width: 100%;" type="text"/>
Telephone	Telephone	<input style="width: 100%;" type="text"/>
<b>3. Details of Persons Reporting Concern(s)</b>		
Name:	<input style="width: 150%;" type="text"/>	Telephone No.
Address:	Occupation	<input style="width: 100%;" type="text"/>
	Relationship to client	<input style="width: 100%;" type="text"/>
Reporter wishes to remain anonymous <input type="checkbox"/>		Reporter discussed with parents/guardians <input type="checkbox"/>
<b>4. Parents Aware of Report</b>		
Are the child's parents/carers aware that this concern is being reported?		Yes No - Mother <input type="checkbox"/> <input type="checkbox"/> - Father <input type="checkbox"/> <input type="checkbox"/>
Comment <input style="width: 100%;" type="text"/>		
<b>5. Details of Report</b>		
(Details of concern(s), allegation(s) or incident(s) dates, times, who was present, description of any observed injuries, parent's view(s), child's view(s) if known.)		
<div style="border: 1px solid black; padding: 10px;"></div>		

10.13.7.13 (14 Jan '14) (unp)



An Ghnínneáiríocht um  
Comaíngearán Teaghlaí  
Child and Family Agency

FORM NUMBER: CCB1.01.01

## STANDARD REPORT FORM

(For reporting CP&W Concerns)

### 6. Relationships

Details of Mother		Details of Father	
Name:		Name:	
Address: (if different to child)		Address: (if different to child)	
Telephone No's:		Telephone No's:	

### 7. Household composition

Name	Relationship	DOB	Additional Information e.g. School/ Occupation/Other:

### 8. Name and Address of other personnel or agencies involved with this child

	Name	Address
Social Worker		
PHN		
GP		
Hospital		
School		
Gardaí		
Pre-School/ Crèche/ YG		
Other (specify):		

### 9. Details of person(s) allegedly causing concern in relation to the child

Relationship to child:		Age:		Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Name:			Occupation:				
Address:							

### 10. Details of person completing form

Name:		Occupation:	
Address:		Telephone No's:	
Signed		Date:	

## }} USEFUL CONTACTS

### REPUBLIC OF IRELAND

<b>CARLOW DUTY SOCIAL WORK TEAM</b>
<b>A:</b> CFA, St. Dymphnas Hospital, Athy Rd, Co. Carlow.
<b>T:</b> (059) 9136587
<b>CAVAN DUTY SOCIAL WORK TEAM</b>
<b>A:</b> CFA, Drumalee Cross, Co. Cavan.
<b>T:</b> (049) 4377305 OR 049 4377306
<b>CLARE DUTY SOCIAL WORK TEAM</b>
<b>A:</b> CFA, River House, Gort Road, Ennis, Co. Clare.
<b>T:</b> (065) 6863935
<b>CORK DUTY SOCIAL WORK TEAMS</b>
<b>North Lee</b>
<b>A:</b> CFA, North Lee Social Work Department, Floor 2, Blackpool, Co. Cork.
<b>T:</b> (021) 4927000
<b>South Lee</b>
<b>A:</b> CFA, South Lee Social Work Department, St. Finbarrs Hospital, Douglas Rd, Co. Cork.
<b>T:</b> (021) 4923001
<b>West Cork</b>
<b>A:</b> CFA, Duty Social Work Department, Coolnagarrane, Skibbereen, Co. Corkne
<b>T:</b> (028) 40447
<b>North Cork</b>
<b>A:</b> CFA, 134 Bank Place, Mallow, Co. Cork.
<b>T:</b> (022) 54100
<b>DONEGAL DUTY SOCIAL WORK TEAMS</b>
<b>Donegal West Central</b>
<b>A:</b> CFA, County Clinic, St. Conals Hospital, Letterkenny, Co. Donegal.
<b>T:</b> (074) 9104714
<b>Donegal East</b>
<b>A:</b> CFA, Links Business Centre, Lisfannon, Buncrana, Co. Donegal.
<b>T:</b> (074) 9320420
<b>Donegal West</b>
<b>A:</b> CFA, Euro House, Killybegs Rd, Donegal town, Co. Donegal.
<b>T:</b> (074) 9723540
<b>DUBLIN DUTY SOCIAL WORK TEAMS</b>
<b>Swords</b>
<b>A:</b> Duty Social Work Department, 180-189 Lakeshore Drive, Airside Business Park, Swords, Dublin.
<b>T:</b> (01) 8708000
<b>Blanchardstown</b>
<b>A:</b> Duty Social Work Department, Roselawn Health Centre, Roselawn Rd, Blanchardstown, Dublin 15.
<b>T:</b> (01) 6464518
<b>Coolock</b>
<b>A:</b> Duty Social Work Department, Health Centre, Cromcastle Rd, Coolock, Dublin 5.
<b>T:</b> (01) 8164200 OR (01) 8160314
<b>Finglas</b>

<b>A:</b> Duty Social Work Department, Health Centre, Wellmount Park, Finglas, Dublin 11.
<b>T:</b> (01) 8567704
<b>North Inner City</b>
<b>A:</b> Duty Social Work Department, 492 North Circular Rd, Parkview, Dublin 1.
<b>T:</b> (01) 8566856
<b>Churchtown</b>
<b>A:</b> Duty Social Work Department, Churchtown Primary Care Centre, Unit9, Nutgrove Retail Park. D14
<b>T:</b> (01) 4916400
<b>Tallaght</b>
<b>A:</b> Duty Social Work Department, Chamber House, Chamber Square, Tallaght, Dublin 24.
<b>T:</b> (01) 4686289
<b>Lord Edward Street</b>
<b>A:</b> Duty Social Work Department, Carnegie Centre, 21-25 Lord Edward Street, Dublin 2
<b>T:</b> (01) 6486500
<b>Ballyfermot</b>
<b>A:</b> Duty Social Work Department, Bridge House, Cherry Orchard Hospital, Ballyfermot, Dublin 10.
<b>T:</b> (01) 6206387
<b>Dun Laoghaire</b>
<b>A:</b> Duty Social Work Department, Our Ladys Clinic, Patrick Street, Dun Laoghaire, Co. Dublin.
<b>T:</b> (01) 6637300
<b>GALWAY DUTY SOCIAL WORK TEAMS</b>
<b>Oughterard</b>
<b>A:</b> CFA, Oughterard Social Work Department, Health Centre, Oughterard, Co. Galway
<b>T:</b> (091) 552200
<b>Galway City</b>
<b>A:</b> CFA, Galway City Social Work Department, Local Health Office, 25 Newcastle Rd, Co. Galway.
<b>T:</b> (091) 546366
<b>Tuam</b>
<b>A:</b> CFA, Child Protection Social Work Dept, Mellows House, Vicar St, Tuam, Co. Galway.
<b>T:</b> (093) 37264 <b>OR</b> (093) 37265
<b>Ballinasloe</b>
<b>A:</b> CFA, Ballinasloe Social Work Department, Health Centre, Brackernagh, Ballinasloe, Co. Galway.
<b>T:</b> (090) 9646200
<b>Loughrea</b>
<b>A:</b> CFA, Child Protection Social Work Department, Health Centre, 60 Main St. Loughrea, Co. Galway.
<b>T:</b> (091) 847820
<b>KERRY DUTY SOCIAL WORK TEAMS</b>
<b>A:</b> CFA, Social Work Department, Kerry Community Services, Rathass, Tralee, Co. Kerry.
<b>T:</b> (066) 7121566
<b>A:</b> CFA, Killarney Social Work Department, St. Margarets Rd, Killarney, Co. Kerry.
<b>T:</b> (064) 6636030
<b>KILDARE DUTY SOCIAL WORK TEAM</b>
<b>A:</b> CFA, Social Work Department, St. Marys, Craddockstown Rd, Naas, Co. Kildare.
<b>T:</b> (045) 882400
<b>KILKENNY DUTY SOCIAL WORK TEAM</b>
<b>A:</b> CFA, Social Work Office, Childcare Department, Carlow/Kilkenny, St.Canices Hospital, Co. Kilkenny.
<b>T:</b> (056) 7784057

<b>LAOIS DUTY SOCIAL WORK TEAM</b>
<b>A:</b> CFA, Social Work Department, Child and Family Centre, Dublin Rd, Portlaoise, Co. Laois.
<b>T:</b> (057) 86 92567
<b>LEITRIM DUTY SOCIAL WORK TEAM</b>
<b>A:</b> CFA. Community Care Office, Leitrim Rd, Carrick on Shannon, Co. Leitrim
<b>T:</b> (071) 9650324
<b>LIMERICK DUTY SOCIAL WORK TEAMS</b>
<b>Ballynanty</b>
<b>A:</b> CFA, Ballynanty Health Centre, Child Protection and Welfare, Ballynanty, Limerick.
<b>T:</b> (061) 457102
<b>Newcastle West</b>
<b>A:</b> CFA, Newcastle West Health Centre, Child Protection, Health Centre, Newcastle West, Co. Limerick.
<b>T:</b> (069) 66653
<b>South Hill</b>
<b>A:</b> CFA, South Hill Health Centre, Child Protection and Welfare, Southhill, Co. Limerick.
<b>T:</b> (061) 209985
<b>Old Clare Street</b>
<b>A:</b> CFA, Roxtown Health Centre, Child Protection and Welfare, Old Clare St, Limerick
<b>T:</b> (061) 483091
<b>LONGFORD DUTY SOCIAL WORK TEAM</b>
<b>A:</b> CFA, Social Work Department, Tivoli House, Dublin Road, Co. Longford.
<b>T:</b> (043) 3350584
<b>LOUTH DUTY SOCIAL WORK TEAMS</b>
<b>Dundalk</b>
<b>A:</b> CFA, Social Work Department, Health Care Unit, Wilton House, Stapleton Place, Dundalk, Co. Louth.
<b>T:</b> (042) 9392200
<b>Drogheda</b>
<b>A:</b> CFA, Social Work Department, Ballsgrove Health Centre, Ballsgrove, Drogheda, Co Louth
<b>T:</b> (041) 9838574
<b>MAYO DUTY SOCIAL WORK TEAMS</b>
<b>Castlebar</b>
<b>A:</b> CFA, St. Marys Headquarters, Castlebar, Co. Mayo.
<b>T:</b> (094) 9042283
<b>Ballina</b>
<b>A:</b> CFA, Ballina Social Work Team, Ballina Health Centre, Mercy Rd, Ballina, Co. Mayo.
<b>T:</b> (096) 21511
<b>Swinford</b>
<b>A:</b> CFA, Swinford Health Centre, Aras Attracta, Swinford, Co. Mayo.
<b>T:</b> (094) 9050133
<b>MEATH DUTY SOCIAL WORK TEAM</b>
<b>A:</b> CFA, Duty Social Work Department, Enterprise Centre, Trim Road, Navan, Co. Meath
<b>T:</b> (046) 9097870
<b>MONAGHAN DUTY SOCIAL WORK TEAM</b>
<b>A:</b> CFA, 1st Floor, Support Services Building, Roosky, Monaghan Town, Co. Monaghan.
<b>T:</b> (047) 30426
<b>OFFALY DUTY SOCIAL WORK TEAM</b>



<b>A:</b> CFA, Social Work Department, Derry Suite, Castlebuildings, Tara St. Tullamore, Co. Offaly.
<b>T:</b> (057) 9370700
<b>ROSCOMMON DUTY SOCIAL WORK TEAMS</b>
<b>Convent Road</b>
<b>A:</b> CFA, Government Buildings, Convent Rd, Co. Roscommon.
<b>T:</b> (090) 6637814 <b>OR</b> (090) 6637863
<b>Golf Links Road</b>
<b>A:</b> CFA, Golf links Rd, Co. Roscommon.
<b>T:</b> (090) 6637505 <b>OR</b> (090) 6637580
<b>Boyle</b>
<b>A:</b> CFA, Health Centre, Boyle, Co. Roscommon
<b>T:</b> (071) 9662087
<b>Castlerea</b>
<b>A:</b> CFA, Riverside House, Main St. Castlerea, Co Roscommon
<b>T:</b> (090) 6637851
<b>SLIGO DUTY SOCIAL WORK TEAMS</b>
<b>A:</b> CFA, Markievicz House, Barrack St. Co. Sligo.
<b>T:</b> (071) 9155133
<b>A:</b> CFA, One Stop Shop, Teach Laighne, Humbert St. Tubbercurry, Co. Sligo.
<b>T:</b> (071) 9120454 <b>OR</b> (087) 9299666
<b>TIPPERARY DUTY SOCIAL WORK TEAMS</b>
<b>North</b>
<b>A:</b> CFA, Duty and Intake Social Work Department, Civic Offices, Limerick Rd, Nenagh, Co. Tipperary.
<b>T:</b> (067) 46636 <b>OR</b> (067) 46660
<b>South</b>
<b>A:</b> CFA, Social Work Team, South Tipperary Community Care, Western Rd, Clonmel, Co. Tipperary.
<b>T:</b> (052) 6177303
<b>WATERFORD DUTY SOCIAL WORK TEAMS</b>
<b>A:</b> CFA, Social Work Service, Waterford Community Services, Cork Rd, Co. Waterford.
<b>T:</b> (051) 842827
<b>WESTMEATH DUTY SOCIAL WORK TEAMS</b>
<b>A:</b> CFA, Social Work Department, Athlone Health Centre, Coosan Rd, Athlone, Co. Westmeath
<b>T:</b> (090) 6483106
<b>A:</b> CFA, Social Work Department, Child & Family Centre, St.Lomans Hospital, Mullingar, Co. Westmeath.
<b>T:</b> (044) 9384450
<b>WEXFORD DUTY SOCIAL WORK TEAMS</b>
<b>A:</b> CFA, Gorey Health Centre, Hospital Grounds, Gorey, Co. Wexford.
<b>T:</b> (053) 9430100
<b>WICKLOW DUTY SOCIAL WORK TEAM</b>
<b>A:</b> Child & Family Protection Service, Glenside Health Centre, Glenside Rd, Wicklow Town, Co. Wicklow.
<b>T:</b> (0404) 60800

**NORTHERN IRELAND**

**HEALTH AND SOCIAL CARE TRUSTS**

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.

<b>Northern HSC Trust</b>	Tel: 0300 1234333
<b>South Eastern HSC Trust</b>	Tel: 0300 100 0300
<b>Southern HSC Trust</b>	Tel: 0800 783 7745
<b>Belfast HSC Trust</b>	Tel: 028 9050 7000
<b>Western HSC Trust</b>	Tel: 028 7131 4090

***Regional Emergency Social Work service. 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**

<b>NSPCC 24 Helpline</b>	0808 800 5000
<b>Childline</b>	0800 1111

***[www.childline.org.uk](http://www.childline.org.uk)*** – a confidential advice website for teenagers

***[www.nspcc.org.uk](http://www.nspcc.org.uk)***



## **HORSE SPORT IRELAND**

1<sup>st</sup> Floor, Beech House, Millennium Park, Osberstown, Naas, Co. Kildare

Tel: (045) 850 800

Fax: (045) 850 850

Email: [info@horsesportireland.ie](mailto:info@horsesportireland.ie)

Web: [www.horsesportireland.ie](http://www.horsesportireland.ie)