

## **1. Coach Education Policy**

**Objective:** Ensure all coaches are appropriately qualified and trained.

- **Procedures:**
    - Require all coaches to hold recognized coaching qualifications (e.g., Athletics Ireland certification).
    - Provide opportunities for continuous professional development (CPD) through workshops and advanced training.
    - Conduct regular performance reviews to identify training needs.
    - Maintain records of qualifications and training for all coaches.
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## **2. Supervision Policy**

**Objective:** Guarantee adequate supervision for all club activities.

- **Procedures:**
    - Set clear adult-to-child supervision ratios depending on the activity and age group.
    - Require at least two adults to be present at all times during activities, avoiding one-on-one interactions.
    - Implement a sign-in and sign-out system for children during events.
    - Train supervisors to identify and address safety concerns proactively.
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## **3. Photography & Use of Images Policy**

**Objective:** Prevent unauthorized photography and ensure the responsible use of images.

- **Procedures:**
    - Obtain signed consent from parents/guardians before photographing children.
    - Prohibit the use of personal devices for photography in sensitive areas (e.g., changing rooms).
    - Appoint a designated photographer for club events, ensuring they comply with safeguarding guidelines.
    - Display clear signage about photography permissions at events.
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## **4. Behavioral Management Policy**

**Objective:** Foster a respectful and supportive environment by addressing behavioral issues.

- **Procedures:**

- Develop and distribute a Code of Conduct for all members, specifying acceptable behaviors.
  - Train staff and volunteers to handle behavioral issues sensitively and consistently.
  - Establish a clear escalation process for persistent behavioral issues, including parental involvement and disciplinary action.
  - Promote positive reinforcement to encourage good behavior.
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## **5. Gender Balance Policy**

**Objective:** Achieve and maintain gender balance among coaches to provide a safe and inclusive environment.

- **Procedures:**
    - Aim for equal representation of genders when recruiting coaches.
    - Actively encourage women and men to pursue coaching roles through targeted outreach and training opportunities.
    - Pair coaches of different genders for activities involving mixed-gender groups.
    - Review and adjust recruitment strategies to address imbalances regularly.
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## **6. Travel and Away Trip Policy**

**Objective:** Provide clear guidelines for safe and well-organized travel and away trips.

- **Procedures:**
    - Prepare detailed itineraries, including travel arrangements, accommodations, and activities, and share them with parents/guardians in advance.
    - Assign a sufficient number of trained chaperones, ensuring a gender balance reflective of the group.
    - Require written parental consent for all trips and maintain emergency contact information.
    - Enforce a code of conduct for both children and staff during trips to ensure safety and mutual respect.
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## **7. Safeguarding During Overnight Trips Policy**

**Objective:** Mitigate the risk of harm or abuse during overnight stays.

- **Procedures:**

- Ensure all staff and volunteers involved in overnight trips are vetted and trained in child safeguarding.
  - Assign sleeping arrangements that respect children's privacy and avoid adults sharing rooms with children.
  - Conduct regular headcounts and maintain a secure environment during trips.
  - Encourage open communication with children, ensuring they know how to report concerns.
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## **8. Safeguarding Policy Adherence Policy**

**Objective:** Ensure strict adherence to the club's safeguarding procedures.

- **Procedures:**
    - Distribute copies of the safeguarding policy to all staff, volunteers, and parents.
    - Provide mandatory safeguarding training for all members working with children.
    - Conduct regular audits and risk assessments to ensure compliance with safeguarding policies.
    - Address non-compliance immediately with corrective action and additional training.
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## **9. Complaints and Disciplinary Policy**

**Objective:** Address and resolve complaints and disciplinary issues transparently and effectively.

- **Procedures:**
    - Establish a formal complaint submission process, ensuring confidentiality.
    - Appoint a neutral committee to review complaints and determine resolutions.
    - Apply disciplinary measures consistently and document all outcomes.
    - Regularly review the policy and update it based on feedback and lessons learned.
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## **10. Safeguarding Training Policy**

**Objective:** Equip all staff and volunteers with the knowledge and skills to protect children.

- **Procedures:**
  - Make safeguarding training a prerequisite for all new staff and volunteers.
  - Provide refresher training annually or as required by updated guidelines.

- Offer scenario-based training to improve practical responses to safeguarding concerns.
  - Maintain training records and certificates for all members.
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## **11. Combined Code of Ethics Policy**

**Objective:** Promote shared values among sports leaders, parents, and children.

- **Procedures:**

- Create and distribute a unified Code of Ethics, detailing expected behaviors and responsibilities.
- Encourage parents and children to sign the code as part of their membership agreement.
- Use workshops and meetings to reinforce the importance of ethical conduct.
- Apply consistent consequences for breaches of the code by any party.