

# Code of Behaviour

Underage



## CODE OF BEHAVIOUR (UNDERAGE)

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## CODE OF BEHAVIOUR (UNDERAGE)

The publication by the Gaelic Athletic Association, Ladies Gaelic Football Association, the Camogie Association, GAA Handball Ireland and the Rounders Council of Ireland of this joint Code of Behaviour (Underage) is a milestone for our Associations, replacing as it does the previous Code of Best Practice in Youth Sport.

This new Code brings together the collective good practice experiences of our Associations and marks a momentous occasion as we seek, through the implementation of an agreed and joint policy document, that while promoting our games amongst young people we also seek to provide a safe environment in which we can develop children, under 18 years of age, in a caring and respectful environment within our respective Associations. This Code applies to all persons under 18 yrs. of age who participate in our games or other activities and to those who work with them and assist them in any capacity on our behalf.

The value of providing a joint Code for our members enables us to jointly promote the legislative, organisational and statutory guidance that governs our work with young people and children. This will assist and direct our members and units in our work and provide a platform and support for those working with young people and children at all levels in our Associations.

Our Associations, in common with others who work with young people and children, will continue to abide by and integrate child welfare legislation and statutory guidance into our work, regardless of the jurisdiction in which we operate. In upholding this principle, the welfare of the child shall always be our paramount consideration, whether it is on the playing fields, in the training of our underage players, the recruitment of our coaches, the active involvement of parents in our work or the many other developmental and social opportunities that we offer our underage players on a daily and weekly basis.

If the local community is a bedrock of our Association so also are our underage players, many of whom will play our games from childhood to adulthood and will hopefully progress in later years to coaching and mentoring roles, more often than not in the same Club.

Young people will spend some of the most enjoyable days of their lives playing our games and socialising with their friends in each of our Associations. Whether attending or playing GAA matches, playing Ladies Football or Camogie, or participating in Rounders or Handball activities, they will do so during some of the most important developmental years of their lives. Our role and our responsibility is to ensure that they benefit from and participate in our Gaelic Games in a safe and enjoyable environment where our Games are conducted in a spirit of fair play with everyone who works on our behalf emphasising respect, equality, safety and non-discrimination in all aspects of our work with children and young people. Each member of our Associations has a responsibility to accept and implement this Code as it directs us in such work. Breaches of the Code may be enquired into and if required sanctions may be applied in accordance with other provisions of the Code.

For the purpose of ease of access, this Code will be distributed amongst our various units and will form part of our joint Safeguarding Training. In the interest of clarity and accuracy, any amendments to the Code shall appear in the Code of Behaviour (Underage) available on each of our Associations' websites. Mol an Óige agus tiocfaidh sí.



On an annual basis each of our Associations are obliged to adopt and put on display what is termed a Child Safeguarding Statement. This is a legislative requirement in many jurisdictions and as it is now enshrined in the Code of Behaviour (Underage) it automatically applies to all Clubs and to our County Boards and Provincial Councils.

Prior to agreeing a Child Safeguarding Statement each 'unit' is required to carry out a risk assessment, i.e. a risk assessment as to the risk of harm that could come to a child in their care, following which they can then put their Child Safeguarding Statement on display.

By putting the Child Safeguarding Statement on display, for example in a Clubhouse or Club hall, it draws positive attention to the procedures, policies and practices we have in place to safeguard children, as far as practicable, from risk when they are attending our games or other Association activities. It identifies that as a basic right we recognise that all children have the right to be protected from harm.

Previous experiences show that discussions on the risk of harm to children in our care inevitably leads to a greater awareness of the child safeguarding measures we undertake in our day-to-day work within our Gaelic Games Associations. Such discussions also draw attention to our child safeguarding policies, the activities we provide and the legislation that is in place to assist us in our roles. Each unit e.g. Club, is required to complete this procedure at Club Executive level and must record, sign and date when this took place and furnish a copy of the completed document to their County Children's Officer.

Where possible and in accordance with the local Club structures one overall risk assessment procedure and the displaying of one agreed Child Safeguarding Statement shall suffice.

This section of the Code of Behaviour (Underage) contains a draft Child Safeguarding Statement which may be adopted in full or amended and subsequently put on display by Clubs, County Boards and Provincial Councils, following the completion of the risk assessment process.

Our Associations are committed to creating and maintaining the safest possible environment for all young people who participate in our Gaelic Games and activities. We shall take all practicable steps to protect them from discernable forms of abuse, from harm, discrimination or degrading treatment and shall respect their rights, wishes and feelings and the Risk Assessment and Child Safeguarding process contributes to this aim.

# 2018 Child Safeguarding Statement



The Gaelic Athletics Associations (GAA, LGFA, Camogie, Rounders, and Handball) in accordance with our Code of Behaviour (Underage) and our legislative requirements have agreed this Child Safeguarding Statement which is binding on all members and units of our Associations.

The basic aims of the Gaelic Games Associations include fostering and developing our Gaelic Games and Irish cultural activities among young people and children.

These games and related activities are organised and promoted by dedicated volunteers at Club, County, Provincial and National levels with the cooperation and support of an equally dedicated cohort of staff all of whom are committed to the safeguarding of children in our Associations as we seek to create a safe environment for young people to grow and develop.

We have completed an assessment of the potential for harm to children when they are participating in our games and attending our activities under the following headings: Club and Coaching Practices; Complaints & Discipline; Reporting Procedures; Use of Facilities; Recruitment; Communications and a further heading of General Risk of Harm.

In addition to our Risk Assessment document described above, the following procedures support our intention to safeguard children availing of our services:

- Code of Behaviour (Underage) which includes
  - Recruitment policy for those working with children
  - Child safeguarding training requirements
  - Anti-Bullying statement
  - Social Media policy
- Guidance for Dealing and Reporting Allegations or Concerns of Abuse by staff or volunteers
- Appointing Designated Liaison Persons at Club, County and national levels
- Appointing Children's Officers at Club, County and national levels who shall be the Association's relevant persons or first point of contact in respect of this statement

The GAA appointed Mandated Person, who has a legal obligation to report harm of children as per legislation is Gearóid Ó Maoilmhichíl. Contact: [mandatedperson@gaa.ie](mailto:mandatedperson@gaa.ie).

We are committed to the implementation of this Child Safeguarding Statement and the procedures contained therein that outline our intentions to keep children safe from harm.

Our Child Safeguarding Statement has been prepared in accordance with the legislature requirements contained in the Children First Act 2015 and the Children (NI) Order 1995 and as required by our Association rules and will be reviewed in January 2019.



Club Children's Officer



## INTRODUCTION

**This booklet titled ‘Maintaining Appropriate Levels of Behaviour in our Work with Children and Young People’ addresses the minimum levels of behaviour, practice and conduct required from our Young Players, Coaches, Supporters, Parents/Guardians, Referees and Clubs and from those who work with them on our behalf.**

**Much of this booklet also forms part of the overall Code of Behaviour (Underage). The Code is a policy document agreed by the Gaelic Athletic Association, the Camogie Association, the Ladies Gaelic Football Association, GAA Handball Ireland and the Rounders Council of Ireland. The contents of the booklet shall assist those who promote and participate in our Gaelic Games as we seek to ensure the implementation of the highest possible standards in our work with children and young people.**

Throughout this booklet the terms children, underage, young people and young players may be used when referring to any person who is under 18 years of age, regardless of what team or age group they play with.

Those involved in our activities shall accept the roles and responsibilities that they undertake as we, the Gaelic Games Associations, commit ourselves to maintaining an enjoyable and safe environment for all where the safeguarding of our members will always be paramount.

Should a breach of the Code be alleged, or when people may refuse to adhere to the contents of the Code, certain actions may be deemed necessary and appropriate so as to protect the integrity of our work with children and young people and also to ensure that they receive the best possible care, attention and protection while participating in our Games. The Children’s Officer shall have a central role to play in promoting and implementing the Code at Club and County level and if called upon to assist in processing breaches of the Code as appropriate.

Alleged breaches of this Code may therefore be enquired into at Club, County, Provincial or National level in accordance with the guidance contained elsewhere in the Code of Behaviour with particular reference to the section that outlines ‘How to Deal with Alleged Breaches of the Code of Behaviour’ following which sanctions or disciplinary action may be taken against those who have been proven to have breached the Code.

This Code applies to all young players under 18 years of age, and those who assist them in the preparation and playing of our games, regardless of competition or age groups. Clubs and County Boards who are responsible for organising our games at local level are obliged to implement the Code of Behaviour in the preparation of their teams and players for all competitions and at all levels including Club blitzes, inter Club games, County development squads and inter County games.

It is recommended that Coaches, Parents/Guardians and Players sign this Code of Behaviour and present the signed document to their Children’s Officer.

**It is our wish that this Code is developed, promoted and implemented as an initiative that encourages fair play, respect, equality, safety and non-discrimination in all aspects of our work with children and young people.**

## YOUNG PLAYERS

Young Players can benefit greatly from sports in terms of personal development and enjoyment. Our players are encouraged to realise that as a result of their participation in our Gaelic Games that they also have a responsibility to treat other players and officials with fairness and respect. With rights there will always be responsibilities.

The term young players also refers to children i.e. any person who is under 18 years of age, regardless of what team or age group they play with.

Young Players, and those who work with them in our Associations are required to 'sign up' and abide by this Code of Behaviour and to any other policies or codes in our Clubs or Associations.

### YOUNG PLAYERS SHOULD BE ENTITLED TO:

- Be safe and feel safe.
- Have fun and experience a sense of enjoyment and fulfilment.
- Be treated with respect, dignity and sensitivity.
- Comment and make suggestions in a constructive manner.
- Be afforded appropriate confidentiality.
- Participate in games and competitions at levels with which they feel comfortable.
- Be afforded adequate and meaningful playing time to assist in the development of their playing skills, within their own age group and in accordance with Rule.
- Make their concerns known and have them dealt with in an appropriate manner.
- Be protected from abuse.
- Be listened to.

### YOUNG PLAYERS SHOULD ALWAYS:

- Play fairly, do their best and enjoy themselves.
- Respect fellow team members regardless of ability, cultural or ethnic origin, gender, sexual orientation or religion beliefs.
- Support fellow team members regardless of whether they do well or not.
- Represent their team, their Club and their family with pride and dignity.
- Respect all Coaches, Officials and their opponents.
- Be gracious in defeat and modest in victory.
- Shake hands before and after a game as part of the Give Respect Get Respect initiative, irrespective of the result.
- Inform their Coach/Mentor/Manager in advance if they are unavailable for training and games.
- Take due care of Club equipment.
- Know that it is acceptable to talk to the Club Children's Officer with any concerns or questions they may have.
- Adhere to acceptable standards of behaviour and their Club's Code of Discipline.
- Tell somebody else if they or others have been harmed in any way.

### YOUNG PLAYERS SHOULD ENGAGE IN GOOD PRACTICE:

- Never cheat – always play by the rules.
- Never shout at or argue with a game's official, with their Coach, their team mates or opponents and should never use violence.
- Accept the decisions of referees and other officials.
- Never use unfair or Bullying tactics to gain advantage or isolate other players.
- Never spread rumours.
- Never tell lies about adults or other young people.
- Never play or train if they feel unwell or are injured.
- Never use unacceptable language or racial and/or sectarian references to an opponent, a fellow player or official by words, deeds or gesture.
- Never consume non-prescribed drugs or performance enhancing supplements.
- Never use social media to discuss team mates, opponents, coaches, match officials or other individuals.



# COACHES, MENTORS AND TRAINERS

All Coaches, Mentors and Trainers (referred to hereafter as Coaches) should ensure that young people and children benefit significantly from our games by promoting a positive, healthy and participatory approach in our work with underage players. In developing the skills levels of every player, Coaches should always encourage enjoyment and fun while ensuring meaningful participation in our games and activities. Coaches should always remember that they are role models for the players in their care.

## RECRUITMENT OF COACHES

All Coaches working with young people and children are required to be suitable for their chosen role(s), and should be appropriately trained, qualified and supported to fulfil such roles. All persons working or volunteering for such roles are required to:

- Undertake agreed vetting and background Police checks within the jurisdiction(s) in which they operate
- Attend relevant Gaelic Games child safeguarding training
- Possess a coaching qualification relevant to their role as recognised by their Association

Coaches of adult teams, which includes any player under 18 years of age, must also undertake the vetting, child safeguarding training and coaching requirements as outlined above.

## COACHES SHOULD MAINTAIN A CHILD CENTRED APPROACH

- Respect the rights, dignity and worth of every person.
- Treat each person equally regardless of age, gender, ability, ethnic origin, cultural background or religion.
- Be positive during coaching sessions, games and other activities so that underage players always leave with a sense of achievement and an increased level of self-esteem.
- Recognise the development needs and capacity of all underage players, regardless of their ability, by emphasising participation for all while avoiding excessive training and competition. Skills development and personal satisfaction should have priority over competition when working with underage players.
- Ensure all those eligible to participate in any team within the club are provided with an opportunity to do so with preference given to their own age group.
- Develop an understanding of relevant coaching methods and ensure that they have the appropriate level of coaching accreditation.
- Do not equate losing with failure and do not develop a preoccupation with medals and trophies. The level of improvement made by underage players is the best indicator of effective coaching.

## COACHES SHOULD LEAD BY EXAMPLE

- Never use foul language or provocative language/gestures to a player, opponent or match official.
- Only enter the field of play with the Referee's permission.
- Do not question a Referee's decisions or integrity.
- Encourage players to respect and accept the judgement of match officials.
- Promote Fair Play and encourage all players and fellow officials to always play by the rules of the game.
- Do not encourage or threaten a player by deed or gesture to act in any unacceptable manner towards an opponent, fellow player or official.
- Promote the RESPECT campaign amongst your players, fellow coaches, parents and supporters.
- Do not smoke while working with underage players.
- Do not consume alcohol or non-prescribed drugs immediately prior to or while underage players are in your care.
- Encourage parents to become involved in your team and Club activities wherever possible.

## CONDUCT OF COACHES WHEN WORKING WITH YOUNG PEOPLE

- Develop an appropriate working relationship with children based on mutual trust and respect.
- Challenge Bullying in any form whether physical or emotional. Bullying is not acceptable behaviour be it from a young person, coach, parent/guardian, spectator or match official.
- Don't shout at or lecture players or reprimand/ridicule them when they make a mistake. Children learn best through trial and error. Children and young people should not be afraid to risk error so as to learn.
- The use of any form of physical punishment is prohibited as is any form of physical response to misbehaviour, unless it is by way of restraint.

- Avoid incidents of horse play or role play or telling jokes etc. that could be misinterpreted.
- Never undertake any form of therapy or hypnosis, in the training of children.
- Never encourage players to consume non-prescribed drugs or take performance enhancing supplements.
- Do not make energy enhancing products available to children.

## AVOID COMPROMISING YOUR ROLE AS A COACH

Some activities may require coaches to come into physical contact with underage players in the course of their duties. However, coaches should;

- Avoid taking coaching sessions on your own.
- Only deliver one to one coaching, if deemed necessary, within a group setting.
- Avoid unnecessary physical contact with an underage player and never engage in inappropriate touching of a player.
- Be aware that any necessary contact should be determined by the age and development of the player and should only take place with the permission and understanding of the player and in an open environment in the context of developing a player's skills and abilities.
- Where a team consist of both boys and girls, and for the avoidance of doubt, the coaching team must also consist of both male and female personnel while male only teams must include at least one male coach and female only teams must include at least one female coach.

## BEST PRACTICE

- Ensure that all of your players are suitably and safely attired to play their chosen sport. e.g. helmets (Hurling and Camogie), goggles (Handball), shin guards, gum shields (Football).
- As a coach always be punctual and properly attired.
- Be accompanied by at least one other adult at coaching sessions, games and in underage team dressing rooms.
- Abide by supervision ratios that recommend a ratio of one adult for 8 children under 12 years of age teams and a ratio of 1:10 for children over 12 years of age. While abiding by such ratios a coach must always be accompanied by at least one other suitably qualified adult at all times.
- Set realistic – stretching but achievable – performance goals for your players and teams.
- Keep a record of attendance at training and at games by both players and coaches.
- Rotate the team captaincy and the method used for selecting teams so that the same children are not always selected to the exclusion of others.
- Afford meaningful playing time to young players so as to assist in the development of their playing skills, within their own age groups.
- Keep a record of any injuries and actions subsequently taken. Ensure that another official referee/team mentor is present when a player is being attended to and can corroborate the relevant details.
- Make adequate provision for First Aid services.
- Do not encourage or permit players to play while injured.
- Always inform parents/guardians if their child has been injured or becomes unwell at games or training.
- Be aware of any special medical or dietary requirements of players as indicated on the medical consent/ registration forms or as informed by parents/guardians.
- Be willing to keep the necessary and emergency medication of players in a safe and accessible place in accordance with the wishes and permission of the parents/guardians.
- Do not administer medication or medical aid unless you are willing to do so and have received the necessary training to administer such aid.
- Use mobile phones, if deemed appropriate, only via a group text or email system for communicating with the parents/guardians of players. Any exception to this form of group texting can only be proceeded with following permission from parents/guardians.
- Do not communicate individually by text, email or via social network sites and or apps with underage players.
- Do not engage in communications with underage players via social network sites.
- Encourage parents/guardians to play an active role in organising and assisting various activities for your teams and your Club.
- If it is necessary to transport a child/young person in your car, ensure that they are seated in a rear seat with seat belts securely fastened and that all drivers are adequately insured.
- With the exception of their own child a coach should not transport a child alone, except in emergency or

exceptional circumstances.

- Ensure that all dressing rooms and the general areas that are occupied by your players and other Club personnel, prior to, during or immediately following the completion of any match are kept clean and are not damaged in any way.
- Should you be aware of or have concerns regarding the possible abuse of a child you should report this to the relevant statutory authority or may seek the assistance of your Designated Liaison Person (DLP) so that they may assist you in forwarding the concern to the relevant statutory authority. All such reports must also be forwarded to your Association's Mandated Person, without delay.

## PARENTS/GUARDIANS

Parents/Guardians have an influential role to play in assisting and encouraging their children to fully participate in Gaelic Games, whether by playing our games or attending training or coaching sessions. Our Associations constantly seek the active participation of all parents and guardians, particularly at Club level, where the ethos of volunteerism forms the basis of our community led Clubs.

In common with Coaches and Club personnel the Parents/Guardians of underage players should act as role models for their children as they participate in Gaelic Games.

### PARENTS/GUARDIANS SHOULD ENCOURAGE THEIR CHILD TO:

- Always play by the rules.
- Improve their skills levels.
- Appreciate everybody on their team, regardless of ability.
- Maintain a balanced and healthy lifestyle with regard to exercise, food, rest and play. Advice may be sought if necessary from Club officials on this issue.

### PARENTS/GUARDIANS SHOULD LEAD BY EXAMPLE:

- Adopt a positive attitude to their children's participation in our games.
- Respect officials' decisions and encourage children to do likewise.
- Do not exert undue pressure on your child.
- Never admonish your own child or any other child for their standard of play.
- Be realistic in their expectations.
- Show approval for effort, not just results.
- Avoid asking a child or young person, 'How much did you score today' or 'What did you win by' or 'What did you lose by.' Ask them 'Did they enjoy themselves.'
- Never embarrass a child or use sarcastic remarks towards a player.
- Applaud good play from all teams.
- Do not criticise playing performances. Identify how improvements may be made.
- Do not seek to unfairly affect a game or player.
- Do not enter the field of play unless specifically invited to do so by an official in charge.

### PARENTS/GUARDIANS SHOULD:

- Complete and return the annual registration/permission and medical consent forms for their child's participation in the Club.
- Inform the Coaches, and any other relevant Club personnel, of any changes in their child's medical or dietary requirements prior to coaching sessions, games or other activities.
- Ensure that their child punctually attends coaching sessions/games or other activities.
- Provide their child with adequate clothing and equipment as may be required for the playing of our games including for example helmets, shin guards, gum shields etc.
- Ensure that the nutrition/hydration and hygiene needs of their child are met.
- Never encourage your child(ren) to consume non-prescribed drugs or take performance enhancing supplements.
- Listen to what their child may have to say.
- Show approval whether the team wins, loses or draws a game.
- Never attempt to meet their own needs and aspirations for success and achievement through their

children's participation in games.

- If a parent has any issues to raise regarding their child's participation or performance in a team they may raise this with the team coach(es) but should do so in a constructive and non-confrontational manner and not in the company or vicinity of young players or other parents.
- Complaints about the conduct or practice of a coach should be brought to the attention of the relevant Club or County Children's Officer.
- Support your Club by becoming an active member and by participating in Club activities.

#### **PARENTS/GUARDIANS SHOULD ASSIST THEIR CLUB BY:**

- Showing appreciation to volunteers, coaches and Club officials.
- Attending training and games on a regular basis.
- Assisting in the organising of Club activities and events as requested.
- Respecting the rights, dignity and worth of every person and by treating each one equally regardless of age, gender, ability, ethnic origin, cultural background or religion.
- Not entering team dressing rooms unless deemed necessary by the team coach(es) so as to protect the privacy of other underage players.

#### **PARENTS/GUARDIANS HAVE THE RIGHT TO:**

- Know their child is safe and to make a complaint if they believe that their child's safety is in any way compromised.
- Be informed of problems/concerns relating to their child.
- Be informed if their child gets injured or becomes unwell.
- Complain to the relevant persons if they have concerns about the standard of coaching.
- Have, as a member, a say in relation to decisions being made within the Club.

## **SUPPORTERS**

Young Players are eager to enjoy and benefit from the support they receive from supporters parents, guardians, friends and other members of the Club who attend our games. Active, loyal and well behaved supporters are always welcome to attend and support our games but should be aware that their conduct will reflect upon the team, players and Clubs that they support and represent.

Fellow supporters have a responsibility to ensure that all spectators conduct themselves in an acceptable and well behaved manner at all times, when attending our games and competitions. Unacceptable conduct by supporters should be reported to stewards or officials in charge (if appropriate) or at Club level to the Children's Officer.

Supporters should realise and consider that Young Players are encouraged to participate in Gaelic Games so that they may enjoy themselves while also improving their skills levels.

#### **SUPPORTERS ADD TO THE ENJOYMENT OF OUR GAMES BY:**

- Applauding good performance and efforts from your Club's players and from your opponents, regardless of the result.
- Condemning the use of violence in any form, be it by fellow spectators, coaches, officials or players.
- Demonstrating appropriate behaviour by not using foul language or harassing players, opposition supporters, coaches or officials.
- Not entering the field of play, before, during or after a game.
- Respecting the decisions of all officials.
- Never ridiculing or scolding a player for making a mistake during games or competitions.
- Showing respect to your Club's opponents. Without them there would be no games or competitions.
- Upholding the principles of FAIR PLAY and RESPECT for all.

## REFEREES

Throughout this Code of Behaviour emphasis has been placed on the need to co-operate with and facilitate those that organise and deliver our games and activities. Referees are key people in the delivery of our games and should be respected and assisted in their roles.

Referees are conscious of the fact that they are instrumental in ensuring our games are played in a sporting manner in accordance with the rules of the game.

Players, Coaches, Mentors, Parents/Guardians and other Club personnel have a key role to play in the delivery of this aspect of our Gaelic Games particularly when working with underage players. The manner in which we accept the role, authority and decisions of a Referee will naturally be scrutinised very closely by our underage players.

### IN THEIR CAPACITY AS REFEREES OF UNDERAGE GAMES WE EXPECT OUR REFEREES TO:

- Apply the playing rules on an impartial and consistent basis.
- Act with integrity and objectivity in all games.
- Communicate decisions to players and team officials in an effective and constructive manner in consideration of the age groups playing our games.
- Deal with dissent firmly and fairly.
- Work as a team with other match officials.
- Maintain composure regardless of the circumstances.
- Avail of assessments and supports to improve performance.
- Uphold and implement the Give Respect – Get Respect initiative at all levels.
- Report any misconduct of players, team officials or supporters conscious of the fact that such matters may be followed up by Club or County Children’s Officers.
- Undertake agreed vetting and background Police checks within the jurisdiction in which they work and attend relevant child safeguarding training.

Players, Coaches, Supporters, Parents/Guardians and other Club personnel should recognise the pivotal role that Referees play in our underage games and should support them at all times when fulfilling their roles.

## GIVE RESPECT – GET RESPECT

Give Respect – Get Respect is an awareness campaign that seeks to ensure that Gaelic Games are promoted and played in a positive, fair and enjoyable manner and where Players, Coaches, Spectators and Referees Give Respect – Get Respect from each other.

The RESPECT campaign applies at all levels and amongst all players regardless of age, competition or ability. The key participants in the Give Respect – Get Respect campaign are not just the Players themselves but Coaches, Clubs, Parents, Referees and Supporters.

The Give Respect – Get Respect initiative is supported by the GAA, Ladies Gaelic Football Association, the Camogie Association, GAA Handball Ireland and the Rounders Council of Ireland.

### THE RESPECT CAMPAIGN HIGHLIGHTS THE FOLLOWING GOOD PRACTICES:

- All players and coaches shake hands with their opponents and the referee before and after each game.
- Mark out a designated spectators’ area around the playing area.
- At relevant underage categories teams should strive to achieve the maximum participation of all players in accordance with agreed playing models.
- The host Club should welcome referees and opposing team to all games.
- A merit award, based on sporting endeavour and fair play, shall be awarded to players and teams who have upheld the RESPECT principles.
- Adopt and implement the Code of Behaviour when working with underage players as the minimum level of agreement between the Club and Players, Coaches, Parents, Guardians and Supporters at underage level.

- Organise half time exhibition games during Club and inter County League and Championship Games that promote the principles of the RESPECT campaign in association with schools, other Clubs and Cumann na mBunscol.
- Clubs should ensure that the coaches of underage teams are aware of and also implement the Give Respect – Get Respect initiative.

## RESPECT

- Responsible
- Encouraging
- Supportive
- Positive
- Enabling
- Considerate
- Tolerant

## THE CLUB

All Clubs that cater for underage players must do so with a child centred approach and philosophy that recognises that the welfare of the child is paramount.

Clubs must ensure that those chosen to work on their behalf with underage players have been selected following a thorough recruitment, selection, training and coaching procedure which includes relevant vetting in accordance with the jurisdiction requirements in which we operate.

A number of non-coaching roles with children, carried out on behalf of the Club, may also require that the chosen individuals should be vetted via our e-vetting procedures. Such requirements are elaborated upon in greater detail in Section 5 of the Code of Behaviour (Underage), the Recruitment and Selection of Coaches and other Volunteers.

While the purpose of any specified role and the frequency of activity by an individual may influence the immediate necessity to have such persons vetted it is recommended that Clubs should act on the side of caution and where deemed appropriate seek the vetting and child safeguarding training of individuals relevant to their roles. Such individuals could include bus drivers of underage club teams employed by the Club, parents who regularly drive children to games on behalf of the club, physios etc.

Clubs must also provide those that work on our behalf with the necessary supports so as to enable them fulfil their roles. Clubs must ensure that those chosen to work with children and young people are at all times competent and confident in their roles and have received relevant child welfare and sports related training, as provided or instructed by their Governing Body to enable them fulfil such roles.

### CLUBS SHOULD PROMOTE QUALITY PARTICIPATION BY:

- Adopting the Code of Behaviour as a basic level of agreement between the Club and their players, their coaches, parents/guardians and supporters.
- Leading by example and ensuring that a user friendly and child centred approach is adopted in our work with young people and that equal opportunities are available for all to participate in our games and activities, regardless of an individual's ability.
- Developing effective procedures for responding to and recording all attendances, incidents, accidents and injuries.
- Accessing relevant information on Alcohol and Substance Abuse Prevention Programmes and promoting relevant training in this area of health awareness for relevant Club personnel.
- Distributing information on Anti-Bullying strategies in our work with young people and by adopting and implementing an Anti-Bullying statement in the Club.

### **CLUBS SHOULD ENCOURAGE THE PARTICIPATION OF THEIR MEMBERS BY:**

- Agreeing the role of each and every coach or mentor working with young people.
- Ensuring that relevant Child Protection Training is undertaken by all persons working in an official capacity with children and young people in the Club.
- Adopting and implementing clearly defined recruitment and selection procedures when choosing coaches and other relevant personnel to work with children and young people.

### **ENCOURAGE THE PARTICIPATION OF YOUNG PLAYERS BY:**

- Ensuring that training schedules, playing rules, use of equipment and length of games are structured to facilitate greater participation by all Young Players, and are suitable to all age categories, and to the ability and maturity level of players.
- Not imposing responsibilities or roles on young people that may be inappropriate to their age.
- Respecting the rights, dignity and worth of all players and treating them equally regardless of their age, gender, ability, ethnic origin, cultural background or religion.
- Creating pathways for young people to participate in our games not just as players but by affording them other developmental opportunities including training to become referees, coaches etc.
- Ensuring that when the team may travel away and stay overnight that separate sleeping facilities are provided for all adults and for young people. Similarly, for mixed groups, separate sleeping quarters for males and females shall be required.
- When a group consists of both males and females, that an adequate adult to member ratio of male and female coaches is present.

### **ENCOURAGE THE PARTICIPATION OF PARENTS/GUARDIANS BY:**

- Encouraging parents/guardians to become members of their Club and to make themselves aware as to the running of juvenile games and activities and to the rules and codes that direct us in our work.
- Encouraging the participation of parents and guardians in all aspects of a Club's activities and events and in the organising and delivery of our games.
- Welcoming all parents/guardians to attend the games and training sessions that relate to their children. Information relating to such events should be made known to them at all times.
- Informing parents/guardians as to the identity of their Children's Officer. This person should be available to assist with any concerns or enquiries that parents/guardians may have regarding the welfare and safety of children and young people in the Club.

### **DEVELOP BEST PRACTICE IN CLUB STRUCTURES AND ADMINISTRATION BY:**

- Ensuring that the Juvenile Section of the Club is structured in accordance with good practice guidelines and that young people are afforded a role in decision making at an appropriate level.
- Ensuring all those eligible to participate in any team within the club are provided with an opportunity to do so.
- Ensuring that all Club members are aware as to their responsibilities to all children and young people.
- Appointing a Children's Officer whose role shall include the monitoring of the child centred ethos of the Club and compliance with any policies and guidelines as issued by the Club, by their National Governing Bodies, or by statutory authorities and agencies in their jurisdiction.
- Appointing a Designated Liaison Person whose role shall include liaising with Statutory Authorities and assisting members in relation to the reporting of allegations, concerns and/or suspicions of child abuse.
- Ensuring that all players are covered by their relevant Injury Scheme and that all premises etc. in use by your Club and players are equally covered for property/liability insurance as deemed necessary.
- Adopting procedures that facilitate the privacy and safety of all young people in the Club and that all such procedures are maintained and regularly reviewed so as to ensure that young people feel safe and are safe in the Club.
- Seeking the agreement of parents/guardians when their sons/daughters under 18 years of age are invited into adult squads. Boundaries of behaviour in adult groups are normally different from the boundaries that apply to underage teams and squads.
- Appointing a Club Code of Behaviour (Underage) Hearings Committee, comprising of three people, as outlined in detail in the Code of Behaviour (Underage). This Committee shall be appointed and mandated by the Club Executive to hear any alleged breaches of the Code of Behaviour (Underage) and to reach a

determination following their enquiries as to what sanction, if any, may apply in the event of a breach of the Code of Behaviour (Underage).

- Adopting, on an annual basis, the Club Child Safeguarding Statement which must be made known to Club members and put on prominent display in the Club premises.
- Ensure that Club members are aware of our Child Safeguarding procedures including the policy documents Code of Behaviour (Underage) and the Guidance for Dealing and Reporting Allegations or Concerns of Abuse and of our responsibilities to report concerns and allegations of abuse to the relevant statutory authorities and to the Association's Mandated Person, as required.

## **SAFEGUARDING CHILDREN – GAELIC GAMES ASSOCIATIONS' AGREED PROCEDURES**

The Gaelic Athletics Associations, Ladies Gaelic Football Association, the Camogie Association, GAA Handball Ireland and GAA Rounders of Ireland have agreed a number of joint Child Safeguarding initiatives and policies so as to ensure, in so far as is, practicably possible, the safety of children from the risk harm while playing our games and participating in our activities.

The adoption of such agreed documents alone will not achieve this aim. However, the continuous commitment and implementation of such good practices by dedicated volunteers at Club, County, Provincial and National levels, with the cooperation and support of an equally dedicated cohort of staff, will assist us as we seek to create a safe environment for young people in which to grow and develop. Equally so the role of parents in supporting our work and the vigilance of our members as we jointly pursue this aim.

In particular agreed procedures now require that all coaches of underage teams or teams that include any person under 18 years of age must fulfil the following criteria;

- Undertake agreed vetting and background Police checks within the jurisdiction(s) in which they operate.
- Attend relevant Gaelic Games child safeguarding training.
- Possess a coaching qualification relevant to their role as recognised by their Association.

Our agreed policies and procedures are in accordance with current legislative requirements and include:

- The publication of a Child Safeguarding Statement which is binding on all members and units of our Associations.
- Carrying out an annual Risk Assessment procedure at Club, County and National levels.
- A Code of Behaviour (Underage) which includes:
  - Recruitment policy for those working with children
  - Child safeguarding training requirements
  - Anti-Bullying statement
  - Social Media policy
- Guidance for Dealing with and Reporting Allegations or Concerns of Abuse
- Appointing Designated Liaison Persons at Club, County and national levels.
- Appointing Children's Officers at Club, County and National levels who shall be the Association's relevant persons or first point of contact in respect of this statement
- Appointing a Mandated Person in the GAA, LGFA, Camogie and Handball Associations. (The GAA Mandated Person also fulfils the mandated role with GAA Rounders).

### **MANDATED PERSONS MAY BE CONTACTED AT:**

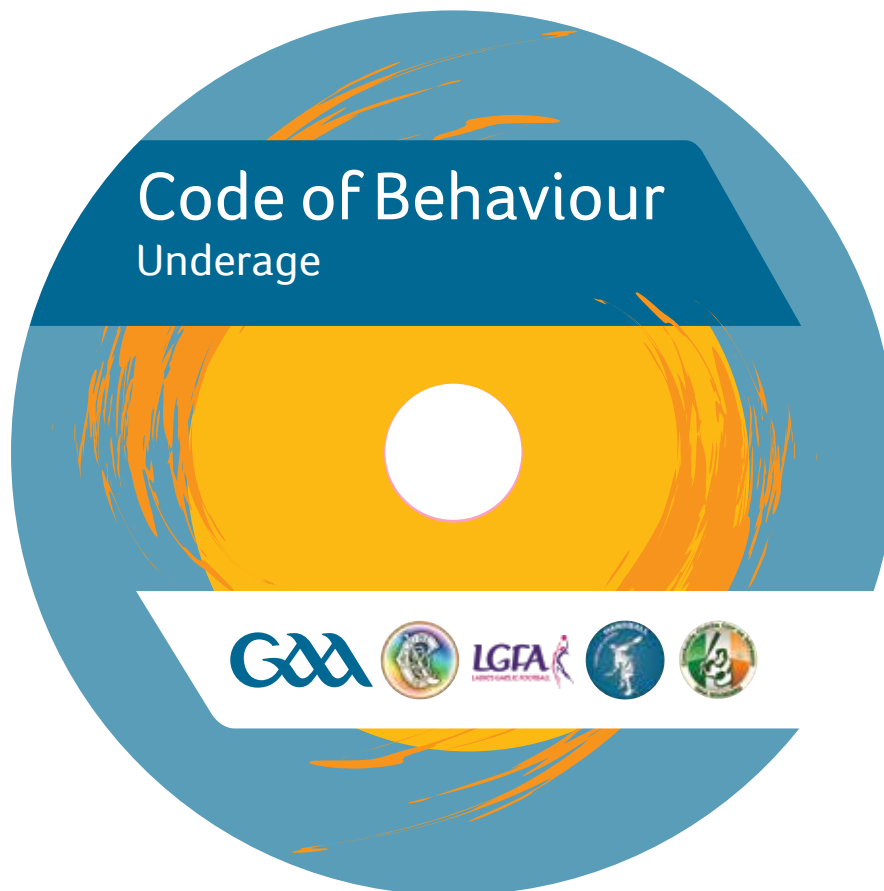
GAA/Rounders – [mandatedperson@gaa.ie](mailto:mandatedperson@gaa.ie)

Handball – [mandatedperson.handball@gaa.ie](mailto:mandatedperson.handball@gaa.ie)

LGFA – [mandatedperson@lgfa.ie](mailto:mandatedperson@lgfa.ie)

Camogie – [mandatedperson@camogie.ie](mailto:mandatedperson@camogie.ie)





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- 5.15. Appointment of the Appeals Panel
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Appendix 1. Processing an Alleged Breach of the Code at Club Level

Appendix 2. Processing an Alleged Breach of the Code at County Level

## DEALING WITH ALLEGED BREACHES OF THE CODE OF BEHAVIOUR (UNDERAGE)

### THIS DOCUMENT FORMS PART OF THE GAELIC GAMES CODE OF BEHAVIOUR (UNDERAGE)

#### 1. Introduction

- 1.1. The Code of Behaviour (Underage) is a joint code of good practice in accordance with Rule published by:-
  - 1.1.1. The Gaelic Athletic Association (“the GAA”);
  - 1.1.2. Ladies Gaelic Football Association (“the LGFA”);
  - 1.1.3. The Camogie Association;
  - 1.1.4. GAA Handball Ireland;
  - 1.1.5. Rounders Council of Ireland.  
(collectively “the Associations”)
- 1.2. The Code of Behaviour (Underage) outlines the standards of practice required of those participating in underage games and activities, regardless of what role they may play and in doing so, brings together the collective good practice experiences of our Associations while also recognising legislative, organisational and statutory guidance that governs our work with young people and children.
- 1.3. Our Associations are committed to creating and maintaining a safe and enjoyable environment for all young people and children who participate in our sports. In upholding this principle, our Associations will continue to abide by and integrate child welfare legislation and statutory guidance into our work in all jurisdictions in which we operate.
- 1.4. The welfare of the child shall always be our paramount consideration, whether it is on the playing fields, in the training of our underage players, in the recruitment of our coaches or the many other developmental and social opportunities that we offer our underage players on a regular basis.
- 1.5. The promotion and implementation of the Code of Behaviour (Underage) is everybody’s responsibility.

- 1.6. Unfortunately, breaches of the Code of Behaviour (Underage) may occur from time to time, some of which may be minor breaches and some of which may be major breaches. Breaches may happen for a number of reasons including, but not limited to, carelessness, poor practice, and a lack of understanding or there may be, in some instances, deliberate or calculated breaches of the Code of Behaviour (Underage).
- 1.7. This document, Dealing with Alleged Breaches of the Code of Behaviour (Underage), forms part of the Code of Behaviour (Underage) and sets out the procedures to be followed in the event of an alleged breach of the Code of Behaviour (Underage), the disciplinary procedures to be applied for a breach that has occurred and the sanctions that may be imposed for breaches of the Code of Behaviour (Underage).

## **2. General Provisions for Dealing with Alleged Breach of the Code of Behaviour (Underage)**

### **2.1. Status**

- 2.1.1. Breaches of the Code of Behaviour (Underage) may also be a breach of the rules of the relevant Association.
- 2.1.2. In circumstances where an allegation could constitute a breach of the Code of Behaviour (Underage) or a breach of rule, it shall be dealt with under the rules of the relevant Association and the disciplinary procedure contained in the rules, unless it is determined, in accordance with paragraph 5.1.6 below, that the allegation should be dealt with under the provisions of the Code of Behaviour (Underage).
- 2.1.3. Members of the GAA, LGFA, Camogie, Rounders and Handball Associations are obliged to cooperate with the informal or formal procedures for Dealing with Alleged Breach of the Code of Behaviour (Underage) as outlined in section 3-5 below. Any failure to do so shall be dealt with in accordance with the disciplinary procedures of the relevant Association's rules.

### **2.2. False Allegations**

- 2.2.1. Any member found to have made a false or vexatious allegation shall be dealt with in accordance with the disciplinary procedures in the relevant Association's rules.

### **2.3. Allegations of Abuse**

- 2.3.1. Allegations of abuse shall be dealt with in accordance with the provisions of the Guidance for Dealing with and Reporting Allegations or Concerns of Abuse, and not under the provisions below.

### **2.4. Role of Children's Officer**

- 2.4.1. The Children's Officer at Club, County, Provincial and National levels shall have a central role to play in promoting and implementing the Code of Behaviour (Underage). The Children's Officer may be called upon to facilitate a Code Hearings Committee although not in membership of that Committee or may deal with an alleged breach of the Code in an informal manner.
- 2.4.2. Due to their role(s) it is not permitted for a Children's Officer to be in membership of any Committee, at Club, County, Provincial or National level dealing directly with an alleged breach of the Code that has arisen within their County. Should such an alleged breach be discussed at any Committee, to which the Children's Officer is a member, they must absent themselves from the meeting while the matter is being discussed.

### **3. Reporting an Alleged Breach of the Code of Behaviour (Underage)**

- 3.1. An allegation of a breach of the Code of Behaviour (Underage) may be made by any person or persons (“the Complainant”) to one of the following as appropriate in the circumstances:-
  - 3.1.1. The Club Children’s Officer;
  - 3.1.2. The County Children’s Officer;
  - 3.1.3. The National Children’s Officer;
  - 3.1.4. The Secretary of the Club Executive Committee;
  - 3.1.5. The Secretary of the County Committee;
  - 3.1.6. The Secretary of the National Child Safeguarding Committee
- 3.2. While an allegation of an alleged breach of the Code of Behaviour (Underage) may initially be made verbally or in writing it must be submitted in writing by a complainant so as to enable it to be processed and should include the following information:
  - 3.2.1 The complaint must contain the time, date, venue and provision of the Code of Behaviour (Underage) that has been allegedly breached, the identity and names of any person(s) allegedly involved and the name(s) of person(s) who may have witnessed the alleged breach. The complaint must contain the name and contact details of the complainant.
- 3.3. Any failure to provide the information outlined at clause 3.2.1 above shall not invalidate an allegation.
- 3.4. Anonymous complaints can be difficult to deal with, however they cannot be ignored. All such complaints relating to inappropriate behaviour/poor practice should in accordance with section 3.1 be brought to the attention of the relevant person and assessed for processing if possible.

### **4. Informal Procedure for Dealing with Alleged Breaches of the Code of Behaviour (Underage)**

- 4.1. It is acknowledged that certain breaches of the Code of Behaviour (Underage) that occur at Club or County level may be instances of poor practice which may be appropriately dealt with in an informal manner.
- 4.2. Where an allegation has been made to the Club or County Children’s Officer, the Children’s Officer will consider the allegation and establish the facts and the context of the allegation.
- 4.3. Where the Children’s Officer is of the view that the allegation is serious (because of the gravity of the allegation or for some other reason) he/she shall refer the allegation to the Secretary of the Club Executive Committee, the Secretary of the County Committee or the Secretary of the National Child Safeguarding Committee as appropriate to be dealt with in accordance with the formal procedure set out at clause 5 below.
- 4.4. Where the Children’s Officer is of the view that the allegation of a breach of the Code of Behaviour (Underage) may be appropriately dealt with in an informal manner, he/she shall be responsible for dealing with the alleged breach informally and agreeing the procedure to be followed with the parties. This could involve meeting with the person(s) against whom an allegation has been made and resolving the matter amicably and by agreement.
- 4.5. If an alleged breach of the Code of Behaviour (Underage) is resolved informally, the Club or County Children’s Officer will note the outcome in writing.
- 4.6. In the event that either party to the allegation objects to the allegation being dealt with informally, the Club or County Children’s Officer shall refer the allegation to the Secretary of

the Club Executive Committee, the Secretary of the County Committee or the Secretary of the National Child Safeguarding Committee as appropriate to be dealt with in accordance with the formal procedure set out at clause 5 below.

4.7. In the event that:-

4.7.1. It is not possible to resolve the issue, the subject matter of the allegation, in an informal manner the Club or County Children's Officer shall refer the allegation to the Secretary of the Club Executive Committee, the Secretary of the County Committee or the Secretary of the National Child Safeguarding Committee as appropriate in the circumstances; or

4.7.2. The person against whom the allegation has been made or the complainant, is dissatisfied with the outcome of the informal procedure, he/she may refer the matter to either the Secretary of the Club Executive Committee, the Secretary of the County Committee or the Secretary of the National Child Safeguarding Committee as appropriate in the circumstances.

## **5. Formal Procedure for Dealing with an Alleged Breach of the Code of Behaviour (Underage)**

### 5.1 Consideration of allegation

5.1.1. The Secretary of the Club Executive Committee, the County Committee or the National Child Safeguarding Committee (or any sub committees nominated for that purpose) shall refer any allegations he/she receives from a complainant to the respective committee for consideration.

5.1.2. The Club Executive Committee may nominate a sub-committee to consider the allegation to allow for greater efficiency when dealing with an allegation and to preserve confidentiality when dealing with such matters.

5.1.3. The County Committee shall appoint a committee known as the Code of Behaviour (Underage) County Determining Committee ("the Determining Committee"). The County Committee shall nominate three persons to the Determining Committee. In its appointment of the Determining Committee, the County Committee shall seek to appoint a nominee of the relevant County Committee of each of the LGFA, the Camogie Association and the GAA to the Determining Committee. Any allegation of failure to appoint nominees of any of the Associations shall not undermine the validity of the Determining Committee as appointed or its decisions.

The Determining Committee shall be responsible for initial consideration and investigation of any allegation made.

The GAA, LGFA and Camogie County Committees shall each ratify the membership of the Code of Behaviour (Underage) County Determining Committee.

5.1.4. The National Child Safeguarding Committee shall appoint a National Hearings Committee to investigate and consider allegations at Provincial and National level and may investigate and consider allegations at Club and County level as are referred to it.

5.1.5. If any member of the relevant committee is conflicted in relation to an allegation, that member shall notify the members of the relevant committee and shall not be involved in investigating or considering the allegation.

5.1.6. In circumstances where an allegation could constitute a breach of the Code of Behaviour (Underage) or a breach of rule of the relevant Association, the

Club Executive Committee, the Determining Committee or the National Child Safeguarding Committee appointed National Hearings Committee as the case may be, may determine, in its absolute discretion that the allegation shall be dealt with under the Code of Behaviour (Underage). If no such determination is made, the allegation shall be dealt with in accordance with the disciplinary procedures set out in the rules of the relevant Association.

## 5.2. Investigation of an allegation at Club/County/National Level

- 5.2.1. Provided that the allegation is to be dealt with under the Code of Behaviour (Underage), the relevant committee (see 5.1.2/5.1.3/5.1.4) may investigate any allegation that has come to its attention as it considers appropriate.
- 5.2.2. Where the relevant committee (see 5.1.2/5.1.3/5.1.4) deems it necessary to conduct an investigation, it may carry out the investigation or delegate the investigation to one or more of its members as it considers appropriate in the circumstances.
- 5.2.3. The level of investigation required will depend on the circumstances. It may involve interviewing and taking statements from the Complainant and/or the Respondent, members or witnesses and/or reviewing relevant documents.
- 5.2.4. If the Respondent is under 18 years of age, meetings or interviews should not take place with the Respondent without the presence of his or her parent or guardian, unless the Respondent's parents or guardians have been notified of the allegation and invited to attend the meeting or interview but have refused to do so. In circumstances where the Respondent's parents or guardian refuse to accompany him or her to a meeting or interview, the Respondent shall be entitled to be accompanied to the meeting or interview by an adult of his/her choosing. If the Respondent chooses not to be accompanied to the meeting by an adult, the meeting or interview may proceed.
- 5.2.5. The investigation is solely for the purpose of fact-finding and no decision on disciplinary action will be taking by the relevant committee.
- 5.2.6. At the conclusion of the investigation, the relevant committee may decide:-
  - 5.2.6.1. That no further action should be taken;
  - 5.2.6.2. To refer the allegation to Club or County Children's Officer to deal with the allegation informally;
  - 5.2.6.3. To refer the allegation for hearing to the Club, County or National Code of Behaviour (Underage) Hearings Committee; or
  - 5.2.6.4. To refer the allegation to be dealt with under the relevant Associations disciplinary rules.
- 5.2.7. GAA Code of Conduct- When consideration is given as to whether an alleged breach of the Code of Behaviour (Underage) is best dealt with under the Code or under other rule provisions it may be necessary to explore, in the case of a member of the GAA, if the GAA Code of Conduct for Members, Officers, Players, Parents/Guardians, Mentors, Supporters, Match Officials, Team and Units could apply to the case as referred.

Details on the GAA Code of Conduct may be accessed on [gaa.ie/code of conduct](http://gaa.ie/code-of-conduct).

- 5.3. In circumstances where the relevant committee refers the allegation to the Club, County Hearings Committee or National Child Safeguarding Hearings Committee or refers the allegations to be dealt with under the relevant Associations disciplinary rules, it shall prepare a report ("the Report").

5.4. In the event that the relevant committee omits from the Report evidence that is subsequently shown to be relevant, this shall not of itself affect the validity of the Report.

5.5. The Report shall contain:

- 5.5.1. The identity of any person(s) or Unit(s) against whom action is being taken (“the Respondent”);
- 5.5.2. A statement of the alleged breach quoting the provision(s) of the Code of Behaviour (Underage) it is alleged has been breached;
- 5.5.3. Copies of all relevant documents available to the relevant committee (including where appropriate, the original allegation); and
- 5.5.4. A list of witnesses, if any, who will be required to attend the hearing on behalf of the relevant committee. This list may be updated at any stage up to 24 hours before any hearing.

5.6. Appointment of the Club Code of Behaviour (Underage) Hearings Committee (“the Club Code Hearings Committee”)

- 5.6.1. The Club Executive Committee shall appoint the Club Code Hearings Committee consisting of three individuals to hear allegations of breaches of the Code of Behaviour (Underage) at Club level.
- 5.6.2. Where two or more Clubs amalgamate for the purpose of fielding underage team(s) the Club Executive Committee representing each of the amalgamating Club shall endorse the membership of a joint Club Code of Behaviour (Underage) Hearings Committee who shall act as the Club Code Hearings Committee for the amalgamated unit.
- 5.6.3. In appointing the Club Code Hearings Committee, the Club Executive Committee will have regard to the extent of integration of the Associations in the particular club (if any) in selecting the Hearings Committee.
- 5.6.4. Any allegation of failure to comply with the obligation to have regard to the extent of integration of the Associations in a particular club, shall not undermine the validity of the committee as appointed or its decision.
- 5.6.5. If an individual appointed to the Club Code Hearings Committee is conflicted in relation to the parties to or the subject matter of the Report, that individual shall notify the Club Executive Committee of the conflict and shall be removed from the Club Code Hearings Committee.
- 5.6.6. If an individual is removed from the Club Code Hearings Committee, the Executive Committee shall appoint a different individual to the Club Code Hearings Committee on a temporary or permanent basis.
- 5.6.7. The Club Code Hearings Committee shall appoint from within its membership a Chairperson and a Secretary.

5.7. Appointment of the County Code of Behaviour (Underage) Hearings Committee (“the County Code Hearings Committee”)

- 5.7.1. The County Committee shall appoint the County Hearings Committee consisting

of three individuals, including a nominee from each of the GAA, the LGFA and the Camogie Association. If a nominee is not proposed from one of the Associations, the County Committee can appoint an individual in their place. The GAA, LGFA and Camogie County Committees shall each ratify the membership of the County Code of Behaviour (Underage) Hearings Committee.

5.7.2. If an individual appointed to the County Hearings Committee is conflicted in relation to the parties to or the subject matter of the Report, that individual shall notify the County Committee of the conflict and shall be removed from the County Hearings Committee.

5.7.3. If a nominee is temporarily or otherwise removed from the County Hearings Committee, the County Committee shall appoint a different nominee from the same Association as the removed nominee to the Hearings Committee on a temporary or permanent basis.

5.7.4. The County Hearings Committee shall appoint from within its membership a Chairperson and a Secretary.

#### 5.8. Appointment of the National (Code of Behaviour (Underage) ) Hearings Committee (“the National Hearings Committee”)

5.8.1. The National Child Safeguarding Committee shall appoint the National Hearings Committee consisting of three individuals, one of whom it shall nominate as the Chairperson.

5.8.2. The National Hearings Committee shall hear allegations of breaches at Provincial and National level and may hear allegations of breaches at Club and County level if referred to it.

5.8.3. If any individual appointed to the National Hearings Committee is conflicted in relation to the parties to or the subject matter of the Report, that individual shall notify the National Child Safeguarding Committee of the conflict and shall be removed from the National Hearings Committee.

5.8.4. If an individual is removed from the National Hearings Committee, the National Child Safeguarding Committee shall appoint a different individual on a temporary or permanent basis to the National Hearings Committee while the allegations of breaches are being heard.

5.8.5. The National Hearings Committee shall appoint from within its membership a Secretary.

#### 5.9. Case Presenter

Where the relevant Committee refers the allegation to the Club, County or National Code of Behaviour (Underage) Hearings Committee the Committee shall also appoint a Case presenter from within its membership or may by agreement request the complainant to present the case.

#### 5.10. Notification of Hearing

5.10.1. The Chairperson of the relevant Club Hearings Committee, County Hearings Committee or National Hearings Committee shall notify the person against whom the allegation has been made (“the Respondent”) and his or her parents, if the Respondent is under 18 years of age, the Complainant, the Case Presenter, the relevant Hearings Committee members of the following:



- 5.10.2. The date, time, and location of the hearing which must commence within 21 days of the relevant Hearings Committee having been appointed;
- 5.10.3. A copy of the Report;
- 5.10.4. The Respondent's right to be accompanied to the hearing and to cross examine witnesses;
- 5.10.5. If the Respondent is under 18 years of age, he/she will be informed that his/her parent have been notified and invited to the hearing;
- 5.10.6. A list of witnesses that will attend and inviting the Respondent to call witnesses.

#### 5.11. The Hearing at Club, County or Provincial/National Level ("the Hearing")

- 5.11.1. If the Respondent is an individual member, that Respondent shall attend The Hearing personally and may be represented by one full member of his or her Club or Unit.
- 5.11.1. If the Respondent is not a member, that Respondent shall attend the Hearing personally and may be represented by a nominated colleague.
- 5.11.2. If the Respondent is a Club, that Club shall be represented at the Hearing by a maximum of two of its full members.
- 5.11.3. If the Respondent is under 18 years of age, that Respondent may also be accompanied by his/her parent(s)/guardian(s) or by an individual nominated by his/her parent(s)/guardian(s).
- 5.11.4. The Case Presenter [see 5.9] shall attend the Hearing and present the evidence contained in the Report.
- 5.11.5. The relevant Hearings Committee will decide on all matters of procedure, and may adjourn Hearings and take such steps as are necessary and appropriate to the Hearing.
- 5.11.6. Any person found by the relevant Hearings Committee to have deliberately given false evidence, whether orally or in writing, or to have deliberately mislead any hearing shall be dealt with in accordance with the Disciplinary Procedures provided for by the Associations in their rules.

#### 5.12. Decision

- 5.12.1. At the conclusion of the hearing, the relevant Hearings Committee will retire to consider its decision as to whether the alleged breach of the Code of Behaviour (Underage) occurred and what sanction (if any) is appropriate and proportionate in the circumstances.
- 5.12.2. A decision shall be made by the majority of the members of the relevant Hearings Committee presiding over the Hearing.
- 5.12.3. The decision shall be recorded and shall be notified to the Complainant, the Respondent and the relevant committee who referred the allegation to the Hearings Committee.

### 5.13. Sanctions

The following sanctions are available to the Hearings Committees if it finds that there has been a breach of the Code of Behaviour (Underage) :-

- 5.13.1. Conditions in respect of the membership or level of participation that a person may have including, but not limited to, training or re-training of members appropriate to their roles and interaction with children and young people in the relevant Association;
- 5.13.2. Restrictions on the manner and level of participation that a person may have in the relevant Association;
- 5.13.3. Debarment in respect of a member from identified privileges of the relevant Association such as playing games, attending games, holding office, handling funds, attending occasions other than games etc.

### 5.14. Appeals

- 5.14.1. A Respondent who is aggrieved by the decision of the relevant Hearings Committee may appeal the decision by serving notice in writing (“the Appeal”) to the Secretary of the Code of Behaviour (Underage) and Code of Conduct Appeals Committee (“the Appeals Committee”), within three ‘working’ days from the date and time of notification of the decision.
- 5.14.2. The Appeal shall be signed by the Appellant, or in the case of a Club or Unit, by its secretary and shall set out the grounds of appeal.
- 5.14.3. The Secretary of the Appeals Committee shall notify the Chairperson of the Appeals Panel that an Appeal has been lodged.

### 5.15. Appointment of the Appeals Panel

- 5.15.1. The Associations shall have an Appeals Panel comprised of ten individuals which include representatives from each of the Associations.
- 5.15.2. The Chairperson of the Appeals Panel shall appoint an Appeals Committee comprised of three members from the Appeals Panel to consider an appeal from a decision of the relevant Hearings Committee.

### 5.16. Notification of the Appeal and the Appeal Hearing

- 5.16.1. All parties to any original Hearing shall have the right to be present at the hearing of an Appeal.
- 5.16.2. The Appeal shall be heard as soon as is reasonably convenient.
- 5.16.3. A copy of the Appeal, together with notification of the place, date and time of the Appeal Hearing shall be sent by the Secretary to the Appeals Committee and to all parties to the original Hearing.
- 5.16.4. The Appellant may only call witnesses who gave evidence in the original Hearing.
- 5.16.5. An Appeal shall be limited to the matters raised in the Appellant’s Appeal as originally lodged and shall be upheld only where (i) there has been a clear

infringement or misapplication of the Code of Behaviour (Underage) by a Hearings Committee or (ii) the Appellant's Right to a fair hearing has otherwise been compromised to such extent that a clear injustice has occurred. No determination of fact by a Hearings Committee shall be set aside unless shown to be manifestly incorrect.

5.16.6. The Appeal's Committee appointed to hear the appeal shall not have been connected to the investigation or the complaint previously, and no member of the Appeal's Committee shall have been a member of the Hearings Committee considering the original Report

#### 5.17. Appeals Decision

5.17.1. A decision shall be made by the Appeals Committee on foot of the appeal and such decision shall be notified to the Appellant, the Hearings Committee, and any other relevant party. In the event of the Appeal being upheld, the Appeals Committee shall either:

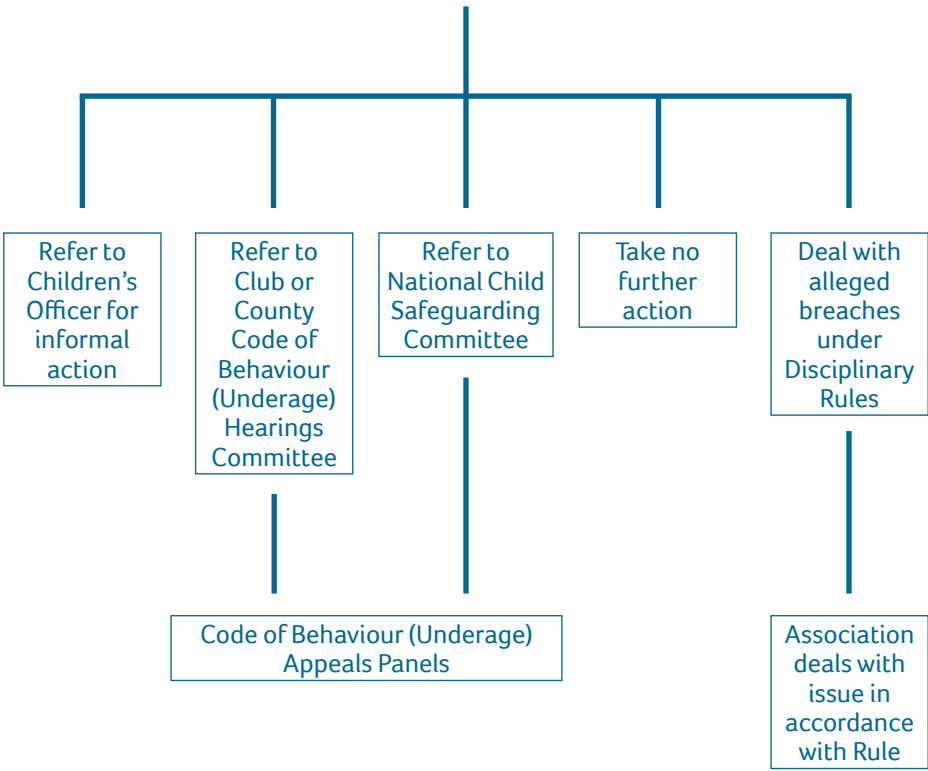
5.17.2. Annul the decision appealed against and direct no further action be taken by the Hearings Committee;

5.17.3. Remit the matter for re-hearing or re-processing (with or without recommendations as to procedure), or

5.17.4. Substitute its own decision on the matter.

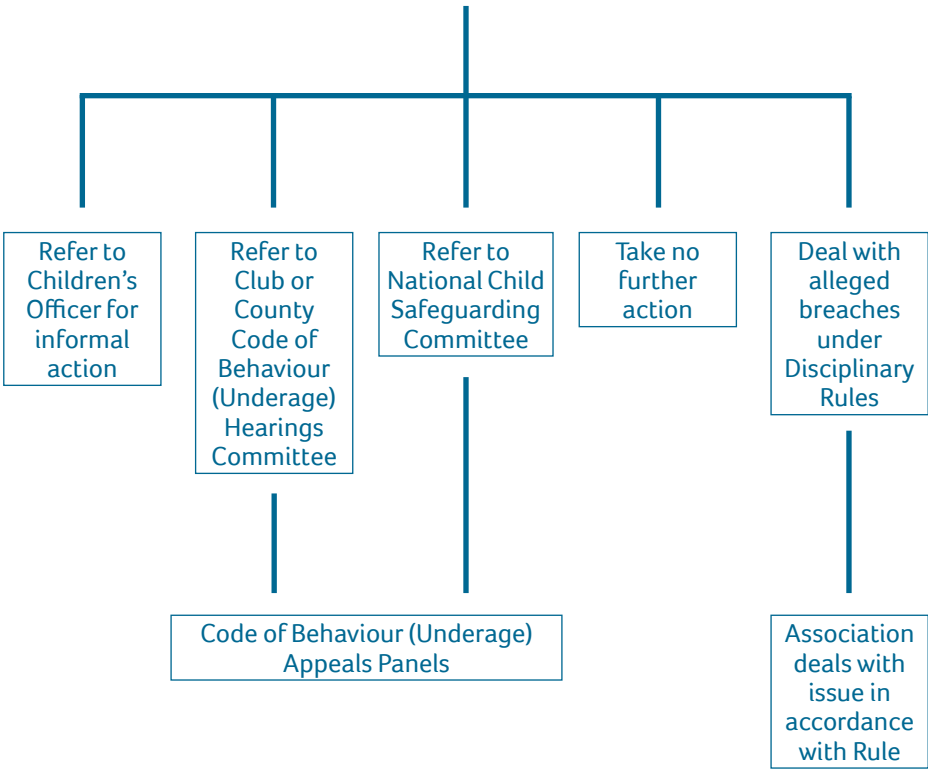
# DEALING WITH ALLEGED BREACHES OF THE CODE OF BEHAVIOUR (UNDERAGE) AT CLUB LEVEL

Club Executive or Appointed Sub-Committee receives an Alleged Breach of the Code of Behaviour (Underage)



# DEALING WITH ALLEGED BREACHES OF THE CODE OF BEHAVIOUR (UNDERAGE) AT COUNTY LEVEL

Alleged Breach of Code received and considered by the Code of Behaviour (Underage) County Determining Committee



From their early years to their late teens young people continue to gain from the knowledge, experience and skills that adults, acting in a coaching role, bring in the promotion of our Gaelic Games. Such supports presents these children with a sense of achievement, with an opportunity to develop their individual and team skills and promotes a sense of fun and fair play in our underage games.

This support, led primarily by adults who work in a voluntary capacity, must always be delivered in accordance with Association child safeguarding guidance and acceptable standards of coaching. We greatly rely on the thousands of adults, whether it is parents or coaches, who give freely of their time to our juvenile structures and underage membership, but equally recognise that their contribution must, at all times, be in accordance with our own guidance and statutory requirements.

Those that promote our games primarily at club level have a responsibility to young people and to their parents and guardians to ensure that our coaches and mentors, who have been chosen to work in a supervisory and supportive capacity with children and young people, are selected supported and trained to fulfil their roles in a careful, sensible and effective manner.

This unique bond in sport is based on a trusting and mutually respectful relationship and can be enhanced by the recruitment, selection and up-skilling of adults who are suitable to such roles. While the role of the adult may vary from team to team and from age group to age group it is however essential that regardless of such variations in role that adults are fully aware at the outset as to what is expected of them, what supports they will receive and what levels of responsibility they themselves have on behalf of the team, the club, the parents and the young people in their care.

This we can achieve by adopting good practice procedures and adhering to our Code of Behaviour when we recruit our managers, coaches and other personnel who work with children and young people on our behalf. Statutory guidance and legislative requirements are now more stringent when recruiting adults to work with children. These requirements apply to our Gaelic Games Associations as they do to all sports bodies or to youth clubs or other recreational or educational services. We are duty bound to ensure that all adults who work with children and young people in our Associations are carefully chosen to carry out whatever tasks we ask of them.

This Code of Behaviour (Underage) affirms the policy position that all coaches who work with children and young people must:

- Undergo vetting or police background checks
- Must attend relevant child safeguarding training as approved by our Associations
- Must obtain a minimum coaching qualification

The following recruitment and selection guidelines are put in place as a support mechanism so as to ensure that those recruited adhere to the best possible standards that we have adopted in ensuring that our Games are played and promoted in an enjoyable, safe and developmental environment.

## GUIDANCE ON RECRUITMENT AND SELECTION

It is essential that all adults who have undertaken a role of responsibility with children and young people, whether in a paid or unpaid capacity, should undergo a recruitment and selection procedure prior to commencing their role. The recruitment of adults to work with underage teams should be co-ordinated by a senior and experienced member of the club, with the advice or involvement of the Children's Officer. All such recruitment should be done confidentially.

The following procedures will assist Clubs when choosing to place coaches and other personnel in the position to which that are best suited.

## **1 ROLE CLARIFICATION**

The role and responsibilities envisaged e.g. manager, coach, and the team's age group should be clearly known and stated at the outset. Any specific levels of experience or qualifications required should also be clarified at the outset.

## **2 ROLE ASSISTANCE**

The various supports available via the club, e.g. Foundation Level Coaching, Child Safeguarding Training are basic good practice coaching requirements for adults who wish to work with underage teams in the promotion of our Gaelic Games.

## **3 APPLICATION FORM**

Applicants should complete an application form prior to commencing any coaching role.

## **4 REFERENCES**

Applicants should submit references. These may refer to the person's character and if applicable to their previous background in sports and in Gaelic Games. References should be verified.

## **5 VETTING AND POLICE CHECKS**

All applicants are required to complete Garda Vetting and/or Police Checks, as appropriate, prior to the commencement of their role(s) with young people in the Association.

## **6 CHILD SAFEGUARDING TRAINING AND COACHING QUALIFICATION**

All persons working with underage players are required to undertake recognised Child Safeguarding Training as promoted by the Gaelic Games Associations and must also possess a coaching qualification.

## **7 MEET THE APPLICANT**

A senior representative of the Club should meet with each applicant to ensure that they are aware of the role(s) allocated to them and they may use the occasion to clarify any issues that may arise and identify any coaching or up-skilling needs as appropriate.

## **8 CODE OF BEHAVIOUR (UNDERAGE)**

All persons who work with young people will be required to sign the Code of Behaviour

## **9 SUPPORT AND REVIEW**

Continuous supports should be made available to all coaches etc. so as to enable them fulfil their roles as requested. The role of the Club 'Coiste na nÓg' and of the Club Children's Officer may be invaluable in identifying such supports. Clubs should review the role of all coaches annually.

# **DELIVERING A VETTING SERVICE AT LOCAL AND NATIONAL LEVEL**

## **VETTING IN THE GAELIC GAMES ASSOCIATIONS**

The Gaelic Games Associations comprising of the GAA, LGFA, Camogie, Rounders and Handball Associations, have a long established principle of vetting any person who, on our behalf, works with children or vulnerable adults in any of our Associations. This principle is enshrined in rule through our Code of Behaviour (Underage) and has become part of the overall recruitment and selection process for those who wish to work with children in our Associations whether it be in a voluntary or paid role.

For the purpose of clarification the GAA administers vetting for GAA Clubs and members and also for Handball and Rounders Association members while the Camogie Association and the Ladies Gaelic Football Association does likewise for their membership.

We do not provide a vetting service for members of the public but where a non-member has been invited to provide a coaching or training role to under 18 yr. olds they may, for that purpose, avail of our vetting services.

Vetting services for the Association are currently overseen by our Offices in Croke Park while Comhairle Uladh acts

on our behalf in coordinating AccessNI vetting services.

All international units are obliged to adhere to the legislative vetting and police background checks that are required in the jurisdiction in which they operate.

**Vetting by the National Vetting Bureau for the** Gaelic Games Associations

## LEGISLATION

The National Vetting Bureau (Children & Vulnerable Persons) Acts 2012 - 2016 commenced on 29th April 2016 and from that date a statutory obligation was placed upon our Associations to ensure that all persons who on our behalf undertake 'relevant work' with children are vetted prior to taking up that role in Ireland.

The Act also established the National Vetting Bureau (NVB) to oversee the e-vetting services previously administered by the Garda Central Vetting Unit.

## WHO NEEDS TO BE VETTED?

In the Gaelic Games Associations any person who carries out a role of responsibility such as coaching, managing or training underage teams or indeed adult teams that contain any player under 18 yrs. of age must be vetted. This requirement also applies to organising underage activities or refereeing underage games, to bus drivers employed by a club or a team and to physios working with our underage players. Thereafter, each club shall decide if other specific roles merit a person being vetted.

## IS IT AN OFFENCE TO WORK WITH CHILDREN IF YOU ARE NOT VETTED?

It is a criminal offence, for a person acting on behalf of the Gaelic Games Associations, or for any of our Associations to permit any person to commence working with children on our behalf without that person first obtaining a vetting disclosure from the National Vetting Bureau in respect of the role for which they have been recruited. It is also a breach of Association rule if you are working with children or vulnerable adults on behalf of any of our Associations and have not been vetted.

## WHAT IF THE VETTING APPLICANT IS UNDER 18 YRS. OF AGE?

Gaelic Games Associations vetting is available to any person over 16 yrs. of age fulfilling a role of responsibility with children or vulnerable adults. A parental consent form, NVB Parent/Guardian Consent Form, must be completed in advance of submitting an application for persons aged between 16 and 18 yrs. of age.

## E-VETTING IN THE GAELIC GAMES ASSOCIATIONS

The following outlines the vetting process carried out by the National Vetting Bureau in collaboration with our Associations via what is termed and on-line or E-Vetting system. Since the Vetting Acts came into being on 29 April 2016 our Associations have replaced previous 'paper vetting applications' with the new on line or E-Vetting system.

## HOW CAN A MEMBER AVAIL OF OUR ASSOCIATIONS' E-VETTING SERVICES?

Vetting for a member involves 3 easy to follow steps as follows:

### Step 1 – The ID process:

An applicant, i.e. a member of one of the Gaelic Games Associations, must through their own Associations website, complete the first step which is the completion of the Association's E-Vetting ID Form. This form compels you to provide proof of your identity to your Club Children's Officer, who must verify that they have received the ID documentation as required. The ID verification shall be retained by the Club Children's Officer for the duration of the e-vetting process or it may be attached by the applicant at Step 2 to the on Line Vetting Application Form.

The primary purpose of this form provides for an applicant to provide their name, address and club that they state the role for which they applied, and they then present their ID (e.g. copy of their passport plus a utility bill with their current address). They will also supply a valid email address for future reference.

### Step 2 – Completing the E-Vetting Application Form.

The initial on-line E-Vetting Application Form is available to download from each of our Associations websites.

Once the applicant completes the on-line E-Vetting Application Form the information provided is forwarded to the NVB by the GAA, LGFA or Camogie vetting personnel, as relevant. The applicant, will then be forwarded by email the online NVB Vetting Form to complete.



For security and administrative purposes the details entered by the applicant will be emailed back to them. The applicant's Club Secretary will also receive an email inform them that a named person in the Club has applied as a member of the club to be vetted, and are being issued with the NVB Vetting Application Form.

### **Step 3 – NVB Vetting Application form**

The NVB will issue the applicant with the NVB Vetting Application form. This will be issued to the email address provide by the applicant in Step 2.

Completing this form is a confidential matter between the applicant and the NVB. All sections of the form including current and previous addresses, email address and contact telephone numbers, information on convictions and prosecutions (if any), plus other information will be required when completing the form.

Once all sections of the form have been completed and forwarded on-line to the NVB this then completes the application process for E Vetting in the Gaelic Games Associations and within a short period of time the applicant shall be contacted by their applicant Association informing them as to the outcome of their vetting application. The applicant's Club Secretary will also be notified when the vetting process has been completed and if the application has been successful.

### **RECOGNITION OF VETTING BETWEEN EACH OF THE GAELIC GAMES ASSOCIATIONS**

As a result of a long standing agreement between each of the Gaelic Games Associations, any person vetted by for example by the GAA shall have their vetting outcome recognised by the LGFA, Camogie, Rounders and Handball and do not have to undertake additional vetting by either of these Associations. A reciprocal arrangement exists between each of the Associations.

### **RE-VETTING**

The Vetting Act provides for the re-vetting of all applicants. The Gaelic Games Associations' Vetting Policy stipulates that as part of our good practice procedures members shall be re-vetted at a minimum within a five year time period.

A vetting acceptance letter issued by the GAA shall cease to be valid five years after the date of issue.

## **ACCESS NI**

**Coordinated by Comhairle Uladh on behalf of the Gaelic Games Associations**

In order to comply with legislation in the 6 Counties and the rules of our Associations, all persons working with children or young people in a voluntary or paid capacity, must be vetted prior to commencing their role. Those who are involved in the management of individuals appointed to work with children or young people in our Associations must also be vetted.

This vetting service is carried out by AccessNI for individuals in the Gaelic Games Associations in Antrim, Armagh, Derry, Down, Fermanagh and Tyrone where they return criminal history information in respect of each applicant. All applications and the AccesNI services are coordinated on our behalf by Ulster GAA who are registered with AccessNI for this purpose.

The AccessNI checks will clarify if an applicant has a criminal record; if their name is included on the Disclosure and Barring Scheme (DBS) list of individuals barred from engaging in regulated activity with children or if relevant the DBS list of individuals barred from engaging in regulated activity with adults and any other information held by the authorities that may be relevant to the position applied for. Any information received will be treated confidentially and recruitment decisions will be made with discretion and will only have the involvement of a specifically selected Comhairle Uladh case management. A copy of your disclosure certificate will be returned directly by AccessNI to you and also to Comhairle Uladh.

This enables Ulster GAA to make more informed recruitment decisions in relation to the suitability of the applicant for specified roles. Ulster GAA process applications for vetting checks free of charge, for our volunteers at a club's request.

Clubs as always are reminded that they should not permit anyone to work with children or young people in the Club until they have been suitably vetted and approved for their role.

### THE ACCESSNI VETTING SERVICES ARE PROCESSED AS FOLLOWS:

1. Applicant complete the Online Application Form
2. Club Officers signs ID Document Copies and forwards same to Ulster GAA
3. Ulster GAA approve the form and the ID and send to Access NI
4. Access NI process the form and issue the Disclosure Certificate to the applicant
5. Ulster GAA write to the applicant to confirm their vetting acceptance
6. If there is information on the applicants disclosure certificate, Ulster GAA will write out to you requesting sight of the certificate in hard copy in its original form, and the applicant provides that copy as soon as possible.
7. Ulster GAA risk assess all Enhanced Disclosure Certificates that contain information. Where there are areas of concern, the applicant is contacted, meet with and any decision with regard to their suitability for the position applied is made following this process.
8. Where required, Ulster GAA will meet with club officers to discuss any concern.
9. Applicants have the right to appeal any decision made by Ulster GAA in relation to their suitability for the position applied.
10. While applicants, in accordance with our Vetting Policy, may be re-vetted at any time they must formally undertake re-vetting within a five year period.

Further information on AccessNI services as coordinated by Ulster GAA may be found at <http://ulster.gaa.ie/safeguarding/access-ni/>

## SUPERVISION

All clubs providing opportunities for our young people to participate in Gaelic games must ensure that adults placed or appointed by them in roles of responsibility are suitable to fulfil such roles. All such persons must at a minimum:

- Have undertaken Vetting (Garda/Police) checks as directed by their Association within the jurisdiction in which they operate
- Attend relevant child safeguarding training
- Possess a coaching qualification relevant to their role as recognised by their Association
- Have signed the Joint Code of Behaviour

### SUPERVISION RATIOS

Young people must always be adequately supervised regardless of activity and it is the responsibility of Clubs to ensure that a satisfactory ratio of adults to young people is always maintained.

Supervision ratios will depend on the nature of the activity, the age of the players and any special needs of the group. It is recommended that a minimum ratio of 1:8 for under 12 years of age players and a ratio of 1:10 for players over 12 yrs. of age. When abiding by such ratios a coach must always be accompanied by at least one other suitably qualified adult at all times.

Such recommended ratios act as a guide to the minimum ratios of adults to children and may vary depending on the circumstances, e.g. players with special needs, very young players, and mixed gender groups or on away trips.

### PEOPLE ALLOCATED A SUPERVISORY ROLE SHOULD:

- Avoid being alone with any player, if you need to talk separately do so in an open environment, in view of others.
- Not enter or be in team dressing rooms in which there are underage players or teams unless their presence is deemed necessary by the team coach(es) and they are accompanied by another adult (who has met the Association's recruitment criteria). This is to protect the privacy of underage players and the credibility of the adult and to avoid any situation whereby the unaccompanied presence of an adult could give cause for

concern.

- When organising a club trip always be mindful of ensuring that additional adults accompany the group in case of emergencies or unforeseen circumstances.
- When participating in an overnight stay a specific ratio of adults to children should be agreed in advance. This ratio, is dependent on the age category of the children/young people, whether it is a single or mixed gender group and whether the group may be participating in certain outdoor activities or in water sports etc.
- Always clearly state start/finish times of training and if possible of games (home or away) and other activities including trips away from home.
- Remain in pairs until players have been collected or have left in accordance with parental or guardian permission.
- Keep attendance records and record any injuries/incidents as they arise.
- Where a team consist of both boys and girls, and for the avoidance of doubt, the coaching team must also consist of both male and female personnel while male only teams must include at least one male coach and female only teams must include at least one female coach.

Each of our Gaelic Games Associations provide injury benefit funds or schemes in the case of members of the GAA, Handball, Rounders and Ladies Gaelic Football Associations while members of the Camogie Association are required to be covered by insurance.

## GAA INJURY BENEFIT FUND

### WHAT IS THE GAA INJURY BENEFIT FUND?

The mandatory benefit fund provides benefits to registered members playing the national games of Hurling, Gaelic Football, Handball and Rounders' whose Clubs are registered with the fund. The GAA Injury Benefit Fund is a Self-funded benefit fund funded entirely from GAA funds with no outside involvement. The GAA Injury Benefit Fund does not seek to compensate fully for Injuries sustained but to supplement other Schemes such as Personal Accident or Health Insurance. The playing of our national games involves the risk of Injury and it is each individual registered player's responsibility to familiarise themselves with the terms and benefits of the GAA Injury Benefit Fund. The Injury Benefit Fund only provides cover for unrecoverable losses up to the limits specified. The responsibility to ensure that adequate cover is in place lies with the individual member and members should not use the fund as their only recourse or be dependent on the fund to compensate them fully for any losses associated with the injury sustained.

### WHO IS COVERED UNDER THE GAA INJURY BENEFIT FUND?

The GAA Injury Benefit Fund only applies to:

- 1.1. Registered Players as per the Official Guide who play on a team registered with the GAA Injury Benefit Fund who incur accidental bodily injury\* while playing Hurling, Gaelic Football, Handball or Rounders' only, either in the course of an official competitive Fixture or an Official Sanctioned challenge match or the course of an official supervised training session.
- 1.2. Match officials' i.e. referees, linesmen or umpires injured while officiating at an official competitive fixture of Hurling, Handball, Gaelic Football or Rounders' as specified in 1.1 above.
- 1.3. Voluntary coaches, team managers, selectors and members of official team parties injured during games or training as specified in 1.1 above

The GAA Injury Benefit Fund covers Adult and Youth members of the GAA. Please note that the GAA Membership Year runs from January 1st – December 31st annually and it is a requirement as per the official guide that all members are registered via the Membership system annually. Playing Members should not be permitted to participate in training or fixtures until they have been registered for the current playing year.

### FUNDING & SUBSCRIPTIONS

The GAA Injury Benefit Fund is funded in its entirety by annual team subscriptions together with six per cent of Gross Gate Receipts from Championships and National Leagues alongside a significant Central Council contribution. The amount of team subscriptions shall be:

- a) Adult - €1000.00 per team – no maximum per Club or Unit
- b) U21 - €200.00 per team – no maximum per club or unit
- c) Youth - €200.00 per team to a maximum of €1200.00 per Club or Unit
- d) Rounders' – as per agreement
- e) Handball – as per agreement

Cover is also available to registered Primary, Post Primary, Third level schools and colleges teams as well as Inter Firm units. In addition to the above, a claims band programme applies to all registered Clubs\County panels with the sole aim of it to bring equitable distribution to the Fund in that the claims experience of each registered club\county panel is accounted for in the calculation of the annual subscriptions due.

## REGISTERING FOR THE FUND

All units registered for the 2017 GAA Injury Benefit Fund were invited to join the 2018 GAA Injury Benefit fund on December 14th 2017. All units were required to log in on GAA Management System – GMS – Servasport and update their 2018 details. Payment was to be received by March 1, 2018. For units which have not yet completed registration, cover will only be in place from the date that payment is received in Croke Park. Willis Towers Watson will decline claims received for injury dates between January 1 and March 1 for units that have not yet completed 2018 registration

## BENEFITS AVAILABLE

- Medical expenses – maximum of €4500 with the first €100 not covered
- Dental expenses – maximum of €4500 with the first €100 not covered
- Loss of wages – week 1 – no payment
  - Weeks 2 – 26 – net loss of basic wages covered up to a maximum of €300 per week
- Capital Benefits – cover is available upon direct application to Croke Park once any entitlement to the above benefits has been paid in full.

## CLAIMS PROCESS

- All GAA Injury claims must be registered on-line at <https://gaa.willis.ie>
- Each and every club \ county secretary must register for the On-line application
- Once you register on the system for the 1st time, you will need to create a password
- Click Add New claim and enter details in all of the required fields.
- All claims are required to be reported to Willis Towers Watson within 60 days of the injury by entering all of the required details and hitting the update claim button.
- You will receive confirmation of a web reference number and this number should be noted on all documents that are forwarded to Willis Towers Watson
- Once you submit the claim on-line, the claim will be submitted to Willis Towers Watson for acknowledgement.
- Once the submitted claim is reviewed by Willis Towers Watson, Willis Towers Watson will acknowledge the claim and it will be forwarded on-line to the relevant County Board for approval
- Once the County Board approves the claim, the status of the claim will change to Documents required and you will receive a notification detailing the relevant claims documents that need to be submitted to assess the claim.
- You will be able to download the relevant sections of the claim form that need to be submitted and advised of the documentation required for the completion of the claim.
- Details of the required documentation are set out in the GAA Injury Benefit Fund Summary Document effective from 1<sup>st</sup> January 2018.

## FURTHER INFORMATION

- Full details in relation to the GAA Injury Benefit is available with the updated 2018 GAA Injury Benefit Fund Summary Document issued to all units on December 18, 2018
- It is important that the summary document is read in full as it sets out the full terms and benefits of the Fund, the above is a summary only.
- Any queries in relation to the GAA Injury Benefit Fund can be directed to Ciara Clarke, GAA Injury Fund Manager by email – [ciara.clarke@gaa.ie](mailto:ciara.clarke@gaa.ie) or telephone – 01 819 2347

# LADIES GAELIC FOOTBALL ASSOCIATION INJURY FUND

## INJURY FUND

### WHAT IS THE INJURY FUND?

The injury fund is an injury scheme and NOT an insurance scheme and does not seek to compensate fully for injury, rather to lessen the hardship to players and officials. The fund should supplement other schemes where applicable, i.e. VHI, Irish Life etc.

**Rules pertaining to the injury fund are covered in the official guide from Rule 66 to Rule 90 and you should make yourself aware of these.**

### **WHO DOES THE INJURY FUND COVER?**

The Injury Fund covers all playing members who sustain an injury in the following:

- a) an official competitive or challenge game
- b) an official and supervised training session

It also applies to Club Officers, Team Mentors and Match Officials (Referees, Umpires and Linespersons) if registered to the injury fund.

### **HOW IS THE INJURY FUND FUNDED?**

The injury fund is funded by all playing members who pay registration fees, as well as some non-playing members.

Fees are determined by Central Council and at present are as follows:

- a) Adult - €25
- b) Juvenile/U18 - €10
- c) U10 - €5

### **WHAT ARE THE BENEFITS OF THE SCHEME?**

The fund will pay out the following amounts, once all relevant paperwork & prior approval has been received

- a) Medical Expenses - €5,500, which includes GP Visits, Physio (6 Sessions @ 90%), MRI's, Consultant Visits & Surgery (once prior approved)
- b) Dental Expenses - €3,000
- c) Loss of Wages - A maximum €200 per week for a max of 20 weeks. Applies to all adult members but if you're a juvenile with a part time job, you must pay the adult rate in order to qualify.

### **HOW CAN I MAKE A CLAIM?**

In order to claim for the benefits above, you must

1. Submit a Preliminary Claim Form within 8 weeks of getting injured regardless if it's serious or not, available on our website and it must be signed by all relevant parties, as per the form.
2. Private treatment (i.e. MRI's, Consultant visits & Surgery) must be prior approved in order for us to reimburse you.
3. Physio & GP visits are not considered private treatment, and will be refunded once you have submitted your Preliminary Claim Form within eight weeks of the date of injury. (Physiotherapy is required to be carried out by individuals with an appropriate third level qualification).
4. Dental Treatment is not considered private but you must submit a report from your dentist once you have been assessed.
5. Once you have completed all your treatment, you must then submit the Full Claim Form, along with all your paid original receipts (no photocopies) to Rosemary Coyle, LGFA, Croke Park, Dublin 3
6. To claim for loss of wages;
  - a. Your employer sign & stamp your Full Claim Form and
  - b. Submit your last 4 payslips and
  - c. Submit a statement of any social welfare payments.
  - d. Medical Cert from your GP
7. Claims will be checked and verified. You have one year from date of injury to activate the claim and two years to complete claim process.
8. A cheque will be issued to the player/guardian. No third party cheques will be issued.

### **WHAT IS THE PROCEDURE IF A PLAYER REQUIRES PRIVATE TREATMENT?**

Private treatment is considered to be treatment not provided by the public system i.e. HSE or NHS.

If you require treatment outside of the public system, we will require the following documentation in original format posted to the office in Croke Park prior to your visit in order to financially reimburse your expenses:

1. Medical Letter of Referral from your GP, to say he/she has accessed you and is referring you on for an MRI or Consultant Visit.

2. A letter from you the player requesting financial permission for this visit.
3. A letter from a consultant for any further private treatment.

If we do not receive the above pieces of information, along with your Preliminary Claim Form prior to the treatment, then we will not be in a position to reimburse you for these expenses.

### IS THERE ANY EXCLUSION FROM THE INJURY FUND?

Travel expenses, prescriptions and medical aids are NOT covered under the injury fund.

The scheme shall not apply in the case of a player/official:

- Who is injured during a game as a result of an assault wherein the claimant has been the aggressor
- Whose injury arises from a pre-existing physical defect or infirmity or from the use of alcohol or drugs
- Players who do not wear mouth guards.
- Who may be pregnant, suffering from concussion etc, any player who plays in this condition is entirely responsible for any consequences that may arise.
- Protective equipment needs to be medically prescribed by your doctor who is aware that it will be worn to play Ladies Gaelic Football and not pose a hazard to other players, then there is no issue with the wearing of same from the LGFA Injury Fund point of view.
- Any person who requires corrective eyewear to participate in Ladies Gaelic Football should consult with their optometrist and review options to ensure safe participation.
- Tell your optometrist of your plans to play Ladies Gaelic Football. He or she will be able to fit you with glasses that use durable, unbreakable polycarbonate for the lens
- You will also need to ensure your frames for sports glasses are as durable as the lenses

### FURTHER INFORMATION IN RELATION TO THE INJURY FUND SCHEME?

Rosemary Coyle  
Croke Park,  
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## CAMOGIE INSURANCE

### PERSONAL INJURY COVER

The Camogie Association, unlike its GAA and LGFA counterparts, does not administer its own injury scheme. This means that injury cover/insurance must be purchased from insurance providers, operating independently in the private sector.

The obligations relating to injury cover within Camogie are detailed in the Official Guide Part 1 Camogie Constitution Rules. The rules around registration of members with the Camogie Association and insurance are key. The rules relating to the playing of the game outlined in Official Guide Part 2 Playing Rules are also relevant. These documents are downloadable from [www.camogie.ie/insurance.asap](http://www.camogie.ie/insurance.asap)

Obligations on clubs regarding insurance of players, match officials [referees, umpires and linespersons] and members involved in managing and coaching teams.

#### A: INSURANCE COVER

##### Rule 23.1 of the Official Part 1 states:

All persons who train with teams and all persons who coach teams are required to be registered members of the Camogie Association. Each club must ensure and be satisfied that its playing members, members who officiate at

games and members involved in training/managing/coaching teams are covered by insurance. Any member not insured may not play, officiate at games or manage/coach teams.

Persons and clubs are obliged to comply with this rule which also includes a check that people in the club are correctly registered on the Servasport registration system.

Clubs should also check the detail of the club/ or members' insurance cover to establish the extent of the cover for players, match officials, managers e.g. does the cover extend to all officially sanctioned Camogie games and training. Does the insurance cover the player if she plays on a temporary basis with another club as allowed under rule and as approved by the county board?

If the club has an insurance policy in place it should consider communicating the insurance cover details to relevant parties e.g. players, match officials and managers/coaches.

It is advisable that Units in charge of representative teams e.g. County or Provincial teams also verify the insurance cover of people representing them in a games' context.

## **B: INSURANCE COVER AND CHALLENGE/TOURNAMENT GAMES**

### **Rule 23.3 of the Official Guide Part 1 states:**

In order that all fixtures other than official fixtures are recognised for insurance purposes notification must be given on the following basis:

- To the County Board when both teams are within the County;
- To the relevant County Boards and Provincial Council when teams are from different Counties;
- To the relevant County Boards, Provincial Council and designated Camogie Association staff member when teams are from different Provinces or International. Notification to hold or participate in fixtures other than official fixtures must be sent by email by the relevant Secretaries prior to the date of the proposed fixture.

Approval to host inter-county underage blitzes will be provided by a designated Camogie Association staff member.

Permission must be requested by a date specified by the Ard Stiúrthóir each year.

Each Unit is obliged to comply with this rule.

Please be aware that failure to comply may have implications in how an insurance company considers a claim, in the event of a claim arising from a fixture that may not be deemed official.

Insurance claims must be processed via the relevant insurance company.

The Camogie Association does not handle any insurance claims.

**Additional information on insurance requirements for Camogie players may be downloaded at [www.camogie.ie/administration.asp](http://www.camogie.ie/administration.asp)**



The appointment of a Children's Officers at both Club and County level is an essential element in the creation of a quality atmosphere and in establishing a child and youth centered ethos at both Club and County level.

The role of Children's Officer has continued to evolve as we observe greater diligence in our work with children, as we oversee the implementation of mandatory requirements for coaches and Clubs and as legislation and statutory guidance guides us in our roles.

The Children's Officer has now become a central and key figure in ensuring that our Clubs, County Boards and Provincial Councils, and not discounting our National committees adhere and implement our legal responsibilities when working with children.

The appointment of a Children's Officer at both Club and County level while deemed essential is also a mandatory requirement. These Officers fulfil a key role at Club and County level and are members of the relevant Club Executive and County Committees.

All of the Gaelic Games Associations are committed to creating and maintaining the safest possible environment for all young people who participate in our Gaelic Games and activities.

In our work with young people and with adults a number of national policy documents and requirements act as a resource and govern our commitments. The Children's Officer has a responsibility in ensuring that each of these policy requirements are made known to our membership, are adhered to and implemented.

- **Code of Behaviour (Underage)** – developed as a joint policy document by the Gaelic Athletic Association, the Camogie Association, the Ladies Football Association, the GAA Rounders and GAA Handball Ireland. The Code of Behaviour (Underage) is a major reference and policy publication covering many aspects of good practice procedures required in running the local Club and also outlines each Associations responsibilities and procedures for dealing with the welfare and safety of underage players when playing our games and participating in our activities. This Code outlines the minimum level of good practice behaviour and practice that we require of our underage players, their parents/guardians, our Clubs, our coaches and supporters
- **Safeguarding Training Workshops** – The Gaelic Games Associations have developed three levels of child safeguarding training for our members based on and reflective of similar training programmes initiated by Sport Ireland.
- **Safeguarding 1** The Child Protection in Sport Awareness workshop for coaches and others who work with children.
- **Safeguarding 2** is the workshop for Club Children's Officers.
- **Safeguarding 3** is the Designated Liaison Person workshop.

Whatever a person's role in our Associations they are, where applicable, required to attend the relevant training as provided. Training developed and delivered by the Gaelic Games Associations also reflects the statutory legislation and guidance for the jurisdiction in which it is delivered.

- **Child Safeguarding Statement and Risk Assessment** – Each year our Clubs, County Boards and National Child Safeguarding Committee shall be obliged to carry out a risk assessment procedure and thereafter put on display and agreed Child Safeguarding Statement. Much of this work shall be overseen or directed by the relevant Children's Officer in cooperation with the Club Executive or County Committee.

- **Recruitment criteria for coaches – The relevant Children’s Officer shall ensure that all coaches fulfil the following requirements:**
  - Have undertaken Vetting (Garda/Police) checks as directed by their Association within the jurisdiction in which they operate
  - Attend relevant child safeguarding training
  - Possess a coaching qualification relevant to their role as recognised by their Association
  - Have signed the Joint Code of Behaviour
- **Relationship with Designated Liaison Person** – The Children’s Officer should develop an understanding of roles and a good working relationship with their Club or County Designated Liaison Person. While both roles are part of the Association’s child safeguarding strategies they may be issue or area of work that could overlap at any time.

## THE CLUB CHILDREN’S OFFICER

The Club Children’s Officers shall assist in promoting a child and youth centered ethos in the Club. In their work the Club Children’s Officer shall be the link between the children/young people and the adults within the Club and shall be the primary protagonist of the Code of Behaviour (Underage) in the Club. In taking up this role the Club Children’s Officer should:

- Have good communication skills, be approachable and open minded
- Have knowledge with and be familiar with our Child Welfare and Protection Codes and Guidelines
- Have an understanding of relevant child welfare/protection legislation
- Have undertaken a Garda Vetting/Access NI/CRB check relevant to their jurisdiction
- Have attended the relevant awareness training on child welfare and protection and availed of Children’s Officer training

### ROLE

The key role of the Club Children’s Officer is to ensure the implementation and promotion of the relevant Child Welfare and Protection Codes and Guidelines for good practice in their Club so as to ensure that young people can participate, enjoy and benefit from our Gaelic Games in safe and enjoyable surroundings. The Code of Behaviour (Underage) is the agreed good practice reference and policy document that is central to guiding the Children’s Officers in their roles.

### RESPONSIBILITIES

- Promote awareness of the joint Code of Behaviour (Underage) within the Club
- Ensure that all persons, in accordance with their allocated roles, fulfil their vetting, child safeguarding and coach educational requirements as appropriate
- Identify the need and facilitate the delivery of Child Protection in Sport Awareness Workshops and other relevant Child Protection and Welfare training within the Club
- Distribute and oversee the implementation of the **Code of Behaviour – when working with underage players** and ensure in so far as possible, that all Players, Coaches, Team Mentors, Parents, Guardians, Officials and Spectators adhere to the Code
- Promote an Anti-Bullying ethos in the Club and deal with instances or allegations of Bullying in a fair, impartial and constructive manner and in collaboration with others as appropriate
- Display the Association’s Anti Bullying Statement and ensure it is adopted at Club level
- Ensure that each under age member signs and submits an annual membership form, a parental consent form as required (away trips etc) and that the necessary medical information of an underage player, as deemed relevant, is made known to the Club and/or the team coaches
- Support the implementation of the RESPECT initiative at Club level in co-operation with team personnel, underage members, referees, spectators, parents/ guardians and the Club Executive
- Influence policy and practice in the Club in order to prioritise the needs of our underage players and make an annual report the Club AGM
- Promote greater consultation with under age players and participation by them in Club activities and

planning and that young people are afforded the opportunity to express concerns about their sports activities/experiences within the Club

- Encourage the involvement of parents/guardians in organising Club activities
- Develop good practice procedures in the recruitment and selection of persons working with young people in the Club
- Retain Vetting ID documentation of Club members as part of the vetting process if required
- Oversee the implementation of Garda Vetting/Access NI/CRB checks, as appropriate and for relevant personnel, within the Club
- Monitor, in association with team coaches, any significant trends or developments relating to the participation of young people in Gaelic Games and report accordingly to the Club Executive or Management Committee
- Maintain on-going contact with the County Board Children's Officer and with other Club Children's Officers and as required with the National Children's Officer
- Report regularly to the Club Executive as required
- Deal with breaches of the Code of Behaviour (Underage) as per relevant guidelines
- Make referrals of alleged allegations of abuse to the Club Designated Person
- Oversee the carrying out of the annual risk assessment procedure and thereafter putting an agreed Child Safeguarding Statement on display in the Club

## THE COUNTY CHILDREN'S OFFICER

**In the context of promoting and implementing our commitment to creating a safe and enjoyable environment for all young people who participate in Gaelic Games and activities, County Boards are obliged at the outset to appoint a County Children's Officer.**

**The County Children's Officer's shall be a member of the County Committee and should:**

- Have good communication skills, be approachable and open minded
- Be familiar with their Child Welfare and Protection Codes and Guidelines
- Have undertaken a Garda Vetting/Access NI/CRB check relevant to their jurisdiction
- Have attended relevant basic awareness training on child welfare and protection and Children's Officer training as deemed relevant by the Gaelic Games Associations
- Be familiar with relevant child welfare/protection legislation
- Have the confidence of all Clubs and in the particular of Club Children's Officers within the County

### ROLE

The key role of the County Children's Officer is to oversee the implementation and promote an awareness of the joint Code of Behaviour with the co-operation of Clubs in the County and with Club Children's Officers.

### RESPONSIBILITIES

- Ensure that each Club in their County has appointed a Club Children's Officer and that these Children's Officers are aware of their roles and responsibilities
- Regularly liaise with all Club Children's Officers; respond to their queries; support and assist them to develop and implement an annual work plan
- Promote and co-ordinate Child Protection in Sport Awareness Workshops for all Clubs in the County
- Oversee the carrying out of the annual risk assessment procedure at County level and thereafter putting an agreed Child Safeguarding Statement on display in the County offices and premises
- As deemed appropriate liaise with Child Protection in Sport Awareness Workshop Tutors and ensure that all Club and County personnel receive child welfare training relevant to their roles
- Ensure that the activities of underage County Development Squads and County underage teams' activities are compliant with the relevant Gaelic Games Codes, with the RESPECT initiative and with relevant playing models, in co-operation with County Committees
- As required, liaise and advise the County Coaching and Games Development structures on strengthening a child centred ethos in their programmes and activities
- Assist, if required, the County Vetting Co-ordinator in the processing of vetting applications on behalf of

the Association to the relevant authorities

- Advise on good practice in the recruitment and selection of persons working with young people at Club and County level
- Promote greater consultation with under age players and participation by them in Club and County activities
- Deal with breaches of the joint Code of Behaviour (Underage) as per relevant guidelines
- Monitor and report on any significant trends or developments relating to the participation of young people in Gaelic Games
- Review and report to the County Committee on the extent and nature of implementation of the relevant Association Codes within the County and by Clubs
- Maintain regular communication and liaison with the National Children's Officer

## AWAY TRIPS, HOSTING AN EVENT AND TRANSPORT

### AWAY TRIPS

Many teams and Clubs participate in trips away from home throughout the year. These trips are seen as additional to the regular games that take place as part of a County fixtures schedule or during inter Club blitzes. Trips away from home are often viewed as a means by which young teams and players may be rewarded for their endeavours at the end of their season or as a means by which greater team morale and camaraderie can be developed, regardless of age.

An example of rewarding a team or organising a trip is to invite the team or a number of teams to attend inter-county matches. This is a popular means by which young people may see and attend games where their chosen code is played at a high level of skill and competitiveness. Visiting other Clubs and playing matches against teams of a similar age group in other areas or counties will also give younger players an insight into the broad geographical nature and community ethos attached to our Games while creating greater camaraderie with their colleagues and within their own Clubs.

The pre-planning and detailed organising of such trips for younger players will require a high degree of care and preparation and adults should always remember the key roles of responsibilities they have during such trips on behalf of their Club, on behalf of parents and on behalf of the young people themselves.

### PRE-TRIP PREPARATIONS

- A detailed programme of activity should be approved in advance at Club level following agreement with the other Club(s) involved in the away trip.
- Where possible a member of your organising group should be familiar with the away venue, should visit the venue in advance if deemed necessary and ensure themselves that the venue can cater for the planned programme of activities. This is particularly relevant should an overnight stay be required.
- Parental/guardian consent must be obtained in writing so as to permit any young person under 18 yrs. of age participate in any organised trip. Contact details for all parents/guardians must be obtained in advance of the trip.
- Young people (of an appropriate age) and their parents/guardians should sign a form agreeing to abide by the programme and to any agreed procedures that relate to the organised trip.
- An agreed Code of Behaviour, specifically designed for the trip, should be discussed, outlined and agreed with all players and adults that are participating on the trip.
- Medical information, deemed relevant by the parents/guardians of players, should be made known to the leaders of the Club's trip and what action, if any, may be required of them in the case of an emergency. (See Appendix 1)
- Such information, including food or other related allergies should have previously been recorded on the annual/registration form of each underage Club member. (See Appendix 1)
- A detailed programme which includes the following should be presented to all players and their parents/guardians:
  - A time schedule of departure and arrival at your destination.
  - Full information about the trip; including all activities and events planned.
  - Emergency contact numbers of Club personnel who are accompanying the group
  - During the trip and contact details for parents/guardians
- All adults accompanying the underage team should be made aware as to what their responsibilities are and what role(s) they may have during the trip.
- It is the Club's responsibility to ensure that the trip itself and all activities taking place throughout the trip adhere to insurance cover, that all participants are eligible members of their Association's relevant injury

scheme and that the activities of the trip do not compromise the conditions of their injury scheme or any additional insurance policy.

- Where it is deemed necessary the organisers of all such trips should seek and gain the permission of their County Board prior to announcing the details of the programme to their members.

## DURING THE TRIP

- It is essential that at least one individual with first aid qualifications be part of your organising group and that this individual be present or available throughout the trip.
- Young people must be adequately supervised throughout the trip as per our recommended ratios of adults to young people. This ratio may differ depending on the age group of participants, the activities to be undertaken, whether there is an overnight stay, if the trip is abroad etc.
- Supervision ratios will depend on the nature of the activity, the age of the players and any special needs of the group. It is recommended that a minimum ratio of 1:8 for under 12 years of age players and a ratio of 1:10 for players over 12 yrs. of age. When abiding by such ratios a coach must always be accompanied by at least one other suitably qualified adult at all times.
- Organisers of Club trips should always be mindful of ensuring that additional adults accompany their group on trips away for supervision purposes and in case of emergencies or unforeseen circumstances. These adults are subject the same vetting and child safeguarding requirements as are coaches.
- There must be at least two adults of each gender with mixed groups.
- Adults are required to be familiar with the agreed rules on smoking and on the consumption of alcohol during the trip, as outlined in the GAA Code of Behaviour. As a basic minimum, adults are required to avoid smoking while working with young players and must not consume alcohol or non-prescribed drugs while young players are in their care.

## OVERNIGHT STAYS

When participating in an overnight stay a number of matters require careful preplanning and agreement.

By agreement with all parties, including players and parents, a decision is required whether the Club will avail of hotel or guest house accommodation or if invited will avail of a hosting arrangement by the host Club in the houses of their Club members.

Regardless of what form of accommodation is agreed upon adequate and specific supervisory ratios of adults to children must be agreed in advance. This ratio, which is very dependent on the age category of the children/young people, may also vary should the group be participating in certain outdoor activities or in water sports and will also vary if the group is a mixed gender group.

## HOTEL OR GUEST HOUSE ACCOMMODATION

- Check out the proposed accommodation for children/young people and Club mentors. Ensure that it complies with health and safety regulations, is accessible, is of a suitable standard and is appropriate for the particular age group and programme of events.
- When availing of overnight accommodation adults (except parents) should not share a room with a child. If exceptional or emergency circumstances so dictate and the presence of an adult is deemed necessary there should be more than one child in the room with the adult at all times.
- Where children are sharing a room it must be with others of the same age grouping and gender.
- All children should be provided with a bed each and should not have to share a bed with another child.
- It is also preferably that the sharing of rooms be done with fellow Club members at inter Club event and that such arrangements are made known in advance of the trip to the each child's parents.

## HOME STAY ACCOMMODATION

- When availing of home stay accommodation the host Club is responsible for choosing a host family that has been recommended to them and have been satisfactorily vetted in accordance with Association requirements.
- When availing of home stay accommodation adults (except parents) should not share a room with a child. If exceptional or emergency circumstances so dictate and the presence of an adult is deemed necessary there should be more than one child in the room with the adult at all times.
- When availing of home stay accommodation Children must not share a room with adults from the host family.

- All children should be provided with a bed each and should not have to share a bed with another child.
- Where children are sharing a room it must be with others of the same age grouping and gender. It is also preferably that the sharing of rooms be done with fellow Club members at an inter Club event and that such arrangements are made known in advance of the trip to the child's parents.

## REVIEW OF TRIP

A full review of the trip should involve all who participated from the Club and the result of the review should be retained and reviewed if and when the group intend organising another or similar trip or if the Club intends re-visiting the area or the host Club again.

## HOSTING AN EVENT

**The hosting of a scheduled game, a challenge match, an underage blitz or an inter Club tournament is now seen as a normal event for most Clubs in Hurling, Football, Camogie, Ladies Football, Rounders and Handball.**

While such events are generally organised by age category and by code, so as to provide inter Club games and offer skill development opportunities, these events by their very nature can also provide young people of all ages with a positive social experience allowing them gain independence within a safe environment.

The safeguarding criteria and guidance that applies to away trips, recruitment, travel, health and safety also apply to the hosting of an event with the additional responsibility that when hosting you are organising the games or the event for more than your own Club or team.

A number of ground rules apply to hosting an event.

- 1 Don't be pressurised into offering to host an event if you cannot do it or if you do not have adequate resource of facilities to cater for the proposed event.
- 2 Be absolutely clear that you have the full support of your own Club when embarking on hosting an event
- 3 Clarify with those that requested of you host the event (e.g. Juvenile Board, Féile Committee ... ) what is required of your Club
- 4 Form an organising team, with a nominated person in charge, to oversee the hosting
- 5 Allocate specific responsibilities to each member of the organising team
- 6 Agree a timescale and a plan for the delivery of all of your actions (see draft action plan)
- 7 Agree your plan or outline your plan with the governing body who requested your Club to host the event (e.g. Juvenile Board, Féile Committee ...)
- 8 Meet regularly to review all work in progress
- 9 If you are providing a home stay option for your guest Clubs you must abide by the guidance given under the Home Stay Accommodation
- 10 Never presume that somebody else had done it!

## EVENT ACTION PLAN

### EVENT: INTER CLUB UNDER 14 TOURNAMENT

It is very useful to draw up an event action plan that can be used as a guide for all persons working on the event and also as a check list for the organising committee in reviewing their progress to date.

Below is the commencement of an Event Action Plan for an U14 Inter Club Tournament that your Club had been invited to organise by the County Board. It contains some identified actions and sufficient blank spaces for the identification and delivery of other actions. You have eight weeks notice of the event. Complete this event plan in advance of meetings and as your preparations develop and are completed.

| ACTIONS  | By When?<br>(Date) | Responsibility?<br>(Name)   | Done?<br>(Date) |
|--|--------------------|-----------------------------|-----------------|
| <b>APPROX. 8 WEEKS BEFORE EVENT</b>                                    |                    |                             |                 |
| Accept invitation to host event  | 8 weeks before     | Relevant Club Committee     |                 |
| Establish Organising Committee and named person in charge              | 8 weeks before     | Appointed by Club Committee |                 |
| 1st meeting of Tournament Committee                                    | 7 weeks before     | Organising Committee Chair  |                 |
| Allocate responsibilities at 1st meeting                               |                    | Name the tasks and people   |                 |
| Agree correspondence to visiting Clubs                                 |                    | Agree with Secretary        |                 |
| Prepare budget at 1st meeting  |                    | Responsibility of Treasurer |                 |
| Identify sponsors (if appropriate)                                     |                    | Overseen by Treasurer       |                 |
| Book pitches or venues as appropriate                                  |                    | A Committee member          |                 |
| Agree on home stay option and plan accordingly (see Home Stay Section) |                    |                             |                 |
| <b>APPROX. 6 WEEKS BEFORE EVENT</b>                                    |                    |                             |                 |
| Organising Committee meeting   |                    |                             |                 |
| Post correspondence to visiting Clubs with relevant forms etc.         |                    |                             |                 |
| Check insurance implications if any                                    |                    |                             |                 |
| Complete event plan and circulate                                      |                    |                             |                 |
| Check out all venues by visit  |                    |                             |                 |
| <b>APPROX. 4 WEEKS BEFORE THE EVENT</b>                                |                    |                             |                 |
| Organising Committee meeting   |                    |                             |                 |
| Confirm participating teams and Clubs                                  |                    |                             |                 |
| Make 'draws' and circulate information                                 |                    |                             |                 |
| Arrange for First Aid at tournament                                    |                    |                             |                 |
| <b>APPROX. 2 WEEKS BEFORE THE EVENT</b>                                |                    |                             |                 |
| Organising Committee meeting   |                    |                             |                 |
| A team withdraws from the Tournament                                   |                    |                             |                 |
| <b>APPROX. 1 WEEK BEFORE THE EVENT</b>                                 |                    |                             |                 |
| 2nd team withdraws from tournament                                     |                    |                             |                 |
| New sponsor seeks role in the Tournament                               |                    |                             |                 |
| <b>DAY OF THE TOURNAMENT</b>   |                    |                             |                 |
| <b>Up early!</b>   |                    |                             |                 |
| Register each team and their coaches                                   |                    |                             |                 |
| Check dates of birth   |                    |                             |                 |
| <b>AFTER THE EVENT REVIEW</b>  |                    |                             |                 |
| Organising Committee meeting   |                    |                             |                 |
| Financial report   |                    |                             |                 |
| Event report   |                    |                             |                 |
| Treat the organising Committee and all helpers!                        |                    |                             |                 |



# TRANSPORT

Adequate preparation and an insistence on the use of safe transport arrangements regardless of the length of journey are key elements of good practice when considering any trip taken by an underage team or players. This applies regardless of the length of journey or indeed the mode of transport availed of, whether it is public, private or personal transport.

The transport arrangements for underage players is a priority safety matter for sports organisations, for Clubs, parents and for young people themselves. While it may be preferential to avail of private bus or coach transport it is also recognised that in some instances this is not feasible and certain Clubs and teams could not operate without the goodwill of volunteers and parents who ensure that children are transported to an event or a match and are returned safely.

In so far as we rely on many parents to provide transport in our Clubs the challenge we face in ensuring that all such services are provided in a safe environment that compiles with our own standards of good practice and with local or national legislative requirements.

It is recognised that private cars are used by many Clubs and teams as a common practice when transporting children to games as part of a County fixtures schedules or as part of inter Club blitzes. It is however advisable if possible not to use members' cars when travelling on away trips of great distance. In such circumstances Clubs are advised to avail of bus or coach transport and it is essential therefore that all aspects of the transport arrangements are checked out and agreed in advance. The safety and welfare of children is paramount and must be considered a priority at all times when transporting our underage players from one venue to another.

## A NUMBER OF BASIC REQUIREMENTS APPLY WHEN TRAVELLING TO GAMES AS FOLLOWS:

- That every parent has supplied at least two emergency contact numbers to the team coaches that may be used in the event of an emergency concerning their child or the group or in the event of a change in schedule
- That all players have completed a travel consent form
- That any medical conditions of players are made known to team coaches in advance of any trip and as part of the annual registration process
- That parents are supplied with the contact telephone number of the team coach in charge on the day and of any other accompanying coaches
- That any particular rules or regulations relating to a trip are made known to parents and children alike and agreed in advance of departure
- That the Club is satisfied that the proposed trip has been planned and agreed in accordance with child welfare procedures where the safety of the child is paramount in all preplanning of the trip

## BUS AND COACH TRANSPORT:

### The following should be considered when availing of bus and coach transport:

- The company chosen must be a reputable transport company with a proven track record in transporting children
- The driver must be vetted in advance of the trip by the bus company or your Club
- All vehicles should be well-maintained and roadworthy and should be properly taxed and insured
- Transport should be fully accessible for people with disabilities whether they are members of the group or for others who may accompany them
- Seat belts must be worn at all times on buses and coaches
- Alternative transport should be available in case of emergency
- Vehicles should be equipped with a First Aid kit and a fire extinguisher and leaders of the group should be familiar with how to use them
- When hiring a vehicle Club personnel should have no hesitation in enquiring as to the company's reputation and reliability
- Adult coaches should ensure that children remain safely seated at all times during the journey
- An adequate ratio of adults to children on the bus must be ensured at all times taking the age of the group members into consideration and the need for male/female ratios with mixed gender groups

## PRIVATE TRANSPORT IN CARS

If an adult has to transport a child/children there are a number of safety measures that should be agreed so as to minimise any potential child welfare or safety risks to their children and or adults:

- If a child is being transported by car the parents of the child should be informed as to who will be transporting their child, why this mode of transport has been chosen, how long the journey may take, the departure time and the estimated time of return
- It is important that children are comfortable with whoever may be the driver of the car in which they travel and are made aware as to what are the transport arrangements made for them by their Club
- Drivers must ensure that they have adequate insurance to carry the required number of passengers
- If the driver is in a paid position in the Club or in the Association or is in receipt of expenses for the trip they may be required to have additional insurance cover to enable them transport any passengers
- Central collection and drop off points are recommended when transporting children
- The driver (and other team personnel) should be contactable by mobile phone in case of emergencies
- With the exception of their own child an adult should not transport a child alone, except in emergency or exceptional circumstances
- In accordance with transport legislation where applicable children must use appropriate child restraints and seat belts when travelling in a car or other vehicles
- No driver should ever consume alcohol or non-prescribed drugs prior to driving
- No driver should smoke in the car when transporting children on behalf of the Club or Association
- Where a driver may be under medical care or taking prescribed medication he/she must ensure that such medication may not inhibit their driving abilities
- All drivers and persons who have access to children on our behalf should have undertaken a vetting background check in accordance with the Association's guidelines and should have been informed that their vetting application has been accepted

## PUBLIC TRANSPORT

**When using public transport please ensure that**

- That the full travel schedule is made known in advance to all parents and players
- That drop off and pick arrangements have been agreed in advance
- That where available, seat booking arrangements are agreed in advance e.g. trains
- That an adequate number of adults accompany the group in a supervisory role
- That a contingency plan is in place in case a scheduled public transport arrangement or booking is cancelled, is late, or has been missed by the group

**This section of the Code of Behaviour (Underage) seeks to ensure that while we respect the rights of all members to use social media it is important to be mindful of the benefits and at times its negative impact can have on our members and particularly children and young people.**

**We should additionally be conscious that any inappropriate or contentious public postings or language used by members associated with any of the Gaelic Games Associations, regardless of what form of social media has been used, may lead to a negative perception by some of our Associations.**

Members of our Associations shall be held responsible for their use of social media and where such usage may at any time impact negatively on the general welfare of a child in our Association or on the ethos of our Associations disciplinary action may follow.

We therefore propose general guidance in the use of social media particularly for those who are working with children in our Clubs and Counties. We also seek the cooperation of parents, whose children may have access to such social media apps, and seek to ensure that sensible use of social media, as it may impact on children, can be agreed with parents.

Messaging apps have developed rapidly in recent years from devices that were originally utilised for making calls and texting to current usage of mobiles for messaging, sharing pictures, videos, web links, e-documents and other such message sharing apps. While technology was advancing so also should have our vigilance, particularly in respect of the involvement of young people. With such regular access to new and easy to use technology certain ground rules relating to communication and the taking of photographs or recording of images may unfortunately be overlooked.

**The Code of Behaviour (Underage)** seeks to give guidance, not in a manner that may prohibit the use of such modern communication and recording technologies, but to urge caution and to have certain safeguards in place so as to prevent instances of harm or unacceptable behaviour. We seek in this Code to ensure as far as is practicable to avoid the misuse of social media apps. So as not to impact negatively on any child and on those who work with them.

## COMMUNICATIONS IN RELATION TO UNDERAGE TEAM ACTIVITIES

All coaches should make it known that our Associations' preferred option of communicating team information for underage teams is via the parental/guardian mobile phone of each players and not via the mobile phone of the child. If requested by a parent to send messages regarding games or training via the mobile phone of the child the coach/club should enquire as to the rationale of such requests and if in agreement must receive any such request in writing. Upon any agreement any messages sent to the child can only be as part of the team group text that will also go to their parents and to all other members of that group text. Coaches are not permitted to communicate individually via social media with underage players.

Our Associations do not approve of Clubs or coaches engaging in or facilitating messaging apps in which players and coaches participate nor do we approve of the creation of Club messaging forums for underage players. Many such social media platforms have been shown to be most insecure, lack controls and are poorly managed and monitored in some instances. Such insecure usage should give cause for concern and by their nature may be susceptible to accessing or misuse by unscrupulous individuals quite often outside of our control. Experience has also shown that uncontrolled messaging apps, unfortunately have a greater chance of being used as a forum of exchanging inappropriate messages and images between children.

Any form of individual social media communication by a coach with an underage player shall be deemed a serious breach of the Code of Behaviour (Underage).

## GUIDELINES FOR PHOTOGRAPHIC/RECORDED IMAGES

It should be noted that having photographic and filming guidelines is not about preventing parents and guardians from taking pictures, but rather to ensure that only those who have a right to take photographs do so and that all images are captured in a sensible and non-intrusive way.

These safeguards should still permit and facilitate the recording of relevant and suitable materials, should allow us to photograph the enjoyment gained by participating in our games, should enable coaches to use the latest technology in the delivery of training skills and should also enable Clubs to promote their activities in a safe and non-threatening manner.

A common sense approach is required when deciding on what may or may not be appropriate as we do not wish to prohibit the recording of games, coaching or celebrations at club level through the use of photography or by recording on video equipment

The key issues that we should address regarding the use of images and photographs of children/young people are:

- Ensuring agreement and permission of parents/ guardians in the taking and any use of images/ photographs
- Seeking such agreement as part of the annual membership affiliation process or by use of parental consent forms
- Avoiding the individual identification of children in group or team photographs unless by agreement e.g. for special events, an award or achievements ceremony
- Ensuring prior accreditation is given to 'professional photographers' who may attend your games or events
- Ensuring that images/photographs chosen are suitable and in good taste with the images chosen or recorded focussing on activity rather than a particular child
- Clubs, coaches and volunteers permitting the use of video equipment as a legitimate coaching aid and as a means of recording special occasions; however, care should be taken in the dissemination, storage and use of such material
- Parents and spectators taking photographs/recordings should where possible seek permission in advance from the Club/County Board and should also be prepared to identify themselves if requested and state the purpose for their photography/filming. If Club/County Board personnel are unhappy about any matter relating to such photography the permission granted may be withdrawn immediately

It should be noted that we have little or no influence on what photographs may be taken and published in local or national newspapers as such photography is covered by a different set of guidelines. Should we ever be unhappy with the publication of such photographs or images we can address this matter with the individual newspaper or the Press Council of Ireland and the Office of the Press Ombudsman.

## SOCIAL MEDIA SITES

The world of social and digital media is an enjoyable and engaging place and is in itself a useful asset in promoting our Clubs and activities within the membership and to a wider audience. We must be aware that while these communication tools can be used to our advantage vigilance is also required to ensure that our use of such communication methods shall at all time be appropriate.

- Each individual is responsible for any posting, comments or their conduct while engaging with such sites
- Any social media site approved or promoted by a Club/County must be subject to terms and conditions regarding its usage and must also be under the direct monitoring of a nominate person
- Agree a club policy on reporting of games, club news and use of images or photography
- Club sites may be used to promote training times, fixtures and events
- Content published on Club web sites or social network pages should at all times be factual and follow the parameters of good behaviour
- Clubs should ensure all members are aware of acceptable usage policies regarding communication between coaches or other adults and underage players
- Social media sites should not be used as a forum for exchanging views between other clubs or irate members. Such usage should be terminated by the site controller.

## MOBILE PHONES

Except in exceptional circumstances, or in the case of very young children, most underage players attending our training or games generally have a mobile phone or access to a phone.

While the ownership and general use of the mobile is primarily a matter between the child and their parents the use or accessing of the mobiles at our events or in our clubhouses or dressing rooms is a matter for us to monitor and or pursue and if need be to agree with parents.

While we never wish to curtail the rights of a child we can in relation to the use of a mobile limit the use of mobiles on our premises and if doing so we should inform the parents in advance. Guidance in relation to mobile phone usage includes:

- Do not permit the use of any phones in dressing rooms or shower area
- Avoid any instances of individual communication via mobile phone with any of the underage players
- If in agreement with other coaches seek parental permission for all phones of underage players to be 'bagged' prior to a game and returned to the players after each game
- Be vigilant as to the use, or excessive use, of a mobile phone by any underage player while they are under your care
- Advise children if they receive an offensive photo, email or messages, not to reply, but to save the offensive materials, note the time and date of receipt and that they should inform their parents. Should any such incident regarding the use of mobile phones occur during their attendance at the Club the team coach should note this and report the matter to the Club Children's Officer.

## WEB SITE CONTENTS POLICY

- The Club/County Board Website and its operator must make all reasonable attempts to insure that web pages are in keeping with the ethos of our Associations and do not contain unacceptable content or any links to questionable material. Links to external websites are meant for convenience purposes only.
- No endorsement of any third party products or services should be expressed or implied by any information, material or content referred to or included on, or linked from the Club website.
- Agree a Club/County Board web site content policy, following discussions at your Club Management or Executive Committee and with members, including the underage members of the Club. This content policy will promote your strategy on the safe use of the Internet and also outlines the parameters of behaviour and specifies the consequences of breaching those parameters.
- Content published on web site or social network page should at all times be factual and follow the parameters of good behaviour.
- All decisions on the appropriate use of photographic images and other similar content should be in accordance with the Guidelines for Photographic/Recorded Images.
- Avoiding the individual identification of children in group or team photographs or images unless by agreement e.g. for special events, an award or achievements ceremony.
- Advocacy of or opposition to any politically or socially controversial subjects, issues, or candidates is prohibited on Club/county websites.
- Disparagement or promotion of any person or class of persons is prohibited.
- Content that may be considered not to be in keeping with the ethos and dignity of Associations is prohibited.

The GAA will shortly publish new Social Media Guidelines available on [www.gaa.ie](http://www.gaa.ie)

## DEALING WITH ALLEGATIONS OR CONCERNS OF ABUSE

The GAA, Ladies Gaelic Football Association, the Camogie Association, GAA Handball Ireland and the GAA Rounders all actively work in the promotion of our Games amongst young people and must be alert to the possibility that children with whom we are working may be suffering from abuse or neglect.

We all have a legal duty of care to children and young people. This means that we have an obligation to provide them with the highest possible standard of care and safety as we promote their well-being and safeguard them from abuse and in doing so we have a responsibility to report allegations or concerns of abuse that may be known to us to the relevant statutory authorities.

As organisations that provide a service to children we will assist our members and employees in whatever way possible should they wish to report suspected matters of abuse to the statutory authorities whether it has been reported in or outside of our Associations at our activities or elsewhere.

This section of the Code, Dealing with Allegations or Concerns of Abuse, gives a broad outline as to our roles and responsibilities in relation to reporting abuse, what is the role of the Associations Mandated Person and of the DLP, while Appendix 4 of this Code outlines definitions and types of abuse.

More detailed instruction and directives in relation to reporting are contained in the joint policy booklet '**Guidance for Dealing with and Reporting Allegations and Concerns of Abuse**'. The primary purpose of the Guidance is to ensure that reporting procedures are known to our members and staff, that guidance and assistance is available for those who wish to report concerns of abuse and neglect and that our Associations adhere in full to our legal obligations in respect of reporting abuse or neglect to the statutory authorities.

**The safety and well-being of the child must take priority over concerns about adults against whom an allegation may be made.  
The welfare of the child shall always be paramount**

### REASONABLE GROUNDS FOR CONCERN

The term 'Reasonable Grounds for Concern' is used whereby if an individual has such grounds for concern that a child may have been, is being, or is at risk of being abused or neglected they should inform the relevant statutory authorities. Similarly, if an individual had such concerns about an adult they should report such matters to the relevant statutory authority.

It is not necessary for an individual to prove that abuse has occurred when they who to report such matters. It is the role of the statutory authority to carry out their enquires and assess each case on its own merits. The Associations Mandated Person or the Club Designated Liaison Person may assist an individual in making a report or passing on a concern or if they so wish.

#### Reasonable grounds for a child protection or welfare concern include:

- Evidence, for example an injury or behaviour, that is consistent with abuse and is unlikely to have been caused in any other way
- Any concern about possible sexual abuse
- Consistent signs that a child is suffering from emotional or physical neglect
- A child saying or indicating by other means that he or she has been abused
- Admission or indication by an adult or a child of an alleged abuse they committed
- An account from a person who saw the child being abused

## CONFIDENTIALITY

**It is important that all parties dealing with concerns of allegations of abuse have a clear understanding as to what constitutes Confidentiality and what is permissible in the exchange of information.**

- All information regarding concern or assessment of child abuse or neglect should be shared on 'a need to know' basis in the interests of the child
- No undertakings regarding secrecy can be given. Those working with a child and family should make this clear to all parties involved, although they can be assured that all information will be handled in a confidential manner taking full account of legal requirements.
- The provision of information to the statutory agencies for the protection of a child is not a breach of confidentiality or data protection.
- It must be clearly understood that information gathered for one purpose must not be used for another without consulting the person who provided that information.
- All persons involved in a child protection and welfare process (the child, his/her parents/guardians, the alleged offender, his/her family, coaches) should be afforded appropriate, fairness, support and confidentiality at all stages of the procedure
- Information should be stored in a secure place, with limited access internally only by the relevant Designated Persons or Association Mandated Person
- Breaches of confidentiality shall be deemed a serious matter and dealt with accordingly within the GAA, Ladies Gaelic Football Association, the Camogie Association, GAA Handball Ireland and GAA Rounders

## ROLE OF THE DESIGNATED LIAISON PERSON

**The Club or County Chairperson automatically assumes the role of DLP unless another person is chosen and ratified by the relevant Committee to undertake the role. The DLP should be ratified by their Club or County Committee on an annual basis.**

### THE DESIGNATED LIAISON PERSON SHALL:

- Have knowledge & be committed to the Guidance for Dealing with and Reporting Allegations and Concerns of Abuse', the Code of Behaviour (Underage) and Children First (ROI) and/or NI Legislation
- Receive child protection and welfare concerns
- Act as a liaison with outside agencies and a resource person to any staff member or volunteer who has child protection concerns.
- Be responsible for ensuring that the standard reporting procedure are followed
- Make a formal report to the statutory authorities as required and make a report with the Mandated Person, where requested
- Have a knowledge of categories and indicators of abuse
- Undertake training in relation to child protection
- Be familiar with and able to carry out Gaelic Games/Statutory reporting procedures
- Communicate with parents and/or agencies as appropriate
- Be easily contactable

**Club Executive Committees and County Boards shall appoint a Designated Liaison Person. The Club or County Chairperson automatically assumes the role of DLP unless another person is chosen and ratified by the relevant Committee to undertake the role.**

## MANDATED PERSON

While the appointment of a Mandated Person may be a new initiative each of the Gaelic Games Associations previously had a person in place that fulfilled this role.

The Mandated Person now has a legal and Association role in that if they know, believe or have reasonable grounds to suspect that a child has been harmed, is being harmed, or is at risk of being harmed, they must report that knowledge, belief or suspicion, as the case may be, to the Tusla. (A similar directive applies in our Associations to reporting such matters to Gateway Services teams in Northern Ireland).

The mandated person must report concerns of harm above a particular threshold under to the statutory authorities.

### The Mandated Persons in our Gaelic Games Associations may be contacted at:

|              |                                |
|--------------|--------------------------------|
| GAA/Rounders | mandatedperson@gaa.ie          |
| LGFA         | mandatedperson@lgfa.ie         |
| Camogie      | mandatedperson@camogie.ie      |
| Handball     | mandatedperson.handball@gaa.ie |

- Appendix 4 of this Code outlines types of child abuse and how they may be defined.
- Appendix 5 contains contact details for Tusla Child and Family Agency
- Appendix 6 contains Standard Report Forms for Reporting Child Protection and/or Welfare Concerns to Tusla
- Appendix 7 contains contact details for Health and Social Care Trusts NI



Underage sports activity has a positive impact on the lives of thousands of young people many days of the week and every week of the year. The range of activities offered by the GAA, Camogie and Ladies Football Clubs and by our Handball and Rounders colleagues, to young people in particular, caters for more than their sporting needs.

The social and friendship surroundings of our Associations for children in particular, the opportunity to meet and to make new friends, the community ethos of our Associations and the general developmental opportunities that these surroundings present for young people, all contribute to their general wellbeing during some of the most developmental phases of their lives.

While sports organisations are recognised for the overall developmental opportunities they give to young people we are not immune to instances of poor or unacceptable behaviour that would be deemed as unacceptable and may in fact be deemed by us as breaches of our Code of Behaviour. A notable example of unacceptable behaviour that occurs in many walks of life is that of Bullying. Unfortunately, Bullying may occur in schools settings, in communities, in the work place, via social media interaction or within our sports associations where a small cohort of people may choose or even direct others to engage in Bullying behaviour.

## HOW DO WE DEFINE BULLYING?

Bullying behaviour can be defined as unwanted negative behaviour be it verbal, psychological or physical, conducted by an individual or group against others and which is repeated over time. This includes cyber bullying and identity based bullying such as homophobic bullying and racist bullying.

Our duty and our challenge as Club leaders, coaches or parents is to challenge, counteract and eliminate such unacceptable behaviour through awareness, education and proactive measures that are based on inclusivity and respect for all in our Clubs.

Our aim should be to:

- Understand Bullying and its possible impact within the context of our local Club
- Identify a range of approaches in relation to preventing Bullying
- Equip ourselves to deal with incidents of Bullying.
- Introduce and implement an Anti-Bullying Policy to our Clubs
- Implement 'a whole club approach' to any instances of Bullying

## SIGNS OF BULLING MAY BE NUMEROUS AND COULD INCLUDE:

- Fear of going to training , games or to school
- Poor or deteriorating schoolwork, inability to concentrate
- Withdrawn behaviour
- Depression
- Loss of confidence
- Reluctance to go out
- Shortage of money
- Torn clothes, broken glasses, missing schoolbooks
- Repeated signs of bruising and injuries

## ANTI-BULLYING STATEMENT/POLICY

Each Club should adopt an Anti-Bullying Statement that could include the following:

**“We aim to create a supportive environment where any form of Bullying is unacceptable.**

**We adopt ‘a whole organisational approach’ to addressing Bullying and are committed to implementing structures and relevant training to deal with allegations of Bullying. Incidents of Bullying are regarded as serious breaches of our Code of Behaviour (Underage). We are committed to achieving an ethos of respect so as to maximise the potential of all our members when playing or participating in our Gaelic Games”.**

### GAA ANTI-BULLYING POLICY STATEMENT

The GAA aims to create a supportive environment where any form of bullying is unacceptable. We adopt a whole organisational approach to addressing bullying and are committed to implementing structures and relevant training to deal with allegations of bullying. Incidents of bullying are regarded as serious breaches of our Code of Behaviour (Underage). We are committed to achieving an ethos of respect so as to maximise the potential of all our members when playing or participating in our Gaelic Games.

#### DEFINITION

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

#### THE GAA SEEKS TO ENSURE THAT:

- Incidents of bullying behaviour are addressed appropriately
- All persons in membership of the Association or attending our games or activities are aware that bullying behaviour is unacceptable in the GAA.

#### DEALING WITH BULLYING

The Code of Behaviour when working with underage players provides good practice guidance in relation to the prevention of bullying.

If you are aware of or have a concern that bullying behaviour is happening within your Club you should report the matter to your Club Children’s Officer.

We recognise that incidents of bullying are a breach of the Code of Behaviour and of our Give Respect - Get Respect initiative and all such incidents will be dealt with accordingly.

\_\_\_\_\_  
Club Children’s Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Club

## IT IS WIDELY ACCEPTED THAT BULLYING CONTAINS SEVEN KEY FEATURES:

- An intention to be hurtful
- This intention is carried out
- The behaviour harms the target
- The bully overwhelms the target with his/her power
- There is often no justification for the action
- The behaviour repeats itself again and again
- The bully derives a sense of satisfaction from hurting the target

Bullying can happen from any one person to another and from a young person to an adult or from an adult to a young person, from adults to adults and from a young person to a young person.



**CYBERBULLYING** can take place when instant messages, emails, text messages, webpages and other communication apps. are used to spread rumours, make threats or harass. It can include written messages, photographs, videos or voice messages.

If you are a victim of Cyberbullying or believe you may be targeted by a Cyberbully you should:

- Sign off on your computer.
- Don't respond or retaliate.
- Block the Bully.
- Save and print out Bullying messages.
- Talk to a friend.
- Tell a trusted adult.
- Report the Bullying to the Gardaí/Police

## HOW TO PREVENT BULLYING IN YOUR CLUB:

- Implement the joint **Code of Behaviour (Underage)** which highlights good practice and clarifies that instances of Bullying are deemed to be a breach of the Code
- Create a supportive environment for all where it is not acceptable to Bully and highlight that the Club has a 'zero tolerance for Bullying
- The ethos of the club should be that it is 'ok to tell' the Club Children's Officer or team coach of incidents of Bullying. Underage players should be made aware of the telling policy that 'its ok to tell' and they should be supported if they report any incidents of Bullying.
- Publicise the Club Anti-Bullying Statement and display Anti-Bullying Posters - available from the GAA
- Ant Bullying is a 'whole club responsibility' and is part of the Give Respect Get Respect initiative. It's everybody's responsibility

## WHAT DOES A WHOLE CLUB APPROACH INVOLVE?

- A recognition that Bullying can be tackled by all in the Club – Players, Coaches, Parents, Referees....
- Promoting policies and procedures which aim to prevent Bullying in the first instance and intervene when appropriate
- A shift from a problem based focus to a solution based focus
- Creating a supportive environment where its 'ok to tell'
- An awareness and implementation of good practice in this area

## PROCEDURES FOR DEALING WITH BULLYING INVOLVING YOUNG PEOPLE/ADULTS

**Incident should be dealt with as a breach of the Code of Behaviour as follows:**

- Report the matter to the Club's Children's Officer
- Confidentiality must be maintained
- Initial assessment by the Club Children's Officer
- Children's Officer collates relevant information
- Club Children's Officer uses the acid test to determine whether this is an incident of Bullying
- Club Children's Officer informs the alleged bully and target as to what procedures will follow

Bullying is considered a breach of the Code of Behaviour (Underage) and is dealt with as per the relevant Section 4 of the Code (**Dealing with Alleged Breaches of the Code of Behaviour**).

# APPENDICES

- 1. Child/Youth Membership Application Form**
- 2. Coach and Mentor Application**
- 3. Incident/Accident Reporting Form**
- 4. Definitions of Child Abuse**
- 5. National Contacts for Tusla Child and Family Agency Standard Report Forms for reporting child protection and/or welfare concerns to Tusla Child and Family Agency**
- 6. Standard Report Forms**
- 7. Health and Social Care Trusts NI**
- 8. Contact details Gaelic Athletic Association, Ladies Gaelic Football Association, Camogie Association, Rounders and GAA Handball Ireland**
- 9. Glossary of Terms**

# APPENDIX 1

## CHILD/YOUTH MEMBERSHIP APPLICATION FORM

This template Child/Youth Membership Form, which may be amended as required, seeks that certain information be made available in relation to your child (e.g. medical data, permission for medical treatment, parent/guardian contact details). This information is only required at Club level and not for general registration purposes. Other options include use of photography and general club activity notification which should also be brought to the attention of those registering their children in the Association.

Ainm/Name: \_\_\_\_\_

Seoladh/Address: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Gender:

I hereby apply to \_\_\_\_\_ Club ('the Club) for membership of the Club and the Association.

I subscribe to and undertake to further the aims and objectives of (Association) to abide by its Rules including the Code of Behaviour (Underage), which is available at: <http://gaa.ie/the-gaa/child-welfare-and-protection/>

Sínte/Signed \_\_\_\_\_ Dáta: \_\_\_\_\_

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

### Parent(s)/Guardian(s), on behalf of the above named:-

- We/I consent to the above Application and to undertakings given by the Applicant.
- We/I understand the personal data on this form will be used by the Club and the Association for the contractual purpose of registering (or re-registering) and maintaining the Applicant's Membership.
- We/I understand that the Personal Data will be retained by the Club and the Association for such period as the Applicant's Membership subsists and for a reasonable period thereafter.
- We/I understand that I can resign the Applicant's Membership by writing to the Club or the Association and their Personal Data will then be erased except where the Club or the Association has a clear justification to retain such Personal Data (e.g. for child safeguarding purposes).
- We/I understand that the Applicant's Personal Data will also be used for administrative purposes to maintain their Membership including club and team administration, registrations, teamsheets, referee reports, disciplinary matters, injury reports, transfers, sanctions, permits and for statistical purposes.
- We/I understand that if I do not provide the Applicant's Personal Data their Membership cannot be registered with the Club and the Association.

Sínte/Signed \_\_\_\_\_ Dáta: \_\_\_\_\_

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

Continues >

## MEDICAL INFORMATION

Please outline any medical information (i.e. allergies, conditions, medication) which may impact on your child's health, welfare or behaviour while participating in our activities.

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- I consent to the processing of the personal medical data as outlined above for the purpose of administering medical assistance to my child if required.
- In the event of illness/injury, I give permission for medical treatment to be administered by a nominated first aider, or by suitably qualified medical practitioners.
- If I cannot be contacted and my child requires emergency hospital treatment, I authorise a qualified medical practitioner to provide emergency treatment or medication.

**Síithe/Signed** \_\_\_\_\_ **(Parent/Guardian)** **Dáta:** \_\_\_\_\_

**Parent or Guardian's contact telephone number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

I have read the important Data Protection information on the reverse of this form and have given my consent, by ticking the boxes and signing below, for my information to be used as follows: (Please tick as appropriate)

- To provide me on my own behalf and on behalf of my child with updates regarding Club activities such as games, training, meetings and club events
- To provide me with details of Club fundraising activities including, social occasions, ticket sales etc.
- I am aware that my child's photograph or video image may be taken whilst attending or participating in games or activities connected with the Club and I consent to it being used in the promotion of Gaelic Games, print, online/digital and social media mediums of communication

My contact preferences are as follows:

- Email       SMS text message       Other

I understand that I can withdraw my consent at any time by writing to the [Club or my Association].

I understand my rights under Data Protection legislation, as outlined on later on this form

**Síithe/Signed** \_\_\_\_\_ **(Parent/Guardian)** **Dáta:** \_\_\_\_\_

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

Signature of Full Member Proposing New Member

----- Dáta \_\_\_\_\_

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

Signature of Full Member Seconding Proposal

----- Dáta \_\_\_\_\_

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

### For Official Use only:

Registered in Central Membership Database on \_\_\_\_\_

Membership Identification Number: \_\_\_\_\_

Upon election, your membership details will be entered on the Association's membership database in accordance with Rule. **\*NB:** If Clubs decide to collect medical data on membership forms, this should not be added for example to the Servasport system. Only personal data requested on the master template should be included.

## **IMPORTANT NOTIFICATION AS IT WOULD APPLY TO THE GAA**

The following Privacy Information is being provided to you as outlined in the General Data Protection Regulation. It is intended to inform you of how the Personal Information provided on this form will be used, by whom and for what purposes. If you are unclear on any aspect of this form, or want any further information, please contact the GAA's Data Protection Officer (01 8658600 or [dataprotection@gaa.ie](mailto:dataprotection@gaa.ie)).

### **Who is the data controller?**

The Club and the GAA are Joint Data Controllers of the Personal Data and contact details for the Club are as follows [Club Name, Address, Phone / email].

### **Who is the Data Protection Officer for the GAA and the Club?**

Details of the GAA's Data Protection Officer are available on the GAA's website [gaa.ie/dataprotection](http://gaa.ie/dataprotection). You can contact our Data Protection Officer by emailing [dataprotection@gaa.ie](mailto:dataprotection@gaa.ie) or by calling 01 8658600, if you have any questions or wish to make any request in relation to your personal data.

### **What is the purpose of processing my Personal Data?**

The purpose for processing your Personal Data is that it is necessary for the performance of a contract in order to register and maintain your membership with the Club and the GAA. The purpose is also to keep you informed of GAA events and fundraisers. We will only use your personal data for this second purpose if you have provided your explicit consent for this by ticking the boxes on this form and indicated your contact preferences and signed below those boxes. If you provide your child's medical information and your explicit consent for the Club to process this information this information shall only be processed for the purpose of administering medical assistance and where necessary the information provided shall be shared with qualified medical practitioners.

### **Will anyone else receive a copy of my Personal Data?**

Your Personal Data can be accessed by certain members of the County Committees, Provincial Councils and the Central Council of the Gaelic Athletic Association in connection with their administrative functions. This will be done in accordance with our data protection policy only.

In the event of an injury or insurance claim, details of your claim which will include your Personal Data will be passed to the GAA's Insurance underwriters, Willis Towers Watson Insurance, Elm Park, Merrion Road, Dublin 4, Ireland.

### **Where is your Personal Data stored?**

Your personal data will be stored in the Club and electronically on the GAA Membership Database which is provided by Servasport Ltd, 11th Floor, Causeway Tower, 9A James Street South, Belfast, BT2 8DN.

### **Who is Servasport Limited?**

Servasport Limited is a "data processor" who hosts the database on which your information is stored. We have a contract in place with Servasport Limited to ensure your Personal Data is stored safely and securely.

### **How long will your Personal Data be stored for?**

Your Personal Data will be held for the duration of your Membership and it will be deleted by us shortly thereafter in the event that you resign your Membership or you are expelled in accordance with the Official Guide. However, we may retain your Personal Data after your Membership ceases if we decide that it is strictly necessary and proportionate to do so in the circumstances in accordance with our data retention policy.

### **How can I obtain a copy of the Personal Data held by the Club/GAA?**

You have the right to request a copy of all of your Personal Data and can do so by contacting us. This information will be provided to you within one month.

### **What are my privacy rights relating to my Personal Data?**

You also have the right to have your Personal Data updated, rectified, or deleted if you so wish. You have the right to object to your Personal Data being processed and to withdraw your consent to processing - You can do so by contacting us at the details above.

### **Where can I get further information?**

Further information regarding your rights can be obtained through the Data Protection Commission, Canal House, Station Road, Portlaoigh, Co. Laois, or on the website [www.dataprotection.ie](http://www.dataprotection.ie)

### **How do I make a complaint or report a breach?**

Should you wish to make a complaint or report a breach in relation to your Personal Data, you can do so by emailing the Data Protection Commission using the following email address: [info@dataprotection.ie](mailto:info@dataprotection.ie).



# APPENDIX 2

## COACH AND MENTOR APPLICATION FORM

1 Surname: \_\_\_\_\_ Forename: \_\_\_\_\_

Previous name (if any): \_\_\_\_\_

2 Address: \_\_\_\_\_

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

Home telephone number: \_\_\_\_\_ Mobile number: \_\_\_\_\_

3 Role applied for? \_\_\_\_\_ Club \_\_\_\_\_

### 4 Child Safeguarding Vetting, Training and Coaching Qualification

Have you completed the vetting process in accordance with Association procedures?

Yes  No

Have you attended Child Safeguarding Training relevant to your role as approved by your Association?

Yes  No

Do you possess a coaching qualification as required by your Association for your role?

Yes  No

5 Please outline why you wish to become involved in our club?

Please give details of any previous involvement in sports including coaching experience and relevant qualifications:

6 Do you suffer from any illness or medical condition which may at times affect your ability to work with young people in this role? If so, please give details:

7 Have you ever been asked to terminate your involvement in any Sporting or Community Organisation? (If yes we will contact you in confidence):

Yes  No

8 Please supply the name, address, and a contact telephone number of two people (non-relative), who from personal knowledge are willing to support your application. If you have a previous involvement in a sports organisation one of these two named person (below) should be from that sports organisation

Name 1: \_\_\_\_\_ Name 2: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

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

Professional Relationship with Referee: \_\_\_\_\_ Professional Relationship with Referee \_\_\_\_\_

**Declaration:**

- I confirm that nothing within my personal or professional background may deem me unsuitable for a position which involves working with children/young people in sport.
- I declare that the above information is true and agree to abide by The Code of Behaviour (Underage) when working with underage players
- I agree to abide by the Rules of the Association.

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

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

**This form should be returned to and retained by the Club Secretary or Registrar.**

**FOR CLUB USE ONLY**

Checked by phone  Visit  Letter  Date: \_\_\_\_\_

Checked by: \_\_\_\_\_

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

## APPENDIX 3

### INCIDENT/ACCIDENT REPORTING FORM

This form should be used for each occasion of

- Accidental fall/injury
- Aggressive behaviour
- Verbal abuse
- Destruction of equipment or property (or threats of)
- Physical assault (or threats of)

|  |
|--|
| <b>Name of person completing this form:</b>          |
| <b>Role/Position of person completing this form:</b> |
| <b>Signature of person completing this form:</b>     |
| <b>Date:</b>   |

#### INCIDENT/ACCIDENT

|  |
|--|
| Date and time of incident:   |
| Name/s of person/s involved in the incident and their Clubs/Associations:  |
| What activity was taking place when the incident occurred?                 |
| Description of incident:   |
| What action, if any, did Club personnel take during or after the incident? |

Witnesses (include contact details):

**REPORTING OF THE INCIDENT TO CLUB/ASSOCIATION**

|  |       |
|--|-------|
| Incident Reported to:  | Date: |
| How was the incident/accident reported? e.g. using this form, in person, email, phone. |       |

**FOLLOW UP ACTION**

Description of actions to be taken:

**CLUB/ASSOCIATION NOTES ONLY:**

# APPENDIX 4

## DEFINITIONS OF CHILD ABUSE

### TYPES OF CHILD ABUSE AND HOW THEY MAY BE RECOGNISED

This section is based on the Children First National Guidance for the Protection and Welfare of Children, published by the Department of Children and Youth Affairs in December 2017. The Guidance booklet directs us in much of our work with children and young people and these practices and principles, while referencing guidance and statutory authorities in Ireland are equally transferable and applicable to all units of our Associations, regardless of jurisdiction.

**In this section' and throughout the Code of Behaviour (Underage) 'a child' or 'young person' or 'underage' means a person under the age of 18 years of age, who is not or has not been married**

Child abuse can be categorised into four different types: neglect, emotional abuse, physical abuse and sexual abuse. A child may be subjected to one or more forms of abuse at any given time. Abuse and neglect can occur within the family, in the community or in an institutional setting. The abuser may be someone known to the child or a stranger, and can be an adult or another child. In a situation where abuse is alleged to have been carried out by another child, you should consider it a child welfare and protection issue for both children and you should follow child protection procedures for both the victim and the alleged abuser.

The important factor in deciding whether the behaviour is abuse or neglect is the impact of that behaviour on the child rather than the intention of the parent/carer.

The definitions of neglect and abuse presented in this section are not legal definitions. They are intended to describe ways in which a child might experience abuse and how this abuse may be recognised.

### NEGLECT

Child neglect is the most frequently reported category of abuse, both in Ireland and internationally. Ongoing chronic neglect is recognised as being extremely harmful to the development and well-being of the child and may have serious long-term negative consequences.

Neglect occurs when a child does not receive adequate care or supervision to the extent that the child is harmed physically or developmentally. It is generally defined in terms of an omission of care, where a child's health, development or welfare is impaired by being deprived of food, clothing, warmth, hygiene, medical care, intellectual stimulation or supervision and safety. Emotional neglect may also lead to the child having attachment difficulties. The extent of the damage to the child's health, development or welfare is influenced by a range of factors. These factors include the extent, if any, of positive influence in the child's life as well as the age of the child and the frequency and consistency of neglect.

Neglect is associated with poverty but not necessarily caused by it. It is strongly linked to parental substance misuse, domestic violence, and parental mental illness and disability.

A reasonable concern for the child's welfare would exist when neglect becomes typical of the relationship between the child and the parent or carer. This may become apparent where you see the child over a period of time, or the effects of neglect may be obvious based on having seen the child once.

The following are features of child neglect:

- Children being left alone without adequate care and supervision
- Malnourishment, lacking food, unsuitable food or erratic feeding

- Non-organic failure to thrive, i.e. a child not gaining weight due not only to malnutrition but also emotional deprivation
- Failure to provide adequate care for the child's medical and developmental needs, including intellectual stimulation
- Inadequate living conditions – unhygienic conditions, environmental issues, including lack of adequate heating and furniture
- Lack of adequate clothing
- Inattention to basic hygiene
- Lack of protection and exposure to danger, including moral danger, or lack of supervision appropriate to the child's age
- Persistent failure to attend school
- Abandonment or desertion

## **EMOTIONAL ABUSE**

Emotional abuse is the systematic emotional or psychological ill-treatment of a child as part of the overall relationship between a caregiver and a child. Once-off and occasional difficulties between a parent/carer and child are not considered emotional abuse. Abuse occurs when a child's basic need for attention, affection, approval, consistency and security are not met, due to incapacity or indifference from their parent or caregiver. Emotional abuse can also occur when adults responsible for taking care of children are unaware of and unable (for a range of reasons) to meet their children's emotional and developmental needs. Emotional abuse is not easy to recognise because the effects are not easily seen.

A reasonable concern for the child's welfare would exist when the behaviour becomes typical of the relationship between the child and the parent or carer.

Emotional abuse may be seen in some of the following ways:

- Rejection
- Lack of comfort and love
- Lack of attachment
- Lack of proper stimulation (e.g. fun and play)
- Lack of continuity of care (e.g. frequent moves, particularly unplanned)
- Continuous lack of praise and encouragement
- Persistent criticism, sarcasm, hostility or blaming of the child
- Bullying
- Conditional parenting in which care or affection of a child depends on his or her behaviours or actions
- Extreme overprotectiveness
- Inappropriate non-physical punishment (e.g. locking child in bedroom)
- Ongoing family conflicts and family violence
- Seriously inappropriate expectations of a child relative to his/her age and stage of development

There may be no physical signs of emotional abuse unless it occurs with another type of abuse. A child may show signs of emotional abuse through their actions or emotions in several ways. These include insecure attachment, unhappiness, low self-esteem, educational and developmental underachievement, risk taking and aggressive behaviour.

It should be noted that no one indicator is conclusive evidence of emotional abuse. Emotional abuse is more likely to impact negatively on a child where it is persistent over time and where there is a lack of other protective factors.

## **PHYSICAL ABUSE**

Physical abuse is when someone deliberately hurts a child physically or puts them at risk of being physically hurt. It may occur as a single incident or as a pattern of incidents. A reasonable concern exists where the child's health and/or development is, may be, or has been damaged as a result of suspected physical abuse.

Physical abuse can include the following:

- Physical punishment
- Beating, slapping, hitting or kicking

- Pushing, shaking or throwing
- Pinching, biting, choking or hair-pulling
- Use of excessive force in handling
- Deliberate poisoning
- Suffocation
- Fabricated/induced illness
- Female genital mutilation

The Children First Act 2015 includes a provision that abolishes the common law defence of reasonable chastisement in court proceedings. This defence could previously be invoked by a parent or other person in authority who physically disciplined a child. The change in the legislation now means that in prosecutions relating to assault or physical cruelty, a person who administers such punishment to a child cannot rely on the defence of reasonable chastisement in the legal proceedings. The result of this is that the protections in law relating to assault now apply to a child in the same way as they do to an adult.

## **SEXUAL ABUSE**

Sexual abuse occurs when a child is used by another person for his or her gratification or arousal, or for that of others. It includes the child being involved in sexual acts (masturbation, fondling, oral or penetrative sex) or exposing the child to sexual activity directly or through pornography.

Child sexual abuse may cover a wide spectrum of abusive activities. It rarely involves just a single incident and in some instances occurs over a number of years. Child sexual abuse most commonly happens within the family, including older siblings and extended family members.

Cases of sexual abuse mainly come to light through disclosure by the child or his or her siblings/friends, from the suspicions of an adult, and/or by physical symptoms.

**It should be remembered that sexual activity involving a young person may be sexual abuse even if the young person concerned does not themselves recognise it as abusive**

### **Examples of child sexual abuse include the following:**

Any sexual act intentionally performed in the presence of a child

- An invitation to sexual touching or intentional touching or molesting of a child's body whether by a person or object for the purpose of sexual arousal or gratification
- Masturbation in the presence of a child or the involvement of a child in an act of masturbation
- Sexual intercourse with a child, whether oral, vaginal or anal
- Sexual exploitation of a child, which includes:
  - » Inviting, inducing or coercing a child to engage in prostitution or the production of child pornography [for example, exhibition, modelling or posing for the purpose of sexual arousal, gratification or sexual act, including its recording (on film, videotape or other media) or the manipulation, for those purposes, of an image by computer or other means]
  - » Inviting, coercing or inducing a child to participate in, or to observe, any sexual, indecent or obscene act
  - » Showing sexually explicit material to children, which is often a feature of the 'grooming' process by perpetrators of abuse
- Exposing a child to inappropriate or abusive material through information and communication technology
- Consensual sexual activity involving an adult and an underage person

An Garda Síochána will deal with any criminal aspects of a sexual abuse case under the relevant criminal justice legislation. The prosecution of a sexual offence against a child will be considered within the wider objective of child

welfare and protection. The safety of the child is paramount and at no stage should a child's safety be compromised because of concern for the integrity of a criminal investigation.

In relation to child sexual abuse, it should be noted that in criminal law the age of consent to sexual intercourse is 17 years for both boys and girls. Any sexual relationship where one or both parties are under the age of 17 is illegal. However, it may not necessarily be regarded as child sexual abuse. Details on exemptions for mandated reporting of certain cases of underage consensual sexual activity can be found in Chapter 3 of this Guidance.

## **BULLYING**

It is recognised that bullying affects the lives of an increasing number of children and can be the cause of genuine concerns about a child's welfare.

Bullying can be defined as repeated aggression – whether it is verbal, psychological or physical – that is conducted by an individual or group against others. It is behaviour that is intentionally aggravating and intimidating, and occurs mainly among children in social environments such as schools. It includes behaviours such as physical aggression, cyberbullying, damage to property, intimidation, isolation/exclusion, name calling, malicious gossip and extortion. Bullying can also take the form of abuse based on gender identity, sexual preference, race, ethnicity and religious factors. With developments in modern technology, children can also be the victims of non-contact bullying, via mobile phones, the internet and other personal devices.

While bullying can happen to any child, some may be more vulnerable. These include: children with disabilities or special educational needs; those from ethnic minority and migrant groups; from the Traveller community; lesbian, gay, bisexual or transgender (LGBT) children and those perceived to be LGBT; and children of minority religious faiths.

There can be an increased vulnerability to bullying among children with special educational needs. This is particularly so among those who do not understand social cues and/or have difficulty communicating. Some children with complex needs may lack understanding of social situations and therefore trust everyone implicitly. Such children may be more vulnerable because they do not have the same social skills or capacity as others to recognise and defend themselves against bullying behaviour.

Please note that Section 9 of this Code of Behaviour titled Dealing with Bullying in your Club includes an Anti-Bullying statement and examines how to be proactive about the threat of bullying or how to address such matters should they arise.

(Based on CHILDREN FIRST National Guidance for the Protection and Welfare of Children)



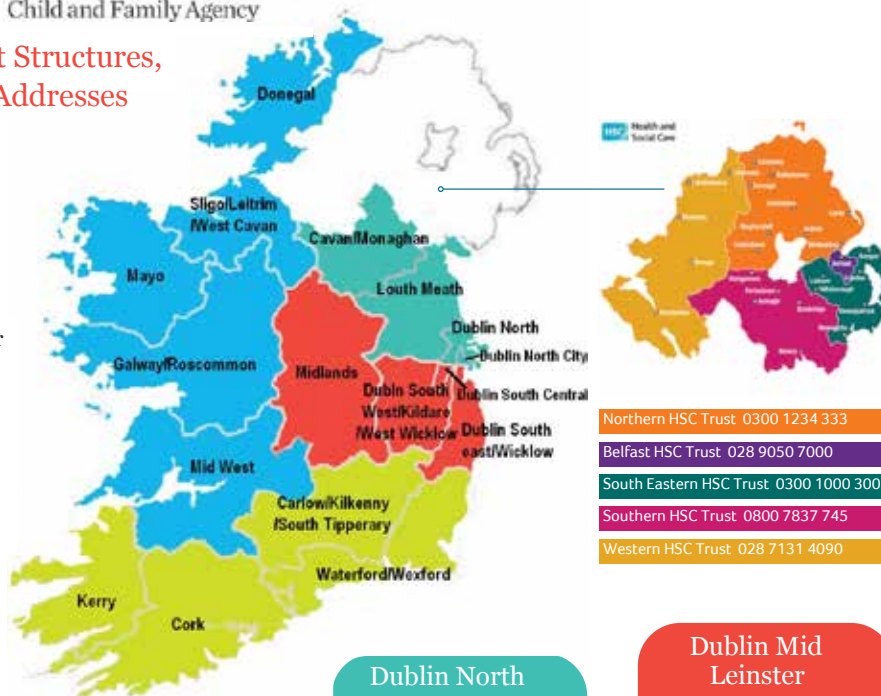
# APPENDIX 5

## NATIONAL CONTACTS FOR TUSLA CHILDREN AND FAMILY SERVICES



An Ghníomhaireacht um  
Leanaí agus an Teaghlach  
Child and Family Agency

### Area Management Structures, Contacts and Addresses



- Dublin Mid Leinster
- Dublin North East
- South
- West

- Northern HSC Trust 0300 1234 333
- Belfast HSC Trust 028 9050 7000
- South Eastern HSC Trust 0300 1000 300
- Southern HSC Trust 0800 7837 745
- Western HSC Trust 028 7131 4090

#### West

**Service Director**  
Aisling Gillen  
Child and Family Agency,  
Sheil House, College Street,  
Ballyshannon,  
Co Donegal.  
Tel 071 9822776  
aisling.gillen@tusla.ie

#### Area Managers

Gerry Hone  
Child and Family Agency  
Donegal  
Shiel House, College Street  
Ballyshannon, Co Donegal  
Tel 074 9743026  
gerry.hone@tusla.ie

John Donnellan  
Child and Family Agency  
Galway/Roscommon  
25 Newcastle Road, Galway  
Tel 091 546228  
john.donnellan@tusla.ie

Mary Kellegher  
Child and Family Agency  
Sligo/Leitrim/West Cavan  
Markievicz House  
Sligo  
Tel 071 9155133  
mary.kellegher@tusla.ie

Paddy Martin  
Child and Family Agency  
Mayo  
2<sup>nd</sup> Floor, Mill Lane,  
Bridge Street,  
Castlebar, Co Mayo  
Tel 094 9042030  
paddy.martin@tusla.ie

Caroline Cullen  
Child and Family Agency  
Mid West  
Ballycummin Ave  
Raheen Business Park  
Raheen, Limerick  
Tel 061-482792  
areamanagermw@tusla.ie

#### South

**Service Director**  
Dermot Halpin  
Child and Family Agency,  
Johnstown Business Park,  
Johnstown, Waterford  
Tel: 051-846766  
dermot.halpin@tusla.ie

#### Area Managers

Oliver Mawe  
Child and Family Agency  
Kerry  
Rathass  
Tralee  
Co Kerry  
Tel 066-7195620  
oliver.mawe@tusla.ie

Barry Murray  
Child and Family Agency  
Cork  
Ground Floor  
Áras Sláinte  
Wilton Road  
Cork  
Tel 021-4923503  
barry.murray@tusla.ie

Marie Kennedy  
Child and Family Agency  
Carlow/Kilkenny/South  
Tipperary  
Community Services  
James Green  
Kilkenny  
Tel 056 - 7784713  
marieu.kennedy@tusla.ie

Vincent Daly  
Child and Family Agency  
Waterford/Wexford  
Community Services  
Cork Road  
Waterford  
Tel 051-842827  
vincent.daly@tusla.ie

#### Dublin North East

**Service Director**  
Linda Creamer  
Child and Family Agency  
2<sup>nd</sup> Floor, Nexus Building  
Blanchardstown Corporate  
Park  
Ballycoolin Road, Dublin 15  
Tel: 8976805  
sd.dne@tusla.ie

#### Area Managers

Eilidh MacNab  
North Dublin  
Child and Family Agency  
180-189 Lakeshore Drive  
Airside Business Park  
Swords, Co Dublin  
Tel: 01-8708000  
eilidh.macnab@tusla.ie

Caroline Jordan  
Child and Family Agency  
Dublin North City  
Ballymun Healthcare  
Facility  
Ballymun Civic Centre  
Dublin 9  
Tel 01-8467129  
amm.dnc@tusla.ie

Grainne Sullivan  
Child and Family Agency  
Louth/Meath  
Enterprise Centre  
Trim Road  
Navan  
Co Meath  
Tel 046 9098627  
GrainneSullivan.LM@tusla.ie

Gerry Lowry  
Child and Family Agency  
Cavan/Monaghan  
Support Services Building  
Rookey  
Monaghan  
Tel 047-30473  
gerry.lowry@tusla.ie

#### Dublin Mid Leinster

**Service Director**  
Patricia Finlay  
Child and Family Agency,  
Dublin Mid Leinster  
Suite 7 & 8,  
Vista Primary Care, Naas,  
Co Kildare.  
Tel: 087 7040108  
Patricia.finlay@tusla.ie

#### Area Managers

Joanne Cullen  
Child and Family Agency  
Dublin South East /  
Wicklow  
PO Box 12639  
Dublin 8  
Tel 01-4150533  
am.dsdseww@tusla.ie

Des Delaney  
Child and Family Agency  
Dublin South Central  
Carnegie Centre,  
21-25 Lord Edward Street,  
Dublin 2  
Tel 01 6486555  
am.dscedw@tusla.ie

Audrey Warren  
Child and Family Agency  
Dublin South  
West/Kildare/West Wicklow  
Suite 7 & 8,  
Vista Primary Care, Naas,  
Co Kildare.  
Tel: 087 9287293  
am.dswkww@tusla.ie

Annette Maguire  
Child and Family Agency  
Midlands  
Primary Care Centre,  
Harbour Road,  
Mullingar,  
Co Westmeath  
Tel 044-9353967/3965  
childfamily.midlands@tusla.ie


## TUSLA CHILD AND FAMILY AGENCY LOCAL AREA OFFICES

| AREA  | AREA MANAGER              | CONTACT DETAILS   |
|---|---------------------------|---|
| <b>Dublin North</b>   | Eilidh MacNab             | Child and Family Agency,<br>180-189 Lakeshore Drive,<br>Airside Business Park,<br>Swords, Co Dublin.<br>Tel: 01-8708000 eilidh.macnab@tusla.ie                                |
| <b>Dublin North City</b>  | Caroline Jordan (Interim) | Child and Family Agency,<br>Dublin North City,<br>Ballymun Healthcare Facility,<br>Ballymun Civic Centre,<br>Dublin 9.<br>Tel 01-8467129 amm.dnc@tusla.ie                     |
| <b>Louth Meath</b>  | Grainne Sullivan          | Child and Family Agency,<br>Louth/Meath,<br>Gilligan House,<br>C/O Community Care Centre,<br>Dublin Road,<br>Dundalk. Co Louth<br>Tel 042-9381282 GrainneSullivan.LM@tusla.ie |
| <b>Cavan Monaghan</b>   | Gerry Lowry               | Child and Family Agency,<br>Cavan/Monaghan,<br>Support Services Building,<br>Rooskey, Monaghan<br>Tel 047-30473 gerry.lowry@tusla.ie  |
| <b>Dublin South East/<br/>Wicklow</b>                             | Joanne Cullen             | Child and Family Agency,<br>Dublin South East / Wicklow,<br>PO Box 12639,<br>Dublin 8.<br>Tel 01-4150533 am.dsdseww@tusla.ie  |
| <b>Dublin South Central</b>                                       | Des Delaney               | Child and Family Agency,<br>Dublin South Central,<br>Carnegie Centre,<br>21 - 25 Lord Edward Street,<br>Dublin 2.<br>Tel 01 6486555 am.dscdw@tusla.ie                         |
| <b>Dublin South West,<br/>Kildare, West<br/>Wicklow</b>           | Audrey Warren             | Child and Family Agency,<br>Dublin South West, Kildare, West Wicklow,<br>Suite 7 & 8, Vista Primary Care,<br>Naas,<br>Co Kildare.<br>Tel 045 920540 am.dswkww@tusla.ie        |
| <b>Midlands (Laois,<br/>Longford, Offaly &amp;<br/>Westmeath)</b> | Annette Maguire           | Child and Family Agency,<br>Midlands,<br>Primary Care Centre,<br>Harbour Road,<br>Mullingar, Co Westmeath<br>Tel 044-9353967/3965 childfamily.midlands@tusla.ie               |
| <b>Kerry</b>  | Oliver Mawe               | Child and Family Agency,<br>Kerry,<br>Rathass,<br>Tralee,<br>Co Kerry.<br>Tel 066-7195620 oliver.mawe@tusla.ie  |

| AREA  | AREA MANAGER    | CONTACT DETAILS  |
|---|-----------------|--|
| <b>Cork</b>   | Barry Murray    | Child and Family Agency, Cork,<br>Ground Floor,<br>Aras Sláinte,<br>Wilton Road,<br>Cork.<br>Tel 021-4923503 barry.murray@tusla.ie   |
| <b>Carlow, Kilkenny &amp; South Tipperary</b>         | Marie Kennedy   | Child and Family Agency,<br>Carlow/Kilkenny/South Tipperary,<br>Community Services,<br>James Green,<br>Kilkenny.<br>Tel 056 - 7784713 marieu.kennedy@tusla.ie                            |
| <b>Waterford &amp; Wexford</b>                        | Vincent Daly    | Child and Family Agency,<br>Community Services,<br>Cork Road,<br>Waterford.<br>Tel 051-842827 vincent.daly@tusla.ie  |
| <b>Donegal</b>  | Gerry Hone      | Child and Family Agency,<br>Donegal,<br>Shield House, College Street,<br>Ballyshannon,<br>Co Donegal.<br>Tel 071 9822776 gerry.hone@tusla.ie   |
| <b>Galway and Roscommon</b>                           | John Donnellan  | Child and Family Agency,<br>Galway/Roscommon,<br>25 Newcastle Road,<br>Galway.<br>Tel 091 546228 john.donnellan@tusla.ie   |
| <b>Sligo, Leitrim and West Cavan</b>                  | Gerry Hone      | Office of the Area Manager,<br>Child and Family Agency,<br>Sligo/Leitrim/West Cavan,<br>Shield House, College Street,<br>Ballyshannon, Co Donegal<br>Tel 071 9822776 gerry.hone@tusla.ie |
| <b>Mayo</b>   | Paddy Martin    | Child and Family Agency, Mayo,<br>2nd Floor, Mill Lane,<br>Bridge Street,<br>Castlebar, Co Mayo.<br>Tel 094 9042030 paddy.martin@tusla.ie  |
| <b>Mid-West (Limerick, Clare and North Tipperary)</b> | Caroline Cullen | Child and Family Agency, Mid-West,<br>Ballycummin Ave,<br>Raheen Business Park,<br>Raheen,<br>Limerick.<br>Tel 061-482792 caroline.cullen@tusla.ie                                       |

# APPENDIX 6

## STANDARD REPORT FORM FOR REPORTING CHILD PROTECTION AND/OR WELFARE CONCERNS TO TUSLA



An Ghnóimhálreacht um  
Leasnaí agus an Teaghlach  
Child and Family Agency

### Child Protection and Welfare Report Form

**MANDATED PERSONS AND NON MANDATED PERSONS**  
(Children First Act 2015 & Children First National Guidance)

**Use block letters when filling out this form.  
Fields marked with an \* are mandatory.**

**1. Tusla Area (this is where the child resides)\***

|  |  |
|--|--|
|  |  |
|--|--|

**2. Date of Report\***

|  |  |
|--|--|
|  |  |
|--|--|

**3. Details of Child**

|                    |                          |                       |                          |
|--------------------|--------------------------|-----------------------|--------------------------|
| <b>First Name*</b> |                          | <b>Surname*</b>       |                          |
| <b>Male*</b>       | <input type="checkbox"/> | <b>Female*</b>        | <input type="checkbox"/> |
| <b>Address*</b>    |                          | <b>Date of Birth*</b> |                          |
|                    |                          | <b>Estimated Age*</b> |                          |
|                    |                          | <b>School Name</b>    |                          |
|                    |                          | <b>School Address</b> |                          |
| <b>Eircode</b>     |                          |                       |                          |

**4. Details of Concerns\***

Please complete the following section with as much detail about the specific child protection or welfare concern or allegation as possible. Include dates, times, incident details and names of anyone who observed any incident. Please include the parents and child's view, if known. Please attach additional sheets, if necessary

Please see '*Tusla Children First – A Guide for the Reporting of Child Protection and Welfare Concerns*' for additional assistance on the steps to consider in making a report to Tusla

**5. Type of Concern**

|                              |                          |                       |                          |
|------------------------------|--------------------------|-----------------------|--------------------------|
| <b>Child Welfare Concern</b> | <input type="checkbox"/> |                       |                          |
| <b>Emotional Abuse</b>       | <input type="checkbox"/> | <b>Physical Abuse</b> | <input type="checkbox"/> |
| <b>Neglect</b>               | <input type="checkbox"/> | <b>Sexual Abuse</b>   | <input type="checkbox"/> |

**6. Details of Reporter**

|  |  |                      |  |
|--|--|----------------------|--|
| <b>First Name</b>  |  | <b>Surname</b>       |  |
| <b>Address</b> If reporting in a professional capacity, please use your professional address |  | <b>Organisation</b>  |  |
|  |  | <b>Position Held</b> |  |
|  |  | <b>Mobile No.</b>    |  |
|  |  | <b>Telephone No.</b> |  |
| <b>Eircode</b>   |  | <b>Email Address</b> |  |

## Child Protection and Welfare Report Form

MANDATED PERSONS AND NON MANDATED PERSONS  
(Children First Act 2015 & Children First National Guidance)

|  |     |                          |    |                          |
|--|-----|--------------------------|----|--------------------------|
| Is this a Mandated Report made under Sec 14, Children First Act 2015?* | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Mandated Person's Type   |     |                          |    |                          |

### 7. Details of Other Persons Where a Joint Report is Being Made

|  |  |                      |  |
|--|--|----------------------|--|
| <b>First Name</b>  |  | <b>Surname</b>       |  |
| <b>Address</b> if reporting in a professional capacity, please use your professional address |  | <b>Organisation</b>  |  |
|  |  | <b>Position Held</b> |  |
|  |  | <b>Mobile No.</b>    |  |
|  |  | <b>Telephone No.</b> |  |
| <b>Eircode</b>   |  | <b>Email Address</b> |  |

|  |  |                      |  |
|--|--|----------------------|--|
| <b>First Name</b>  |  | <b>Surname</b>       |  |
| <b>Address</b> if reporting in a professional capacity, please use your professional address |  | <b>Organisation</b>  |  |
|  |  | <b>Position Held</b> |  |
|  |  | <b>Mobile No.</b>    |  |
|  |  | <b>Telephone No.</b> |  |
| <b>Eircode</b>   |  | <b>Email Address</b> |  |

### 8. Parents Aware of Report

|   |     |                          |    |                          |
|---|-----|--------------------------|----|--------------------------|
| Are the child's parents/carers aware that this concern is being reported to Tusla?* | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| If the parent/carer does not know, please indicate reasons:                         |     |                          |    |                          |

### 9. Relationships

|                          |  |                      |  |
|--------------------------|--|----------------------|--|
| <b>Details of Mother</b> |  |                      |  |
| <b>First Name</b>        |  | <b>Surname</b>       |  |
| <b>Address</b>           |  | <b>Mobile No.</b>    |  |
|                          |  | <b>Telephone No.</b> |  |
|                          |  | <b>Email Address</b> |  |
| <b>Eircode</b>           |  |                      |  |

|                                  |     |                          |    |                          |
|----------------------------------|-----|--------------------------|----|--------------------------|
| Is the Mother a Legal Guardian?* | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
|----------------------------------|-----|--------------------------|----|--------------------------|

|                          |  |                      |  |
|--------------------------|--|----------------------|--|
| <b>Details of Father</b> |  |                      |  |
| <b>First Name</b>        |  | <b>Surname</b>       |  |
| <b>Address</b>           |  | <b>Mobile No.</b>    |  |
|                          |  | <b>Telephone No.</b> |  |
|                          |  | <b>Email Address</b> |  |
| <b>Eircode</b>           |  |                      |  |

## Child Protection and Welfare Report Form

MANDATED PERSONS AND NON MANDATED PERSONS  
(Children First Act 2015 & Children First National Guidance)

|                                  |     |                          |    |                          |
|----------------------------------|-----|--------------------------|----|--------------------------|
| Is the Father a Legal Guardian?* | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
|----------------------------------|-----|--------------------------|----|--------------------------|

### 10. Household Composition

| First Name | Surname | Relationship | Date of Birth | Estimated Age | Additional Information<br>e.g. school,<br>occupation,<br>other |
|------------|---------|--------------|---------------|---------------|--|
|            |         |              |               |               |  |
|            |         |              |               |               |  |
|            |         |              |               |               |  |
|            |         |              |               |               |  |

### 11. Details of Person(s) Allegedly Causing Harm

|               |                          |               |                          |
|---------------|--------------------------|---------------|--------------------------|
| First Name*   |                          | Surname*      |                          |
| Male*         | <input type="checkbox"/> | Female*       | <input type="checkbox"/> |
| Address       |                          | Date of Birth |                          |
|               |                          | Estimated Age |                          |
|               |                          | Mobile No.    |                          |
|               |                          | Telephone No. |                          |
| Eircode       |                          | Email Address |                          |
| Occupation    |                          | Organisation  |                          |
| Position Held |                          |               |                          |

|  |  |
|--|--|
| Relationship to Child                  |  |
| Address at time of alleged incident    |  |
| If name unknown please indicate reason |  |

|               |                          |               |                          |
|---------------|--------------------------|---------------|--------------------------|
| First Name*   |                          | Surname*      |                          |
| Male*         | <input type="checkbox"/> | Female*       | <input type="checkbox"/> |
| Address       |                          | Date of Birth |                          |
|               |                          | Estimated Age |                          |
|               |                          | Mobile No.    |                          |
|               |                          | Telephone No. |                          |
| Eircode       |                          | Email Address |                          |
| Occupation    |                          | Organisation  |                          |
| Position Held |                          |               |                          |

|  |  |
|--|--|
| Relationship to Child                  |  |
| Address at time of alleged incident    |  |
| If name unknown please indicate reason |  |

## Child Protection and Welfare Report Form

**MANDATED PERSONS AND NON MANDATED PERSONS**  
(Children First Act 2015 & Children First National Guidance)

### 12. Name and Address of Other Organisations, Personnel or Agencies Known to be Involved Currently or Previously with the Family

| Profession          | First Name | Surname | Address | Contact Number | Recent Contact<br>e.g. 3/6/9<br>months ago |
|---------------------|------------|---------|---------|----------------|--|
| Social Worker       |            |         |         |                |  |
| Public Health Nurse |            |         |         |                |  |
| GP                  |            |         |         |                |  |
| Hospital            |            |         |         |                |  |
| School              |            |         |         |                |  |
| Gardaí              |            |         |         |                |  |
| Pre-school/ crèche  |            |         |         |                |  |
| Other               |            |         |         |                |  |

### 13. Any Other Relevant Information, Including any Previous Contact with the Child or Family

**Please ensure you have indicated if this is a mandated report in section 6.**

Thank you for completing the report form.

In completing this report form you are providing details on yourself and on others. Details such as name, address and date of birth fall under the definition of 'Personal Data' in the Data Protection Acts, 1988 & 2003. Tusla has a responsibility under these Acts in its capacity as a Data Controller to, amongst other things, obtain and process this data fairly; keep it safe and secure; and to keep it for a specified lawful purpose. That purpose is to fulfil our statutory responsibility under the Child Care Act 1991 to promote the protection and welfare of children. Tusla may, during the course of the assessment of this report disclose such Personal Data to other agencies including An Garda Síochána. Further details about Tusla's responsibilities as a Data Controller and your rights as a Data Subject can be found on our website, [www.tusla.ie](http://www.tusla.ie). As you are providing Personal Data on others, you are a Data Processor. We ask that you only provide those details that are necessary for the report and that you keep this report and the Personal Data contained in it secure from unauthorised access, disclosure, destruction or accidental loss.

### 14. For Completion by Tusla Authorised Person on Receipt of Report

|                    |         |      |  |
|--------------------|---------|------|--|
| Report Received by |         |      |  |
| First Name         | Surname | Date |  |

|                                    |
|------------------------------------|
| Mandated Report Acknowledgement by |
|------------------------------------|



An Ghníomhaireacht um  
Leasai agus an Teaghlach  
Child and Family Agency

## Child Protection and Welfare Report Form

*MANDATED PERSONS AND NON MANDATED PERSONS  
(Children First Act 2015 & Children First National Guidance)*

|                   |  |                |  |                  |  |
|-------------------|--|----------------|--|------------------|--|
| <b>First Name</b> |  | <b>Surname</b> |  | <b>Date Sent</b> |  |
|-------------------|--|----------------|--|------------------|--|

|                                     |  |
|-------------------------------------|--|
| <b>Authorised Person Signature*</b> |  |
| <b>Date*</b>                        |  |

|                               |     |                          |    |                          |
|-------------------------------|-----|--------------------------|----|--------------------------|
| <b>Child Previously Known</b> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| <b>Allocated Case No</b>      |     |                          |    |                          |



## Retrospective Abuse Report Form

**MANDATED PERSONS AND NON MANDATED PERSONS**  
(Children First Act 2015 & Children First National Guidance)

Use block letters when filling out this form.

Fields marked with an \* are mandatory.

|   |  |
|---|--|
| <b>1. Tusla Area (this is where the person subject to allegations of abuse resides (PSAA))*</b> |  |
|---|--|

|                           |  |
|---------------------------|--|
| <b>2. Date of report*</b> |  |
|---------------------------|--|

|  |  |
|--|--|
| <b>3. Date information was received by reporter*</b> |  |
|--|--|

**4. Reporter details if third party\***

|  |  |                      |  |
|--|--|----------------------|--|
| <b>First name</b>  |  | <b>Surname</b>       |  |
| <b>Address</b> If reporting in a professional capacity, please use your professional address |  | <b>Organisation</b>  |  |
|  |  | <b>Position held</b> |  |
|  |  | <b>Mobile no.</b>    |  |
|  |  | <b>Telephone no.</b> |  |
| <b>Eircode</b>   |  | <b>Email address</b> |  |

|   |  |
|---|--|
| <b>Reporter's relationship to adult complainant</b> |  |
|---|--|

|   |     |                          |    |                          |
|---|-----|--------------------------|----|--------------------------|
| <b>Is this a mandated report made under Sec 14, Children First Act 2015?*</b> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| <b>Mandated person's type</b>   |     |                          |    |                          |

**5. Details of other persons where a joint report is being made**

|  |  |                      |  |
|--|--|----------------------|--|
| <b>First Name</b>  |  | <b>Surname</b>       |  |
| <b>Address</b> If reporting in a professional capacity, please use your professional address |  | <b>Organisation</b>  |  |
|  |  | <b>Position Held</b> |  |
|  |  | <b>Mobile No.</b>    |  |
|  |  | <b>Telephone No.</b> |  |
| <b>Eircode</b>   |  | <b>Email Address</b> |  |

|  |  |                      |  |
|--|--|----------------------|--|
| <b>First Name</b>  |  | <b>Surname</b>       |  |
| <b>Address</b> If reporting in a professional capacity, please use your professional address |  | <b>Organisation</b>  |  |
|  |  | <b>Position Held</b> |  |
|  |  | <b>Mobile No.</b>    |  |
|  |  | <b>Telephone No.</b> |  |
| <b>Eircode</b>   |  | <b>Email Address</b> |  |

## Retrospective Abuse Report Form

**MANDATED PERSONS AND NON MANDATED PERSONS**  
(Children First Act 2015 & Children First National Guidance)

**6. Details of person disclosing abuse (adult complainant)\***

|                   |                          |                                   |                          |
|-------------------|--------------------------|-----------------------------------|--------------------------|
| <b>First name</b> |                          | <b>Surname</b>                    |                          |
| <b>Male</b>       | <input type="checkbox"/> | <b>Female</b>                     | <input type="checkbox"/> |
| <b>Address</b>    |                          | <b>Date of birth</b>              |                          |
|                   |                          | <b>Estimated age</b>              |                          |
|                   |                          | <b>Previous address, if known</b> |                          |
| <b>Eircode</b>    |                          |                                   |                          |

**7. Type of abuse being reported\***

|                        |                          |                       |                          |
|------------------------|--------------------------|-----------------------|--------------------------|
| <b>Emotional abuse</b> | <input type="checkbox"/> | <b>Physical abuse</b> | <input type="checkbox"/> |
| <b>Neglect</b>         | <input type="checkbox"/> | <b>Sexual abuse</b>   | <input type="checkbox"/> |

**8. Details and description of alleged abuse\***

|                                  |  |                                       |  |
|----------------------------------|--|---------------------------------------|--|
| <b>Date of alleged abuse</b>     |  | <b>Period of alleged abuse</b>        |  |
| <b>Location of alleged abuse</b> |  | <b>Reason for report at this time</b> |  |

Further detail (include, if known, age of adult complainant at time of abuse, age of PSAA at time of abuse). Please attach additional sheets if necessary.

**9. Details of person subject to allegations of abuse (PSAA)**

|                    |                          |                      |                          |
|--------------------|--------------------------|----------------------|--------------------------|
| <b>First name*</b> |                          | <b>Surname*</b>      |                          |
| <b>Male*</b>       | <input type="checkbox"/> | <b>Female*</b>       | <input type="checkbox"/> |
| <b>Address</b>     |                          | <b>Date of birth</b> |                          |
|                    |                          | <b>Estimated age</b> |                          |
|                    |                          | <b>Mobile no.</b>    |                          |
|                    |                          | <b>Telephone no.</b> |                          |
| <b>Eircode</b>     |                          | <b>Email address</b> |                          |
| <b>Occupation</b>  |                          |                      |                          |

## Retrospective Abuse Report Form

**MANDATED PERSONS AND NON MANDATED PERSONS**  
(Children First Act 2015 & Children First National Guidance)

**10. Details of PSAA's social and employment status**

|  |
|--|
|  |
|--|

**11. PSAA household composition**

| First name | Surname | Relationship | Date of birth | Estimated age | Additional information, e.g. school, occupation, etc. |
|------------|---------|--------------|---------------|---------------|---|
|            |         |              |               |               |   |
|            |         |              |               |               |   |
|            |         |              |               |               |   |
|            |         |              |               |               |   |

|   |     |                          |    |                          |
|---|-----|--------------------------|----|--------------------------|
| <b>12. Does the PSAA have contact with children?*</b> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
|---|-----|--------------------------|----|--------------------------|

If Yes, please complete information below. If No, proceed to 11.

| Details of child                         |                          |                             |                          |
|--|--------------------------|-----------------------------|--------------------------|
| <b>First name</b>                        |                          | <b>Surname</b>              |                          |
| <b>Address</b>                           |                          | <b>Mobile no.</b>           |                          |
|  |                          | <b>Telephone no.</b>        |                          |
|  |                          | <b>Email address</b>        |                          |
|  |                          | <b>Date of birth</b>        |                          |
| <b>Eircode</b>                           |                          | <b>Age</b>                  |                          |
| <b>Parent/carers' names</b>              |                          | <b>Parent/carers' names</b> |                          |
| <b>Relationship to adult complainant</b> |                          | <b>Relationship to PSAA</b> |                          |
| <b>Frequency of contact, if known</b>    |                          |                             |                          |
| Male                                     | <input type="checkbox"/> | Female                      | <input type="checkbox"/> |
|  |                          | Unknown                     | <input type="checkbox"/> |

Please attach additional sheets for additional children, if necessary.

|  |     |                          |    |                          |
|--|-----|--------------------------|----|--------------------------|
| <b>13. Based on information known at this time, is the PSAA known to the Tusla Social Work Department?</b> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| If yes, please provide detail:   |     |                          |    |                          |
|  |     |                          |    |                          |

|   |     |                          |    |                          |
|---|-----|--------------------------|----|--------------------------|
| <b>14. Based on information known at this time, is the adult complainant known to the Tusla Social Work Department?</b> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| If yes, please provide detail:  |     |                          |    |                          |
|   |     |                          |    |                          |

## Retrospective Abuse Report Form

**MANDATED PERSONS AND NON MANDATED PERSONS**  
(Children First Act 2015 & Children First National Guidance)

|  |  |                                |                          |    |                          |
|--|--|--------------------------------|--------------------------|----|--------------------------|
| <b>15. Based on information known at this time, has a report been made to An Garda Síochána?</b> |  | Yes                            | <input type="checkbox"/> | No | <input type="checkbox"/> |
| <b>Garda name:</b>   |  | <b>Telephone no.</b>           |                          |    |                          |
| <b>Garda district:</b>   |  | <b>Email:</b>                  |                          |    |                          |
| <b>Address:</b>  |  | <b>PULSE ID number:</b>        |                          |    |                          |
|  |  | <b>Date notification made:</b> |                          |    |                          |
| <b>Eircode</b>   |  | <b>Date report made</b>        |                          |    |                          |

|  |     |                          |    |                          |
|--|-----|--------------------------|----|--------------------------|
| <b>16. Is the PSAA aware of this report?</b> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| If yes, please provide further details:      |     |                          |    |                          |
|  |     |                          |    |                          |

|  |     |                          |    |                          |
|--|-----|--------------------------|----|--------------------------|
| <b>17. Any additional information</b>  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Please provide any further information that will assist Tusla in assessing and prioritising this report: |     |                          |    |                          |
|  |     |                          |    |                          |

In completing this report form you are providing details on yourself and on others. Details such as name, address and date of birth fall under the definition of 'Personal Data' in the Data Protection Acts, 1988 & 2003. Tusla has a responsibility under these Acts in its capacity as a Data Controller to, amongst other things, obtain and process this data fairly; keep it safe and secure; and to keep it for a specified lawful purpose. That purpose is to fulfil our statutory responsibility under the Child Care Act 1991 to promote the protection and welfare of children. Tusla may, during the course of the assessment of this report disclose such Personal Data to other agencies including An Garda Síochána. Further details about Tusla's responsibilities as a Data Controller and your rights as a Data Subject can be found on our website, [www.tusla.ie](http://www.tusla.ie). As you are providing Personal Data on others, you are a Data Processor. We ask that you only provide those details that are necessary for the report and that you keep this report and the Personal Data contained in it secure from unauthorised access, disclosure, destruction or accidental loss.

**Please ensure you have indicated if this is a mandated report in section 2.**  
Thank you for completing the report form.

**18. For completion by Tusla authorised person on receipt of report**

|   |                |                  |  |
|---|----------------|------------------|--|
| <b>Report received by</b>                 |                |                  |  |
| <b>First name</b>                         | <b>Surname</b> | <b>Date</b>      |  |
|   |                |                  |  |
| <b>Mandated report acknowledgement by</b> |                |                  |  |
| <b>First name</b>                         | <b>Surname</b> | <b>Date sent</b> |  |
|   |                |                  |  |



An Ghníomhaireacht um  
Leasú agus an Teaghlach  
Child and Family Agency

## Retrospective Abuse Report Form

**MANDATED PERSONS AND NON MANDATED PERSONS**  
*(Children First Act 2015 & Children First National Guidance)*

|                                     |  |
|-------------------------------------|--|
| <b>Authorised person signature*</b> |  |
| <b>Date*</b>                        |  |

|                               |     |                          |    |                          |
|-------------------------------|-----|--------------------------|----|--------------------------|
| <b>Child previously known</b> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| <b>Allocated case no</b>      |     |                          |    |                          |

## APPENDIX 7

### HEALTH AND SOCIAL CARE TRUSTS

There are 5 Health and Social Care (HSC) Trusts in Northern Ireland that provide integrated health and social care services. They are Belfast HSC Trust, South Eastern HSC Trust, Western HSC Trust, Southern HSC Trust and Northern HSC Trust.

Amongst their responsibilities HSC Trusts manage and administer hospitals, health centres, residential homes, day centres and other health and social care facilities and they provide a wide range of health and social care services to the community.








Each **Health and Social Care Trust** provides a Gateway Service. This is the social work service for children and families and is the first point of contact for people who are concerned about a child or young person. It provides an immediate response to safeguard children in need of protection.

Gateway social workers visit children, young people and their families in their own homes to assess their needs. Social workers liaise with other professionals involved with the family to ensure their views are included in the assessment.

If you contact the Gateway Services team by phone, the Duty Worker will firstly seek some general information about you, the child or family and the nature of your concern. On the basis of this information they will be able to judge whether or not the enquiry should be progressed to referral.

## Northern Ireland Health and Social Care (HSC) Trusts Gateway Services for Children's Social Work

| Belfast HSC Trust   |  |   |  |  |
|---|--|---|--|--|
| Telephone (for referral)  | <b>028 90507000</b>  |   |  |  |
| Areas   | Greater Belfast area   |   |  |  |
| Further Contact Details<br>(for ongoing professional liaison)                                 |  <b>Greater Belfast Gateway Team</b><br>110 Saintfield Road<br>Belfast<br>BT8 6HD   |   |  |  |
| Website   | <a href="http://www.belfasttrust.hscni.net/">http://www.belfasttrust.hscni.net/</a>  |   |  |  |
| Out of Hours Emergency Service (after 5pm each evening at weekends, and public/bank holidays) | 028 95049999 (Regional number) / 028 90565444 (Belfast City Hospital Social Services number)   |   |  |  |
| South Eastern HSC Trust   |  |   |  |  |
| Telephone (for referral)  | <b>03001000300</b>   |   |  |  |
| Areas   | Lisburn, Dunmurry, Moira, Hillsborough, Bangor, Newtownards, Ards Peninsula, Comber, Downpatrick, Newcastle and Ballynahinch   |   |  |  |
| Further Contact Details<br>(for ongoing professional liaison)                                 |  <b>Greater Lisburn Gateway Team</b><br>Stewartstown Road Health Centre<br>212 Stewartstown Road<br>Dunmurry<br>Belfast, BT17 0FG<br>Tel: 028 90602705<br>Fax: 028 90629827 | <b>North Down Gateway Team</b><br>James Street<br>Newtownards, BT23 4EP<br>Tel: 028 91818518<br>Fax: 028 90564830                           | <b>Down Gateway Team</b><br>Children's Services<br>81 Market Street<br>Downpatrick, BT30 6LZ<br>Tel: 028 44613511<br>Fax: 028 44615734                     |  |
| Website   | <a href="http://www.setrust.hscni.net/">http://www.setrust.hscni.net/</a>  |   |  |  |
| Out of Hours Emergency Service (after 5pm each evening at weekends, and public/bank holidays) | 028 95049999 (Regional number) / 028 90565444  |   |  |  |
| Northern HSC Trust  |  |   |  |  |
| Telephone (for referral)  | <b>03001234333</b>   |   |  |  |
| Areas   | Antrim, Carrickfergus, Newtownabbey, Larne, Ballymena, Cookstown, Magherafelt, Ballycastle, Ballymoney, Portrush and Coleraine   |   |  |  |
| Further Contact Details<br>(for ongoing professional liaison)                                 |  <b>Central Gateway Team</b><br>Unit 5A, Toome Business Park<br>Hillhead Road<br>Toomebridge, BT41 3SF<br>Tel: 028 7965 1020<br>Fax: 028 7965 1036                        | <b>South Eastern Gateway Team</b><br>The Beeches<br>76 Avondale Drive<br>Ballyclare, BT39 9DB<br>Tel: 028 94424377<br>Fax: 028 9334 2531    | <b>Northern Gateway Team</b><br>Coleraine Child Care Team<br>7A Castlerock Road<br>Coleraine, BT51 3HP<br>Tel: 028 7032 5462<br>Fax: 028 7035 7614         |  |
| Website   | <a href="http://www.northerntrust.hscni.net/">http://www.northerntrust.hscni.net/</a>  |   |  |  |
| Out of Hours Emergency Service (after 5pm each evening at weekends, and public/bank holidays) | 028 95049999 (Regional number)   |   |  |  |
| Southern HSC Trust  |  |   |  |  |
| Telephone (for referral)  | <b>08007837745 ( Free phone number from landlines only)/ 028 37415285 (Central number)</b>   |   |  |  |
| Areas   | Craigavon, Banbridge, Dromore, Lurgan, Portadown, Gilford, Armagh, Coalisland, Dungannon, Fivemiletown, Markethill, Moy, Tandragee, Ballygawley, Newry City, Bessbrook, Annalong, Rathfriland, Warrenpoint, Crossmaglen, Kilkeel, Newtownhamilton            |   |  |  |
| Further Contact Details<br>(for ongoing professional liaison)                                 |  <b>Craigavon/Banbridge Gateway Team</b><br>Brownlow H&SS Centre<br>1 Legahory Centre<br>Craigavon, BT65 5BE<br>Tel: 028 38343011<br>Fax: 028 38324366                    | <b>Newry/Mourne Gateway Team</b><br>Dromalane House<br>Dromalane Road<br>Newry, BT35 8AP<br>Tel: 028 30825000 Option 1<br>Fax: 028 30825016 | <b>Armagh /Dungannon Gateway Team</b><br>E Floor<br>South Tyrone Hospital<br>Carland Road<br>Dungannon, BT71 4AU<br>Tel: 028 87713506<br>Fax: 028 87713671 | <b>Central Gateway Team</b><br>Lisnally House<br>Lisnally Lane<br>Armagh, BT61 7HW<br>Tel: 028 37415285<br>Fax: 028 37522544 |
| Website   | <a href="http://www.southerntrust.hscni.net/">http://www.southerntrust.hscni.net/</a>  |   |  |  |
| Out of Hours Emergency Service (after 5pm each evening at weekends, and public/bank holidays) | 028 95049999 (Regional number)   |   |  |  |
| Western HSC Trust   |  |   |  |  |
| Telephone (for referral)  | <b>028 71314090</b>  |   |  |  |
| Areas   | Derry, Limavady, Strabane, Omagh and Enniskillen   |   |  |  |
| Further Contact Details<br>(for ongoing professional liaison)                                 |  <b>Derry Gateway Team</b><br>Whitehill, 106 Irish Street<br>Derry, BT47 2ND<br>Tel: 028 71314090<br>Fax: 028 71314091  | <b>Omagh Gateway Team</b><br>Tyrone and Fermanagh Hospital<br>1 Donaghane Road<br>Omagh, BT79 ONS<br>Tel: 028 82835156<br>Fax: n/a          | <b>Enniskillen Gateway Team</b><br>2 Coleshill Road<br>Enniskillen<br>BT747HG<br>Tel: 028 66344103<br>Fax: n/a   |  |
| Website   | <a href="http://www.westerntrust.hscni.net/">http://www.westerntrust.hscni.net/</a>  |   |  |  |
| Out of Hours Emergency Service (after 5pm each evening at weekends, and public/bank holidays) | 028 95049999 (Regional number)   |   |  |  |

This document is available, on request, in accessible formats, including Braille, disk, audio cassette and minority languages.

Updated May 2015

## APPENDIX 8

### CONTACT DETAILS GAELIC ATHLETIC ASSOCIATION, LADIES GAELIC FOOTBALL ASSOCIATION, CAMOGIE ASSOCIATION, GAA ROUNDERS AND GAA HANDBALL IRELAND

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#### Cumann Lúthchleas Gael

(The Gaelic Athletic Association)

Páirc an Chrócaigh/Croke Park, Dublin 3

Tel: +353 (0) 1 836 3222 Email: [info@gaa.ie](mailto:info@gaa.ie) [www.gaa.ie](http://www.gaa.ie)



#### An Cumann Camógaíochta

(The Camogie Association)

Páirc an Chrócaigh/Croke Park, Dublin 3

Tel: +353 (0) 1 865 8651 mail: [info@camogie.ie](mailto:info@camogie.ie) [www.camogie.ie](http://www.camogie.ie)



#### Cumann Peil Gael na mBan

(Ladies Gaelic Football Association)

Páirc an Chrócaigh/Croke Park, Dublin 3

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#### Liathróid Láimhe CLG na hÉireann

(GAA Handball Ireland)

Páirc an Chrócaigh/Croke Park, Dublin 3

Tel: +353 (0) 1 819 2385 Email: [info.handball@gaa.ie](mailto:info.handball@gaa.ie) [www.gaahandball.ie](http://www.gaahandball.ie)



#### Comhairle Cluiche Corr na hÉireann

(GAA Rounders)

Páirc an Chrócaigh/Croke Park, Dublin 3

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# APPENDIX 9

## GLOSSARY OF TERMS

### **Abuse**

Includes physical abuse, emotional abuse, neglect, sexual abuse and bullying as outlined in the Guidance for Dealing with Allegations and Concerns of Abuse.

### **Child**

Child means a person under the age of 18 years other than a person who is or has been married.

### **Children's Officer**

Both Club and County Committees appoint a Children's Officer as a member of their Club Executive or County Committee whose role includes ensuring that all aspects of the Code of Behaviour (Underage) are implemented and that those working with children are vetted and have attended child safeguarding training and other training relevant to their roles. The Children's Officers shall be the Association's relevant persons or first point of contact in respect of the Child Safeguarding Statement. Each Association shall also appoint a National Children's Officer.

### **Child Safeguarding Statement**

This is the statement that each Club and County Board is obliged to put on display, in a prominent position, having previously completed a Child Safeguarding Risk Assessment document.

### **Child Safeguarding Training**

Our Associations currently provide three levels of Child Safeguarding Training. Attendance at these training workshops is mandatory depending on which role a person may fulfil within our Associations.

- Safeguarding Level 1 – Child Protection in Sport Awareness Workshop for coaches and other personnel working with children
- Safeguarding Level 2 – Children's Officer Workshop for Club Children's Officers
- Safeguarding Level 3 – Designated Liaison Person Workshop for Club Designated Liaison Persons

### **Child Safeguarding Risk Assessment**

Under the Children First Act 2015 organisations providing a service to children must carry out a risk assessment. The risk assessment is an exercise where each unit examines all aspects of our services from a safeguarding perspective to establish whether there are any practices or features of our services that have the potential to put children at risk. The Gaelic Games Associations agreed that all units, e.g. Clubs, County Boards etc. shall as a quality assurance and safeguarding measure undertake an annual risk assessment procedure regardless of what jurisdiction they operate in. The template format for carrying out a risk assessment is issued by the National Child Safeguarding Committee annually.

### **Club**

The Club is the basic unit within each of our Associations and is held responsible for the conduct of its members and known partisans.

### **Coach/Manager/Mentor**

Within the Code this refers to a coach, manager, trainer, mentor or any other title (if any) given to a person who assists in a role of responsibility with an underage team or individuals or as appropriate with an individual on a team which may play at adult level.

### **Code of Behaviour (Underage)**

The Code of Behaviour (Underage) outlines the standards of practice required of those participating in underage games and activities, regardless of what role they may fulfil and in doing so, brings together the collective good practice experiences of our Associations while also recognising legislative, organisational and statutory guidance that governs our work with young people and children.

### **Code of Behaviour (Underage) Hearings Committees**

Each Club, County Committee and the National Child Safeguarding Committee shall appoint a Code of Behaviour (Underage) Hearings Committee (Code Hearings Committee) consisting of three individuals to hear allegations of breaches of the Code of Behaviour (Underage) in accordance with the provisions of the Code.

### **Designated Liaison Persons (DLP)**

The DLP at Club, County or National level is the person who shall assist members who wish to have allegations or concerns of abuse processed internally and with the statutory authorities in accordance with our Guidance on Dealing with Allegations or Concerns of Abuse.

### **Gaelic Games Associations**

Refers to the Gaelic Athletic Association (GAA), Ladies Gaelic Association (LGFA), the Camogie Association (Camogie), Rounders Council of Ireland and GAA Handball Ireland.

### **Guidance on Dealing with Allegations or Concerns of Abuse**

An agreed policy document between the Gaelic Games Association that directs our members, Clubs, County Committees, Provincial Councils and our national offices when dealing with allegations or concerns of abuse.

### **Mandated Person**

Each of our Associations must in accordance with the requirements of Children First legislation in Ireland appoint one Mandated Person per Association who is required to report child protection concerns, over a defined threshold, to Tusla (Child and Family Agency) and to assist Tusla, if requested, in assessing concerns which have been the subject of a mandated report.

### **Parents/Guardians**

The terms Parents/Guardians are used frequently in the Code to describe those with parental or guardianship responsibilities for a child in our Associations.

### **Statutory Authorities**

Statutory Authorities means in Ireland 'Tusla' (Child and Family Agency) and An Garda Síochána and in Northern Ireland (NI) the Health and Social Care Trust and the Police Service of Northern Ireland (PSNI).

### **Underage**

The term Underage has a dual meaning in that it refers to competitions and activities for persons under the legal age of 18 yrs. and also to individuals who are under 18 yrs. of age including those who participate in adult events.

**Vetting**

Vetting refers to the legal and Association requirements that all persons who wish to work with children in our Associations must undertake vetting or police background checks prior to commencing any such role.

**Young Person**

For the purpose of the Code a young person is defined similar to the definition of a child as a person under the age of 18 years other than a person who is or has been married. 'Young Person' is often used to distinguish between a younger child and perhaps a teenager, hence the term 'children and young people'.



Produced by the National Child Safeguarding Committee in association with Cumann Lúthcleas Gael, Cumann Camógaíochta, Cumann Peil Gael n mBan, Liathróid Láimhe CLG na hÉireann and Comhairle Cluiche Corr na hÉireann.