ITA National Policy for Young People

Ensuring that all young people have equal opportunities to succeed

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Scope

This Protocol presumes the adoption, constant vigilance and adherence to the Sport Ireland 'Codes of Conduct' and the adoption of the Department of Children, Equality, Disability, Integration and Youth 'Our Duty To Care'.

If any part of this Policy Paper is unclear, please refer to Sport Ireland 'Codes of Conduct' or contact the ITA National Children's Officer whose contact details can be found on the ITA Website www.taekwondo.ie

This document is a policy concerning members of the ITAunder 18 years of age who are referred to as 'Children, Young People, Young Martial Artists or Young Participants'.

Guidance

This policy refers to the guidelines and standards set forth by national and international sports governing bodies, as well as best practices in safeguarding and child protection:

- UN Convention on the Rights of the Child (ratified by Ireland in 1992) https://www.gov.ie/en/publication/a1481d-united-nations-convention-on-the-rights-of-the-child/
- Children Act (Amendment) 2021 https://www.irishstatutebook.ie/eli/2021/act/6/enacted/en/html
- Child Care Act (Amendment) 2024 https://www.irishstatutebook.ie/eli/2024/act/19/enacted/en/html
- Children Act (Amendment) 2001 https://www.irishstatutebook.ie/eli/2001/act/24/enacted/en/html
- Children First Act 2015

  http://www.irishstatutebook.ie/eli/2015/act/36/enacted/en/pdf
- Protection For Persons Reporting Child Abuse Act

  Protections For Persons Reporting Child Abuse Act, 1998.
- Child Care Pre- School Services Regulations (Amended) 2016 https://www.gov.ie/en/publication/1a6d67-child-care-act-1991-early-years-services-regulations-2016/
- Sport Ireland Codes of Conduct

  Governance Code for Sport | Sport Ireland
- 'Our Duty To Care' (Department of Children, Equality, Disability, Integration and Youth)
- 'Children First' (Department of Children, Equality, Disability, Integration and Youth)
- 'Our Children - Their Lives' (National Children's Strategy) 2000
- ITA Anti Bullying Policy: ITA001

  https://www.taekwondo.ie/s/Anti-Bullying-Policy-ITA001
- ITF Child Safeguarding Policy

  https://itftkd.sport/wp-content/uploads/2023/07/Child-Safeguarding-Policy-combined.pdf
- ITF Instructor's Code of Conduct

  https://itftkd.sport/wp-content/uploads/2021/11/Instructors-Code-of-Conduct-July-2019.pdf

About the Irish Taekwon-Do Association

The objectives of the ITA are to strengthen, practice, promote and spread ITF Taekwon-Do to people throughout Ireland regardless of religion, race, national or ideological boundaries and in accordance with the tenets of Taekwon-Do.

The association is a democratic organisation with clear goals. Such goals include supporting the needs of its members, coordinating Taekwon-Do activities such as exhibitions, competitions, training camps and seminars, setting and maintaining high quality standards in both technical matters and teaching syllabus, liaising and collaborating (where possible) with other affiliated organisations and providing support and guidance for members.

The association was founded under the name All Ireland Taekwon-Do Association (AITA) in 1984. The name ITA was democratically adopted on 13th May 2006 when both of Ireland's Allied National Associations (ANAs) unified in a democratic merger process.

ITA Mission

To provide the public with a clearly identifiable and trustworthy Quality Mark for Taekwon-Do - within which the issues of Safety, Standards and Answerability are highlighted.

To provide ITA Schools and members with a structure through which they can be fairly represented and through which they can democratically express their ambitions and concerns.
To raise the standards of practise and procedures within affiliated schools.

To promote ITF Taekwon-Do to people throughout Ireland regardless of religion, race, national or ideological boundaries and in accordance with the tenets of Taekwon-Do.
We wish to promote Good Practice in a safe, healthy, fair and fun environment for all of our members equally, regardless of gender, ethnic origin, religion or ability.

We strive to safeguard and enhance the wellbeing of all of our members to play, practice and compete to the best of their various abilities.

Therefore, we set out the following policies and guidelines.

A Policy for Young People

The guidelines contained in this Policy are designed to support those in place at local level. Where a conflict arises, this Policy supersedes those adopted locally.

A conflict must be brought, for resolution or clarification, to the Children's Officer who will, if necessary, bring the matter to the Executive Committee as soon as is reasonably possible. In such circumstances, this policy will be taken to be the guide until a conflict is resolved at Executive Committee level or, failing that, through an AGM or EGM.

ITA Supports Young People's Rights

The ITA acknowledges the special place which young people have in the future development of ITF Taekwon-Do.

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

- Protection from all forms of discrimination
- Freedom
- Highest available Standard of Health with 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
- Protection against unlawful attacks on their honour and reputation

In addition, the ITA note and support that Young People are entitled to:

- Adequate Health & 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 wellbeing 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 their personality, talents, and mental and physical abilities to their fullest potential
- Protection from illicit use of drugs.

A statement about Taekwon-Do

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

Young People in Taekwon-Do

Young members of ITA have responsibilities, which include: to support the club's rules, enhance the reputation of ITF Taekwon-Do, respect others, train fairly & oppose bullying.

Young People in Taekwon-Do have a right to:

- Engage in play, sport, recreational and cultural activities to enrich their experience of childhood in
- Age-appropriate activities
- be better understood
- supports and services to access their play & 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 Taekwon-Do 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

Responsibilities of Young People within Taekwon-Do

- sign up to school/club rules which endorse and support the principles of these policies and the ISC Code of Conduct & Good Practice for Children's Sport.
- share and enhance the reputation of the Taekwon-Do community in their practice, training and competing.
- treat other participants, coaches, instructors, teachers, referees, managers etc with respect.
- act fairly, and to oppose bullying, foul play, gossip, rumours and false allegations. Young People will be assisted in opposing such behaviour.

Responsibilities of Parents/Guardians Taekwon-Do

Parents of young members are asked to support the rules and programmes of ITA clubs, respect the people involved in the Clubs, sign the Club Declaration Forms and support fair play.

- 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 Irish Taekwon-Do Association
- 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, instructors, coaches, teachers, peers, and competitors to their children's development through the sport of Taekwon-Do.
- Through their responses, give a fair and honest example when interacting with all children, other parents, coaches, teachers, instructors, 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.
- Deliver and collect their young people to, and collect them from, the practice and competition venues at the appropriate time.
- Sign the Young Person's Club Registration / Declaration Form (See sample – appendix 4).

Responsibilities of Members, Coaches, Instructors and Volunteers in Taekwon-Do

All Young People are welcome to train in ITA clubs/schools.

- The ITA recognises that coaching and leading young people carries a greater duty to care than so doing with adults.
- The ITA requires that such personnel serve our young participants using exemplary conduct and according to the guidelines outlined, and referred to, in this document.
- Members, Coaches, Instructors and Volunteers, prior to working with young people, 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'
- Senior Coaches and Instructors will attend 'Code of Ethics' Awareness Training and, where possible, 'Children's First'/ 'Keeping Safe' Seminars.

Insurance

A condition of ITA membership is that adequate insurance cover is in place at all times.

ITA Instructors will ensure:

- That every activity conducted for young people has full insurance cover. Evidence of Club / School cover is required for annual membership.
- That any conditions laid down within any such insurance policy are stringently observed.

Parental Consent

ITA Instructors will:

- Take care to ensure that written parental consent has been obtained from parents/guardians before allowing young people (under 18) in their care to participate in organised activities. The Consent should include a query about any special medical information or dietary requirements that the young person may have.

Inclusion

ITA Instructors will:

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

Supervision

ITA Instructors will:

- Ensure that young participants are supervised by an appropriately qualified teacher/Instructor whilst practicing/training/competing in Taekwon-Do.
- Work towards having at least one male and one female member, Instructor, or volunteer available at all times during activities for Young Participants.
- Ensure that on Away Trips there is at least one member of each gender supervising a mixed group of young participants.
- Ensure that no young person shall leave the activity room or accommodation during class, or other event, alone or without permission.
- That Club/School/Away 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.

Discipline

ITA Personnel will ensure:

- That under no circumstances is any young person hit, shouted at or otherwise intimidated by any member/Instructor 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 ITA.

Confidentiality

All information concerning our members will be treated in a confidential manner by all ITA personnel.

ITA Personnel will ensure:

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

Health & Safety

When working with Young People, ITA Teachers and Volunteers will comply with ITA Health & Safety guidelines and ensure a safe, secure and healthy atmosphere for our young members.

ITA Instructors will emphasise the fun and fair play aspects of Taekwon-Do and will set positive and achievable goals for young participants.

ITA Personnel shall:

- Be aware that a respectful and confidential approach is a health issue. People will not share important / essential information if Leaders, Teachers, Instructors, Volunteers etc are not trusted.
- Be aware that verbal and physical behaviour may be copied and, therefore, shall act in a responsible, caring and respectful manner to everyone when teaching, leading, refereeing or assisting with a Taekwon-Do activity.
- Be aware that the consumption of any drugs and alcohol prior to / 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 contact, explain to the young participant and request permission. Make contact visible at all times.
- Avoid being alone with a young participant. If it is necessary, make sure that the conversation or training is within earshot of another 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.
- If personal friendships develop between adults and young people in the club 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, e.g. 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.
- In the capacity of Coach, Teacher, Leader, Volunteer etc., do 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, Coach, Teacher, Leader, Volunteer etc., do not give medication to young participants.
- Check with the previous club when a young participant is changing clubs within the same Association.
- Advise that legal and illegal substances in the young students' diet can obstruct a healthy and positive future in sport.
- Emphasise the fun and fair play aspects of Taekwon-Do.
- Set positive and achievable goals for all young participants.
- Avoid
    - verbal or physical punishment.
    - the "Pain is Gain" approach.
    - the "Winning is Everything" approach.

Record Keeping

Records of attendance, injuries, incidents, disciplinary action, & evaluations will be kept in a confidential manner.

ITA 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 in the home area or away and circulate any suggestions arising from the experience amongst relevant

personnel in the Irish Taekwon-Do Association.

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

Away Trips/Risk Assessments

All Away Trips will be run in accordance with ITA Policies and Guidelines and in line with the Guidelines contained in the Sport Ireland Codes of Conduct.

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 possible. If not possible the host or organiser should carry out the visit.
- Checking the insurance cover of the venue / centre and transport to be used.
- Checking the safety risks in the venue and it's 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.

A full Risk Assessment will be carried out by Instructors and / or Volunteers prior to Away Trips / Events

- An assessment of the appropriateness of the rules in accordance with the activities to be conducted.
- Checking the competence and qualifications of the instructor involved in the activity.
- Checking safety equipment.
- Details of public phones (i.e. 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 instructors/coaches/volunteers to adequately supervise young participants at the activity/event and whether the instructors/coaches / volunteers have signed the Recruitment Declaration Forms (Appendix 8, 9 & 10) & Permission Form (Appendix 7)
- An assessment of whether there is adequate supervision and transport to cover the possibility of having to withdraw one or more of a group of young participants from the event e.g. home or for medical treatment

All Information concerning Away Trips will be made available to Young Participants and their

Parents or Guardians.

- 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 Club / ITA policies and guidelines concerning 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/children being cleared to go on the trip.

  Adequate or further Insurance to cover Away Trips will be placed.
- The Club /Organisation/Group shall ensure that their own, or proposed venue, insurance covers the activity to be undertaken. No activity shall be undertaken which is excluded from the group(s) insurance.
- The Club Instructor(s)/Coach(es) 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.

Plans to cover Emergencies will be drawn up, agreed and communicated:

- The group must have worked out 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.

Guidance on use of recording devices

Film and Photo recordings of young participants in training, or at events, are not allowed without the prior permission of the Senior Instructor.

Parents' or Guardians' consent must be sought before publication of any Film or Photo of Young People participating in Taekwon-Do - it is advised that such permission be requested and given in writing.

- Film, digital or photographic recordings of young participants in Irish Taekwon-Do Association supported training, competitions, demonstrations, and social gatherings are not permitted unless permission is sought and granted from the Senior Instructor/Coach or Event/Activity Organiser.
- If the Senior Instructor/Coach wishes to publish or broadcast film, digital or 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, digital or 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 Taekwon-Do activities or events.

ITA Roles & Responsibilities

National Children's Officer

To ensure high standards regarding the safe participation & representation of young people in the ITA, a National Children's Officer is chosen annually by the Executive Committee of the Irish Taekwon-Do Association.

The Children's Officer will be the Advocate for Young People in the Association and ensure that policies are in place which ensure safe environments within which our young members can train, practice and compete.

The National Children's Officer will report to the National Executive and to the AGM & EGM of the ITA.

The National Children's Officer will keep records, when necessary, in a secure and confidential manner.

The role of the National Children's Officer is to

- operate within the policies and guidelines adopted by and outlined in this document.
- Address 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 Taekwon-Do.
- assess and monitor whether the codes by which we practice are sufficient in terms of the safety and wellbeing of the children and young people within our membership.
- be informed, as far as is reasonable, of national and international legislation and guidelines in relation to young peoples' participation in sport and recreation – refer to ***Guidance***
- guide the Association towards Good Practice in relation to the law and national and local guidelines.

- provide the clubs/schools' Children's Officers with copies of relevant law, conventions, codes, guidelines and reports.
- make reasonable efforts to keep the Association and its clubs/schools up to date regarding the law and guidelines with regard to the rights of children and young people.
- advise and assist the ITA Executive Committee, its agents, instructors and volunteers in relation to Child Protection and Welfare.
- encourage high standards in relation to the safe participation and representation of young participants in the Association.
- To provide and promote Basic and Refresher Education and Fora for our members in relation to Good Practice for the children and young people who train in Taekwon-Do in any of the schools/clubs within the Association.
- be the eyes, ears and voice of the young people within the Association.
- be the advocate for young people in the day to day running of the Association.
- be an advocate for young people in our dealings with other organisations nationally and internationally.
- be available to young people should they need to discuss a training related issue / strategy or concern to them.
- ensure that Young Peoples' place within the Association is being honoured and taken into account at all levels of policy and decision-making.
- ensure that policies are in place that ensure safe environments within which our young students can train / practice & congregate.
- alert the Executive Committee and Club/School Children's Officers about any concerns relating to the care of children or young people in the Association.
- ensure a strategy whereby Coaches, Teachers, Instructors, fellow Students and Parents become aware of, and sign up to, relevant policies.
- monitor and vet our advertising and promotional endeavours to ensure that they are in line with good practice, Codes of Conduct and ITA Policies.
- Support communication and cooperation in relation to:
    - the dissemination of information concerning Good Practice for young people in the Association.
    - information exchange and discussion between members concerning the implementation of Good Practice guidelines; clubs/schools
    - updating our clubs/schools about Ethics, Best Practice and Children First Guidelines.
- strive towards implementing and promoting exemplary standards with regard to the safe practice of Taekwon-Do for children and young people.
- link with and contribute to other relevant bodies, networks, resources.
- provide support to the Designated Officer/s in the implementation of his / her / their duties.
- promote the children and young people related activities, conducted within the guidelines of this Policy, of the bodies of the ITA.
- liaise between the Executive Committee and relevant authorities, Statutory Bodies,

System Representatives, instructors and Volunteers in relation to youth and childcare and protection and good practice related matters.

- maintain proper records about all issues referred to him / her in a secure and confidential manner.
- Chair the National Young People's Advisory Committee of the ITA.
- implement and develop the brief of the National Young People's Advisory Committee.
- ensure that through newsletters, surveys and forums that the views and feelings of children and young people in the ITA are attended and responded to by the National Children's Office.
- assist the Children's Officer of each system to mirror, translate and implement ITA Policy and Procedure with regard to young people.
- report to Annual General Meetings of the ITA
- report to the Executive Committee of the ITA when required to do so.
- keep the Executive Committee of ITA regularly informed of developments regarding the National Children's Office.
- 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 Association all know about, understand and sign up to the Irish Taekwon-Do Association's National Policy for Children/Young People

Designated Person(s)

In line with best practice, the Executive of the ITA will appoint Designated Officers (1 Female 1 Male) to whom concerns relating to abuse (physical, sexual, emotional or neglect) of young members may be referred or reported.

The Designated Officers are required to operate on a strictly confidential 'need to know' basis.

The designated person(s) shall be appointed via nomination from the National Young People's Advisory Committee or the ITA Executive Committee and will be ratified at the following Annual General Meeting of the ITA.

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

The appointed persons will:

- occupy a senior position within the Association.
- have good listening & feedback skills.
- be familiar with the topic of Child Abuse, Irish Statutory Requirements, and other related codes, guidelines, reports, positions etc. Refer to ***Guidance***.
- be at ease in discussing emotional and or sexual matters.
- have already, or be willing to obtain, a Garda Clearance Certificate.

- be willingly and easily accessible to the membership.

The Role of the Designated Person/s is to:

- be willing to operate within the polices and guidelines as outlined, and adopted, in this document.
- be willing to operate within the policies and guidelines of the relevant authorities/statutory bodies in particular Sport Ireland and the Department of Children, Equality, Disability, Integration and Youth.
- liaise, when required or when appropriate, between the Executive Committee, and the relevant child protection and welfare authorities/statutory bodies.
- advise and assist the Executive Committee, its agents, its instructors and volunteers in matters reported which relate to child protection and welfare.
- where appropriate, assist in the provision of support to victim/s and to members, instructor or volunteers who are making a referral or against whom an allegation has been made.
- advise the Association and relevant officers/instructors on individual cases.
- 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.
- operate on a confidential basis and, therefore, from a strictly 'need to know' stance.
- keep up-to-date about current developments re provision, practice, support services, legal obligations / requirements and policy relating to child protection issues and reporting
- assist the National Children's Officer in ensuring that the policy and guidelines with regard to Designated Person/s are mirrored and implemented throughout the clubs/schools within the ITA.

National Young People Advisory Committee

The National Children's Officer of the ITA and the designated persons will form the National Young People's Advisory Committee. This Committee may, by agreement and from time to time, co-opt other officers or members of the ITA or experts from other agencies to assist in the implementation of its brief.

The NYPAC will assist the National Children's Officer and the ITA Executive to maintain, develop, monitor and evaluate support for the ISC Code of Ethics and Good Practice in Children's Sport and the ITA Policy for Young People

The Purpose of the NYPAC is to:

- advise the Children's Officers on policy and procedure.
- prepare reports relevant to participation of young people in Taekwon-Do.

- assist as an editorial board in the publication and dissemination of a Young Peoples Newsletter
- prepare and present feedback and response to the views of young people as expressed through Surveys, and Forums.
- encourage the participation of young people in the work of the National Young People's Advisory Committee.
- develop, monitor and oversee the implementation of the Association's policies and procedures in keeping with 'Children First Guidelines', relevant Child Care legislation and Sport Ireland Codes of Conduct. Refer to ***Guidance***.
- assist and support the Executive Committee in the development and evaluation of the ITA as a Child Friendly body where Good Practice is the guide.
- develop ideas for effective linking with, and involvement of parents.
- identify relevant training needs and plans.
- develop links with national and international centres of sports education, child development, child guidance and other relevant services.

INSTRUCTORS & RECRUITMENT

Recruitment and Selection of External Coaches, Volunteers and Leaders

It is recommended that all Coaching Programmes within the ITA should include basic Recruitment as part of Child Protection/Code of Ethics Training. The ITA will strive to make sure that qualified and suitable people are employed/invited to work with young members on a national level.

Similarly, the ITA will encourage that member clubs do likewise. Executive and other representatives of the ITA will take all reasonable steps to ensure that appropriately qualified and suitable people are recruited and/or invited to work with young participants.

In recruiting External Coaches, Volunteers and Leaders the ITA 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 involves contact, or working, with children or young people, the applicant will be asked to:

- Complete a particular application form styled for Instructor & Volunteer Youth Leaders, Coaches, Instructors, Teachers, Workers & Helpers (See sample - Appendix 8 & 10).
- Complete the Garda Clearance process adopted by the ITA Executive Committee.
- Submit the names and addresses and phone numbers of two references which will be sought using the form agreed by the ITA Executive Committee in consultation with the National Children's' Officer
- Sign a Declaration Form indicating that there is no reason why s/he would be deemed unsuitable for working with young people (See sample - Appendix 8).

At least two members of the ITA Executive Committee will interview any potential instructor 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 or nominated member of the National Young People's Advisory Committee.

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 relevance.

After Interview, all references will be checked. It is recommended that this be initiated in the form of a letter. (See sample template - Appendix 9).

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 (See sample templates - Appendix 8 & 10)

Any decision to appoint ITA External Coaches, Volunteers and Leaders shall be ratified by the Executive Committee.

It is recommended that a decision to appoint / employ External Coaches, Volunteers and/or Leaders within ITA member Clubs or should be ratified by the relevant ITA Club or Executive Committee. It is recommended that individuals should not be tasked with shouldering such responsibilities on their own.

An Induction Process for the External Coaches, Volunteers and/or Leaders will take place, and the Executive Committee 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.

When opening a new school ITA Instructors are required to:

- Apply in writing to the ITA Executive Committee
- Complete the Garda Clearance process adopted by the ITA Executive
- Submit the names and addresses and phone numbers of two references which will be sought using the form agreed by the ITA Executive Committee in consultation with the National Children's Officer
- Sign a Declaration Form including indicating that there is no reason why s/he would be deemed unsuitable for working with young people (See sample - Appendix 8)
- Complete a Level 1 coaching Course within 12 months of opening a school.

RESPONDING TO A DISCLOSURE, OR AN ALLEGATION, OF ABUSE.

The ITA agrees that the safety of our young members is everyone's responsibility. Any indication or suspicion of abuse must therefore be responded to in accordance with the guidelines set out in the relevant ***Guidance*** and in this document. People who report abuse reasonably and 'in Good Faith' are protected by law.

The ITA acknowledges that the safety of their young members is paramount and that it is the responsibility of all members.

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

The ITA 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 ITA, its member clubs/schools, of Health Boards and Garda Siochana have immunity from civil liability under the 1998 "Persons Reporting Child Abuse Act".

The ITA understands that the 1998 "Persons Reporting Child Abuse Act" established the criminal offence of False Reporting of Child Abuse.

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

The ITA will undertake all reasonable effort to ensure that all employed and voluntary instructor members, coaches, event organisers, referees, leaders, members and their parents/guardians are aware of the reporting guidelines.

Training / Coaching

The Irish Taekwon-Do Association will ensure that the Children First Briefing and the recommendations outlined in the Irish Sports Council Code of Ethics and Good Practice for Children's Sport are part of the ITA Coaching Syllabus.

Confidentiality

The Irish Taekwon-Do Association 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 Irish Taekwon-Do Association 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.

Reporting between Designated Person/s and the Irish Taekwon-Do Association Executive Committee.

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

a) Where the person, group, reported is a member of the I.T.A.
b) Where the possibility exists, however remote, that the I.T.A. 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 the I.T.A. 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 Committee every six months.

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

Response to a Person Reporting Any Form of Abuse:

There are procedures and guidelines for members who are made aware of, or who suspect, abuse. These procedures are designed to safeguard all concerned and, therefore, the ITA requires that they be followed as diligently as possible.

Members when responding to person reporting any form of abuse should take the following points into consideration.

Remember that initially a young person may be testing reactions.

The aim should be to listen with competence and sensitivity so that the child or young person is facilitated in talking 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 talk 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.

Recording Details of the Alleged Abuse

Once a member becomes aware of, or suspects, a case of abuse they are required to keep a written record which should include the following:

- What has been observed or told
- Dates, times, locations, context 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 member, 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.

Reporting the alleged Abuse

If a member, working with young people within an ITA Club, 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.

The instructor, teacher or leader of any group is not the one making the report.

Such 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 Sport Ireland Governance Code for Sport or contact your Children's Officer or the ITA's National Children's Officer.

Referrals of Alleged Abuse

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

The Designated Person will only refer the matter to the ITA Executive Committee, 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, members 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 decide not to make a referral then the member 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.

Procedures To Deal with Suspicion Of Abuse

In cases where a member has suspicion of abuse, but does not have enough evidence to substantiate it, 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.

Emergency Situations

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

a) 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 member should proceed to arrange for the Young Person to get appropriate medical attention.
b) 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 or instructor should immediately contact the Designated Person or, if they are not available, the Community Care / Duty Social Worker or the Garda.

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

Designated Person/s.

Response to a Member Against Whom an Allegation of Abuse Has Been Made

If an allegation is made against a member 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.

Rumours

The ITA 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 Committee in consultation with the National Children's Officer.

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 Committee, in consultation with the National Children's Officer, to determine what, if any, action should be taken.

Appendix 1: ITA Dignity in the Dojang Charter

Principles
We, the National Children's Advisory Committee of the Irish Taekwon-Do Association (ITA), 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 ITA, 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 Taekwon-Do represented by the ITA.

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 workspaces, 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 Taekwon-Do in ITA.
We aim to ensure that all individuals who practice or work in or for the ITA, 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 ITA 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 ITA (whether directly employed, contracted, or requested to work, on a voluntary or other basis by ITA) have a duty and responsibility to uphold this Dignity in Training and in Work Charter.

The Officers, Leaders and Coaches of ITA, 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:

On behalf of the National Children's Advisory Committee of the ITA.

Appendix 2: ITA Health & Safety

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

All Irish Taekwon-Do Association (ITA) Personnel and Members will endeavour to adhere to the guidelines laid out by the Health and Safety Authorities and by the ITA 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 ITA. 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, instructor, 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/Instructor and Leaders.

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

Coaches/ Instructors / 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/Instructors or Leaders must be careful not to transport more than the number of passengers permitted by the guidelines and the Insurance cover.

Appendix 3: ITA National Children's Strategy

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

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

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

To have an Anti-Bullying Seminar for Children

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

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

Initiate and establish Linking & 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 e.g. 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 (e.g. 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 ITA National policy for Young People.

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

To research and update, when necessary, the Reporting Procedures in relation to Instructor and Volunteers. To assess the requirements and develop support services and training for members, instructor 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 ITF Taekwon-Do and its 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 Taekwon-Do has to offer; the environment and context in which we expect young people to participate; and a child friendly interpretation of the ITA 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, Taekwon-Do, for use in all of our member clubs who instruct children / young people.

Encourage the Children's Officers 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 Clubs/schools.

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

Encourage each Club to mirror the Code of Ethics and the ITA 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 ITA Member clubs and classes.

Publicise the results of the National Children's Questionnaire. Hold a National Children's Forum.

Involve our young people more e.g. in designing Child Friendly Zone Notices; in the publication of their Newsletter etc.

Appendix 4: ITA Young Person Declaration Form

As a Taekwon-Do Student, I undertake to help the Irish Taekwon-Do Association in their efforts to make all its Dojangs 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 Irish Taekwon-Do Association Policy for Children & Young People (copies available from your Children's Officer or the National Children's Officer).
3. I will respect other students, parents, coaches, instructors, teachers and referees with whom I train in the Taekwon-Do.
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 behaviour or use bad language at any Taekwon-Do training or event.
7. If I have a worry or complaint, I shall bring it to the notice of my Instructor or the Children's Officer as early as possible.
8. I will act fairly, oppose bullying, foul play, gossip, rumours at all times.

Student's Name (Block Capitals): _____

Address: _____

_____

Signature: _____

Date: _____

The Club Children's Officer Is: _____

The Irish Taekwon-Do Association National Children's Officer's contact details may be found on the ITA Website www.taekwondo.ie

Appendix 5: ITA Parent/Guardian Declaration Form

As the Parent/Guardian of a child/children who is participating in Taekwon-Do training undertake to assist the Irish Taekwon-Do Association in their efforts to make its member Clubs/Schools 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 Irish Taekwon-Do Association Policy for Children & Young People (copies available from your Children's Officer or the National Children's Officer).
2. I will respect participants, other parents, coaches, instructors, teachers, referees with whom my child participates in the Taekwon-Do,
3. I will encourage my child to treat other participants, coaches, instructors, selectors, and managers with respect.
4. I will give encouragement and applaud only positive accomplishments whether from my child, his/her teammates, their opponents or officials.
5. I will respect my child's coach/instructor 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 behaviour or use foul language at any Taekwon-Do 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.
9. I will ensure my child has read and understands the child declaration form and supervise them in signing the young person's declaration form

Child/Children's name(s): _____

Parent's Name (Block Capitals): _____

Address: _____

_____

Parent/Guardian Signature: _____

Date: _____

The Club Children's Officer Is: _____

The Irish Taekwon-Do Association National Children's Officer's contact details may be found on the ITA Website www.taekwondo.ie

Appendix 6: ITA Club Registration Form

Name Taekwon-Do Club:_____

Name: _____ Date of Birth: _____

Address: _____

Telephone Number: _____

Have you had any previous Taekwon-Do 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)

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 & regulations of the club.
I agree not to take any stimulants, supplements or performance enhancers in regard to my Taekwon-Do 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.

Student Signature: _____ Date: _____

Parent/Guardian Declaration of Consent:

I give my permission for the above-named child to take part in Taekwon-Do Training at the above club.
I / we understand that it is my responsibility to ensure that s/he get 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 & regulations and those laid down by the Irish Taekwon-Do Association National Policy for Young people, and the Sport Ireland Codes of Conduct (copies available from your Children's Officer or the National Children's Officer).

Parent/Declaration Signature: _____ Date: _____

The Irish Taekwon-Do Association National Children's Officer's contact details may be found on the ITA Website www.taekwondo.ie

Appendix 7: Young Person's Permission Form for Away Trips

Young Person's Name: _____

Address: _____

_____

Date of Birth: _____

I hereby give my son/daughter permission to go to with the above Club.

Departure Date: _____

Return Date: _____

I agree that, whilst away, s/he will be bound by the rules and regulations of the Club/Association, the ITA National Policy for Young People and the Sport Ireland Codes of Conduct 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? Yes/No

Details below if any:

_____

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: _____

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

Event Leader: _____

Tel: _____

The Irish Taekwon-Do Association National Children's Officer's contact details may be found on the ITA Website www.taekwondo.ie

Participant's Declaration for Away Trips

I have read / listened to and accept the conditions and rules set down by the Irish Taekwon-Do Association for young people traveling to competitions events away from home and I agree to abide by them

Student Name: _____

Signed: _____

Date: _____

Parent/Guardian of young Participant for Away Trip

I have read and accept the conditions and rules set down by the Irish Taekwon-Do Association for children travelling to competitions and events.

Parents/ Guardian: _____

Name: Date: _____

Name: Date: _____

Away Trip Event / Activity: _____

Venue: _____

Date/s: _____

Coaches/Volunteers

I hereby agree to abide by the guidelines and regulations contained in the policies & guidelines of the Irish Taekwon-Do Association

Name: _____ Date: _____

Name: _____ Date: _____

Name: _____ Date: _____

Appendix 8: ITA Application form for External Coaches, Leaders and Volunteers

Confidential

Name: _____

Address: _____

_____

Date of Birth: _____

Tel: _____

Do you have any previous experience working with Young People? Yes/No If so - please give details:

Do you have 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 & Child Protection Training and/or Garda Vetting? Yes/No

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

If so - 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: _____

Do you agree to abide by the guidelines contained in the Sport Ireland Codes of Conduct and by the Irish Taekwon-Do Association Policy for Young People? Yes/No

Name: _____

Date: _____

Signed: _____ Date: _____

Parent/Guardian (if under 18): _____ Date: _____

Appendix 9: ITA Reference Request for Employees, External Volunteers, Coaches and Leaders

This request should be on headed notepaper where possible.

Re:

Address:

Dear

The above person named above has given your name as a referee on his/her application to be included on our organisation's register for Employees, Volunteer Youth Leaders, Workers & 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 box below and return it to us as soon as possible. Alternatively, if you feel it necessary, you can contact our Children's Officer (Name) at:

Tel: _____

Any comments made will be treated in strictest confidence.

Yours Sincerely,

Please complete this section:

Name: _____

Address: _____

_____

Please complete and 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: _____

Any other information or comment you would like to offer…

Appendix 10: Employee Application Form (Confidential)

Name: _____

Address: _____

_____

Date of Birth: _____

Phone: _____

Position Applied For: _____

Previous Experience:

Reason For Applying:

Current Occupation: _____

Name of Current Employer: _____

Relevant Qualifications:

Relevant Qualifications/Experience in Taekwon-Do:

Do you have any previous experience working with Young People? Yes/No If so, 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 so - please 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: _____

Do you agree to abide by the guidelines contained in the Sport Ireland Codes of Conduct and by the Irish Taekwon-Do Association (ITA) Policy for Young People? Yes/No

Name: _____

Date: _____

Signed:_____ Date: _____

Parent/Guardian (if under 18): _____ Date: _____

Appendix 11: ITA New Instructor Application Form

Name: _____

Address: _____

_____

Date of Birth: _____

Phone: _____

Previous Experience:

Reason For Applying to open a new school:

Current Occupation: _____

Name of Current Employer: _____

Relevant Qualifications/Experience in Taekwon-Do:

Do you have any previous experience working with Young People? Yes/No If so, 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 so - please 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: _____

Do you agree to abide by the guidelines contained in the Sport Ireland Codes of Conduct and by the Irish Taekwon-Do Association (ITA) Policy for Young People? Yes/No

Name: _____

Date: _____

Signed:_____ Date: _____

Parent/Guardian (if under 18): _____ Date: _____

Appendix 12: Making a Report

When making a report The Health Board or Gardai will require as much as possible of the following information (ideally, on 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.

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