



## Code of Ethics & Good Practice

for

### SPORT for YOUNG PEOPLE

in

## The Irish Tenpin Bowling Association (ITBA)

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

Code of Ethics and Good Practice for Children's Sport, Irish Sports Council, 2000

Children First: National Guidelines for the Protection and Welfare of Children, Dept. of Health & Children 1999

Our Duty to Care, Dept. of Health & Children 2002

National Vetting Bureau (Children and Vulnerable Persons) Bill 2012 (while this act has not yet been commenced, this is expected to happen in late 2014).

For Northern Ireland Clubs and Organisations, reference should also be made to Children Act NI and Safeguarding Children



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### Core Values in Sport for Young People

The work of the ITBA is based on the following principles that will guide the development of sport for young people in this organisation, (as outlined in page 9, *Code of Ethics and Good Practice for Children's Sport*). Young People's experience of sport should be guided by what is best for the young person. The stages of development and the ability of the young person should guide the types of activity provided within the club. Adults will need to have a basic understanding of the needs of young people, including physical, emotional and personal.

#### **Integrity in relationships:**

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

#### **Quality atmosphere and ethos:**

Sport for young people should be conducted in a safe, positive and encouraging atmosphere. A child-centred ethos will help to ensure that competition and specialisation are kept in their appropriate place. Too often competitive demands are placed on children too early and results in excessive levels of pressure on them and as a consequence, high levels of dropout from sport.

#### **Equality:**

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

#### **Fair Play:**

Fair play is the guiding principle of the Code of Ethics and Good Practice for Children's Sport.

All children's sport should be conducted in an atmosphere of fair play. Ireland has contributed and is committed to the European Code of Sports Ethics, which defines fair play as: "much more than playing within the rules". It incorporates the concepts of friendship, respect for others and always playing with the right spirit. Fair play is defined as a way of thinking, not just behaving. It incorporates issues concerned with the elimination of opportunities, excessive commercialisation and corruption.

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

#### **Competition:**

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



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## Policy Statement

### Governing Body Irish Tenpin Bowling Association

The ITBA is fully committed to safeguarding the well being of its members. Every individual in the ITBA should at all times, show respect and understanding for members rights, safety and welfare and conduct themselves in a way that reflects the principles of the organisation and the guidelines contained in the Code of Ethics and Good Practice for Children's Sport

In the ITBA our first priority is the welfare of the young people and we are committed to providing an environment which will allow participants to perform to the best of their ability, free from bullying and intimidation.



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### Code of Conduct for Young People

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

#### Young players are entitled to:

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

#### Young players should always:

- Treat Sports Leaders with respect, e.g. coaches, team managers, selectors, club officials etc.,)
- Play fairly at all times, do their best
- Respect team members, even when things go wrong
- Respect opponents, be gracious in defeat
- Abide by the rules set down by team managers when travelling to away events.
- Behave in a manner that avoids bringing the sport of tenpin bowling into disrepute
- Talk to children's officer if they have any problems.

#### Young players should never:

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



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### Guidelines for Parents

(See pages 28 – 29 of the Code)

The ITBA believes that parents should:

Be a role model for your child and maintain the highest standards of conduct when interacting with children, other parents, with officials and organisers

Always behave responsibly and do not seek to unfairly affect the game or opponent

Never intentionally expose any young participant to embarrassment or disparagement by the use of flippant or sarcastic remarks

Always recognise the value and importance of the volunteers who provide sporting/recreational opportunities for your child. Do not publicly question the judgement or honesty of lane marshals, coaches or organisers. Respect lane marshals, coaches, organisers and other players.

Encourage your child to play by the rules. Teach your child that honest endeavour is as important as winning and do all you can to encourage good sportsmanship.

Set a good example by applauding good play on both sides. Encourage mutual respect for teammates and opponents when playing in leagues, competitions and tournaments.

Parents should support all efforts to remove abusive behaviour and bullying behaviour in all its forms. Please read bullying policy within the organisation's guidelines.

### Parents Code of Conduct:

1. I will respect the rules and procedures set down in the ITBA Code of Ethics for Children in Sport.
2. I will respect my child's teammates, leaders, (eg. coaches, officials, lane marshals and parents, as well as players, parents and coaches from opposing teams. I will encourage my child to treat other participants, coaches, selectors, and managers with respect.
3. I will give encouragement and applaud only positive accomplishments whether from my child, his/her teammates, their opponents or the officials.
4. I will respect my child's leader(s) and support his/her efforts.
5. I will respect the officials and their authority during practice sessions and events.
6. I will never demonstrate threatening or abusive behaviour or use foul language.

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

Name of Child(ren) \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_



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### Guidelines for Sports Leaders

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

The ITBA recognizes the key role leaders (coaches, selectors and team managers, etc.) play in the lives of children in sport.

All Leaders should have as their first priority the children's safety and enjoyment of the sport and should adhere to the guidelines and regulations set out in the club's Code of Ethics.

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

Leaders working with young people in the ITBA should be suitable and appropriately qualified. Leaders will be expected to go through appropriate recruitment and selection procedures, (see application and reference forms overleaf), that apply to all persons with substantial access to young people, whether paid or unpaid.

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

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

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

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

Remember your behaviour to players, other officials, and opponents will have an effect on the players in your care.

Be generous with praise and never ridicule or shout at players for making mistakes or for losing a game. All young players are entitled to respect.

Be careful to avoid the "star system". Each child deserves equal time and attention.

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

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

Insist that players in your care respect the rules of the game. Insist on fair play and ensure players are aware you will not tolerate cheating or bullying behaviour.

Remember that young players play for fun and enjoyment and that skill development and personal satisfaction have priority over highly structured competition. Never make winning the only objective.



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

When travel/overnight travel is involved, the Leaders traveling with children must sign a separate agreement. Parents and participants will also be asked to sign permission forms in these instances.

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

Avoid working alone and ensure there is adequate supervision for all activities.

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

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

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

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

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

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

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

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

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





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### Leader's / Coaches Code of Conduct

Leaders / Coaches should familiarise themselves with the Code of Ethics and Good Practice for Children's Sport and with the ITBA Code of Conduct and follow the procedures if they suspect or receive complaints of abuse of any sort

#### Leaders should be:

- Positive during session, praise and encourage effort as well as results
- Plan and prepare appropriately
- Put welfare of young person first, strike a balance between this and winning / results
- Encourage fair play, treat participants equally
- Recognise developmental needs
- Qualified and up-to-date with knowledge and skill of sport for young people
- Involve parents where possible and Inform parents when problems arise
- Keep record of attendance at training
- Keep a brief record of injury(s) and action taken
- Keep a brief record of problem/action/outcomes, if behavioural problems arise

#### Where possible Leaders should avoid:

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

#### Sports Leaders should not:

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

I have read and agree to abide by the above guidelines

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



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### Recruitment and Selection Policy

The ITBA will take all reasonable steps to ensure that people working with young people are suitable and appropriately qualified. Recruitment and selection procedures are therefore necessary and these procedures apply to all persons with substantial access to young people, whether paid or unpaid. These procedures include Garda Vetting which is detailed in the following section.

All adults taking responsibility for children in sport should undergo a recruitment process. The responsibilities of the role and the level of experience/qualifications required should be drawn up and clearly stated beforehand.

Volunteers should fill in an application form, giving names of two referees that can be contacted. (See sample application form attached). Where possible there should be an interview.

A probationary period is advisable.

There will be a "sign-up" procedure, whereby the newly recruited volunteers, agree to abide by the Code of Ethics and Good Practice for Children in Sport and to the association's Code and policies.

Every effort should be made to manage and support appointed Sport Leaders. Adequate supervision should always be provided, a leader should not have to work alone.

A decision to appoint a Sports Leader is the responsibility of the ITBA and not of any one individual within it. The Executive committee should ratify all recommendations for appointment.



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### Application Form

Position applied for:

Full Name:

Any surname previously:

Current Address:

Date of Birth:

Telephone No.(s):

Insurance Number / PRSI

List previous experience / involvement in this or any other club. Include experience of working with young children in a voluntary or professional capacity.

Sporting / NGB Qualifications:

Do you agree to abide by the guidelines contained in the Code of Ethics and Good Practice for Children's Sport? Yes No

Do you agree to abide by the rules of the governing body / club? Yes No

Have you ever been asked to leave a sporting organisation? Yes No  
*(If you have answered yes, we will contact you in confidence)*

Have you ever been convicted of a criminal offence or been the subject of a caution; a Bound Over Order; or are you at present the subject of criminal investigations? Yes No

### References:

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

Name and Address of Referee 1:

Name and Address of Referee 2:

I agree to abide by the *Code of Ethics and Good Practice for Children's Sport* and the club / association's Code of Conduct.

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



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### Confidential Reference Form

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

The following person: \_\_\_\_\_ (list name) has expressed an interest in working with The Irish Tenpin Bowling Association as \_\_\_\_\_ (list position)

*If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the candidate's suitability for the post, if he/she is offered the position. We appreciate you being extremely candid, open and honest in your evaluation.*

How long have you known this person?

In what capacity?

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

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

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

This post involves substantial access to young people. As an organisation committed to the welfare and protection of young people, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children and young people

Yes No

*If you answer yes, we will contact you in confidence*

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

Position in organisation: \_\_\_\_\_

Name of club / organisation: \_\_\_\_\_



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### **Garda Vetting**

The Irish Tenpin Bowling Association is registered with the Garda Central Vetting Unit to process vetting applications for relevant individuals resident in the ROI. The GCVU provides the only official vetting service in the Republic of Ireland. The Garda Vetting system in operation in the ITBA is in line with the best practice for safeguarding children in Sport.

### **The National Vetting Bureau Act**

The National Vetting Bureau Act was signed by the President of Ireland on 26th December 2012. Once the implementation date is decided by the Government, which is anticipated to be November 2014, it will be illegal for any employee, volunteer or coach to work with children or vulnerable adults on a continuous basis before successfully completing the Garda Vetting Process.

The commencement of this Act will coincide with the introduction of E-Vetting. More information regarding the E-Vetting process for the ITBA will be available here in the near future.

### **Who Needs To Be Vetted?**

All persons, in paid or voluntary roles within the ITBA, with access to children or vulnerable adults in any manner on a frequent basis are required to be vetted. It is also a requirement that all Coaches accredited by the ITBA have a Garda Vetting Check.

The GCVU will only process applications from candidates who are 16 years old and over. Any candidate under 18 must also have completed a parental / guardian consent form along with their application.

### **Where can I get the relevant forms?**

All of the relevant forms will be provided by the registered ITBA Signatory upon request. Contact for such requests may be made by email to [childrens.officer@tenpinbowling.ie](mailto:childrens.officer@tenpinbowling.ie) or by direct query to an officer of the ITBA.



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### Anti-Bullying Policy

#### What is Bullying?

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

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

#### How would you know if a child is being bullied?

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

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

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

There are other possible reasons for many of the above

#### Who should deal with bullying?

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

#### How can it be prevented?

- Ensure that all members follow the code of conduct, which promotes the rights and dignity of each member.
- Deal with any incidents as they arise.
- Use a whole group policy or 'no-blame approach', i.e., not 'bullying the bully' but working with bullies and the group of young people, helping them to understand the hurt they are causing, and so make the problem a 'shared concern' of the group, (see below)
- Reinforce that there is 'a permission to tell' culture rather than a 'might is right'
- Encourage young people to negotiate, co-operate and help others, particularly new or different children
- Offer the victim immediate support and put the 'no blame approach' into operation
- Never tell a young person to ignore bullying, they can't ignore it, it hurts too much
- Never encourage a young person to take the law into their own hands and beat the bully at their own game
- Tell the victim there is nothing wrong with them and it is not their fault



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### What is the 'No Blame' Approach?

#### Step 1 – Interview with the victim

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

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

#### Step 2 – Meet with all involved

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

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

#### Step 3 – Explain the problem

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

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

#### Step 4 – Share the responsibility

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

#### Step 5 – Ask the group for their ideas

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

#### Step 6 – Leave it to them

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

#### Step 7 – Meet them again

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

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



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### Guidelines on General Issues

#### Travelling, Supervision and Safety

##### Travelling with children

There is extra responsibility taken on by leaders when they travel with children to events. When travelling with young people you should:

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

##### Supervision

- Make sure there is an adequate adult: child ratio. This will depend on the nature of the activity, the age of the participants and any special needs of the group. As a guide a ratio of 1:8 for under 12 years of age and 1:10 for participants over 12 years of age.
- Where there are mixed groups there should be leaders of both genders
- Avoid being alone with one participant, if you need to talk separately do so in an open environment, in view of others
- Clearly state time for start and end of training sessions or competitions, leaders should remain in pairs until all participants have been collected
- Keep attendance records and record of any incidents / injuries that arise
- Ask parents to stay and supervise sessions, (for safety and supervision, not necessarily for their 'technical' expertise)

##### Safety

- Ensure activities are suitable for age and stage of development of participants
- Keep a record of any specific medical conditions of the participants
- Keep a record of emergency contact numbers for parents / guardians
- Ensure First Aid kit is close at hand with access to qualified first-aider
- Know the contact numbers of emergency services
- Keep first aid kit stocked up
- Ensure easy access to medical personnel if needed and have a emergency plan
- If an incident occurs, make a brief record of injury and action taken. Make a brief record of the problem/action/outcome. Contact the participants parents and keep them informed of all details
- Officials should ensure the conduct of the game
- Participants should know and keep the rules of their sport, keeping in mind that many rules are there for safety
- Leaders should hold appropriate qualifications required by the governing body
- Ensure there is adequate insurance cover for all activities
- Ensure parents / guardians are present at finishing time of sessions or events





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### Away Trips and Physical Contact guidelines

#### Away trips / Overnight stays

- Separate permission forms should be signed by parents and participants, containing emergency contact number
- Young participants should sign a behaviour agreement
- Appoint a group leader who will make a report on returning home
- Rooming arrangements – adults should not share rooms with children, children share rooms with those of same age and gender and adults should knock before entering rooms
- All group socialisation should take place in communal areas (i.e. no boys in girls' rooms and vice versa).
- Alcoholic drink, smoking or other illegal substances are forbidden to players.
- There must be at least one adult of each gender with a mixed party.
- Lights out times should be enforced
- Young players should be under reasonable supervision at all times and should never leave the venue or go unsupervised without prior permission

#### Physical Contact

Some sports require a 'hands on approach', especially in a teaching or coaching situation, but the following should be taken into consideration:

- Avoid unnecessary physical contact
- Any necessary contact should be in response to the needs of the child and not the adult
- It should be in an open environment with the permission and understanding of the participant
- It should be determined by the age and developmental stage of the participant - Don't do something that a child can do for themselves
- Never engage in inappropriate touching



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### Permission Form

Travelling with Underage Participants

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

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

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

### Traveling Volunteer

I hereby agree to abide by the guidelines and regulations contained in the ITBA Code of Conduct

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

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

### Parent / Guardian of Participant

I have read and accept the conditions and rules set down by the ITBA for children travelling to tournaments and events.

Parents/Carers Name: \_\_\_\_\_ Date: \_\_\_\_\_

Emergency Contact Number(s)

### Young Participant

I have read and accept the conditions and rules set down by the ITBA for children traveling to tournaments and events. I agree to abide by the rules

Name \_\_\_\_\_ Date \_\_\_\_\_



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### Use of Photographic and Filming Equipment

The ITBA has adopted a policy in relation to the use of images of athletes on their websites and in other publications as there have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs on sports websites and other publications. Where possible we will try to use models or illustrations when promoting an activity and avoid the use of the first name and surname of individuals in a photograph. This reduces the risk of inappropriate, unsolicited attention from people within and outside the sport.

Rules to guide use of photography:

- If the athlete is named, avoid using their photograph.
- If a photograph is used, avoid naming the athlete.
- Ask for the athlete's permission to use their image. This ensures that they are aware of the way the image is to be used to represent the sport. An athlete's permission form is one way of achieving this.
- Ask for parental permission to use their image. This ensures that they are aware of the way the image is to be used to represent the sport. A parental permission form is one way of achieving this.
- Only use images of athletes in suitable dress to reduce the risk of inappropriate use. The content of the photograph should focus on the activity not on a particular child
- Create recognised procedure for reporting the use of inappropriate images to reduce the risks to athletes. Follow the child protection procedures, ensuring either the designated officer or the social service and/or police are informed.

Amateur photographers/film/video operators wishing to record an event or practice session should seek accreditation with the children's officer or leader of session. This organisation will display the following information prior to the start of an event to inform spectators of the policy:

"In line with the recommendation in the ITBA Code of Conduct, the promoters of this event request that any person wishing to engage in any video, zoom or close range photography should register their details with the organisers. On no account should children be photographed or filmed without their permission and the permission of their parents".

When commissioning professional photographers or inviting the press to an activity or event we will aim to ensure they are clear about our expectations of them in relation to child protection. Professional photographers/film/video operators wishing to record an event or practice session should seek accreditation with the children's officer or event organiser by producing their professional identification for the details to be recorded. We will then:

- Provide a clear brief about what is considered appropriate in terms of content and behaviour
- Issue the photographer with identification which must be worn at all times
- Keep a record of accreditations
- Inform athletes and parents that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs
- not allow unsupervised access to athletes or one to one photo sessions at events
- not approve/allow photo sessions outside the events or at an athlete's home

Videoing as a coaching aid: Video equipment can be used as a legitimate coaching aid. However, permission should first be obtained from the player and the player's parent/carer.

Anyone concerned about any photography taking place at events or training sessions can contact the children's officer/ designated person and ask them to deal with the matter.



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### Child Welfare and Protection Procedures

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

If there are grounds for concern (Code, page 41), about the safety or welfare of a young person you should react to the concern. Persons unsure about whether or not certain behaviours are abusive and therefore reportable, should contact the duty social worker in the local health board or social services department where they will receive advice. Grounds for concern include a specific indication from a child, a statement from a person who witnessed abuse or an illness, injury or behaviour consistent with abuse.

A report may be made by any member in the organisation but should be passed on to the Designated Person / Children's Officer (name this person \_\_\_\_\_) who may in turn have to pass the concern to the local Statutory Authorities. It is not the responsibility of anyone working within the ITBA in a paid or voluntary capacity, or those working in affiliated organisations, to take responsibility or decide whether or not child abuse is taking place. That is the job of the local statutory authorities. However, there is a responsibility to protect children by assisting the appropriate agencies so that they can then make enquiries and take any necessary action to protect the young person.

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

#### **Response to a Child Disclosing Abuse**

(see Code page 42)

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

- a) deal with any allegation of abuse in a sensitive and competent way through listening to and facilitating the child to tell about the problem, rather than interviewing the child about details of what happened
- b) stay calm and not show any extreme reaction to what the child is saying. Listen compassionately, and take what the child is saying seriously
- c) understand that the child has decided to tell something very important and has taken a risk to do so. The experience of telling should be a positive one so that the child will not mind talking to those involved in the investigation
- d) be honest with the child and tell them that it is not possible that keep information a secret
- e) make no judgmental statements against the person whom the allegation is made
- f) not question the child unless the nature of what s/he is saying is unclear. Leading questions should be avoided. Open, non-specific questions should be used such as "Can you explain to me what you mean by that"
- g) check out the concerns with the parents/guardians before making a report unless during so would endanger the child
- h) give the child some indication of what would happen next, such as informing parents/guardians, health board or social services. It should be kept in mind that the child may have been threatened and may feel vulnerable at this stage.
- i) Carefully record the details
- j) pass on this information to the Child Protection Officer
- k) Reassure the child that they have done the right thing in telling you



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### Reporting Suspected or Disclosed Child Abuse

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

- a) Observe and note dates, times, locations and contexts in which the incident occurred or suspicion was aroused, together with any other relevant information
- b) Report the matter as soon as possible to the Child Protection Officer with responsibility for reporting abuse. If the CPO has reasonable grounds for believing that the child has been abused or is at risk of abuse, s/he will make a report to the health board/social services who have statutory responsibility to investigate and assess suspected or actual child abuse
- c) In cases of emergency, where a child appears to be at immediate and serious risk and the CPO is unable to contact a duty social worker, the police authorities should be contacted. Under no circumstances should a child be left in a dangerous situation pending intervention by the Statutory Authorities
- d) If the CPO is unsure whether reasonable grounds for concern exist s/he can informally consult with the local health board/social services. S/he will be advised whether or not the matter requires a formal report.

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

The Protection for Persons Reporting Child Abuse Act, 1998 provides immunity from civil liability to persons who report child abuse 'reasonably and in good faith' to the Health Board or the Gardai (See 5.13.1 – ISC. Code). The act also covers the offence of 'false reporting'.

The main provisions of the Act are:

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



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### **Allegations Against Sports Leaders**

The ITBA has agreed procedures to be followed in cases of alleged child abuse against Sports Leaders. If such an allegation is made against Sports Leader working within the Association, two procedures should be followed:

- The reporting procedure in respect of suspected child abuse (reported by the children's officer), see previous page
- The procedure for dealing with the Sports Leader (carried out by the association Chairperson or senior officer, or a person not already involved with the child protection concern)

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

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

### **The reporting procedure**

If the CPO has reasonable grounds for concern, (page 41, Section 5.13.1, Code), the matter should be reported to the local health board / social services, following the standard reporting procedure, (Section 5.13.2, page 42).

### **The Sports Leader**

While the CPO makes the report to the local health board, the Chairperson of the association should deal with the Sports Leader in question.

- The Chairperson should privately inform the leader that (a) an allegation has been made against him / her and (b) the nature of the allegation. He / she should be afforded an opportunity to respond. His / her response should be noted and passed on to the health board / social services.
- The leader should be asked to step aside pending the outcome of the investigation. When a person is asked to step aside it should be made clear that it is only a precautionary measure and will not prejudice any later disciplinary proceedings.
- The governing body should be informed by the Chairperson that the leader has been asked to stand aside

Governing bodies can consider disciplinary action on the leader but should ensure that this does not interfere with the investigation of the Statutory Authorities. It is important that governing bodies consider the outcome of the investigation and any implications it might have. The fact that the alleged abuser has not been prosecuted or been found guilty does not mean that they are appropriate to work with young people in the future.



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### Confidentiality, Anonymous Complaints and Rumours

#### Confidentiality

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

The following points should be kept in mind:

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

#### Anonymous Complaints

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

#### Rumours

Rumours should **not** be allowed to hang in the air. Any rumours relating to inappropriate behaviour should be brought to the attention of the CPO, and checked out without delay.