



## CLUB SAFEGUARDING PACK

For All ISKA-Affiliated Kickboxing Clubs

Version: 1.0

Issued by: ISKA Ireland

For use by: All ISKA-affiliated clubs, coaches, volunteers, and parents

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## **1** CLUB SAFEGUARDING OVERVIEW

Every ISKA-affiliated club must provide a safe, positive, and inclusive environment for children and young people. This pack outlines the minimum safeguarding standards required for club operation under ISKA Ireland.

Each club must:

- Adopt this safeguarding pack
- Appoint a Club Children's Officer
- Appoint a Club Designated Liaison Person (DLP)
- Ensure all coaches are vetted and trained
- Display their Child Safeguarding Statement publicly
- Maintain proper records and reporting procedures

## **2** CLUB SAFEGUARDING POLICY

Your club commits to:

- Prioritising the welfare of children
- Ensuring safe coaching practices
- Preventing and responding to bullying
- Ensuring all adults working with children are vetted
- Providing clear reporting pathways
- Maintaining safe training environments

This policy applies to all coaches, volunteers, parents, and children in your club.

### 3 CLUB CHILD SAFEGUARDING STATEMENT

Your club provides kickboxing activities that involve regular contact with children. Your club is committed to safeguarding children by:

- Ensuring safe recruitment
- Maintaining vetting and safeguarding training
- Responding appropriately to concerns
- Providing safe, supervised environments
- Promoting respect and inclusion

This statement must be displayed in your club.

### 4 REPORTING & ESCALATION PROCEDURE

Step 1 — Report to Club DLP

Every concern must be reported immediately to your Club Designated Liaison Person.

Step 2 — Club DLP contacts ISKA Ireland DLP

ISKA Ireland DLP

Ashleen Nicell

 [ashleennicell@gmail.com](mailto:ashleennicell@gmail.com)

 +44 7729 564419

Step 3 — ISKA assigns regional lead

- Northern Ireland: Daniel Quigley
- Republic of Ireland: Owen Doyle

Step 4 — External reporting (if required)

- ROI: Tusla / Gardaí
- NI: Gateway Services / PSNI

When to report

- A child discloses harm
- You witness concerning behaviour
- You suspect abuse
- You feel something is “not right”

**You do not need proof.**

## 5 VETTING REQUIREMENTS FOR CLUBS

Every club must ensure:

- All coaches and volunteers working with children are vetted
- Vetting is renewed every 3 years
- No one works with children until clearance is confirmed
- Identity is verified before vetting applications
- Vetting records are maintained securely

Vetting routes

- ROI: Garda Vetting
- NI: AccessNI

## 6 CODE OF CONDUCT FOR COACHES

Coaches must:

- Put children's welfare first
- Maintain professional boundaries
- Avoid one-to-one situations
- Use appropriate language
- Never use physical punishment
- Report concerns immediately
- Maintain vetting and safeguarding training
- Create a positive, inclusive environment

## 7 CODE OF CONDUCT FOR CHILDREN & PARENTS

Children must:

- Respect others
- Follow instructions
- Avoid bullying
- Report anything that makes them uncomfortable

Parents must:

- Support their child positively
- Respect coaches and volunteers
- Avoid aggressive behaviour
- Report concerns appropriately

## 8 ANTI-BULLYING POLICY

Your club does not tolerate bullying in any form:

- Physical
- Verbal
- Emotional
- Cyberbullying

Clubs must:

- Prevent bullying
- Respond quickly
- Support affected children
- Record and report all incidents

## 9 PHOTOGRAPHY & SOCIAL MEDIA RULES

- Parental consent required for all images
- No full names with images
- Images must be appropriate
- No sharing without consent
- Inappropriate online behaviour must be reported

## 10 SAFE SUPERVISION GUIDELINES

Clubs must ensure:

- Appropriate adult-to-child ratios
- Supervision of changing areas
- Safe equipment and facilities
- Risk assessments for events
- Parents are encouraged to stay involved

## 1 1 CLUB RISK ASSESSMENT TEMPLATE

Activity				Date:
Location				
Hazards Identified	Risk Level	Controls Required	Responsible Person	Review Date

**1 2 CLUB INCIDENT / CONCERN FORM**

Child's Name:	
Date/Time:	
Location:	
Details of Concern:	
Witnesses:	
Immediate Actions Taken:	
Reported To:	
Signature:	
Date:	

**1 3 PARENTAL CONSENT FORM**

Includes consent for:

- Participation
- Emergency medical treatment
- Photography/video
- Travel (if applicable)

Parent/Guardian Name:

Child's Name:

Signature:

Date:

**1 4 CLUB SAFEGUARDING COMPLIANCE CHECKLIST**

Each club must confirm:

- Club Children's Officer appointed
- Club DLP appointed
- All coaches vetted
- All coaches have Safeguarding 1
- Children's Officer has Safeguarding 2
- Club DLP has Safeguarding 3
- Child Safeguarding Statement displayed
- Incident forms available
- Attendance records maintained
- Risk assessments completed
- Policies adopted and understood

## 1 5 SAFEGUARDING INDUCTION CHECKLIST

Club Name:	
Name of Person Completing Induction:	
Role:	
Date:	
Essential Documents Provided	
Safeguarding Policy	
Child Safeguarding Statement	
Reporting Procedure	
Code of Conduct	
Anti-Bullying Policy	
Photography Rules	
Supervision Guidelines	
Incident Form	
Consent Procedures	
Club Responsibilities Checklist	

## 1 6 KEY CONTACTS

ISKA Ireland DLP

Ashleen Nicell

 ashleennicell@gmail.com

 +44 7729 564419

Regional Leads

North: Daniel Quigley

South: Owen Doyle

External Agencies

- Tusla
- An Garda Síochána
- PSNI
- Gateway Services