



# SPECIAL OLYMPICS IRELAND CODE OF ETHICS AND GOOD PRACTICE VOLUNTEER GUIDE



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Ireland  
*a place for everyone!*

## **Acknowledgements**

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# Foreword

by **Mary Davis, Director, Special Olympics Ireland**

Special Olympics Ireland recognises that the welfare of all persons involved in the programme is paramount. In line with the requirements defined by the Irish Sports Council (ISC) and the Sports Council of Northern Ireland (SCNI) in the Code of Ethics and Good Practice for Children's Sport in Ireland (2000) Special Olympics Ireland has collated a Code of Ethics and Good Practice for the organisation.

This Code of Ethics and Good Practice document is designed to help us to help you to understand how we need to work together to protect and serve all our members; athletes, coaches, volunteers, family and staff members as well as anyone who works with our athletes.

In addition to the full text of the document the organisation has developed an edition for two of its main stakeholder groups; Athletes and Volunteers. This edition outlines the fundamental principles and addresses issues relating to the roles and responsibilities of volunteers involved in the programme. The Special Olympics Ireland Code of Ethics and Good Practice aims to promote best practice and to provide a safe and enjoyable environment for all.

In Special Olympics Ireland we strive to provide best practice in everything we do; from sports training and competition to volunteer recruitment and training whilst at all times ensuring the organisation is athlete centred.

Please take the time to read this document and if you have any queries please do not hesitate to contact us in Special Olympics Ireland. This literature is designed to inform, enlighten and guard the safety of all our participants... including you.

Thank you



Mary Davis  
Director, Special Olympics Ireland

# Introduction

This code outlines the fundamental principles and addresses issues relating to the roles and responsibilities of all persons involved in the programme.

# Intended audience

This document is for use by all volunteers involved in all aspects of the Special Olympics Ireland Programme throughout the island of Ireland. It is the responsibility of all persons involved in the organisation to familiarise themselves with the Special Olympics Code of Ethics and Good Practice in its entirety.

# 1.0 Ethos & Core Values

The following section identifies the values and ethos that are central to Special Olympics Ireland and its programme.

## 1.1 Needs of the Athlete

Sports should be guided by what is best for the athlete whilst being conducted in a safe, positive and encouraging atmosphere.

## 1.2 Equality

All persons should be valued, treated in an equitable and fair manner regardless of ability, age, gender, social and ethnic background, religion or political persuasion, with opportunities to foster inclusion encouraged whenever possible.

## 1.3 Quality of Atmosphere and Ethos

Sports training and competition should be conducted in a safe, positive, and encouraging atmosphere.

## 1.4 Fair Play

The principles of fair play should always be emphasised with participation, best effort and enjoyment rather than an emphasis on winning.

## 1.5 Integrity in Relationships

Athletes should be treated with respect.

## 1.6 Confidentiality

Confidentiality must be maintained in respect to all issues and persons involved in concerns about the welfare of a person or about bad practice within any element of the Special Olympics Ireland organisation.

## 1.7 Complaints

Special Olympics Ireland recognises that the rights of both the person making a complaint

and the person about whom a complaint has been made are protected. Note: A guarantee cannot be given that the information offered will be kept absolutely confidential, as the welfare of the person making the complaint will supersede all other considerations.

## 2.0 Recruitment, Selection and Training

### 2.1 Recruitment and Selection

Special Olympics Ireland takes all reasonable steps to ensure that only suitable people are recruited to work with athletes on a voluntary basis.

All applicants undergo the following recruitment process

- definition of roles of volunteers
- completion of the appropriate written application form
- mandatory reference checks from two non-family referees
- obtaining the applicant's signed permission to provide personal information to Garda Síochána (Republic of Ireland)/PSNI (Northern Ireland) for the purpose of conducting a background security check
- obtaining the applicants (NI only) signed permission to provide personal information for the Department of Health, Social Services and Public Safety (DHSSPS) for the purpose of conducting a Protection of Children and Vulnerable Adults (POCVA) Service Check

The decision to ratify the assignment of a volunteer to an affiliated group is the responsibility of the Club Management Team following these successful checks.

### 2.2 Training

Special Olympics Ireland is committed to the provision of effective training to volunteers, at the appropriate time, to enable them to perform their roles efficiently and consistently.

There is a determined training path for each volunteer to equip them with the necessary skills to perform their role. For example, the volunteer training path is comprised of

- General Induction
- Special Olympics Ireland Code of Ethics and Good Practice training
- On site introduction for new volunteers in their chosen role
- Job specific training including, as appropriate:
  - Sports specific coaching skills
  - Affiliate Group management team development
  - Network committee training
  - Events and Games planning
  - Competition management
  - Committee roles and responsibilities
  - ALPs mentor training
  - Family messenger training
  - Special Olympics Trainer



## 3.0 Code of Conduct

This section provides information on Special Olympics Ireland's code of conduct for all persons within the organisation.

### 3.1 Code of Conduct for Athletes (including Unified Partners)<sup>TM</sup>

#### 3.1.1 Athletes and Unified Partners' Rights

They have the rights to

- receive quality coaching from appropriately qualified coaches
- participate in fair and equitable competition
- train and compete in a safe environment
- have access to communication links throughout Special Olympics
- be safe in any aspect of the programme
- appeal a disciplinary action

#### 3.1.2 Athletes and Unified Partners' Code of Conduct

All Special Olympics Ireland athletes and Unified Partners must agree to uphold the following code of conduct

- Sportsmanship
  - practice good sportsmanship and acknowledge the success of others
  - play with control and in a manner that brings respect to themselves, to their coaches, and to Special Olympics
  - refrain from using bad or offensive language or physically hurting another athlete
- Training and competition
  - train regularly
  - learn and follow the rules of the sport
  - listen to the coach(es) and the official(s) and at the end of competition thank

- them and congratulate the winners
- always try one's best and participate fully during training, in divisioning and final rounds of competition
- Responsibility for actions
  - not make inappropriate or unwanted physical, verbal, or sexual advances on others
  - not to bully or verbally abuse others
  - abide by the policies and procedures of Special Olympics Ireland
  - obey all laws and Special Olympics rules and the National Governing Body rules for their sport(s)

#### 3.2 Code of Conduct for Family Members/Carers

**Note:** Family members/carers who are also volunteers, are expected to also adhere to the relevant Codes of Conduct for those areas.

#### 3.2.1 Rights of Family Members / Carers

They have the right to

- know their athlete is safe and be informed if their athlete is injured
- be informed of problems or concerns relating to their athlete
- have their consent sought for issues such as excursions
- through the Families Management Team or Regional Families Team, have their opinions heard in relation to relevant Special Olympics issues

### 3.2.2 Family Members/Carers' Code of Conduct

They have a responsibility to

- remember that athletes are involved in sport for their own enjoyment not the enjoyment of the family members/carers
- ensure
  - that all relevant registration forms pertaining to their athlete(s) are completed and in date
  - athletes' coach(es) are fully informed of the health status of athlete(s) and report any changes in same
  - make appropriate arrangements to deliver and collect athlete punctually to and from all Special Olympics activities
  - that athlete(s) are properly and adequately attired for the weather conditions for the time of year
- help athlete(s) to work towards skill improvement and good sportsmanship
- encourage athlete(s) to play by the rules of his/her sport and teach that honest endeavour is as important as winning and never ridicule, humiliate or shout at your athlete for making a mistake or losing a match
- set a good example by applauding all athletes
- as a spectator do not use foul or abusive language or harass officials, coaches or other athletes
- accept the official's judgement and recognise the value and importance of volunteers, coaches and officials
- abide by Special Olympics Ireland policies and procedures
- become familiar with Special Olympics advancement and selection procedures

## 3.3 Code of Conduct for Volunteers

### 3.3.1 Rights of Volunteers

Volunteers have the right to

- be treated with dignity and respect as a co-worker, not just as free help
- be given as much information about the organisation as possible, including information about our athletes, where appropriate, and policies and programmes
- have adequate training provided to ensure he/she completes their roles to the best of their ability
- attend a place of work that is orderly, conducive to work and worthy of the job to be done, is safe and complies with health & safety regulations
- have the freedom to make suggestions and receive good feedback that shows respect for their opinion
- make complaints and have an effective complaints procedure
- be assigned to a role (if possible) that recognises his/her personal preference, life experience, education and employment background as well as recognising the needs of the organisation

### 3.3.2 Volunteers' Code of Conduct

They have a responsibility to

- comply fully with the registration process and receive clearance from central office to work as a volunteer
- ensure that their attitude and behaviour towards the athletes at all times respect the rights, dignity and worth of every human being
- maintain appropriate boundaries and respect the privacy of athletes at all times

- respect the physical integrity of the athletes. This should not preclude any normal spontaneous expressions of warmth or happiness provided they are acceptable to all parties
- be sensitive to the possibility of becoming overly involved or spending a disproportionate amount of time with any particular athlete
- ensure that the facilities you use for activities with athletes are safe and secure and that appropriate supervision is in place before organising sports and other activities
- ensure that there is access to the following where appropriate to your role and responsibilities
  - a list of names, addresses and contact numbers for parent/guardian/carer of the athletes in your care
  - up to date Athlete Medical Forms and Athlete Consent Forms
  - a telephone for immediate contact to emergency services if required
  - any other relevant information concerning the athletes
  - abide by Special Olympics Ireland policies and procedures

### 3.4 Code of Conduct for Coaches

Coaches are volunteers and have the same rights and responsibilities as volunteers (section 3.3). In addition they have responsibilities towards the athletes they coach and therefore are required to observe the following code of conduct.

#### 3.4.1 Coaches' Code of Conduct

- Respect for others
  - respect the rights, dignity and worth of athletes, coaches, other volunteers and spectators in Special Olympics
  - treat everyone equally regardless of gender, ethnic origin, religion or ability
  - lead by example and be a positive role model for the athletes you coach
- Positive experience
  - ensure that for each athlete coached, the time spent with Special Olympics is a positive experience
  - respect the talent, developmental stage and goals of each athlete
  - ensure each athlete competes in events that challenge that athlete's potential and are appropriate to that athlete's ability and he/she performs to the best of their ability in divisioning and final rounds of competition
  - be fair, considerate and honest with athletes
  - communicate with athletes using simple, clear language
  - ensure that accurate records are maintained and that scores are provided for entry of an athlete/team into any event
- Act professionally and take responsibility for actions
  - thank competition officials, and if clarification is needed follow the appropriate competition protest and appeals procedure
  - ensure that language, manner, punctuality, preparation and presentation will demonstrate high standards

- display control, respect, dignity and professionalism to all involved in the sport (athletes, coaches, opponents, officials, administrators, parents, spectators, media, etc.) and encourage athletes to demonstrate the same qualities
- abide by Special Olympics Ireland policies and procedures and obey all Special Olympics Rules, the International Federation and the NGB rules for sport(s)
- refrain from any form of abuse towards athletes and others as defined in Section 4 including neglect, emotional abuse, physical abuse and sexual abuse
- be alert to any form of abuse from other sources directed towards athletes coached
- Quality services to the athletes
  - encourage athletes to develop skills and sportsmanship and to play for fun and enjoyment
  - seek continual improvement through performance evaluation and ongoing coach education
  - be knowledgeable about the Sports Rules and skills of the sport(s) coached
  - provide a planned training programme
  - keep copies of the medical, training, and competition records for each athlete coached
- Health and safety of the athletes
  - ensure that the equipment, rules, training and the environment are appropriate for the age and ability of the athletes and are safe for use
  - in conjunction with the Medical Coordinator, review each athlete's medical form and be aware of any limitations on that athlete's participation noted on that form
- maintain the same interest and support towards sick and injured athletes and encourage athletes to seek medical advice when required

## 3.5 Code of Conduct for Mentors

Mentors have responsibilities toward athletes in addition to their responsibilities as volunteers as outlined in section 3.3.

### 3.5.1 Mentors' Code of Conduct

They have a responsibility

- to the athlete(s) to attend any relevant training sessions, workshops etc.
- to always consider the needs of the athlete first and provide for the general welfare, safety, health and well-being of the athlete(s)
- to teach by example - conduct oneself in an appropriate manner
- to provide appropriate information and assistance when needed
- to work with the athlete to discover and develop their talents thus encouraging the growth of self-confidence and ability
- to listen when the athlete has a problem and offer guidance if appropriate and confront negative behaviour and attitudes
- to encourage exploration of options for the athlete such as becoming involved in the ALPs award scheme and check progress periodically
- to respect the athlete's right to privacy and encourage an open, positive and respectful relationship with the athlete
- to respect the athlete's rights and not permit abusive behaviour as defined in Section 4 including ridiculing or bullying
- to ensure that there is no inappropriate physical or verbal contact with others

### **3.6 Events and Games - Invitational, European and International**

Special Olympics Ireland provides competition opportunities for athletes including Invitational, European and International events and games. The Special Olympics Ireland policy Appointment of Management Teams, details other functions including sport specific Head Coach and medical support for these events and games.

### **3.7 Photography and Videography**

Special Olympics Ireland has a duty to protect its athletes from inappropriate use of photographic images and video footage.

#### **3.7.1 Rules for Volunteers, Family Members/Carers, Mentors**

- Only use photographs of athletes in suitable dress to reduce the risk of inappropriate use of the photograph. In sports such as athletics, aquatics and gymnastics the risk of potential misuse is much greater than in other sports. With these sports the focus of the image should be on the activity rather than the individual athlete
- Respect the privacy of athletes and be aware of the potential misuse of camera phones, videos and cameras inside changing areas, dormitories, showers and toilets
- Make certain that the athlete and their parents/guardians understand fully the Athlete Consent Form and the waiver of use of image rights and likeness to the organisation

The Special Olympics Ireland policy regarding photography and videography of athletes during training, competition, events and games is available from the regional offices or central office.

### **3.8 Transporting an Athlete**

The Special Olympics Ireland policy on the transportation of athletes for non family members does not advocate the transporting of athletes in private cars owned by volunteers and coaches who are not family members of the athlete. However the organisation recognises that there are circumstances where this is an essential element that allow an athlete to participate in training and competition. In these incidents the following guidelines should be adhered to.

#### **Guidelines for volunteers when transporting an athlete are as follows**

- a current valid driving licence applicable to the vehicle
- vehicle is insured to carry passengers
- that the athlete is consulted and is comfortable with the person that is driving them
- that the athlete is aware of their rights and has someone who can be consulted if they have concerns and fears
- athletes must wear seatbelts in accordance with the law
- contact numbers for family members /carers must be held by the organiser of the trip and likewise family members /carers should have a contact number for the trip organiser if arrangements for collection have to be changed
- volunteers must make it known within

their affiliated groups that they are transporting athletes

#### **It is recommended that**

- where possible written permission for the athlete to travel with a volunteer must be obtained from the parent / guardian
- drivers should always have a mobile phone in case of breakdown
- athletes being collected by family members /carers from a collection point, should be provided with written instructions to the collection point and time of arrival
- there is an additional adult volunteer in the car
- the driver should always attempt to have more than one athlete in the car
- when leaving an athlete home after a training session, the driver should alternate wherever possible which athlete is last to be dropped off

### **3.9 Substance Abuse**

#### **3.9.1 Substance Abuse**

Special Olympics Ireland prohibits the use of recreational drugs and substance misuse at all Special Olympics Ireland sporting and non-sporting activities except for those substances medically prescribed.

#### **3.9.2 Alcohol**

The use of alcoholic beverages is prohibited at any Special Olympics Ireland training or competition venue.

#### **3.9.3 Tobacco Products**

The use of tobacco products is prohibited at any Special Olympics Ireland training or competition venue except in designated areas.

## 4.0 Understanding & Recognising Protection and Welfare Concerns

The objectives of this section of the Code is to provide persons involved in all Special Olympics sporting and non sporting activities with an understanding of some types of abuse and also key information that may assist them should they encounter an incident of alleged abuse.

Special Olympics Ireland acknowledges that there are various categories of abuse; the first four types of abuse outlined below (neglect, emotional abuse, physical abuse, and sexual abuse) are recognised as the principle types of abuse (Children First 1999). Material abuse and bullying are additional forms of abuse.

Abuse of any type will be dealt with by Special Olympics Ireland in an appropriate manner and by the appropriate professionals in conjunction with the relevant authorities

The ethos of Special Olympics Ireland encourages

- all persons involved in the programme
  - to report any incidents of non-accidental injury and abuse including neglect, emotional abuse, physical abuse and sexual abuse as defined below
  - to use the reporting procedures of the organisation to address this problem
- affiliated groups to
  - provide comprehensive supervision of athletes at all Special Olympics sporting and non sporting activities

- provide a supportive environment for victims of non-accident injury and any type of abuse as defined below
- obtain the co-operation of all persons, particularly parents/guardians

#### 4.1 Neglect

Neglect can occur when there is failure to provide adequate care, nutrition and protection from harm for an individual. This occurs over a period of time rather than one specific occasion. It can be either intentional or unintentional.

#### 4.2 Emotional Abuse

Emotional abuse occurs when a person's need for affection, approval or safety is not met. Unless other forms of abuse are present, emotional abuse is rarely manifested in terms of physical signs or symptoms.

#### 4.3 Physical Abuse

Physical abuse is any form of non-accidental injury that results from wilful or neglectful failure to protect a person.

#### 4.4 Sexual Abuse

Sexual abuse occurs when another person uses a person for his or her gratification, sexual arousal or for that of others. It involves an abuse of a position of authority and trust for either sexual gratification or intimidation.

**Note:1.** The definition of child sexual abuse presented in this section is not a legal definition and is not intended to be a description of the criminal offences of sexual assault.

#### 4.5 Material Abuse

Material abuse is the deliberate exploitation or manipulation of a person's legal or civil rights including misappropriation of monies or property.

#### 4.6 Bullying

Bullying is behaviour which is intentionally aggravating and intimidating and is conducted by an individual or group against others whether it is verbal, psychological or physical.

## 5.0 Managing an Alleged Incident

This section outlines the organisation's management structures and identifies guidelines for reporting incidents and explains the disciplinary processes.

### 5.1 Overall Structure

Special Olympics Ireland has identified a management structure to provide guidance for persons who may have reasonable grounds for concern about the safety and welfare of persons involved in the organisation

- at all island level this individual is known as the Programme Athlete Protection Officer (PAPO)
- at regional level this individual is known as the Regional Athlete Protection and Medical Officer (RAPMO)
- at local level each affiliated group, event, games and region will have a designated person called the Athlete Protection Officer (APO)

**Note:** At an event/games the remit of athlete protection will be the responsibility of the Medical Co-ordinator for the event/games

### 5.2 Initial receipt of a Report of Alleged Abuse

If a person becomes aware or suspects that a person in his/her care is being abused, s/he has a duty to report the situation to the Athlete Protection Officer (APO) in order that the welfare of all persons concerned is protected. It is crucial on receiving a report of alleged abuse to

#### DO:

- Stay calm
- Allow the person to talk and you listen (where the person making the report does not have speech or writing abilities you should contact the APO to facilitate communication)
- Act promptly without undue delay and record the discussion as carefully as possible on the Incident Report Form
- Follow the procedures outlined in this document

#### DON'T:

- Do not ask leading questions or offer an opinion to the person making the allegation
- Do not discuss the details with any person other than those detailed in this document
- Do not contact the alleged abuser

### 5.3 Procedures for Reporting an Alleged Incident

#### 5.3.1 External Concerns

When the alleged perpetrator is someone other than a person involved in the Special Olympics Ireland Programme, e.g. external to the organisation, the management of the alleged incident is identified in Figure 1.

#### 5.3.2 Internal Concerns

When the individual is someone involved in the Special Olympics Ireland Programme, e.g. internal to the organisation, the management of the alleged incident is identified in Figure 2.

APO & relevant personnel decide if there are reasonable grounds for concerns about poor practice/ misconduct.



Fig. (1) Management for reporting an alleged External Concern incident

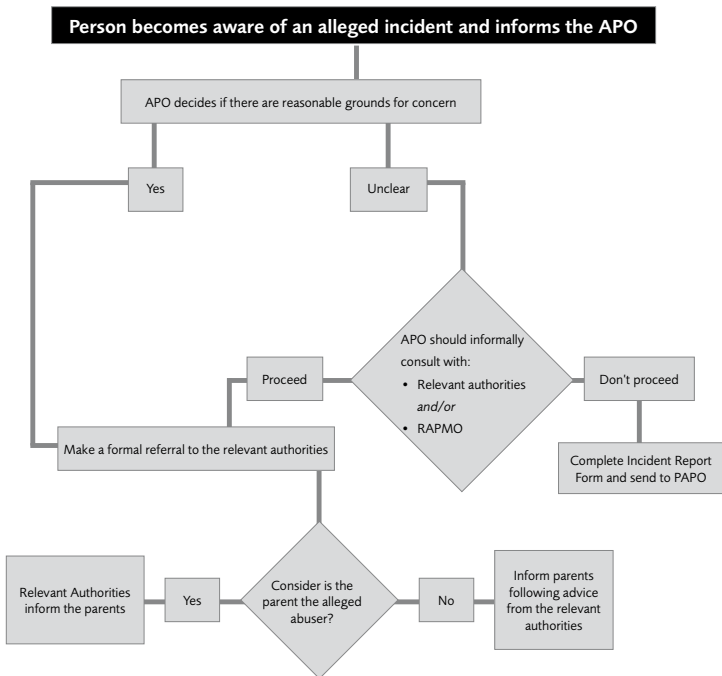
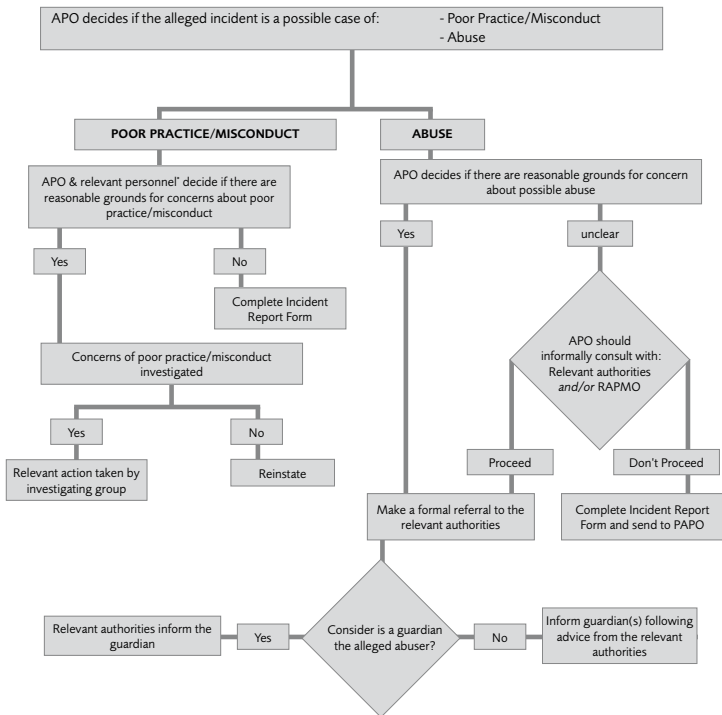


Fig. (2) Management for reporting an alleged Internal Concern incident

**Person becomes aware of an alleged incident and informs the APO**



\* For volunteers this is the volunteer co-ordinator and/or club management team for athletes this the club or the event management team.

## 5.4 Disciplinary, Complaints and Appeals Procedure

The following sections identify the system to manage disciplinary, complaints and appeals issues within the organisation.

Issues of this nature for Special Olympics Ireland volunteers and athletes are managed by the Athlete Protection Officer.

### 5.4.1 Process and Management of Complaints and Disciplinary Issues

- Complaints may be lodged by all members of the organisation
- Complaints should be received in writing by the Athlete Protection Officer of the affiliated group. In the event that an individual making the complaint is unable to write, the complaint may be verbally given to the Athlete Protection Officer who will record the incident in writing. The record should be read to the individual making the complaint and verbal agreement sought that the written record is accurate
- The complaint should outline all relevant details about the parties involved
- If any party is not satisfied with the outcome, the matter can be referred to Special Olympics Ireland. However efforts to resolve the matter at local level should be exhausted before Special Olympics Ireland is engaged in attempts to resolve the matter

### 5.4.2 Appeals

All persons have the right to appeal at any stage of the disciplinary process

- If any party does not agree with the disciplinary committee they can appeal the decision within three (3) working days of receiving notification of the disciplinary action
- Notification of intent to appeal must be made to the appeals committee
  - for affiliated groups this is the club chairperson. The appeals committee chairperson within an affiliated group should be a member of the Club Management Team and those who have not been on the original disciplinary committee
  - for events/games this is the Games Director
- The appeals committee should confirm or set aside or change any sanction imposed by the disciplinary committee.
- The disciplinary code in the General Terms and Conditions of Employment for Special Olympics Ireland employees will be adhered to
- If any party is not satisfied with the outcome, the matter can be referred to Special Olympics Ireland. However efforts to resolve the matter at local level should be exhausted before Special Olympics Ireland is engaged in attempts to resolve the matter

## 5.5 Dealing with Rumours and Anonymous Complaints

Any such complaints relating to inappropriate behaviour should be brought to the attention of the Athlete Protection Officer.

## 6.0 Support for Persons Concerned

The support structure for persons with a concern are outlined in the subsequent sections

### 6.1 Person Making the Allegation

It is the policy of Special Olympics Ireland (in consultation with the Health Service Executive/HSS Trust) to provide all necessary support to any person involved in Special Olympics activities that has been the subject of suspected or actual abuse.

### 6.2 Person Making the Report

#### 6.2.1 The Law of Protection for Persons reporting in ROI

The Protections for Persons Reporting Child Abuse Act, 1998 (ROI), provides immunity from civil liability to persons who report child abuse "reasonably and in good faith" to the Health Service Executive or An Garda Síochána.

#### 6.2.2 The Law of Protection for Persons reporting in Northern Ireland

The law referred to in 6.2.1 above does not exist in Northern Ireland, but an individual who reports a concern in 'good faith' is not deliberately attempting to slander another person's name. In Northern Ireland, there is legislation, the Criminal Law Act (NI) 1967, which places the responsibility on everybody to report offences or to forward that information to the police by emphasising the, 'Duty of every other person, who knows or believes,

- that the offence or some other arrestable offences has been committed; and

- that he has information which is likely to secure, or to be material assistance in securing, the apprehension, prosecution or conviction of any person for that offence'

**NOTE:** The person who reported the allegation (in both legal jurisdictions) will receive support from the Athlete Protection Officer, will be advised on all their rights, and will be reassured they have done the right thing.

### 6.3 Training

The day to day operation of the Code of Ethics and Good Practice within Special Olympics Ireland is dependant on providing an efficient training programme to all persons involved. The training module has been developed in association with the Sports Council and the training department within the organisation. It will be delivered by Local Sports Partnership Groups and Special Olympics Ireland trainers.

A minimum of four (4) hours training will be provided to all persons involved within the organisation. Additional training will be provided to persons who have key roles in the operation of the Code of Ethics and Good Practice on a day to day basis.

# Appendix 1

## Contact details for Special Olympics Ireland Offices

### Central Office

Special Olympics Ireland,  
4th Floor, Park House, North Circular Road,  
Dublin 7, Republic of Ireland.

**Tel:** +353 1 8823972

**Fax:** +353 1 8688250

**Email:** info@specialolympics.ie

**Website:** www.specialolympics.ie

Programme Athlete Protection Officer:

**Tel:** +353 1 8691637

**Mobile:** +353 87 6183596

Director, Special Olympics Ireland:

**Tel:** +353 1 8823972

Anti-doping Officer:

**Tel:** +353 1 8691637

**Mobile:** +353 87 6183596

### Connaught

Special Olympics Connaught,  
Methodist Building, Wine Street, Sligo,  
Republic of Ireland.

**Tel:** +353 71 9141200

**Email:** connaught@specialolympics.ie

### Leinster

Special Olympics Leinster,  
Unit 60, Parkwest Enterprise Centre, Nangor  
Road, Dublin 12, Republic of Ireland.

**Tel:** +353 1 6296999

**Email:** leinster@specialolympics.ie

### Munster

Special Olympics Munster,  
Unit 3, Cleve Business Park,  
Monahan Road, Cork,  
Republic of Ireland.

**Tel:** +353 21 4977192

**Email:** munster@specialolympics.ie

### Ulster

Special Olympics Ulster,  
7 Silversprings, Market Street, Ballymoney,  
Co. Antrim, BT53 6RD, Northern Ireland.

**Tel:** +44 28 27 668736

**Email:** ulster@specialolympics.ie

### Eastern Region

Special Olympics Eastern Region,  
4th Floor, Park House, North Circular Road,  
Dublin 7, Republic of Ireland.

**Tel:** +353 1 8691622

**Email:** eastern.region@specialolympics.ie

# Appendix 2

## Contact Details for Relevant Authorities (Republic of Ireland) Health Service Executive – Area Social Work Manager

Opening Times: Monday to Friday 9am-5pm

### IN CASE OF EMERGENCY CONTACT; An Garda Síochána

Confidential Line Free Phone : 1800 666 111 (24 hours) Telephone +353 1 666 0000

#### Eastern Regional Health Service Executive

##### East Coast Area Health Service Executive

Area	Telephone	Fax
Area 1	01 2808403	01 2844955
Area 2	01 2680320	01 2680406
Area 10	0404 68400	0404 69044

##### Northern Area Health Service Executive

Area 6	01 8680444	01 8825153
Area 7 North	01 8575432	01 8575449
Area 7 South	01 8556871	01 8550589
Area 8	01 8164200	01 8479593

##### South-Western Area Health Service Executive

Dublin South City District	01 6486650	01 6799303
Dublin South West District	01 4154700	01 4154804
Dublin West District	01 6206387	01 6206388
Kildare/ West	045 896120	045 896455

##### Midland Area Health Service Executive

Longford/ Westmeath	044 84450	044 84396
Laois/ Offaly	0506 22488	0506 21136

##### Mid-Western Area Health Service Executive

Limerick	061 483711	061 483757
Clare	065 6863907	065 6863984
North Tipperary	067 41934	067 42069

##### North Eastern Area Health Service Executive

Cavan/ Monaghan Health Care Centre	047 30460	047 77908
Louth	041 9875282	041 9875244
	042 9392220	042 9392265
Meath	046 9078844	046 9071377

##### North-Western Area Health Service Executive

Sligo/Leitrim	071 9155136	071 9155187
Donegal	074 9123739	074 9129752

**South-Eastern Area Health Service Executive**

Carlow/Kilkenny SEHB	056 7784781	056 7762741
Waterford	051 842884	051 842811
Wexford	053 47718	053 47706
South Tipperary	052 77311	052 77301

**Southern Area Health Service Executive**

South Lee	021 4923001	021 4312960
North Lee	021 4927055	021 4927001/2
North Cork	022 30200	022 30211
West Cork	028 40580	028 23172
Kerry	066 7184887	066 7184890

**Western Area Health Service Executive**

Galway	091 546380	091 527601
Mayo	094 9042283	094 9026110
Roscommon	090 6626732	090 6626776

# Appendix 3

## Contact details for Health and Social Services-Northern Ireland

Opening time: 24 hours a day, 7 days a week

**IN CASE OF EMERGENCY CONTACT: Police Service of Northern Ireland**

**PSNI Headquarters, Brooklyn, 65 Knock Road, Belfast BT5 6LE . Tel +44 28 90650222**

**Ask for your local District Command Unit**

**\*Ask for the 'Programme Manager Family & Child Care' in your local HSS Trust**

### Department of Health, Social Services and Public Safety (DHSSPS) – Northern Ireland

Area	Telephone
Altnagelvin Hospitals HSS Trust	028 71345171
Armagh & Dungannon HSS Trust	028 37522262
Belfast City Hospital HSS Trust	028 9032924
Castle Buildings, Stormont, Belfast BT4 3SJ	028 90520500
Causeway HSS Trust	028 27666600
Craigavon & Banbridge HSS Trust	028 38831983
Down Lisburn HSS Trust	028 92665181
Foyle HSS Trust	028 71266111
Homefirst HSS Trust	028 25633700
Newry & Mourne HSS Trust	028 30260505
North & West Belfast HSS Trust	028 90327156
South & East Belfast HSS Trust	028 90565656
Sperrin Lakeland HSS Trust	028 82835285
Ulster Community and Hospital HSS Trust	028 91816666



# Appendix 4

## Additional Contact Numbers

### Republic of Ireland

Childline Listens to Children

1800 666666 (24 hours)

ISPCC

01 6794944

Irish Sports Council

01 8608800

Volunteering Ireland

01 8722622

### Northern Ireland

NSPCC

028 90351135

Helpline Freephone: [www.thecpsu.org.uk](http://www.thecpsu.org.uk)

0808 800 5000 (24 hours)

Pre-Employment Consultancy Service

028 90524290

The Sports Council for Northern Ireland

028 90381222

Volunteer Development Agency (NI)

028 90236100

