

SAFE GUARDING CHILDREN AND YOUNG PEOPLE POLICY

NO: BE516

ISSUE: 3

DATE: AUGUST 2014

AUTHOR: M. SCOTT

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SAFE GUARDING CHILDREN AND YOUNG PEOPLE POLICY

CORE PRINCIPLES AND BOCCIA ENGLAND RESPONSIBILITIES

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1. A message from the chair of Boccia England

Boccia England has the responsibility for creating a safe, fun and inclusive environment for everyone to participate in boccia. I am therefore delighted to introduce our policy for Safeguarding Children and Young People which also sits alongside our policy for Safeguarding Adults at Risk.

As a National Governing Body of sport, Boccia England has a moral and legal obligation to ensure that the highest possible standard of care is provided for everyone involved in the sport. Therefore, through the development, communication and implementation of the policy we aim to maintain and increase the professionalism and safeguards of good practice that have been set as standard throughout our sporting landscape.

In accordance with national legislation and guidance, we have created a policy that promotes welfare, equal opportunities and safeguarding regardless of whether you are a participant, coach, volunteer or spectator. In addition, we have actively highlighted throughout the policy, that it is the responsibility of everyone within boccia to highlight areas of abuse and/or poor practice and to act in response to any concerns.

This policy has been developed by drawing on recognised good practice in safeguarding in sport. Reference has been made to relevant legislation, guidance and government policy, including 'Every Child Matters: Change for Children' strategy (Department for Education and Skills, 2004) which identifies five outcomes as key to achieving better outcomes in childhood and later life:

- Being healthy
- Staying safe
- Enjoying and achieving
- Making a positive contribution, and
- Achieving economic wellbeing

By developing policies and procedures such as this policy, Boccia England is demonstrating its commitment to establishing an environment where all participants in our sport can be supported to achieve these outcomes.

Maggie Else,
Chair, Boccia England



2. Policy statement

This document represents Boccia England's (BE) policy for safeguarding children and young people who are involved in our sport. As the national governing body, we have the legal duty of care, as well as a moral responsibility, to ensure we provide a safe and secure environment for those taking part, in whatever capacity. This policy applies to all players, coaches, volunteers, employees and anyone involved in boccia. All have a duty of care to safeguard the welfare of children and young people involved in our sport.

Due to the significant differences in issues, legislation and procedures, the protection of adults at risk is dealt with in a separate policy.

Legislative context

BE's approach to the protection of children and young people is based on the principles recognised within UK and International legislation and guidance including;

- The Children Act 1989
- The Children Act 2004
- The Safeguarding Vulnerable Groups Act 2006
- The Protection of Children Act 1999
- The Every Child Matters strategy (DfES, 2004)
- Human Rights Act 1998 and UNCRC
- Working Together to Safeguard Children (HM Government 2013)
- The Sexual Offences Act 2003
- The Rehabilitation of Offenders Act 1974
- The UN Convention on the Rights of the Child
- The Data Protection Act 1998 The Police Act 1997
- Criminal Justice and Court Services Act 2000
- Protection of Freedoms Act 2012

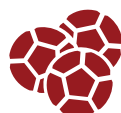
BE believes that anyone who has the responsibility for the care of a child should “do what is reasonable in all circumstances for the purpose of safeguarding or promoting a child’s welfare” in accordance with the Children Act 1989. Adoption of and adherence to this policy is mandatory for any clubs, coaches and volunteers affiliated to BE. This policy should be read in conjunction with the various codes of conduct issued by BE ([Appendix A](#)).



3. General principles

In order to ensure that procedures are followed to their utmost, BE will follow the principles set out below:

- The welfare of the child is paramount.
- The Children Act 1989 recognises a child/young person as being under the age of 18 years.
- BE will take seriously, all concerns and allegations of abuse and respond swiftly and appropriately.
- BE is committed to ensuring that the activities it provides are conducted safely and that the welfare of athletes, staff and volunteers is foremost at all times. It has a responsibility to ensure that athletes and volunteers are protected from possible abuse and the board has therefore adopted the procedures detailed in this policy and is committed to their implementation.
- BE recognises that working together with children, individuals, parents/guardians and the relevant safeguarding organisations is essential for the protection of children and young people.
- All persons, regardless of age, gender, ability, disability, ethnicity, religious belief and sexual identity, have a right to play boccia in an enjoyable and safe environment and to be protected from abuse.
- Children and young people have a right to expect appropriate support in accordance with their personal and social development with regard to their involvement in the sport of boccia.
- It is the responsibility of the child protection experts and statutory agencies to determine whether or not abuse has taken place but it is everyone's responsibility to report any concerns.
- BE will provide guidance and resources (including signposting) and provision of training to support members and clubs to implement the Policy.
- Personal information will be treated in strict confidence, within the limits of the law, (principally the Data Protection Act 1984 and the Human Rights Act 2000) which requires that the Police, Children's Services (social care) and/or any other statutory agencies including the NSPCC be informed where there are concerns



that a child is at serious risk of harm or it is believed that a crime has been committed.

- BE will ensure that the Policy will be appropriately communicated throughout the organization.
- BE will ensure it keeps this policy up to date.

All those involved in the planning, development, management and delivery of boccia to children and young people have a duty to ensure that participants are:

- Coached and trained by appropriately qualified people in a safe and fun environment.
- Actively encouraged to participate in boccia at an appropriate level for their age and ability.
- Provided with opportunities to participate in games and training sessions as appropriate to the age and ability of the individual.
- Not subjected to abuse and/or poor practice from any source.
- Not subjected to bullying or undue pressure.
- Supported to play an active role in the community, both in and out of the sport environment.



4. Boccia England responsibilities

BE recognises its responsibility both morally and legally and will commit itself to promote good practice to protect children and young people.

In doing so, we recognise that the organisation, its' board and sub-committees, our affiliates and members have a responsibility to:

- Safeguard and promote the interests and wellbeing of everyone involved in the delivery of boccia, (athletes, participants, coaches, volunteers and spectators of the sport).
- Seek the views of its members regardless of age or ability and where appropriate incorporating these views into how the organisation is run.
- Respect and promote the rights and welfare of all involved in boccia.
- Maintain confidentiality with respect to the Human Rights Act 2000 and the Data Protection Act 1988.
- Recruit, select, train and supervise its employees and volunteers so as to promote best practice to safeguard and protect young people from abuse.
- Ensure that the BE Safeguarding Children and Young People Policy is communicated, understood and implemented throughout the organisation, its affiliates and membership.
- Promote the development of a safe environment in its clubs through its accreditation programme.
- Respond to any complaints about poor practice or allegations of abuse.

All other bodies involved in the sport of boccia in England which provide opportunities to work with children and young people up to the age of eighteen should agree to abide by this policy and adopt the good practice identified. When working with such bodies BE will provide a copy of this policy and seek confirmation that it will be adopted.

BE will:

- Appoint a Lead Safeguarding Officer (LSO).
- Convene a Case Management Team (CMT) to determine cases as and when appropriate.



- Ensure all cases of poor practice that may be abuse and any allegations of abuse are investigated and where appropriate, referred to other agencies.
- Provide opportunities (Sports Coach UK: Safeguarding and Protecting Children, Child Protection in Sport Unit; Time to Listen) for designated Club Officers and other delivery staff and volunteers to access training and guidance opportunities.
- Where there are concerns about possible abuse, ensure that these are referred appropriately to the statutory agencies to investigate whether or not abuse has taken place.
- Make decisions on misconduct and/or poor practice within agreed timescales.
- Inform all appropriate individuals and bodies of decisions within agreed timescales.
- Maintain records of suspended, disciplined and disqualified persons and where appropriate, refer people disqualified to relevant government agencies for consideration by the Disclosure and Barring Service.
- Work in partnership with athletes and parents/carers to ensure that we understand the needs of our athletes and work with them accordingly.



SAFE GUARDING CHILDREN AND YOUNG PEOPLE POLICY

RAISING AWARENESS, HOW TO RESPOND & CASE MANAGEMENT

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1. Good practice guidelines
2. Roles and responsibilities of designated officers and groups
3. Guidelines for clubs and organisations
4. Definitions of abuse
5. Raising awareness and potential vulnerability
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7. Whistle blowing
8. Case management
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1. Good practice guidelines

Everyone should be encouraged to demonstrate exemplary behaviour in order to promote children's welfare and reduce the likelihood of allegations being made.

Some children may be more vulnerable to abuse or find it more difficult to express their concerns. For example, a disabled child who relies on a carer to help them get changed may worry that they won't be able to take part any more if they report the carer. A child who has experienced racism may find it difficult to trust an adult from a different ethnic background.

With this in mind, we expect everyone involved in boccia to follow the following common sense guidelines.

- Avoid spending any significant time working with children in isolation.
- Do not take children alone in a car, however short the journey.
- Do not take children to your home as part of your organisation's activity.
- Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge of the organisation or the child's parents.
- Design training programmes that are within the ability of the individual child.
- Ensure that if any form of manual/physical support is required, it should be provided openly. Care is needed, as it is difficult to maintain hand positions when the player is constantly moving. Players, and if appropriate carers and/or their parents should always be consulted and their agreement gained.
- Secure parental/carers consent in writing to act in loco parentis, if the need arises to administer emergency first aid and/or other medical treatment.
- Keep a written record of any injury that occurs, along with the details of any treatment given.
- Treat everyone equally, and with respect and dignity.
- Always put their welfare first. This is way more important than winning or achieving goals.



- Maintain a safe and appropriate distance (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them).
- Build balanced relationships based on mutual trust that empowers them to share in the decision-making process.
- Make sport fun, enjoyable and promote fair play.

You should never:

- Engage in rough, physical or sexually provocative games.
- Allow or engage in inappropriate touching of any form.
- Allow children to use inappropriate language unchallenged, or use such language yourself when with children.
- Make sexually suggestive comments to a child, even in fun.
- Fail to respond to an allegation made by a child; always act.
- Do things of a personal nature that children can do for themselves.

It may sometimes be necessary to do things of a personal nature for children, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of both the child (where possible) and their parents/carers. In an emergency situation which requires this type of help, parents should be fully informed. In such situations it is important to ensure that any adult present is sensitive to the child and undertakes personal care tasks with the utmost discretion.

2. Roles and responsibilities of designated officers and Groups

Club Welfare Officer (CWO)

The CWO is the person appointed at club level and provides the essential point of contact for welfare within the club. A CWO should be selected for their skills and knowledge, such as being able to handle matters of a safeguarding nature in an appropriate and confidential manner. They should be approachable for any concerns regarding safeguarding to be reported and be appropriately supported by other members of the club.



Along with the club committee, the CWO should ensure that the club is adopting and implementing safeguarding. Clubs are advised to ideally have two CWO's, with at least one not holding a coaching position or being related to a coach at the club.

Boccia England's Lead Safeguarding Officer (LSO)

Every sports organisation should designate a person to promote the welfare of children within the sport. The role includes managing the DBS process, coordinating the dissemination of relevant policy, procedures & resources as well as supporting Club Welfare Officers in their roles. The LSO also provides administrative support for the Case Management Team as well as managing the administration of cases of poor practice/abuse within the sport. This includes being the central point of contact for enquiries such as from the complainants, LADO, Children's Social Care and the Police.

Boccia England's Case Management Team (CMT)

The purpose of the Case Management Team is to ensure all decisions relating to safeguarding children are reached following a fair, open and transparent process. The group comprises a minimum of three people, including the BE LSO and a senior manager with the exact membership determined by the nature of the case and availability of members. The group may call upon whatever professional input they feel is required.

Children's social care

Responsibility for Children's social care normally lies within the children's services department of the relative local authority (either a county or unitary council in England). Children's Social Care (previously known as Social Services) have a duty to ensure the welfare of children and a legal responsibility to make enquiries where a child in their area is considered to be at risk of, or actually suffering from, significant harm. Where an allegation relates to a crime against a child, the Police and Children's Social Care will work together to investigate. Usually the Local Authority Designated Officer (LADO) is involved throughout to ensure information is shared with those who need to know.

Local Authority Designated Officer (LADO)

The LADO works within Children's Services and will be involved in coordinating information sharing in cases in which it is alleged that a person who works with children (including as a volunteer) has:



- Behaved in a way that has harmed, or may have harmed a child.
- Possibly committed a criminal offence against children, or related to a child.
- Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

Ideally their contact details should be recorded within the club's child protection policy and procedures to ensure they are accessible to all club members if needed. Where someone has concerns relating to anyone who holds a position of trust or responsibility with young people, these should be discussed with the relevant LADO.

Local Safeguarding Children Boards (LSCB)

Every local authority is covered by a LSCB which is designed to ensure all agencies involved in safeguarding children work together effectively. They provide local inter-agency guidelines for the procedures that should be followed in cases of actual or suspected child abuse. The roles and responsibilities of LSCBs and the agencies that are represented on them are set out in the government guidance Working Together to Safeguard Children (2010).

3. Guidelines for cubs and organisations

If you have good standards of practice within your club or organisation people are more likely to participate and/or join! We recommend that clubs/organisations and event organisers review their existing policies and practices to help safeguard the welfare of children and vulnerable groups within their organisations. By taking these basic steps you will also help protect your helpers/ coaches and the club from wrongful allegations. In addition, many funding bodies now require you to have a child protection and vulnerable groups' policy and procedures in place.

Adopt a safeguarding children and young people policy

This should suit the type of organisation you are and what you provide. It can be brief - or long - the important point is that everyone is made aware of it and you establish how it will be implemented – and then implement it. It should contain a statement of your commitment to providing a safe place for children and young people to participate



in boccia and to prevent abuse. You should also include a code of practice and procedures for how you aim to achieve this.

Recruiting and managing volunteers and helpers

Having good standards of practice within your Club or organisation is likely to encourage more people to join. This includes:

- Screening of helpers (see below).
- Induction procedures for all helpers.
- Establishing clear roles.
- Regular checks or supervision of helpers.
- Information about clubs rules /operating procedures.
- System for feedback and support.
- Support training of helpers and coaches in child protection issues.
- Nominate a person to take responsibility for child protection.
- If you are running an event – nominate a person responsible for child protection

Coaching Ratios

Coaches working with young people should not work in isolation. It is important to have the correct level of supervision from a health and safety point of view so that coaches reduce the risk of injury to players and ensure adequate cover remains in case of an emergency. Good practice means at least one other adult in addition to the head coach should be present at every session to supervise. The additional adults do not need to be qualified coaches as long as the ratio of coaches: players are met. Participants aged under 17 should not be included in staffing ratios even if they have coaching qualifications.

When working with groups of children under 8 years of age government guidance states clearly that there should be one supervising adult for every 6 children (Care Standards Act 2000). When working with young people aged over 8 years old the ideal coaching ratio is one coach for every 8-12 players. If there is an accident or an incident which may mean a member of staff has to leave, you should ensure that there are enough people remaining to supervise the group. Therefore there must always be at least two adults present.



Clubs achieving and maintaining the Boccia England Level 2 club accreditation must maintain a player to coach ratio of 8:1 at every training session.

Parents and Carers

Parents should be encouraged to accompany their children to activities, but they should not be included in supervision calculations unless they are members of the club and acting in a volunteering role or other capacity during the activity. In these circumstances, they should meet all appropriate requirements in terms of;

- Appropriate background checks.
- Clarity about their role and responsibilities.
- Who has overall responsibility for the group.
- What is acceptable practice.

No system is foolproof – it is important that we do not rely on just one system to help create a safe environment for young people.

4. Definitions of abuse

How does abuse occur?

It is important to understand exactly what is meant by abuse. There is sometimes a fine line between acceptable and unacceptable behaviour, and it is important that anyone connected with Boccia England (BE), and particularly the athletes, understands this boundary. It is also important that the signs of abuse are understood, as the victims of abuse often feel unable to tell anyone.

Whilst these procedures are designed to ensure that incidents are brought to light, and dealt with properly, it is equally important to try to ensure that such incidents do not occur in the first place. There are a number of ‘good practice’ rules that help avoid potential situations occurring.

The Children Act (1989) and Working Together to Safeguard Children (2013) identify four main types of abuse – **‘Physical, Sexual, Emotional and Neglect,’** though it is



important to also consider 'Financial abuse'. In general terms, abuse may be the action or inaction by, for example, a coach, volunteer or paid helper, family member or another young athlete.

Understanding different types of abuse

Physical abuse

"Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of or induces illness in a child".

In a sporting context it might also occur if a person is forced to train beyond his/her capabilities, or the intensity of training disregards an individual's ability/impairment. Physical abuse may also occur through encouraging the inappropriate use of substances to stimulate performance.

Sexual abuse

"Sexual abuse involves forcing or enticing a child to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve contact including penetrative acts (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways."

In a sporting context it could range from sexually suggestive comments to actual sexual contact or could involve inappropriate photography or videoing, for the gratification of the viewer.

Emotional abuse

"Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel or believe that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may feature age or



developmentally inappropriate expectations being imposed on children. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing children to frequently feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.”

Emotional abuse occurs when a person is not given help and encouragement and is constantly derided or ridiculed or ignored. Conversely, it can also occur if a person is over-protected. In a sporting context this is present in the unrealistic expectations of parents and coaches over what an athlete can achieve, or the undermining of an athlete through ridicule. Bullying is likely to come into this category. Racially and sexually abusive remarks constitute emotional abuse and it can be a feature of bullying. In the case of learning disability, emotional abuse can occur through failing to communicate important information accurately or appropriately, providing misleading statements or failing to ensure a person understands the information given.

Neglect and acts of omission

“Neglect is the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Neglect may occur during pregnancy as a result of maternal drug abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.”

In a sporting context it may be when an athlete’s personal or intimate requirements are ignored, particularly if they are disabled, or where an athlete is not cared for in a way appropriate or according to their needs. It could also mean failing to ensure they are safe or exposing them to harm.



Bullying

“Bullying is deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves”

Bullying can be:

- Emotional being unfriendly, excluding (emotionally and physically), sending hurtful text messages, tormenting, (e.g. hiding kit or equipment, threatening gestures).
- Physical pushing, kicking, hitting, punching or any use of violence.
- Racist racial taunts, graffiti, gestures.
- Sexual unwanted physical contact or sexually abusive comments.
- Homophobic because of, or focusing on the issue of sexuality.
- Verbal name-calling, sarcasm, spreading rumors, teasing.

Here the abuser may well be another young person. Bullying can occur where there is inadequate supervision. In a sporting context this could be on residential (training, tournament, camps), in changing rooms and in under-staffed environments. Increasingly bullying occurs through the use of social media such as the internet and mobile phones. (See section on cyber bullying below).

Cyber bullying

This is a form of bullying which uses technology to deliberately harm or upset others. This type of bullying can happen in many ways, using mobile phones or the internet and could include:

- Sending hurtful messages or using images.
- Leaving malicious voicemails.
- A series of silent calls.
- Creating a website about other people to humiliate them.
- Exclude them from chat/messaging rooms/areas.
- ‘Happy slapping’- sending video/images of people being bullied, so others can see bullies might be using this form of bullying because it's very difficult to trace the senders.

Poor practice and abuse

Includes any behaviour that contravenes existing ‘Codes of Conduct’, infringes an individual’s rights and/or reflects on a failure to fulfill the highest standards of care. Many



children and young people, and others at risk, will lack the skills or confidence to complain and it is therefore extremely important that adults in the club advocate for the participants. This in turn will also encourage and develop a safer environment that should support all involved in the club and deter abusers.

Discriminatory abuse

Can occur in the shape of psychological, emotional and physical abuse and is based on the grounds of; racism, sexism and any form of abuse targeting a person's ability/disability, age, sexual identity or religious belief.

Financial and material abuse

Means failing to act in a person's best interests, when managing money issues. This might include inappropriate payments, or mismanagement of funds held or managed on behalf of athletes.

5. Raising awareness and potential vulnerability

This policy has been established with inclusivity 'built in' and not 'bolted on'. BE understands that the same standards should be met in order to prevent abuse regardless of the needs and background of an individual. However, some children and young people are disadvantaged by their additional vulnerabilities or experiences. A number of examples are shown below.

Disabled people

BE understands the need to safeguard all children within boccia however for disabled children, BE recognises the guidance in the government document "Working Together to Safeguard Children" (2006) which states:

"Expertise in both Safeguarding and promoting the welfare of children and in disability has to be brought together to ensure that disabled children receive the same levels of protection from harm as other children"

BE are aware that the most valuable resource are the employees and volunteers who appreciate the value of boccia to disabled children and have the will and desire to ensure they can become fully integrated members of a boccia community.



Disabled people might be additionally vulnerable because they may:

- Have an increased possibility of isolation.
- Be subject to greater negative experiences in society.
- Have additional needs of support.
- Need to use alternative methods of communication (both sending and receiving).
- Not be believed.
- Have medical needs that are used to explain abuse.
- Not want to raise issues at the risk of exclusion or lack/withdrawal of activity.
- Increased likelihood of social isolation.
- Fewer outside contacts than children without a disability.
- Dependency on others for practical assistance in daily living, including intimate care.
- Impaired capacity to resist, avoid or understand abuse.
- Speech and language communication needs may make it difficult to tell others what is happening.
- Limited access to someone to disclose to.
- Their particular vulnerability to bullying.

People from Black, Asian and Minority Ethnic (BAME) groups

People from BAME groups are additionally vulnerable because they may be:

- Experiencing racism and racist attitudes.
- Have difficulty communicating using the English language.
- Victims of prejudices and assumptions i.e. have an advantage in a particular sport due to their ethnicity etc.
- Wanting to fit into society and therefore, may not want to make a fuss.
- Experiencing racism through being ignored by people in authority.

In order to ensure that information, communication and resources can be accessible, BE will work to ensure that promotional and informational resources can be made available in other languages and formats, such as large print, Braille, and audio devices. For details of how to access this resource please contact info@bocciaengland.org.uk.



Children and young people who undertake leadership roles

Children and Young People are actively encouraged to undertake leadership roles in boccia. BE believes that supporting the development of young leaders will benefit the growth not only of the child but also of the sport and our coach, volunteer and match official capacity. However, although a young leader may undertake a role such as club coach, volunteer or as an official, it is important to remember that anyone under the age of 18 is still legally a child.

BE will promote this policy with relevant partner organisations, also identifying the support that they can offer to young people undertaking such roles within a club environment. In addition, through local, regional and national needs assessment BE can ensure that delivery of all our awards can meet the demands of the organisation.

BE acknowledges the increased risks of physical, emotional and verbal abuse children and young people in these roles can be subject to and in order to manage this, it is recommended that young leaders should never have sole responsibility for other young people and be fully supported and supervised by an appropriately qualified adult.

Reducing the potential for vulnerability

In order for BE to establish an environment that is safe, enjoyable, educational and enables people to positively contribute to the sport, delivery partners must be extra vigilant in creating a safe culture. This includes;

- Monitoring and evaluating projects and communicating with participants, members and partners.
- Setting high standards and ensuring that these are consistently adhered to.
- Engaging, understanding and promoting the culture of boccia.
- Respecting cultural difference.
- Ensuring an inclusive 'Club For All' ethos.
- Establishing an environment that encourages feedback and where issues can be discussed.
- Acknowledges the increased vulnerability of specific individuals.
- Recognises that children and young leaders have an increased vulnerability of poor practice and abuse.



- Implementation of a club code of conduct for players, coaches, volunteers and spectators.
- The implementation of a procedure for the use of photography and filming equipment.
- Encourage a partner-wide approach to safeguarding, in order to create better communication, advice and support mechanisms.

Ensure that coaching ratios are appropriate for the number of individuals in attendance. Lone working and one-to-one environments are not advised.

Indicators of abuse

Recognising abuse is not always easy. BE and our safeguarding partners acknowledge that staff, coaches, volunteers and officials whether in a paid or voluntary capacity, are not experts at such recognition. 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. It is not the responsibility of those working with young people in our sport to decide whether or not an individual is being abused; however it is their responsibility to share concerns.

Those with roles and responsibilities for supporting the delivery of activities, and therefore also for safeguarding and protecting children and young people (staff, coaches, volunteers and officials), may be the only persons in a position to notice these signs. In order to create a better picture of whether abuse is taking/has taken place, it may mean collating information from previous sessions and observations. (See [Appendix C](#) for a template).



Please use the table below as a guide to some possible physical and behavioural signs of abuse. If you are unsure, speak to your club's designated officer, alternatively the BE Lead Safeguarding Officer (LSO) will be able to provide advice, guidance and support.

Type of abuse	Physical signs	Behavioural signs
Physical abuse	Unexplained, unusual or repetitive bruising or swelling. Finger, strap and/or bite marks. Burns or scolds, this includes cigarette burns. Fractures, missing teeth. Injuries that are particularly situated on a part of the body not normally prone to such injuries	Inappropriate excuses to explain injuries, reluctance to change or uncover body, fear of returning home, fear of contact, aggressive temper, depression withdrawal and cowering.
Sexual abuse	Genital pain, bruising, bleeding, Sexual Transmitted Infections (STI), itching, stomach pains, discomfort, pregnancy, incontinence, anal pain on passing motions	Inappropriate sexual awareness, engaging in sexual explicit behaviour, unexplained changes to their behaviour, inappropriate use of language, unexplained money or gifts, issues regarding eating, bedwetting, running away, distrust of adults or specific gender
Emotional abuse	Low self-esteem, continual self-depression, emotional immaturity, weight change, clothing inappropriate for individuals age, gender or culture, lack of growth/development, self-harm, unexplained speech disorders	Behavioural extremes, decline in concentration levels, withdrawn, few friends, unable to play, difficulty communication
Neglect	Poor personal hygiene, appropriately fitting clothes, change in weight and/or constant hunger. Untreated conditions/injuries, failure to supply appropriate equipment for the quality of life	Isolation, seeks attention from adults or withdraws from people, continually tired, absent, late, few friends, no money, wanting to steal, lack of communication, low self esteem
Bullying	Unexplained injuries, bruising and/or body pains, disturbed sleep, weight change,	Isolated, anxiety over attending activities, withdrawn, suicidal, aggressive, bullying others, moodiness, depressed, reduced performance, lack of concentration,



6. Responding to a disclosures, suspicions and allegations

How to respond and actions to avoid

It is known that that on average it takes a child several attempts to disclose and be heard. BE encourages environments which are engaging, respectful and which encourage feedback in order to raise awareness of issues.

Two procedures are explained; one for reporting concerns within a boccia Setting and another for concerns outside of a boccia setting.

To respond to a disclosure from a child If you witness or become concerned about someone's behavior, or someone tells you they or another person is being or has been abused you should:

Record, act and never assume

Do's

1	Stay calm – do not rush so you don't frighten the individual, as this may lead to the with-holding of information.
2	Always reassure – the individual that he/she is not to blame that they were right to raise awareness of this issue.
3	Follow confidentiality procedures – this includes telling the individual that you may have to inform others to help stop the abuse. Confidentiality must be maintained but any concerns or information relating to possible abuse must be shared on a need to know basis.
4	Ensure the safety of the individual – if urgent medical attention is required, then call an ambulance, inform the paramedics/doctor of concerns and ensure they are aware of the safeguarding/protection issue.
5	Take notes - Completion of the incident report form (See Appendix C). All concerns will be treated with a 'non-judgemental' and 'open mind' and be handled in a fair and equitable manner.
6	You – in order to ensure that your wellbeing is not hindered during a safeguarding issue please be aware that there are support mechanisms for you to access. If you think the situation is an emergency, contact your Club Welfare Officer or BE LSO. If they are not immediately available then you should contact your local Children's Social Care, LADO or Police without delay. Expert advice can also be provided by the NSPCC Helpline on 0808 800 5000.



Don'ts

1	No Rushing – into actions that may be inappropriate. Do not approach the alleged accuser and do not take actions that may compromise/destroy evidence e.g. washing clothes, showering etc.
2	Express your emotions and or make promises – the individual will need reassurance not an emotional response, blame or denial. Don't guarantee promises you cannot keep.
3	Take sole responsibility – ensure that you consult, refer and hand on appropriately.
4	Speculate or make assumptions – outcomes will be focused on evidence and fact. In addition do not assume that someone else is aware of the abuse and that they are taking action to stop the abuse.
5	Interview the child or probe them for detailed information as this could compromise future police enquiries. Ascertain basic information in order to pass the concern on.

It should be noted that not all young players are able to express themselves verbally. Communication difficulties may mean that it is hard for them to explain or be understood. Sometimes it is difficult to distinguish the signs of abuse from the symptoms of some disabilities or conditions, in relation to the nature of an individual's impairment. However, the welfare of the child is paramount and where there are concerns about the safety of a young player, record what has been observed in detail and follow the procedures to report these concerns.

Recording information

Information that has been recorded may need to be passed onto partner/external agencies. Therefore, information must be as helpful as possible. Please remember, it is important to make a detailed report at the time of disclosure. Ideally use the reporting template in [Appendix C](#). The report should contain the following details:

- Details of the individuals (alleged perpetrator and/victim). This should include name, address, date of birth, race, ethnic origin, and any disability that they may have.
- Information regarding the nature of the allegation.
- A concise description of any incident or injury.
- Any previous and current observation regarding any physical and behavioural state of the individual.
- Times, dates and venues.



- A concise account based on the own words of the individual if they have made a disclosure.
- Information about any action taken by you or others.
- Details of the person recording the information (name, role, contact details) and date of the disclosure.
- Copies for future reference.
- Keep a record of any third party correspondence or contact e.g. police officer, social services etc.

As mentioned previously, it is the responsibility of BE staff, coaches, club coaches, volunteers and officials to recognise concerns and/or the signs of abuse and not to decide whether abuse has/has not taken place. Concerns should be reported to and discussed with the BE LSO or your designated club officer as soon as possible.

Reporting the matter to the Police or Children's Social Care department should not be delayed by attempts to obtain more information. Wherever possible, referrals telephoned to Children's Social Care should be confirmed in writing within 24 hours. A record should also be made of the name and designation of the Children's Social Care member of staff or Police officer to whom the concerns were passed, together with the time and date of the call, in case any follow up is needed.

Where a designated person is not available, concerns still exist or further advice and support is needed, inform the local Children's Services as soon as possible. Officers in these services will decide how and when parents or carers will be informed. Where a referral is made to statutory agencies any BE investigation will be put on hold whilst statutory enquiries/investigations are completed so as not to compromise these investigations. The BE investigation will be informed by the outcome of statutory investigations.

Information sharing

One of the key principles embedding best practice in relation to safeguarding is ensuring that information relating to concerns is shared with/or between relevant bodies in order to protect potentially vulnerable children and young people.



Guidance from the Child Protection in Sport Unit (CPSU) and from the (then) Department for Children, Families and Schools (DfE) makes reference to the seven golden rules of information sharing.

These are as follows:

1. *Data protection is not a barrier to sharing information – but provides a framework to ensure information is shared appropriately.*
2. *Be open and honest – with the person from the outset about why, what, how and with whom information will, or could be shared.*
3. *Seek advice – if you are in any doubt, without disclosing the identity of the person where possible.*
4. *Share with consent where appropriate – and, where possible, respect the wishes of those who do not consent to share confidential information.*
5. *Consider safety and well-being – base your information sharing decision on considerations of the safety and well-being of the person and others whom may be affected by their actions.*
6. *Necessary, proportionate, relevant, accurate, timely and secure – ensure information you share is necessary for the purpose for which you are sharing it, is shared only with those who need to have it, it accurately and is shared securely.*
7. *Keep a record – of your decision and the reasons for it.*

Confidentiality

Every effort should be made to ensure that confidentiality is maintained with information shared on a 'need to know basis' only. This includes but is not limited to the following people:

- Club Welfare Officer.
- The parents of the person who is alleged to have been abused (*only following advice from Children's Social Care*).
- Children's Social Care/Police.
- BE LSO and members of the BE Case Management Team (CMT).
- The alleged abuser (and parents if the alleged abuser is a young person) *only following advice from Children's Social Care*.

Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, relevant and secure).



Procedures to be followed

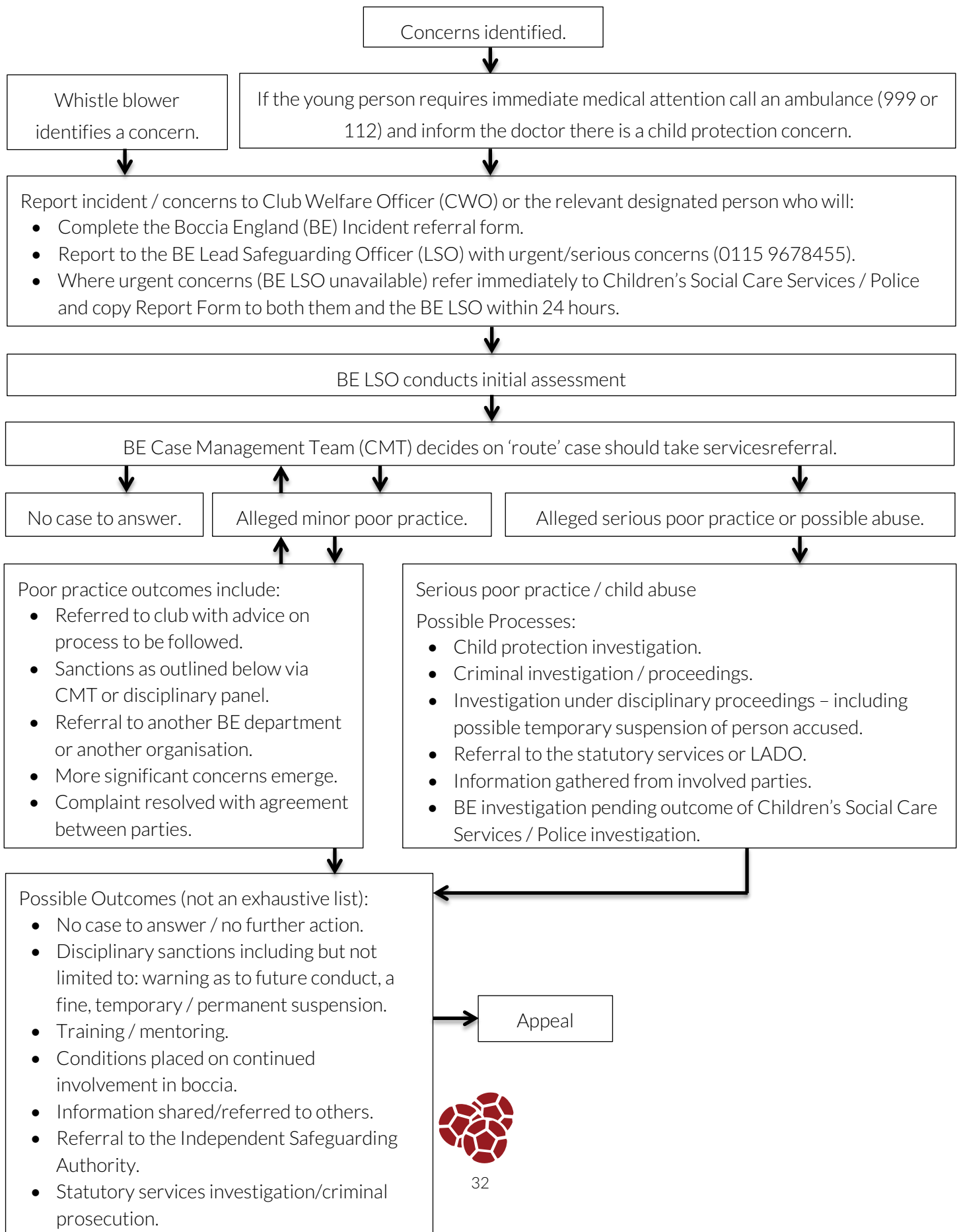
It is acknowledged that the suggestion that a child has/is being abused can evoke strong emotions. It can be very difficult to hear suspicions or allegations but it is important that concerns are acted on. There are different procedures set out for reporting concerns about behaviour within a boccia setting and another for concerns outside of a boccia setting.

It is not for you to decide if abuse has taken place but to report the concerns. Ideally use the reporting template in [Appendix C](#), if an incident referral form is completed as this sets out the sort of information which is useful. You should be careful to report as much detail as possible but avoid hearsay or assumptions. The alleged perpetrator will need to be informed of the specific allegation to give them the opportunity to respond, but only after advice from statutory agencies.

The BE CMT involved will decide if it is appropriate and/or possible to protect the identity of the complainant, although it should be noted that in some cases this may be apparent or necessary. If a complainant is particularly concerned about their name being disclosed this should be discussed when making the referral. Where possible, those who have provided information will be informed about the progress and conclusion of the investigation.



Dealing with concerns, disclosure or allegations in a boccia environment (flow chart)



Circumstances where reporting to the CWO is not possible

If the CWO is unavailable or is implicated, talk directly to a senior club officer or go directly to BE LSO for advice.

If concerns arise in a setting where there is no CWO, e.g. at a school - inform the head teacher or the member of staff with responsibility for Child Protection or welfare. Always ensure, in these circumstances, that BE LSO is informed of the referral. When with players are away from home, inform the person who has responsibility for welfare. This may be the head coach or team leader.

Involving parents or carers

BE is committed to working in partnership with Parents. In most situations, it is important that the CWO or LSO involves Parents to clarify any initial concerns e.g. if a Child seems withdrawn, they may have experienced a recent bereavement.

Where a Parent or carer may be responsible for the abuse or may not be able to respond to the situation appropriately they should not be involved, as it may place the Child at greater risk.

Involving Boccia England

The BE LSO must be informed of all allegations of abuse and persistent poor practice as soon as possible in order to decide the following:

- What further action should be taken by the club or BE.
- Whether further action, advice or investigation is needed by/from the Police, Children's Social Care Services or the NSPCC.

Involving statutory agencies

In any case of physical or sexual Abuse or where the Child's safety is at risk, you should contact one of the following statutory agencies immediately:

- Your local Police Child Protection Team or in an emergency dial 999.

The police should be involved if the apparent abuse is of a criminal nature or if the incident involves a person outside the Child's family. A record should be made of the crime reference number

- Local Authority Children's Social Care Services (formerly known as Social Services).



This body has a statutory duty for the welfare of Children, especially where the alleged person is a member of the Child's family. When a referral is made, its staff has a legal responsibility to investigate. This may involve talking to the Child and family and gathering information from other people who know the Child.

- NSPCC (free phone 24 hour helpline 0808 800 5000).

Action to take regarding allegations outside of a boccia setting

If a young person informs you directly that he/she is being abused or describes abusive behaviour outside of a boccia setting (i.e. at home or some other setting outside of boccia) OR through your own observations or through a third party you become aware of possible abuse outside the boccia environment you must **REACT IMMEDIATELY**.

Ensure the safety of the young person - if they need immediate medical treatment, take them to hospital or call an ambulance, inform doctors of concerns and ensure they are aware it is a child protection issue;

If possible, contact the Club Welfare Officer or BE LSO immediately who will follow the reporting procedures detailed below. If unavailable or cannot be contacted, to avoid delay the person that has concerns should follow the procedures.

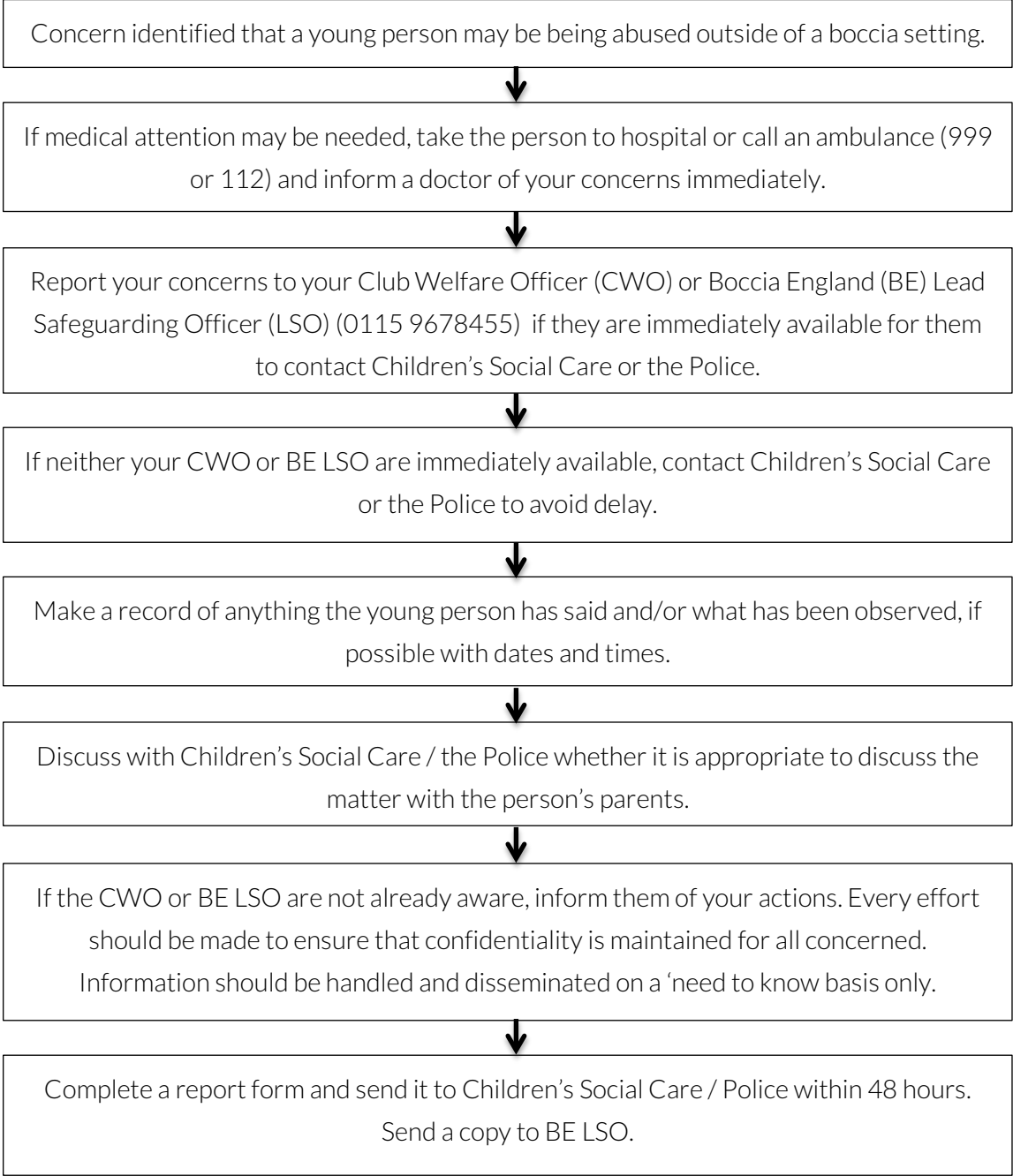
Reporting procedures

Seek advice immediately from the local Children's Social Care or LADO who will advise on the action to be taken, including advice on discussing with parents. Expert advice can also be provided by the NSPCC Helpline on 0808 800 5000 or Childline on 0800 1111;

Make a full and factual record of events utilising the Incident Referral Form ([Appendix C](#)) and forward a copy of the recorded information, as directed by the Children's Social Care and/or Police, and also to BE LSO. If not already involved, contact the Club Welfare Officer as soon as possible.



Dealing with possible concerns, disclosure or allegations of abuse outside of a boccia environment (flow chart)



If at any time you are uncertain as to what to do, please contact the BE LSO (0115 967 8455) or NSPCC Helpline on 0808 800 5000.



Suspension

If a case is judged to be potentially serious poor practice or abuse, the CMT may decide to take the neutral act of temporarily suspending the individual pending further investigations. Following a Children's Social Care or Police investigation BE will assess the available information to decide whether the individual can be reinstated to their role in boccia. This may be a difficult decision; particularly where there is insufficient evidence for the Police to act or obtain a conviction. In such cases, the CMT or Sports Conduct Panel (SCP) must reach a decision based upon the available information which could suggest that on a balance of probability; it is more likely than not that the person poses a risk. The CMT may decide that an individual should undertake certain actions such as further training or completing a new DBS disclosure, with failure to comply resulting in suspension.

Appeals

The appeals procedure is available to anyone under investigation as part of natural justice. Anyone wishing to appeal against decisions by the BE CMT or SCP must do so in writing, to be received by BE within the specified period (usually 14 days unless stated differently) of the original decision being made.

Monitoring and evaluation

To be conducted at the close of the case to see if changes need to be made to policies/ procedures or lessons can be learnt. All involved in a case are able to offer feedback so procedures can be continually improved.

Support to deal with the aftermath

Consideration should be given about what support may be appropriate to young people and others effected such as parents and members of staff. Use of helplines, support groups and meetings will maintain an open culture and help the healing process. Thought should be given about what support may be appropriate to the alleged perpetrator of the abuse. See the list of partners and useful contacts for expert organisations.



7. Whistle blowing

Whistle blowing procedures should only be followed if the person raising the concern feels unable to follow the standard reporting procedures as set out in BE Safeguarding Children and Young People Policy.

BE is committed to developing and promoting an environment that is; open for people to voice their concerns, honest to its membership and those involved in the sport, and is supportive and accountable. As part of this commitment, individuals are encouraged to voice any serious concerns they may have regarding any aspect of safety and welfare within a boccia setting.

Scope

ALL those involved in activity carried out under the jurisdiction of BE are covered by these procedures.

Purpose

- To encourage individuals to feel confident and supported in raising concerns about the welfare of young people involved in boccia in accordance with BE Safeguarding Children and Young People Policy and Codes of Conducts.
- To provide a method of raising concerns directly to the LSO and to receive feedback on any action taken.
- To ensure that individuals receive a response to their concerns and that they are aware of how to pursue them if they are not satisfied.
- To reassure individuals that they will be protected from reprisals or victimisation for whistle blowing in good faith.

Key principals

- The code is complementary to the BE Safeguarding Children and Young People Policy & Procedures and its Code of Ethics and Conduct.
- The LSO has overall responsibility for the maintenance and operation of these principles.
- If a matter raised results in any disciplinary action, the BE disciplinary procedures will apply.



General principals

We recognise that in many cases, individuals, such as players, coaches, physiotherapists, officials, parents, carers or supporters, are often the first to recognise that a child, young person or adult at risk is at risk of abuse. However, they may not express their concerns because they feel that the experience may be too difficult to handle. It may also be that they fear harassment or victimisation. Therefore, in these circumstances it may be easier for the individual to ignore the concern rather than report what may be little more than just a suspicion of poor practice.

BE is committed to the highest possible standards of openness, honesty and accountability. In line with that commitment, individuals are encouraged, if they have serious concerns about any aspect of a child's safety and welfare, to come forward and voice those concerns.

These principles make it clear that individuals **can** raise a matter of concern without fear of victimisation, subsequent discrimination or disadvantage. It is intended to encourage and enable individuals to raise serious concerns **within** BE rather than overlooking a problem or blowing the whistle outside. It is in the interest of all concerned that disclosure of potential abuse or irregularities are dealt with properly, quickly and discreetly. This includes the interests of BE, its employees, all persons registered as members and any persons who are the subject of any complaint, as well as the person making the complaint

Safeguards

BE is committed to good practice and high standards and wants to be supportive of everyone within boccia.

BE recognises that the decision to report a concern can be a difficult one to make, not least because of the fear of reprisal from those responsible for the alleged poor practice. If an individual believes what they are saying to be true, they should have nothing to fear because in reporting their concern they will be doing their duty to the child, young person or vulnerable adult concerned.



BE will not tolerate any harassment or victimisation (including informal pressures) and will take appropriate action to protect individuals when they raise a concern in good faith. Any investigation into allegations of alleged poor practice will not influence or be influenced by any disciplinary procedures that already affect individuals

Confidentiality

BE will do its best to protect the identity of the whistle blower when they raise a concern and do not want their name to be disclosed. It must be appreciated that the investigation process may reveal the source of the information and a statement by the whistle blower may be required as part of the evidence. They will be given prior notice of this and a chance to discuss the consequences. Any concerns about this should be discussed when the concerns are raised. Support is available from the BE LSO.

Anonymous allegations

BE encourages the whistle blower to put their name to their allegation. Concerns expressed anonymously are much less powerful, but they will be considered. It may not be possible to seek further information or provide updates if the allegations are anonymous. In exercising the discretion, the factors to be taken into account would include:

- The seriousness of the issues raised.
- The credibility of the concern.
- The likelihood of confirming the allegation from correct sources or factual records.

Unfounded allegations

If an individual makes an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against them. However, if it is established that they have made malicious or frivolous allegations, or for personal gain, disciplinary action may be taken against them. In such cases, the BE disciplinary procedure will apply.

How to raise a concern

Whistle blowing should only be followed if the person raising the concern feels unable to follow the standard reporting procedures as set out in BE Safeguarding Children and Young people Policy.



Individuals should raise the concern in the first instance with the BE LSO. The individual should set out the background and history of the concern, giving names, dates and places where possible and the reason why they are particularly concerned about the situation. The earlier the individual expresses the concern, the easier it is for someone to take action.

Individuals should raise the concern in the first instance with the BE LSO Officer on 0115 967 8455 or by post to Lead Safeguarding Officer, Boccia England, 8 Heathcote Building, Nottingham Science Park, University Boulevard, Nottingham, NG7 2QJ (you should mark the envelope 'Private & Confidential') or email at mscott@bocciaengland.org.uk.

Although the whistle blower is not expected to prove the truth of an allegation, they will need to demonstrate to the BE LSO that there are sufficient grounds for their concern.

This could include informing the statutory agencies, referral to the National League Disciplinary Officer or formation of the action taken by BE will depend on the nature of the concern, this could include informing the statutory agencies, In all cases the matter will be referred to the BE CMT.

The amount of contact between the people considering the issues and the whistle blower will depend on the nature of the matters raised, the potential difficulties involved and the clarity of the information provided. If necessary, further information will be sought from the whistle blower as part of the investigation process.

The CMT will decide if an individual should be temporarily suspended from membership pending Police and Children's Services inquiries. The results of any Police and Children's Services investigations will inform the disciplinary investigation.

On receipt of the findings and informed by the Police and Children's Services, BE will assess all individual cases to identify if the codes of conducts have been breached, assess the suitability of the individual to work with children and their role to decide if a member of staff or volunteer can be reinstated and how this can be sensitively handled.



In order to protect individuals it is likely that the BE LSO will conduct initial enquiries so that the CMT can decide whether an investigation is appropriate and, if so, what form it should take.

Receipt of the individuals concern will be acknowledged immediately and, within five working days of the concern being received, the BE will write to them:

- Indicating how the matter will be dealt with.
- Giving an estimate of how long it will take to provide a final response.
- Tell them whether any initial enquiries have been made.
- Tell them whether further investigations will take place, and if not, why not.

When any meeting is arranged, the whistle blower has the right, if they so wish, to be accompanied by a friend or a person of their choice who is not involved in the matter to which the concern relates.

BE will take steps to minimise any difficulties which individuals may experience as a result of raising a concern. For instance, if the whistle blower is required to give evidence in criminal or disciplinary proceedings, the BE will advise them about the procedure.

BE recognises that the whistle blower needs to be assured that the matter has been properly addressed. Subject to legal constraints, they will receive information about the outcomes of any investigations, and the action that is to be taken against those whose actions caused them concern. Also, if appropriate, what policy changes are to be made to minimise the possibility of a similar concern being raised in the future.

Where there is a complaint of abuse against a member of BE (volunteer, coach, official, member of staff) one of these courses of action will be followed:

- A criminal investigation.
- A child protection investigation.
- A disciplinary investigation by the BE SCP.

How the matter can be taken further

This policy is intended to provide individuals with a way in which they can raise concerns about the safety and welfare of any child, young person or vulnerable adult involved in boccia under the jurisdiction of Boccia England. BE hopes individuals will be satisfied that



any child protection matter they raise has been considered properly. If they are not satisfied, and if they feel it is right to take the matter outside of BE they should contact:

- The Child Protection in Sport Unit (CPSU)
- Their local area Child Protection Committee.
- Their local Social Services.
- Their local police.



8. Case management

Boccia England (BE) deals with allegations of poor practice and abuse using Case Management procedures. Due to the nature of many of the allegations made it is necessary to act swiftly and appropriately in order to prevent further harm to the child or vulnerable adult, further distress to other parties and to ensure appropriate action is taken against the alleged abuser.

Should an incident be reported, BE is committed to responding to it quickly, efficiently and fairly. In the first instance, and upon receipt of the details, the Lead Safeguarding Officer (LSO) will be responsible for gathering and clarifying information.

The overriding principle that will underpin the decisions of the case management team is that the welfare of the child is our paramount concern.

The Case Management Team (CMT)

Allegations or information that suggest poor practice or abuse have taken place can come from a variety of sources both within and outside of a boccia environment. These will be managed by the CMT. The CMT will make decisions on the approach to cases without the influence of others within the organisation.

The LSO will chair the CMT and the Panel will also include people who have relevant knowledge and expertise to enable the Panel to fulfil its purpose. The Panel will meet as and when necessary, dependent on cases.

Following investigation, the BE CMT will produce a full report. The CMT must work within the policies and procedures of BE to ensure that all decisions relating to safeguarding children and young people are reached following a fair, open and transparent process and detail their findings. Should the investigation show the allegation is clearly about poor practice, the CMT will follow the BE Disciplinary Procedures and make recommendations to the Sports Conduct Panel (SPC). In cases where there is serious or repeated poor practice, or abuse this may also result in the person being suspended from all boccia related activities.



The responsibilities of the CMT are to determine the immediate course of action a case should take. This could include:

- What additional information is required, whom should obtain this and permission to contact third parties.
- What information can and should be shared with individuals involved in or effected by the case.
- Support for a club to manage training, advising or supervising an individual.
- Temporary suspension from membership/activity of the individual concerned pending Police or Children's Social Care enquiries.
- Monitor and review progress on all cases and recommend to the board any changes required to existing policies and procedures.

Should the case proceed to the SCP, the CMT will:

- Make a recommendation to the panel about any further appropriate disciplinary action to be taken.
- Make recommendation to the panel about criteria for re-instatement. For example, training to be completed or a supervision agreement.
- Make recommendations to avoid a similar incident re-occurring such as; Recommend, where appropriate, that a person is referred to the Disclosure and Barring service (DBS).

The SCP will decide to deal with allegations or information in one of four ways:

- **No further action**- these cases will either be unfounded or low level, one-off poor practice cases. All parties will be informed of the outcome of the case.
- **Advice**- these cases will be more significant, one-off poor practice cases or repeated low-level poor practice cases. All parties will be informed. Consideration will be given to how to address the poor practice. For example through the provision of training.
- **Referral**- this will be used to progress serious abuse cases. The individual in question may be suspended pending further investigation and statutory agencies informed. Otherwise once all necessary information is obtained this will be passed to the Police or Social Care Services as appropriate. This may then require the



individual to be referred to the Independent Safeguarding Authority who will decide whether to bar the individual from working with children and vulnerable adults.

- **Discipline** - in cases of repeated, low-level poor practice or significant poor practice. The individual may have appropriate disciplinary action taken against them this may include Temporary or permanent suspension of the right to partake in boccia / BE activities.

The results of any Police and Social Care investigation will inform the SCP in the disciplinary investigation. Irrespective of the findings of Police and Children's Social Care, BE will assess all individual cases under the appropriate disciplinary procedure to decide if a member of staff or volunteer can be reinstated and how this can be handled sensitively.

Referral to the National Safeguarding Panel (NSP)

The National Safeguarding Panel (NSP) is an initiative designed to support National Governing Bodies (NGBs) of sport to professionally manage safeguarding complaints and concerns. The NSP is not intended to replace NGBs safeguarding policies and procedures. The Panel is operated by the independent arbitration and mediation body Sport Resolutions (UK). It aims to provide a range of high quality and accessible services which support NGBs to manage the risks inherent in such cases. It provides two services;

- Independent investigation and reviews into safeguarding complaints and concerns.
- Independent arbitration in place of a NGB's disciplinary or appeals panel.

The following matters arising under these rules shall be submitted for determination by the National Safeguarding Panel (NSP) c/o Sport Resolutions (UK) in accordance with the NSP rules, as amended from time to time, which rules are deemed to be incorporated by reference to this clause;

Allegations that a person has engaged in conduct which directly or indirectly adversely affect the welfare and safety of a child or children and or places them at risk.

An application that provisional suspension, arising from concerns or allegations that a person has engaged in conduct which directly or indirectly adversely affects the welfare



and safety of a child or children and/or places them at risk, should not be imposed (or be lifted).

An appeal brought against any finding or fact/or decision made under these rules regarding the conduct of a person which directly or indirectly adversely affects the welfare and safety of a child or children and/or places them at risk.

Time scales

The first task of the CMT, on the advice of the BE LSO, will be to set a time frame to deal with the complaint advise all relevant parties. It is BE intention that all cases should be dealt with as quickly as possible, while recognising that this will depend to a large extent on the complexity of the issue.

Complaints will be assessed on both risk and priority and this will help establish a time-frame as to how soon a resolution can be found.

CMT will endeavour to conclude poor practice complaints within 3 months of receipt. However it needs to be acknowledged that in some cases information may be needed from external agencies that may have their own processes, which may delay the procedures of the CMT.

In all cases the CMT will update the complainant on the status of their complaint.

Supporting individuals

It is important that throughout the investigation, all individuals are given adequate support and guidance. It is equally important that all parties are communicated with effectively and that the process is transparent throughout.

Where an investigation is to take place, support for the alleged victim and the alleged perpetrator will be separate e.g. victim support via LSO and perpetrator via another designated officer of BE.

Appeals

On conclusion of the investigation, the individuals concerned maintain the right to appeal against the decision and the CMT findings. This should be done in writing to the



Chairperson, within 14 days, stating clearly the objection, and reasons. Should an appeal be made, the group should reconvene to re-assess the decision, with findings being reported within 14 days. The decision will then be deemed to be final.

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 may include the following persons:

- The person making the allegation.
- The Club Welfare Officer (CWO).
- The parents/carers of the individual who is alleged to have been abused
- BE LSO and CMT.
- The alleged abuser (and parents/carers if the individual is a young person) upon guidance from Social Services/Police.

Information collated by BE will be stored centrally in a secure place with limited access for designated people in line with the Data Protection Act 1984.

Allegations of previous abuse

If an allegation of abuse is made some time after an event by persons such as; an individual that was abused as a child, or a young person by a member of staff who is currently working with children, the club should follow the procedures detailed in the flowchart diagram of dealing with concerns, disclosure or allegations in a boccia environment).

This is because other children, young people or vulnerable adults may be at risk from this person. The welfare of the child will be paramount and this will be the underlying principle of any risk assessment undertaken by BE in relation to past or present alleged or confirmed behavior.



9. Partners and useful contacts

Boccia England

8 Heathcoat Building, Nottingham Science Park, University Boulevard, Nottingham
NG7 2QJ

Website: www.bocciaengland.org.uk

Tel: 0115 967 8455

Email: info@bocciaengland.org.uk

Boccia England Lead Safeguarding Officer

Tel: 07809 336 321

E-mail: mScott@bocciaengland.org.uk

The NSPCC

National Centre, 42 Curtain Road, London, EC2A 3NH

Website: www.nspcc.org.uk

Tel: 24 hour helpline: 0808 800 5000

Text: 88858

Email: help@nspcc.org.uk

ChildLine

Website: www.childline.org.uk

Tel: 0800 1111

Child Protection in Sport Unit (CPSU)

NSPCC National Training Centre, 3 Gilmour Close, Beaumont Leys, Leicester, LE4 1EZ

Website: www.thecpsu.org.uk

Email: cpsu@nspcc.org.uk

Tel: 0116 234 7278

LADO (Local Authority Designated officers)

See local phone directories, internet search engines or via Local Authority directly.

LSCB (Local Safeguarding Children Board)

internet search engines or via Local Authority directly.

Sports coach UK

114 Cardigan Road, Headingley, Leeds, LS6 3BJ

Tel: 0113 274 4802



English Federation of Disability Sport

English Federation Of Disability Sport, SportPark- Loughborough University, 3 Oakwood Drive, Loughborough, Leicestershire LE11 3QF
Tel 01509 227750
Fax 01509 22777

Sport and Recreation Alliance

Brunwood House
14 Caxton Street
London
SW1 H0QT
Tel: 0207973900

Disclosure and Barring Service

Website : www.gov.uk/disclosure-barring-service-check
Tel: 01325 953795

Local Citizens Advice Bureau

Website: www.nacab.org.uk

Aftermath

PO Box 414, Sheffield, S4 7RT
Website: www.aftermathuk.org.uk
Tel: 0114 275 8520

Local Authorities (Social Services)

Website: www.direct.gov.uk/en/HI1/Help/Socialservices/index.htm

Mencap

123 Golden Lane, London, EC1Y 0RT
Tel: 020 7454 0454

Sport England

Victoria House, Bloomsbury Place, London, WC1B
Website: www.sportengland.org
Tel: 0845 850 8508



SAFE GUARDING CHILDREN AND YOUNG PEOPLE POLICY

GUIDELINES AND GOOD PRACTICE

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7. Retention and Storage of records.



1. Disclosure and Baring Service (DBS) Guidance

The Protection of Freedoms Act 2012 received Royal Assent on the 1st May 2012 and has introduced new safeguarding and vetting requirements affecting all individuals who have contact with children and adults at risk. All disclosure certificates are now issued by the Disclosure and Barring Service (DBS) following the merger of the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) in December 2012.

This guidance aims to help individuals understand who is now eligible for a DBS Barred List check and/ or a DBS Enhanced Disclosure.

There are two types of DBS checks:

A barred list check is a legal requirement for all individuals applying to work in Regulated Activity and can only be applied for if the person is in Regulated Activity. This check will show whether an individual is barred from working with children or adults at risk in Regulated Activity.

A DBS enhanced disclosure will include information about warnings, reprimands, cautions and convictions from local and national police records. Information may also be disclosed at the discretion of the Chief Police Officer if that information is deemed relevant to the role the individual is applying for.

What is regulated activity?

Regulated Activity is defined by type and place of work and the frequency and intensity of the contact.

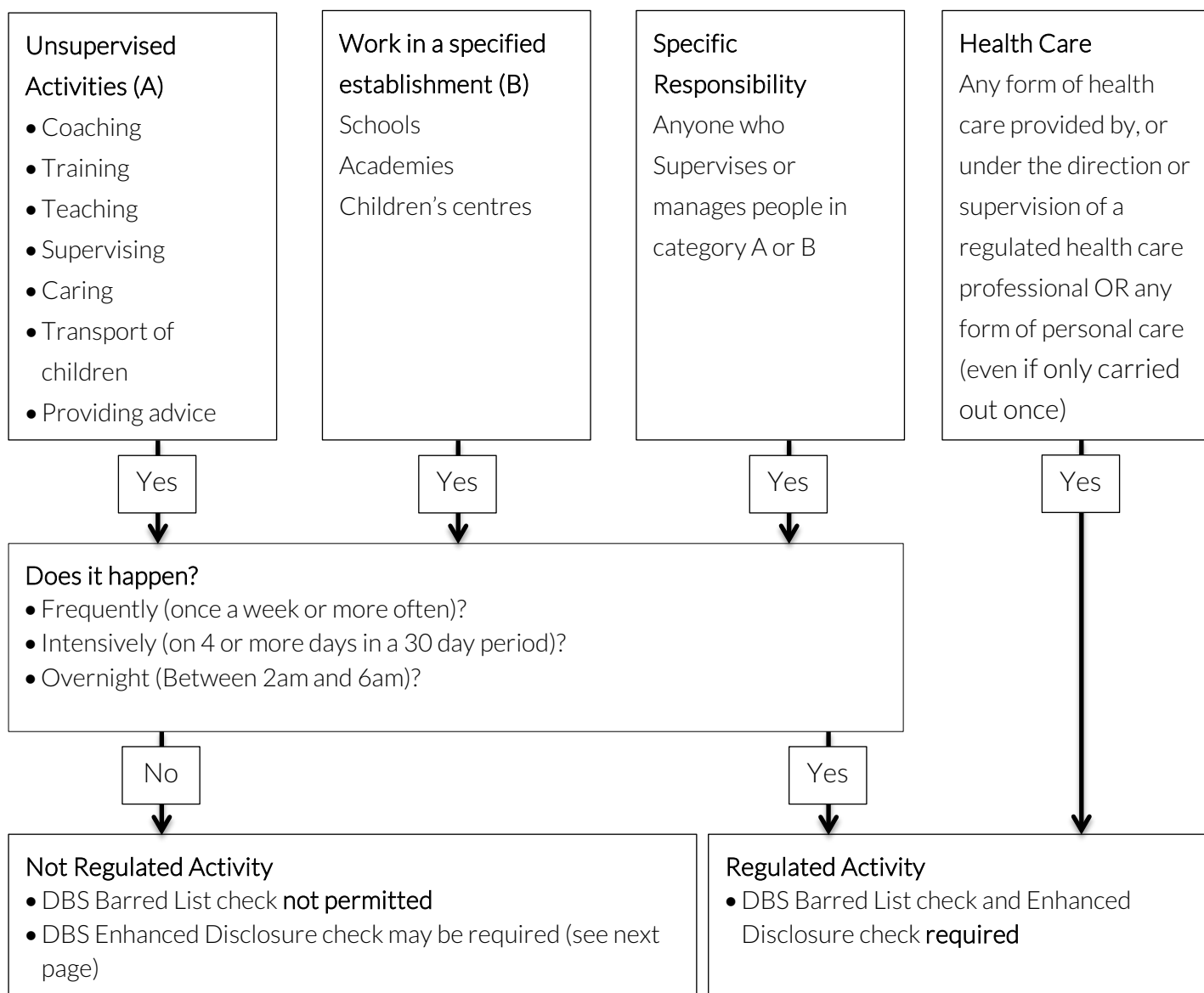
Regulated Activity is 'unsupervised' contact of children which is of a specified nature (teaching, training, care, supervision, advice, treatment or transport) OR In a specified place (Schools, Academies, Children's Centres) AND Occurs frequently, - once a week or more. Intensively - four days in one month or more. Overnight (between 2am and 6am)



A flow chart illustrating this further can be found below.

DBS Eligibility- Regulated Activity

The following diagram will help identify what constitutes as regulated Activity.



It is vital to understand the new definition of Regulated Activity and important to note that:

- Barred List information can only be requested for individuals applying to work or volunteer in Regulated Activity.
- An organisation can request a DBS Enhanced Disclosure on individuals in and out of Regulated Activity where they have regular contact with children.
- An organisation is required by Law to refer an individual to the DBS if they remove them from Regulated Activity because they have caused harm or because they may cause harm to a child or adult at risk.

DBS enhanced disclosure checks

Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the position they are applying for, or are currently undertaking, is listed as an exception under the Act. Before any organisation considers asking a person to complete an application for a DBS check, they are legally responsible for ensuring they are entitled to ask that person to reveal their criminal record.

The Protection of Freedoms Act 2012 has introduced new amendments to these eligibility criteria. Under the guidance provided by the DBS, roles within sport fall within reference number O6. This means in sport the positions eligible for DBS Enhanced checks taken from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 are:

Any position which otherwise involves regularly caring for, training, supervising or being solely in charge of children.

This change in eligibility means that there are some positions that are no longer eligible to be checked. Club Committee roles such as the Chairman, Club and Membership Secretary will only be eligible for a check if that individual has additional roles which meet the new eligibility requirements.

For example, if the committee member, in addition to their committee role, acts as a nominated chaperone in the home club setting or on away trips, they would be DBS checked for the eligible role of chaperone not for their committee role.



A photographer taking photographs of children at a club event does not fall within the new definition of eligibility. A photographer would only become eligible if they were left in sole charge of the child/ children they are photographing on a regular basis as defined above. Similarly, the club officer in charge of administrating and managing the club website will not be eligible for a DBS check for that role.

In all cases you are assessing whether the individuals role involves regularly coaching, training, caring, supervising or being in sole charge of children. If their main role doesn't meet that requirement, you are assessing all the other roles they undertake that may meet these criteria. If this was the case, that person would be checked for the role that makes them eligible for the check, rather than their main role at the club.

Validity and renewal

Individuals not subscribed to the DBS Update Service are required to renew their DBS certificate every 3 years.

Individuals may choose to subscribe to the DBS Update Service. The DBS Update service is an online service which, once subscribed to, allows your DBS Certificate to be kept up to date, enabling individuals to take it from role to role, within the same workforce, where the same type and level of check is required, new applications will only be required when:

- a) Their role changes and they become eligible for a DBS Barred check. Then a new DBS check which includes a barred check must be undertaken before taking up the new role.
- b) If new information is added to their certificate and the DBS Certificate status has changed.

DBS Update Service

The DBS 'Update Service' is a facility where an individual can register (within 14 days of their disclosure being issued) so that employers can go online, with the individual's consent, to carry out a free and instant check to find out if the information released on the DBS certificate is still current and up-to-date. The service is free to volunteers but has an annual subscription cost of £13 for employees. The intention with this is to help portability of a DBS check to other roles, but please note these roles must be within the same workforce (e.g. children's) and require the same level of check (e.g. enhanced).



Boccia England (BE) will be following government legislation and where appropriate information is available regarding the DBS update service and is committed to continually informing all personnel involved with BE future guidelines for using this service and will promote these as necessary.

Single DBS Disclosures

From the 17th June 2013, organisations will no longer be automatically sent copies of completed DBS disclosures. This means that through the online system, BE will be notified when a disclosure is issued and whether it is clear of information or not. When there is content on the disclosure, BE will need to see the original disclosure to make a risk assessment on the information and decide if the individual is suitable to take up their role. The individual will be requested to supply their disclosure and advised that they may be temporarily suspended if they fail to send their disclosure, under normal circumstances, within two weeks.

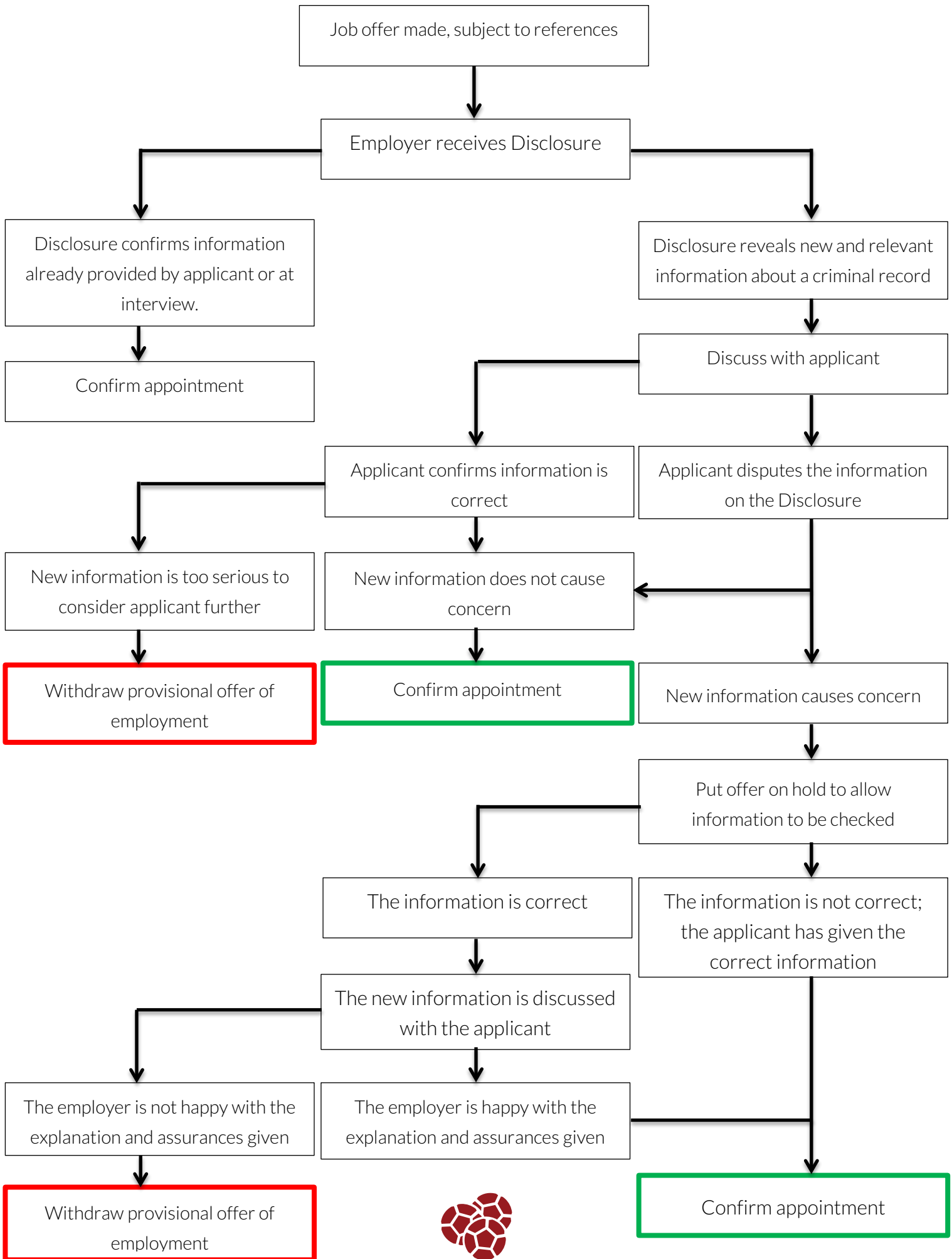
Risk Assessment

In the event that any relevant pre-employment checks come back with any information on previous offences/convictions or areas of concern, it is important to review the information in order to determine the correct course of action and to make a defensible decision on the recruitment process.

The CPSU have published guidelines on Risk Assessment in recruitment but a summary flowchart is below (copyright CPSU) to show how to deal with disclosures at the point of recruitment.

Please note also, the Risk Assessment should take into account the role that the applicant will be fulfilling, and an assessment of the risks associated to the job should also be performed.





2. Recruitment of new staff and volunteers

Recruitment of new volunteers for boccia Clubs

Whilst it is vital to keep the issues of Child Protection in proportion, BE recommends to clubs that they adopt some basic procedures which will safeguard all concerned.

Abusers tend to gravitate to situations where little vetting or checking takes place. It is not possible to know who could abuse children; therefore it is important that all reasonable steps are taken by clubs to ensure unsuitable people are prevented from working with children.

It is important that standard procedures are used, whether people are paid or unpaid, part time or full time. For all volunteers, coaches and officials working in boccia and associated activities who have contact with children or young people the following actions demonstrate good practice.

- Where a role meets the eligibility requirements for Disclosure check (see Disclosure and Barring Service Guidelines) the appropriate level of check must be completed prior to carrying out the role. It is the responsibility of the employer, deployer or club, to ensure the relevant checks have been completed.
- The names and address of at least two referees who are able to comment on previous work with children of a similar capacity. These should have known the applicant for at least 3 years (not relatives) and who are able to comment confidentially on the person's previous work with children and any former involvement in the sport. These references may then be taken up by the club/centre.
- The individual should be observed working with children by a suitably trained person.
- The job requirement and responsibilities of the individual should be clearly explained along with BE club safeguarding procedures.

Anyone who has undergone a Disclosure check which has shown cautions or convictions which could present a risk to children will automatically be referred to the BE Lead Safeguarding Officer (LSO) for a risk assessment.



Recruitment of new staff and volunteers for Boccia England

Any staff/volunteer joining BE who is seeking to undertake a role or responsibilities for children and young people should be given a self-declaration form to complete. A copy of the self-declaration form is in ([Appendix D](#)), along with guidance notes. Though a position may be offered to an individual subject to receiving the signed form, the applicant must not commence the role, nor act as a representative of the organisation, until satisfactory references have been obtained and relevant criminal records checks have been completed.

All those who meet the eligibility criteria will be asked to complete a Disclosure and Barring Service Disclosure application. This should be completed at the same time as a Self-Declaration Form. Further information on the Disclosure and Barring Service Checks can be found in our Disclosure and Barring Service Guidelines. The appropriate level of check must be completed prior to carrying out the role. It is the responsibility of the employer or deployer/ club or centre, to ensure the relevant checks have been completed.

BE will look to support, advise and direct clubs and club officials to ensure the right level of checks have been completed.

Existing volunteers

Though many of our volunteers have worked with, and supported, the organisation for a number of years, the BE Board, upon adopting the procedures, also undertakes to lead by example. Therefore we will be conducting retrospective checks on all existing volunteers who meet the relevant criteria. This should not be seen in any way as questioning the integrity or motives of willing volunteers, but an undertaking to ensure that all volunteers, new and existing, have provided common information against a clear policy.

Advertising

If any form of advertising is used to recruit staff, it should reflect:

- The Job Description, Roles/Responsibilities and pay scale.
- The Level of experience or qualification required (e.g. working with children, young people and adults).
- The BE stance on equity and safeguarding.



- The job description should carry a statement detailing the degree of contact with children and/or adults at risk, and the need for appropriate checks to be undertaken prior to commencing the role where the relevant criteria are met.

An example of the statement can be found below:

Rehabilitation of Offenders Act, 1974 and Protection of Freedoms Act 2012

'Because of the nature of the work for which you are applying, this post will involve regulated activity with children. Successful applicants will be required to undergo an Enhanced DBS with a child barring list check. Applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by BE. Any information given will be treated totally confidentially.'

Application Process

Any persons employed by BE will be required to apply in writing (including by electronic means). Following the written process any successful applicant will be required to attend an interview. Volunteers applying for certain designated roles should use the Volunteer Application form ([Appendix E](#)).

References

The form will request information regarding an applicant's qualifications and experience for the post. If an applicant has no experience of working with children and young people, training and supervision should be put in place. The BE LSO will provide advice on how this might be achieved.

References should be requested from people who have known the applicant in a capacity pertinent to the role for which they are applying. They should have known the individual for at least two years and the extent to which the role involves working with children and young people should be explicit.



A copy of the 'Reference Request Form' ([Appendix G](#)) duly headed with the name of the applicant and the position should be sent, along with a pre-addressed envelope, to each referee. A copy of the job description may also be sent.

It may not be possible to implement the procedures described above where a volunteer is recruited at very short notice for a one-off occasion (e.g. a specific event). Where such recruitments are necessary (for example when students are recruited to help at events), BE will only approach known individuals, or those people for whom a teacher or club official can provide suitable verbal reference or recommendation. In these circumstances the individual must not work in isolation and must be supervised by someone who has been subject to appropriate recruitment checks and ideally who has also attended safeguarding and protecting children basic awareness training.

Interview and induction

Where appropriate, all professional appointments for full or part-time employment positions should undergo a formal interview.

All staff (paid and Voluntary) must undergo a formal induction in which:

- Qualifications can be verified.
- Training needs can be identified.
- Appropriate codes of conduct are agreed and signed up to, policies and procedures are explained.
- The roles, responsibilities and expectations of the job are clarified.

Training

BE is committed to the Continual Professional Development (CPD) of its workforce. In order to ensure that our staff and volunteers can be responsible for the planning, development and evaluation of delivery and report cases of poor practice and/or concerns of possible abuse, BE strongly recommends:

- Recognised Safeguarding and Child Protection basic awareness training be attended and refreshed at least every three years (eg sports coach UK 'Safeguarding and Protecting Children' workshop or equivalent).
- Club for All (Running Sports).
- Relevant equality training.

BE will revise and extend its policy for developing the volunteer workforce, including a programme of training opportunities, on a continuing basis.



Monitoring and appraisal

BE operates a staff appraisal system in which the opportunity is given to receive formal and/or informal feedback. This enables both line manager and the person receiving the appraisal the opportunity to:

- Identify training needs.
- Set SMART targets.
- Raise awareness of any areas of satisfaction and any of concern.

A suitable process for identifying the training needs of our volunteers, and providing them with feedback, will be developed and updated at regular intervals.



3. Guidelines for the use of photographic and recorded images

Guidelines for clubs

BE recognises that film and photography can be used positively in sport to celebrate success and as a useful coaching aid. However, we also know that abuse can extend beyond acts of a physical or mental nature. It is important to observe the following guidelines.

The key concerns regarding the use of images of children and young people relate to:

- The possible identification of children when a photograph is accompanied by personal information.
- The inappropriate use, adaptation or copying of images for use on child pornography or illegal website.
- The taking of inappropriate photographs or recorded images of children.

Guidelines for photographic/ recorded images

- Ensure parents/ guardian/ young person have granted their consent for the taking and publication of photographic images.
- All children featured in recordings must be appropriately dressed with outer clothing garments covering torso from at least the bottom of their neck to their thighs (i.e. a minimum of vest/ shirt and shorts).
- The photograph 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 not be revealed.
- Clubs, coaches and volunteers should be allowed to use video equipment as a legitimate coaching aid and means of recording special occasions however care should be taken in the dissemination and storage of the material.
- You should not use any images of a child or young persons who is the subject of any court order or who has denied you their consent.
- Parents and spectators taking photographs/ recordings should be prepared to identify themselves if requested and state their purpose for photography/ filming.
- Any instances of the use if inappropriate images should be reported to the Club, BE or the Police.



Guidelines for publishing photographic/ recorded images

- If a photograph is used, it is appropriate to name the child. However, personal details of children such as an email address, home address and telephone numbers should never be revealed on a website or in print.
- Think about the level of consideration that you give to the use of images in all publications, for example the process used in choosing photographs for a publicity brochure for the club. Apply an increased level of consideration to the images of children used on websites.

Guidelines for BE events

BE recognises that publicity and pictures/ recordings of young people enjoying boccia are essential to celebrate the achievements of the child and to promote the sport. We will therefore only permit the use of photography or filming equipment at BE organised events by properly accredited users.

The following people must register their intentions by registering their details or completing the 'Photography and Filming Equipment Usage Form' ([Appendix F](#)) with the event organiser. It is the responsibility of the organisers to ensure that forms are readily available.

- **Professional photographers/ filming / video operators** - Where possible, professional photographers etc should register at least 36 hours before the event by completing the 'Photography and Filming Equipment Usage Form', If this length of notice is not possible, then registration must take place before the event commences.
- **Students or amateur photographers / film / video operators** – should complete the 'Photography and Filming Equipment Usage Form' together with their student or club registration card and a letter from their club / educational establishment outlining their motive for attending the event.
- **Spectators (including parents or relatives)** - spectators wishing to use photographic / film / video equipment with a telescopic or zoom lens should register their intent with the promoter of the event by completing the



'Photography and Filming Equipment Usage Form' (standard and mobile phone cameras are exempt if used from the spectator area).

In future, all event programmes, will carry a statement highlighting the need to register photography equipment with the organisers, prior to its use (Where appropriate, similar statements will also appear in pre-event information or entry forms). The statement can be amended according to the specific activity, please see example below as a guideline.

BE's Protection of children and adults at risk- Use of Video and close range photography.

BE recognises that publicity and pictures/ recordings of people enjoying boccia are essential to celebrate the achievements of the participant and to promote the sport. We will therefore only permit the use of photography or filming equipment at BE organised events by properly accredited users. This content may be used by BE for publicity purposes and stored electronically for an indefinite length of time. If you do not want to be included in this material please contact the event organizer or the BE office.

Any other person wishing to use photographic or filming equipment is required to register themselves with the event organiser prior to using the equipment. This applies to all professional and amateur photographers and spectators with zoom or close range photographic equipment. Photography and Filming Equipment Usage forms are available from the organiser or by contacting the BE office. Spectators using standard equipment and mobile phones from the spectator area are exempt.

The promoter reserves the right to decline permission to any person who fails to meet these conditions, or fails to give satisfactory motive for recording the event. Where necessary the police may also be informed.

If you are concerned about photography at a Boccia England event, contact the organiser or member of staff.



Signs can also be placed at the entrance to events giving the same details and via announcements at the start of each event.

Where a photographer fails to register, or where there is sufficient reason for the organiser to doubt the motive of a photographer, BE reserves the right to prevent access to the event by that person.

Should this fail, BE maintains the right to contact the venue management and, where necessary, inform the Police.

Responsibility for implementing and monitoring the procedures will be undertaken by the event organiser. Organisers may also like to issue accreditation badges to eligible photographers, to avoid confusion or possible embarrassment. Regular photographers need only register once.

Videoring as a coaching aid

There is no intention to prevent coaches using videoring as a legitimate coaching aid. However, where this is intended, the athletes and their parents should be aware that this is part of the coaching programme, informed consent should be sought and gained in writing and care should be taken in the storing of such images.

Use of photographic and recorded images when teams are abroad

When teams/clubs are involved in games and activities abroad, it is important to note that not all countries have the same high standards as the UK for the protection and safeguarding of children, young people and adults at risk.

The use of camera/video cameras inside facilities is very likely.

In these circumstances parents/carers must be made aware that images and content of their child/vulnerable adult are possibly going to be captured and it is for the parent/carer to decide whether consent to travel be given to play in these circumstances.



Use of images – easy rules to remember

When the use of images is to be used, the following procedures should be followed:

P	Permission (written) should be granted by the player and parent/carer/s in order to take and use images. This ensures that the person and their responsible adult are aware of how the image will be used to represent the sport. Completion of the consent form is a good practice example.
H	Holding back the use of personal information such as; email addresses, telephone numbers, home address etc this is paramount to not putting children, young people or vulnerable adults at risk. Images where an individual is named (i.e. on clothing) should not be used.
O	Only use images of participants/players that are suitably dressed (appropriate sportswear i.e. tracksuit, court clothing)
T	Try to focus on the activity rather than on an individual. As a good practice example, Images that represent the broad range of people in the chosen activity are more beneficial.(i.e. male and female, different age ranges, BAME).
O	Only use images that promote positive aspects of children, young people or vulnerable adults involvement in boccia (safe, enjoyable, competitive, structured etc).



4. Away trips and hosting

Away trips

Travelling to away fixtures and participating in competitions or events away from home should be both safe and fun for children and young people. Away trips and overnight stays provide an opportunity for young people involved in boccia to grow self-esteem, independence and confidence.

Trips may vary from short journeys across county or they may involve more complicated arrangements sometimes including overnight stays.

When taking a team or individuals away from the club or home setting to, consideration and planning needs to be paramount to ensure the duty of care for children and young people is fulfilled.

There are three ways of managing this:

- A letter to Parents with a permission form each time you are on an away trip.
- A letter to the Parents at the beginning of the season, detailing all away events, pick up and drop off points (e.g. the Club, times, who the Club Coaches are, who the Club Volunteer drivers are, other than Parents) asking Parents to sign a permission form for the season. If any of the arrangements change, once written consent is given, where practically possible you should write to the Parents and inform them of appropriate changes.
- Parents to be solely responsible for transportation of Young People to and from events.

Considerations that need to be taken into account when planning an away trip include:

- Staff appointments (eg-Head Coach supported by Assistant Coach(es) a Team Manager and identified Welfare Officer).
- Adhere to the Coach/Player ratios.
- Ensure that the group agree to act within the Boccia England codes of conduct.
- Ensure that all staff that have responsibility for children and young people have been recruited and undertaken the appropriate risk assessments and safety



checks in accordance with BE policies and procedures for recruiting staff and volunteers (see Recruitment of new staff and volunteers guidelines).

- Ensure that risk assessments are completed.
- Ensure that as part of the risk assessment an emergency 'club home contact' i.e. a club member who is not travelling away, can act as the emergency point of contact if required.

Communicating with Parents/Carers

The following information needs to be clarified and communicated to Parents/Carers when travelling on away trips:

- Purpose of the trip.
- Competition details.
- The destination and venue details.
- Time of departure.
- Time of return.
- Name of the Team Manager/Coach who is responsible during the trip.
- Contact details for the Team Manager/Coaches and home emergency contact.
- Ensure that 'Loco Parentis' forms are completed by the Parent/Carer and that the Team Manager/Coach is in receipt of this.
- Pick up point.
- Method of transport.
- Kit requirements.
- Any costs that may be incurred i.e. cost of transport, competition fee and money for refreshments.

Information required from Parents/Guardians/Carers

- Signed consent form accepting the code of conduct and detailing any specific medical information.
- Special dietary requirements.
- Consent for emergency medical treatment.

Supervision

- All staff, paid or volunteers must have complied with and been checked through the recruitment procedure set out by Boccia England please see the (Recruitment of new staff and volunteers guidelines).



All staff within the team should be familiar with the BE safeguarding policy procedures and the designated person for safeguarding must have attended Safeguarding and Protecting Children training.

- For single sex groups, there must be at least one same gender member of staff.
- Any child not accompanied by a Parent/Carer must have a same sex member of staff available.

Roles and responsibilities

All members of staff need to have a clear knowledge and understanding of their role and responsibility for the team.

- A clear definition in regards to the role of Coaching staff – responsible for safe training and competition elements, and Team Manager (and any other staff) - taking responsibility for any other necessary support.
- There needs to be a register so that head counts can be taken at any point.
- All staff must go through an induction programme ensuring they understand:
 - The BE Safeguarding policy and procedures.
 - Codes of ethics and conduct.
- All staff must be in receipt of a full itinerary, which includes; travel arrangements, medical information and emergency contact details.
- Parents and carers travelling with the team understand their role as parents/carers is as spectators and the role of the designated Team Manager and Coaching staff is to be responsible for the team and therefore they should not compromise the situation.

Transport

When a person associated with a club is providing transport for other people within the club, it is essential to follow the guidelines below;

- Qualified driver.
- Insurance cover.
- Suitable, accessible and appropriate vehicle (i.e. MOT, Road Taxation License).
- Supervision en route.
- Journey times and stopping points.
- Parent/carers consent in writing.



- One-to-one working in cases where an adult is responsible for an individual should be avoided. If this happens for unavoidable reasons, eg in an emergency, the club welfare officer and parent/carer must be advised.

Collection

In order to set a high standard of understanding and to reduce the risks for children, young people and adults at risk, it is advised that clubs should provide a timetable of activities at the beginning of the season. Parents/carers should be notified about any changes to the timetable as soon as possible.

In reference to the transportation of individuals by club staff and members, parental/carer consent in writing (where possible) should be sought prior to any transportation taking place.

Late collection

Issues around late collection can create many problems for club officials it is therefore advised that clubs develop and actively communicate guidelines for dealing with such issues. It is important to note that it is not the responsibility of the club to transport individuals in the event of late collection.

Examples of good practice for club officials include:

- Parent/Carer contact details available.
- Minimum of two club officials present when waiting with individuals.
- Additional contacts (emergency) available for club officials to contact in the event of failure to contact parent/carer.
- Remind parents of the guidelines; times and problems this causes for the club.

What club officials should not do:

- Take the individual home or to any other location.
- Wait alone with the individual.
- Send the young person home with another person without the consent of the parent.
- Leave the young person unattended.



Communication checklist

- Destination and venue details are established and communicated to parents/carers/participants.
- Provide details of fixtures such as match/training details.
- Kit required.
- Drop off/collection times.

Overnight Stays

When planning overnight stays it is important to allow sufficient time for the requirements to be completed. The following action plan needs to be fulfilled and completed:

- Establish the purpose of the trip.
- Confirm the dates of the trip (departure and return).
- Confirm the location of the trip.
- Confirm travel requirements i.e. passports, visa's, vaccinations and or pre-trip medications etc.
- Identify suitable venues and facilities for Boccia and accommodation.
- Identify who will be going? – staff, players, support workers etc.
- Consider the cost.
- How much spending money is required?
- Complete the necessary risk assessments.
- What insurance is required? (public liability, employers liability, equipment, travel).
- Supervision of players both playing and non-playing.
- Catering for all food requirements.
- Hold group meetings to review the programme and rules prior to travel.
- Hold regular group meetings during the trip to provide an opportunity to discuss any issues or problems and solve them.
- Communication with Parents/Carers.
- Clarification of carer's roles if they are accompanying athletes on the trip.
- Remember to check the cultural traditions of both the players and the country. This may have an implication on clothing.
- Consider implications of communication barriers where countries are not English speaking.



Accommodation

Groups may use different types of accommodation, including hotels, guest houses, university accommodation, hostels, sports complexes or host families.

Arrangements may vary from full board, timed to suit the activities, to self-catering. Accommodation may consist of single rooms, shared rooms, or en-suite or shared facilities.

Each type of accommodation will place different demands on supervision requirements. Consideration also needs to be made to ensure that disabled athletes can access the building, rooms and facilities and to make sure that the needs of player's with disabilities are met.

In all cases however **it is not acceptable for:**

- Athletes to share a bed.
- For male and female athletes to share a room.
- For an adult to share a room with a child unless they are parent and child or carer supervisor.
- Coaches to share a room with an athlete.

Adults should not share a room with a child. Where the presence of an adult is needed there should be more than one child in the room with the adult. If children are sharing a room, it should be with those of the same age and sex.

Special care should be taken by both host and visiting clubs in the selection of homes for overnight stays and where practical more than one child should be placed with each host family.

Discuss your code of conduct and discipline policy with the Staff at the accommodation. If rooms are equipped with satellite TV, inappropriate programmes may be available. It may

be possible to arrange for these programmes to be disconnected.

Check the accommodation policy for extras on bills, breakages and lost keys.

All accommodation must be clean and with access to sufficient toilet and bathing facilities.

All Players must know which rooms the Staff are in and how to contact them if required.

Risk assessment

In order to prevent and reduce possible risks, planning is paramount. Conducting a risk assessment is an important part of planning a trip.



Young people must not be placed in situations which expose them to an unacceptable level of risk.

Consider the following:

- What are the hazards?
- Who might be at risk?
- What safety measures can be put in place to help reduce the risk?
- What steps will be in place in an emergency?
- Can the Team Manager put the safety measures in place?
- What steps will be taken in an emergency?



5. Guidelines for boccia events and competitions

This guidance outlines what event organisers should be considering with respect to Safeguarding and Protecting at events run in England. Many of the events and competitions held in boccia are for participants belonging to clubs affiliated to Boccia England (BE) or hold membership themselves.

However, there is still a need for organisers to ensure they have demonstrated a “duty of care”. Additionally at some events there will be participants that are not members of BE or a club and are unaware of the BE policies and procedures.

Welfare Plan

The purpose of the welfare plan is to promote and ensure the wellbeing of children and adults at risk taking part in boccia, minimise the risks and to maximise their enjoyment and wellbeing.

The plan will also ensure that all those responsible for the welfare of children and adults at risk:

- Understand their safeguarding role and responsibilities.
- Are suitably recruited, selected and trained to fulfil these.
- Understand the procedures for responding to concerns about children and adults at risk.
- Are able to act on these appropriately and effectively.

Event Coordinator/ Organiser

The event coordinator’s/ organiser’s core responsibilities with respect to safeguarding are to;

- Promote the Event Welfare Plan.
- Recruit an Event Welfare Officer.
- Aim for best practice, but at least ensure that minimum standards are met, i.e. in terms of recruitment, selection and training of staff.

Event Welfare Officer

Each event should have a nominated person to undertake the role of Event Welfare Officer. In many cases this will be the organisations /club’s Lead Safeguarding or Welfare



Officer. There should be one Welfare Officer per 100 youth participants (under 18). They are responsible for;

- Child and adults at risk welfare
- Providing the Event Welfare Plan
- Child and adults at risk safety at the event
- Duty of care to participants and to all involved in the organisation

Event safeguarding Statement

The event organising committee should adopt the BE Safeguarding Children and Young People and Safeguarding and Protecting Adults at Risk Policy and publish a statement or policy confirming their adoption of, or commitment to Safeguarding and Protecting. This must be easily available to participants, volunteer helpers and clubs and may be sent out with entry forms or available on the event website. The Statement might read:

“The Organising Committee of [event] believe that the welfare and wellbeing of all children and vulnerable adults is paramount. All participants, regardless of age, gender, ethnicity, religion or ability, have equal rights to safety and protection. All suspicions, concerns and allegations of harm will be taken seriously and responded to swiftly and appropriately.”

The Event Welfare Plan

When developing the Event Welfare Plan consideration should be given to the size and potential risk with that particular event. This might be done as part of the overall risk assessment for the event. Then all reasonable steps should be taken to address the risk including the following.

Contact details - There should be a clear, brief notice at a point where participants are most likely to see it, giving a contact number or location for the following with a brief explanation of the event reporting procedures for such concerns. If the Event Welfare Officer is not well known then it is good practice to have a picture of them with their contact details:

For incidents contact the Event Welfare Officer

Name, picture, mobile number and/or where they can be located.



Other Contact details:

Event Organiser: mobile and location

The BE Lead Child Protection Officer – 07809 336321

24 Help Lines –

Nspcc 0808 800 5000 www.nspcc.org.uk

Childline 0800 1111 www.childline.org.uk

The local police – telephone number

Reporting structure - Ensure there is a clear process in place for any child protection concerns raised. The first point of contact should be the event welfare officer. They should ensure that the correct reporting procedure is followed based on BE Guidelines.

Code of Conduct - All participants and individuals attending the event abide by the Rules of the event and by good sportsmanship. Clear codes of conduct should be published - this might be the BE code of conduct or one adapted for the event. Suitable codes could include participants, coaches, volunteers, parents and guardians.

Appropriate Medical provision - should be available whilst the event is being run. Outside of this time, those at the venue should have available contact numbers for the local hospital or doctor's clinic. In an emergency, you can always contact **999**. This could be made available on the same poster as the welfare officer details or in the event programme.

Security - It is important for everyone to be aware of the Security of young people on site. This in particular should be the role of the Event Staff/ Team Leaders and parent/ carer to ensure people are not given free access to young people. In addition the Event Organiser may brief appropriate volunteers to be vigilant and report anything suspicious such as someone taking photos in the changing area, someone unknown/ suspicious hanging around.

Missing participants - Appropriate procedures should be thought through and communicated to volunteers.

Disclosure Checks - Where staff and volunteers have unsupervised contact with children at the competition, the event organisers must consider who needs to be vetted including



Disclosure checks. These decisions including reasons for not vetting an individual should be documented.

Policies - You should ensure that all staff and volunteers who provide services to the event are aware of the BE Safeguarding Children and Young people and Safeguarding and Protecting Adults at risk policies. <https://bocciaengland.org.uk/organisation/policies/>

Photography - Is a difficult issue for events as they often take place in areas with open public access and may cover considerable distances. The Organising Committee should consider the advice given in the BE Guidelines for Photography and brief volunteers on how to respond to any inappropriate photography they may witness. Remember that to publish any photos of children you must have parental/ carer consent. For professional photographers you should consider registration and issue an identification badge or tag.

Safeguarding Check List

Issue	Action	Note
Who is responsible for welfare issues?	Appoint Event Welfare officer – ideally utilise Club Welfare Officer or someone else suitably trained.	Make sure volunteers and those working the event know who their Welfare Officer is and how to contact them.
Awareness	Publicise Event Welfare Plan / location with event information/confirmation. Circulate plan to volunteers	Make sure contact details are published and available at the event (use BE Event Welfare Poster contact Boccia England for copy).
Medical provision	Ensure medical team are briefed on welfare issues	Copy of welfare plan
Appropriate level of security	Brief volunteers/staff etc	Organising committee responsibility
Missing persons	Have an appropriate procedure e.g. report to event registration desk.	Brief all volunteers on procedures
Photography	Brief volunteers and local press.	Make available a copy of the BE



	Include statement in event information. Consider how to register those wishing to video/ use cameras.	recommendations on photography to volunteers and participants.
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Welfare at events for those with additional vulnerability

Increasing numbers of deaf or disabled children enjoy taking part in sport and physical activity. Despite some traditionally negative preconceptions, the vast majority of deaf and disabled children and young people are ready, willing and able to participate when their additional needs have been understood, considered and addressed. These needs may include: access to facilities; adapted or modified equipment, coaching practices or aspects of the sport; and appropriately trained staff to support them. Some sports bodies cater specifically for disabled athletes, while others provide opportunities for both disabled and non-disabled participants.

Vulnerability

It is important to recognise that deaf or disabled children are more vulnerable to all types of abuse than other young participants. Reasons for this include:

- Increased likelihood of social isolation.
- Fewer outside contacts than children without a disability.
- Dependency on others for practical assistance in daily living, including intimate care.
- Impaired capacity to resist, avoid or understand abuse.
- Speech and language communication needs may make it difficult to tell others what is happening.
- Limited access to someone to disclose to.
- Their particular vulnerability to bullying.

Key steps to safeguard and protect disabled young people

Everyone who will be responsible for or in contact with disabled children and young people should appreciate and understand their increased vulnerability and additional needs.

In consultation with the young person and their carer(s), consider:



- Use of language and appropriate communication methods, including signers or interpreters when appropriate
- Access to sports (and non-sport) facilities, transport and accommodation
- Adaptations needed to coaching practices, equipment and activity
- Increased supervision ratios during all parts of the event, including any specialist support required, eg chaperones
- Relevant training, information or other learning opportunities and support for staff and volunteers
- What information is required about the young person's impairment or disability, or any medication they may require
- How the young person will understand and be able to access means to express any safeguarding concerns that arise, including poor practice and bullying.

Additional considerations include:

- Are changing and showering facilities at the venue appropriate for wheelchair users or others with physical impairments – in terms of both physical access and privacy?
- Is information about all aspects of the event provided in an appropriate and accessible format for disabled participants?
- Are all forms of transport to be used, and all routes around, within and between the venue and accommodation, fully wheelchair accessible and reasonable for young people with a range of mobility impairments?
- Have issues of privacy been addressed when carers need to assist with a young person's personal care in a public changing area?
- Do venue changing facilities and toilets have all the required adaptations and equipment, eg for athletes with a spinal injury?

Vulnerable young adults

Many events and welfare plans will be put in place to primarily to safeguard children and young people in accordance with the Children Act 1989, which defines a child as anyone who has not yet reached their eighteenth birthday. However, in many boccia events will also be open to adults, some of whom may be regarded as vulnerable due to their disability or mental health problems – or even drug or alcohol abuse, homelessness or refugee status.



The values, principles and most of the best practice guidance and procedures that relate to safeguarding children will be relevant to safeguarding vulnerable adults. The main practical differences relate to:

- Issues of consent
- Referral of concerns to adult social care, rather than children's social care services.

The following documents are templates to support this Guidance sheet:

- Event Organiser Responsibilities
- Event Welfare Officer – Role Description
- Missing children and young people procedure and flow chart
- Lost/found child form



Event organiser responsibilities

The Event Organiser is responsible for ensuring that all reasonable steps have been taken to provide a safeguarding environment for children and adults at risk. This includes child and adult welfare, child protection, health and safety matters and the duty of care towards the participants and those involved in the organisation of the event.

Core Responsibilities

- To ensure that the child and adults at risk protection policies and procedures are in place.
- To ensure there is an Event Welfare Plan and manage the implementation of the Plan with the Event Welfare Officer.
- To ensure that minimum standards are met as identified in the Welfare Plan – in particular with respect to selection and vetting of all event staff and appropriate safeguarding training for all event staff.
- Ensure that all event staff understand and adhere to the Welfare Plan.

To meet these responsibilities the Event Organiser is responsible for ensuring:

- The appointment of an Event Welfare Officer who has the appropriate training to support their role. (The Welfare Officer should not already have a high level of responsibility within the Event Team as this would make them insufficiently accessible throughout the event.) Where there are more than 100 youth participants then additional Welfare Officers for each 100 youth participants should be appointed.
- Appropriate recruitment and screening procedures for all Event Staff are undertaken, where required.
- A risk assessment of the site/facilities has been undertaken prior to the event and any issues reported with appropriate measures identified.
- The guidance for boccia events is followed.
- That Codes of Conduct are in place and that all participants and event staff have agreed to abide to the Codes of Conduct that are relevant to them.
- All Children at the event have an identified person acting in “loco parentis” for the participants at the event.



Event welfare officer job description

The Event Welfare Officer (EWO) is responsible for acting as a source of advice about safeguarding children and adults at risk, promoting good practice and for co-ordinating action on receipt of any concerns or referrals.

Core Tasks

- To develop a Welfare Plan for the event and provide general information and advice on safeguarding to the Event Organiser/committee.
- To ensure that the Event Organisers adopt and follow the BE Safeguarding and Children and Young People and Safeguarding and Protecting Adults at Risk policies and Procedures and promote awareness of the BE Codes of Conduct.
- To assist the Event Organiser to implement appropriate recruitment and screening procedures.
- To receive information from Event Staff, children or parents and carers who have safeguarding concerns and record them.
- To follow the BE Responding and Reporting Concerns flow chart and to ensure that the referral is confirmed in writing.
- To advise the Event Organiser about appropriate training opportunities for Event Staff.

Knowledge

- Contact details for the local Police and Children's Social Care Services, the role of the Local Safeguarding Children's Board (LSCB), and BE Lead Safeguarding Officer contact details.
- Knowledge of the BE Safeguarding and Children and Young People and Safeguarding and Protecting Adults at Risk policies and Procedures and the requirement to safeguard and protect children and adults at risk in sport.
- Understanding of poor practice and abuse – behaviour that is harmful to children and adults at risk.



Missing children and young people procedure and flow chart

Procedure:

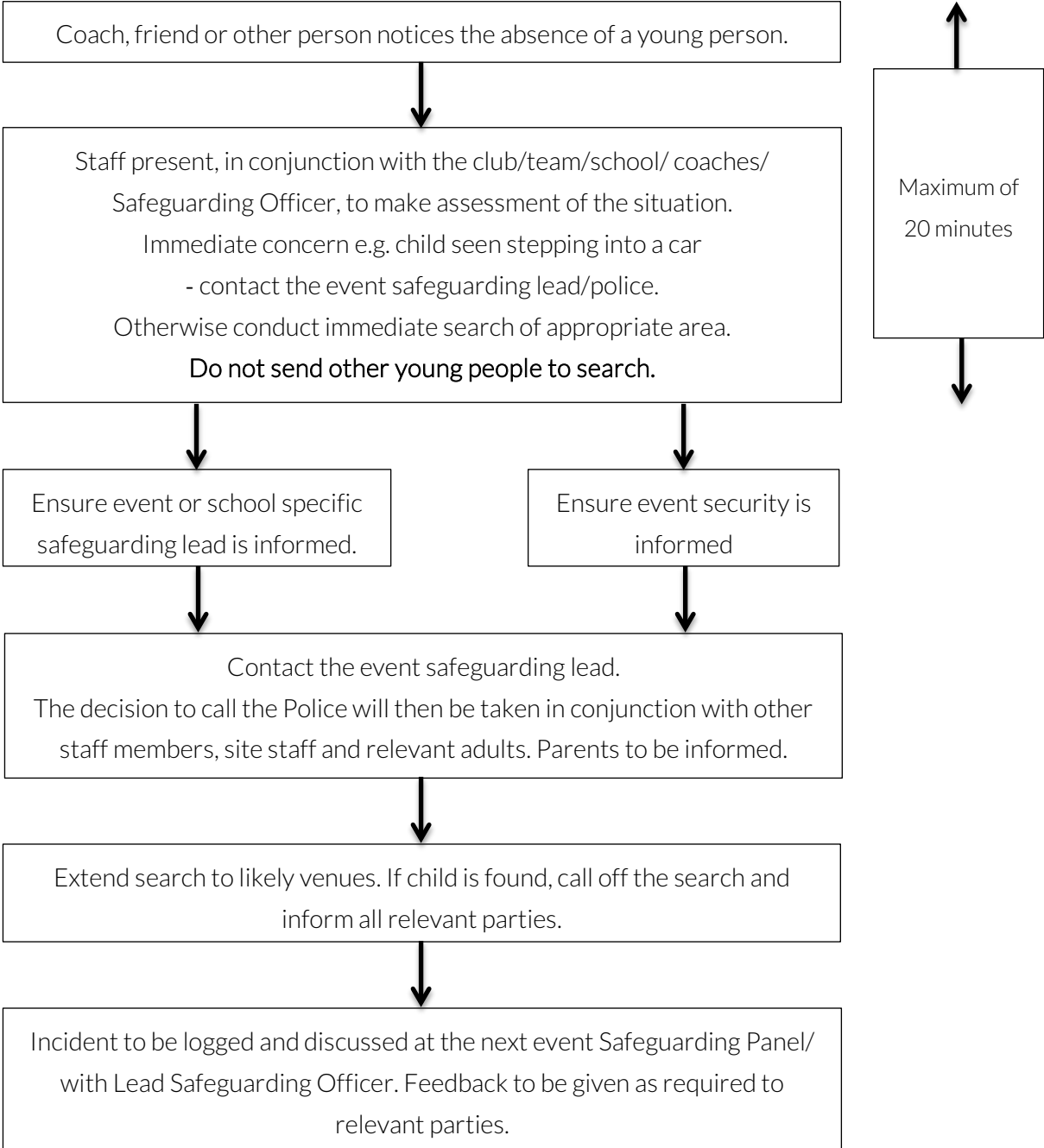
If a child goes missing during an event, BE will apply the following procedure:

- Ensure that all other children continue to be supervised appropriately while a search for the child concerned is carried out.
- Organise the remaining available responsible adults to conduct a search of the surrounding area allocating each individual to a specific area. Request all those searching report back within a short time, dependent on the size of the area being searched.
- If the child cannot be found after a good search of the immediate surroundings, contact the child's parents to advise them of the concern and reassure them that everything is being done to locate the child.
- Make a note of the circumstances in which the child has gone missing and where he/she was last seen and prepare a detailed physical description of the child, to include their hair and eye colour, approximate height and build and clothing he/she was wearing, as this will be required by the police.
- Report the concern to the police if the search is unsuccessful and no later than 20 minutes after the initial missing person report if the search is ongoing.
- Follow police guidance if further action is recommended and maintain close contact with the police.
- Report the incident to the designated safeguarding officer.
- Ensure that you inform all adults involved including the parents, searchers and police if at any stage the child is located.



Flowchart:

If an athlete or young volunteer appears to be missing, the flow chart below identifies the process to be followed. There may well be access to photographs of all young people at the event and if so these can be used to help provide the police with a description should this be necessary.



LOST/FOUND CHILD FORM

(Details for records only, not to be announced over the P.A.)

Event Name

Date

Lost/Missing Child (member of public or participant)

Child's Name: Male or Female	Age of child: D.O.B.
Time and place child last seen:	Time event staff informed:
Hair Colour: Eye Colour:	Clothing (Colour & Pattern):
Ethnicity:	Any other relevant information
Spectator or Participant or Other	
Parent/Guardian name (as reported or from player registration form if participant)	Phone Number: Address:
Action taken: Event Staff informed: Police informed: Other:	Time:

Found Child (member of public or participant)

Time found:	Location found:
Child's Name: Male or Female	Age of child: D.O.B.
Hair Colour: Eye Colour:	Clothing (Colour & Pattern):
Ethnicity:	Any other relevant information:



Spectator or Participant or Other	
Has the child any special medical requirements? (check for medical tags)	Name of Security/Steward & Head of Security dealing with child:
Time child handed over to Lost Child Unit:	Details of Adult handing the child over Name: Tel: Role:
Time Event Control was informed:	Any other information:
Name of Parent/Carer collecting child: Relationship to child: Signature:	Phone Number: Address: ID document/s checked:
Member of event staff handing over child: Signature	Time child reunited:

6. Appropriate communication

Below are good practice guidelines that BE will follow and encourage for communication with children and young people.

Emails

Emails can provide an excellent opportunity to quickly disseminate information to a group of people. However there are some risks and clubs should be aware of good practice which includes:

- Language should be appropriate and professional.
- Emails should come from the same person, i.e. programme manager or head coach.
- Emails should be about legitimate BE information and avoid over-familiarity.
- Ideally emails should be sent to groups rather than individual children. If communication needs to be sent to an individual child, another adult such as their parent should be copied into the message.
- For group emails, consideration should be made as to if it is appropriate to allow others access to all the recipient's email addresses by using the 'to' field or if the 'blind carbon copy' (bcc) function should be used.



- People should be given the option to opt out of receiving further emails.
- For under 16's, parental consent must be gained before collecting email addresses and parents should also be copied into the email. Parents should be able to include their own email address instead of their child's.
- For young people aged 16-18, their permission should be gained to email them and parents should be made aware that BE will be emailing their child and the reasons for this.
- If BE receives any emails of concern from a young person, the Safeguarding Children and Young People policy should be followed.
- If a BE official leaves their position, they should ensure they delete any BE email addresses from their computer.
- Email addresses should not be passed on or used for other purposes without permission.

Text messaging

The use of text messaging increases the vulnerability of both the young person and the person sending the message – typically an adult (e.g. the coach or manager). However it's one of the most direct forms of communication with young people so BE may decide to use text messaging.

Good practices on how to reduce the risks include:

- It should be a BE decision to use text messaging, rather than a decision taken in isolation by one person.
- The content should relate solely to Boccia and should reflect the professional relationship between coach and athlete.
- Text messages should be sent at appropriate times of the day (i.e. not overnight) and avoid language that is overly familiar or could be misinterpreted.
- BE officials /coaches with access to the young people's personal contact details should be kept to a practical minimum.
- BE officials/coaches should not allow anyone to use their phone to text a young person and they should not pass on young people's mobile phones numbers to other People.



- Consent must be obtained from young people prior to sending them text messages. For under 16's, parental consent must also be obtained and parents should be given the option of also being sent the text message.
- For young people aged 16-18, their permission should be obtained before texting them and their parent's made aware.
- BE should ensure that people know how to sensitively deal with concerns if they receive messages from a young person that could be considered inappropriate or concerning.
- Young people should be given the opportunity to request not to receive further messages.

Social Media

Social Media, when used properly, is exciting and opens up a lot of opportunities, but at times we know it can seem very intimidating. Facebook, Twitter, texting, Blackberry messenger and personal emails are suddenly everywhere, and none of them come with a handbook. Relax though; with a little common sense, you'll be able to avoid the potential pitfalls and safely use Social Media as a promotional tool and a means of communication for your business away from boccia.

Coaches and Officials

Facebook and Twitter accounts are great for promoting boccia and boccia coaching, as well as being a fun way to unwind and stay in touch with friends, but it's vital that these two worlds are kept separate. You should have separate business and personal pages; all contact with players should be through the former, and strictly in relation to coaching. You should also adjust the privacy settings for your personal account so that content is only visible to accepted 'friends'. This will keep younger players safe from material that may be unsuitable for them, and will prevent your online interactions from being treated as suspicious.

Though younger players may see you as a friend, and may request to be your 'friend' on a social media site, it's important that you direct them towards your business/coaching page and that all contact is purely professional. What they might consider innocent, friendly contact probably won't be seen as such by their parents and your associates. It would be wise to avoid aiming promotional material that targets children, as the minimum age required to set up a Facebook account is thirteen.



It's also important to be mindful of any content that you post online via your professional page; remember that you're representing a club/organisation. It may seem obvious, but ensure that nothing you post could cause personal distress or be seen as inappropriate for children. If you wouldn't put it on the club message board, it doesn't belong on the club's social media pages.

All contact should be in relation to coaching and matches. Should you need to contact young players, you should make sure you have contact details for a parent as well, so that any messages can be sent to both. Again, the key is to remember that if you wouldn't leave it on a note on the message board, you shouldn't be sending it in a message to a player. If you suspect that someone is using social media in an unsafe or inappropriate manner, you should report their behaviour to your club's Safeguarding/Welfare Officer, or to the BE LSO. If you're in charge of a social media page for your club or organisation, you might want to have a look at this briefing from the Child Protection in Sport Unit (CPSU): <https://thecpsu.org.uk/resource-library/2013/cpsu-sample-online-e-safety-policy/>

Parents/Carers

This generation is growing up with the internet as part of their everyday lives, and that's a good thing. It's a great place for them to learn, to have fun and to chat with their friends. Of course, it's important to make sure that they're safe while they do it.

Remember: it is against Facebook's rules for your child to have an account if they're under thirteen years old. This is to prevent them from being exposed to potentially inappropriate content. You will find all you need to know about keeping young teens safe on Facebook on their official safety page for parents:

<http://www.facebook.com/safety/groups/parents/>.

There are some key tips which can significantly help to reduce the risks involved with social media and the internet. Make sure that your family computer is in a main living area, and the screen is positioned so that you can see what's going on. Google have some more advice on their family safety pages: <http://www.google.co.uk/familysafety/advice.html>. Most importantly of all, it's important that your child feels they can talk to someone if they are being bullied online, or if they've been exposed to something that makes them upset or uncomfortable.

You may also want to have a look at the Child Exploitation and Online Protection Centre's guide to the internet for parents and carers: <https://www.thinkuknow.co.uk/Parentsold/>.



Children and Young People

The internet is a great place to learn and to have fun with your friends, and the best way to have fun is to make sure that you stay safe. Luckily it's easy to too.

You should think about the points below whenever you use the internet, or speak to people online:

- If someone isn't your friend in real life, they aren't your friend on the internet. Be careful when accepting friend requests.
- Sometimes people on the internet aren't who they say they are. If you're not 100% sure, don't risk it.
- Remember to change your privacy settings so that only your friends can see information about you, your wall posts and your photos.
- If someone is sending you messages or texts that you are worried about, you should tell your parents, an adult you trust, your teacher or your club's child protection officer.
- Remember that your coach is a professional, just like your teachers. They should not be your friend on Facebook, and should not be texting or messaging you unless it is completely about boccia, such as when they're arranging a match or coaching session.
- Bullying can happen online too, and it's known as cyber-bullying. If you, or someone you know, has had this happen to them you should tell an adult that you can trust.
- Have a look at the Think You Know page on the internet for more information about staying safe online: <http://www.thinkuknow.co.uk/>.

Social Media: Do's and Don'ts

Coaches

It is always important to:	Remember, do NOT:
Understand the benefits of social media in promoting your club or business.	Send private messages to children and young people via social media.
Keep your photos and personal information private.	Invite children and young people to become "friends".
Have separate social media accounts for professional and personal use.	Send text messages to juniors without including their parents.



Apply the same standards of professionalism to your social media as all other parts of your coaching / officiating / business.	Send inappropriate text messages or post messages on social media that are offensive, nasty or derogatory in any way.
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Young people

It is always important to:	Remember, do NOT:
Keep your photos and personal information private.	Send inappropriate text messages or post messages on social media that are offensive, nasty or derogatory in any way
Have separate social media accounts for professional and personal use.	Accept any friend requests from people you don't know or you feel uncomfortable accepting.
Conduct yourself in a respectful and courteous manner on social media as you would on at home, in school or on the boccia court.	

Parents it is always important to:

- Make sure you are aware of who your child has contact with online and via text;
- Be aware of BE's expectations for coaches and social media; and
- Talk to your children about using social media.

Websites/social networking

The internet provides an excellent opportunity to reach a wide audience at little cost. BE uses the internet to publicise themselves and keep in contact with those interested in the sport. However BE is mindful in how they present themselves online and the risks the internet can pose to young people if not used appropriately.

Good practice guidelines include:

- The website/profile should present a professional image, ensuring all language and content is appropriate.
- BE will plan how they will manage their website/social networking profile.
- There should be more than one person with 'moderator' responsibilities so content can be edited/removed quickly if necessary.



- The website/profile should be regularly monitored and links reviewed regularly to ensure they are appropriate and working.
- Procedures and contact details for reporting any problems/concerns should be easy to locate.
- Contact details for the BE Lead Safeguarding Officer is available and links available to Help organisations such as Childline.
- If BE decides to publish team/player profiles of under 18's, there and their parent's permission should be sought first.
- Permission to publish photos/videos of young people should be gained from them and their parents and follow photography guidelines in the Safeguarding Children and Young People Policy.
- BE will avoid publishing excessive personal information of under 18's i.e. Never include email address, home address, school attended etc.
- If there is a minimum age on the social networking site, BE will not target young people under this age to use it.
- Parents should be encouraged to view the website/profile as well as young people.
- If BE becomes aware of problems such as cyber bullying or a young person placing themselves at risk with the information they share on the internet, they will follow the set procedures for concerns or contact a help organisation for advice.
- BE employees or officials should think carefully about their personal online profiles and should not be linking them to young people's pages. Any bullying and/or abuse online will be dealt with in the same manner as offline bullying and/or abuse.



7. Retention and Storage of records.

Refer to the CPSU Guidance document on the retention and storage of Child Protection records, last updated November 2012

<https://thecpsu.org.uk/resource-library/2013/guidance-of-child-protection-records-retention-and-storage/>

Guidance contained within *Data Protection Act 1998: Guidance to Social Services (2000)* is a useful point of reference for organisations to consider as it represents what can be regarded as best practice. This guidance states that:

“Where no legal requirement to retain information beyond the closure of the record exists, the authority will need to establish its own retention periods. Normally personal information should not be held for longer than 6 years after the subject’s last contact with the authority. Exceptions to the 6 year period will occur when records:

- Need to be retained because the information in them is relevant to legal action that has been started.
- Are required to be kept longer by law
- Are archived for historical purposes (e.g. where the organisation was party to legal proceedings or involved in proceedings brought by a local authority). Where there are legal proceedings it is best to seek legal advice about the retention period of your records.
- Consist of a sample of records maintained for the purposes of research.
- Relate to individuals and providers of services who have, or whose staff, have been judged unsatisfactory.
- Are held in order to provide, for the subject, aspects of his/her personal history (e.g. where the child might seek access to the file at a later date and the information would not be available elsewhere).”

When records are being kept for more than the 6-year period, files need to be clearly marked and the reasons for the extension period clearly identified.

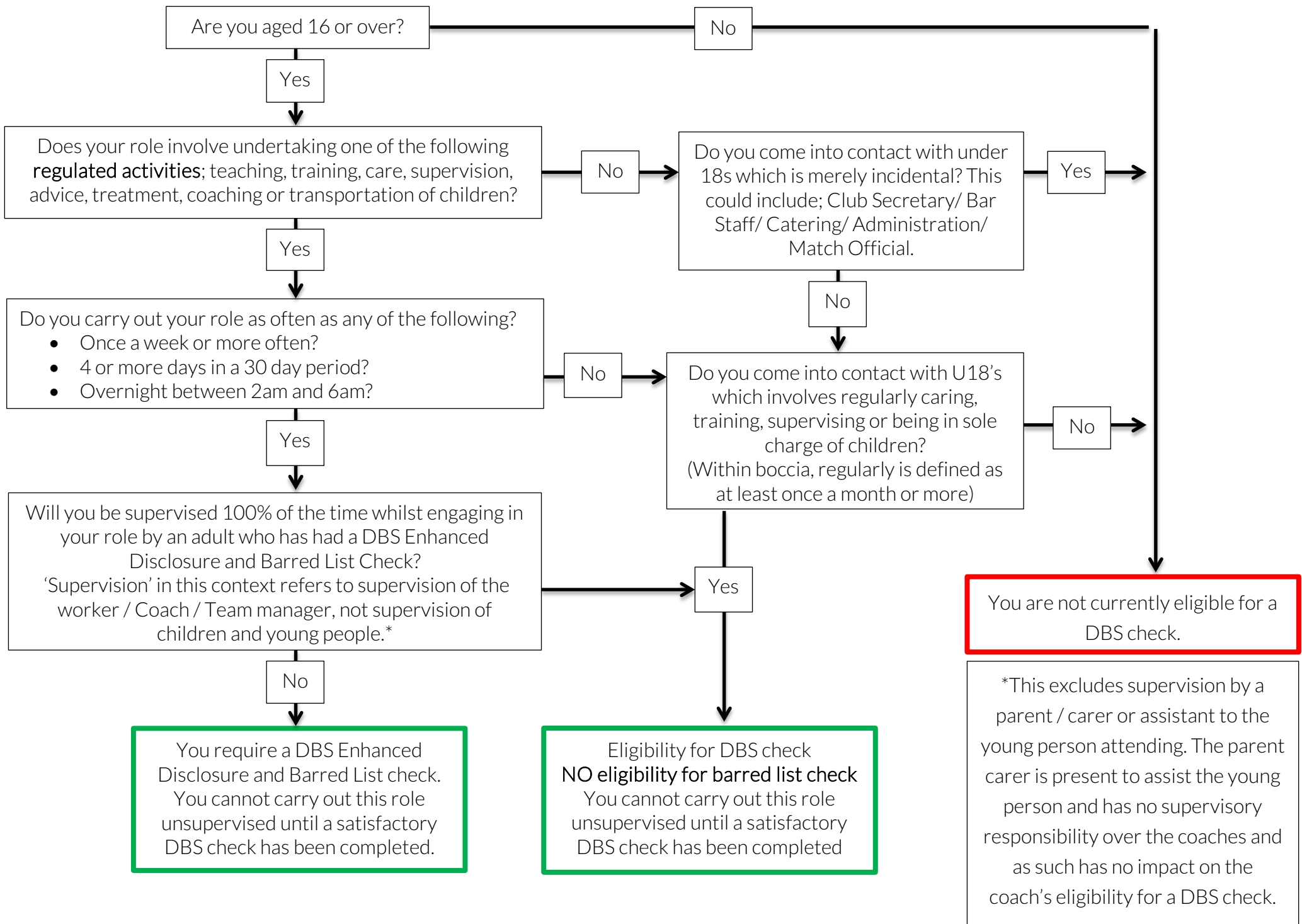


Note: Some records are subject to statutory requirements, i.e. there is a defined retention period. Examples include: records relating to children who have been „looked after“ by the local authority or adopted, records relating to registered foster carers, records in children’s homes, residential homes and registered nursing homes. Disclosure and Barring Service (DBS) Certificates (formerly Criminal Records Bureau disclosure certificates) should not be stored for more than 6 months unless specific consent has been given to store them for longer (for example permission has been given to do this by the body that regulates your organisation).

Whilst the disclosure certificate should normally be destroyed after 6 months, it is permissible to keep a record of the date the check was completed, the reference number of the disclosure certificate and the decision made as to whether the person was employed.



DISCLOSURE AND BARRING SERVICE - GUIDANCE FLOWCHART



You are not currently eligible for a DBS check.

You require a DBS Enhanced Disclosure and Barred List check. You cannot carry out this role unsupervised until a satisfactory DBS check has been completed.

Eligibility for DBS check
NO eligibility for barred list check
You cannot carry out this role unsupervised until a satisfactory DBS check has been completed

*This excludes supervision by a parent / carer or assistant to the young person attending. The parent carer is present to assist the young person and has no supervisory responsibility over the coaches and as such has no impact on the coach's eligibility for a DBS check.



BOCCIA ENGLAND CODES OF CONDUCT

BE605

Issue 3

Date: 16/10/2013

Author: L Hall

Code of Conduct for Athletes

Boccia England has Codes of Conduct across all aspects of the sport. They describe the behaviour that is expected of all within boccia in England in line with the values of Boccia England, 'to be honest, fair and respectful'.

As an athlete I will:

- Comply with all rules, regulations and requirements of the sport including any leagues and competitions I am involved in.
- Respect the rights, dignity and worth of all people involved in boccia regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, ethnicity, religion or belief, gender, sexual orientation, cultural, social or economic background.
- Not abuse or misuse any relationship of trust or position of power, or influence held by me.
- Always conduct myself in an appropriate manner.
- Cooperate with my coaches, team mates, officials and administrators.
- Never abuse an official.
- Treat all athletes with respect, never bully or take unfair advantage of another athlete.
- Always play to the best of my ability.
- Display sporting conduct, courtesy and good manners to others.
- Abide by any disciplinary sanctions that might be imposed on me.
- Promote the code of conduct to other athletes, especially those new to the sport of boccia.

I will not:

- Participate under the influence of alcohol or illegal substances.
- Wager on any match or at any event where I am playing.
- Offer or attempt to offer, or accept whether directly or indirectly, any consideration whatsoever with a view to influencing the result of any match



- Use any form of communication to bring the game into disrepute, or make an inappropriate comment about fellow athlete, coach, official, volunteer or Boccia England. Including, but not exclusive of social media, email, direct verbal or physical.

Code of Conduct for Coaches

Boccia England has Codes of Conduct across all aspects of the sport. They describe the behaviour that is expected of all within boccia in England in line with the values of Boccia England, 'to be honest, fair and respectful'.

As a coach I will:

- Comply with all rules, regulations and requirements of the sport including any leagues and competitions I am involved in
- Respect the rights, dignity and worth of all people involved in boccia regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, ethnicity, religion or belief, gender, sexual orientation, cultural, social or economic background.
- Not abuse or misuse any relationship of trust or position of power, or influence held by me
- Always conduct myself in an appropriate manner
- Cooperate with my fellow coaches, officials and administrators
- Never argue with an official
- Treat all athletes, assistants, coaches and officials with respect, never bully or take unfair advantage
- Be a positive role model for boccia by acting in a way that projects a positive image of coaching and being fair, considerate and honest with athletes
- Display high standards in my language, manner, punctuality, preparation and presentation ensuring that an athlete's time spent with me is positive
- Keep up to date with the latest coaching practice and developments by taking up further coach education and other personal and professional development opportunities
- Ensure the training environment is safe



- Abide by the safeguarding guidelines for children and young people and adults at risk
- Promote the code of conduct to other coaches, especially those new to the sport of boccia

I will not:

- Coach under the influence of alcohol or illegal substances.
- Wager on any match or at any event where I am coaching.
- Offer or attempt to offer, or accept whether directly or indirectly, any consideration whatsoever with a view to influencing the result of any match.
- Use any form of communication to bring the game into disrepute, or make an inappropriate comment about fellow coach, athlete, official, volunteer or Boccia England. Including, but not exclusive of social media, email, direct verbal or physical.

Code of Conduct for Officials

Boccia England has Codes of Conduct across all aspects of the sport. They describe the behaviour that is expected of all within boccia in England in line with the values of Boccia England, 'to be honest, fair and respectful'.

As an official I will:

- Comply with all rules, regulations and requirements of the sport including any leagues and competitions I am involved in.
- Respect the rights, dignity and worth of all people involved in boccia regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, ethnicity, religion or belief, gender, sexual orientation, cultural, social or economic background.
- Remember that the game is for the players. Always be fair and impartial and control the game in a manner that will provide a positive experience for all athletes.



- Not abuse or misuse any relationship of trust or position of power, or influence held by me.
- Always conduct myself in an appropriate manner and be a positive role model for boccia.
- Ensure I am mentally and physically ready for the game, limit my consumption of alcohol and get a good night's sleep.
- Arrive at the competition on time and well prepared, with a clear head. Always check the game schedule and be ready for the next game.
- Study and learn the rules of the game and help my fellow officials to do the same.
- Respect other referees and their decisions and not publicly criticize another official.
- Stay calm when confronted with emotional reactions from players, assistants, coaches, parents or spectators.
- Always speak to the athlete in an appropriate manner and ensure the athlete understands the request.
- Make decisions with confidence.
- Wear the proper referees uniform, or the uniform provided by the competition organisers.
- Treat all athletes, assistants, coaches and officials with respect, never bully or take unfair advantage.
- Always pick up the balls and not throw, kick or roll the balls to move them while on court.
- Abide by the safeguarding guidelines for children and young people and adults at risk.
- Promote the code of conduct to other Officials, especially those new to the sport of boccia.

I will not:

- Officiate under the influence of alcohol or illegal substances.
- Wager on any match or at any event where I am officiating.
- Offer or attempt to offer, or accept whether directly or indirectly, any consideration whatsoever with a view to influencing the result of any match.



- Use any form of communication to bring the game into disrepute, or make an inappropriate comment about fellow official, athlete, coach, volunteer or Boccia England. Including, but not exclusive of social media, email, direct verbal or physical.

Code of Conduct for Parents and Guardians

Boccia England has Codes of Conduct across all aspects of the sport. They describe the behaviour that is expected of all within boccia in England in line with the values of Boccia England, 'to be honest, fair and respectful'.

As a parent or guardian I will:

- Teach my child to treat everyone equally and sensitively regardless of their age, disability, gender, race, ethnic origin, cultural background, sexual orientation, religious beliefs or political affiliation, gender, ethnic origin or cultural background;
- Support all efforts to remove verbal, physical and abuse from boccia
- Not force an unwilling participant to take part in boccia
- Remember that young people are involved for their enjoyment - not yours
- Encourage all to play by the rules and respect the match officials
- Refrain from publicly questioning the judgment or honesty of match officials
- Never ridicule or shout at a participant for making a mistake or losing a game
- Teach that effort and teamwork are as important as victory, so that the result of each game is accepted without undue disappointment
- Help your child to recognise good performance, not just results
- Remember that young people and vulnerable adults learn best by example
- Recognise the value and importance of volunteers in boccia. They give their time, energy and resources to provide activities for others
- Set a good example by recognising fair play and applauding good performances of all
- Encourage regular participation in sport.
- Promote the code of conduct to other parents and careers, especially those new to the sport of boccia.



I will not:

- Attend a boccia setting under the influence of alcohol or illegal substances
- Wager on any match or at any event where I am attending
- Offer or attempt to offer, or accept whether directly or indirectly, any consideration whatsoever with a view to influencing the result of any match
- Use any form of communication to bring the game into disrepute, or make an inappropriate comment about fellow official, athlete, coach, volunteer, parent career or Boccia England. Including, but not exclusive of social media, email, direct verbal or physical.



BOCCIA ENGLAND CLUB ACCREDITATION

CLUB PACK



A.INTRODUCTION TO BOCCIA ENGLAND CLUB ACCREDITATION

The Boccia England club accreditation scheme recognises good practice in boccia clubs. These clubs can be stand-alone boccia clubs or be part of a multi-sport club set up. The accreditation scheme has two levels:

Level 1

Details the minimum operating standards that Boccia England expects in a good boccia club.

Level 2

Designed to recognise clubs who consistently demonstrate a high level of development and practice in all aspects of the club.

BENEFITS OF CLUB ACCREDITATION

LEVEL 1

- Accreditation provides quality assurance for current and prospective players and families/guardians
- Formally addresses equality and safeguarding giving parents confidence when choosing a club for their child
- Places your club in the Boccia England website club finder database – boosting publicity and ultimately increasing membership.
- Ensures your club adopts more organised systems and structures, thus helping you to run more effectively and efficiently.
- Enhances player morale as the sense of belonging to something special is increased.
- Right to use the Boccia England Club Accreditation branding on any of your clubs promotional material.



- The accreditation will strengthen any bids for funding that may be made to external agencies by the club (many agencies insist on NGB Club Accreditation).
- Become part of a network of quality and accredited Boccia clubs across the country.
- Accredited Clubs are able to apply to Boccia England for a Club Volunteer Development Grant to be used towards supporting volunteers to obtain a Safeguarding and Child Protection Certificate and a Disability in Sport Awareness qualification or equivalent. (Maximum of £50 per club per year)

LEVEL 2

All of the Level 1 benefits plus:

- Preference when we recommend clubs for funding and new players.
- 10% discount on Elite Boccas Boccia Balls for the duration of their accreditation (maximum of two sets per year).
- Accredited Clubs are able to apply to Boccia England for a Club Coach Development Grant to be used towards supporting coaches to achieve a Level 1 Coaching Qualification. (Grants to cover up to 50% of the course cost, maximum of one grant per club per year).



HOW TO ACHIEVE BOCCIA ENGLAND CLUB ACCREDITATION

REGISTRATION

The club must first decide which level of accreditation is most applicable / attainable to them. The club then completes the online registration (<https://bocciaengland.org.uk/clubs/accreditation/>) and with support from the Club Development Officer starts working towards achieving accreditation. Various templates and resources are available upon request to help your club achieve the required standard.

Then...

PROCESS 1 - ACCREDITATION

Step 1: Begin working towards achieving the relevant criteria

Step 2: Collate evidence and submit to Boccia England

Step 3: Boccia England will review evidence, if all criteria are achieved, accreditation will be awarded. If not all criteria are met Boccia England will help the club prepare an action plan to help achieve accreditation.

Boccia England encourages clubs to achieve the highest level possible. Once a club has achieved Accreditation they should aim to maintain that Level (Process 2) or move onto the Next Level (Process 3)

PROCESS 2 – REACCREDITATION

Step 1: Review current club status and development requirements

Step 2: Complete and submit annual health check to ensure standards are being maintained

Step 3: Boccia England will review the annual health check, if all criteria are still achieved, accreditation will be re-awarded.

PROCESS 3 – NEXT LEVEL

Step 1: Begin working towards achieving the higher level criteria

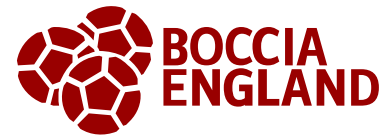
Step 2: Collate evidence and submit to Boccia England



Step 3: Boccia England will review evidence, if all criteria are achieved, accreditation will be awarded. *If not all criteria are met Boccia England will help the club prepare an action plan to help achieve accreditation.*

All applicants may be subject to an inspection without notice and Boccia England reserves the right to withdraw a club's accreditation at any time.





BOCCIA ENGLAND CLUB ACCREDITATION EVIDENCE FILE CHECKLIST

ACCREDITATION SECTION	CRITERIA	REQUIRED EVIDENCE	LEVEL 1	LEVEL 2	NO (✓)	YES (✓)	ACTIONS REQUIRED BY THE CLUB	EVIDENCE SUBMITTED
DEVELOPMENT	Have current Boccia England membership.	Membership number.						
	The club must have members competing in or working towards competing in one or more of Boccia England's competition pathways. This includes the National Boccia League, Boccia England Championships and the Lord's Taverners Schools competition.	Details of competitions entered, including competition title, team name and/or names of players.						

ACCREDITATION SECTION	CRITERIA	REQUIRED EVIDENCE	LEVEL 1	LEVEL 2	NO (✓)	YES (✓)	ACTIONS REQUIRED BY THE CLUB	EVIDENCE SUBMITTED
	The club can demonstrate it engages with disabled people / disability groups and / or schools	Copy of the Clubs membership database including list of disabilities, list of groups and schools club engages with.						

ACCREDITATION SECTION	CRITERIA	REQUIRED EVIDENCE	LEVEL 1	LEVEL 2	NO (✓)	YES (✓)	ACTIONS REQUIRED BY THE CLUB	EVIDENCE SUBMITTED
	<p>The club has an 'active' partnership with one or more local special school, mainstream school or youth organisation involving disabled people.</p> <p>Note: An example of an 'active partnership' could include displaying posters detailing club coaching sessions on school notice boards, the club or its representatives provide coaching sessions within the school day or after hours.</p>	<p>A copy of the completed School Club Link agreement between the club and the partner school/group.*</p>						

ACCREDITATION SECTION	CRITERIA	REQUIRED EVIDENCE	LEVEL 1	LEVEL 2	NO (✓)	YES (✓)	ACTIONS REQUIRED BY THE CLUB	EVIDENCE SUBMITTED
	The club engages and communicates with its members and supporters to show an understanding of that why want and expect from the club.	Examples of methods of communication used by the club. E.g. Club Welcome Pack/Handbook, newsletters, website, social media, club notice board, posters etc.						
	The club has a Club Development Plan that is reviewed annually. This process should include identifying the club's current status and where the club plans to be in the short term and long term future*	Copy of the club's annually approved Action Development Plan.*						
	The club proactively recruits new members (players and volunteers).	Details of actions taken to recruit new players, volunteers and officials and statistics on number of new members.						

ACCREDITATION SECTION	CRITERIA	REQUIRED EVIDENCE	LEVEL 1	LEVEL 2	NO (✓)	YES (✓)	ACTIONS REQUIRED BY THE CLUB	EVIDENCE SUBMITTED
TRAINING AND EVENTS PROGRAMME	The club has a minimum of one person who holds a Boccia England Leaders Award.	Copy of certificate.						
	The club has a minimum of one person who holds a Boccia England Regional Referees qualification.	Copy of certificate.						
	The club has a minimum of one person who holds an up to date Disability in Sport awareness qualification or equivalent.	Copy of certificate.						
	The club encourages talented volunteers to continue on the Boccia England coaching and officiating pathways.	The club has referenced and actioned through their Club Development Plan how they intend to train and develop its workforce.						

ACCREDITATION SECTION	CRITERIA	REQUIRED EVIDENCE	LEVEL 1	LEVEL 2	NO (✓)	YES (✓)	ACTIONS REQUIRED BY THE CLUB	EVIDENCE SUBMITTED
	The club coaches provide regular structured coaching / training sessions.	Copies of session plans from coaching sessions completed.						
	The club meets for a minimum of 12 coaching sessions per annum.	Copies of session registers.						
	The club supports Boccia England in the promotion of the game, delivery of competitions, leagues and local activity.	Events attended and supported including a list of volunteers and their roles and duties.						
DUTY OF CARE AND CHILD PROTECTION	The club has a Safeguarding Children and Young People policy and a Safeguarding for Adults at Risk policy.	Copy of the clubs Safeguarding Policies or evidence stating the club has adopted Boccia England's Safeguarding Children and Young People and Safeguarding Vulnerable Adults at Risk policies.*						

ACCREDITATION SECTION	CRITERIA	REQUIRED EVIDENCE	LEVEL 1	LEVEL 2	NO (✓)	YES (✓)	ACTIONS REQUIRED BY THE CLUB	EVIDENCE SUBMITTED
	The club has a minimum of one person with a recognised first aid qualification, and has access to first aid equipment at all coaching and competition sessions.	Copy of certificate/s.						
	The club has emergency procedures for dealing with serious injuries/accidents.	Copy of club's accident / incident procedures.* Copy of Clubs accident / incident form*						
	Each coach, referee and volunteer whose roles include responsibilities related to working with children must have current DBS disclosure.*	Completed 'Vetting Checks Tracking Table' and Numbers.*						

ACCREDITATION SECTION	CRITERIA	REQUIRED EVIDENCE	LEVEL 1	LEVEL 2	NO (✓)	YES (✓)	ACTIONS REQUIRED BY THE CLUB	EVIDENCE SUBMITTED
	The club sessions must have a specific risk assessment.	Completed Risk Assessment Form for all venues used by the club for training.*						
	The club must appoint and identify a Club Welfare Officer, who is required to attend a Sports Coach UK 'Safeguarding and Protecting Children' workshop.	Copy of certificate. Club Welfare Officer Role description available from BE.*						
	The club has the contact details of parents/carers/guardians and emergency /alternative contacts for all young people under the age of 18.	Copy of blank Junior Membership Form.*						

ACCREDITATION SECTION	CRITERIA	REQUIRED EVIDENCE	LEVEL 1	LEVEL 2	NO (✓)	YES (✓)	ACTIONS REQUIRED BY THE CLUB	EVIDENCE SUBMITTED
	Ensure adequate insurance cover is in place. (£5 Million Public liability insurance is provided to all clubs who are members of Boccia England).	Copy of the club's current, valid insurance certificate if additional insurance is required.						
	The Club Welfare Officer reports to the Club Management Committee or equivalent.	Minutes from meetings, and a report given by the Welfare Officer.						
	The club maintains a player to coach ratio of 8:1 at every training session.	Copies of attendance registers, including coaches' attendances.						
SPORTS EQUITY AND ETHICS	Must have and implement operate an Open Access policy for new members.	Copy of the Open Access Policy.*						

ACCREDITATION SECTION	CRITERIA	REQUIRED EVIDENCE	LEVEL 1	LEVEL 2	NO (✓)	YES (✓)	ACTIONS REQUIRED BY THE CLUB	EVIDENCE SUBMITTED
	A minimum of one club member has attended a Sports Coach UK <i>Equity in your coaching</i> workshop (or its equivalent on line learning)	Copy of certificate/s of attendance.						
	Promote Boccia England's Codes of Conducts and ensure they are adhered to. Note: Clubs are encouraged to add in their own additional criteria to the codes of conducts.	Clubs must evidence how the Codes of Conducts are promoted. E.g. A record of who has received the Code of Conduct, when and how.*						
ADMINISTRATION	Maintain a membership database that can be submitted to Boccia England on request.	Copy of the Clubs membership database.*						

ACCREDITATION SECTION	CRITERIA	REQUIRED EVIDENCE	LEVEL 1	LEVEL 2	NO (✓)	YES (✓)	ACTIONS REQUIRED BY THE CLUB	EVIDENCE SUBMITTED
	The club has an open (non-discriminatory) constitution	Copy of the club constitution*						

*BOCCIA ENGLAND DOCUMENT TEMPLATES AVAILABLE

MEETING SUMMARY

(To be completed by Boccia England Club Development Officer / Nominated Officer and Club)

Agreed date, time and venue for next meeting:

Key Actions Required	By whom?	By when?

Please return your completed Boccia England Evidence File Checklist along with all supporting evidence, to the Boccia England Club Development Officer by email or post. Marc Scott, Club Development Officer, Boccia England, 8 Heathcote Building, Nottingham Science Park, University Boulevard, Nottingham, NG7 2QJ. mscott@bocciaengland.org.uk

To be completed by the person submitting evidence file:

Name: **Role:**

Signed: **Date:**

Final Sign Off by Boccia England Club Development Officer:

Name: **Role:**

Signed: **Date:**

OUTCOME OF EVIDENCE FILE ASSESSMENT: (PLEASE HIGHLIGHT)	POSITIVE	NEGATIVE
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INCIDENT OR CONCERN RECORD FORM

Discuss all concerns with:

The Boccia England Lead Safeguarding Officer, Boccia England, 8 Heathcoat Building,
Nottingham Science Park, University Boulevard, Nottingham NG7 2QJ

Tel: 0115 967 8455

Email: mscott@bocciaengland.org.uk

Please refer to the following notes before completing:

- Keep questions to a minimum – obtain sufficient information to only understand what is being said.
- Distinguish between conjecture, fact and opinion.
- State the exact nature of the allegation – e.g. physical, emotional, sexual or a combination.
- Include a description of any physical marks, and state the location of any injury or bruising.
- Include the person's account of how these occurred. Let the person tell it in his or her own way.
- Ensure relevant dates, times and frequencies are included.
- Note any other organisations spoken to, e.g. police, social services etc.
- Ensure the information remains confidential.
- Use additional paper if necessary.

Your boccia club:	
Your name:	
Your position / role:	
Your contact number (s):	
Your email address:	
Childs/victim's name:	
Child/victim's address:	
Child/victim's date of birth:	
Parent/ carer/ advocate's name, address and contact number:	



Ethnic group - Please choose the category that best describes the Childs ethnic group from the following list. Tick the appropriate box.

A1. British	A2. Irish	A.3 Any other White background (Please write in)
B1. White and Black Caribbean	B2. White and Black African	B3. White and Asian
B4. Any other mixed background (Please write in)		
C1. Indian	C2. Pakistani	C3. Bangladeshi
C4. Any other Asian background (please write in)		
D1. Caribbean	D2. African	D3. Any other Black background (please write in)
E1. Chinese	E2. Any Other background (please write in)	



Disability - The Disability Discrimination Act 1995 defines a disabled person as anyone with a “physical or mental impairment that has a substantial and long term adverse effect upon his/her ability to carry out normal Day-to-day activities. Please choose the description that best describes the nature of the Childs disability and tick the appropriate box.

A. Visually Impaired	B. Hearing Impaired	C. Physical Disability
D. Learning Disability	E. Multiple Disability	F. Other (please write in)

Date and time of any incident:

Your observations. If concerns have been communicated to you record what was said and give the name, role & contact details of the individual(s) who have communicated the information. All concerns should be recorded and referred to the BE LSO even if anonymously referred, overheard etc:



State exactly what the child/victim said and what you said:

(Remember - do not lead them - record actual details. Continue on separate sheet if necessary).

Action taken so far:

Statement of concerns (section to be completed where no allegations have been made but you



have concerns to record. Details of any alleged perpetrator including name, role and contact details)

Please state the nature of your concerns and any other relevant information:

External agencies contacted:	Details
Police yes/no	If yes - which: Name and contact number: Details of advice received:
Children's social care. yes/no	If yes - which: Name and contact number: Details of advice received:
boccia england lead safeguarding officer yes/no	Name and contact number: Details of advice received:
Local authority yes/no	If yes - which: Name and contact number: Details of advice received:



Other (e.g. nspcc)	Which: Name and contact number: Details of advice received:
Signature:	
Print name:	
Date:	

When Complete, please post this form, marking the envelope "Private and Confidential" to:
 Boccia England Lead Safeguarding Officer, Boccia England, 8 Heathcoat Building,
 Nottingham science Park, University Boulevard, Nottingham, NG7 2QJ



VOLUNTEER/STAFF DECLARATION FORM

The information contained within this form will remain 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

For completion by the organisation:	
Name:	
Address and Postcode:	
Telephone/Mobile No:	
Date of Birth:	
Gender:	Male / Female
Identification (tick box below):	
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.	
Either	
UK Passport Number and Issuing Office	
UK Driving License Number (with picture)	
Plus:	
National Insurance Card or current Work Permit Number	
Signature of authorised Employing Officer:	
Print name:	



Date:	
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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).

For completion by the individual (named in Part one):	
Have you ever been known to any Children's Services department or Police as being a risk or potential risk to children?	YES / NO (if Yes, provide information below):
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 (if Yes, provide information below):



Confirmation of Declaration (tick box below)	
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.	
Signature:	
Print name:	
Date:	

When Complete, please post this form, marking the envelope "Private and Confidential" to:
 Boccia England Lead Safeguarding Officer, Boccia England, 8 Heathcoat Building,
 Nottingham science Park, University Boulevard, Nottingham, NG7 2QJ



VOLUNTEER APPLICATION FORM

The information contained within this form will remain confidential.

This form is to be completed by any individual wishing to undertake a voluntary or occasional role with BE. This form is not intended for paid employees.

Position Applied For:			
Surname:	First Name:	Middle Name:	Title:
Any other names by which you have previously been known:			
Present Address:			
Postcode:			
Telephone Numbers: Day		Evening:	Mobile:
Previous Addresses: (if at present address for less than 3 years)			
Date of Birth:	Place of Birth:	National Insurance Number:	
Current Occupation: (including voluntary positions)			
Current Employer: (name and address)			



Position and brief description of duties:

Start date:

Previous Occupation: (including voluntary positions)

Previous Employer: (name and address)

Position and brief description of duties:

Start Date:

Finish Date:

Qualifications:

Interests:

Experience relevant to the post applied for:



Previous experience of working within a disability sport environment:

Reasons for applying for the position:

References: Please give the names of two people who have firsthand experience of you working with children and vulnerable adults and whom we can contact for a reference. We may additionally contact your current employer. Referees must have known you for at least 2 years.

Name:

Organisation:

Address:

How long have you known this person and in what capacity?

Name:

Organisation:

Address:

How long have you known this person and in what capacity?

I agree to abide by the BE Code of Conduct, Safeguarding and Equity Policies. I understand that prior to undertaking any role with the organisation, I will be required to complete a self-declaration form which will be used to undertake a police check. In addition, BE may also request the completion of a Disclosure and Baring Check. The results of which may be shared with partner agencies.

Sign:

Date:



PHOTOGRAPHY AND FILMING EQUIPMENT USAGE FORM

The information contained within this form will remain confidential.

BE will only permit the use of photography or filming equipment at organised events, training courses or similar activities by properly accredited users.

Event/Date/Venue:			
Surname:	First Name:	Middle Name:	Title:
Company Name:			
Address:			
Postcode:			
Telephone Numbers:	Day:	Evening:	Mobile:



Reason for attending:

Who will the photos be made available to?

Will BE receive copies of photos taken?

When Complete, please post this form, marking the envelope "Private and Confidential" to:
Boccia England Lead Safeguarding Officer, Boccia England, 8 Heathcoat Building,
Nottingham science Park, University Boulevard, Nottingham, NG7 2QJ



REFERENCE REQUEST FORM

The information contained within this form will remain confidential.

Name:

Position applied for:

The above person has expressed an interest in working with BE. The post involves substantial access to children and adults at risk. As an organisation committed to the welfare and protection of all its participants, we are anxious to know if they are suitable for the job, and the if there is any reason to be concerned about this person being in contact with children or adults at risk.

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation. Information will only be shared with the person conducting the assessment of the candidate's suitability for the post, if he/she is offered the post. We would appreciate you being extremely candid, open and honest in your evaluation of this person. We may contact you to discuss your answers if necessary.

How long have you known this person?

In what capacity?

What attributes does the person have that would make them suited to this work?



Please rate this person on the following criteria (✓ one box only for each attribute)

	Poor	Average	Good	Very Good	Excellent	Please add any comments (optional)
Responsibility						
Maturity						
Self-Motivation						
Can motivate others						
Team skills						
Trustworthiness						
Reliability						

This post involves substantial access to children and adults with a disability. Do you have any reason at all to be concerned about this applicant being in contact with children or vulnerable adults?

State Yes or No: _____ If you have answered yes, we will contact you in confidence.

Signed:		Date:	
Print Name:			
Position:		Organisation:	
Telephone Number(s) Day:		Evening:	

When Complete, please post this form, marking the envelope "Private and Confidential" to:
 Boccia England Lead Safeguarding Officer, Boccia England, 8 Heathcoat Building,
 Nottingham science Park, University Boulevard, Nottingham, NG7 2QJ



CLUB CHILD PROTECTION POLICY

[INSERT CLUB NAME]

Have strong commitment towards safeguarding Children and Young People and Adults at Risk and have implemented, follow and adhere to the Boccia England Safeguarding Children and Young people and Safeguarding and protecting Adults at Risk policies.

In Addition to the Boccia England policies, **[INSERT CLUB NAME]** has developed its own Safeguarding and Protecting Children and Adults at risk policy and guidelines and will ensure that the procedures set out in the Boccia England Policies are followed in the case of any incidents.

The Boccia England Policies are found here;

<https://bocciaengland.org.uk/organisation/policies/>

[INSERT NAME OF CLUB] acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Boccia England requirements.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background, all children;

Have a positive and enjoyable experience of sport at **[INSERT NAME OF CLUB]** in a safe and child centered environment

Are protected from abuse whilst participating in Boccia or outside of the activity.

[INSERT NAME OF CLUB] acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable



to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our safeguarding policy **[INSERT NAME OF CLUB]** will

- Ensure all Club coaches, helpers and officials working with young people should read and adhere to the Boccia England Safeguarding Children and Young People Policy. The Club will follow the guidance of the policy in the event of any concerns or allegations.
- Promote and prioritise the safety and wellbeing of children and young people.
- Ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people.
- Ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern.
- Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored.
- Prevent the employment/deployment of unsuitable individuals.
- The Club will ensure that anyone who meets the eligibility criteria for a Disclosure check will not be deployed until a satisfactory check has been returned
- Ensure robust safeguarding arrangements and procedures are in operation.
- The Club will obtain written contact, and medical details of all club players which will be made known to coaches, where deemed appropriate and/or necessary
- The Club will identify a person whose role it is to deal with any issues concerning Child Protection and Harassment (Club Welfare Officer) and notify this person to all members. Anyone with concerns with respect to Child Abuse or Harassment should contact that person. If that person is unavailable they can contact the Club Chairman or the Boccia England Lead Safeguarding Officer.

The policy and procedures will be widely promoted and are mandatory for everyone involved in **[INSERT NAME OF CLUB]**. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.



Monitoring

The policy will be reviewed a year after development and then every three years, or in the following circumstances:

- Changes in legislation and/or government guidance
- As required by the Local Safeguarding Children Board, UK Sport and/or Home Country Sports Councils.
- As a result of any other significant change or event.

Signed by CWO:

Date:

CWO contact Details –

Name:

Tel:

Email:

This document is designed to be used by Clubs as a guide for writing their own Policy. It is important however that Clubs take full responsibility and ownership for the aims of their Policy and its implementation.

