

Safeguarding Procedures

BWB Document Control Procedure	
Policy Name	Safeguarding Procedures
Version	1.0
Date Updated	October 2019
Date Reviewed	

1. Embedding British Wheelchair Basketball's Mission and Values

British Wheelchair Basketball is committed to enabling a safe, inclusive and welcoming environment across our sport. Our mission to transform people's lives through wheelchair basketball threads through all aspects of participation; from training to competition, supporters to players, from domestic to international competition.

Our values symbolise our unique DNA and the culture of British Wheelchair Basketball – the values of pride, grit, united and drive, will be considered in the execution and interpretation of all policies and governance.

British Wheelchair Basketball's policies support the delivery of world-class governance across the sport and enable the realisation of our commitment to safely and inclusively engage with all participants and deliver both the mission and values of this outstanding sport.

2. Data Notice

Personal Data will be handled during the implementation of British Wheelchair Basketball's policies. This Personal Data will be managed in line with British Wheelchair Basketball's Privacy Notice.

Please note that there will also be instances where personal data will be shared with third parties outside of British Wheelchair Basketball, either in carrying out our legal responsibilities or in retaining professional support.

Where the implementation of the Policy concludes in the imposition of sanctions, the individuals name, violation and sanction will be shared with interested parties (inside and outside of the sport) and via the British Wheelchair Basketball website.

3. Introduction

This document details how to recognise, respond, record, report and refer safeguarding concerns and should be read in conjunction with the following policies, statements and guidance which can be accessed via www.britishwheelchairbasketball.co.uk

- Safeguarding Policy
- Codes of Conduct
- Disciplinary Policy
- Closed Training Session Policy
- Safer Recruitment Guidance
- Away Trips and Hosting Guidance
- Safe Use of Changing Facilities Guidance
- Photography and Livestream Guidance
- Personal Care Guidance
- Responding to Allergies Guidance
- Transporting Children or Young People in your Car Guidance

Breaches of the documents listed above may result in disciplinary action from BWB.

4. Our Safeguarding Officers

We have a dedicated Lead Safeguarding Officer at BWB to help respond to safeguarding concerns which arise. Our Lead Safeguarding Officer's contact details are:

Name: Samantha Lue

Email: safeguarding@britishwheelchairbasketball.co.uk

Phone number: 01509 279900

If you have a Safeguarding concern you can also contact:

Name: Jo Richards

Role: Senior Safeguarding Lead/Development Director

Email: safeguarding@britishwheelchairbasketball.co.uk

Phone number: 01509 279900

Name: Jay Popat

Role: Engagement Manager

Email: safeguarding@britishwheelchairbasketball.co.uk

Phone number: 01509 279900

Name: Simon Fisher

Role: Academy Lead

Email: safeguarding@britishwheelchairbasketball.co.uk

Phone number: 0114 2448040

Safeguarding concerns can be disclosed to any member of BWB staff.

5. Responding to Safeguarding Concerns

It is always difficult to hear about or witness harm or abuse experience by a child, young person or adult at risk. The following points will be helpful for both you and the individual should a concern be raised.

Do's

- Stay calm. Don't rush so as not to frighten the individual, as this may lead to the withholding of information.
- Reassure the individual that he/she is not to blame, that they were right to raise awareness of this issue. Listen carefully to what is said and try not to interrupt.
- 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. Do not promise to keep secrets. In light of this, tell them what you will do next and with whom the information will be shared.
- Ensure the safety of the individual. If urgent medical attention is required, then call an ambulance, inform the doctors of concerns and ensure that they are aware of the safeguarding/protection issue.
- Take notes as soon as you can and then complete the incident report form. Avoid asking questions that suggest an answer (leading questions). All concerns will be treated with a non-judgmental and open mind and will be handled in an equitable manner.

In order to ensure that your wellbeing is not hindered during a safeguarding issue be aware that there are support mechanisms for you (the respondent) to access. Speak to your Line Manager, Head Coach, Club Welfare Officer or BWB Safeguarding Lead for advice.

Don'ts

- Don't rush into actions that may be inappropriate. Don't approach the alleged accuser and don't take actions that may compromise/destroy evidence.
- Don't express your emotions and/or make promises. The individual will need reassurance not an emotional response, blame or denial. Don't make promises you can't keep.
- Don't take sole responsibility. Consult, refer and hand on appropriately.
- Don't speculate or make assumptions. Outcomes will be focused on evidence and fact. In addition, don't assume that someone else is aware of the abuse and that they are taking action to stop it.

Be aware of the possibility of forensic evidence if the concern relates to a recent incident of physical harm or injury and try to protect any supporting materials.

6. Recording Safeguarding Concerns

The recording of **any** incident should follow this procedure. In all situations, including those in which the cause of concern arises either from an allegation of abuse or from suspicion of abuse, it is vitally important to record the details, regardless of whether they are shared with a statutory agency, as soon as possible using the Incident Reporting Template at Appendix 1.

An accurate note should be made at the time, or as soon as actually possible after the report or incident including the following information:

- Name of person reporting the incident.
- Date, time and location of the concern, allegation, incident, suspicious conversation or observation.
- Name, age and any impairment of the individual about whom there are concerns.
- Parties who were involved, including witnesses.
- What was said, seen or done and by whom.
- Name of the designated person, whether they have been contacted, and when.
- Immediate actions taken.
- Who else has been informed or should be informed?
- Whether a staff member or volunteer is involved in the allegation and any further action, e.g. suspension.
- Where relevant, reasons why there is no referral to a statutory agency.
- What support is required and has been offered to the child or adult at risk, the volunteer or member of staff involved.

The record should be clear and factual as it may be needed by child or adult protection agencies and may, in the future, be used as evidence in court. Records should be kept securely and shared only with those who need to know about the incident.

Throughout the process of any safeguarding cases, accurate records should be made and maintained.

7. Recognising Safeguarding Concerns

You may become aware of possible harm or abuse to a child or adult at risk in a number of ways:

- A child, young person or adult at risk may disclose present or historical abuse to you or a colleague
- A member of staff or coach may become suspicious that a child, young person or adult at risk is being abused
- You may become suspicious about the behaviour of a colleague
- A child, young person and/or adult at risk may allege that they are being abused by someone
- You may become aware of children/young people abusing one another.

Definitions of child abuse

The definitions below are taken from *Working Together to Safeguard Children - A guide to inter-agency working to safeguard and promote the welfare of children* (Department of Health, 2018). In addition, examples of how these concerns may arise within wheelchair basketball activities are given.

Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

<p>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 deliberately induces, illness in a child.</p>	<p>Examples of physical abuse in wheelchair basketball could be handling a child deliberately roughly or hitting a child as a means of control or punishment. It could include overplaying a player.</p>
<p>Emotional Abuse Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.</p> <p>It may include not giving the child opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate.</p> <p>It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another.</p>	<p>Examples of emotional abuse in wheelchair basketball could be repeatedly humiliating or belittling a child when they make a mistake or setting them drills that are above their age and ability and making them feel worthless when they fail.</p>

<p>It may involve serious bullying (including cyber-bullying), causing children frequently to 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, though it may occur alone.</p>	
<p>Sexual Abuse Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.</p> <p>They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.</p>	<p>Examples of sexual abuse in wheelchair basketball could be a coach developing a sexual relationship with a young person, touching a young person in a sexually inappropriate way or targeting a child through text or social networking in order to form an inappropriate relationship with them. Sharing or asking for candid images by phones or the internet.</p>
<p>Neglect 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 substance abuse. Once a child is born, neglect may involve a parent or carer failing to:</p> <ul style="list-style-type: none"> • provide adequate food, clothing and shelter (including exclusion from home or abandonment) • protect a child from physical and emotional harm or danger • ensure adequate supervision (including the use of inadequate caregivers), or • ensure access to appropriate medical care or treatment. <p>It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.</p>	<p>Examples of this in wheelchair basketball could include overtraining a young athlete to the extent that they are very dehydrated or placing a child at risk of harm through making them train on with an injury.</p>

If any of the following incidents should occur, you should report them immediately to the Club Welfare Officer and/or Lead Safeguarding Officer and make a written record of what you have done, seen or heard. Parents/carers should also be informed of the incident if:

- you accidentally hurt a player
- he/she seems distressed in any manner
- a player appears to be sexually aroused by your actions
- a player misunderstands or misinterprets something you have said or done.

Forms of Abuse that are Specific to Adults

Adults at risk may face additional forms of abuse:

Self-neglect	Neglecting to care for one's personal hygiene, health or surroundings, including behaviour such as hoarding.
Modern slavery	Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
Domestic violence	Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged sixteen or over, who are or have been intimate with partners or family members regardless of gender or sexuality. This can encompass, but is not limited to; psychological, physical, sexual, financial, emotional abuse and so called 'honour' based violence.
Discriminatory	Abusive or bullying because of discrimination occurs when motivated by a prejudice against certain people or groups of people. This may be because of an individual's ethnic origin, colour, nationality, race, religion or belief, gender, gender reassignment, sexual orientation or disability. Actions may include unfair or less favourable treatment, culturally insensitive comments, insults and 'banter'.
Organisational	Neglect and poor care practice within an institution or specific care setting such as a hospital or care home, or where care is provided within an Adult at Risk's own home. This may range from one-off incidents to ongoing ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes or practices within an organisation.
Financial or material abuse	Stealing from a vulnerable person, using them for financial gain, putting pressure on them about wills, property, inheritance or financial transactions, misusing or stealing their property, possessions or benefits. It may include depriving a person access to their money, property or assets. This might include inappropriate payments, or mismanagement of funds held or managed on behalf of athletes.

Other forms of abuse to be aware of

Hazing	Any rituals, initiation activities, actions or situations, with or without consent, which recklessly, intentionally or unintentionally endangers the physical or emotional wellbeing of children, young people and adults at risk. BWB deems all hazing to be unacceptable.
Peer-on-peer abuse	Children, young people and adults at risk can be taken advantage of or harmed by their peers. Peer-on-peer abuse is any form of physical, sexual, emotional and financial abuse, and coercive control, exercised between individuals and within relationships (both intimate and non- intimate).
Infatuations	Children, young people and adults at risk may develop an infatuation with a member of Staff or volunteer who works with them. Such situations should be handled sensitively to maintain the dignity and safety of all concerned. Staff should be aware that in such circumstances, there is a high risk that words or actions may be misinterpreted and that allegations could be made against Staff or volunteer. They should therefore ensure that their own behaviour is above reproach.
Radicalisation	The process by which a person comes to support terrorism and forms of extremism leading to terrorism. Anybody from any background can become radicalised. The grooming of children, young people and adults at risk for the purposes of involvement in extremist activity is a serious safeguarding issue.
Bullying	Bullying is behaviour that hurts someone else such as name-calling, hitting, pushing, spreading rumours, threatening or undermining someone.

In addition to the above categories, there are other forms of harm or abuse that should involve the police and other organisations working together to intervene under safeguarding policies and procedures to ensure a robust and timely response. These include:

- Sexual exploitation
- Honour based violence
- Forced marriage
- Membership of gangs inclined to use violence.

Many of these areas are addressed in your local multi-agency child or adults at risk safeguarding procedures.

Poor Practice

Sometimes, concerns may relate to poor practice, where an adult's or another child or young person's behaviour is inappropriate and may be causing distress to a child, young person or adult at risk. In the application of these procedures, poor practice includes any behaviour which contravenes BWB's Code of Conducts, brings the sport into disrepute, or which infringes an individual's rights. Any behaviour which causes harm or abuse or which fails to fulfill the duty of care should be regarded as possible signs of abuse or harm and the safeguarding procedure should be followed.

Examples of poor practice include:

- use of excessive, physical or humiliating punishments
- failure to act when you witness possible abuse or bullying
- being unaware of, or breaching, any BWB policy such as the Code of Conduct
- spending amounts of time alone with young people away from others
- inviting or allowing young people into your home where they will be alone with you
- engaging in rough, physical or sexually provocative activity, including so called horseplay
- allowing or engaging in any form of inappropriate touching
- allowing young people to use inappropriate language unchallenged
- making sexually suggestive comments even in fun
- reducing a person to tears as a form of control
- allowing allegations made by a child, young person or adult at risk to go unchallenged, unrecorded or not acted upon
- doing things of a personal nature for children, young people and/or adults at risk that they can do for themselves
- sharing a bedroom with a young person you are not related to, even with parental permission
- contacting children or young people on a one to one basis

Note: Some athletes may require assistance with personal care due to being very young or disabled. If a child or young person needs this level of support it should be made clear to their parent/carer that this can only be carried out by a designated carer and not by the coach or club staff. Even if the coach or club staff is trained in carrying out personal care tasks, this compromises their role and places them and the child or young person in a vulnerable position. These support arrangements should clearly be in place and agreed to by all parties prior to the activities commencing.

Signs and Indicators of Abuse

Indications that a child, young person or adult at risk may be being abused may include the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.
- An injury for which the explanation seems inconsistent.
- They describe what appears to be an abusive act involving him/her.
- Someone else (a young person or adult) expresses concern about the welfare of another.
- Unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper).
- Inappropriate sexual awareness.
- Engaging in sexually explicit behaviour.
- Sudden or unusual distrust of adults, particularly those with whom a close relationship would normally be expected.
- Having difficulty in making friends.

- Being prevented from socialising with other young people.
- Displaying variations in eating patterns including overeating or loss of appetite; or a sudden weight change.
- Becoming increasingly dirty or unkempt.

It should be recognised that this list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place. A good working relationship with parents/carers or the adult at risk will help to identify any other concerns that a child, young person or adult at risk may be experiencing, e.g. a family bereavement, which could cause some of the changes listed above.

Remember it is not the responsibility of those working in wheelchair basketball to decide if abuse is occurring but it is their responsibility to act on any concerns by reporting them.

Raising Awareness and Potential Vulnerability

Some children, young people and adults at risk may have additional vulnerabilities or experiences.

Disabled People

Disabled people are at an increased risk of being abused compared with their non-disabled peers. They are also less likely to receive the protection and support they need when they have been abused.

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

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.
- Reluctant to draw attention to themselves
- Experiencing racism through being ignored by people in authority

LGBTQI+

People who identify as LGBTQI+ may be additionally vulnerable because they may be:

- Experiencing sexist, homophobic and transphobic attitudes
- Victims of prejudices and assumptions
- Reluctant to draw attention to themselves

Children and Young People who Undertake Leadership Roles

Children and Young People are actively encouraged to undertake leadership roles in wheelchair basketball. BWB believes that supporting the development of young leaders will

benefit the growth of both 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.

Best Practice

Applying the good practice examples below will allow all members at your club to feel safe and supported in your club or organisation:

- Treat everyone with respect and fully implement equal opportunities.
- Challenge stereotypes and celebrate difference.
- Ensure your anti-bullying policies are up-to-date and that everyone is made aware of these.
- Let members know that they can talk to club staff and that their privacy will be respected.
- Promote that your club or organisation is open and inclusive to all.
- Ensure staff and volunteers attend training and understand the needs and vulnerabilities of members.
- Encourage participants to be themselves.

Everyone has a duty to act on and take concerns seriously.

Whilst it is not your role to 'diagnose' abuse or harm it is every individual member's responsibility to take whatever steps are necessary to ensure that any matters of concern are referred to the appropriate person in accordance with the safeguarding procedures.

In all instances, even though you may be able to deal competently with the situation, you **must** inform the Club Welfare Officer and/or the BWB Lead Safeguarding Officer.

8. Reporting and Referring Safeguarding Concerns

Gaining Consent from Children and Young People

It is best practice to gain the consent of the child or young person before you make a referral either to a Club/Event Welfare Officer, our Lead Safeguarding Officer or statutory agencies. However, you do not need their consent if you believe the child or young person is currently at or has been at risk of harm, abuse or neglect or where gaining parental/carers consent to share confidential information would jeopardise the safety of a child or young person.

Gaining Consent from Adults at Risk

If concerns arise consent must be obtained from the adult at risk concerned before a referral is made to adult social care or the police. If the adult at risk refuses to give consent, staff and volunteers should seek advice from our Lead Safeguarding Officer. Information should not be given to carers or other adults involved without the consent of the adult at risk.

There are a number of circumstances whereby an external referral can be made without consent and these include:

- The adult lacks the mental capacity to make that decision – this must be properly explored and recorded in line with the Mental Capacity Act (England, Wales and Northern Ireland) and Adults with Incapacity Act (Scotland);
- Emergency or life-threatening situations may warrant the sharing of relevant information with the emergency services without consent;
- Other people are, or may be, at risk, including children and young people;
- Sharing the information could prevent a serious crime or a serious crime has been committed;
- Our Staff or Volunteers are implicated;
- There is a court order or other legal authority for taking action.

Any investigation from BWB, would commence once any police or children's or adult's social care enquiries have been concluded.

Referring Children and Adults at Risk

If you are concerned about abuse or neglect towards a child, young person or adult at risk from the individuals' family, a report should be made to the Police and/or children's or adult's social care.

If you are concerned about abuse or neglect towards a child, young person or adult at risk from a professional (i.e. BWB member of staff or volunteer, coach, official, teacher etc.) then a report should be made to the Local Authority Designated Person for Safeguarding if they have:

- Behaved in a way that has harmed or may have harmed a child, young person or adult at risk, including abusing their position of trust.
- Possibly committed a criminal offence against, or related to, a child, young person or adult at risk.
- Behaved towards a child, young person or adult at risk in a way that indicates they may pose a risk of harm including breaching their Code of Conduct relating to Safeguarding.

Any individual may make a referral themselves directly to statutory authorities, particularly if they are concerned about a child, young person or adult at risk's immediate safety, or if they are having difficulty contacting the Club/Event Welfare Officer or our Lead Safeguarding Officer. Any individual may also contact statutory authorities if they are concerned that information about a safeguarding concern has not been acted upon appropriately.

Confidentiality

Some children, young people or adults at risk may seek to speak to club coaches, staff or volunteers in confidence about harm or abuse. Staff must understand that it is not possible to give absolute guarantees of confidentiality because they would be unable to take steps to protect them or others. It is particularly difficult if the coach or staff member has a good relationship with the child, young person or adult at risk and worries that this might be jeopardised by passing on information.

Personal information acquired in the course of being involved in sport with children, young people and/or adults at risk can be regarded as confidential. However, information that relates to potential or actual harm must be passed on in line with BWB's information sharing and data protection guidance.

Every effort should also 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:

- The Club or Event Welfare Officer;
- The parents/carers of the person who is alleged to have been abused (only following advice from LSO and/or Children's or Adult's Social Care);
- Children's or Adult's Social Care/police;
- BWB Lead Safeguarding Officer and BWB Chief Executive;
- The alleged abuser (and parents/carers if the alleged abuser is a young person) **but only** following advice from the LSO and/or Children's/Adult's Social Care or Police.

Information sharing and data protection

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).

The seven golden rules of information sharing are:

- 1. Remember that the Data Protection Act is not a barrier to sharing information** but provides a framework to ensure that personal information about living persons is shared appropriately
- 2. Be open and honest** with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it may put them or someone else at risk or inappropriate to do so.
- 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. You may still share information without consent if, in your judgement, that lack of consent can be overridden in the public interest. You will need to base your judgement on the facts of the case.
- 5. Consider safety and well-being:** Base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions.
- 6. Necessary, proportionate, relevant, accurate, timely and secure:** Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.
- 7. Keep a record** of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

Reporting to the Disclosure and Barring Service

England, Wales and Northern Ireland

The duty to refer to the DBS is met when an employer (includes those who volunteer) has dismissed or removed a person from regulated activity or would or may have if the person had not left, resigned, retired, been made redundant or moved to another position because the person has:

- Been cautioned or convicted for a 'relevant offence'. A 'relevant offence' for the purposes of referrals to the DBS is an offence that would result in the individual's automatic inclusion in the Children's or Adults' barred list.
- Engaged in 'relevant conduct'. 'Relevant conduct' is that which endangers or is likely to endanger children, young people or adults at risk.
- Satisfied the 'harm test.' The 'harm test' is met when an employer believes that an individual may harm, may cause to be harmed, may put at risk of harm, may attempt to harm or may incite another person to harm a child, young person or adult at risk.

Referrals to the DBS should be made once investigations and disciplinary processes are complete (even if the person has left their role). Referrals must be made even if a significant period has passed between the allegation and the gathering of evidence to support a decision to make a referral.

Scotland

The duty to refer to Disclosure Scotland is met when an individual (staff or volunteer) has engaged in harmful behaviour when working with children, young people or adults at risk and this meant that as a result of that behaviour the person was dismissed, would have been dismissed but they left before they could be or was transferred permanently away from work with children, young people and adults at risk. Reports should be made to Disclosure Scotland within three months of a disciplinary decision being made.

Reporting to British Wheelchair Basketball

All safeguarding concerns and incidents of poor practice should be reported to BWB's Lead Safeguarding Officer within one working day of the incident.

9. Monitoring and Evaluation

BWB will review all cases routinely and report to the BWB Board, to see if changes need to be made to policies/procedures or lessons can be learnt. All involved in a case will have an opportunity to provide feedback so procedures can be continually improved.

BWB reserves the right to engage a support body in the Triage, Investigation, Hearing, Appeal and Case Management of any BWB Safeguarding/Disciplinary Case. All Case data will be shared with the supporting body for the purposes of case resolution only.

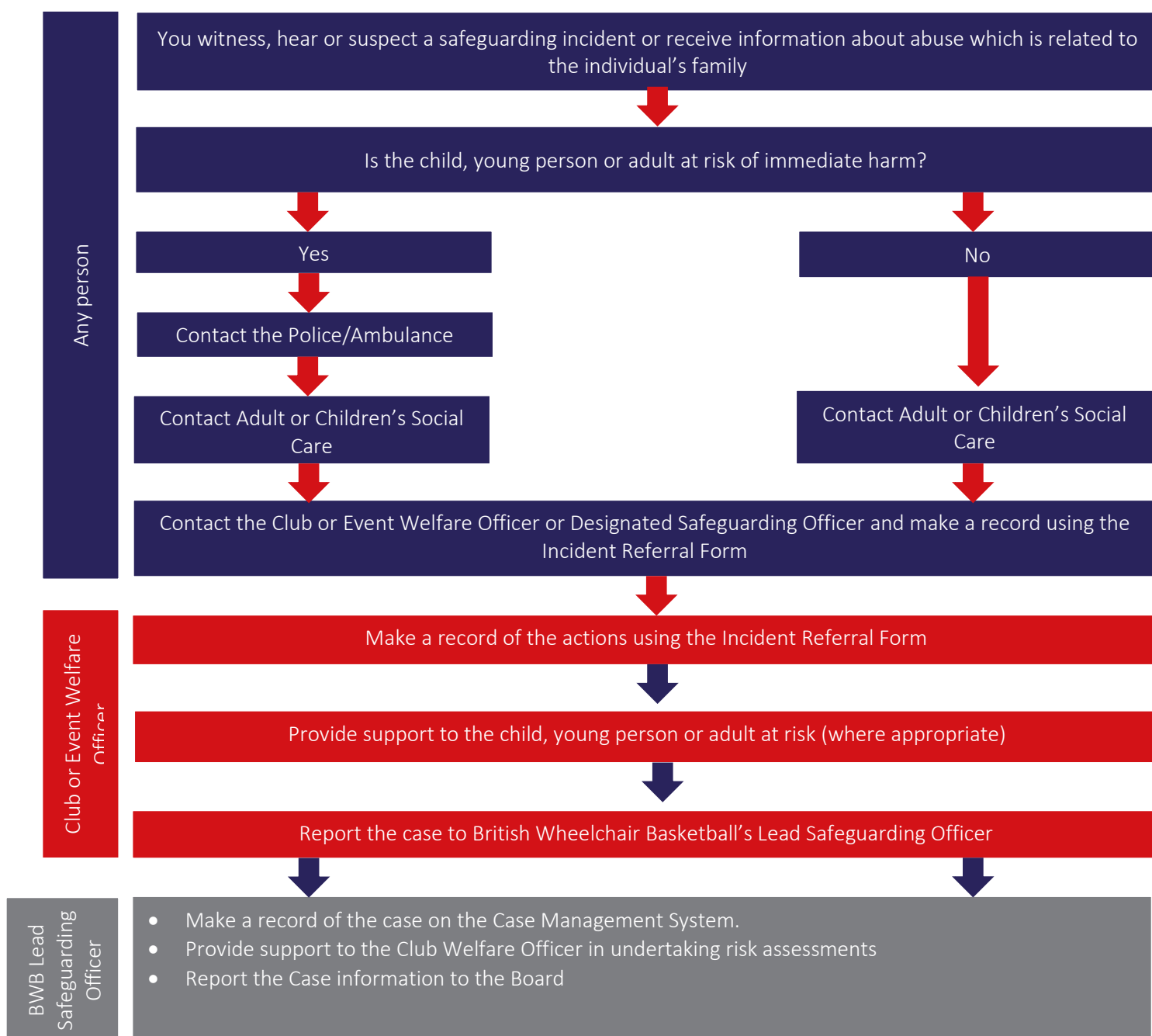
10. Safeguarding Procedure

There are three processes for responding to a concern about abuse or neglect:

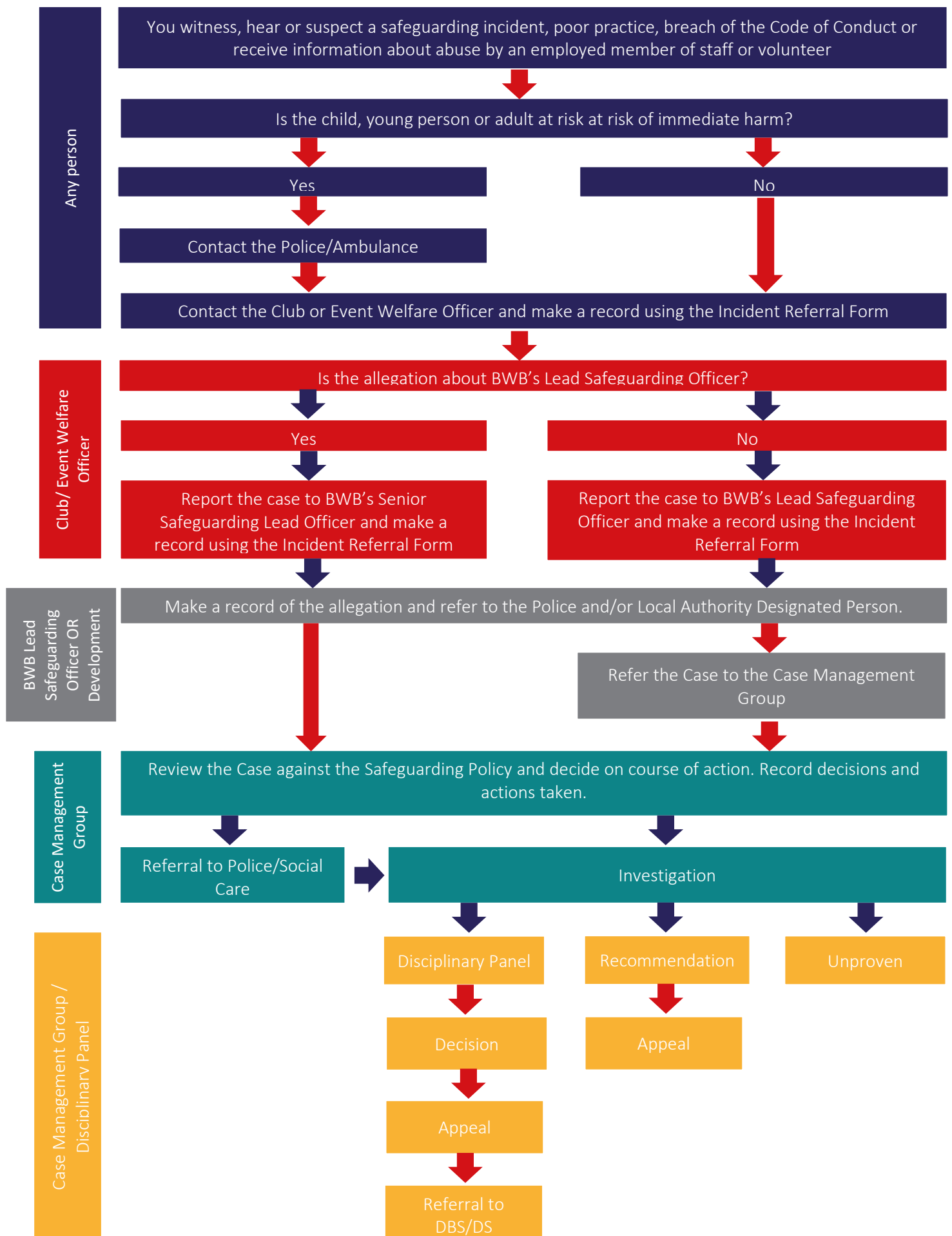
1. Concerns about abuse in or outside of the family setting.
2. Concerns about abuse or poor practice from BWB staff.
3. Concerns about abuse or poor practice from an individual in wheelchair basketball but not employed by us (e.g. club coach, committee member, official or volunteer).

Each process has its own simple flowchart for you to follow, however, if at any time you are unsure on what process to follow, please contact our Lead Safeguarding Officer.

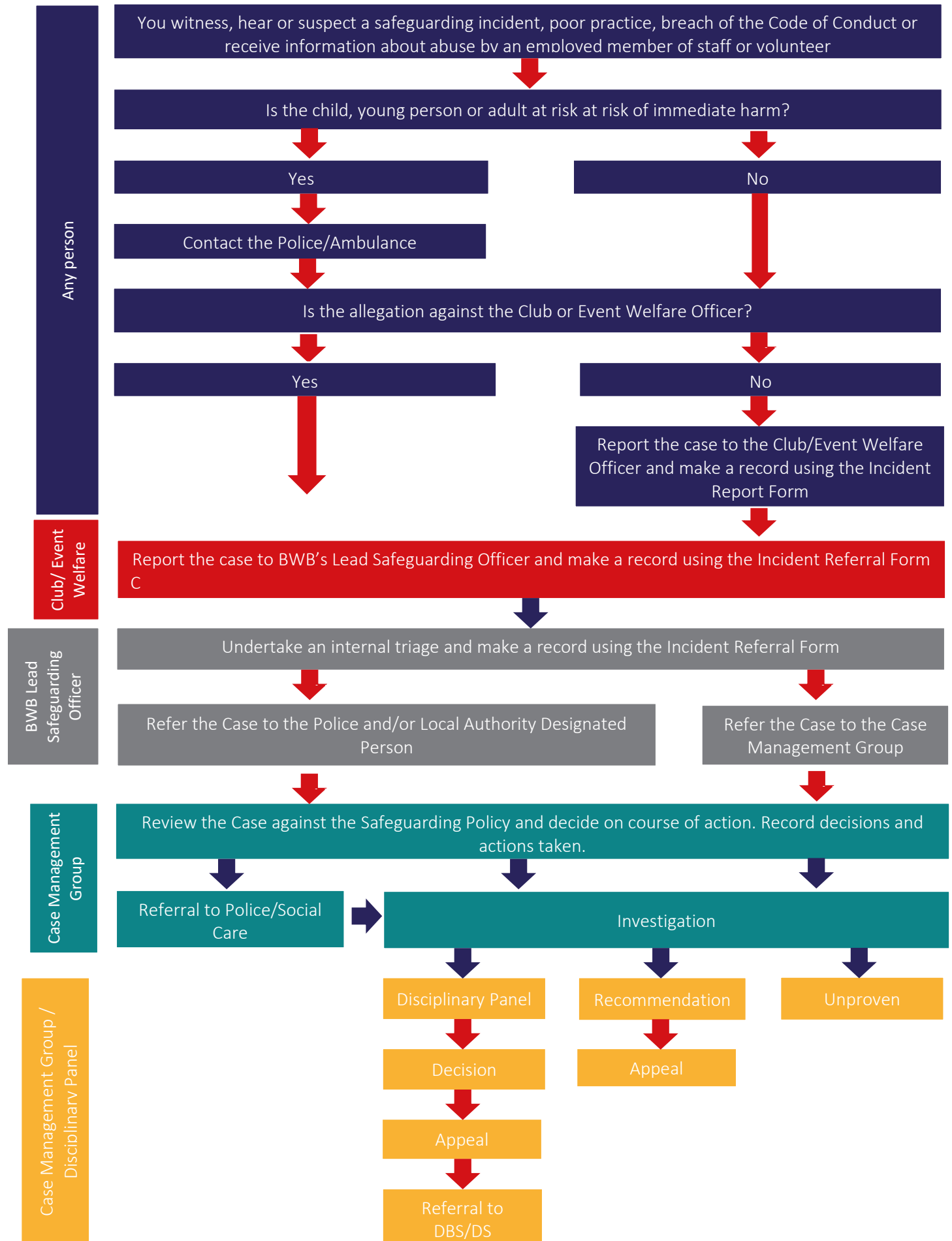
Concerns about abuse (in or outside of the family setting)



Concerns about abuse or poor practice from BWB staff



Concern about the abuse or poor practice from an individual in wheelchair basketball but not employed by us (e.g. a club coach, committee member, official or volunteer)



Appendices

Appendix 1: Incident referral form

Appendix 1: Template incident referral form

Person reporting the incident Name: Home Address: Club: Contact number:
Person affected/injured Name: Home Address: Date of birth: Gender: Contact number: Club:
Parent/carers information Name: Home Address: Contact number: Email address:
Have parents/carers been notified of this incident? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES please provide details of what was said/action agreed:
Are you reporting your own concerns or responding to concerns raised by someone else? <input type="checkbox"/> Reporting my own concerns <input type="checkbox"/> Reporting concerns raised by someone else
If reporting concerns raised by some else, please provide further information below: Name: Position within the sport or relationship to child or adult at risk: Contact number: Email address:
Accident/Incident Date: Time: Place:

<p>Details of the incident or concerns:</p> <p>Action taken:</p> <p>Has the incident been reported to any external agencies?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If yes please provide further details:</p> <p>Name of organisation or agency:</p> <p>Contact person:</p> <p>Contact number:</p> <p>Email:</p> <p>Agreed action or advice given:</p>
<p>Please provide details of any witnesses to the incident:</p> <p>Name:</p> <p>Position within the club or relationship to the child or adult at risk:</p> <p>Date of birth (if child):</p> <p>Address:</p> <p>Contact number:</p> <p>Email address:</p>
<p>Please provide details of any person involved in this incident or alleged to have caused the incident</p> <p>Name:</p> <p>Position within the club or relationship to the child or adult at risk:</p> <p>Date of birth (if child):</p> <p>Address:</p> <p>Contact number:</p> <p>Email address:</p>
<p>Signed: _____ Date: _____</p> <p>Print Name:</p>

Contact the Lead Safeguarding Officer in line with BWB's reporting procedures.