



# Safeguarding & Child Protection Policy

Approved by the NSPCC

Version/date:	V1/February 2020
Board approved date:	V1/March 12 <sup>th</sup> 2020
Next review date:	February 2023

## Welsh Netball Association

Sport Wales National Centre, Sophia Gardens, Cardiff, CF11 9SW

Tel: 0845 045 4302

Email: [info@welshnetball.com](mailto:info@welshnetball.com)

[www.welshnetball.com](http://www.welshnetball.com)

## INDEX

Section		Page No
<b>ONE</b>	Safeguarding & Child Protection Policy	3
<b>TWO</b>	Promoting Good Practice	5
<b>THREE</b>	Defining Child Abuse	9
<b>FOUR</b>	Responding to Concerns / Allegations	14
<b>FIVE</b>	Recruiting and Selecting	21
<b>SIX</b>	Useful Contacts	24

## **APPENDICES**

<b>APPENDIX 1</b>	Codes of Conduct	25
<b>APPENDIX 2</b>	Equal Opportunities Policy	31
<b>APPENDIX 3</b>	Guidelines for Transporting Children & Young People	36
<b>APPENDIX 4</b>	Supervision of Children and Young People	37
<b>APPENDIX 5</b>	Anti Bullying Policy	38
<b>APPENDIX 6</b>	Photographic/ Recorded Images	40
<b>APPENDIX 7</b>	Parent /Carer and Young Person Permission for the Use of Photographs and Recorded Images.	42
<b>APPENDIX 8</b>	Responding to concerns about Parent/Carer	43
<b>APPENDIX 9</b>	Responding to concerns about a Member of Staff / Volunteer	44
<b>APPENDIX 10</b>	Incident Report Form	45
<b>APPENDIX 11</b>	Injury / Accident Report Form	48
<b>APPENDIX 12</b>	Lead Officer Role Descriptor and Responsibilities	51
<b>APPENDIX 13</b>	Self-Declaration & Disclosure Form	54
<b>APPENDIX 14</b>	Application Form	57
<b>APPENDIX 15</b>	Disclosure & Barring Service (DBS)	58
<b>APPENDIX 16</b>	Reference Form	59
<b>APPENDIX 17</b>	Recommended Legislation / Guidance & Publications	60
<b>APPENDIX 18</b>	Club / League Safeguarding Officer – sample Job description	62
<b>APPENDIX 19</b>	Parental Consent Form	64

## **SECTION 1 – SAFEGUARDING AND CHILD PROTECTION POLICY**

### **1.1 Introduction**

Everyone who participates in Welsh Netball activities is entitled to do so in an enjoyable and safe environment. Welsh Netball and its clubs have a moral and legal obligation to ensure that, when given responsibility for children, coaches and volunteers provide them with the highest possible standard of care.

Welsh Netball is committed to devising and implementing policies so that everyone in the sport accepts their responsibilities to safeguard children and vulnerable people from harm and abuse. This means following procedures to protect children and vulnerable people and to report any concerns about their welfare to appropriate authorities. Welsh Netball Association's Safeguarding Officer is **Ben Williams (Head of Community Development)**.

The aim of the policy is to promote good practice, providing children and young people with appropriate safety/protection whilst in the care of Welsh Netball and to allow staff and volunteers to make informed and confident responses to specific child protection issues.

A child is defined as a person under the age of 18 (Children Act 1989, 2004).

### **1.2 Policy Statement**

Welsh Netball is committed to the following:

- the welfare of the child is paramount;
- all children, whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity should be able to participate in Netball in a fun and safe environment;
- taking all reasonable steps to protect children from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings;

- all suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately;
- all Welsh Netball employees and other volunteers who work with children will be recruited with regard to their suitability for that responsibility and will be provided with guidance and/or training in good practice and child protection procedures; and
- working in partnership with parents and children is essential for the protection of children.

This Child Protection Policy will be reviewed every 3 years or whenever there is a major change in the organisation or in relevant legislation.

### **1.3 Legal and Procedural Framework**

The practices and procedures within this policy are based on principles contained within Welsh, UK and International legislation and Government guidance (**See Appendix 16**).

- The Children Act 1989 & 2004
- The UN Convention on the Rights of the Child (1989)
- Human Rights Act (1998)
- The Data Protection Act (1998)
- Sexual Offences Act (2003)
- Safeguarding Children: Working Together Under the Children Act (2004)
- Safeguarding Vulnerable Groups Act (2006)
- Protection of Freedoms Act (2012)
- Social Services and Wellbeing (Wales) Act (2014)
- Wales Safeguarding Procedures (2019)

## SECTION 2 - PROMOTING GOOD PRACTICE

### 2.1 Introduction

To provide children with the best possible experience and opportunities within the sport Welsh Netball operates within an agreed framework such as The Codes of Conduct and the Association's Equal Opportunities Policy (**See Appendix 1 & 2**).

It is not always easy to distinguish poor practice from abuse. It is therefore NOT the responsibility of employees, volunteers or participants in Netball to make judgments about whether or not abuse is taking place. It is, however, their responsibility to identify poor practice and possible abuse and act if they have concerns about the welfare of the child, as explained in section 4.

This section will help you identify what is meant by good practice and poor practice.

### 2.2 Good Practice

All personnel should adhere to the following principles and action:

- always work in an open environment (e.g. avoiding private or unobserved; situations and encouraging open communication with no secrets);
- make the experience of Netball fun and enjoyable: promote fairness, confront and deal with bullying;
- treat all children equally and with respect and dignity;
- always put the welfare of the child first, before winning;
- maintain a safe and appropriate distance with players (e.g. it is inappropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them);
- avoid unnecessary physical contact with children. Where any form of manual / physical support is required and it should be provided openly and with the consent of the child. Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the child's consent has been given;

- Involve parents/carers wherever possible, e.g. where children need to be supervised in changing rooms, encourage parents to take responsibility for their own child. If groups have to be supervised in changing rooms always ensure parents, coaches etc. work in pairs request written parental consent if club officials are required to transport children in their cars;
- gain written parental consent for any significant travel arrangements e.g. overnight stays;
- ensure that if mixed teams are taken away, they should always be accompanied by a male and female member of staff;
- ensure that at away events adults should not enter a child's room or invite any children to their rooms;
- be an excellent role model, this includes not smoking or drinking alcohol in the company of children;
- always give enthusiastic and constructive feedback rather than negative criticism;
- recognising the developmental needs and capacity of the child and do not risk sacrificing welfare in a desire for club or personal achievements. This means avoiding excessive training or competition and not pushing them against their will
- secure written parental consent for the club to act in loco parentis, to give permission for the administration of emergency first aid or other medical treatment if the need arises;
- keep a written record of any injury that occurs, along with details of any treatment given.

### **2.3 Poor Practice**

There are some behaviours or practices that would be considered poor practice and although highly unacceptable within the sport, would not be fully encapsulated by the definitions of abuse. Nevertheless, they must always be reported, addressed and action taken to prevent reoccurrence.

In some cases, there is a fine line between poor practice and abuse and it may be important to seek guidance from Social Services and/or the Police before a concern is treated as poor practice. If, following consideration by the Welfare Officer, senior officials and, if appropriate, following consultation with statutory authorities and, a concern is deemed to be a matter of poor practice rather than abuse, a suitable course of remedial action should be agreed. Although it is often possible to resolve poor practice thorough guidance, mentoring and additional training, particularly where the individual is willing to accept their conduct was inappropriate, in some instances, poor practice concerns need to be managed as a disciplinary matter by invoking the appropriate policy and procedures.

The following are regarded as poor practice and should be avoided by all personnel:

- unnecessarily spending excessive amounts of time alone with children away from others taking children alone in a car on journeys, however short;
- taking children to your home where they will be alone with you;
- sharing a room with a child;
- engaging in rough, physical or sexually provocative games, including horseplay;
- allowing or engaging in inappropriate touching of any form allowing children to use inappropriate language unchallenged;
- making sexually suggestive comments to a child, even in fun reducing a child to tears as a form of control;
- allowing allegations made by a child to go unchallenged/unrecorded/not acted upon;
- doing things of a personal nature that the child can do for themselves.

Where instances arise where it is impractical or impossible to avoid certain situations (e.g. transporting a child in your car) the tasks should only be carried out with the full understanding and consent of the parent/carer and the child involved (**See Appendix 19**).

If during your care you accidentally hurt a child and the child seems distressed in any manner, appears to be sexually aroused by your actions and/or if the child misunderstands or misinterprets something you have done, report any such incidents as

soon as possible to another colleague and make a written note of it. Parents should also be informed of the incident.

## **2.4 Physical Contact in Sport**

Many sports, by their nature, require a degree of physical contact between adults and children. Physical contact can be used appropriately to instruct, encourage, protect or comfort. The aims of guidelines relating to physical contact are to provide adults and children with appropriate types and contexts for touching.

Physical contact between adults and children should only be used when the aim is to:

- Develop sports skills or techniques
- Treat an injury
- Prevent an injury
- Meet the requirements of the particular sport

Physical contact should:

- Not involve touching genital areas, buttocks or breasts
- Meet the need of the child and not the need of the adult
- Be fully explained to the child and with the exception of an emergency permission should be sought
- Not take place in secret or out of sight of others
- Records of injuries should be fully recorded

## SECTION 3 - DEFINING CHILD ABUSE

### 3.1 Introduction

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm, it commonly occurs within a relationship of trust or responsibility and is an abuse of power or a breach of trust. Abuse can happen to a child regardless of his or her age, gender, race or ability.

There are four main types of abuse: **physical abuse, sexual abuse, emotional abuse and neglect.** The abuser may be a family member, someone the child encounters in residential care or in the community, including sports and leisure activities. Any individual may abuse or neglect a child directly, or may be responsible for abuse because they fail to prevent another person harming the child.

Abuse in all of its forms can affect a child at any age. The effects can be so damaging that if not treated may follow the individual into adulthood

Children with disabilities may be at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation and are powerlessness to protect themselves or adequately communicate that abuse had occurred.

### 3.2 Types of Abuse

**Physical Abuse:** where adults physically hurt or injure a child e.g. hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, and drowning. Giving children alcohol or inappropriate drugs would also constitute child abuse.

This category of abuse can also include when a parent/carer reports non-existent symptoms or illness deliberately causes ill health in a child they are looking after.

In a sports situation, physical abuse may occur when the nature and intensity of training disregards the capacity of the child's immature and growing body.

**Emotional Abuse:** the persistent emotional ill treatment of a child, likely to cause severe and lasting adverse effects on the child's emotional development. It may involve telling a child they are useless, worthless, unloved, and inadequate or valued in terms of only meeting the needs of another person. It may feature expectations of children that are inappropriate to their age or development. It may cause a child to be frightened or in danger by being constantly shouted at, threatened or taunted which may make the young person frightened or withdrawn. Ill-treatment of children, whatever form it takes, will always feature a degree of emotional abuse.

Emotional abuse in sport may occur when the child is constantly criticised, given negative feedback, expected to perform at levels that are above their capability. Other forms of emotional abuse could take the form of name calling and bullying.

**Bullying** may come from another young person or an adult. Bullying is defined as deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. There are four main types of bullying: it may be physical (e.g. hitting, kicking, slapping); verbal (e.g. racist or homophobic remarks, name calling, graffiti, threats, abusive text messages); emotional (e.g. tormenting, ridiculing, humiliating, ignoring, isolating from the group); or sexual (e.g. unwanted physical contact or abusive comments). Bullying may also take place online as well as in the real world.

In sport bullying may arise when a parent or coach pushes the child too hard to succeed, or a rival athlete or official uses bullying behaviour (**See Appendix 5**).

**Neglect** occurs when an adult fails to meet the child's basic physical and/or psychological needs to an extent that is likely to result in serious impairment of the child's health or development. ***For example, failing to provide adequate food, shelter and clothing, failing to protect from physical harm or danger, or failing to ensure access to appropriate medical care or treatment.***

Refusal to give love, affection and attention can also be a form of neglect. Neglect in sport could occur when a coach does not keep the child safe, or exposing them to undue cold/heat

or unnecessary risk of injury.

**Sexual Abuse** occurs when adults (male and female) use children to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing children pornography or talking to them in a sexually explicit manner are also forms of sexual abuse.

In sport, activities, which might involve physical contact with children, could potentially create situations where sexual abuse may go unnoticed. Also the power of the coach over young athletes, if misused, may lead to abusive situations developing.

Coaches should ensure they maintain healthy, positive and professional relationships with all athletes. Coaches and others in positions of authority and trust in relation to athletes aged 16 and 17 years must not engage in sexual relationships with them while that unequal power relationship exists.

### **3.3 Indicators of Abuse**

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. Most people are not experts in such recognition but indications that a child is being abused may include one or more of the following:

- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injury;
- an injury for which an explanation seems inconsistent;
- the child describes what appears to be an abusive act involving them
- another child or adult expresses concern about the welfare of a child;
- unexplained changes in a child's behaviour, e.g. becoming very upset, quiet, withdrawn or displaying sudden outbursts of temper;
- inappropriate sexual awareness engaging in sexually explicit behaviour;

- distrust of adults, especially those with whom a close relationship would normally be expected;
- difficulty in making friends;
- being prevented from socialising with others;
- displaying variations in eating patterns including over eating or loss of appetite ;
- losing weight for no apparent reason;
- becoming increasingly dirty or unkempt

Signs of bullying include:

- behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go to training or competitions
- an unexplained drop off in performance
- physical signs such as stomach aches, headaches, difficulty in sleeping, bed wetting, scratching and bruising, damaged clothes, bingeing e.g. on food, alcohol or cigarettes
- a shortage of money or frequent loss of possessions

It must be recognised that the above list is not exhaustive, but also that the presence of one or more of the indications is not proof that abuse is taking place.

It is **NOT** the responsibility of those working in Welsh Netball to decide that child abuse is occurring. It **IS** their responsibility to act on any concerns.

### **3.4 Use of Photographic/Filming Equipment at Sporting Events**

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of children.

All clubs should be vigilant and any concerns should be reported to the Club

Safeguarding Officer.

All parents and performers should be made aware when coaches use video equipment as a coaching aid.

## SECTION 4 - RESPONDING TO CONCERNS & ALLEGATIONS

### 4.1 Introduction

It is not the responsibility of anyone working in Welsh Netball in a paid or unpaid capacity to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns through contact with the appropriate authorities so that they can then make inquiries and take necessary action to protect the young person.

This applies BOTH to allegations/suspensions of abuse occurring within Welsh Netball and to allegations/suspensions that abuse is taking place elsewhere. **(See Appendix 8 & 9)**

This section explains how to respond to allegations/suspensions.

### 4.2 Responding to concerns/allegations

We may become aware of possible abuse in various ways. We may see it happening, we may suspect it happening because of signs such as those listed in section 3 of this booklet, or it may be reported to us by someone else or directly by the young person affected.

In the last of these cases it is particularly important to respond appropriately. If a young person says or indicates that they are being abused, you should:

- **stay calm** so as not to frighten the young person
- **reassure** the child that they are not to blame and that it was right to tell
- **listen** to the child, showing that you are taking them seriously
- **keep questions to a minimum** so that there is a clear and accurate understanding of what has been said. The law is very strict and child abuse cases have been dismissed where it is felt that the child has been led or words and ideas have been suggested during questioning. Only ask questions to clarify
- **inform** the child that you have to inform other people about what they have told you. Tell the child this is to help stop the abuse continuing

- remember that the **safety of the child** is paramount. If the child needs urgent medical attention call an ambulance, inform the doctors of the concern and ensure they are made aware that this is a child protection issue
- **record** all information
- **report** the incident to the club/welfare officer

In all cases if you are not sure what to do you can gain help from NSPCC 24 hour help line Tel No: 0808 800 5000

### 4.3 Recording Information

To ensure that information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern. In recording such information you should confine yourself to the facts and distinguish between what is your personal knowledge and what others have told you. Do not include your own opinions. This can be recorded using an Incident Report Form (**See Appendix 10**).

Information should include the following:

- the child's name, age and date of birth
- the child's home address and telephone number
- whether or not the person making the report is expressing their concern or someone else's
- the nature of the allegation, including dates, times and any other relevant information
- a description of any visible bruising or injury, location, size etc. Also, any indirect signs, such as behavioural changes
- details of witnesses to the incidents
- the child's account, if it can be given, of what has happened and how any bruising/injuries occurred
- have the parents been contacted? If so what has been said?
- has anyone else been consulted? If so record details

- has anyone been alleged to be the abuser? Record detail

#### 4.4 Reporting the Concern

All suspicions and allegations **MUST** be reported appropriately. It is recognised that strong emotions can be aroused, particularly in cases where sexual abuse is suspected or where there is misplaced loyalty to a colleague. It is important to understand these feelings but not allow them to interfere with your judgment about any action to take.

Welsh Netball expects its members and staff to discuss any concerns they may have about the welfare of a child immediately with the person in charge and subsequently to check that appropriate action has been taken.

If the nominated welfare officer is not available you should take responsibility and seek advice from the NSPCC Helpline, the duty officer at your local social services department or the police. Telephone numbers can be found in your local directory.

A summary of reporting procedures is provided in **Appendix 10**. Where there is a complaint against an employee or volunteer, there may be three types of investigation:

- **Criminal** in which case the police conduct the investigation;
- **Child protection** in which case social services (and possibly the police) will conduct an investigation;
- **Disciplinary or misconduct** in which case Welsh Netball will conduct the investigation on conclusion of statutory investigations.

As mentioned previously in this document Welsh Netball are not child protection experts and it is not their responsibility to determine whether or not abuse has taken place. All suspicions and allegations must be shared with professional agencies that are responsible for child protection.

Social services have a legal responsibility under The Children Act 1989 to investigate all child protection referrals by talking to the child and family (where appropriate), gathering information from other people who know the child and making inquiries jointly with the police.

**NB: If there is any doubt, you must report the incident. It may be just one of a series of other incidences which together cause concern.**

Any suspicion that a child has been abused by an employee or a volunteer should be reported to the Welsh Netball Association who will take appropriate steps to ensure the safety of the child in question and any other child who may be at risk. This will include the following:

- Welsh Netball will refer the matter to social services department
- the parent/carer of the child will be contacted as soon as possible following advice from the social services department
- the Chief Executive should be notified to decide who will deal with any media inquiries and implement any immediate disciplinary proceedings
- the Child Protection Officer should also notify any other relevant sporting governing body
- if the Club Welfare Officer is the subject of the suspicion/allegation the report must be made to the appropriate manager who will refer the matter to social services

Allegations of abuse are sometimes made some time after the event. Where such an allegation is made you should follow the same procedures and have the matter reported to social services. This is because other children in the sport or outside it may be at risk from the alleged abuser.

## 4.5 Whistle Blowing

It is important that the organisation has well understood procedures for enabling staff and volunteers to share, in confidence with a designated person, concerns they may have about a colleague's behaviour.

This may be behaviour linked to child abuse or behaviour that pushes boundaries beyond acceptable limits. If this is consistently ignored a culture may develop within an organisation whereby staff and young people are „silenced“.

Welsh Netball is fully supportive of „whistle blowing“ for the sake of the child and will provide support and protect those who „whistle blow“. Whilst it is difficult to express concerns about colleagues, it is important that these concerns are communicated to appropriate designated personnel. All staff and volunteers will be encouraged to talk to the designated personnel if they become aware of anything that makes them feel uncomfortable.

## 4.6 Concerns outside the immediate Sporting Environment (e.g. a parent or carer)

- Report your concerns to the Club Welfare Officer (**See Appendix 11**)
- If the Club Welfare Officer is unavailable, the person being told or discovering the abuse should contact their local social services department or the police immediately
- Social Services and the Club Welfare Officer will decide how to inform the parents/carers
- The Club Welfare Officer should also report the incident to Welsh Netball as the official governing body. The governing body should ascertain whether or not the person/s involved in the incident play a role in the organisation, and act accordingly
- Maintain confidentiality on a need-to-know basis

## **4.7 Confidentiality**

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need-to-know basis only. This includes the following people:

- The Club Welfare Officer
- The parents of the child
- The person making the allegation
- Social Services/Police
- The Welsh Netball Association Lead Officer on Safeguarding
- The alleged abuser (and parents if the alleged abuser is a child)

Seek Social Services' advice on who should approach the alleged abuser.

All information should be stored in a secure place with limited access to designated people in line with data protection laws.

## **4.8 Internal Inquiries and Suspension**

- The Welsh Netball Association Lead Officer will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries.
- Irrespective of the findings of the social services or police inquiries the Welsh Netball Association disciplinary processes will examine all individual cases to determine whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision, especially where there is insufficient evidence to uphold any action by the police. In such a case Welsh Netball must reach a decision based upon the available information which could suggest that, on the balance of probability, it is more likely than not that the allegation is true.
- The welfare of the child should remain of paramount importance throughout.

## **4.9 Working with the Aftermath**

After a suspicion or allegation about a child protection concern has been investigated, there are likely to be strong feelings amongst staff, parents and children and possibly among the wider community, which will need to be addressed.

There are likely to be issues of:

- Communication - if rumour or fact
- Guilt and blame - if suspicions had been around for some time
- Impact - on individuals, or the nature of what occurred and to whom
- Gaps in the organisation in terms of roles and post held

Careful thought will need to be given to the sharing of information and the provision of appropriate support.

## SECTION 5 - RECRUITING & SELECTING

### 5.1 Introduction

This applies equally to paid staff and volunteers, both full and part time. To ensure unsuitable people are prevented from working with children the following steps should be taken when recruiting.

### 5.2 Controlling Access to Children

It is important that all reasonable steps are taken to prevent unsuitable people from working with children.

- All staff and volunteers who undertake regulated activity, as defined by the Disclosure & Barring Service (DBS), should complete a self-disclosure form (**See Appendix 13**).
- All staff and volunteers should complete an application form. The application form will elicit information about the applicants past and a self-disclosure about any criminal record (**See Appendix 14**).
- Consent should be obtained from the applicant to seek information from the DBS (**See Appendix 15**).
- Two confidential references, including one regarding previous work with children should be obtained. These references **MUST** be taken up and confirmed through telephone contact (**See Appendix 16**).
- Evidence of identity (passport or photo driving license).

### 5.3 Interview and Induction

All employees and volunteers will be required to undertake an interview carried out to acceptable protocol and recommendations. All employees and volunteers should receive formal or informal induction during which:

- A check should be made that the application form has been completed in full, including sections on criminal records and self-disclosures
- Their qualifications should be substantiated
- The job requirements and responsibilities should be clarified
- They should sign up to the organisation's Code of Ethics and Conduct
- Child Protection Procedures are explained, and training needs identified (e.g. basic child protection awareness)

## **5.4 Training**

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

- Analyse their own practice against what is deemed good practice, and to ensure their practice is likely to protect them from false allegations
- Recognise their responsibilities and report any concerns about suspected poor practice and/or abuse
- Respond to concerns expressed by a child
- Work safely and effectively with children

Welsh Netball requires:

- All staff and volunteers who undertake regulated activity, as defined by the Disclosure & Barring Service (DBS), must undergo a DBS check
- All employees, volunteers, coaches, welfare officers and team managers to undertake relevant child protection training (e.g. UK Coaching's 'Safeguarding & Protecting Children' or equivalent), to ensure their practice is exemplary and to facilitate the development of positive culture towards good practice and child protection
- All staff and volunteers to receive advisory information outlining good/bad practice and informing them what to do if they have concerns

about the behaviour of an adult towards a young person

- All coaches, trainee coaches and leaders should have an up to date first aid qualification

## SECTION 6 - USEFUL CONTACTS

### **Childline UK**

Post 1111 London N1 OBR

Tel - 0800 1111

### **Disclosure and Baring Services (DBS)**

DBS customer services

PO Box 3961

Wootton Bassett

SN4 4HF

Email: [customerservices@db.s.gsi.gov.uk](mailto:customerservices@db.s.gsi.gov.uk)

DBS helpline 03000 200 190

Welsh 03000 200 191

### **NSPCC Child Protection Helpline**

National Helpline 0808 800 5000

[www.nspcc.org.uk](http://www.nspcc.org.uk)

### **NSPCC Child Protection in Sport Unit (Wales)**

Sport Wales National Centre

Sophia Gardens

Cardiff

CF11 9SW

### **Police and Social Services**

Consult your telephone directory for the most relevant local numbers

# APPENDIX 1

## Codes of Conduct

### 1.1 Sample Code of Conduct for Parents/Carers

- Positively reinforce their child/young person and show an interest in their chosen activity.
- Do not place their young person under pressure or push them into activities they do not want to do.
- Complete and return the Health and Consent Form pertaining to their child's participation with **[Name of Club]**.
- Deliver and collect the child punctually to and from coaching sessions/matches.
- Provide their child with proper clothing and equipment, including the need to ensure their child is properly and adequately attired for the weather conditions of the time, including shorts, shirt, socks, tracksuit, sweat-tops, hat, gloves.
- Ensure that proper footwear and protective equipment are worn at ALL times in accordance with Health and Safety Regulations. Any child not in possession of the fundamental requirements will not be permitted to participate.
- Detail any health concerns pertaining to the child on the consent form, in particular breathing or chest conditions. Any changes in the state of the child's health should be reported to the coach prior to coaching sessions.
- To inform the coach prior to departure from the field of play if child is to be collected early from a coaching session.
- Encourage their child to play by the rules and teach them that they can only do their best.
- Behave responsibly on the sidelines, do not embarrass your child, show appreciation and support the coach.
- Ensure their child is punctual.
- Be realistic and supportive.
- Ensure their child's hygiene and nutritional needs are met.

- Accept the official's judgment.
- Acknowledge the importance and role of the club coaches who provide their time free to ensure children's participation in the club.
- Promote their child's participation in playing sport for **fun**.

**Parents/Carers have the right to:**

- Know their child is safe
- Be informed of problems or concerns relating to their children
- Be informed if their child is injured
- Have their consent sought for issues such as trips
- Contribute to decisions within the club
- Complain if they have concerns about the standard of coaching

Any misdemeanors and breach of this code of conduct will be dealt with immediately by the appropriate club official.

Persistent concerns or breaches will result in the parent/carer being asked not to attend games if their attendance is detrimental to the child's welfare.

The ultimate action should a parent/carer continue to breach the code of behaviour may mean the "Name of Club" officials regrettably asking the child to leave the club.

---

**Signature of Parent/Carer**

---

**Printed name of Parent/Carer**

**Date** \_\_\_\_\_

## 1.2 Sample Code of Conduct for Young People

“Name of Club” is fully committed to safeguarding and promoting the wellbeing of all its members.

The club believes that it is important that members, coaches, administrators and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others.

Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with “Name and Position within Club”.

Sports clubs for young people should offer a positive experience where they can learn new things in a safe and positive environment.

As a member of *[INSERT NAME OF CLUB]* you are expected to abide by the following junior code of practice:

### **Children/Young People are expected to:**

- Be loyal and give their friends a second chance.
- Be friendly and particularly welcoming to new members.
- Be supportive and committed to other team members, offer comfort when required.
- Not get involved in inappropriate peer pressure and push others into something they do not want to do.
- Keep within the defined boundary of the playing/coaching area.
- Behave and listen to all instructions from the coach. Play within the rules and respect the official and their decisions.
- Take care of equipment owned by the club.

- All members must respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background or religious beliefs or sexual identity.
- Refrain from the use of bad language or racial/sectarian references. This includes bullying using new technologies like chat-rooms or texting.
- Refrain from bullying or persistent use of rough and dangerous play.
- Members should keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late.
- Members must wear suitable kit – (LIST COMPULSORY ITEMS IF THERE ARE ANY) – for training and match sessions, as agreed with the coach/team manager.
- Members must pay any fees for training or events promptly.
- Junior members are not allowed to smoke on club premises or whilst representing the club at competitions.
- Junior members are not allowed to consume alcohol or drugs of any kind on the club premises or whilst representing the club.
- Show respect to other youth members/leaders and show team
- Keep themselves safe.
- Report inappropriate behaviour or risky situations for youth members.
- Play fairly and be trustworthy.
- Respect officials and accept decisions.
- Show appropriate loyalty and be gracious in defeat.
- Challenge or report the bullying of your peers.
- Respect opponents.
- Not cheat or be violent / aggressive.
- Not use violence.
- Make your club a **fun** place to be.

**Children/Young People have the right to:**

- Be listened to.
- Be safe and happy in their chosen activity.

- Be respected and treated fairly.
- Privacy.
- Enjoy your sport in a protective environment
- Be referred to professional help if needed.
- Be protected from abuse by other member or outside sources.
- Participate on an equal basis, appropriate to their ability.
- Experience competition and the desire to win.
- Be believed.
- Ask for help.

Any misdemeanors and general misbehaviour will be addressed by the immediate coach and reported verbally to the designated person. Persistent misbehaviour will result in dismissal from the club/sport. Parents will be informed at all stages.

Dismissals can be appealed by the coach/volunteer with final decisions taken by the club committee or referred to the governing body depending on the disciplinary procedures within the sport.

**Signature of Young Person**

**Printed name Young person**

**Signature of Parent/Carer**

**Printed name of Parent/Carer**

**Date**

### **1.3 Sample Code of Conduct for Coaches**

#### **Coaches are expected to:**

- Respect the rights, dignity and worth of every person and treat everyone equally within the content of their sport.
- Place the well-being and safety of the performer above the development of performance. They should follow all guidelines laid down by their sport's Governing Body and hold appropriate insurance cover
- Develop an appropriate working relationship with performers, especially children, based on mutual trust and respect. Coaches must not exert undue influence to obtain personal benefit or reward.
- Encourage and guide performers to accept responsibility for their own behaviour.
- Hold up to date nationally recognised governing body coaching qualifications and, if appropriate, be DBS-checked by going through the club to an official verifier.
- Ensure the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
- At the outset clarify with performers, and where appropriate their parents, exactly what is expected of them and what performers are entitled to expect from the coach.
- Cooperate fully with other specialists e.g. other coaches, officials, sports scientists, doctors, physiotherapists in the best interest of the performer.
- Always promote the positive aspects of their sport e.g. fair play and never condone rule violations or the use of prohibited substances.
- Display consistently high standards of behaviour and appearance.

## **APPENDIX 2**

### **Equal Opportunities Policy**

#### **1 Statement of Intent**

The aim of this policy is to communicate the commitment of the Chief Executive, Board of Directors and staff to the promotion of equality of opportunity in Welsh Netball.

It is our policy to provide equality to all, irrespective of:

- Gender, including gender reassignment
- Marital or civil partnership status
- Having or not having dependants
- Religious belief or political opinion
- Race (including colour, nationality, ethnic or national origins)
- Disability
- Sexual orientation
- Age

We are opposed to all forms of unlawful and unfair discrimination. All job applicants, employees, volunteers and members will be treated fairly and will not be discriminated against on any of the above grounds. Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination.

We recognise that the provision of equal opportunities within the organisation is not only good management practice, it also makes sound business sense. We will ensure that there will be open access to all those who wish to participate in all aspects of sporting and leisure activities and that they are treated equitably.

## **2 Scope**

This policy applies to:

- Job applicants and potential applicant
- Employees fairly
- Players
- Coaches
- Umpires and Officials
- Contract workers
- Agency workers
- Trainee workers and students on work experience or placements
- Volunteer workers
- Former employees

## **3 Equality commitments**

We are committed to:

- Promoting equality of opportunity for all persons
- Promoting a good and harmonious working environment in which all persons are treated with respect
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation
- Fulfilling all our legal obligations under the equality legislation and associated codes of practice
- Complying with our own equal opportunities policy and associated policies
- Taking lawful affirmative or positive action, where appropriate
- Regarding all breaches of equal opportunities policy as potential misconduct, which could lead to disciplinary proceedings.

This policy is fully supported by the Board of Directors and was signed off by them at their meeting on 2<sup>nd</sup> August 2016.

## **4 Implementation**

The Chief Executive has specific responsibility for the effective implementation of this policy.

Each Director and member of staff also has responsibilities and we expect all of our employees and all those who work in volunteer capacities on behalf of Welsh Netball to abide by the policy and to help create the equality environment, which is its objective.

In order to implement this policy we shall:

- Communicate the policy to employees, job applicants, volunteers and members.
- Incorporate specific and appropriate duties in respect of implementing the equal opportunities policy into job and role descriptions and work objectives of all staff and senior volunteers.
- Provide equality training and guidance as appropriate, including training on induction and management courses.
- Ensure that those who are involved in assessing candidates for recruitment or promotion will be trained in non-discriminatory selection techniques
- Incorporate equal opportunities notices into general communications practices (e.g., staff newsletters, intranet)
- Obtain commitments from other persons or organisations such as subcontractors or agencies that they too will comply with the policy in their dealings with our organisation and our workforce
- Ensure that adequate resources are made available to fulfill the objectives of the policy.

## **5 Monitoring and Review**

We will establish appropriate information and monitoring systems to assist the effective implementation of our equal opportunities policy. The effectiveness of our equal opportunities policy will be reviewed annually in consultation with our members and Sport Wales and action taken as necessary.

For example, where monitoring identifies an under-representation of a particular group or groups, we shall develop an action plan to address the imbalance.

## **6 Complaints**

Employees, volunteers or members who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through the complaints procedure already in force. A copy of these procedures is available from the website. All complaints of discrimination will be dealt with seriously, promptly and confidentially.

In addition to our internal procedures, employees have the right to pursue complaints of discrimination to an industrial tribunal or the Fair Employment Tribunal under the following anti-discrimination legislation:

- Equal Pay Act 1970
- Sex Discrimination Act 1975, 1986 and 1999
- Sex Discrimination (Gender Reassignment) Regulations 1999
- Gender Recognition Act 2004
- Civil Partnership Act 2004
- Race Relations Act 1976
- Race Relations (Amendment) Act 2000
- Racial and Religious Hatred Act 2006
- Disability Discrimination Act 1995
- Disability Discrimination Amendment Act 2005
- Rehabilitation of Offenders Act 1974
- Employment Rights Act 1996
- Work Time Regulations 1998
- National Minimum Wage Act 1998
- Employment Act 2002 (Flexible Working Regulations)
- Employment Equality (Sexual Orientation) Regulations 2003

- Employment Equality (Religion and Belief) Regulations 2003
- Employment Equality (Age) Regulations 2006
- Employment Equality (Age) Regulations 2006
- Protection from Harassment Act 1997
- Equality Act 2006
- Welsh Language Act 1993
- Equality Act 2010
- And any other appropriate and relevant legislation

Every effort will be made to ensure that employees, members and volunteers who make complaints will not be victimised. Any complaint of victimisation will be dealt with seriously, promptly and confidentially. Victimisation will result in disciplinary action and may warrant dismissal.

## APPENDIX 3

### Guidelines for Transporting Children & Young People

It is important to ensure that all steps are taken to ensure the safe transport of children and young people.

If children are to be transported by coach the following should be considered:

- Use a reputable company providing transport and necessary insurance.
- Ensure sufficient supervisors are on each coach.
- All participants have a seat and seat belt regulations are adhered to.
- Parents/carers are issued with detailed information of pick up and drop off points and times.
- All supervisory staff are issued with all relevant information of passengers e.g. name/contact number, pick up/drop off point, name of parent/carer to collect, emergency telephone number.
- Participants are not to be left unsupervised i.e. dropped off and a parent/carer is not there.
- If private cars are used for transport, you should ensure parental consent has been obtained (**see Appendix 19**).

## APPENDIX 4

### Supervision of Children and Young People

Prevention is the most important aspect of supervision of children and young people. From the moment the child arrives at the event, staff and volunteers are acting in loco parentis and have a duty of care towards them.

Appropriate supervision ratios and systems for monitoring the whereabouts of children are essential. It must be clear at all times who within any group is responsible for supervision. This is particularly important where events are held on large sites and/or at residential venues.

For events involving children under the age of 8, the supervision ratios are set out in **Out of School Care** (available to download on [www.ofsted.gov.uk](http://www.ofsted.gov.uk)). For children over the age of 8, experience has shown that a ratio of one adult to 10 participants is the minimum required.

The supervisor must ensure that there is clear guidance on reporting missing participants. As a general rule where a child is reported missing there should be a maximum of 20 minutes before the police are called. This may need to be reduced where a young child is involved.

For residential events, it is recommended that the event coordinator has access of photos of children/young people (attached to their consent form) in the event of then having to report a participant missing to the police.

## APPENDIX 5

### Anti-Bullying Policy

Bullying is not easy to define, can take many forms and is usually repeated over a period of time. The three main types of bullying are: physical (e.g. hitting, kicking), verbal (e.g. racist remarks, threats, name calling) and emotional (e.g. isolating an individual from activities). They will include:

- Deliberate hostility and aggression towards the victim
- A victim who is weaker than the bully or bullies
- An outcome which is always painful and distressing for the victim

Bullying behaviour may also include:

- Other forms of violence
- Sarcasm, spreading rumours, persistent teasing or theft
- Tormenting, ridiculing, humiliation
- Racial taunts, graffiti, gestures
- Unwanted physical contact or abusive/offensive comments of a sexual nature
- So-called "cyber-bullying" (via SMS, email or social networking sites)

It is important to note that bullying can take place in the real world as well as online. Children should be made aware that their online conduct is as important as their face to face contact with each other.

Emotional and verbal bullying is more likely, however it is more difficult to cope with or prove. It is of paramount importance that all clubs develop their own anti-bullying policy to which all its members, coaches, players, staff, volunteers and parents subscribe to and accept.

Every club should be prepared to:

- Take the problem seriously
- Investigate any incidents
- to bullies and victims separately

Decide on appropriate action, such as:

- Obtain an apology from the bully(ies) to the victim
- Inform parents of the bully(ies)
- Insist on the return of items "borrowed" or stolen
- Insist bullies compensate the victim
- Hold club discussions on bullying
- Provide support for the coach of the victim

## APPENDIX 6

### Photographic/ Recorded Images

While Welsh Netball recognises that publicity and pictures/recordings of young people enjoying Netball are essential to promote the sport and a healthy lifestyle, the following rules should be observed:

Ensure parents/carer/young person have granted their consent for the taking and publication of photographic images and have signed and returned the Parent/Carer and young Permission Form **(See Appendix 7)**.

- All young people must be appropriately dressed for the activity taking place.
- Photography or recording should focus on the activity rather than a particular young person and personal details which might make the young person vulnerable, such as their exact address should never be revealed.
- Anyone taking photographs or recording must have a valid reason for doing so and seek permission from the organisers/person in charge.
- They should make themselves known to the event organiser/person in charge and be able to identify themselves if requested during the course of the event.
- Clubs or organisations' coaches should be allowed to use video equipment as a legitimate coaching aid and means of recording special occasions, however great care should be taken in the dissemination and storage of the material.
- Participants and parents must be informed that a photographer/camera person will be in attendance at an event and ensure consent to both taking and publishing is given.
- Do not allow unsupervised access to players with photographers/camera people or one to one photo sessions at events.
- Parents and spectators taking photographs/recordings should be prepared to identify themselves if requested and state their purpose for photography/filming.
- Parents and children should be informed that if they have any concerns they

should report them to the event organiser or official and recorded in the same manner as any other child protection concern.

## APPENDIX 7

### Parent/Carer and Young Person Permission Form for the use of Photographs and Recorded Images

I \_\_\_\_\_ (insert parent/carers full name) consent to the photographing/videoing and publication (via print/web/social media) of \_\_\_\_\_ (name of young person)

under the (Name of Your organisation/Club) Child Protection and Best Practice guidelines and I confirm that I am legally entitled to give this consent.

I also confirm that \_\_\_\_\_ (name of young person) is not under a court order.

Signature of Parent/Carer: \_\_\_\_\_

Date: \_\_\_\_\_

I \_\_\_\_\_ (name of young person) consent the photographing/videoing and publication of images of my involvement in Netball under the Welsh Netball Association Child Protection and Best Practice Guidelines.

Signature of Young Person: \_\_\_\_\_

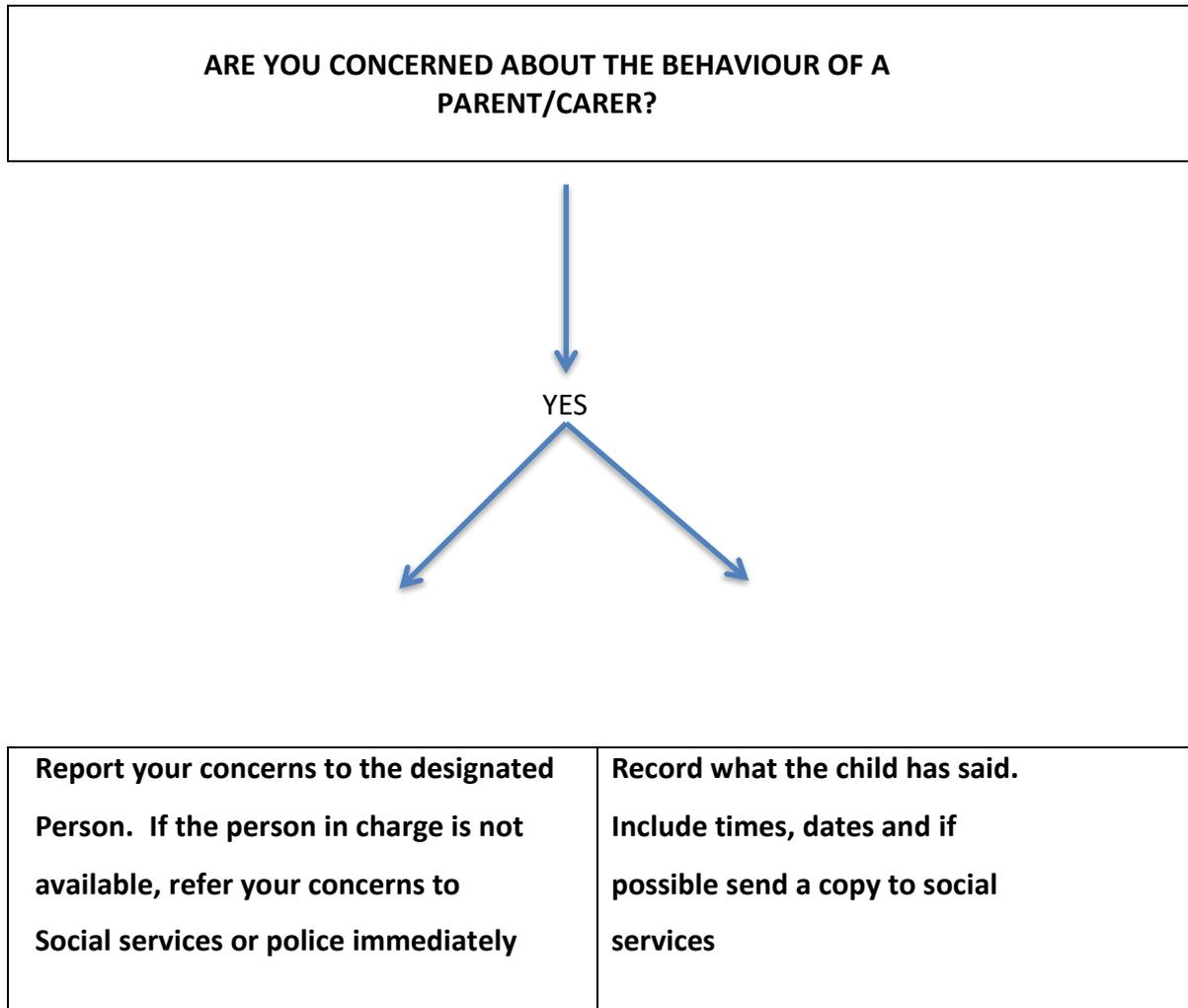
Date: \_\_\_\_\_

Please return this form to: (insert details)

## APPENDIX 8

### Responding to Concerns About Parent/Carer

This guide is designed to inform the most appropriate action in relation to concerns about a parent or carer.



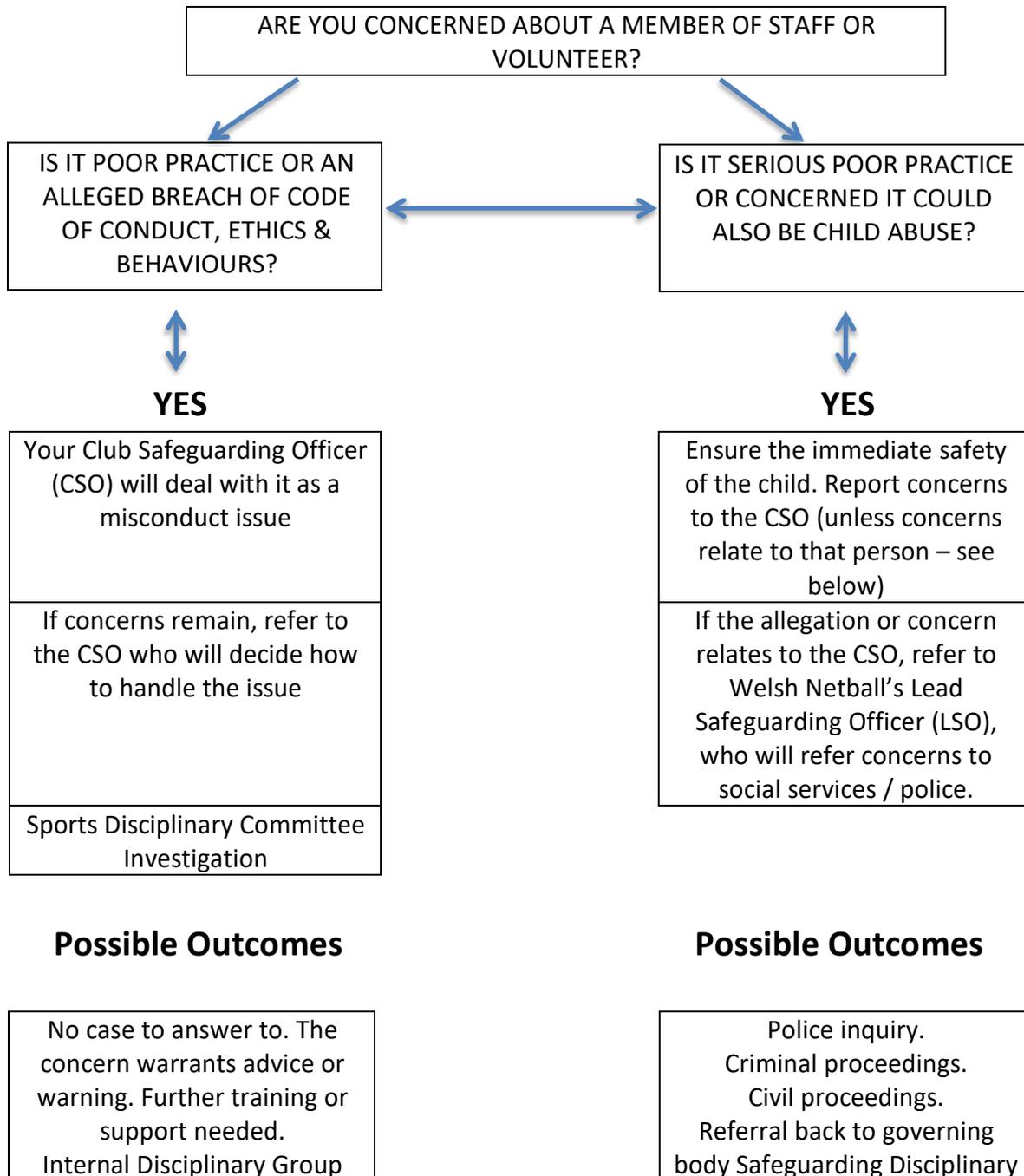
#### Remember:

- **Maintain confidentiality**
- **Ensure the person in charge follows up with social services**

## APPENDIX 9

### Responding to Concerns About a Member of Staff or Volunteer

This guide is designed to inform the most appropriate action in relation to concerns about a member of staff or volunteer within sport.



## APPENDIX 10

### Incident Report Form

Name of child \_\_\_\_\_ Age/Dob \_\_\_\_\_

Parent/Carers name \_\_\_\_\_

Home address \_\_\_\_\_

Telephone number \_\_\_\_\_

Are you reporting your own concerns or passing on those of someone else? Give details of witnesses:

Brief description of the concerns (include date, time, and location etc. of specific incidents):

Were there any physical and/or behavioural signs?

Have you spoken to the child? If so, what was said?

Has anyone been alleged to be the abuser? If so give details, including the relationship

Your name/position \_\_\_\_\_

To whom reported and date of reporting?

Have you consulted with anyone else? Give details.

Signature \_\_\_\_\_

Date:

## What to do next

The contents of this report should be passed to the Club Safeguarding Officer / League Safeguarding Officer.

If advised to do so by the League Safeguarding Officer, a photocopy of this form should be forwarded to them, or to the Lead Safeguarding Officer, Welsh Netball Association, Sport Wales National Centre, Sophia Gardens, Cardiff, CF11 9SW.

Please mark the envelop "Private and Confidential".

Please retain the original copy of this form and any other original notes you have made, retaining these in a private and secure location.

## Data protection

The Club, the relevant Area Association(s) and Welsh Netball Association Ltd will each use the information in this form (together with other information they obtain as a result of any investigation) (together "**Information**") to investigate the alleged incident, to follow the Welsh Netball Association's Policy for Safeguarding Children and to take whatever action is deemed appropriate. This may involve disclosing certain information to a number of organisations and individuals including relevant clubs and individuals that are the subject of an investigation and/or governmental authorities such as the police, children's social care, the Courts and/or probation officers and, potentially to legal and other advisers involved in an investigation. ***As the person completing this form, you must notify each person whose information you include about what will happen to their information and how it may be disclosed except to the extent that doing so would prejudice either the prevention or detection of a crime or the apprehension or prosecution of an offender.***

## **APPENDIX 11**

### **Injury/Accident Report Form**

The following is an example of an Accident Report Form on which details of injuries, diseases and dangerous occurrences are notified.

#### **Details of person injured**

Name:

Address:

Date of Birth:

Time and Date of Accident:

Was Accident Reported in Accident Record Book?

How did the Accident Occur?

Nature of Injuries

Was First Aid given? \_\_\_\_\_ By Whom? \_\_\_\_\_

Was Injured Person sent to Doctor, Medical Centre or Hospital? (Give Details)

If so, accompanied by whom?

Give Details of any Witnesses

If the injured party is a child, have the parents been informed and, if so, by whom were they informed?

Any Previous Accident, which may have been due to same cause?

Was the Accident caused or contributed to by any defect in conditions or premises or the conditions of the facilities or equipment used? (If so, give details).

Name and signature of person reporting the accident:

Date:

## **What to do next**

If advised to do so by the Welfare Officer, a photocopy of this form should be forwarded to them, or to the Lead Officer for Safeguarding, Welsh Netball Association, Sport Wales National Centre, Sophia Gardens, Cardiff CF11 9SW.

Please mark the envelope "Private and Confidential".

Please retain the original copy of this form and any other original notes you have made, retaining these in a private and secure location.

## **Data protection**

The Club, the relevant Area Association(s) and Welsh Netball Association Ltd will each use the information in this form (together with other information they obtain as a result of any investigation) (together "**Information**") to investigate the alleged incident, to follow the Welsh Netball Association's Policy for Safeguarding Children and to take whatever action is deemed appropriate. This may involve disclosing certain information to a number of organisations and individuals including relevant clubs and individuals that are the subject of an investigation and/or governmental authorities such as the police, children's social care, the Courts and/or probation officers and, potentially to legal and other advisers involved in an investigation. *As the person completing this form, you must notify each person whose information you include about what will happen to their information and how it may be disclosed except to the extent that doing so would prejudice either the prevention or detection of a crime or the apprehension or prosecution of an offender.*

## **APPENDIX 12**

### **Lead Officer Role Description & Responsibilities**

Every organisation should designate a person or persons to be responsible for dealing with any concerns about the protection of children.

The organisation's child protection policy and procedures should include the name of this person, her/his role and responsibilities and how s/he can be contacted.

The person designated should ensure that s/he is knowledgeable about child protection and that s/he undertakes any training, considered necessary, to keep themselves updated on new developments.

The Designated Officer should be child-centred in focus and should have as his/her primary aim the establishment of a child-centred ethos within the organisation. S/he is the link between the members of the public, staff & statutory agencies. S/he also takes responsibility for monitoring and reporting to the Management Committee on how organisational policy impacts on children and their staff. Given the need to ensure that children are valued within all settings a Designated Officer should be appointed by all organisations, subject to appropriate selection and recruitment procedures as recommended by the Department of Health, Social Services and Public Safety (DHSSPS). The Designated Officer should be an ex-officio member of, or have access to, the Organisation Management Committee. S/he should have as his/her primary aim the establishment of a child-centred ethos within the organisation.

- To influence policy and practice within the organisation in order to prioritise children's needs;
- To act as an advisory resource to staff on best practice in working with children;
- To encourage the involvement of parents/carers in the organisation activities and co-operate with parents/carers in ensuring that each child enjoys his/her involvement;

- To see that children know how to make concerns known to appropriate adults or agencies. Information disclosed by a child to the Designated Officer or any other adult within the organisation should be dealt with in accordance with the Department of Health and Social Services and Public Safety's Our Duty to Care;
- To report regularly to the Organisation Management Committee;
- The promotion of the values, attitudes and structures which make activities enjoyable for children;
- Advise on & co-ordinate training for others, as appropriate;
- Designated Officer must ensure the widespread dissemination of the organisations code of conduct and the publicising of related education programmes, materials and events;
- Make personal contact with the relevant personnel in the Statutory Authorities;
- Familiarisation with Our Duty to Care to ensure they can act as an information source to other members of the organisation;
- Commitment to attendance at training as required in order to act as a resource to members in relation to children's needs;
- Observe and note dates, times, locations and contexts in which the incident occurred or suspicion was aroused, together with any other relevant information;
- If unsure whether reasonable grounds for concern exist or not, s/he should informally consult with the local Social Services. S/he will be advised whether or not the matter requires a formal report;
- Ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing, under confidential cover;
- Ensure that an individual case record is maintained of the action taken by the organisation, the liaison with other agencies and the outcome;
- When reporting suspected or actual child abuse to the Statutory Authorities the designated person should first inform the family of their intention to make such a report, unless doing so would endanger the child or undermine an investigation.

Designated Officers **do not** have the responsibility of investigating or validating child protection concerns within the organisation and have no counselling or therapeutic role.

**Under no circumstances should a child be left in a dangerous situation pending intervention by the statutory authorities.**

The Lead Officer has the main responsibility for managing child and vulnerable adult protection issues within Welsh Netball. Specific responsibilities are detailed below:

- Implement and promote Welsh Netball's Safeguarding Policy and procedures.
- Regularly report to the Board of Welsh Netball on safeguarding matters.
- Act as the main contact within Welsh Netball for the protection of children and vulnerable adults.
- Provide information and advice on the protection of children and vulnerable adults
- Support and raise awareness of the protection of children and vulnerable adults.
- Communicate with members on issues of child and vulnerable adult protection
- Keep abreast of developments and understand the latest information on data protection, confidentiality and other legal issues that impact on the protection of children and vulnerable adults.
- Encourage good practice and support of procedures to protect children and vulnerable adults.
- Establish and maintain contact with local statutory agencies including the Police and Social Work Department.
- Maintain confidential records of reported cases and action taken and liaise with the statutory agencies and ensure that they have access to all necessary information.
- Organise and facilitate training for members.
- Regularly monitor and review Welsh Netball's Safeguarding Policy and procedures.

The designated Lead Officer for the Welsh Netball Association is Ben Williams (Head of Community Development).

Supported at Board level by Melanie Hellerman (Director).

These positions are reviewed annually.

## **APPENDIX 13**

### **Self-Declaration and Disclosure Form**

**This form may be adapted to include individuals working with vulnerable adults**

Private and Confidential

***For roles involving contact with children (under 18 year olds).***

All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 1998.

## Part One

<i>For completion by the organisation:</i>	
Name:	
Address and Postcode:	
Telephone/Mobile No:	
Date of Birth:	
Gender:	Male / Female
<b>Identification (<i>tick box below</i>):</b>	
<input type="checkbox"/>	I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate.
<b><i>Either</i></b>	
UK Passport Number and Issuing Office	
UK Driving Licence Number ( <i>with picture</i> )	
<b><i>Plus</i></b>	
National Insurance Card or current Work Permit Number	
<b>Signature of authorised Employing Officer:</b>	
<b>Print name:</b>	
<b>Date:</b>	

## Part Two

### NOTE:

If the role you are in or have applied for involves frequent or regular contact with or responsibility for children you will also be required to provide a valid DBS (Disclosure and Barring Service) certificate which will provide details of criminal convictions; this may also include a Barring List check depending on the nature of the role (see organisational guidance about eligibility for DBS checks).

<i>For completion by the individual (named in Part one):</i>	
Have you ever been known to any Children's Services department or Police as being a risk or potential risk to children?	YES / NO <i>(if Yes, provide information below):</i>
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?	YES / NO <i>(if Yes, provide information below):</i>
Confirmation of Declaration <i>(tick box below)</i>	
	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation's attention.
	In accordance with the organisation's procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.
	I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.
	I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.
<b>Signature:</b>	
<b>Print name:</b>	
<b>Date:</b>	

## APPENDIX 14

### Application Form

#### Part A

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Title: \_\_\_\_\_ Sex: M/F \_\_\_\_\_

National Insurance Number: \_\_\_\_\_

Any previous names by which you may have been known:

Address:

Postcode: \_\_\_\_\_ Tell \_\_\_\_\_

DOB: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Post for which applying

Relevant experience, qualifications and training

Career involvement in sport

**I confirm that I have read & agree to abide by the code of conduct**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please supply the names and addresses of two people (not relatives) who will provide references regarding your experience of, and suitability for, working with children and young people (e.g. previous employers):

Name: \_\_\_\_\_

Address:

Position: \_\_\_\_\_

Tel No:

## **APPENDIX 15**

### **Disclosure and Barring Services (DBS)**

The DBS enables employers of private paid and voluntary organisations in England and Wales to do checks related to the applicant's suitability to work with children. Access to the DBS is available to all organisations working with children and young people, either directly as registered bodies or through "umbrella" organisations.

All employees and volunteers in Welsh Netball who intend to be working with Children and meet the definition of 'regulated activity' will be expected to undergo a DBS check in addition to any other legal checks required of them.

Welsh Netball has a series of regional and national verifiers. For more information on this please contact the Lead Officer at Welsh Netball, Sport Wales National Centre, Sophia Gardens, Cardiff CF11 9SW.

For more information on DBS checks:

DBS customer services  
PO Box 3961  
Wootton Bassett  
SN4 4HF

DBS helpline -03000 200 190  
Welsh - 03000 200 191

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

## APPENDIX 16

### Reference Form

(Name of staff/volunteer) \_\_\_\_\_

The above person has expressed an interest in working for Welsh Netball, and has given your name as a referee. If you are happy to provide this reference all information contained on the form will remain absolutely confidential and will only be shared with the applicant's immediate supervisor should they be offered a position.

How long have you known this person?

In what capacity?

Would this person be suitable to work with children/young people? \_\_\_\_\_

Further Information (where applicable)

Signed

Position

Date

Address

Telephone Number

The above should be regarded only as the minimum information that must be obtained in relation to Child Protection. In practice, requests for references are likely to include further questions relevant to the particular circumstances.

**NB: Give full contact details of the person to whom the reference is to be sent, including name, address, telephone number and any other relevant details.**

## APPENDIX 17

### Recommended Legislation/Guidance & Publications

The Children Act 1989. (England and Wales)

Criminal Justice and Court Services Act 2000 [www.hmsso.gov.uk](http://www.hmsso.gov.uk)

The Data Protection Act 1984 and 1998

[www.legislation.hmsso.gov.uk/acts/acts1998/19980029.htm](http://www.legislation.hmsso.gov.uk/acts/acts1998/19980029.htm) (the

Act) [www.homeoffice.gov.uk.ccpd/dpu98news.htm](http://www.homeoffice.gov.uk.ccpd/dpu98news.htm) (the overview)

The Human Rights Act 1998

[www.homeoffice.gov.uk.hract/hra](http://www.homeoffice.gov.uk.hract/hra)  
[menu.htm](#)

The Protection of Children Act 1999

[www.doh.gov.uk/scg/childprotect](http://www.doh.gov.uk/scg/childprotect)

Sexual Offences (Amendments) Act 2000

[www.hmsso.gov.uk/acts/en/2000en44.htm](http://www.hmsso.gov.uk/acts/en/2000en44.htm)

The United Nations Convention on the Rights of the Child

[www.un.org](http://www.un.org)

Our Duty to Care

[www.volunteering-ni.org](http://www.volunteering-ni.org)

Working Together to Safeguard Children

[www.the-stationary-office.co.uk/doh/worktog.htm](http://www.the-stationary-office.co.uk/doh/worktog.htm)

### Publications

**SafeSportAway: a guide to planning**

Available from the NSPCC Child Protection in Sport Unit

Tel: 0116 234 7278 Email: [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk)

**Code of ethics and conduct for sports coaches** Sports Coach UK

[www.brianmac.demon.co.uk/ethics.htm](http://www.brianmac.demon.co.uk/ethics.htm)

**Sportscheck: a step by step guide for sports organisations to safeguard children**

E mail: [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk)

**Safe Sports Events**

E Mail: [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk)

**Time to Listen**

E Mail: [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk)

## **APPENDIX 18**

### **Club/League Safeguarding Officer – Sample Job Description**

**JOB TITLE:** Child Safeguarding Officer (CSO)

**RESPONSIBLE TO:** Club/League Executive Committee

#### **SKILLS REQUIRED:**

- Approachable with friendly manner
- Good listener
- Well organised
- Motivated
- Prepared to pass on concerns to professional agencies when necessary

#### **MAIN DUTIES - JOINT RESPONSIBILITY:**

- 1) Ensure that the child protection procedures are understood and adhered to by all members.
- 2) Ensure that all club coaches and volunteers involved in regulated activity undertake a DBS check.
- 3) Establish and maintain the complaints procedures.
- 4) Attend the relevant Sport Wales/N.S.P.C.C. training courses, including:
  - a) Sports Coach UK Safeguarding and Protecting Children,
  - b) 'Time to Listen'.
  - c) maintain an up-to-date training portfolio.
- 5) Be familiar with current child protection legislation, including The Children Act 1989.
- 6) Understand all Welsh Netball safeguarding and child protection procedures, rules and regulations.
- 7) In the event of a complaint being made ensure that the complaints procedures are met and see the procedures through to the final decision.
- 8) If unable to attend any executive committee meeting, a report/apologies should be sent to the secretary.

**TIME COMMITMENT** .....

**SIGNATURES:**            Child Safeguarding Officer

Date .....

Chairperson .....

Date

## APPENDIX 19

### Parental Consent Form

Name:

Date of Birth:

Address:

Post Code:

Telephone Number:

Contact Address (if different to above): Post Code: Telephone Number (if different to above):

I undertake to pay the required sums by the dates specified in the information and accept that in respect of any withdrawal from the trip, for whatever reason, there can be no refund of the whole or part of the payments unless the circumstances are covered by insurance.

#### Medical information

Are there any specific medical conditions requiring medical treatment and/or medication?

**Yes**    **No**    (circle as applicable) If Yes, give details:

Any allergies? **Yes**    **No**    (circle as applicable)

Any contact with contagious or infectious diseases within the last four weeks?

**Yes**    **No**    (circle as applicable) If Yes, give details:

Please provide any special dietary requirements and the type of pain/flu medication that may be given:

Signed \_\_\_\_\_ (Athlete)                      Date \_\_\_\_\_

***Parental Consent (to be signed for competitors under 18 years)***

I confirm that I have received the details of the above activity and consent to my child taking part in the visits and activities indicated. I acknowledge that the club will be liable in the event of any accident *only if they have failed to take reasonable steps in their duty of care for my child during the trip*. I understand that the staff have a common law duty to act in the capacity of a reasonably prudent parent. I have read the Code of Conduct and agree that my child should abide by this whilst in the care of the club and I understand that a serious or continued breach of this code may result in my child being sent home early at my expense.

I acknowledge that there may be occasion for my child to be transported in a private vehicle and I hereby give my permission for this. **(Delete in the event of children or players travelling by air, rail, coach or any other form of public transport).**

I, \_\_\_\_\_, being parent/carer of the above named child hereby give permission for the Team Manager to give the immediately necessary authority on my behalf for any medical or surgical treatment recommended by competent medical authorities, where it would be contrary to my son/daughter's interest, in the doctor's medical opinion, for any delay to be incurred by seeking my personal consent.

Signature consent by parent/carer)

Date

