

Code of Good Practice

Child Protection For

The Irish United Taekwon- Do Federation

Policy Mission Statement

It is the policy of the Irish United Taekwon-Do Federation to safeguard the welfare of all children involved in the organisation and to protect them from all types of abuse.

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Contacts

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Designated Person: Master Don Dalton
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Ask for Duty Social Worker

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Glossary

Care Giver Any adult person who has a responsibility for a child under 18 years of age.

Child For the purpose of this policy a child means anyone who is under 18 years of age. This includes young people. The Child Care Act 1991 defines a child as any person under 18 years, excluding a person who is or who has been married.

Child Abuse Child abuse can be categorised into a number of different types including: neglect, emotional abuse, physical abuse and sexual abuse. A child may be subject to more than one form of abuse at any given time.

**Children/
Young people** For the purpose of this policy, children or young people who are members of the IUTF.

**Child Protection
Officer** The Child Protection is the title given to the designated person in the IUTF, appointed to deal with Child Protection concerns reported by volunteers, instructors or young people.

I.U.T.F. Irish United Taekwon-Do Federation

Statutory Authorities An Garda Siochana and the Health Boards

Taekwon-Do The Korean art of self-defence.

Volunteers Unpaid voluntary workers who can be either members of the IUTF or other interested parties i.e. parents, family members etc.

Section One: Introduction and Legal Framework

1.1 Introduction

The Code Of Good Practice contained in this document is based on the new National Guidelines for the Protection and Welfare of Children (Children First), which was published in 1999 by the Department of Health and Children. This Code of Good Practice should be read in conjunction with Children First.

1.1.1

The primary aim of this Code of Good Practice for the Irish United Taekwon Do Federation is to give direction and guidance to instructors in dealing with allegations/suspicious of child abuse. In addition it also aims to provide sufficient information for those involved in the I.U.T.F. to be vigilant and to be aware of what to do in situations where child abuse may be a concern or a suspicion.

1.1.2

In all cases the most important consideration to be taken into account is the protection of children and young people. In this regard, this Code of Good Practice emphasises that the safety and well being of children and young people must be a priority. If the I.U.T.F. or any of its affiliated instructors have concerns that children and young people with whom they have contact with are being abused, the matter should be reported without delay to the relevant Health Board.

1.1.3

In the interests of the welfare and protection of children and young people, it is incumbent on the I.U.T.F. and its affiliated instructors to adhere to this Code of Good Practice in dealing with allegation or suspicions of child abuse.

1.2 Confidentiality

All information regarding concerns of possible child abuse will only be shared on “a need to know” basis in the interests of the child or young person.

1.2.1

However, giving information to those who need that information, for the protection of a child or young person who may have been, or has been abused, is not a breach of confidentiality.

1.2.2

The Child Protection Officer (please see Section Five) who is submitting a report to the health board or An Garda Síochána will inform a parent/guardian, unless doing so is likely to endanger the child or young person or place the child or young person at further risk. A decision not to inform the parent/guardian will be briefly recorded together with the reasons for not doing so.

1.2.3

It is not the responsibility of the I.U.T.F. or its affiliated instructors to make enquiries of parents or guardians, as in some cases it could be counter-productive for them to do so. It is a matter for the appropriate Health Board to investigate suspected abuse and determine what action to take, including informing An Garda Síochána.

1.2.4

In cases of emergency where a child or young person appears to be at immediate and serious risk, and it is not possible to make contact with the appropriate Health Board, An Garda Síochána should be contacted immediately. Under no circumstances should

a child or young person be left in a dangerous situation pending Health Board intervention.

1.3 *The Protection for Persons Reporting Child Abuse Act, 1998*

This act provides immunity from civil liability to persons who report child abuse “reasonably and in good faith” to the Health Board or the Gardai. This means that, even if a reported suspicion of child abuse proves unfounded, a plaintiff who took an action would have to prove that the reporter had not acted reasonably and in good faith in making the report. This act came into operation on 23rd January 1999.

Its main provisions are:

- 1 The provision of immunity from civil liability to any person who reports child abuse “reasonably and in good faith’ to designated officers of the Health Board or any member of the Garda Siochana.
- 2 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.

1.4 *Freedom of Information Act, 1997*

Any reports which are made to Health Boards may be subject to the provisions of the Freedom of Information Act, 1997, which enables members of the public to obtain access to personal information relating to them which is in the possession of public bodies. However, the Freedom of Information Act also provides that public bodies may refuse access to information obtained by them in confidence.

Section Two: The Rights of The Young Person

2.1 Introduction

In promoting the development of young people the I.U.T.F. has a responsibility to ensure that young people have sufficient knowledge and confidence to reject any behaviour from their peers or from adults, which may threaten them in any way. To achieve this, young members of the I.U.T.F. will be facilitated to recognise their rights and obligations to one another and to adults. Good quality Taekwon-Do instruction recognises this requirement, and recognises the need to implement the rights and obligations of the young person and the adult. It is now being reinforced by current policy in relation to children and young persons.

2.2 United Nations Convention on the Rights of the Child

2.2.1

The rights of children have been clearly outlined in the United Nations Convention on the Rights of the Child, an international agreement that was adopted by the UN in 1989 and ratified by Ireland in 1992. The Convention represents a set of minimum standards-the bottom line- in protecting children's rights.

2.3

Definition of "child"

For the purpose of the Convention "a child" means anyone who is under 18 years old – so this includes young people. In Ireland, the Child Care Act 1991 defines a child as any person under the age of 18 years, excluding a person is or who has been married.

2.4 The UN Convention and Taekwon-Do Instruction

The I.U.T.F. will always attempt to recognise and implement the fundamental tenets of the UN Convention, particularly in relation to the rights of children to care and protection.

2.4.1

What rights do Children Have?

A substantial number of rights are contained in the Convention. Significant rights as they relate to Taekwon-Do instruction are:

1. Protection from violence, abuse and exploitation
2. Protection of children cared for away from home and for children with a disability.
3. Children being able to use their own language, enjoy their own culture and practice their own religion.
4. Reasonable standards of health and development.
5. Children suspected of committing a crime and children convicted of committing crimes shall be treated in a way that promotes their sense of dignity and worth and aims at reintegrating them into society.

Children's rights may be summarised under the following headings:

Provision.

Rights to minimum standards of health, education, social security, physical care, family life, play, recreation, culture and leisure, and adequate standards of living;

Protection

Rights of children to be safe from discrimination, physical abuse, exploitation, substance abuse, injustice and conflict;

Participation

Rights of children to a name and identity, to be consulted and taken into account of, to have access to information, to have freedom of speech and opinion, and to challenge decisions made on their behalf.

The I.U.T.F. will always try to recognise and implement these rights insofar as is practicable.

Section Three: The Development of Quality Standards in the I.U.T.F.

3.1 Introduction.

Taekwon-Do instruction provides opportunities for young people to develop themselves physically, socially, emotionally and spiritually. Taekwon-Do encourages young people to participate in local, national and international activities, and it offers experiences designed to promote equality of opportunity, participation and involvement. The delivery of these activities should take place within the following set of principles and in a suitable environment.

3.2 Selection of Instructors and Volunteers.

3.2.1

The majority of people involved with the I.U.T.F. either on a voluntary or instructor capacity are interested, well motivated and suitable for the various tasks involved. It is, nonetheless, essential that the I.U.T.F. take all reasonable steps to ensure that only suitable people work with young people. Unfortunately, persons with a propensity to child abuse are frequently attracted to positions that offer them access to and the opportunity to spend time with children and young people. A proper selection procedure for instructors and volunteers will act as a deterrent to potential abusers, as well as assisting in the choice of appropriate instructors and volunteers. The following section outlines an approach to safe selection practices.

3.2.2

Application Form

An application form along with information about the I.U.T.F. will be supplied. This form will elicit all relevant information about the instructor/volunteer as well as including their past experience of working with young people. (See appendix One)

3.2.3

Declaration

All instructors/volunteers will be required to sign a declaration stating there is no reason why they would be unsuitable to work with young people.

3.2.4

Interview

All new instructors will be interviewed by a panel of at least two senior representatives of the I.U.T.F. along with the Child Protection Officer.

Interviews will explore the information on the application form and assess the applicant's suitability. Individual instructors will be responsible for the recruitment of volunteers within their individual clubs. The Child Protection Officer will be consulted in this process.

3.2.5

References.

All applicant instructors/volunteers will have to supply the names of two referees (not family members) who will testify as to their character, their suitability to the role of instructor/volunteer, or any other issues, which may affect their ability to perform the tasks required of them. (See Appendix Two)

3.2.6

Identification

The I.U.T.F. will ensure the identification of the applicant is validated.

3.3 Induction and Training

If, following the application and interview process the applicant instructor is accepted, they will then be required to undertake an induction and training course. The

induction course will be divided into two parts. The Chief Instructor and Chairperson of the I.U.T.F., Mr. Dalton will be responsible for the Instructors course, which will cover all aspects of instruction within a class environment. Mr. Riordan will be responsible for the Referees course, which will include safe practice during competitions.

No new instructor will be allowed enter into instructor/leadership roles prior to undertaking the Induction Training Programme.

3.4 Additional Training

To maintain quality standards and good practice, training should be provided on an ongoing basis for all instructors and volunteers. Potential areas will include:

- Child protection
- Health and safety

Section Four: Safe Practices in the I.U.T.F.

The following principles of good practice will be implemented and consistently followed in each club within the I.U.T.F.

4.1.1

A class attendance book will be kept and there will be an accident and incident book in which details of any accidents and incidents will be recorded. While an accident book will record accidents, an incident book will record breaches of professional standards and other behavioural issues, which may arise.

4.1.2

Instructors/volunteers will ensure that buildings and facilities that they use for Taekwon-Do instruction are safe and secure. All occupied parts of the building will be monitored and all other parts will be out of bounds. There will be adequate heating and ventilation, sanitation facilities, fire precautions, first aid facilities and access to a telephone. Young people will never be left unattended. All activities will have constant adult supervision.

4.2 Trips Away From Home

When taking young people away on trips instructors/volunteers will be attentive to such matters as:

- a. Safety-activities, buildings, transport etc.
- b. Insurance
- c. Parental consent- written consent required.
- d. Medical concerns- allergies etc.
- e. Sleeping arrangements. Sleeping areas for males and females will be separate and supervised.

- f. Maintain normal boundaries of standards and behaviour between instructor and student. No over familiarity on trips away as many allegations occur during trips away from home.

4.2.2

Instructors/volunteers will respect the privacy of young people in dormitories, changing rooms, showers and toilets. Instructors/volunteers will not spend time alone with young people in these areas under any circumstances.

4.3 Codes of Behaviour between Instructors, Volunteers and Young People.

4.3.1

Instructors and volunteers will be sensitive to the possibility of becoming over involved or spending a lot of time with any one young person. Long term 'helping' or 'support' relationships will be reviewed with a senior instructor within the I.U.T.F. at regular intervals.

4.3.2

Instructors/volunteers will not give lifts in their cars to individual children, especially on long journeys.

4.3.3

Physical contact of a comforting or reassuring nature is a valid way of expressing concern and care for children, especially those who may have been hurt inadvertently in a class or tournament. This contact is valid only when such contact is acceptable to all persons involved, including parents/carers. Instructors/volunteers will never physically punish or be in any way verbally abusive to a young person.

4.3.4

The I.U.T.F. has a 'No Bullying' policy. All members will report cases of bullying to an instructor of their choice who will then proceed to deal with it locally or may choose to involve the Child Protection Officer.

4.3.5

Instructors/volunteers should be sensitive to the fact that jokes of a sexual nature may be offensive to others and must never be told in the presence of children.

4.4 Use of Photographic and Mobile Equipment

We follow the Irish Sports Council recommendations in relation to the use of images of athletes on websites and other publications, as there have been concerns about the risks posed directly and indirectly to children and young people. Adults and sports leaders need to work together to prevent those wishing to cause such harm to young people. Remember having photographic and filming guidelines is not about preventing parents from taking pictures, it is to ensure that only those who have a right to take photographs do so. Anyone concerned about photography taking place at events or training sessions can contact the children's officer/ designated person.

The purpose is to reduce the risk of inappropriate, unsolicited attention from people within and outside the sport. Group photographs where the club is identified rather than individuals are good for publicity without creating a risk to those in the photographs. As a guide try to remember the following: -

- 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 to ensure that they are aware of the way the image is to be used to represent the sport.
- Ask for parental permission to use the athlete's image to ensure that parents are aware of the way the image is to be used to represent the sport. A permission form could be used **or** make an announcement at the start of an event.
- To reduce the risk of inappropriate use, only use images of athletes in suitable dress. The content of the photograph should focus on the activity not on a particular child
- Talk to children's officer/designated person if you are worried about use of images.

Amateur photographers/film/video operators wishing to record an event or practice session should seek accreditation with the club children's officer, event organiser or leader of session. To ensure spectators and participants are informed of the policy, the

club/event/organisation should display the following information prior to the start of an event.

“In line with the recommendations in the Code of Ethics and Good Practice and IUTF’s Code of Conduct for Children’s Sport, the promoters of this event require that any person wishing to engage in any video, zoom or close range photography should register their details with the organisers. It is not advisable that children are photographed or filmed without their permission and/or the permission of their parent/guardian”.

Working in Partnership to protect young people

Photographs, when used with personal information, can be used as a means of identifying children. This practice can make a child vulnerable to an individual who may wish to “groom” that child for abuse. Furthermore the content of the photo can be used or adapted for inappropriate use. There is evidence of this adapted material finding its way onto child pornography sites. Adults and sports leaders need to work together to prevent those wishing to cause such harm to young people.

4.5 Mobile Phones

Mobile phones are often given to children for security, enabling parents to keep in touch and make sure they are safe. In addition mobile phones allow quick and easy contact, which can make a safe and efficient way to carry out club business. However such technology has also allowed an increase in direct personal contact with young people and has been used to cross personal boundaries and cause harm to young people. Within clubs there is a need to encourage responsible and secure use of mobile phones by adults and young people.

As a young person remember:

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

As an Instructor remember:

- Use group texts for communication among athletes and teams and inform parents of this at the start of the season
- It is not appropriate to have constant communication for individual athletes
- Don’t use the phone in certain locations; inappropriate use of your camera phone may cause upset or offence to another person, e.g. changing rooms

Section Five: Understanding and Recognising Child Abuse.

5.1 Introduction

It is not always easy to acknowledge that child abuse may take place in the I.U.T.F. or within families. It is often assumed that people that work with young people, particularly in a voluntary capacity, are caring individuals who would never inflict harm on anybody. The possibility that a colleague, who is popular and apparently trustworthy, might be capable of abusing a young person is extremely difficult to accept. Similarly is difficult to accept that parents or carers could harm their children. Reluctance to think badly of young people, or lack of awareness that such things can happen, can lead to resistance in hearing, recognising and dealing with the possibility of abuse. It is important for instructors and volunteers to be aware the abuse can happen within and outside the I.U.T.F. and it is essential that they address any child protection concerns that they may experience.

5.2

Instructors and volunteers may have to deal with two different contexts in which child protection concerns may arise:

- a. Situations where it becomes apparent that a child or young person is being harmed or is at risk of harm in the family context or home environment
- b. Situations where an allegation of child abuses is made against an instructor or volunteer within the I.U.T.F.

For procedures to be followed in respect of an allegation against an instructor or volunteer see section six. This section offers definitions of what constitutes child abuse and outlines procedures for good child protection practice.

5.3 The Child Protection Officer

5.3.1

The 'Child Protection Officer' (C.P.O.) is the title given to the designated person within the I.U.T.F. who deals with child protection concerns. This post is currently filled by Mr. Tom O' Sullivan. The current C.P.O. has:

- a. A knowledge of youth and community work
- b. Good listening/feedback skills
- c. A high level of knowledge on the topic of child abuse and associated issues
- d. Experience in discussing emotional and sexual matters.

These are pre-requisites that any future child protection officer must hold in order to perform their duties effectively. Mr. O' Sullivan is accessible to all persons associated with the I.U.T.F. All concerns relating to child protection will be addressed directly to Mr. O' Sullivan.

The Child Protection Officer will:

- a. Operate within the guidelines set by the appropriate authorities (Health Boards etc)
- b. Report suspicions and allegations of child abuse to the statutory authorities
- c. Liase between the I.U.T.F. and the authorities
- d. Advise the I.U.T.F. Committee on individual cases.
- e. Provide support to any person or victim making a referral
- f. Provide support to the alleged abuser.
- g. Advise on good practice, organise training workshops and guidelines on child protection
- h. Maintain confidential records in all cases
- i. Keep up to date on current developments.

5.4 Definition of Child Abuse

5.4.1

Child abuse can be categorised into six types: neglect, emotional abuse, organised abuse, peer abuse, physical abuse and sexual abuse. A child may be subject to more than one form of abuse at any one time.

5.4.2

Neglect

Neglect is defined in terms of an omission, where a child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, or medical care. Neglect generally becomes apparent in different ways over a period of time. Whether the neglect is significant is determined by their health and development as compared to that which could reasonably be expected of a similar child

5.4.3

Emotional Abuse

Emotional abuse normally occurs between a child and a caregiver. It occurs when a child's needs for affection, approval, consistency and security are not met. Examples include.

- a. Persistent criticism, sarcasm, hostility or blaming
- b. Conditional parenting, in which the level of care shown to a child is made contingent on the child's behaviour or actions
- c. Emotional unavailability of the child's caregiver
- d. Unresponsiveness, inconsistent or inappropriate expectations of a child
- e. Premature imposition of responsibility on a child

- f. Unrealistic or inappropriate expectations of a child's capacity to understand something
- g. Under or over protection of a child
- h. Use of unreasonable or over harsh disciplinary measures
- i. Exposure to domestic violence

Children show signs of emotional abuse by their behaviour (for example low self-esteem, unhappiness, over clinginess to or avoidance of a parent or caregiver).

5.4.4

Physical Abuse

Physical abuse is any form of non-accidental injury that causes significant harm to a child, including:

- a. Shaking
- b. Use of excessive force in handling
- c. Munchausen's syndrome by proxy (where parents fabricate stories of illness about their child or cause physical signs of illness)
- d. Allowing or creating a substantial risk of significant harm to a child
- e. Suffocation
- f. Deliberate poisoning

5.4.5

Sexual Abuse

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

- a. Exposure of the sexual organs or any sexual act intentionally performed in the presence of a child
- b. Masturbation in the presence of a child or involvement of the child in the act of masturbation
- c. Sexual intercourse with the child, whether oral, vaginal or anal

- d. Intentional touching or molesting of the body of a child whether by a person or object for the purpose of sexual arousal or gratification
- e. Sexual exploitation of a child

Due consideration should be given to the occurrences of the following:

5.4.6

Organised Abuse

Child abuse can occur in a number of ways including organised abuse. This occurs when one person enters into an area/institution and systematically traps children for abusive purposes or when two or more adults conspire to abuse children using inducements.

5.4.7

Peer Abuse

In some cases of abuse the alleged perpetrator will also be a child. In these situations the Child Protection Procedures should be adhered to for both the victim and the alleged abuser. If there is any conflict of interest between the welfare of the alleged abuser and the victim, the victim's welfare is of paramount.

5.5 Other Forms of Abusive Behaviour Towards Young People

5.5.1

Apart from the above very serious forms of abuse, volunteers and instructors should also be on the alert for other forms of behaviour that may be harmful to young people. The following behaviours are unacceptable among young people, instructors and volunteers:

5.5.2

Verbal Abuse

This can include name-calling, sarcasm and criticism, making reference to some physical characteristic, destructive criticism, derogatory remarks and gestures.

5.5.3

Bullying

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

Examples of bullying include:

- Teasing
- Taunting
- Threatening
- Hitting
- Extortion

It is the responsibility of the instructor/volunteer to deal with any bullying behavioural which takes within individual clubs.

5.5.4

Unwelcome Behaviour

This can include favouritism, exclusion, sexual harassment and sexual innuendo, humiliating and embarrassing others, deprivation of basic rights and harsh disciplinary regimes.

5.6 Recognising Child Abuse

The ability to recognise child abuse depends as much on a person's willingness to accept the possibility of its existence as it does on knowledge and information. It is important to note that child abuse is not always readily visible, and may not be clearly observable. It is also important to avoid either a situation where the instructors/volunteers are constantly wary and on the lookout for abuse or one where complacency exists. Essentially, instructors/volunteers should consider, in a measured way, the possibility of child abuse if:

- A young person appears to have suffered a suspicious injury for which no reasonable explanation can be offered
- A young person seems distressed without obvious reason or displays persistent or new behavioural problems
- A young person shows unusual or fearful responses to an adult who is responsible for their care at any particular time.

It is important to remember that many signs of child abuse are non-specific, and that alternative explanations for indicators should always be considered.

5.7 Indicators of Abuse that Require Attention

5.7.1

Young people will sometimes, though not always, disclose that they are being physically or sexually abused, and are less likely to disclose emotional abuse or neglect. It is possible that instructors/volunteers will become concerned because of a young person's behaviour, or because of something that is reported by another person. The following examples would constitute reasonable grounds for concern and should be reported to the Child Protection Officer:

- Disclosures of abuse by a young person
- Age-inappropriate or abnormal sexual play or knowledge
- Specific injuries or patterns of injuries

- Signs of injury for which there is no explanation, or which is consistent with abuse and unlikely to be caused in any other way
- Absconding from home
- Attempted suicide
- Under-age pregnancy or sexually transmitted disease
- Someone else (parent, friend, co-worker) may disclose that a young person has told them they are being abused, or may have witnessed the abuse themselves
- A young person's behaviour may raise concerns
- An instructor/volunteer may personally witness abuse taking place
- There may be consistent indication, over a period of time, that a young person is suffering from emotional or physical neglect
- Signs in one or more of the above categories at any one time.

5.7.2

Under no circumstances should any individual an instructor or volunteer attempt to confront an alleged abuser. Proper procedures should be followed at all times. The Health Board and/or An Garda Síochána will determine how far and what manner the investigation should be conducted.

5.8 Handling a Disclosure of Abuse from a Young Person

It is important that a young person who discloses abuse feels supported and facilitated. It is also important that any negative feelings that a young person may have are not increased by the response of the instructor/volunteer. Please remember the following:

- a. React calmly, as over-reacting may alarm the young person and compound feelings of anxiety and guilt
- b. Listen carefully and attentively; take the young person seriously
- c. Reassure the young person that they have taken the right action in telling
- d. Do not make false promises, particularly regarding secrecy
- e. Do not ask the young person to repeat the story unnecessarily

- f. Ask questions only for the purpose of clarification. Be supportive, but do not ask leading questions or seek intimate details beyond those volunteered by the child. Detailed investigative interviews will, if necessary, be carried out by the Health Board staff or members of the Garda Síochána
- g. Check with the young person to ensure that what has been heard and understood by you is accurate
- h. Do not express any opinions about the alleged abuser
- i. Record the conversation as soon as possible, in as much detail as possible. Sign and date the record.
- j. Explain and ensure that the young person understands the procedures which will follow
- k. Pass the information to the Child Protection Officer, who will in turn report it to the Statutory Authorities for investigation
- l. Treat the information confidentially.

Section 6: Action to be taken when an allegation is made against an Instructor, Volunteer or other member of the IUTF

6.1 Introduction

There are various situations in which allegations will be made involving persons associated with the IUTF. These include:

- a. An allegation of abuse against an IUTF instructor
- b. An allegation against an IUTF volunteer
- c. A complaint or allegation against a young person who is a member of the IUTF

6.2 Procedure where a complaint or allegation has been made against an Instructor

If an allegation is made against an instructor, the matter will be reported to Mr. Tom O'Sullivan, the Child Protection Officer and to Mr. Don Dalton, IUTF Chairperson. It will be necessary to decide whether a formal report will be made to the Health Board; this decision will be based on the reasonable grounds for concern outlined in the previous section. The following steps will be taken:

- a. The first priority will be to ensure that no child is exposed to an unnecessary risk. Mr. Dalton and Mr. O' Sullivan will decide whether or not to suspend the instructor pending an investigation. This measure will be proportionate to the level of risk and should not unreasonably penalise the instructor financially or otherwise unless this action is necessary to protect the children. Legal advice should be sought in this regard.
- b. If a decision is made to report the matter to the HSE, Mr. O'Sullivan will submit all relevant documentation. Mr. Dalton will inform the instructor that an allegation has been made and explain the nature of that allegation. Mr.

O'Sullivan will also notify the Health Board of any other organisation working with children with which the alleged abuser is thought or known to be involved.

- c. The parent /carers of the young person will be informed of the complaint against the instructor. The follow up of an allegation of abuse against an instructor will be made in consultation with the Health Board and An Garda Siochana.
- d. The IUTF will endeavour to ensure that any actions taken by them do not undermine or frustrate any investigations being conducted by the Health Board or An Garda Siochana.

These procedures apply in all cases including those cases where the instructor may be “filling in” or conducting a seminar at another club/organisation.

6.3 Procedure where allegation is made against a Volunteer

If an allegation is made against a volunteer the matter should be reported to Mr. O'Sullivan. It will be necessary to decide whether a formal report will be made to the Health Board; this decision will be based on the reasonable grounds for concern outlined in the previous section. The following steps will be taken:

- a. The first priority will be to ensure that no child is exposed to an unnecessary risk. Mr. O'Sullivan will take the necessary protective measures if an allegation is based on an opinion formed reasonably and in good faith. These measures should be proportionate to the level of risk and should not unreasonably penalise the volunteer.
- b. If a decision is made to report the matter to the Health Board, Mr. O'Sullivan will submit all relevant documentation. Mr. O' Sullivan will inform the volunteer that an allegation has been made and explain the nature of that allegation. Mr. O'Sullivan will also notify the Health Board of any other organisation working with children with which the alleged abuser is thought or known to be involved.

- c. The parent /carers of the young person will be informed of the complaint against the volunteer. The follow up of an allegation of abuse against a volunteer will be made in consultation with the Health Board and An Garda Siochana.
- d. The IUTF will endeavour to ensure that any actions taken by them do not undermine or frustrate any investigations being conducted by the Health Board or An Garda Siochana.

6.4 Procedure to be followed when an allegation is made against another young person

6.4.1

If an allegation is made against another young person it should be considered a Child Protection issue for both the young people involved and Child Protection procedures will be adhered to for both the victim and the alleged abuser. The parent/guardians of the young people will be informed immediately. Decisions regarding future participation in the IUTF of the young person alleged to have committed the abuse will be made at senior instructor level.