



Jon Clifford's Tristar Boys' FC

Founder: Jon Clifford

Chairman: Davy Thompson

Secretary: Gregory Parke

Address: 53 Cashelmore Park, Derry, BT48 0RU

Email: tristarboysfc@hotmail.com

Mob: 07740587229 www.tristarboysfc.com

Charity Registration No: NIC100266

CHILD PROTECTION POLICY STATEMENT

It is the policy of Tristar Boys FC to safeguard the welfare of all members by protecting them from physical, sexual and emotional harm.

Coaches and volunteers should at all times show respect and understanding for the rights, safety and well-being of members and conduct themselves in a way that reflects the principles of the organisation.

We will endeavour to safeguard members by:

- a) Providing appropriate child protection training and support to coaches and volunteers.
- b) Ensuring that coaches and volunteers are properly vetted through Access N.I .
- c) Providing documents and information to coaches and volunteers relating to codes of conduct and child protection procedures.
- d) Sharing information about concerns with other relevant agencies and reporting disclosures to appropriate statutory bodies through the "Designated Person".
- e) Making members aware of Child Protection practices and reporting procedures.
- f) Informing parents of club activities and organisational contacts, as a means of re-assurance.
- g) Continually reviewing our Child Protection Policy and Practices.
- h) If a child/player is injured during training and cannot continue, the parent(s) of the child should be contacted immediately, to have the child collected immediately.

1st Designated Child Protection Officer -

Garry Matthewson

2nd Designated Child Protection Officer -

Greg Parke

Michelle Brown

Paul Cassidy



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RECORDING ALLEGATIONS OR SUSPICIONS OF ABUSE

CONTACT DETAILS

The first point of contact is the Designated Person

Name of Designated Person: Garry Matthewson,
Job Title / Role: Child Protection officer
Address: 1 PAPWORTH AVENUE, Derry, BT48 8PT
Telephone Number: Mobile: 077-885-61637

Second Designated Person: Greg Parke
Job Title / Role: Secretary
Telephone Number: Mobile: 077-4058-7229

Third Designated Person: Michelle Brown
Job Title / Role: Coach
Telephone Number: Mobile: 07873370214

Fourth Designated Person: Paul Cassidy
Job Title / Role: Coach
Telephone Number: Mobile: 079-22819942

It is the responsibility of the 1st or 2nd Designated Person to inform one of the following

- A) Social Services
- 1) Cityside: Riverside House, Abercorn Road
(Intake Worker) (028) 7126 6111
 - 2) Waterside: Rosstown House, Rosstown
(028) 7134 6587
 - 3) Out of Hours (028) 7134 5171
- B) Police Station
- A) Cityside: Strand Road (028) 7136 7337
 - B) Waterside: Lisnagelvin (028) 7137 9759
- C) NSPCC Helpline 0800 800 5000

Under new legislation-April 2005 (Protection of Children and Vulnerable Adults) NI Order 2003

- a) Tristar F.C is regarded as a non-childcare organization. A childcare organization is one that provides accommodation, health services or statutory children's homes.
- b) There will be a DISQUALIFICATION FROM WORKING WITH CHILDREN LIST for people who have been legally disqualified from childcare or non-childcare positions



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- c) There will be new criminal offence for organizations that employ a disqualified person or does not dismiss a person added to the disqualification list. A disqualification order will appear on a vetting check.



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RECORDING ALLEGATIONS OR SUSPICIONS OF ABUSE

IMPORTANT DETAILS

- Name of Young Person:
- Age:
- Parent / Guardian Name(s):
- Home Address / Phone Number:
- Details of Personal Concerns / Concerns of Others / Disclosure From Member:
- Dates and times relevant to specific incidents:
- Any Physical signs / Behavioural signs / Witness Evidence:
- Has anyone been alleged to be the Abuser? Record details:
- Has anyone else been consulted / contacted?
i.e. Police, Social Services, Management Committee:

ONCE COMPLETED THIS FORM SHOULD BE FORWARDED TO DESIGNATED OFFICER(S)



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CHILD PROTECTION PRACTICES & PROCEDURES

POLICY STATEMENT

TRISTAR F.C is firmly committed to the belief that all children and young people have a fundamental right to be protected from harm, and fully recognises its responsibility for child protection. The safety and protection of all children and young people that TRISTAR F.C supports is paramount, and has priority over all other interests.

The purpose of this Child Protection Policy is to ensure at all times the maximum protection from any kind of harm for all young people involved in anyway with TRISTAR F.C. For the purposes of this policy TRISTAR F.C have defined harm as:

- abandonment
- emotional abuse
- neglect
- physical abuse
- racial abuse
- sexual abuse or sexual exploitation

Its purpose is to protect the personal safety of all children and young people using facilities, resources and activities provided by **Tristar Boys' FC**, by actively promoting awareness, good practice and sound procedures.

POLICY PROCEDURES

Personnel/Recruitment

1. All coaches will have criminal record checks at enhanced level
2. All new coaches will be supervised until Access NI checks have been received
3. All coaches will receive and will be required to read the Child Protection Policy
4. All coaches will receive regular support in their work with children and young people

Responsibilities

1. All coaches/committee members working on behalf of TRISTAR F.C have a responsibility for the welfare of the children and young people that they work with
2. All coaches/committee members have a duty to ensure that any suspected incident, allegation or concerns relating to child protection is reported using the reporting procedures detailed in this policy
3. TRISTAR BOYS' FC has a designated Child Protection Officer who is responsible for child protection and the implementation of this policy.
4. It is the responsibility of the Child Protection Officer to take appropriate action following any expression of concern and make referrals to the appropriate agency
5. All coaches/committee members will be made aware of the named Officers and how to contact them.
6. TRISTAR BOYS FC frequently take photographs of children and young people participating in club matches and events. At all times written permission from parents will be obtained before any photographic material is used in the public domain



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Reporting Procedures

1. Any suspicion or allegation must be reported as soon as possible on the day of the occurrence to one of the designated Child Protection Officers. Disclosure or evidence for concern may occur in a number of ways including a comment made by a child, physical evidence such as bruising, a change in behaviour or inappropriate behaviour or knowledge
2. It is the responsibility of the Child Protection Officer in charge to liaise with other relevant agencies where necessary and seek clarification from the Child Protection Unit of LOCAL Constabulary, if there is any concern about the validity of any allegation
3. Any suspicion or allegation of abuse must be recorded by the observer/s on the appropriate incident reporting form. This form must be kept strictly confidential and stored securely following the Data Protection Procedures
4. All coaches/committee members are instructed to report the disclosure or discovery of abuse directly to one of the designated Child Protection Officers
5. All stages of the reporting procedure must be documented, marked CONFIDENTIAL and stored securely
6. The Chairperson or Vice-Chairperson will have the right to suspend from duty or the premises, any person who is a party to the allegation until a full investigation has been made. This action does not imply in any way that the person suspended is responsible for, or is to blame for any action leading up to the complaint. The purpose of any such suspension is to enable a full and proper investigation to be carried out in a totally professional manner.
7. TRISTAR F.C will co-operate fully with the Police, Social Services and N.S.P.C.C during investigations
8. The Chairperson/Secretary will make a full written report of the incident and the actions taken.
9. This report will be stored securely following the procedures detailed in the Data Protection Policy

Confidentiality

1. All coaches/committee members work under the principle that confidentiality is extremely important and plays a large part in much of the work carried out with children and young people. However, under no circumstances will any individual associated with Tristar F.C, keep confidential, any information that raises concerns about the safety and welfare of a child or young person.

Review and Maintenance of Policy

1. The Management Committee shall undertake to review this policy, its implementation and effectiveness annually.
2. The views of all coaches/committee members shall be sought where necessary and reflected in the review process
3. Any new legislation or developments in existing legislation will be considered as and when required and the policy will be updated to reflect these developments
4. All coaches will receive training in child protection procedures and the training will be reviewed as and when required



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Disclosure Information - Policy Statement

General Principles

As an organisation using Access Northern Ireland to help assess the suitability of applicants for positions of trust, Tristar Boys F.C complies fully with Access NI's Code of Practice regarding the correct handling, use, storage retention and disposal of Disclosure Applications and Disclosure information. Tristar also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, storage, retention and disposal of Disclosure information.

Storage and Access

Disclosure information is be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant eg regulatory or for licensing purposes) decision has been taken, we do not keep Disclosure information for any longer than is necessary. Information will not be retained but destroyed within 6 months of a decision, recruitment or otherwise has been made.

Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means ie by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any unsecured receptacle (eg waste-bin or confidential sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure or any other relevant non-conviction information supplied by police but not included on the Disclosure. However, despite the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the Access NI unique reference number of the Disclosure Certificate and the details of the recruitment decision taken.