



Young People's Policy



Opening Note

The Policy presumes the adoption, constant vigilance and adherence by the officers of Kickboxing Ireland (“KBI”), to the Irish Sports Council’s ‘Code of Ethics and Good Practice for Children’s Sport’ and the adoption of the Department of Health and Children’s ‘Our Duty To Care’.

The Policy applies to — Officers, Committee Members, Coaches, Volunteers — working for/with KBI in the implementation of KBI's brief as an umbrella body.

Whilst the Policy does not dictate or direct the work of KBI Organisations and Clubs, it is hoped that it will help as a guide to which we may all aspire and journey together.

In this document we celebrate our work with young people and acknowledge that the Policy is, in terms of good practice, constantly evolving.

The Policy is a statement of our current capacity and our good will towards best practice in our engagement with young people.

Queries: Mark Smith

Ph 087 2070992/E Mail < mark.smith@tusla.ie >

Contents

Part A. Policy for Young Participants	5
1. About Kickboxing Ireland	5
2. A Policy for Young People	6
a) KBI supports Young People’s Rights	6
b) KBI’s Approach to Young People	7
c) Kickboxing and Young People	8
3. About Young People within Kickboxing	8
4. About Parents/Guardians of Young People	8
5. About Members/Coaches/Staff Members/Volunteers	9
a) Insurance	10
b) Parental Consent	10
c) Inclusion	10
d) Supervision	10
e) Discipline	11
f) Confidentiality	11
g) Health and Safety	11
h) Record Keeping	13
i) Away Trips	13
j) Risk Assessment — Away Trips	14
k) Information for Participants — Away Trips	14
l) Information for Parents and Guardians — Away Trips	15
m) Insurance — Away Trips	15
n) Emergency Plan — Away Trips	15
o) Photo/Video/Mobile phone	15
p) Competitions	16
q) Garda Vetting	16
 Part B. Roles and Responsibilities	 16
6. National Children’s Officer.....	16
7. Designated Person/s	19
 Part C. Staff and Recruitment	 20
8. Recruitment and Selection Staff/Volunteers.....	20
 Part D. Responding to Disclosure and/or Allegations of Abuse	 21
9. Training/Coaching	22

10. Confidentiality	22
11. Reporting between Designated Person/s and the KBI Executive.....	22
12. Procedures for Members Concerned about Possible Abuse.....	23
a) Response of a person reporting Any Form of Abuse.....	23
b) Recording Details of the Alleged Abuse.....	24
c) Reporting the alleged Abuse.....	24
d) Referrals of Alleged Abuse.....	25
e) Procedures to Deal with Suspicion of Abuse.....	25
f) Emergency Situations.....	26
g) Storage of Documentation.....	26
h) Response to a Member against Whom an Allegation Has Been Made..	26
i) Rumours.....	27
j) Anonymous Allegations/Reports.....	27
Appendices	28
13. Appendix 1 Dignity on the Mat.....	28
14. Appendix 2 Safety.....	30
15. Appendix 3 KBI National Children’s Strategy 2004.....	31
16. Appendix 4 Young Persons Declaration.....	33
17. Appendix 5 KBI Parents Declaration.....	34
18. Appendix 6 Club Registration Form.....	35
19. Appendix 7 Parents/Students Forms for Away Trips.....	37
20. Appendix 8 Volunteer Registration Form.....	39
21. Appendix 9 Reference Request Form.....	41
22. Appendix 10 Employee Application Form.....	42
23. Appendix 11 Making a Report.....	44
24. Appendix 12 Garda Vetting Protocol.....	45
25. Appendix 13 Recommended Library.....	45

Part A. A Policy for Young Participants

1. About Kickboxing Ireland

- a. Kickboxing Ireland is the National Governing Body for Kickboxing on the Island of Ireland
- b. Purpose: To Promote and Govern, all disciplines of Kickboxing on the Island of Ireland through, good governance, education, inclusivity and development. With integrity, transparency and respect.

Vision Statement:

- To promote the positive and beneficial aspects of Kickboxing within the local communities we operate/teach in.
- To develop our students in a positive manner in a safe and controlled environment
- To empower our coaches to be leaders and role models in our chosen sport
- To continue to educate our instructors in line with IMAC/Sport Ireland- Sport Northern Ireland guidelines
- To develop our students to be productive members of society and the local community
- To empower and nurture children in our care
- To develop excellence through innovation and education

Mission Statement:

- To provide Kickboxing Class that are accessible and affordable to the whole community on the Island of Ireland
- To promote and encourage awareness and participation of the Sport of Kickboxing in the local community
- To make Kickboxing more accessible to the general public
- To Develop the sport of Kickboxing in a healthy and productive environment
- To encourage a healthy and productive life style of all its students, coaches and instructors
- To Develop its students to be productive and rewarding members of the community
- To be run on a non profit basis, ensuring affordability and inclusion of all
- To not discriminate because of gender, religion or ethnic persuasion.
- To develop the physical and physiological wellbeing of its students, athletes and members

- To reinvest in its students, coaches, instructors and infrastructure on an ongoing basis
- To promote the Art of Kickboxing in Ireland in a positive and constructive manner
- To be an identifiable quality mark for the general public and government departments
- To Empower and develop its coaches, students, athletes and officials
- To act with integrity at all times
- To put the sport of Kickboxing at the forefront of sport in Ireland.

2. A Policy for Young People

The guidelines contained in the Policy are developed as an effort towards best practice. Whilst they direct the work of the Kickboxing Ireland nationally, they are also designed to guide policies developed at organisational and club level.

Where a conflict arises, local/organisational policy supercedes except where the law is being broken in relation to the treatment of young people or if it is in direct conflict with a KBI Membership requirement eg Garda Vetting. In such cases, it is hoped that the guidelines which make up this policy will serve as a helpful *modus operandi*.

Any such conflict will be brought, for resolution or clarification, to the Children's Officer who will, if necessary, bring the matter to the Executive as soon as is reasonably possible. In such circumstances, the policy will be taken to be the guide until a conflict is resolved at Executive level or, failing that, through an AGM or SGM. KBI policy in relation to discretion and confidentiality will be adhered to in the resolution of such conflicts.

a) KBI Supports Young People's Rights

KBI acknowledges the rights enshrined for Young People in the UN Convention on the Rights of the Child and those outlined and aspired to in the National Children's Strategy: 'Our Children — Their Lives'.

In particular we note and support Young People's right to:

Protection from all forms of discrimination; Freedom; Highest available Standard of Health; Access to Health Services; Education; Rest & Leisure; Engage in play and recreational activities; A standard of living adequate for physical, mental, spiritual, moral and social development; Express their views freely; Be listened to; Talk freely; Think freely; Mix freely; Assemble peacefully; Participate fully in cultural and artistic life; Protection from economic exploitation; Protection of the law against interference with their privacy, family, home or correspondence and against unlawful attacks on their honour and reputation.

And we note and support that Young People are entitled to:

Adequate Health and Safety Standards/Adequate and Appropriate Supervision.

Be informed and educated about health and nutrition;

Access to information aimed at the promotion of their social, spiritual and moral well being and physical and mental health;

Promotion of their sense of dignity and worth;

Protection from all forms of physical or mental violence, injury or abuse, neglect, or negligent treatment, maltreatment or exploitation, including sexual abuse;

Protection from all forms of sexual exploitation and sexual abuse;

Continuity in their upbringing;

Education which includes the development of your personality, talents, and mental and physical abilities to their fullest potential;

Protection from illicit use of drugs.

Where it is relevant to the work of Kickboxing Ireland, we will do our best to uphold the rights and entitlements of young people.

b) A Statement from KBI about Young People

Kickboxing Ireland, as the National Governing Body of Kickboxing in Ireland, acknowledges the special place children and young people have in the future development of Kickboxing in Ireland.

Kickboxing Ireland is committed to providing a quality service and undertakes to make every effort to create an environment wherein young people who choose to partake in Kickboxing can do so in a safe, secure and nurturing environment.

We are committed to an approach to Kickboxing practice which protects young people from harm and which recognises and accepts our responsibilities to develop an awareness of the issues which may cause such harm.

To do this, Kickboxing Ireland requires all of its Officers, Leaders and Volunteers, to show understanding of, and respect for, the rights, safety and welfare of all whom we encounter in the practice and regulation of the Kickboxing which we represent.

In our work, we require all Officers, Leaders and Volunteers to conduct themselves in a fashion that reflects the ethos of KBI and, in particular, the guidelines contained in the Irish Sports Council's 'Code of Ethics and Good Practice for Children's Sport In Ireland' which KBI adopted as policy in 1994 and, annually, since and the Dept of Health and Children's 'Our Duty To Care' last adopted into KBI's own Policy in June 2010.

KBI undertakes to safeguard young people in our care by:

- Adhering to the Commission's and Member's Health and Safety Policies (appendix 2).
- Adopting the child protection guidelines as outlined in this document and in the ISC Code of Ethics and Good Practice for Children's Sport.
- A commitment to promoting high standards in our work with young people throughout the Commission.
- Reviewing our guidelines and policies at regular (at least annually) intervals.
- Sharing information and providing training on the guidelines and policies adopted.
- Adopting and implementing an Anti Bullying and Dignity on the Mat Charter (appendix 1).
- Encouraging adherence of Clubs to national Safety codes and standards.
- Implementing the Kickboxing Ireland 's National Strategy (appendix 3).
- Lobbying for support for and implementation of the rights of children in sport and recreation.
- Introducing and implementing the KBI Garda Vetting Protocol.

c) A statement about Kickboxing

We believe that Kickboxing training should be experienced by our young students as a positive affirmation of their personal potential. Kickboxing training is expected to be character and confidence building. It should develop upon the positive aspects of a young person's character.

3. About Young People within Kickboxing

Young People within Kickboxing have a right to:

- Engage in play, sport, recreational and cultural activities to enrich their experience of childhood.
- Be better understood.
- Supports and services to access their play and sports entitlements and needs.
- Be treated with dignity and respect in a safe and nurturing environment.

- Feel secure and, therefore, have the right to be taught Kickboxing without being undermined spiritually, physically or psychologically.
- Express themselves; to be listened to and to be believed.
- Honour their own bodies and boundaries and, therefore, have the right to say 'no' to inappropriate or uncomfortable touches and approaches.

Young People within Kickboxing have a responsibility to:

- Sign up to club rules which endorse and support the principles of these policies and the ISC Code of Conduct and Good Practice for Children's Sport.
- Share and enhance the reputation of the Kickboxing community in their practice, training and competing.
- Treat other participants, coaches, teachers, referees, managers etc with respect.
- Act fairly, and to oppose bullying, foul play, gossip, rumours and false allegations. Young People should be assisted in opposing such behaviour.

4. About Parents/Guardians of Young Kickboxers

The Kickboxing Ireland acknowledges the importance of parents and guardians in the safe and successful participation of their young.

Parents/Guardians are asked to:

Abide by the rules and regulations of the Club and to support their child/ren in so doing.

Support their child/ren to adhere to the rules of the particular Martial Art/s in which they practice.

Support programmes and other actions and efforts to reduce and remove bullying behaviour whether from adults or young people.

Acknowledge the importance of the volunteers, coaches, teachers, peers, and competitors to their child/ren's development through the sport of Kickboxing.

Through their responses, give a fair and honest example when interacting with all children, other parents, coaches, teachers, volunteers, referees and competitors.

Be responsible, supportive and fair when watching practice or competition from the sidelines.

Avoid embarrassing or belittling remarks to any participant.

Be responsible for the safe delivery and collection of their young people.

Sign the Young Person's Club Registration/Declaration Form (appendix 4).

5. About Members/Coaches/Staff Members/Volunteers/Leaders

KBI recognises that coaching and leading young people carries a greater duty to care than so doing with adults.

KBI requires that such personnel serve our young participants using exemplary conduct and according to the guidelines outlined, and referred to, in this document.

Officers, Coaches, Staff Members and Volunteers, prior to working with young people on behalf of KBI, are required to familiarise themselves with the guidelines set out in this document and with the ISC 'Code of Ethics and Good Practice for Children's Sport', 'Children First' and 'Our Duty to Care'

Prospective Coaches will attend 'Code of Ethics' Awareness Training and, where possible, 'Children's First'/'Keeping Safe' Seminars. In accordance with membership requirements, all KBI Personnel and affiliated Instructors will be expected to complete the Garda Vetting process as outlined in the KBI Garda Vetting Protocol

For this section 'KBI Personnel' will be taken to include Officers, Coaches, Instructors, Teachers, Staff Members and Volunteers working with/for KBI.

6. a) Insurance

KBI Personnel will ensure:

That every KBI supported or hosted activity — conducted by or on behalf of KBI Coaches, Clubs, Organisations or Personnel for Young People — has full insurance cover in accordance with Membership requirements and the KBI Group policy

That evidence of Club/Organisation insurance cover is submitted for annual membership.

That any conditions laid down within any such insurance policy are stringently observed.

b) Parental Consent

KBI Personnel will at all times:

Take care to ensure that written consent has been obtained from parents/guardians before allowing young people (under 18) to participate in KBI organised or supported activities. The Consent should include adequate information about the event — nature, times, context, etc and a query about any special medical information or dietary requirements that the young person may have.

c) Inclusion

KBI Personnel will at all times:

Be inclusive and welcoming to all participants and their families unless to do so would threaten the wellbeing of other participants.

Ensure that no young person shall be excluded from any activity solely on the basis of being unable to pay the designated subs/fees. Where such a scenario arises alternatives to payment will be discreetly explored.

d) Supervision

When organising/hosting KBI events KBI Personnel will at all times:

Ensure that Young participants are supervised by an appropriately qualified teacher whilst practicing/training/competing in Kickboxing.

Have at least one male and one female member, member of staff, or volunteer available at all times during activities for Young Participants.

Ensure that there is a minimum ratio of one adult to ten young people.

Ensure that, on Away Trips, there is at least one member of each gender supervising a mixed group of young participants.

Ensure that, regardless of the numbers of young people, in case one has to respond to an emergency, that there are a minimum of two adults on the trip.

Ensure that no young person shall leave the activity room or accommodation during class, or other event, alone or without permission.

Ensure that, on Away Trips, Social Events involving young participants take place in suitable communal areas.

That, when young people are changing their clothes before or after an activity, they are provided with the space to do so in privacy. Changing rooms should be supervised at all times by at least one same-sex staff member or volunteer.

Organise so that all changes to collection or delivery arrangements have the consent of the young person's parent/s or guardian.

e) Discipline

During KBI organised/hosted events, KBI Personnel will ensure:

That under no circumstances is any young person hit, shouted at or otherwise intimidated by any member or volunteer.

That, should a discipline problem arise, it is dealt with in a calm, clear and consistent manner and in line with the disciplinary procedures laid down by the KBI.

That attempts are made to involve Young People in the development — drafting, updating, amending, communicating and application of disciplinary procedures affecting them.

f) Confidentiality

KBI Personnel will ensure:

That, except where it would not be in the best interests of the welfare of the young participant, all personal and medical information gathered by KBI is treated in absolute confidence. (It should be noted that general checks or enquiries concerning procedure can be made without breaching confidentiality).

g) Health and Safety

When organising and hosting KBI events, KBI Personnel shall:

- Ask parents and guardians for emergency contact numbers and have these details easily accessible at all times during the event.
- Where possible maintain in an accessible and obvious place — local emergency numbers eg Ambulance, Doctors, Schools, Social and Community and Youth Workers, Senior Instructors, Chairperson, Head Porter etc.
- Be aware that a respectful and confidential approach is a health issue. People will not share important/essential information if Leaders, Teachers, Volunteers etc are not trusted.
- Be aware that verbal and physical behavior may be copied and, therefore, shall act in a responsible, caring and respectful manner to everyone when teaching, leading, refereeing or assisting with a Kickboxing activity.
- Be aware, communicate and coach that the consumption of many types of drugs and alcohol prior to or during Training, Competitions and Away Trips, is unacceptable whilst responsible for, or sharing, the care of young participants.
- Maintain a safe secure and healthy atmosphere in the training areas.

- Be aware of the adults who are watching from the sidelines. If one is not known query his/her interest in the activity.
- Maintain appropriate boundaries. Where practice requires unusual/extra physical or verbal contact, explain to the young participant and request permission. Make contact visible at all times.
- Create an environment where the young people feel free and safe to talk.
- Teach young people that it is alright to say 'no' to an adult if that person asks them to do something that they have been taught, or feel, is wrong.
- Avoid being alone with a young participant. If it is necessary, make sure that the conversation or training is within earshot of an/other adult/s.
- Avoid transporting a young participant on his/her own. If this is necessary, ensure parent's/guardian's informed permission.
- Ensure that Club/Away Social Events, involving young participants, take place in communal areas.
- Be aware of the need for, and establish, boundaries between teaching and friendship.
- Be aware that it is not appropriate for coaches and teachers to involve unrelated students in their personal lives.
- Communicate that if personal friendships develop between adults and young people it must be with the knowledge and countenance of the parents/guardians of the young participant.
- Ensure the informed permission of parents guardians when inviting a young participant to practice/train with adults.
- Encourage a healthy and positive lifestyle for the young student.
- When in doubt about the capacity of a young participant, seek expert (medical, psychological) advice/permission.
- Co-operate with, and assist, medical, and related, personnel when called to assist with medical, psychological problems which become apparent whilst in club/regional/national/international practice or competition.
- When in the capacity of Coach, Teacher, Leader, Volunteer etc., not give medical advice to young participants or their families.
- Except in the context of First Aid or on the once off instruction of a Medical Person, not give medication to young participants.

- Encourage members to check with the previous club/s when a young participant changes clubs within the same martial art.
- Advise that legal and illegal substances in the young student's diet can obstruct a healthy and positive future in sport.
- Emphasis on the fun and fair play aspects of the Kickboxing.
- Encourage members to set positive and achievable goals for all young participants.
- Avoid — verbal or physical punishment. — the 'Pain is Gain' approach — the 'Winning is Everything' approach.

h) Record Keeping

At all KBI organised/hosted events KBI Personnel shall:

Keep a record of attendance of young participants at training and be aware that it is good practice to oversee each young person signing in for training.

Record injuries and related concerns. If any action is taken, or treatment administered, in relation to an injury it must be recorded.

Record incidents and concerns relating to discipline. If serious or other than agreed and routine disciplinary action is taken, it must be recorded.

Conduct an evaluation following Special Events/Activities and circulate any suggestions arising from the experience amongst relevant personnel in the Kickboxing Ireland .

Records

- Records must be signed by the Coach and/or Senior in charge.
- All Records must be kept safely for a minimum period of three years.
- Records should be treated confidentially.

i) Away Trips

All away trips involving young people organised/hosted by KBI must be run in line with the recommendations laid out in Section 4.6 of the Irish Sports Council's Code of Ethics and Good Practice for Children's Sport.

Members, Coaches, Staff Members and Volunteers when working with young people on such away trips will observe the guidelines set out in these Kickboxing Ireland 's policies and guidelines.

j) Away Trips — Risk Assessment

A risk assessment will be carried out for all Away Trips. This will include:

- A visit of the site/venue in advance by responsible member/s or leader/s (Where this is not possible consultation with someone who has visited).
- Checking the insurance cover of the venue centre and transport to be used.
- Checking the safety risks in the venue and its surrounds.
- A detailed examination and list of the precautions to be taken.
- Assessment of the safety of the activities to be undertaken and the elimination of activities that are considered to be too risky.
- An assessment of the minimal skills, if any, required by the participants taking part in the activities.
- An assessment of the type of attire most suitable for the participants.
- An assessment of the appropriateness of the rules in accordance with the activities to be conducted.
- Checking that there are the required numbers of Staff, Coaches, Volunteers etc to supervise the activity.
- Checking the competence and qualifications of the staff involved in the practice or supervision of the activity. Checking safety equipment.
- Details of public 'phones (ie location) and number of the local Garda/Police Station.
- An assessment of the weather and time of the year in relation to the suitability of the activity for young people.
- An assessment of whether there are the required number of Coaches/Volunteers to adequately supervise young participants at the activity/event and whether the Coaches Volunteers have signed the Recruitment Declaration Forms (Appendix 8, 9 and 10) and Permission Form (Appendix 7).
- An assessment of whether there is adequate supervision and transport to cover the eventuality of having to withdraw one or more of a group of young participants from the event, eg home or for medical treatment.

k) Information for Participants — Away Trips

The participants will be provided with all the information they need to ensure safe

and smooth running of the trip - time, date, type of clothes to be worn amount of money etc.

They will be reminded that, in signing up for the trip, they have agreed to abide by the Kickboxing Ireland policies and guidelines concerning Away Trips.

l) Information for Parents/Guardians — Away Trips

Parents and Guardians shall be provided with the following information:

Phone numbers of leaders and venue.

Nature of the Trip, Description of Venue, Type of Activities and Details of any hazardous activity.

Cost of the Trip, Clothing Required, Money Required by Participants.

Parents/guardians will also be required to sign a Permission Form (Appendix 7) prior to their child/ren being cleared to go on the trip.

m) Insurance — Away Trips

KBI Personnel shall ensure that KBI's insurance, or proposed venue's insurance, covers the activity to be undertaken. No activities shall be undertaken which is/are excluded from KBI's or the proposed venue's insurance.

Personnel organising on behalf of KBI will ensure that cars/buses used for transport are adequately insured and that they are used to convey no more than the number of people for which they are insured.

n) Emergency Plan — Away Trips

KBI Personnel organising an Away Trip must develop a detailed emergency plan which should include:

- Identification of what might go wrong.
- How the group are going to respond.
- Who is going to take charge of implementing the plan.
- A list of local emergency numbers.
- Emergency Contact Details for all of the participants.

o) Photo/Video/Mobile phone

Film, tape, photographic recordings of young people participating in Kickboxing

Ireland 's events — training, competitions, demonstrations, and social gatherings are not permitted unless permission is sought and granted from the Senior Officer/Coach or Event/Activity Organiser.

If the Senior Officer/Activity Organiser wishes to publish or broadcast film, tape, photographic material, s/he must request and receive permission from the young participant and his/her parent or guardian. It is recommended that this permission be received in writing.

Permission for the making and/or publication of film, tape, photographic recordings must be recorded.

Event organisers must notify participants, parents, public and press that permission is required to film, tape or photograph young people during KBI activities or events.

It is recommended that Officers/Organisers of KBI Events avoid storing young peoples contact details on their personal phones. Where this is not practical or possible KBI personnel should seek the permission of the young person's parent or guardian before storing contact details.

It is recommended that KBI Personnel store only material for which they have personal or — in the case of young people — parental permission.

p) Competitions

Notice of KBI's adherence to the Irish Anti Doping Rules must be included with the rules and regulations and other information concerning an KBI organized/hosted competitive event. People will be advised that anti doping information will be available on request.

q) Garda Vetting

KBI membership requires that all Tutors, Coaches, Volunteers working with young people apply for an KBI Garda Vet through the KBI Garda Vetting process.

In order to progress this position KBI has — through its Children's Officer and current Authorised Signatory — Brigid Ruane — introduced the KBI Garda Vetting Protocol. Vetting Applications are being processed on a phased implementation as agreed and outlined in the KBI Garda Vetting Protocol. See Appendix 12.

Part B. Roles and Responsibilities

To deliver and realise its Policy for Young People the Kickboxing Ireland undertakes, and will implement, the following:

7. National Children's Officer

A National Children's Officer will be elected annually at the AGM.

Nominations for the position should be with the National Secretary two weeks before AGM.

The Role of the National Children's Officer is:

To operate within the policies and guidelines adopted by and outlined in this document.

To look at issues such as Abuse of Privilege, Bullying, Child Abuse, Coaching Standards, Competence, Confidentiality, Dignity, Good Practice, Integrity, Personal Standards, Relationships, Responsibility, and Safety in relation to the practice of Kickboxing.

To assess and monitor whether the codes by which we practice are sufficient in terms of the safety and well being of the children and young people within our membership.

To be informed, as far as is reasonable, of national and international legislation and guidelines in relation to young people's participation in sport and recreation eg The UN Convention on the Rights of the Child (ratified by Ireland in 1992), Children Act 2001, Child Care Act 1991, Children Act 1997, Child Care Pre-School Services Regulations 1996 and 1997 'Code of Ethics and Good Practice in Children's Sport' (Irish Sports Council), 'Our Duty To Care' (Dept of Health and Children), 'Children First' (Dept of Health and Children), 'Our Children — Their Lives' (National Children's Strategy).

To guide the Commission towards Good Practice in relation to the law.

To provide the member Systems' Children's Officers with copies of relevant law, conventions, codes, guidelines and reports.

To make reasonable efforts to keep the Commission and its member Systems up to date with regard to the law and guidelines with regard to the rights of children and young people.

To advise and assist the KBI Executive, its Agents, Staff and Volunteers in relation to Child Protection and Welfare.

To encourage high standards in relation to the safe participation and representation of young participants in the Commission's work. To encourage such standards amongst the member Systems.

To oversee the implementation of the Garda Vetting Protocol. See Appendix 12.

To provide and promote Basic and Refresher Education and For a for our Children's Officers and members in relation to Good Practice for the children and young people who train in Kickboxing in any of the organisations within the Commission.

To be the eyes, ears and voice of the young people for the Commission.

To be the advocate for young people in the day to day running of the Commission.

To be an advocate for young people in our dealings with other organisations nationally and internationally.

To be available to young people should they need to discuss a training related issue/strategy of concern to them.

To ensure that Young Peoples' place within the Commission is being honoured and taken into account at all levels of policy and decision-making.

To promote policies that ensure safe environments are developed within which our young students can train/practice and congregate.

To alert the Executive and System Children's Officers about any concerns relating to the care of children or young people in the Commission.

To develop and promote strategies whereby Officers, Teachers, Instructors, fellow Students and Parents become aware of, and sign up to, all necessary and relevant guidelines and protocols eg KBI Garda Vetting Protocol.

To monitor and vet KBI's advertising and promotional endeavours to ensure that they are in line with 'Children's First' Guidelines, the ISC 'Code of Ethics and Good Practice in Children's Sport' and KBI's own Policies for Children and Young People in Kickboxing.

To improve communication and co-operation in relation to:

- The dissemination of information concerning Good Practice for young people in the Commission.
- Information exchange and discussion between member organisations concerning the implementation of Good Practice guidelines.
- Updating our systems and organisations about Ethics, Best Practice and Children First Guidelines.

To strive towards implementing and promoting exemplary standards with regard to the safe practice of Kickboxing for children and young people.

To link with and contribute to other relevant bodies, networks, resources.

In accordance with KBI Coaching requirements, to devise and roll-out Basic Child Protection Awareness Refresher Courses.

To provide support to the Designated Officer/s in the implementation of his/her/their duties.

To liaise between the Executive and relevant authorities, Statutory Bodies, System Representatives, Staff and Volunteers in relation to youth, child care, protection and good practice related matters.

To maintain proper records about all issues referred to him/her in a secure and confidential manner.

To ensure through such as newsletters, surveys, and fora, that the views and feelings of children and young people in the KBI receive attention.

To promote and edit an KBI Young People's Newsletter.

To assist the Children's Officer of each system to promote KBI Policy and Procedure with regard to young people within their system.

To report to Annual and Special General Meetings of KBI.

To report to the Executive of KBI when required to do so.

To keep the Executive of KBI regularly informed of developments with regard to Young People.

To oversee and ensure a process whereby System Children Officers, Organisation Children's Officers, Club Children's Officers, Instructors (and their assistants paid or voluntary) of Young People and Parents of Young people and the Young People and others, who train or work with young people, within the Commission all know about, understand and ratify the Kickboxing Ireland's National Policy for Young People as a model towards which to strive.

To establish a National Young Peoples' Advisory Committee for KBI.

To outline the initial brief of a National Young Peoples' Advisory Committee.

8. Designated Person/s

In line with best practice, the Kickboxing Ireland will appoint two designated persons — one male and one female.

The current (June 2010) ratified Designated Persons for KBI are:

Brigid Ruane and Brendan Dowling.

The designated person(s) shall be appointed via nomination from the KBI Executive and will be ratified at the following Annual General Meeting of the KBI.

A Designated Person may also be the National Children's Officer.

The appointed people should:

- Occupy a senior position within the Commission.
- Have good listening/feedback skills.
- Be familiar with the topic of Child Abuse, Statutory Requirements, the Irish Sports Council's 'Code of Ethics and Good Practice for Children's Sport', the Department of Health and Children's 'Our Duty To Care' and other related codes, guidelines, reports, positions etc.
- Be at ease in discussing emotional and or sexual matters.
- Have already received a clear Garda Vet through the KBI Garda Vetting process.
- Be willing to undertake relevant/required training.
- Be willingly and easily accessible to the membership.

The Role of the Designated Person is:

To be willing to operate within the policies and guidelines as outlined, and adopted, in this document.

To be willing to operate within the policies and guidelines of the relevant authorities/statutory bodies in particular the Irish Sports Council and the Dept. Health and Children and Youth Affairs.

To liaise, when required or when appropriate, between the Executive, and the relevant Child Protection and Welfare Authorities/Statutory Bodies.

To advise and assist the Executive, its agents, its staff and volunteers in matters reported which relate to child protection and welfare.

To, where appropriate, assist in the provision of support to victim/s and to KBI personnel, — Officers, Staff or Volunteers who are making a referral or against whom an allegation has been made.

To advise the Commission and relevant officers/staff on individual cases which impact on the work of the Commission.

To support the Children's Officer in identifying and facilitating training and workshops and briefings on child protection.

To maintain proper records on all cases referred to him/her in a secure and confidential manner.

To operate on a confidential basis and, therefore, from a strictly 'need to know' stance.

To keep up-to-date about current developments regarding provision, practice, support services, legal obligations/requirements and policy relating to child protection issues and reporting.

To assist the National Children's Officer in encouraging that the policy and guidelines with regard to Designated Person/s are mirrored and implemented throughout the Systems, Organisations and clubs within KBI.

Part C. Staff and Recruitment

9. Recruitment and Selection of Coaches, Volunteers and Staff

Executive and other representatives of the Kickboxing Ireland will take all reasonable steps to ensure that appropriately qualified and suitable people are recruited and/or invited to work within the Commission with young participants.

In recruiting Staff or Volunteers, KBI will ensure that it has set out a clear Job Description which will include the necessary and advantageous skills required for the tasks listed.

Where a job in KBI involves contact, or working, with children or young people, the applicant will be asked to:

- Complete a particular application form styled for Staff and Volunteer Youth Leaders, Coaches, Instructors, Teachers, Workers and Helpers. (Appendix 8 and 10).
- Complete the Garda Vetting Application Process as outlined and adopted by the KBI in its Garda Vetting Protocol. (Appendix 12).
- Submit the names and addresses and phone numbers of two references which will be sought using the form agreed by the KBI Executive in consultation with the National Children's Officer.
- Sign a Declaration Form including and indicating that there is no reason why s/he would be deemed unsuitable for working with young people. (Appendix 8).

- Attend Basic Child Protection Awareness Training.

At least two members of the KBI Executive will interview any potential Staff Member or Volunteer.

Where the job involves contact, or working, with children or young people, the Interview Panel shall be extended to include the National Children's Officer.

At the interview, information contained in the application form will be explored against the kinds of skills needed in the post, e.g. any previous experience of working, or contact, with children would be of particular relevance.

Subsequent to Interview, all references will be checked. It is recommended that this be initiated in the form of a letter. (Appendix 9).

In order to ensure that basic details are submitted and in order to ensure fairness, it is advisable to record application details through a Job Application Assessment Form or Volunteer Registration Form. (Appendix 8 and 10).

Any decision to appoint an Kickboxing Ireland Staff Member or Volunteer shall be ratified by the Executive.

It is recommended that a decision to appoint/employ an Officer, National Coach, Staff Member or Volunteer within the Commission should be ratified by the KBI Executive. It is recommended that individuals should not be tasked with shouldering such responsibilities on their own.

An Induction Process for the Staff member, Coach or Volunteer will take place and the Executive is required to charge a person/s to oversee and complete this process.

It is recommended that all Coaching Programmes should include basic 'Recruitment Training' as part of Child Protection Awareness Training.

Part D. Responding to a Disclosure or Allegation of Abuse

The Kickboxing Ireland acknowledges that the safety of young people participating in KBI organised/hosted activities is paramount and that it is the responsibility of all members.

The Kickboxing Ireland acknowledges that any indication of abuse from a young person must receive immediate attention adhering to the guidelines contained in this document and in line with the ISC Code of Ethics and Good Practice for Children's Sport.

The Kickboxing Ireland acknowledges that false/mistaken allegations can occur. However, it understands that people who report child abuse 'reasonably and in

good faith' to Designated Persons of KBI its member organisations, of Health Boards and Garda Síochána have immunity from civil liability under the 1998 'Persons Reporting Child Abuse Act'.

The Kickboxing Ireland understands that the 1998 'Persons Reporting Child Abuse Act' established the criminal offence of False Reporting of Child Abuse.

The Kickboxing Ireland understands that wrongly accused members operating in the North of Ireland may seek redress through laws of Slander, Libel or Malicious Prosecution.

The Kickboxing Ireland will undertake all reasonable effort to ensure that all employed and voluntary Staff Members, Coaches, Officers, Event Organisers, Referees, Leaders, Members and their Parents/Guardians, working on behalf of KBI, are aware of the reporting guidelines.

10. Training/Coaching

The Kickboxing Ireland will ensure that the Basic Child Protection Awareness and the recommendations outlined in the Irish Sports Council Code of Ethics and Good Practice for Children's Sport are part of the KBI Coaching Syllabus.

11. Confidentiality

The Kickboxing Ireland acknowledges the need for strict confidentiality in receiving and reporting information concerning child abuse.

Such Information must only be shared or communicated strictly on a 'need to know' basis. All such Information should be stored securely.

The Kickboxing Ireland will consider any wilful breach of this confidentiality as a serious offence.

Consultation does not require breach of confidentiality. It is important to be aware that consultation — as is required by this Policy — with another Officer does not necessarily mean that details of the case or concern have to be shared or communicated. Consultation may be necessary to ensure that the correct procedures are followed. In such a situation a general, as opposed to specific, scenario can be communicated.

12. Reporting Between Designated Person/s and the KBI Executive

The Designated Person/s will report, in the spirit of these guidelines, to the KBI Executive any specific information available to him/her/them under any of the following circumstances:

- a) Where the person, group, organisation reported is a member of KBI.

b) Where the possibility exists, however remote, that the KBI member might be liable under law to any degree.

c) Where support/advice will need to be accessed.

d) Where it is probable that the matter will enter the public arena.

e) If the matter in question concerns another agency with which KBI has a particular protocol. In such a case, the report to the other organisation/agency will be made by the Chairperson in consultation, when appropriate, with the National Children's Officer.

Apart from these circumstances, the Designated Person/s will make a general report to the Executive every six months.

13. Procedures for Members Suspecting, or Aware of, an Abuse

The following guidelines are to be followed by KBI Personnel who are made aware of or who suspect child abuse.

a) Response to a Person Reporting Any Form of Abuse

KBI Personnel when responding to person/s reporting any form of abuse should take the following points into consideration:

Remember that initially a young person may be testing reactions.

Aim to listen with competence and sensitivity so that the child or young person is facilitated in telling about the problem.

It is important to stay calm and to avoid showing any extreme reaction or distaste to what the person is reporting.

Assure the person that what they are telling is accepted.

As the child/young person has decided to tell about something very important and has taken a risk to do so it is crucial that their experience should be as positive as possible.

Give the young person the time and opportunity to tell as much as s/he is able and willing to. This will help to facilitate further discussion at a later stage with those involved in an investigation.

Ask questions only as a way of clarifying what has been said. Unnecessary and leading questions should be avoided.

Do not make judgmental statements for/against the alleged abuser.

Avoid any behaviour which might be misunderstood by the young person.

Do not promise to keep the information secret.

Respect the nature of the information and report it only to those who need to know – the Designated Person, Family, Chairperson, Health Social Services, Garda Siochana.

Tell the young person that s/he will be kept informed of anything which is done as result of what s/he has disclosed.

Make no assumptions.

Do not approach the person against whom the complaint or accusation is being made.

b) Recording Details of the Alleged Abuse

Once a person becomes aware of, or suspects, a case of abuse s/he is required to keep a written record which should include the following:

- What has been observed or told
- Dates, times, locations, contexte etc.
- Any discussions which are relevant
- What has happened
- Any disclosure which has been made
- Any action taken
- Who else knows

Such a record should be factual and should not include opinions or personal interpretations of the facts that have been presented or observed.

Once a recording has been completed it should be dated, signed and stored away in an accepted and agreed secure place.

A person, to whom a Report has been made, is required not to assume the responsibility of the designated authorities by carrying out their own investigation/s.

c) Reporting the alleged Abuse

If a person, working with young people on behalf of the KBI becomes suspicious of child abuse or alleged abuse s/he must inform the appointed Designated Person/s as soon as possible. This will also serve as an opportunity to share responsibility and get another opinion, advice and support.

An Instructor, Teacher or Leader of any group is not necessarily the one making the report. The Instructor, Teacher, or Leader ought only to be notified that there is an incident and that the matter is being referred to the Designated Person/s.

Once the report is made to him/her, the Designated Person will take overall responsibility for dealing with the issue.

Because it is agreed that listening to a disclosure of abuse can be difficult and emotionally demanding the Designated Person, to whom the report has been made, will ensure that the person from whom s/he received the report has the necessary support to deal with the possible personal impact.

The Designated Person will seek similar support if s/he so requires.

Reminder: If any part of the following section is unclear, please refer to the Irish Sports Council's Code of Ethics for Children's Sport or contact the KBI's National Children's Officer.

d) Referrals of Alleged Abuse

Once the Designated Person/s has received a report from a person s/he will, if it is deemed appropriate, report it to the relevant authority ie Health Board.

The Designated Person will only refer the matter to the KBI Executive, through the Chairperson, if any of the conditions listed above (12) are in existence.

The parents of the young person will be notified, by the Designated Person/s, as early as possible unless to do so would put the child at risk or prejudice the investigation.

In making reports, KBI Personnel and Designated Persons should be guided by the need to respect the rights of the child and the parent/s or guardian/s. However, when there is a conflict, the right to health, safety and welfare of the child will take priority.

If the Designated Person is unsure whether there are reasonable grounds for concern, s/he may consult informally with the Health Board Social Services.

If the Designated Person/s decides not to make a referral then the person who raised the concern will be given a written statement of this fact and advised that, if they remain concerned, s/he is free to consult or report to the relevant authorities.

e) Procedures to Deal With Suspicion Of Abuse

In cases where a person has suspicion of abuse, s/he should monitor the situation closely and take the following steps.

- As soon as possible discuss the situation with the Designated Person.
- Unless advised otherwise by the Designated Person/s, s/he should continue to observe the behaviour of the young person and the suspected abuser.
- Record all information pertaining to the situation following the guidelines outlined above.
- Try to be available to the young person involved.

f) Emergency Situations

If a person encounters a child or young person with evident untreated and unexplained physical injury who is in need of urgent medical attention then s/he should:

- i) Make immediate efforts to contact the parent/s/guardian/s of the child or young person to obtain their consent to bring him/her for medical attention. If contact cannot be made **and the situation is deemed urgent**, the person should proceed to arrange for the Young Person to get appropriate medical attention.
- ii) If the parent/s or guardian/s refuse consent and where it is strongly suspected that the injuries were in fact inflicted by the parent/s or guardian/s, then the member of KBI staff should immediately contact the Designated Person or, if they are not available, the Community Care/Duty Social Worker or the Garda.

g) Storage of Documentation

All information relating to matters of suspected, alleged, proven cases of child abuse will be kept in a locked container within a locked filing cabinet under the direct supervision of the Children's Officer.

Access to such information will be allowed only to those who have placed the information there or those with a legal right to such access.

Access will be supervised, and provided by the Children's Officer and/or Designated Person/s.

h) Response to a person against whom an Allegation of Abuse has been made. (See also KBI Constitution).

If an allegation is made against a person working on behalf of KBI or a member of an affiliated organisation, which the authorities judge to require investigation, the following guidelines are to be followed:

The person against whom the allegation is made must be treated with respect and fairness.

The person should be informed in private that the allegation has been made against him/her.

The person must be given a chance to respond. His/her response will be recorded and forwarded to the relevant Authority.

The person against whom the allegation is made, should be withdrawn, pending the outcome of the investigation, from direct contact with young people.

The person will be advised that s/he should make no effort to communicate with the person who made the allegation or with any child named in the allegation.

If the person against whom the allegation is made is the Designated Officer, the Chairperson must be asked to substitute and undertake the reporting procedures in consultation with the National Children's Officer. If the person against whom the allegation is made is the Chairperson, the President or Vice Chairperson must be asked to substitute and, where necessary — in consultation with the National Children's Officer — undertake relevant duties in the reporting process.

i) Rumours

The Kickboxing Ireland considers wilful starting and/or spreading of rumours, concerning inappropriate behaviour or abuse, to be a serious offence.

Rumours concerning inappropriate behaviour from or to a member must be reported to the Designated Person who will confer with the Chairperson or (if the Designated Person or Chairperson is the subject of the rumour) other person/s appointed by the Executive in consultation with the National Children's Officer.

j) Anonymous Allegations/Reports

Anonymous complaints or reports should be forwarded to the Designated Person who will confer with the Chairperson or (if the Designated Person or Chairperson is the subject of the rumour) other person/s appointed by the Executive, in consultation with the National Children's Officer, to determine what, if any, action should be taken.

k) Convictions for Abuse

Any individual working on behalf of KBI or Member of an KBI affiliated Body found guilty by court of law of any form of sex abuse or GBH against another person will automatically lose their position and or membership and cannot in the future re-apply. (See KBI Constitution).

Appendices

14. Appendix 1

Dignity on the Mat Charter: The Kickboxing Ireland

Principles

We, the National Children's Advisory Committee of the Kickboxing Ireland, are committed to ensuring that each individual is guaranteed a training and practice environment which recognises his/her right to be treated with dignity both by management, coaches, volunteers, fellow students, parents etc.

We consider each individual, and the contribution s/he makes to the success of the different Kickboxing Systems, of which KBI is comprised, to be of great importance. We aspire to optimal working, training and competing conditions that will allow individuals to freely maximise their role in the practice and administration of Kickboxing represented by the Kickboxing Ireland.

We aspire to providing a leadership that encourages individuals, who work on a voluntary and on a paid basis, in this regard. Our goal is the creation and maintenance of a healthy, safe, non-discriminatory and positive training, practice and work environment.

Integral to our principle of mutual respect is our commitment to endeavour to provide training, practice and work spaces, at all levels, free of bullying.

Objectives

We aim to create and maintain positive training, practice and working environments which recognise and protect the right of each individual to dignity in the practice and administration of the Kickboxing in KBI.

We aim to ensure that all individuals who practice or work in or for KBI, voluntarily or otherwise, are aware of and committed to the principles set out in this charter.

Declaration

'We, the National Children's Advisory Committee, commit ourselves to working together to maintain training, practice and work environments which encourage and support the right to dignity.

All who train, practice or work within or for KBI are expected to respect the right of each individual to dignity in their training or working life.

All will be treated equally and respected for their individuality and diversity.

Bullying in any form is not accepted by us and will not be tolerated.

Our policies and procedures will strive to underpin the principles and objectives of this Charter’.

All members or employees of KBI (whether directly employed, contracted, or requested to work, on a voluntary or other basis by KBI) have a duty and responsibility to uphold this Dignity in Training and in Work Charter.

The Officers, Leaders and Coaches of KBI, and its constituent Advisory Bodies, have a specific responsibility to promote these provisions.

Nothing in this Charter overrules a person’s legal and statutory rights.

This Charter is hereby endorsed

By

—

Position

Date: / /20

On behalf of the National Children’s Advisory Committee of the Kickboxing Ireland .

15. Appendix 2

Health and Safety

All reasonable steps should be taken to establish and to maintain a safe training or working environment.

All Kickboxing Ireland Personnel and Members will endeavour to adhere to the guidelines laid out by the Health and Safety Authorities and by KBI itself.

Equipment checking procedures and rotas will be introduced and encouraged.

Coaches have a responsibility to ensure the safety of the participants with whom they train as far as possible within the limits of their control.

Training and the manner in which it is carried out should be in line with regular and approved practice within the Martial Art.

Training activities suggested, required or undertaken should be suitable for the capacity, experience and age of the participants.

Participants should be systematically prepared for the activities being recommended, required or undertaken.

'Children First' Briefings and 'Code of Ethics' training must be organised for, and availed of by, leaders, coaches, staff, volunteers, parents who train or work with children.

Participants should be coached and made aware of their personal responsibilities with regard to safety.

Training Centres must have insurance adequate to cover the particular training and practice styles and activities.

Fire and Safety Training should be provided for Club and Organisation Coaches and Leaders.

First Aid and Personal Hygiene should be part of Coach and Leader Training.

Coaches/Volunteers who use their own transport to convey participants from one place to another must ensure that they carry the required and adequate insurance cover. Such Coaches or Leaders must be careful not to transport more than the number of passengers permitted by the guidelines and the Insurance cover.

16. Appendix 3

KBI — National Children's Strategy (to be updated in the new Strategy 2013—2016).

The National Children's Officer will report when required but, at least, once in three months to the Executive.

The National Young People's Advisory Committee to meet once every six months.

To have an Anti Bullying Conference for Members, Officers, Coaches, Instructors, Staff, Volunteers.

To have an Anti-Bullying Seminar for Children.

To develop and distribute a quality Newsletter for and amongst the KBI's Young People.

To develop the role of the National Young People's Advisory Committee of KBI.

Initiate and establish Linking and Networking for example with the National Children's Office; National Young People's Advisory Committee; National Children's Advisory Council; County Child Care Committees; local Child Care Networks, Child Care Focus Group of eg the Dublin Community Forum etc.

To support the work of the National Children's Officer.

To support the establishment and development of the National Child Protection Committee.

To develop the position of the Designated Person to one shared by two people — one male and one female.

To ensure 'Children First' briefings and 'Code of Ethics' Training for the members who are working with young people.

To deliver regular good practice related educational seminars (eg Safety, Insurance, Recruitment, Children First etc.) for the Children's Officers and members working with young people.

To develop anti Bullying Policies, Procedures and Training for inclusion in the KBI National policy for Young people.

To develop the Safety Policies, Procedures and Training for inclusion in the KBI National policy for Young people.

To research and up date, when necessary, the Reporting Procedures in relation to Staff and Volunteers.

To assess the requirements and develop support services and training for members, staff and volunteers for inclusion in the National Policy for Young people.

To devise and publish a user friendly booklet which contains a positive look at the Kickboxing and their relevance in communities; all of the relevant law, guidelines and codes relating to child and young peoples' protection and welfare; and a user friendly guide of 'dos' and 'don'ts' for instructors, students and parents for use throughout our member clubs.

To design and publish a Child Friendly Booklet which includes an outline of what Kickboxing has to offer; the environment and context in which we expect young people to participate; and a child friendly interpretation of the KBI Policy for Young People and the ISC Code of Ethics and Good Practice for Children's Sport; and a child friendly section of 'dos' and 'don'ts' within the world of, Kickboxing, for use in all of our member clubs who instruct children/young people.

Encourage the Children's Officers of each System to embrace and roll out the National Policy for Young People and the Code of Ethics and Good practice for Children's Sport within their own Systems.

Encourage the Organisations to deliver the National policy for Young People and Code of Ethics to all of their member Clubs.

Encourage each Club to mirror the Code of Ethics and the KBI Policy for Young People on a local level.

Devise a short policy statement which embraces the spirit and content of the National Policy for Young People to which parents sign up when introducing their children to KBI Member clubs and classes.

Publicise the results of the National Children's Questionnaire.

Hold a National Children's Forum. Involve our young people more; eg in designing Child Friendly Zone Notices; in the publication of their Newsletter etc.

17. Appendix 4

Young People's Declaration Form

I _____, as a Kickboxing Student, undertake to help the Kickboxing Ireland in their efforts to make all its Dojos welcoming, safe and fun places for all Young People to practice.

I therefore agree to the following:

1. I will respect the policies, rules and regulations of my club.
2. I will respect the policies, procedures and guidelines set down in the Kickboxing Ireland Policy for Children and Young People. (Copies available from your Children's Officer or the National Children's Officer).
3. I will respect other students, parents, coaches, teachers and referees with whom I train in the Kickboxing.
4. I will respect my coach/instructor and support his/her efforts.
5. I will respect the officials and their authority during events and competitions.
6. I will not use threatening or aggressive behavior or use bad language at any Kickboxing training or event.
7. If I have a worry or complaint I shall bring it to the notice my Instructor or the Children's Officer as early as possible.
8. I will act fairly, oppose bullying, foul play, gossip, and rumors at all times.

Student's Name (Block Capitals Please): _____

Address

Date ____ / ____ /20 ____

The Club Children's Officer Is _____

The Kickboxing Ireland National Children's Officer is Mark Smith, who can be contacted at mark.smith@tusla.ie

18. Appendix 5

Parents Declaration Form

As the Parent/Guardian of _____ who is participating in Kickboxing training, I undertake to assist the Kickboxing Ireland in their efforts to make its member Organisations, Clubs and Venues welcoming and safe places for all young people to practice.

I therefore agree to the following:

1. I will respect the policies, procedures and guidelines set down in the Kickboxing Ireland Policy for Children and Young People. (Copies available from your Children's Officer or the National Children's Officer)
2. I will respect participants, other parents, coaches, teachers, referees with whom my child participates in the Kickboxing.
3. I will encourage my child to treat other participants, coaches, selectors, and managers with respect.
4. I will give encouragement and applaud only positive accomplishments whether from my child, his/her team mates, their opponents or officials.
5. I will respect my child's coach and support his/her efforts.
6. I will respect the officials and their authority during events and competitions.
7. I will not demonstrate threatening or abusive behavior or use foul language at any Kickboxing training or event.
8. If I have a concern or complaint I shall bring it to the notice of the Young Person's Senior Instructor or Coach (or the National Children's Officer if appropriate) as the earliest possible opportunity.

Parent's Name (Block Capitals Please) _____

Address

Parent's Signature _____

Date ____ / ____ /20____

The Kickboxing Ireland National Children's Officer is Brigid Ruane, who can be contacted at mark.smith@tusla.ie

Appendix 6

Club Registration Form

Name Kickboxing Club

Membership Number

Name _____ Date of Birth ____ / ____ /

Address

Telephone Number

Have you had any previous Kickboxing Training?

Yes/No

If Yes Please Name Club and Instructor

Do you have any medical condition of which the Instructors should be aware?

Yes/No

If yes please supply necessary details (or talk to the Senior Instructor in confidence)

Important: If you are unsure whether any Medical Consideration would limit your ability to safely participate in Kickboxing training, please consult your own Doctor before commencing training.

Do you have any other Special Requirements?

Yes/No

If yes please supply necessary details (or talk to the Senior Instructor in confidence)

Student's Declaration

I agree to abide by all the rules and regulations of the club.

I agree not to take any stimulants, supplements or performance enhancers in regard to my Kickboxing Training.

I agree not to use a photographic mobile or camera without permission. I understand that no publicity photographs will be used without prior permission.

Signature _____ Date ____ / ____ /20

Parent's Declaration of Consent

I give my permission for the above named child to take part in Kickboxing Training at the above club.

I/we understand that it is my responsibility to ensure that s/he gets safely to and from the club venue.

I/we agree not to use a photographic mobile or camera without permission. I understand that no publicity photographs will be used without prior permission.

I/we agree to be bound by all the rules and regulations and those laid down by the Kickboxing Ireland National Policy for Young people, and the Code of Ethics and Good Practice for Children's Sport (ISC). (Copies available from your Children's Officer or the National Children's Officer).

Signature _____ Date ____ / ____ /20

The Kickboxing Ireland National Children's Officer is Mark Smith, who can be contacted at mark.smith@tusla.ie

19. Appendix 7

Permission/Declaration — Away Trips
Person's Permission Form — Away Trips

Young

Young Person's Name

Address

Date of Birth ____ / ____ / ____

I hereby give my son/daughter _____ permission to go to

_____ with the above Club, leaving on

_____ and returning on _____

I agree that, whilst away, s/he will be bound by the **rules and regulations** of the Club/Association, the **KBI National Policy for Young People** and the **Code of Ethics and Good Practice in Children's Sport** and the **Rules and Regulations** of the premises which we are going to use.

Is there any, medical, dietary or other, information that we may need to know?

In case of an emergency, and if I am not contactable at the phone number below, I give my permission for my son/daughter to receive basic medical attention should it become necessary.

Signed _____ Date ____ / ____ /20

Emergency Phone Number

If you have any worries during the trip, or need to contact the young person in an emergency, please feel free to contact the Event Leader on _____

The Kickboxing Ireland National Children's Officer is Mark Smith , who can be contacted at mark.smith@tusla.ie Young Participant's Declaration for Away Trips

I have read/listened to and accept the conditions and rules set down by the Kickboxing Ireland for young people traveling to competitions events away from home and I agree to abide by them.

Name _____

Signed _____ Date ____ / ____ /20__

Parent/Guardian of young Participant for Away Trip

I have read and accept the conditions and rules set down by the Kickboxing Ireland for children travelling to competitions and events.

Parents/Guardian

Name _____ Date ____ / ____ /20__

Name _____ Date ____ / ____ /20__

Accompanying/Coaching Young Participants — Away Trip

Event/Activity _____

Venue _____

Date/s _____

Coaches/Volunteers

I hereby agree to abide by the guidelines and regulations contained in the policies and guidelines of the Kickboxing Ireland .

Name _____ Date ____ / ____ /20__

Name _____ Date ____ / ____ /20__

Name _____ Date ____ / ____ /20__

20. Appendix 8

Application form for Volunteer Youth Leaders/Workers and Helpers (Confidential)

Name

Address

Telephone _____ Date of Birth ____ / ____ / ____

Do you have any previous experience working with Young People? Yes/No

If yes please give details

Do you have you any official training in working with young people? Yes/No

If yes please give details

What skills, talent or experience do you feel you have to offer?

How Many hours a week would you like to offer?

Are you prepared to undertake basic Volunteer and Child Protection Training?

Yes/No

Have you ever been asked to leave a Youth club or any other situation involving young people?

Yes/No

If yes please give outline

_____ (If you have answered yes, we will contact you in confidence for details)

References for Volunteers/employees

Please supply the names of two responsible people whom we will contact and who are, from personal knowledge, willing to support your application.

If you have had previous experience in working with Young People, in any form, one name should be that of an administrator/leader of the relevant Body.

Referee 1

Referee 2

Tel _____

Tel _____

Position _____

Position _____

Organisation _____

Organisation _____

Do you agree to abide by the guidelines contained in the Code of Ethics and Good Practice for Children’s Sport in Ireland and by the KBI Policy for Young People?

Yes _____ No _____

Name

Telephone

Signed _____ Date ____ / ____ /20____

Parent or Guardian (if under 18)

21. Appendix 9

Reference Request for Volunteer Youth Leaders, Workers and Helpers

This request should be on headed notepaper where possible.

Re

Address

Dear,

The person named above has given your name as a referee on his/her application to be included on our organisations register for Volunteer Youth Leaders, Workers and Helpers.

This post involves substantial access to children/young people. As an organisation committed to the welfare and wellbeing of children, we are anxious to know if you are satisfied, given your experience, that this person is suitable to work with children in a sporting capacity.

I would appreciate it if you would complete the section below and return it to us as soon as possible. Alternatively, if you feel it necessary, you can contact our

Children's Officer _____ at _____

Any comments made will be treated in strictest confidence.

Yours Sincerely,

Please complete this section

Name

Address

Please sign **one** of the following statements

I am satisfied that (name of applicant)

_____ is suitable to work with children in a sporting capacity.

I am not satisfied that (name of applicant)

_____ is suitable to work with children in a sporting capacity.

Signed _____ Date ____ / ____ /20 ____

Any other information or comment you would like to offer _____

22. Appendix 10

Employee Application Form (Confidential)

Name

Address

Telephone _____ Date of Birth ____ / ____ /

Position Applied For

Previous Experience

Reason for Applying

Current Occupation

Name of Current Employer

Relevant Qualifications

Relevant Qualifications/Experience in Kickboxing

Do you have any previous experience working with Young People? Yes/No

If yes, please give details

Do you have you any official training in working with young people? Yes/No

If yes, please give details

What skills, talent or experience do you feel that you have to offer? _____

Are you prepared to undertake basic Child Protection Training? Yes/No

Have you ever been asked to leave a Youth club or any other situation involving young people? Yes/No

If yes, please give outline _____

(If you have answered yes, we will contact you in confidence for details)

Please supply the names of two responsible people whom we will contact and who are, from personal knowledge, willing to support your application.

If you have had previous experience in working with Young People, in any form, one name should be that of an administrator/leader of that group.

Referee 1

Referee 2

Tel _____

Tel _____

Position _____

Position _____

Organisation _____

Organisation _____

Do you agree to abide by the guidelines contained in the Code of Ethics and Good Practice for Children's Sport in Ireland and by the KBI Policy for Young People?

Yes _____ No _____

Name

Telephone

Signed _____ Date ____ / ____ /20 ____

Parent or Guardian (if under 18)

23. Appendix 11

Making a Report

When making a report the Health Board or Gardai will require as much as possible of the following information (ideally, in an Official Health Board Reporting Form).

Please do not worry if you do not have all of the information outlined.

- Name and address of the child, parent/guardians/carers and any other children in the family.
- Name and address of the person alleged to be causing harm to the child.
- Full account of the current concern about the child's safety or welfare.
- The source of any information which is being discussed with the Health Board.

- Dates of the incident/s being reported.
- Circumstances in which the incident/s or concern arose.
- Any explanation offered to account for the risk, injury or concern.
- The child's own statement if relevant.
- Any other information about the family, particularly any difficulties which they may be experiencing.
- Any factors relating to the family which could be considered.
- Name of child's school.
- Name of child's General Practitioner.
- Reporter's own involvement with the child's parents/guardians/carers.
- Reporter's own involvement with the child/young person.
- Details of any action taken in relation to the child's safety and welfare.
- Names and addresses of any agency or key person involved with the family.
- Identity of person reporting, including name, address, telephone number, occupation and relationship with the family.

24. Appendix 12

Garda Vetting Protocol

Refer to Document — KBI Garda Vetting Policy 2011.

See also KBI.ie for further details.

25. Appendix 13

Recommended Library

ISC Code of Ethics Children First

Duty to Care National Children’s Strategy: ‘Our Children — Their Lives’

UN Convention The Jigsaw Aid to Child Protection Awareness Training

Pre-school guidelines Childcare Acts. Pre-School Regulations etc

2013 F. Changes To KBI Young People's Policy

Stepping Back: Current Section in KBI Young People's Policy

The person against whom the allegation is made, should be withdrawn, pending the outcome of the investigation, from direct contact with young people.

The person will be advised that s/he should make no effort to communicate with the person who made the allegation or with any child named in the allegation.

F.1. Motion.

In the case where an KBI member who has been asked to step-back from contact with young people has worked in full co-operation with the National Children's Officer for a period of at least 3 months, and where the statutory agencies involved are not indicating to the National Children's Officer that there is a prima-fascia case against the individual concerned, the National Children's Officer shall have the authority to negotiate a supervised return to the mat.

Any such compromise would require the individual concerned to agree to have no 'one-to-one' contact with any young person involved in Kickboxing and to agree with National Children's Officer one independent person who would monitor and confirm full co-operation with the conditions of the negotiated arrangement with KBI.

Proposed By	Seconded By	For	Against	Abstention	Result
KBI Executive	Sheila Heffernan	11	0	0	Unanimous

F.2. Motion.

Any request by the National Children's Officer to step-back from contact with young people will be withdrawn after a period of six months unless the National Children's Office has received a written confirmation from a statutory agency that there is an 'active investigation' that includes the individual concerned and that the individual concerned has been informed of this.

Proposed By	Seconded By	For	Against	Abstention	Result
KBI Executive	Sheila Heffernan	11	0	0	Unanimous

F.3. Motion.

Once all relevant information has been passed to the relevant Statutory Agencies, it is not the National Children's Officer's responsibility to inform an individual who has been requested to step-back, the source of the allegation against them.

Proposed By	Seconded By	For	Against	Abstention	Result
KBI Executive	Sheila Heffernan	11	0	0	Unanimous

G. 16 – 18 Year old Coaching Supports

Note: UN Convention of Human Right – A person remains a child until they are 18 years of age.

The following motions have been developed to address a debate that arose within KBI regarding the role of 16 – 18 years olds in supporting Coaches

G. Motion

A) A competent and suitably qualified young Martial Artist between the age of 16 and 18 may have a role in supporting a appropriately qualified Kickboxing Instructor in the running of a Kickboxing Class or training session.

B) In such circumstances KBI will acknowledge the Young Person as a Junior Coach and they will be entitled to attend the KBI Code of Ethics workshop.

C) It is not appropriate at any time for a minor (under 18) to be in charge of a Kickboxing class or training session.

An amendment to add to the motion:

D) All such Junior Coaches must engage fully with the KBI National Vetting Policy.