



Ulster Rifle Association (URA)

SAFEGUARDING PROTECTION POLICY

CONTENTS

Section 1	Introduction: Policy Statement Principles Responsibilities Support for Volunteers	Page 3 Page 3 Page 4 Page 4
Section 2	Core Values in Sport for Young People	Page 5
Section 3	General Guidelines for Leaders Bullying Photography	Page 7 Page 9 Page 10
Section 4	Guidelines for Parents	Page 11
Section 5	Child Abuse Responding to Disclosures Responding to Internal Disclosures Flow Chart 1 Responding to External Disclosures Flow Chart 2 Dealing with Allegations against Staff or Volunteers Support for Personnel Involved Disciplinary and Complaints Procedure Appeals Procedure	Page 12 Page 13 Page 15 Page 16 Page 17 Page 19 Page 19 Page 20
Section 6	Safe Recruitment Procedure	Page 21
Appendix 1	Code of Conduct for Young People	Page 23
Appendix 2	Application Form for a New Junior Member	Page 25
Appendix 3	Code of Conduct for Leaders	Page 27
Appendix 4	Incident Record Form	Page 28
Appendix 5	Accident Report Form	Page 30
Appendix 6	Code of Conduct for Parents	Page 32
Appendix 7	Useful Contacts	Page 33
Appendix 8	Volunteer Application Form	Page 34
Appendix 9	Disclosure Form	Page 36
Appendix 10	Reference Request Form	Page 38
Appendix 11	Roles and Responsibilities	Page 39

SECTION 1

INTRODUCTION

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

1. Code of Ethics for Good Practice in Children's Sport, SportNI and Sport Ireland 2006
2. Children (NI) Order 1995
3. Co-operating to Safeguard Children and Young people 2017
4. Area Child Protection Committee, Regional Policy and procedures, 2005
5. Child Protection Policies of the National Rifle Association, the National Smallbore Rifle Association and the Clay Pigeon Shooting Association.

- NOTE:**
1. This policy and procedures apply to safeguarding a 'child' or 'young person' and this is defined as a person under 18.
 2. The term 'parents' also refers to guardians and carers.

ULSTER RIFLE ASSOCIATION POLICY STATEMENT

The Ulster Rifle Association, following the lead of the United Kingdom Governing Bodies for Shooting and the SportNI, believes that child protection is everyone's responsibility.

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

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

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

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

Safeguarding or Child Protection

The term child protection has been expanded to safeguarding as it reflects the wider responsibility for health and safety and prevention as well as just protection from abuse. The word safeguarding has been used with increasing frequency over the last few years in a wide range of settings and situations, going well beyond the world of children and child protection. It may be defined as "Doing everything possible to minimise the risk of harm to children and young people."

Safeguarding is about being proactive and putting measures in place in advance of any contact with children to ensure that children are going to be kept safe and this is what Tennis Ireland wish to have in place.

This could include:

- Ensuring staff / volunteers are properly checked when they are recruited;
- Guidelines for people who come into contact with children as part of their role to ensure they know what they need to do to keep children safe; and
- Guidelines for planning an event or activity with children and putting measures in place to minimise the risk of safeguarding issues occurring.

PRINCIPLES OF SAFEGUARDING

The Safeguarding procedures outlined here, stem from the following principles:

1. The welfare of young people and adults with a disability is the primary concern
2. All young people, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse.
3. It is the responsibility of safeguarding experts (and not club officials or members) to decide if abuse has taken place but it is everyone's responsibility to report any concerns.

4. All incidents of suspicious poor practice and allegations should be taken seriously and responded to swiftly and appropriately. Confidentiality should be maintained at all times when reporting safeguarding issues.
5. It is the responsibility of all organisations to take reasonable precautions to prevent unsuitable persons having the opportunity to come into contact with the children or vulnerable adults taking part in their activities.

DUTIES AND RESPONSIBILITIES

The URA will:

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

SUPPORTING VOLUNTEERS

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

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

SECTION 2

CORE VALUES IN SPORT FOR YOUNG PEOPLE

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

1. INTEGRITY IN RELATIONSHIPS

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

2. QUALITY ATMOSPHERE AND ETHOS

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

3. EQUALITY (see inclusion guidelines below for more information)

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

4. FAIR PLAY

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

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

5. COMPETITION

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

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

Coaches, officials and young shooters are expected to sign a Code of Conduct such as the example in the appendices to this policy.

Inclusion Guidelines

A club which is inclusive of people with disabilities is one which has:

'Proactively planned the inclusion of people with disabilities in all aspects of the club and has taken practical steps to bring about positive change'.

This means a club which has:

- Adopted a positive attitude about the inclusion of people with disabilities.
- Planned how people with disabilities can best participate in all aspects of the club's activities (e.g. playing, coaching and club administration).
- Pro-actively implemented an action plan.

In order to develop a more inclusive environment clubs should consider the following issues:

Planning

It is Disability Sports NI's experience that in order to attract people with disabilities, clubs need to pro-actively plan the inclusion of people with disabilities in their programmes. Ideally, this should be done as part of the club's development plan.

Access to Buildings, Facilities & Equipment

Clubs need to consider if their buildings, facilities and sports equipment are accessible to people with physical, sensory and learning disabilities.

Club's should contact Disability Sports NI and request advice on Access to Sports Facilities for People with Disabilities.

URA understands that many smaller clubs will find it difficult to meet all recommendations, but clubs should be mindful that under the Disability Discrimination Act they are required by law to make 'reasonable adjustments' to their facilities to ensure they are accessible to people with disabilities.

SECTION 3

GENERAL GUIDELINES FOR LEADERS

Everyone in shooting is expected to demonstrate good behaviour in order to protect children and to protect themselves against being in vulnerable situations. The following are examples of how to create a positive environment:

1. SUPERVISION

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

2. SAFETY

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

3. PHYSICAL CONTACT

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

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

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

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

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

4. WHAT NOT TO DO

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

NEVER

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

HANDLING POTENTIALLY DIFFICULT SITUATIONS

If a child

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

Then you should

1. Report the incident immediately to the Safeguarding Officer
2. Report the incident immediately to another colleague
3. Make a written record of the event, including any witnesses (See sample Incident and Accident Forms)
4. Inform the parents as soon as possible unless to do so would put any child at further risk.

BULLYING BEHAVIOUR

It is important to recognise that bullying behaviour can occur in many situations, and be perpetrated by both adults and young people. Bullying may be seen as the repeated use of power by one or more persons intentionally to harm, hurt or adversely affect the rights and needs of another or others.

TYPES OF BULLYING:

Bullying can take many forms. The main types are:

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

BULLYING BEHAVIOUR IN SPORT CAN BE;

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

EFFECT OF BULLYING BEHAVIOUR

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

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

ACTION IF BULLYING BEHAVIOUR IS SUSPECTED

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

ACTION TO PREVENT BULLYING BEHAVIOUR IN SHOOTING:

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

ACTION TOWARDS THE PERSON DISPLAYING THE BULLYING BEHAVIOUR:

The coach or person in charge should:

1. Talk with the person displaying the bullying behaviour, explain the situation, try to get them to understand the consequences and impact of their behaviour. Consider if an apology is appropriate.
2. Inform the person displaying the bullying behaviour's parents.
3. Insist on the return of borrowed items and that the person displaying the bullying behaviour compensate the person(s) they have been picking on.
4. Provide support for the coach of the victim.
5. Impose sanctions as necessary.

6. Encourage and support the person displaying the bullying behaviour to change behaviour.
7. Hold meetings with the families to report on progress.
8. Inform all organisation members of the NGB/clubs stance against bullying.
9. Keep a written record of action taken.

PHOTOGRAPHY

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

1. EVENTS

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

1. PROFESSIONAL PHOTOGRAPHERS

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

2. AMATEUR PHOTOGRAPHERS

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

3. SPECTATORS

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

VIDEOING AS A COACHING AID

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

IF YOU HAVE CONCERNS

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

SECTION 4

GUIDELINES FOR PARENTS

As a parent, you play an essential part in encouraging and supporting your child's participation in shooting. There are obvious parts to this, such as providing lifts to and from training and competitions, or by buying equipment and ammunition.

But you might also contribute by helping out as a volunteer at the club, running fundraising events or assisting with websites or funding applications.

You can provide a positive role model, encouraging fair play and a sporting approach to your child's involvement.

However, there are times when parental behaviour is much less positive and makes it difficult for children to enjoy or even continue to take part in their sport. Sometimes parents may not recognise or realise that they are behaving in a way that may have a negative impact on their or other children.

Parents of young shooters are expected to sign a Code of Conduct such as the example provided by URA:

URA and its affiliated organisations believe that parents should:

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

SECTION 5

CHILD ABUSE

TYPES OF ABUSE

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

Physical Abuse is deliberately physically hurting a child. It might take a variety of different forms, including hitting, biting, pinching, shaking, throwing, poisoning, burning or scalding, drowning or suffocating a child.

Sexual Abuse occurs when others use and exploit children sexually for their own gratification or gain or the gratification of others. Sexual abuse may involve physical contact, including assault by penetration (for example, rape, or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside clothing. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via e-technology). Sexual abuse is not solely perpetrated by adult males. Women can commit acts of sexual abuse, as can other children.

Emotional Abuse is the persistent emotional maltreatment of a child. It is also sometimes called psychological abuse and it can have severe and persistent adverse effects on a child's emotional development. Emotional abuse may involve deliberately telling a child that they are worthless, or unloved and inadequate. It may include not giving a child opportunities to express their views, deliberately silencing them, or 'making fun' of what they say or how they communicate. Emotional abuse may involve bullying – including online bullying through social networks, online games or mobile phones – by a child's peers.

Neglect is the failure to provide for a child's basic needs, whether it be adequate food, clothing, hygiene, supervision or shelter that is likely to result in the serious impairment of a child's health or development. Children who are neglected often also suffer from other types of abuse.

Exploitation is the intentional ill-treatment, manipulation or abuse of power and control over a child or young person; to take selfish or unfair advantage of a child or young person or situation, for personal gain. It may manifest itself in many forms such as child labour, slavery, servitude, engagement in criminal activity, begging, benefit or other financial fraud or child trafficking. It extends to the recruitment, transportation, transfer, harbouring or receipt of children for the purpose of exploitation. Exploitation can be sexual in nature.

Bullying behaviour, though not recognised as a stand alone formal type of abuse, is now referenced in emotional abuse and often the most common concern amongst young people.

INDICATIONS OF CHILD ABUSE

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

1. **INFORMATION:**
The child says that he or she is being abused, or another person says they believe (or actually know) that abuse is occurring.
2. **INJURIES:**
The child has an injury for which the explanation seems inconsistent.
3. **BEHAVIOUR CHANGES:**
The child's behaviour changes, either over time or quite suddenly and he or she becomes quiet and withdrawn, or alternatively becomes aggressive.
4. **REACTION TO OTHERS:**
The child appears not to trust adults e.g. a parent or coach with whom he or she would be expected to have, or once had, a close relationship and does not seem to be able to make friends.

5. **APPEARANCE:**

The child becomes increasingly neglected-looking in appearance, or loses or puts on weight for no apparent reason.

6. **SEXUAL AWARENESS:**

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

Bear in mind that children with a disability are particularly vulnerable to abuse for example they;

- may have added difficulty in communicating what is happening to them.
- require multiple carers
- have limited understanding of their rights to protection
- need for personal care may have potential negative impact on the young person's privacy and dignity and it can reinforce the child's vulnerability and lack of autonomy

RESPONDING TO SUSPICIONS, DISCLOSURE AND ALLEGATIONS WITHIN SHOOTING

The URA will respond to:

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

TAKING ACTION

ACTING ON REASONABLE GROUNDS FOR CONCERNS

Individuals must have the confidence to respond appropriately if there are reasonable grounds for concern. Reasonable grounds for concern exist when there is:

- a specific indication from a child that s/he has been abused;
 - an account by a person who saw the child being abused;
 - evidence, such as an injury or behaviour which is consistent with abuse and unlikely to be caused another way;
 - an injury or behaviour which is consistent both with abuse and with an innocent explanation but where there are corroborative indicators supporting the concern that it may be a case of abuse. An example of this would be a pattern of injuries, an implausible explanation, other indications of abuse, dysfunctional behaviour;
 - consistent indication, over a period of time, that a child is suffering from emotional or physical neglect.
- It is cultures of poor practice, which are not child centred and where concerns are not dealt with, which open the door to possible abuse occurring.

Under no circumstances should any individual be left with a worry or concern about a child and feel they are unable to discuss it with their club/organisations Designated Safeguarding officer.

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

SEEKING ADVICE

Sometimes situations may arise where it is unclear what action to take. Also, there may be cases where it is poor practice rather than abuse. In such cases, a senior colleague or Child Protection Officer should be consulted, who may consult Police, Social Services or NSPCC (08080 800 5000) for advice. An incident may be one of a number which together cause concern.

RECORDS AND INFORMATION

If any person has a concern about a child or young person's welfare or safety, it is vital all relevant details are recorded. This must be done regardless of whether the concern is shared with the police or social services. Information passed to Social Services or Police must be as informative as possible so it is necessary to record as much as possible at the time. Such records should include the following:

1. The child's details name, age, date of birth, address, phone number etc). See sample incident form
2. Date , time and nature of the incident/allegation/disclosure.
3. Date and time report made
4. The name and role of the person making the report
5. A description of any visible injuries, including bruises.
6. The child's account, if it can be given, of what happened and how any injuries occurred.
7. Any witnesses to the incident and their contact details.
8. A clear distinction between fact, opinion and hearsay. Any interpretation or inference drawn from what was observed, said or alleged should be clearly recorded as such.
9. Any further action taken (such as referral being made) and
10. The reasons why the organisation decided not to refer the concerns to a statutory agency (if relevant)

SHARING CONCERNS WITH PARENTS

There is a requirement to work in partnership with parents if there are concerns about a child. There may be a perfectly reasonable explanation for why a child is upset, withdrawn or unhappy – family problems, bereavement, exam worries etc. Parents should be informed unless to do so may place the child at further risk.

WHEN NOT TO SHARE CONCERNS WITH PARENTS

Parents should not be contacted if they may be responsible for the harm/abuse or unlikely to react appropriately. Advice and guidance should be sought from, the governing body designated Officer, the Police or Social Services, as appropriate at the time.

RESPONDING TO DISCLOSURE

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

The person receiving information concerning disclosure should:

1. React calmly so as not to frighten the child
2. Assure the child they are not to blame and were right to tell what they know.
3. Take what the child says seriously, taking account of the child's ability to express themselves.
4. Keep questions to a minimum and avoid putting words in their mouth.
5. Reassure the child but do not promise to keep anything secret as you may have to disclose it to the authorities.
6. Make a full written record as soon as possible.

WHAT NOT TO DO

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

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

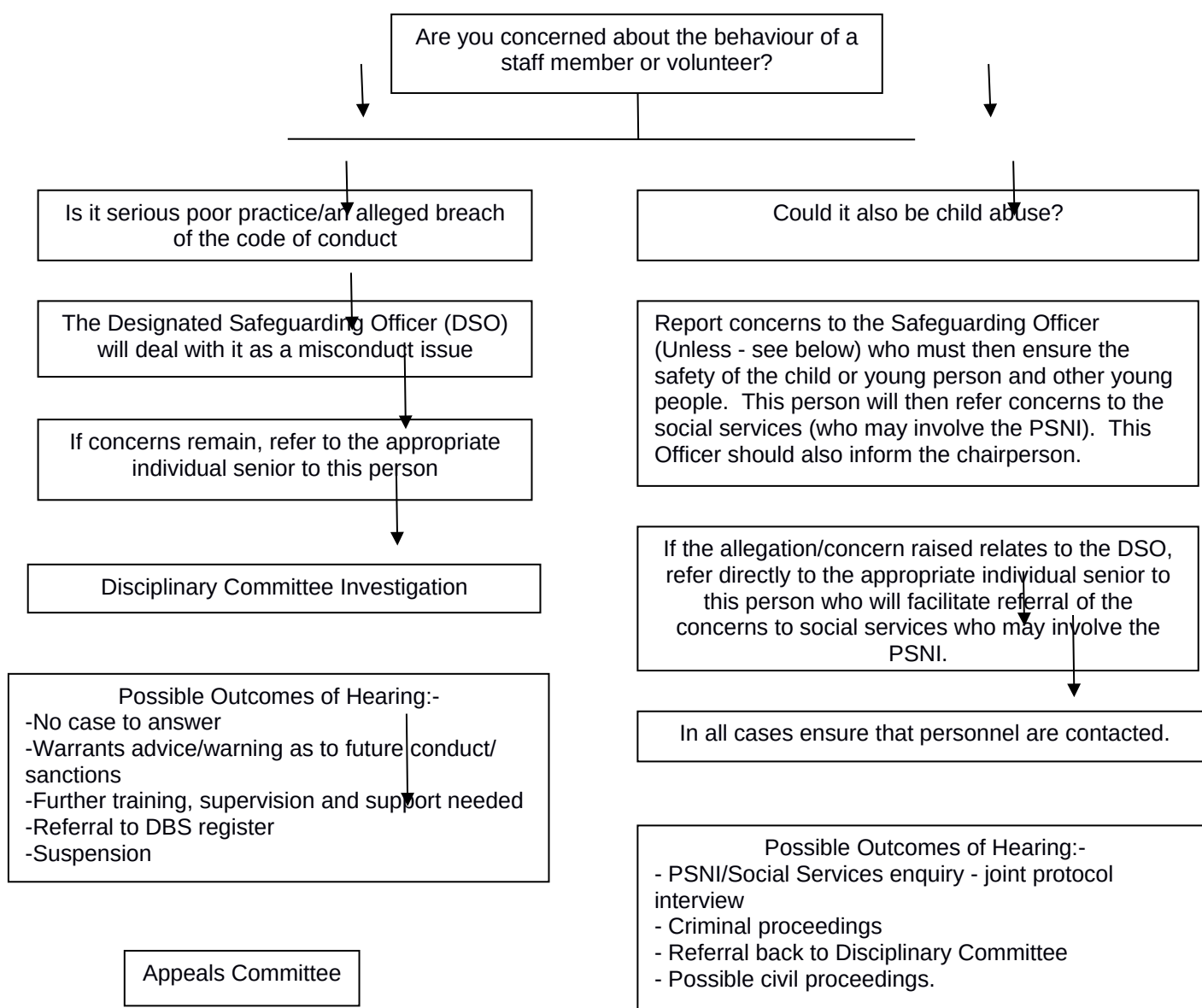
1. Deal with medical emergencies first – inform the doctor or medical staff that there may be a child protection issue.
2. Report the incident to the Club, who will inform the National Governing Body Safeguarding Officer.
3. Complete an Incident Report Form
4. Report the incident to Social Services Gateway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

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

This applies where

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

FLOW CHART 1



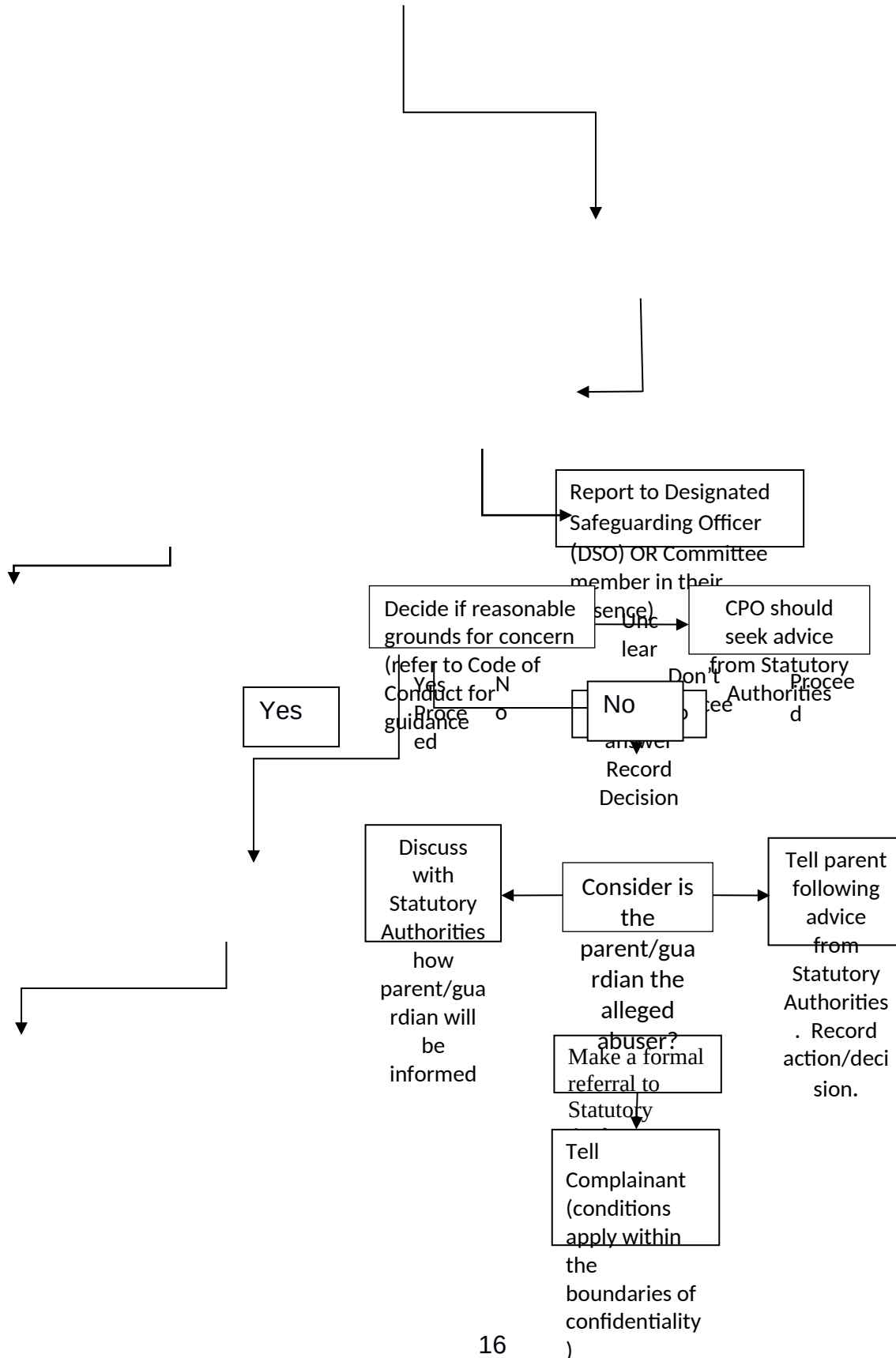
If you do not know who to turn to for advice or are worried about sharing your concerns with a senior colleague, you should contact the Social Services Gateway Team direct (or the NSPCC on 0808 800 5000). At any stage during the process in the left hand column the issue can be referred externally either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

WHEN THE COMPLAINT IS ABOUT POSSIBLE ABUSE OUTSIDE THE ORGANISATION

FLOW CHART 2

This shows the course of action where:

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



DEALING WITH ALLEGATIONS AGAINST STAFF AND VOLUNTEERS

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

Allegations of non-recent abuse

It is possible that non-recent allegations of abuse can be made a number of years after the actual incident. This may be because of a change in circumstances for either the survivor or the alleged perpetrator. Any non-recent allegations must follow the current URA safeguarding procedures. If there are grounds for concern then statutory authorities must be informed (Police or HSCT Gateway Teams). The following points should also be considered;

- Clearly establish with the adult complainant if there may be any children currently at risk of harm from the person they are saying abused them as a child.
- Advise the person making the complaint that they should inform the Police. Encourage them to do so while acknowledging the brave steps they have already taken in beginning to talk about their experience as a child. It is important that the person knows that there is a likelihood that an abuser will not have stopped abusing after their individual abuse ended and if the person harmed them they could be continuing to cause harm to others. This needs to be done without reinforcing the inappropriate guilt the survivor may already have for not coming forward earlier.
- If the complainant refuses to talk to the statutory authorities but has provided you with enough identifying factors then this information MUST be shared with the police. This breach of the complainants' confidence is only appropriate if there is any potential that the alleged perpetrator is still a risk to children or could face prosecution (i.e. they are alive). Remember, the welfare of any children currently at risk is paramount. This must take priority over any request of confidentiality from the person providing you with the information/complaint. This should be explained to them at the earliest possible stage
- Offer support to the complainant when making a formal complaint to the police.
- Signpost the complainant to support agencies that can provide counselling.

When an adult making a complaint chooses not to report the matter to the police and you have already discussed the possibility of any child still being at risk you MUST follow URA reporting procedures and inform the Police or Gateway Team immediately of any identifying features of the allegation including the name of the alleged abuser. The person making the complaint should be informed that this is the organisation's moral and legal responsibility (in NI Criminal Law Act 1967). If the individual wishes to remain anonymous this should be respected but again explaining that without any further cooperation there may be little action the Police can take to protect others. Encourage them to talk directly to Gateway Teams, if not the Police, in order to enable social services to consider if there is any action they can take to protect children at risk, as their threshold for intervention is lower than the evidence required for any criminal justice prosecution.

Confidentiality

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

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

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

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

Information is to be kept for 3 years after the junior goes on to adult membership or for 3 years after the junior leaves shooting. (General Information e.g. address etc is only to be kept for 1 year after the junior has left).

Investigation of Suspected Abuse

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

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

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

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

Action if abuse is suspected

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

The DSO will refer the allegation to the Social Services department who may involve the police. Contact details under useful contacts in the appendices.

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

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

The club DSO should also notify URA DSO and the appropriate National Governing Body Safeguarding Officer (NRA, NSRA or CPSA) who will decide who should deal with any media enquiries.

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

DUTY TO REFER TO DISCLOSURE AND BARRING SERVICE

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

A referral **MUST** be made to the DBS if the URA or a club:

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

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

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

Additional information on the DBS and the referral process can be found on the DBS website:
www.homeoffice.gov.uk/dba

SUPPORT FOR PERSONNEL INVOLVED IN THE INCIDENT

For the Reporter of Suspected Abuse

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

For the Suspected or Alleged Abuser

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

For Others Aware of the Incident

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

DISCIPLINARY AND COMPLAINTS PROCEDURES

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

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

Then it may;

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

Factors to be Taken Into Account

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

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

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

1. Confirmation that an individual has been convicted of a relevant criminal offence; or
2. Confirmation that the social services or any other public authority has imposed restrictions on the individual in respect of his/her contact with children; or
3. Confirmation that on the basis of information supplied by the police and/or the local social services, the relevant local authority has 'formed a view' that the individual is not suitable to work with children.

4. The results of a DBS or Access NI check containing entries which clearly indicate that an individual may be unsuitable to work with or have unsupervised access to children or young persons within the sport of shooting; or
5. A report from a National Governing Body CMG setting out evidence that the individual is unsuitable to work with or have unsupervised access to children or young people within the sport of shooting;

Then the URA will invoke the relevant disciplinary procedure

POOR PRACTICE

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

If, on consideration, the allegation is clearly about poor practice, URA will deal with it as a misconduct issue rather than a disciplinary matter. This means that, instead of imposing a penalty, the committee will require the person concerned to take steps aimed at avoiding any future poor practice. These might include attendance at a suitable course or undertaking some other form of training, perhaps working under a more experienced person for a specified period.

PENALTIES THAT MAY BE IMPOSED

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

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

FURTHER ACTION THAT MAY BE TAKEN

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

APPEALS

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

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

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

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

GENERAL COMPLAINTS

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

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

Coaches who have complaints should contact the lead coach.

COMPLIANCE WITH URA SAFEGUARDING PROCEDURES

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

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

SECTION 6

SAFE RECRUITMENT PROCEDURES FOR THE ULSTER RIFLE ASSOCIATION

Guidance for this recruitment procedure has been taken from:

- The Code of Ethics and Good Practice for Children's Sport (Sport NI)
- [Keeping Children Safe 2017](#)
- Safeguarding Vulnerable Groups (NI) Order 2007
- Protection of Freedoms Act 2012
- Shooting Guidelines
- Access NI guidance www.nidirect.gov.uk/accessni

Recruitment of Volunteers

Recruitment and selecting staff/volunteers

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

URA would advise all Governing Bodies and clubs to define the role the individual is applying for. Sample Roles are available under appendices.

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

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

Information from Access NI will be received by the individual and only in cases where information is returned will the governing body require to see the original certificate. This will then be considered by the governing body (Case Management Panel). The panel will decide whether any disclosure is relevant or contrary to their or URA standards, clubs will be advised of decision.

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

PERSONS WHO WILL BE EXPECTED TO UNDERGO ACCESS NI CHECKS:

Any paid employees in regulated activity.

Anyone given the role of DSO

Any Coach who will coach young people

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

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

Access NI Checks are at present carried out by NI Sports Forum, acting as an Umbrella Body. Disclosure and Barring Service checks are administrated by UK governing body shooting sports.

Paperwork will be supervised by the URA Designated Child Protection Officer and passed to the NI Sports Forum

APPENDIX 1

CODE OF CONDUCT FOR YOUNG PEOPLE

YOUNG SHOOTERS ARE ENTITLED TO:

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

YOUNG SHOOTERS SHOULD ALWAYS:

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

YOUNG SHOOTERS SHOULD NEVER:

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

Also:

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

Further rules for training or competition away from home:

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

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

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

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

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

APPENDIX 2

SAMPLE APPLICATION FORM FOR NEW JUNIOR MEMBER

NAME OF CLUB OR ASSOCIATION: _____

CONTACT INFORMATION:

Full Name of Junior: _____
(Male / Female)

Address: _____

Telephone/Home: _____

Telephone/Mobile : _____

Telephone Mobile of young person*: _____

E-Mail for parents/carer: _____

Date of Birth: _____

Emergency contact information:

Name of alternative adult who can be contacted in an emergency:		Relationship to child/young person:	
Day time Tel No alternative adult:		Mobile Tel No alternative adult:	
Please confirm if there any activities that your child can not participate in?	Please give details:		

MEDICAL/BEHAVIOURAL INFORMATION

Any specific medical conditions requiring medical treatment?	Yes: Please give details:	No:
Details of medication required (pain/flu/inhaler):		
Any specific medical condition or disability?	Yes: Please give details:	No:
Any allergies?	Yes: Please give details:	No:
Details of any dietary requirements (vegan/vegetarian):	Yes: Please give details:	No:

PARENTAL/GUARDIAN CONSENT

I am the Parent/Guardian of _____

I hereby consent to the above child participating in shooting activities of the URA in line with the rules of the URA, NRA and NSRA. I will inform the leader of any changes to the information above. I confirm that all details are correct and I am able to give parental consent for my child to participate in and travel to all activities.

Consent information: <i>please tick the boxes below</i>	
☐ I give my consent that if an emergency medical situation arises, the organisation/club may act as loco parentis. If the need arises for administration of first aid and/or other medical treatment which in the opinion of a qualified medical practitioner may be necessary. I also understand that in such circumstances that all reasonable steps are made.	
I confirm that I have read, or been made aware of, URA's policies concerning reporting a concern or making a complaint and who to contact if I have a worry.	
☐ I understand that photographs will be taken during or at shooting related events and may be used in the promotion of shooting	
☐ I can confirm that my child is aware of the URA's code of conduct for children and anti-bullying policy.	
Signature of child/young person :	
Print name child/young person:	
Date:	
Signature of parent / carer:	
Print name parent / carer:	
Date:	

The URA will store the above information on their competitors' database for a maximum of 12 months before re-registering the competitor if still associated with the Club.

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

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

APPENDIX 3

CODE OF CONDUCT FOR LEADERS

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

AS A LEADER IN SHOOTING I AGREE THAT I SHOULD:

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

WHERE POSSIBLE I WILL AVOID:

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

I WILL NOT:

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

Print Name _____

Date _____

Signature _____

APPENDIX 4

INCIDENT RECORD FORM: CHILD PROTECTION

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

Date and time of any incident:	Date:	Time:
Your Observations:		
Detail exactly what the child said and what you said : (Remember do not lead the child – record actual details. Continue on a separate sheet if necessary)		
Action taken so far:		
Designated officer informed? ☐ Yes ☐ No		
External Agencies contacted		
Police	Details of advice received:	

☐ Yes ☐ No Branch contacted: Name: Contact no:	
Social Services ☐ Yes ☐ No Branch contacted: Name: Contact number:	Details of advice received:
Sport Governing Body ☐ Yes ☐ No Name: Contact number:	Details of advice received:
Cadet organisation or School (if appropriate) ☐ Yes ☐ No Org name: Name: Contact number:	Details of advice received:
Other (e.g. NSPCC) ☐ Yes ☐ No Name: Contact number:	Details of advice received:

Signature

Date

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

APPENDIX 5

ACCIDENT REPORT FORM

Coach in Attendance:	
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INJURED PARTY	
Name:	
School/club:	
Home address:	

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

Designated Person?	
Designated Person's Signature	Date:
Any further action to be taken?	
Has Young Person returned to (<i>NAME OF CLUB?</i>) ☐ Yes ☐ No	Signature of Management Representative
	Print name Position

All of the above facts are a true record of the accident/incident.

Signed:

Date:

Name:

(In the event of an accident occurring through insufficient training or faulty equipment/facilities, follow up action is to include updating a Risk Assessment Form - See SportNI ClubmarkNI Template 16).

APPENDIX 6

CODE OF CONDUCT FOR PARENTS

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

PARENTS/GUARDIANS HAVE THE RIGHT TO:-

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

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

Parent/Guardian/Adult's Signature: _____

Print Name: _____

Date: _____

APPENDIX 7

USEFUL CONTACTS

The URA Designated Safeguarding Officer is:

Mr Paul Donley URA, 37A Craigboy Road, Donaghadee BT 210LR

Telephone: +44 7879 654139

Email: paul.donley@ura-ni.com

The NISSA Designated Safeguarding Officer is:

Mr Paul Donley URA, 37A Craigboy Road, Donaghadee BT 210LR

Telephone: +44 7879 654139

Email: paul.donley@ura-ni.com

Social Services (children)

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

Northern HSC Trust Tel: 03001234333

South Eastern HSC Trust Tel: 03001000300

Southern HSC Trust Tel: 08007837745

Belfast HSC Trust Tel: 028 90 507000

Western HSC Trust Tel: 028 71314090

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

Police Service of Northern Ireland

Emergency 999. Non-emergency and general enquiries 0845 0600 8000

Helpline numbers

Action on Elder Abuse helpline – 0808 808 8141

Other sources of advice

The Older People's Advocate – 028 9031 6383

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

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

NSPCC Helpline 0808 800 5000 help@nspcc.org.uk

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

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

APPENDIX 8

SAFE RECRUITMENT

VOLUNTEER APPLICATION FORM FOR THOSE IN REGULATED ACTIVITY

All information received in this form will be treated confidentially

Name:			
Address:			
Date of Birth:		National Insurance No:	
Telephone No:		Mobile No:	
Previous work experience and relevant qualifications:			
Have you previously been involved in voluntary work? If yes, please give details:	Yes No		
Do you have any spare time hobbies, interests or specific skills that may be useful to the activities?			
Do you agree to abide by URA Code of Conduct (a copy should be included with this form)?	Yes No		
Have you completed Safeguarding Awareness Training?	Yes No		
If yes Organised by:	When:		
Do you agree to undergo specific training on the role of the (position being appointed)	Yes No		
Have you ever been asked to leave a sporting organisation in the past? (if you have answered yes we will contact you in confidence)	Yes No		
Any other relevant information?			
Please supply the names of two responsible people whom we can contact and who from personal knowledge are willing to endorse your application. If you have had a previous involvement in a sports club one of these names should be that of an administrator/leader in your last club/place of involvement.			

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

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

Signature

Date

Print Name

Position in Organisation

APPENDIX 9

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

Please read this information carefully

Statement of non-discrimination

This club is affiliated to NRA and NSRA and is committed to equal opportunity for all applicants including those with criminal convictions. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the post. Any disclosure will be seen in the context of the job criteria, the nature of the offence and the responsibility for the care of existing members, volunteers and employees.

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

NAME OF APPLICANT: _____

HOME ADDRESS _____

CONTACT TELEPHONE NUMBER _____

CLUB/ORGANISATION: _____

Please read this information carefully

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

The check will tell us whether you have a criminal record, or whether any other information about you held on barred lists may have a bearing on your suitability. Any information which we receive will be treated confidentially and will be discussed with you before we make a final decision. After that decision is made the information returned from AccessNI will be destroyed. This organisation will adhere to AccessNI guidance on the recruitment of ex-offenders: <https://www.nidirect.gov.uk/publications/sample-policy-recruitment-ex-offenders>

Advice to Applicants

For the purposes of your application for the post of:

We require all coaches/volunteers in positions of responsibility for managing the safety and development of young people to consent to an AccessNI disclosure process and sign the declaration and return it marked confidential to URA Designated Safeguarding Children Officer (DSCO).

URA will adhere to AccessNI's Code of Practice a copy is available to all applicants at <https://www.nidirect.gov.uk/publications/accessni-code-practice>

NAME OF APPLICANT: _____

HOME ADDRESS _____

CONTACT TELEPHONE NUMBER _____

CLUB: _____

Please read this information carefully

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

The check will tell us whether you have a criminal record, caution, or whether any other information about you held on barred lists may have a bearing on your suitability. Any information which we receive will be treated confidentially, and will be discussed with you before we make a final decision. After that decision is made the information returned from AccessNI will be destroyed.

Advice to Applicants

You have applied for a role which falls within the definition of an "excepted" position as provided by the Rehabilitation of Offenders (Exceptions) Order (NI) 1979: therefore ALL convictions including SPENT convictions that are not protected by the 2014 amendments MUST be disclosed. The disclosure of a criminal history information will not debar you from participating as a volunteer unless the URA case management group considers that the information renders you unsuitable for the role applied for. In making this decision the URA case management group will consider the nature of the offence/caution, how long ago it was committed and what age you were at the time and other factors which may be relevant. This information will be verified through an appropriate Access NI Enhanced Disclosure check. If you are currently facing prosecution for a criminal offence you should also bring this to our attention given the "excepted" nature of the role.

Thank you for your co-operation.

Do you have any convictions/cautions that are not "protected" as defined by the Rehabilitation of Offenders (Exceptions) (Amendment) Order (Northern Ireland) Order 2014. Been barred by the Disclosure and Barring Service (formally the Independent Safeguarding Authority) which would prevent you from working with children and/or vulnerable adults or the subject of an investigation alleging that you were the perpetrator of adult or child abuse?

Yes ☐ No ☐

If so, please state below the nature, date(s) and sentence of the offence(s), date prevented from working in this area or allegations

Please provide any other information you feel may be of relevance such as:

- the circumstances of the offence/caution/incident
- a comment on the sentence received
- any relevant developments in your situation since then
- whether or not you feel the conviction has relevance to this post.

Please continue on a separate page if necessary.

If you require further information on what information to disclose please contact NIACRO Helpline Tel: 028 90 320157 or want to discuss anything please contact: Mr Paul Donley, URA Designated Safeguarding Children's Officer.

Declaration

I understand that I must also complete an AccessNI Disclosure Certificate Application Form and that this check must be carried out before my application for registration/ appointment can be confirmed. This has been explained to me and I am aware that spent convictions/cautions may be disclosed. I declare that the information I have given is accurate and I am also aware that NI Sports Forum as the umbrella organisation used by URA carrying out the check will share the information returned with the DSCO of URA.

APPENDIX 10
REFERENCE REQUEST
CONFIDENTIAL

The following person _____ has expressed an interest in working for The Ulster Rifle Association (URA).

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

1. How long have you know this person?

2. In what capacity?

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

4. Please rate this person on the following – please tick one box for each statement:

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

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

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

Signed: _____

Date: _____

Print Name: _____

Position: _____

Organisation: _____

APPENDIX 11

ROLES AND RESPONSIBILITIES

SAFEGUARDING PERSONNEL

Designated Safeguarding Officers

For this Policy to be effective, designated persons responsible for the protection and welfare of children and vulnerable adults, known as Designated Safeguarding Officers (DSO's), will be required at all levels.

A DSO does not need any specialist knowledge but they must agree to undergo safeguarding training for the role and be vetted via AccessNI or DBS. Organisations must bear in mind that the person appointed must understand the importance of discretion and confidentiality in handling any issues that occur. They must make themselves familiar with this Policy and the procedures for applying the Policy within the organisation appointing them.

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

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

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

The Ulster Rifle Association Child Protection Officer is:

Miss H Mackintosh, URA 1860 PO Box 271 Newtownards

Telephone: 02890 613329

Email: hmackintosh762@btinternet.com

County Associations

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

1. The County is to appoint a DSO.
2. The County DSO should undergo either DBS or Access NI checks.
3. The County DSO should receive a copy of URA's Policy.

Clubs

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

1. they are to appoint a DSO.
2. the DSO should undergo either Access NI checks.
3. the DSO should receive a copy of URA's Policy.

URA LEAD COACH RESPONSIBILITIES

Name of coach: _____

Responsible to: **URA** Management Committee

MAIN DUTIES

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

URA ASSISTANT COACH RESPONSIBILITIES

Name of coach: _____

Responsible to: Lead Coach

MAIN DUTIES

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