

Safety Nets2 Safeguarding Policy



Section 6 – Appendices and templates (May 2016)

Appendices and templates
N.B. These appendices are continually updated and can be changed without amending the core Safety Nets2 Safeguarding Policy
1. Legislation for all the Home Countries
2. Safeguarding Vulnerable adults (Adults at Risk) - Definitions and detail (England)
3. Bullying
4. Within BWB - Reporting flowcharts
5. Outside BWB - Reporting flowcharts
6. Concern/Incident Report/referral Form
7. BWB Safeguarding Management System inc Role definitions and Terms of Reference
8. Code of Ethics and Conduct
9. Guidance for Coaches
10. Safer Recruitment of staff and volunteers
11. E-communications and Social Media Policy
12. Photography and video use guidance
13. Away trips and hosting protocols
14. Whistle Blowing Policy

Appendix 1 (v1 June 2016)

Legislation for all the Home Countries

Great Britain Wheelchair Basketball Association's (GBWBA) approach to the protection of children and vulnerable adults 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) □ No Secrets – Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse 2000 □ Human Rights Act 1998 □ Working Together to Safeguard Children (HM Government 2010) □ 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

Relevant Home Country Legislation and Guidance Northern Ireland □ Children (NI) Order 1995 □ Our Duty to Care NI, DHSSPS 2007 □ Co-operating to Safeguard Children DHSSPS 2003 □ Safeguarding Vulnerable Groups (NI) Order 2007 □ Sexual Offences (NI) Order 2008 □ Protection of Children and Vulnerable Adults (NI) Order 2003 Wales: □ Safeguarding Children: Working Together under the Children Act 2004 (Welsh Assembly Government 2007) □ The All Wales Child Protection Procedures (Welsh Assembly Government 2007) Scotland □ Children (Scotland) Act 1995 □ Police (Scotland) Act 1997 □ Protection of Children (Scotland) Act 2003 □ Protection of Children (Scotland) Act 2005 (to be replaced some point in 2010 with Protection of Vulnerable Groups Act)

GBWBA 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 members that have affiliated to the GBWBA:

Appendix 2 (v1 June 2016)

Safeguarding Vulnerable adults (Adults at Risk) - Definitions and detail (England)

- **1. Who does safeguarding apply to?**

The Care Act(1015) sets our roles and responsibilities

See <http://www.scie.org.uk/care-act-2014/safeguarding-adults/>

People's wellbeing is at the heart of the care and support system under the Care Act 2014, and the prevention of abuse and neglect is one of the elements identified as going to make up a person's wellbeing.

In the context of the legislation, specific adult safeguarding duties apply to *any* adult who:

- has care and support needs and
- is experiencing, or is at risk of, abuse or neglect and
- is unable to protect themselves because of their care and support needs.

Local authorities also have safeguarding responsibilities for carers and a general duty to promote the wellbeing of the wider population in the communities they serve.

Safeguarding duties apply regardless of whether a person's care and support needs are being met, whether by the local authority or anyone else. They also apply to people who pay for their own care and support services.

An adult with care and support needs may be:

- an older person
- a person with a physical disability, a learning difficulty or a sensory impairment
- someone with mental health needs, including dementia or a personality disorder
- a person with a long-term health condition
- someone who misuses substances or alcohol to the extent that it affects their ability to manage day-to-day living.

This is not an exhaustive list. In its definition of who should receive a safeguarding response, the legislation also includes people who are victims of sexual exploitation, domestic abuse and modern slavery. These are all largely criminal matters, however, and safeguarding duties would not be an alternative to police involvement, and would only be applicable at all where a person has care and support needs that mean that they are not able to protect themselves.

Adult safeguarding duties apply in whatever setting people live, with the exception of prisons and approved premises such as bail hostels. They apply regardless of whether or not someone has the ability to make specific decisions for themselves at specific times. There may be times when a person has care and support needs and is unable to protect themselves for a short, temporary period – for example, when they are in hospital under anaesthetic.

People with care and support needs are not inherently vulnerable, but they may come to be at risk of abuse or neglect at any point due to:

- physical or mental ill-health
- becoming disabled
- getting older
- not having support networks
- inappropriate accommodation
- financial circumstances or
- being socially isolated.

Local authorities have a duty to make sure that the care and support services they commission are provided safely and to a high standard, while also recognising and tackling the abuse and neglect that happens in community and domestic settings.

Working with their partner organisations – including housing organisations, the National Health Service (NHS) and the police – local authorities should make sure that adults who may be at risk of abuse or neglect are enabled to live as safely and independently as possible, making their own decisions and taking control of their own lives

Regulatory Bodies for vulnerable adults(adults at risk)

The Care Quality Commission CQC is the independent regulator of health and social care in England. The commission can be contacted by phone on 03000 616161.

Social Care and Social Work Improvement Scotland is the new unified independent scrutiny and improvement body for care and children's services and works to improve services for adults and children across Scotland. Contact them by phone on 0845 600 9527.

The core role of **Healthcare Inspectorate Wales** (HIW) is to review and inspect NHS and independent healthcare organisations in Wales, to provide independent assurance for patients, the public, the Welsh Government and healthcare providers that services are safe and good quality. HIW also protects the interests of people whose rights are restricted under the Mental Health Act. For details, e-mail hiw@wales.gsi.gov.uk or call 02920 928850.

Care and Social Services Inspectorate Wales (CSSIW) encourages the improvement of social care, early years and social services. It regulates, inspects and reviews services and provides professional advice to Welsh ministers and policy makers. Contact CSSIW by e-mailing cssiw@wales.gsi.gov.uk or phoning 01443 848450.

The Regulation and Quality Improvement Authority RQIA is the independent health and social care regulatory body for Northern Ireland. Contact them by e-mailing info@rqia.org.uk or calling 02890 517500.

Whistleblowing & Legal Support

Public Concern at Work is an independent charity providing confidential advice to workers who witness wrongdoing or malpractice in the workplace and who find themselves in a whistle-blowing dilemma. Their helpline can be contacted on 0207 404 6609. Approximately one third of their concerns come from workers in the care and health sectors.

The Disability Law Service (DLS) provides telephone or written community care law advice. This is free to disabled people, their family and carers by appointment. Contact DLS by e-mail on advice@dls.org.uk or phone 020 7791 9800.

The Care Quality Commission (CQC) website also provides [advice on raising concerns about care standards](#).

Voluntary Sector Organisations

Voice UK is a national charity supporting people with learning disabilities and other vulnerable people who have experienced crime or abuse. Its helpline for carers, parents and professionals can be reached on 0808 802 8686, Monday to Friday between 0900 to 1700 BST, e-mail helpline@voiceuk.org.uk or text message 07797 800 642.

Mencap Learning Disability Helpline provides advice and information on all issues relevant to people with learning disabilities and their families in England, Wales and Northern Ireland. Contact the helpline by phone on 0808 808 1111.

Enable Scotland is a leading charitable organisation for people who have a learning disability in Scotland. It is run by its members and provides people who have learning disabilities with a platform to make their voice heard, pushing for improvements to the opportunities available for children and adults who have learning disabilities. It also provides personalised services and links to advocacy as well as information and expert advice. Its direct helpline is for people who have learning disabilities, their carers and family members. E-mail enabledirect@enable.org.uk or call 0300 0200 101.

Respond is a national charity that supports children and adults with learning disabilities who have experienced abuse or trauma. Respond provides therapeutic support as well as practical advice and information. Its helpline is for people with learning disabilities themselves as well as family, carers and professionals supporting them and can be reached by e-mailing admin@respond.org.uk or calling 0808 808 0700.

The National Autistic Society is a leading UK charity for people with autism – including Asperger's syndrome – and their families. It provides information, support and campaigns for a better world for people with autism. Persons with autism or their families or carers are free to contact them by phone on 0845 070 4004 Monday to Friday between 1000 and 1600 BST.

The charity **Sibs** provides information and support to people growing up with – or have grown up with – a brother or sister with any disability, long term chronic illness or life limiting condition. E-mail info@sibs.org.uk for more details.

The Challenging Behaviour Foundation provides telephone and e-mail support from a Family Support Worker on challenging behaviour associated with severe learning disabilities and related issues. There are also DVDs and information sheets about support for people who have a severe learning disability and behaviour described as challenging (resources are

free of charge to family carers). Contact them by phone on 0845 6027885 or email: info@thecbf.org.uk.

ARC (Association for Real Change) is a membership organisation, which supports providers of services to people with a learning disability. It provides a range of services such as high quality information, networking opportunities, training and publications, and CRB checks. The contact telephone number is 01246 555 043, or e-mail at contact.us@arcuk.org.uk.

Appendix 3 (v1 June 2016)

Bullying

A common area of abuse or harm that you may become aware of in your role, is that of bullying.

Every child has the right to participate in Wheelchair Basketball free from the fear of bullying. Bullying may be seen as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves.

Bullying has the potential to cause permanent harm (physical, emotional or psychological). Clubs should take steps to prevent bullying behaviour wherever possible and respond to incidents when they occur. A preventative approach means that sport is playing its part to create an environment and society in which people treat each other with respect.

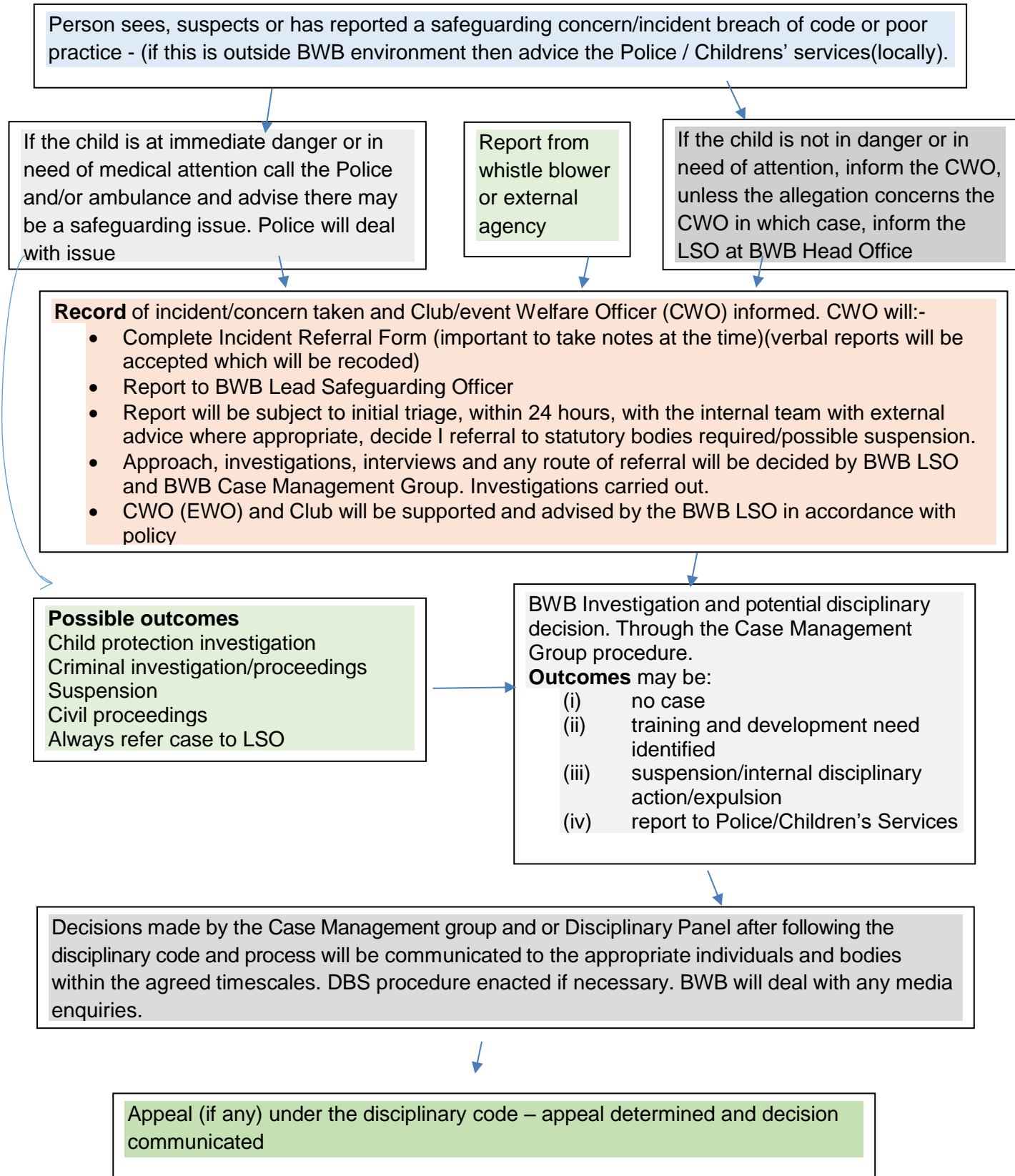
Bullying can take the form of:

- **verbal:** name calling, teasing, threatening, spreading rumours, sarcasm, racist taunts, homophobic bullying, graffiti and gestures;
- **physical:** hitting, kicking, punching, spitting, stealing/breaking belongings.
- **emotional:** ignoring, hurtful emails/text messages, excluding from activities, tormenting, ridiculing, humiliating.

Appendix 4 (v1 June 2016)

Within BWB - Reporting flowcharts

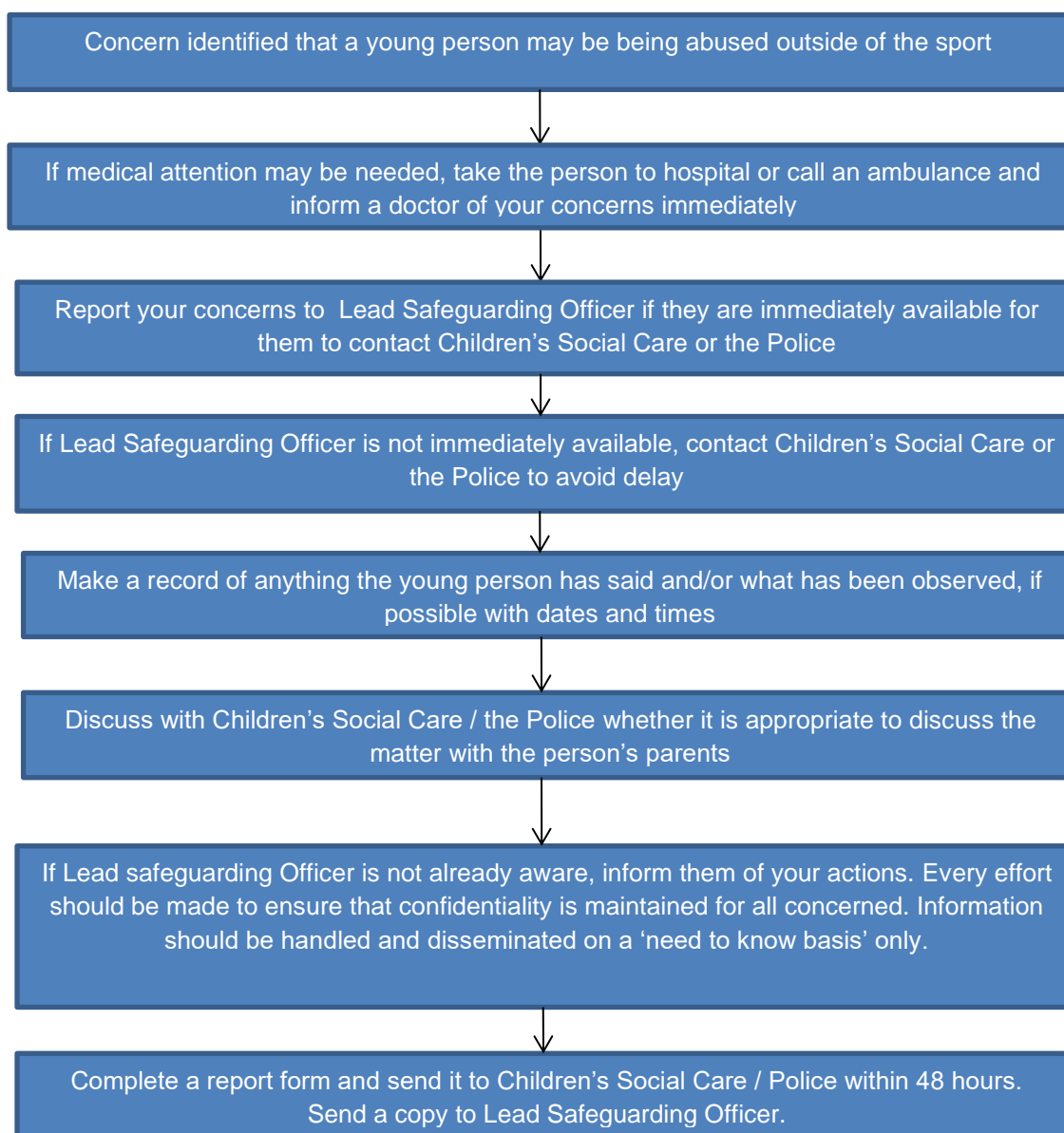
BWB Reporting Flowchart



Appendix 5 (v1 June 2016)

Outside BWB Reporting flowcharts

What to do if you are worried that a child is being abused outside of the wheelchair basketball environment (but concern is identified through the child's involvement in Wheelchair Basketball)



Appendix 6 (v1 June 2016)

Concern/Incident Reporting Form

Incident or Concern Record Form

Discuss all concerns with: Safeguarding Officer, British Wheelchair Basketball,
Loughborough Park, Oakwood Drive, Loughborough, Leicestershire, LE11 3QF

Tel: 01509 279900

Email: s.fisher@britishwheelchairbasketball.co.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 NAME:			
YOUR POSITION:			
YOUR CONTACT NUMBER:			
CHILDS/VICTIM'S NAME:			
CHILD/VICTIM'S ADDRESS:			
PARENT/CARER/ADVOCATE'S NAME, ADDRESS and CONTACT NUMBER:			
ETHNIC GROUP - <i>Please choose the category that best describes the Childs ethnic group from the following list</i> And 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)
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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)

CHILD/VICTIM'S DATE OF BIRTH:

DATE AND TIME OF ANY INCIDENT:

YOUR OBSERVATIONS:

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	<p>If yes - which:</p> <p>Name and contact number:</p> <p>Details of advice received:</p>
SOCIAL SERVICES	Yes/No	<p>If yes - which:</p> <p>Name and contact number:</p> <p>Details of advice received:</p>
GBWBA Child Protection Officer	Yes/No	<p>Name and contact number:</p> <p>Details of advice received:</p>

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:

**British Wheelchair Basketball,
Sport Park,
Oakwood Drive,
Loughborough,
Leicestershire,
LE11 3QF**

Appendix 7 (v1 June 2016)

BWB Safeguarding Management System, role definitions and Terms of Reference

Safety Nets - Case Management Arrangements

1. Roles and Responsibilities

Case Management Group Purpose

1. British Wheelchair Basketball has a responsibility to safeguard, protect and promote the welfare of children and young people under the Children Act 2004 and in accordance with "Working Together to Safeguard Children, 2015".
2. The Case Management Group (CMG) is responsible for ensuring that all allegations, incidents or referrals related to the safeguarding of children and young people are dealt with fairly and equitably within appropriate timescales. This includes criminal records disclosure information being considered and decided on a consistent and equitable basis.
 - To make decisions as to what level each case should be dealt with.
 - To make decisions on all reported cases relating to the welfare of children, young people and vulnerable adults. These decisions will relate to the route the case will take either internally or via the external statutory agencies.
 - Monitor and review progress on all cases and to identify any trends emerging which may require a review of current policies and procedures.

Terms of Reference

3. In particular and without limiting that responsibility, the Case Management Group shall:
 - i) Inform the appropriate statutory agency (the police and/or the Local Authority Children's Social Care Department) where necessary where a report is made relating to concerns about suspected or actual abuse of a child/young person, and to comply with any directions or requirements they may make regarding the case.
 - ii) Give direction where appropriate to the BWB Lead Safeguarding Officer, colleagues and clubs as to the level of cases - as high risk, medium risk or low risk.
 - iii) Give direction where appropriate as to the level at which a case is to be managed.
 - iv) Determine where appropriate which cases the Case Management Group need to be directly involved with and advising on what level of investigation should be undertaken.
 - v) Analyse any reports commissioned and determine whether any further actions are required.
 - vi) Make initial decisions regarding risk from the information received and determine how such risks are to be managed.
 - vii) Monitor and review the progress on all cases and identify any trends emerging which may require a review of current policies and procedures. Make regular reports to the BWB SMT and Board.
 - viii) Consider medium and low risk cases and decide whether to issue any conditions regarding further participation in the sport.

ix) Consider any criminal records disclosure information in accordance with the BWB safer recruitment protocol. Any disclosures which contain “non-conviction information” should be considered by the Case Management Group.

x) Advise generally on matters of safeguarding policy, strategy and procedure, and to approve appropriate protocols.

xi) Advise on referrals of individuals to the Disclosure and Barring Service, AccessNI or Disclosure

Scotland.

xii) Develop, publish and review codes of practice re safeguarding and monitor the annual safeguarding action plan

4. The Case Management Group must ensure that all deliberations are child focused. In any decision made by the CMG, the welfare of the child/young person is the paramount concern and takes precedence over those of any adult where there is a perceived conflict of interest.

5. All decisions made by the Case Management Group must be fair, open and transparent. The CMG must adopt an open-minded approach until allegations/concerns have been investigated. The CMG will be guided by the BWB Equity Policy and the principle that all children have the right to be safeguarded and protected from abuse regardless of their age, ability, race, ethnic origin, gender, disability, religious or sexual orientation.

6. The Case Management Group will operate independently of the Management Board.

7. The Case Management Group may refer any cases which deal solely with coaching poor practice to the Coaching Review Board (or equivalent) to deal with in accordance with their own Terms of Reference.

8. All safeguarding and child protection matters must be regarded as highly confidential and not for disclosure outside of the Case Management Group unless so agreed, and this will be on a strictly need to know basis in accordance with the Data Protection Act 1998 and the Human Rights Act 1998.

All members of the Case Management Group will maintain the confidentiality of children, young people and/or adults involved in the cases considered. All members of the Case Management Group have an overriding obligation to protect children at risk of harm and may therefore share information as appropriate with third parties.

9. Any member of the Case Management Group shall inform the BWB Legal Officer if they discover they are connected, or have an interest in, any referral case which would disqualify them from participating in any matters relating to that particular case. All members will have an enhanced DBS or equivalent.

10. The Case Management Group will have the following core membership:

- Director of Development (Chair)
- Lead Safeguarding Officer (LSO)
- Club Development Officer (CDO)
- Independent Safeguarding/Child Protection Adviser
- Board Safeguarding Champion
- BWB Legal Services Provider (may not need to attend all meetings)

Case Management Group members will be expected to:

- be able to speak for their discipline with authority
- hold the organisation to account where appropriate
- ensure that they attend the meetings regularly
- accept that on occasions they may be called upon to endorse a CMG decision or resolution not in line with their own views
- have their dissent from a decision or action recorded
- declare any conflict or potential conflict of interest

11. The Case Management Group will meet quarterly (nb The Case Management Group may also meet by way of telephone/video conferencing and confidential secure email if necessary)

12. The quorum for every decision is a minimum of three members of the Case Management Group and if necessary the CMG Chair will have the deciding vote.

The CMG Chair

- will be a Senior Officer within the sport with overall responsibility for Safeguarding/Child Protection
- will be able to chair the regular meetings, demonstrating personal authority to ensure clear and meaningful decision-making.
- will be able to communicate effectively with the BWB Board as appropriate in relation to safeguarding/child protection policies and practice.

Lead Safeguarding Officer (LSO)

1. The LSO is responsible for:

- the co-ordination of the regular CMG meetings
- forwarding the agenda, reports on each case etc to all CMG members in advance of each meeting
- diligent record keeping, on a central separate confidential drive and communications
- provide managerial oversight of all safeguarding/child protection referrals made within the sport
- ensure that all safeguarding/child protection cases are processed according to the BWB Case Management Procedures and Policies
- ensure that cases are referred to statutory agencies as appropriate
- monitor the progress of all cases referred to statutory agencies for investigation and assessment
- Performance monitoring and board reports to ensure the Board has an overview of the risk currently being carried by BWB in terms of safeguarding - i.e. the number and type of cases and case outcomes and identifying any themes, trends or improvement areas.

2. The LSO will possess:

- Good inter-personal and communication skills
- Good organisational skills
- Substantial safeguarding/child protection knowledge and experience, and training
- Current DBS Check

Independent Safeguarding/Child Protection Adviser

The Independent Safeguarding/Child Protection Adviser will:

- have a professional qualification and substantial safeguarding/child protection experience
- have a thorough understanding of safeguarding/child protection legislation and the workings of statutory agencies
- have expertise in relation to risk assessments and the management of risk
- bring to the CMG and the sport an independent safeguarding perspective
- Current DBS Check

Board Safeguarding Champion

As part of the General Governance of the Board there are clearly defined terms of reference, a job description and role specification for the role of the Safeguarding Champion on the Board. The key elements are -

- To give independent advice and support to the Board, LSO and CMG re all safeguarding issues
- To ensure the Board and SMT review and manage risk in this area on an ongoing basis
- To provide members of BWB with an independent ear to hear safeguarding concerns
- To act as the conscience for the organisation re safeguarding
- Current DBS Check

2. General principles of case management

- Where, in a sport context, any issue arises in relation to child protection and safeguarding, the welfare of children and young people shall be the paramount consideration.
- Any investigation or inquiry is to proceed upon the basis that the primary consideration will be a determination of the risk posed to children and young people.
- Unless the determination finds no, or an insignificant, risk, effective steps **must** be taken to manage or reduce the risk.
- Individuals about whom there are concerns should be treated fairly and honestly and should be provided with support throughout the process

Investigation

- Any investigation or inquiry must be sensitive to the welfare of the children and young people **during its processes** and, at all times, hold central the need to keep the interests of children and young people as paramount.
- Where issues other than risk to children and young people are under consideration in any investigation or inquiry, such issues must remain subordinate to the requirement to determine the risk posed to children and young people

Risk Assessment

- The assessment of risk involves consideration of the actual or potential harm that an individual poses to children and young people in sport.
- The assessment of risk does not involve making a finding based upon either the criminal or civil standards of proof (i.e. certainty or “the balance of probabilities”). The assessment requires a defensible decision that a risk does or does not exist and, where it does, a determination of the extent of such risk.
- Save in exceptional cases, the assessment will not require the production of a formal risk assessment report.

Risk Management

- The steps taken to address any perceived risk to children and young people must have regard to the nature and extent of the risk as well as to any particular and relevant aspects of the sport in question and, in the light of this, must seek to ensure that such steps will be effective.
- In cases where the perceived risk is low, and no criminal or disciplinary charge could be made out, it may be nonetheless necessary to impose stringent restrictions on an individual or remove his/her ability to participate in the sport in question.

3. Dealing with incidents and reports

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

This information will be supplied to the CMG who will carry out an initial triage of the case and determine the next course of action as per the agreed flow chart. This triage must involve at least 3 of the CMG members and decisions will be documented on the incident file.

If the report concerns a serious allegation the BWB grievance/disciplinary procedure must be initiated. Any concern that might indicate concerns about serious abuse will be referred out to the statutory agencies by the Club Welfare Officer or LSO without delay and any BWB processes will be suspended pending the outcome of any Children's Social Care or Police enquiries. Where there is any uncertainty it is strongly advised to seek advice and support from the statutory agencies about any concerns.

The LSO will establish the Case Management Group (CMG) that will instigate a full investigation

This will include collecting information on the exact nature and extent of the incident and the persons involved

The process will follow the nationally agreed documentation set for undertaking an investigation.

Where an athlete or volunteer is to be interviewed or questioned about an incident each will be allowed one representative to accompany them to the meeting. The person should be allowed to aid communication issues, but should not lead the individual or answer on their behalf.

If necessary, and in accordance with the BWB code of conduct, persons involved may be temporarily suspended from duty whilst the investigation is undertaken. This will be done in writing giving details as to why this action is necessary, and must. Suspension is a neutral act not an assumption of guilt.

4. Approach and Criteria to be used by the CMG

4.1 Levels of action

BWB has the following levels that are used to determine action by the Case Management Group:-

- (i) Is there any immediate risk to an individual child or children and therefore to notify the Police and or LADO as soon as possible
- (ii) Is there a need to preserve evidence – i.e. keep the alleged offending person unaware as well as report to Police/LADO

- (iii) Is the alleged offending person suitable to be in a position of trust, if so carry out and record further investigations, consider calling a “need to know meeting” with key agencies.
- (iv) Is there a risk to the organisation or sport of reputational damage?

BWB has the following five potential outcomes from the Case Management Group Meetings:-

- (i) **Substantiated** – there is sufficient identifiable evidence to prove the allegation
- (ii) **False** - there is sufficient identifiable evidence to disprove the allegation
- (iii) **Malicious** - there is clear evidence to prove there has been a deliberate act to deceive and the allegation is entirely false
- (iv) **Unfounded** – there is no evidence or proper basis which supports the allegation being made. It might also indicate that the person making the allegation misinterpreted the incident or was mistaken about what they saw. Alternatively they may not have been aware of all the circumstances.
- (v) **Unsubstantiated** – this is not the same as a false allegation. The term, therefore, does not imply guilt or innocence, it means there is insufficient evidence to come to a conclusion

Following investigation, the BWB CMG will produce a full report, detailing their findings and making recommendations regarding:

- Appropriate disciplinary action to be taken
- Criteria for re-instatement
- Recommendations to avoid a similar incident re-occurring. The CMG will be independently empowered to act and make an appropriate judgment and take any disciplinary action necessary. Where the allegation is found to have merit, and is of a significant nature the Police and Social Services and the people concerned may also be informed of the incident (If concerns about abuse are indicated, this process should happen before any NGB process). The person's registration card will also be returned to the Association.

Time Scales

The British Wheelchair Basketball - Case Management Group (CMG) believes that setting an appropriate time frame to deal with complaints would be beneficial to those parties that are involved.

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

The CMG will aim to conclude minor incidents within 3 months of receipt. However, time-frames may be widened dependant on the requirements of partner/external agencies as this may delay the procedures of the CMG

Nevertheless, the CMG will maintain communication and continually update the complainant with regards to 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 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 Lead Officer and perpetrator via deputy or another national role.

Appeals

On conclusion of the investigation, the individuals concerned maintain the right to appeal against the decision and the CMG 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.

If any disciplinary action is taken under the BWB discipline and grievance policy then the appeals procedure will apply.

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
- BWB Lead Safeguarding Officer and CMG
- The alleged abuser (and parents/carers if the individual is a young person) upon guidance from Social
- Services/Police

Information collated by BWB 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, young person by a member of staff who is currently working with children, the club should follow the procedures detailed on page 14 (flowchart diagram of dealing with concerns, disclosure or allegations in a wheelchair basketball environment).

This is because other children, young people or vulnerable adults may be at risk from this person.

Anyone who has previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the Protection of Children Act 1999 that states; the organisation reasonably considered the individual to be guilty of misconduct (whether or not in the course of his employment) which harmed a child or placed a child at risk of harm; and that the individual is unsuitable to work with children

Appendix 8 (v1 June 2016)

Code of Ethics and Conduct

This Code of Ethics and Conduct applies to all those involved in the sport of Wheelchair Basketball under the jurisdiction of Wheelchair Basketball. All such individuals have a responsibility to act according to the highest standards of integrity, and to ensure that the reputation of Wheelchair Basketball is beyond reproach. BWB expects all involved with BWB activity will physically sign up to these codes of conduct and any breaches of these codes will be dealt with through the disciplinary procedures.

Wheelchair Basketball is committed to maintaining the highest possible standards of behaviour and conduct at Wheelchair Basketball games. The following principle must be adhered to at all times so that Wheelchair Basketball can be enjoyed by all and is divided into the following sections:

1. Coaches
2. Players
3. Officials
4. Wheelchair Basketball Officials
5. Parents/family
6. Spectators
7. Young people
8. National Team and Performance Centre Staff
9. Anti-Doping
10. Possible Sanctions

Possible Sanctions

In affiliating to Wheelchair Basketball, everyone agrees to abide by this Code of Ethics and Conduct and all of Wheelchair Basketball's policies and procedures. Wheelchair Basketball therefore has the right to investigate and take disciplinary action against any alleged or suspected breach of this Code of Ethics and Conduct which may bring the game of wheelchair basketball into disrepute.

The following sanctions may be imposed on any individual or club/academy/institution: a warning; a fine; temporary or indefinite suspension from participating or attending any match under the jurisdiction of Wheelchair Basketball.

Appendix 9 (v1 June 2016)

Guidance for Coaches

Responding to Challenging Behaviour

Physical Intervention

The use of physical intervention should always be avoided unless it is absolutely necessary to prevent a child injuring themselves or others, or causing serious damage to property. All forms of physical intervention should form part of a broader approach to the management of challenging behaviour.

Discipline and Sanctions

When discipline is used it should be with the clear intention of teaching or reinforcing appropriate behaviour. It must not be used impulsively, to gain power, or to embarrass or humiliate a young person.

Discipline should be used only to:

- develop a sense of responsibility for behaviour
- develop respect for others and their property
- reinforce the rules or values of ice-Wheelchair Basketball
- reinforce positive behaviour or attitudes
- reinforce awareness of health and safety aspects of the activity

Appendix 10 (v1 June 2016)

Safe Recruitment of Staff and Volunteers

All reasonable steps must be taken to ensure unsuitable people are prevented from working with young people in Wheelchair Basketball. Whilst there may be some reservations that volunteers could be put off by having to go through a recruitment process, it is important to ensure reasonable steps have been taken to identify unsuitable individuals. The guide below offers advice on the elements that an ideal safe recruitment practise would follow.

The following steps should be carried out:

1. Planning	5. References
2. Advertising	6.DBs disclosure where appropriate
3. Application Form and Self Disclosure	7.Induction
4. Interview	8.Monitoring and Appraisal

Planning

Pre-application information should be written before the role is advertised and should contain:

- a job description, including roles and responsibilities;
- a person specification (e.g. stating qualifications or experience required);
- a self-disclosure form (for applicants to declare prior convictions or other potentially relevant information).

Advertising

Advertising should reflect the:

- aims of the particular programme involved;
- key responsibilities of the role;
- level of experience or qualifications required (e.g. experience of working with young people, level two Coach qualification required);
- the club's open and positive stance on child protection and equal opportunities;
- need for a satisfactory reference/background checks (e.g. enhanced DBS disclosure).

Applications

All applicants who will work with young people, whether for paid or voluntary, should complete a self-declaration form. If the role meets the eligibility criteria for 'regulated activity', then the form should ask if they are barred from working (including volunteering) with children.

Interview, references and disclosure

An interview (which does not have to be overly formal) should take place for positions involving working with young people. This also provides an ideal opportunity to view certificates to confirm qualifications held.

Once a successful candidate is chosen, they should be asked to complete a self-disclosure form and offered the role subject to satisfactory references and vetting checks. A minimum of two references should be requested; ideally at least one should be associated with former work with young people. If the role is in 'regulated activity' then an enhanced DBS disclosure with barring check must be completed. See Disclosure and Barring Service Guidance on page 4 of the main safety nets policy. The same emphasis should be placed on ensuring that volunteers are vetted as for paid employees.

Induction

All staff and volunteers should undergo an induction which should include:

- Information about the safeguarding policy and procedures;
- That their qualifications are substantiated (if not already completed);
- That they complete a profile to identify training needs/aspirations;
- That they are reminded that they have agreed to abide by all British Wheelchair Basketball policies and procedures and they may face disciplinary action if they are broken;
- the expectations, roles and responsibilities of the job are clarified
- Mentoring where appropriate.

Checks are only part of the process to protect young people from possible abuse. Appropriate training will enable individuals to recognise their responsibilities with regard to their own good practice and the reporting of suspected poor practice/concerns of possible abuse.

International Coaches

There can be different cultural practices and behaviours around coaching in different countries. It is imperative that International coaches are given a full induction into the behaviour and conduct expected of coaches within BWW.

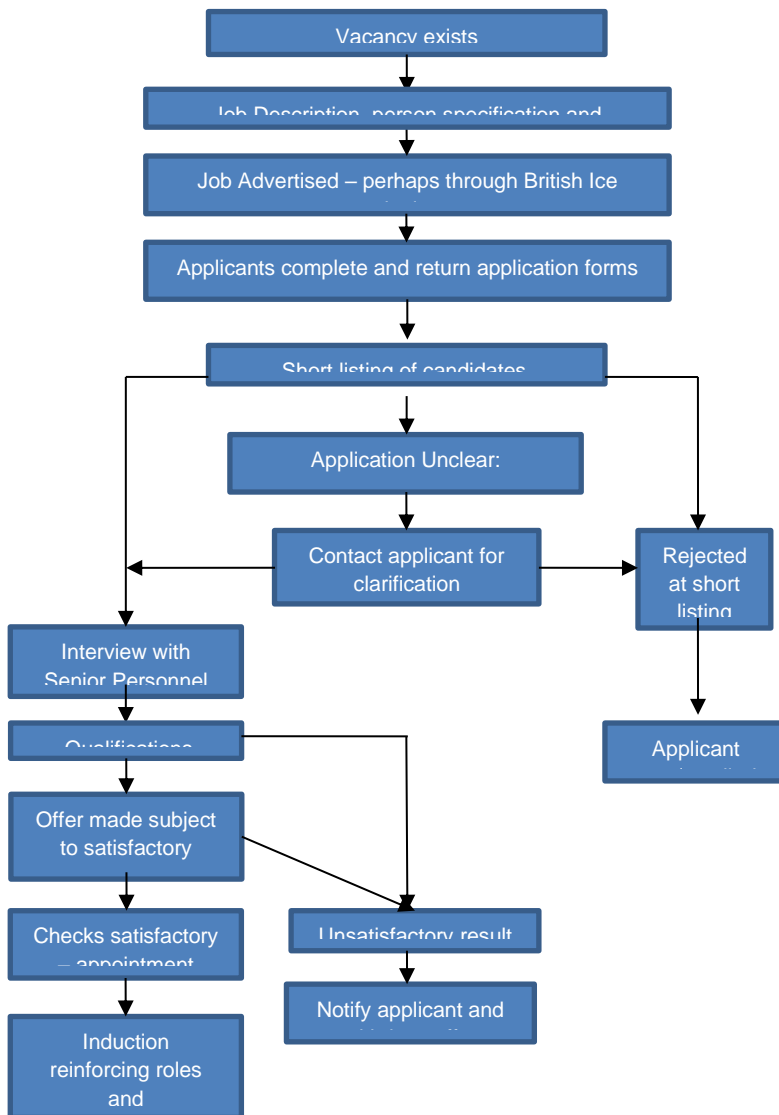
Monitoring and appraisal

At regular intervals (or following a particular programme), employees/volunteers working with young people should be given the opportunity to receive feedback or an appraisal to identify training needs and set new goals.

Appropriately qualified and vetted

It is essential that all people working or volunteering with children are appropriately qualified and vetted. Clubs/coaches should follow a clear and safe recruitment process to include procedures such as checking documents to confirm the person's identity, obtaining references and conducting a face to face interview if possible. For all roles which are eligible, an enhanced DBS disclosure should be completed. Staff and volunteers must not commence their role until all relevant safeguarding checks are complete. Please refer to flow chart below.

Recruitment flowchart:



Appendix 11 (v1 June 2016)

E-Communications and Social Media Policy

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 Wheelchair Basketball 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 the Wheelchair Basketball will be emailing their child and the reasons for this;
- If Wheelchair Basketball receives any emails of concern from a young person, the child protection policy should be followed;
- If a Wheelchair Basketball official leaves their position, they should ensure they delete any Wheelchair Basketball 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 (typically) the coach. However it one of the most direct forms of communication with young people so Wheelchair Basketball may decide to use text messaging.

Good practice on how to reduce the risks include:

- It should be a Wheelchair Basketball decision to use text messaging, rather than a decision taken in isolation by one person;
- The content should relate solely to wheelchair basketball 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;
- Wheelchair Basketball officials with access to the young people's personal contact details should be kept to a practical minimum;
- Wheelchair Basketball officials 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;
- Wheelchair Basketball 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.

Websites/social networking

The internet provides an excellent opportunity to reach a wide audience at little cost. Wheelchair Basketball uses the internet to publicise themselves and keep in contact with those interested in the sport. However Wheelchair Basketball 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;
- Wheelchair Basketball will plan how it will manage its 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 Wheelchair Basketball Child Protection lead is available and links established to help organisations such as Childline;
- If Wheelchair Basketball decides to publish team/player profiles of under 18's, their 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 Child Protection Policy;
- Wheelchair Basketball 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, Wheelchair Basketball 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 Wheelchair Basketball 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;
- Wheelchair Basketball officials, particularly coaches, 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.

Appendix 12 (v1 June 2016)

Photography and video guidance

Wheelchair Basketball is committed to providing a safe environment for children to participate in. Essential to this commitment is to ensure that all necessary steps are taken to prevent inappropriate images being taken or innocent images being adapted for inappropriate use.

Please note the term 'images' refers to photographs and videos captured by any device. If all clubs, coaches and individuals are aware of the potential risks, and take appropriate steps, the potential for misuse of images can be reduced.

Publishing Images guidance:

Videoing as a Coaching Aid

Video can be a legitimate coaching aid, however if it is to be used, make sure that children and their parents/guardians have given written consent, and understand the purpose of the video. Permission should be requested from the opposition prior to filming. Make sure that the footage is then stored safely. This could be integrated into the consent section on the registration form.

Use of Photographic and Recorded Images When Teams are Abroad

When age group teams play in other countries, there may not be restrictions on photography/filming. Many countries allow widespread use of cameras / video equipment in Wheelchair Basketball halls. Parents should be made aware of this possibility and decide whether they are content for their child to play in these circumstances

Managing Challenging Behaviour

Staff/volunteers who deliver sports activities to children may, on occasions, be required to deal with a child's challenging behaviour. These guidelines aim to promote good practice and to encourage a proactive response to supporting children to manage their own behaviour. They suggest some strategies and sanctions which can be used and also identify unacceptable sanctions or interventions which must *never* be used by staff or volunteers.

Planning Activities

Good coaching practice requires planning sessions around the group as a whole but also involves taking into consideration the needs of each individual athlete within that group. As part of session planning, coaches should consider whether any members of the group have presented in the past or are likely to present any difficulties in relation to the tasks involved, the other participants or the environment.

Appendix 13 (v1 June 2016)

Away Trips and Hosting, Transport, and late collection, Protocols

Supervision

- All staff, paid or volunteers going on overnight trips will meet the eligibility criteria for disclosure and barring service checks and these must be completed before the trip.
- All staff within the team should be familiar with the BWB Safeguarding Policy and have signed up to the BWB Codes of Conduct, procedures and will have attended Safeguarding and Protecting Children (SPC1) 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.
- All staff must adhere to the BWB Codes of Conduct and sign up to these prior to the trip. In doing so, it is important to remember that whilst an adult is responsible for a child/children there will be a 'No Alcohol Consumption' rule.

Transport

Collection

In order to set a high standard of understanding and to reduce the risks for children, young people and vulnerable adults 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/carers consent in writing (where possible) should be sought prior to any transportation taking place.

Safeguarding Checklist

Communication

- 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

Transport

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

Qualified driver and sufficiently Insured cover

Suitable, accessible and appropriate vehicle (i.e. MOT, Road Taxation License)

Supervision en route

Journey times and stopping points

Parent/carers consent (preferably in writing)

One-to-one working in cases where an adult is responsible for an individual is not recommended.

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 to 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

Appendix 14 (v1 June 2016)

Whistle Blowing Policy

All information received and discussed will be treated in confidence and only shared with those individuals within Wheelchair Basketball who will be able to manage and resolve the situation. On occasion it may be necessary to seek advice, or inform the statutory agencies.

Coaches, officials, team mates or parents may suspect that a young person's safety and welfare are under threat, but they may not express their concerns due to fear of harassment or victimisation. In these circumstances it may be easier for them to ignore the concern, or hope someone else speaks out rather than report what may be a suspicion of poor practice.

Wheelchair Basketball 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 young person's safety and welfare, to come forward and voice those concerns. ALL those involved in activity carried out under the jurisdiction of Wheelchair Basketball are covered by this policy.

How to raise a concern

The whistle blowing policy should only be followed if the person raising the concern feels unable to follow the standard reporting procedures as set out in Wheelchair Basketball's Safeguarding Policy.

Individuals should raise the concern in the first instance with the Lead Safeguarding Officer. 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.

Although the whistle blower is not expected to prove the truth of an allegation, they will need to be able to explain clearly why they are concerned in order for the Lead Safeguarding Officer to determine whether there are sufficient grounds for taking further action.

Wheelchair Basketball accepts that the whistle blower needs to be assured that the matter has been properly addressed. Subject to 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.

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 young person involved in any Wheelchair Basketball

activity. Wheelchair Basketball hopes individuals will be satisfied that any safeguarding issue raised has been considered appropriately. If they are not satisfied and if they feel it is right to take the matter outside of Wheelchair Basketball they should contact:

- The Child Protection in Sport Unit (CPSU);
- Their local Children's Social Care;
- Their local Police Child Protection Team.

Appendix 15 (v1 June 2016)

Essential contacts

Organisation	Contact details	Website
BWB	Lead Safeguarding Officer Safeguarding at britishwheelchairbasketball.co.uk 01509 279900	http://www.britishwheelchairbasketball.co.uk/gbwba/index.cfm
Childline	0800 1111	www.childline.org.uk
NSPCC	To report immediate concerns 0808 800 5000	www.nspcc.org.uk https://www.nspcc.org.uk/wh-at-you-can-do/report-abuse/
CPSU	0116 234 7278	www.thecpsu.org.uk
Other useful contacts		
LADO(OR DESIGNATED OFFICER)	Check local authority website	
Police	In emergency dial 999.	
Children's Social Care	Check local authority website	

Appendix 16 (v1 June 2016)

Definitions of abbreviations

Some common BWB abbreviations:

BWB – British wheelchair basketball

LSO – Lead Safeguarding Officer

CWO - Club Welfare Officer

NSPCC – National Society for the Prevention of Cruelty to Children

CPSU – Child Protection in Sport Unit

DBS – Disclosure and Barring Service

CSC – Children's Social Care (England)

LSCB – Local Safeguarding Children Board

LADO(OR DESIGNATED OFFICER) – Local Authority Designated Person

DSP – Desig