

BALL OUT COMMUNITY SAFEGUARDING POLICY

Child Protection Policy Statement

BALL OUT has a duty of care to safeguard all children involved in BALL OUT from harm. All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account. BALL OUT will ensure the safety and protection of all children involved in BALL OUT through adherence to the Child Protection guidelines adopted by England Basketball. A child is defined as a person under the age of 18 (The Children Act 1989).

Safe Recruitment Procedures and Disclosure and Barring Service Check

Children and vulnerable adults are entitled to participate in basketball activities in a safe and welcoming environment. Whilst anyone has the potential to abuse children or vulnerable adults, safe recruitment procedures will enable clubs or Constituent Bodies (CB) to reduce this risk. When recruiting employees or volunteers all reasonable steps should be taken to ensure only suitable people are selected.

Putting this Policy into Practice: Safe Recruitment Mandatory Vetting of Volunteers and Employees

Adults working with children and vulnerable adults in a voluntary or paid capacity in the organisation must have a Disclosure and Barring Service (DBS) Check processed and risk assessed by the Ball Out.

The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It replaces the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA). It provides access to an individual's criminal record through its disclosure service. Before working unsupervised with children or vulnerable adults, DBS clearance is essential and vetting through DBS application must be undertaken in accordance with England Basketball Regulations.

DBS certificates will be cleared or investigated by the England Basketball as appropriate. Applications must be submitted within four weeks of taking up a role with BALL OUT and must be renewed with the England Basketball every three years. Applications will also have to submit references, disclosure job history and proof of ID and lastly take part in an interview.

The safeguarding legislation introduced on 10 September 2010 continues to apply:

- It is a criminal offence for a barred person to work or volunteer in work which involves close and unsupervised contact with vulnerable groups including children, or to seek or offer to do so.
- It is a criminal offence to knowingly allow a barred person to work or volunteer in work which involves close and unsupervised contact with vulnerable groups including children. The maximum penalty for either of these offences is up to five years in prison, or a fine, or both, to be decided by the court.
- If you dismiss a member of staff or volunteer because they have harmed a child or vulnerable adult, or you would have done so if they had not left, you must tell the England Basketball, who have a legal duty to notify the Independent.

Safeguarding Authority work which involves close and unsupervised contact with vulnerable groups including children is where a person aged 16 or over is, on a frequent (once a week or more often),

or intensive (four days or more in any 30 day period) or overnight (between 2am and 6am) basis, deployed to work with children or vulnerable adults. It also includes roles managing or supervising, on a regular basis, the work of those carrying out these activities.

Appropriate Training

All coaching and staff participating in BALL OUT activities must have received the appropriate training and must have obtained the relevant training. i.e England Basketball coaching level 1 for assistant coaches and level 2 for head coaches.

Promoting good practice

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take. Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, instructor, teacher, official or volunteer will have regular contact with young people and be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported following the guidelines in this document. When a child enters Ball Out having been subjected to child abuse outside the sporting environment, sport can play a crucial role in improving the child's self-esteem. In such instances Ball Out must work with the appropriate agencies to ensure the child receives the required support.

Good practice guidelines

All personnel should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate.

Good practice means:

- Always working in an open environment avoiding private or unobserved situations and encouraging open communication.
- Treating all young people/disabled adults equally with respect and dignity.
- Always putting the welfare of each young person first.
- Maintaining a safe and appropriate distance with players (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them).
- Building balanced relationships based on mutual trust and empowering children to share in decision making.
- Making sport fun, enjoyable and promoting fair play.
- Ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the Coach Education Programme. If it is difficult to maintain hand positions when the child is constantly moving, young people should always be consulted and their agreement gained. Some parents are becoming increasingly sensitive about manual support and their views should always be carefully considered.

- Keeping up to date with technical skills, qualifications and insurance.
- Involving parents/carers wherever possible. For example, encouraging them to take responsibility for their children in the changing rooms. If groups have to be supervised in the changing rooms, always ensure parents, teachers, coaches or officials work in pairs.
- Ensuring that if mixed teams are taken away for the day or night, they should always be accompanied by a male and female member of staff. However, remember that same gender abuse can also occur.
- Ensuring that at tournaments or residential events, adults should not enter children's rooms or invite children into their rooms.
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of young people.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of young people and disabled adults – avoiding excessive training or competition and not pushing them against their will.
- Securing parental consent in writing to act in loco parentis, if the need arises to administer emergency first aid and/or other medical treatment.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.
- Requesting written parental consent if Ball Out officials are required to transport young people in their cars.

Practices to be avoided

The following should be avoided except in emergencies. If a case arises where these situations are unavoidable (e.g. the child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session), it should be with the full knowledge and consent of someone in charge at Ball Out or the child's parents.

Otherwise, avoid:

- Spending excessive amounts of time alone with children away from others.
- Taking or dropping off a child to an event.

Practices never to be sanctioned

The following should never be sanctioned. You should never:

- Engage in rough physical or sexually provocative games, including horseplay.
- Share a room with a child.
- Allow or engage in any form of inappropriate touching.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child, even in fun.
- Reduce a child to tears as a form of control.
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for children or disabled adults that they can do for themselves.
- Invite or allow children to stay with you at your home unsupervised.

NB It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young or are disabled. These tasks should only be carried out with

the full understanding and consent of parents and the players involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

Safe Environments

A safe environment is one where the possibility of abuse is openly acknowledged; volunteers and employees are vetted and trained; and those who report suspicions and concerns are confident that these will be treated seriously and confidentially. Communication is central to maintaining a safe environment; this includes information given to parents at the start of the season (such as the Child Safeguarding Officer's name), choosing the correct and appropriate method of providing information to children and vulnerable adults (email/phone to parents), listening to children's views on matters which affect them, as well as considering how to communicate in an emergency (mobile/landline). Messages relating to children, sent via telephone, emails and texts, should be through their parents/guardians. Where appropriate older players may be copied in but this should always be done by blind copying in order to protect their data. Direct personal communication with children should always be avoided, unless in exceptional circumstances.

Recruitment

Ball Out should have a suitable paid and/or volunteer workforce and all reasonable steps should be taken to exclude anyone who may pose a threat to children or vulnerable adults. When recruiting new volunteers, Ball Out should consider asking anyone unknown to the organisation to provide a written reference, which Ball Out should then verify.

Supervision

To provide a safe environment, organisations should ensure that their volunteers and employees when working with children or vulnerable adults avoid working in isolation out of the sight of parents or other volunteers. Whilst volunteers and employees are awaiting their DBS Check they must be supervised by someone who does have DBS clearance. Contingency planning should ensure that if a player's injury requires significant attention, or coaches are absent or away with a team, levels of supervision can be maintained by suitably vetted individuals. However, in an emergency, the first attention must be paid to an injured player and if there are insufficient suitably vetted people available to supervise the remaining players, clearly, responsible adults will need to be asked to step in.

Adult to Child Ratios

There should always be more than one suitably vetted adult in charge of any group of children or vulnerable adults.

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The England Basketball/BALL OUT recommends a minimum ratio of:

- 1:15 for children over 8 year's old or vulnerable adults
- 1:8 for children under 8 years old
- 1:6 for children under 7 years old

On Tour

These Policy guidelines apply equally on tour as at the organisation. When on tour if an adult is solely there supporting their own child they will not need DBS clearance but they will if they are acting in any official capacity with other children. This would apply to those on bedtime or other supervisory duties. When on tour with a group of vulnerable adults organisations are advised to conduct a risk assessment and apply a suitable ratio based on the individuals and their companions/carers within the tour party.

Inappropriate Relationships with Children or Vulnerable Adults

An adult in a position of trust must not enter into a sexual relationship with a child in their care. Sexual intercourse, sexual activity, or inappropriate touching by an adult with a child under the age of 16 years is a criminal offence, even where there is apparent consent from the child. A consensual sexual relationship between an adult in a position of trust and a child over 16 years of age, or a vulnerable adult, is a breach of trust and an abuse of the adult's position. Whilst it may not be a criminal offence, in a BALL OUT setting it will be treated very seriously and may result in England Basketball disciplinary action, including suspension from attending Ball Out.

The Ball Out/England Basketball has a legal duty to refer anyone removed from work which involves close and unsupervised contact with vulnerable groups including children to the Independent Safeguarding Authority. Therefore, an adult in a position of trust involved in a consensual sexual relationship with a child over 16 years of age, or a vulnerable adult, may be referred to the ISA for consideration. This could result in the adult being barred from working with children or vulnerable adults by the ISA. No-one in a position of trust should encourage a physical or emotionally dependent relationship to develop between them and a child or vulnerable adult in their care; this is often referred to as grooming. Adults must never send children or vulnerable adults inappropriate or sexually provocative messages or images by text, or other electronic media.

Safeguarding Disabled Children & Vulnerable Adults

Disabled children and adults and their families may need additional information, help and support. The club's paid and volunteer workforce may require training and advice to ensure they include and safeguard them. Some children and vulnerable adults may be more susceptible to harm than other participants because they may:

lack the mutual support and protection of a peer group, require higher degrees of physical care and support, have limited communication skills, find it difficult to resist inappropriate interventions, have several carers making it difficult to identify an abuser, have a history of having limited or no choice or have a degree of dependency on a carer conflicting with the need to report harm or raise concerns.

Recognition of Poor Practice, Abuse and Bullying

Poor practice

Poor practice includes any behaviour that contravenes the guidelines set out in this Child Protection Policy and Safeguarding Procedure or the:

- Rights – of the children and their parents/carers.
- Responsibilities – for the welfare of the child.
- Respect – for other children.

Abuse

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur, or has already taken place. Whilst it is accepted that staff are not experts at such recognition, they do have a responsibility to act if they have any concerns about the behaviour of someone (an adult or a child) towards a child. All staff has a duty to discuss any concerns they may have about the welfare of a child or young person immediately with the Designated Child Protection Officer, their line manager or head of service. Abuse is form of maltreatment of a child; somebody may abuse or neglect a child by inflicting harm or by failing to prevent harm. It can take many forms but is usually divided into four categories (drawn from DfES: 2006 Working Together to Safeguarding Children - A guide to inter-agency working to safeguard and promote the welfare of children and Kent Safeguarding Children's Board Policy and Procedure for Responding to Children in Need):

1. Physical abuse may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, giving children alcohol and/or inappropriate drugs, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described using terms such as factitious illness by proxy or Munchausen syndrome by proxy.

2. Emotional abuse is the persistent emotional maltreatment of a child that would adversely affect the child's emotional development. It may involve:

- Conveying to children that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person. This may be verbally or via electronic or written communication.
- Imposing age or developmentally inappropriate expectations, for example overprotection or limitation of exploration and learning.
- Causing children to feel frightened or in danger for example witnessing domestic abuse, seeing or hearing the ill treatment of another.
- Exploitation or corruption of children.
- Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone.

3. Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative and non-penetrative acts. Penetrative acts include

‘rape’ (intentional penetration of vagina, anus or mouth with a man’s penis) and ‘assault by penetration’ (intentional sexual penetration of the vagina or anus of a child with a part of her/his body or an object).

Sexual activities may also include non-contact activities, e.g. involving children in looking at, or in production of abusive images, watching sexual activities or encouraging them to behave in sexually inappropriate ways. This may include use of photographs, pictures, cartoons, literature or sound recordings e.g. the internet, books, magazines, audio cassettes, tapes, CD’s

Children under 16 years of age cannot provide lawful consent to any sexual activity, though in practice many are involved in sexual contact to which, as individuals, they may have agreed.

4. Neglect is the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in serious impairment of health and development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once the child is born neglect may involve a parent or carer failing to:

- Provide adequate food, shelter and clothing (including exclusion from home or abandonment).
- Protect a child from physical harm or danger.
- Meet or respond to a child’s basic emotional needs.
- Ensure adequate supervision including use of adequate care-takers.
- Ensure adequate access to appropriate medical care or treatment.
- Ensure that educational needs are met.

Indicators of Abuse

It is important to remember that a child may suffer or be at risk of suffering from one or more types of abuse and that abuse may take place on a single occasion or may occur repeatedly over time. There is no absolute criterion on which to rely on when judging what constitutes significant harm, the following indicators on the signs and symptoms may be consistent with abuse; but children may exhibit them for other reasons. For this reason any concerns about a child must be raised with the designated child protection officer, line managers or head of service at the earliest opportunity.

Bullying

It is important to recognise that abuse is not always carried out by an adult on a child; the abuser may be a young person, for example, in the case of bullying. Bullying may be seen to be deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. Although anyone can be a target for bullying, victims are typically shy, sensitive and perhaps anxious and insecure. Sometimes they are singled out for physical reasons – being overweight, physically small, having a disability or belonging to a different race, faith or culture. Bullying can and does occur anywhere where there is inadequate supervision – on the way to and from school for example. Bullies come from all walks of life; they bully for a variety of reasons and may have been bullied or abused themselves. Typically, bullies have low self-esteem, be excitable, aggressive and jealous. Crucially, they have learned how to gain power over others.

Bullying may be:

- Physical, e.g. hitting, kicking, theft.
- Verbal, e.g. name-calling, constant teasing, sarcasm, racist or homophobic taunts, threats, graffiti, gestures.
- Emotional, e.g. tormenting, ridiculing, humiliating, ignoring.
- Sexual, e.g. unwanted physical contact, abusive comments.

The damage inflicted by bullying is often underestimated. It can cause considerable distress to children, to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self-harm).

There are a number of signs that may indicate that a child is being bullied:

- Behavioural changes, such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, erratic mood swings, reluctance to go to school, activities or sports clubs.
- A drop in performance at school or standard of play.
- Physical signs, such as stomach aches, headaches, difficulty in sleeping, bed wetting, scratching, bruising, damaged clothes, and bingeing, for example on food, cigarettes or alcohol.
- A shortage of money or frequent loss of possession

Responding to suspicions and allegations of abuse and poor practice

It is important to maintain an open culture where, employees, volunteers, elected members, children or parents or carers feel able to express concern about child protection issues and issues of dealing with children and vulnerable adults.

- This procedure and guidance applies whenever it is alleged that a member of staff has:
- Behaved in a way that has or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child in a way which indicates s/he is unsuitable to work with children

These procedures apply to situations when:

There are suspicions or allegations of abuse by a person who in the Council works with children in either a paid or unpaid capacity – as a permanent, temporary or agency staff member, contract worker, consultant, or volunteer

It is discovered that an individual known to have been involved previously in child abuse, is or has been working with children. If an allegation relating to a child is made about a person who undertakes paid or unpaid work with vulnerable adults, consideration must be given to the possible need to alert those who manage her/him in that role. Any employee, child or young person reporting concerns under this Policy is assured that their concerns will be taken seriously and treated sensitively. Every effort will be made to respect the anonymity of the person making the report, although it is not possible to guarantee this, particularly if to do so would adversely affect the welfare of the child or young person, or one or more legal authorities become involved.

BALL OUT will not tolerate harassment of any employee, child or young person who raises concerns of child abuse. Such harassment will be dealt with under disciplinary procedures, and the organisation will robustly support any ensuing investigation by any recognised authority. False allegations do occur. However, if a child indicates that they are being abused, or information is obtained which gives concern that a child is being abused; this should never be ignored. Any allegation of abuse must be reported to the designated child protection officer.

Responding to a young person making a disclosure or allegation

Action to be taken

A member of staff receiving information should:

- react calmly so as not to frighten the child.
- listen carefully.
- reassure the child that they are right to tell.
- not make promises of confidentiality, but let them know that you will have to tell another adult
- take what the child says seriously, recognising the difficulties inherent in interpreting what is said by a child
- keep questions to an absolute minimum to ensure a clear and accurate understanding of what has been said. Questions should not be leading and should consist of Who...? What...? When...? Where...?
- tell them what you will do next and with whom the information will be shared

make a full written record of what has been said (using the child's own words), heard and/or seen as soon as possible using an Incident Report form. Note the date and time, any names mentioned and to whom the information was given. Ensure the record is signed and dated.

Actions to be avoided

The person receiving information should not:

- panic
- allow their shock or distaste to show
- probe for more information than is offered
- speculate or make assumptions
- make negative comments about the alleged abuser
- approach the alleged abuser
- make promises to keep secrets
- discuss the issue with anyone other than the Designated Officer.

Responding to suspicions of abuse

It is essential that employees understand that child abuse is a complex issue, and that diagnosis of the validity of an allegation is the responsibility of relevant, expert agencies. The role of employees is to report and refer any concerns, not to investigate or judge.

Sharing concerns with parents

BALL OUT is committed to working in partnership with parents or carers where there are concerns about their children. Therefore, in most situations, it would be important to talk to parents or carers to help clarify initial concerns. It is essential, therefore, that the designated Child Protection Officer undertakes this liaison.

However, there are circumstances in which a child might be placed at even greater risk if concerns are shared (e.g. where a parent or carer is the alleged abuser or is not able to respond to the situation appropriately). If there is any concern that informing a parent or carer may place the child at risk or may compromise police evidence, immediate advice must be sought from the designated child protection officer.

Reporting procedure

- Staff responding to a suspicion of abuse or poor practice should complete and Incident Report form.
- The incident should be reported to the designated Child Protection Officer, the line manager or head of service. The manager informed should inform the designated Child Protection Officer.
- The designated Child Protection Officer will assess the incident; decide what appropriate action needs to be taken and the Police as necessary. Should the designated officer not be available, the head coach will assume this role.
- The organisation will co-operate fully with any resulting investigation carried out by external child protection agencies or the police.

Records and information

Information passed to the external child protection agencies or police must be as helpful as possible, hence the necessity for making a detailed report at the time of the initial disclosure/concern.

Information included in this report should

include:

- the nature of the allegation
- a description of any visible bruising or other injuries
- the child's account in their own words, if it can be given, of what has happened and how any bruising or other injuries occurred
- witnesses to the incident(s)
- any times, dates or other relevant information
- a clear distinction between what is fact, opinion or hearsay
- date and time of record.

Reporting the Police should not be delayed in an attempt to obtain more information.

A record should also be made of the name of the police officer to whom the concerns were passed, together with the time and date of the call, in case any follow-up is needed. A note of any crime report number should also be taken.

All coaches and volunteers of Ball Out Community must be prepared to attend a relevant child protection conference or child in need meeting, and comply with the need to complete appropriate paperwork.

Electronic and hard copies of all reports and incident information must be sent to the designated Child Protection Officer.

Allegations against staff

Any person working on behalf of the organisation who suspects that a colleague may be abusing a child or young person must act on their suspicions. Action should also be taken if it is felt that colleagues are not following the codes of conduct.

This action will serve not only to protect children but also colleagues from false accusations:

Employees are often the first to realise that there may be something seriously wrong within their own working environment. However, they may not express their concerns because they feel that speaking up would be disloyal to their colleagues or the organisation and that there is a possibility that their concerns are unfounded. They may also fear harassment or victimisation. In these circumstances it may be easier to ignore the concern rather than report what may be a suspicion of malpractice.

The organisation acknowledges that this is an extremely sensitive issue and assures all employees and persons working on its behalf that it will fully support and protect anyone, who in good faith reports a concern or an allegation that a colleague is, or may be, abusing a child.

Types of investigation

Where there is a complaint of abuse against a member of staff, there may be three types of investigation:

- criminal
- child protection
- disciplinary (to be treated as gross misconduct)

Civil proceedings could also be instigated by the person/family of the person who alleged the abuse. The results of any Police investigation may influence a disciplinary investigation by the organisation, but not necessarily.

Action to be taken

Poor practice

If, following consideration by the designated Child Protection Officer and appropriate external Child Protection agencies, the allegation is clearly about poor practice, the relevant manager may wish to invoke an investigation in accordance with BALL OUT Disciplinary Procedure.

Suspected abuse

Where it is suspected that abuse has taken place:

- Any suspicion that a member of staff has abused a child should be reported to the designated Child Protection Officer, the line manager of the member of staff or head of service immediately. The manager informed should inform the designated Child Protection Officer.
- The designated Child Protection Officer will take such steps as they feel appropriate to ensure the safety of the child in question and any other child who may be at risk.
- The designated Child Protection Officer will report the incident to the relevant head of service and the Human Resources Manager where consideration will be given to the next steps. These steps may include suspension on full pay, whilst the matter is investigated further.

The designated Child Protection Officer will seek advice from the police.

The designated Child Protection Officer will initiate an investigation in line with the organisations Disciplinary Procedure to oversee the internal investigation. In most instances this team will include the designated Child Protection Officer.

If the designated Child Protection Officer is the subject of the suspicion/allegation, the report must be made directly to the Chair of the organisation who will assume their role in the above procedure.

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 is required in order to:

- Protect children
- Facilitate enquiries
- Avoid victimisation
- Safeguard the rights of the person about whom the allegation has been made and others who might be affected
- Manage disciplinary/complaints aspects

It is expected that those involved on a need to know basis would include the following:

- Members of the team overseeing any investigation
- The parents of the child alleged to have been abused
- The person making the allegation
- The Child Protection Officer and the Police
- The alleged abuser (and parents if the alleged abuser is under 18 years of age)

Any information will be stored in a secure place with access limited to the investigation team and in line with data protection.

Internal inquiries and suspension

- Irrespective of the findings of the police inquiries, Ball Out will assess all individual cases under its own disciplinary procedures to decide whether a member of staff can be reinstated and how this can be sensitively handled.
- Ball Out will reach a decision based on the available information and decide on a balance of probability basis whether an allegation is true.

The welfare of children will always remain paramount.

Notification to Social Services

A copy of the Incident Report form should be submitted to the County Duty Service (Social Care) without delay. This is the responsibility of the Designated Child Protection Officer.

Any further inquiries from the County Duty Service (Social Care) or any other interested third party should be passed immediately to the disciplinary investigation team to deal with. A written record should be kept of any such conversations.

Support to the Subject of Allegations

Subject to the specific procedures the subject of the allegations should be:

- Advised at the outset to contact her/his Union representation if a member
- Treated fairly and honestly and helped to understand the concerns expressed, processes involved and possible outcomes
- Kept informed of the progress of the case and of the investigation
- Clearly informed of the outcome of any investigation and the implications for disciplinary or related processes.
- Provided with appropriate support (via occupational health).

Action if bullying is suspected

The same procedure should be followed as set out for Responding to Suspicions of Abuse above if bullying is suspected.

Action to help the victim and prevent bullying

- All signs of bullying should be taken seriously
- All children should be encouraged to speak and share their concerns
- The victim should be helped to speak out and tell the person in charge or someone in authority.
- An open environment should be created.
- All allegations should be investigated and action taken to ensure the victim is safe. The victim and bully(ies) should be spoken to separately.

- Staff should reassure the victim that they can be trusted and will help them, although they cannot promise not to tell anyone else.
- Records should be kept of what is said.
- Staff should report concerns to the chair of the organisation.

Action towards the bully(ies)

- The situation should be explained to the bully(ies).
- An effort should be made to get the bully(ies) to understand the consequences of their behaviour.
- An apology to the victim should be sought.
- The parents of the bully(ies) should be informed.
- Any borrowed items should be returned to the victim.
- Appropriate sanctions should be imposed as necessary.
- Encouragement and support for the bully(ies) to change their behaviour should be offered.
- Meetings should be held with parents to report on progress.
- All appropriate staff should be informed of action taken.
- A written record of action taken should be kept.

Allegations of previous abuse

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child by a member of staff who is still currently working with children). Where such an allegation is made, the procedures as detailed above should be used and the matter reported to the police by the Designated Child Protection Officer. This is because other children may be at risk from this person. Anyone who has a previous criminal conviction for offences related to child abuse is automatically excluded from working with children.

Misuse of the Procedure

Malicious complaints about an employee(s) and /or serious and/or persistent abuse of these child protection procedures will not be tolerated and will be dealt with through the disciplinary process. Employees may not discuss any allegation of child abuse, whether substantiated or not, with:

- Anyone within Ball Out, other than who they consulted and the designated Child Protection Officer;
- Any member of any external agency, other than as part of the formal reporting procedure as set out in this policy or as part of the investigative process; and
- Any other interested party, including parents, carers, and relatives of the child or young person without the express permission of the person with overall responsibility for the investigation.

This does not exclude the employee from the need or right to consult with a solicitor, trade union representative, Human Resources, or other bona fide legal adviser.

Any enquiries from the media concerning an allegation of child abuse must be referred to the lead investigating agencies press office, or the SBC Press Officer. Any direct question must be answered with the phrase “No comment.”

Whistle Blowing

Safeguarding children and young people requires everyone to be committed to the highest possible standards of openness, integrity and accountability. BALL OUT supports an environment where people feel free to raise their concerns with the knowledge that all concerns will be taken seriously.

The term ‘whistle blowing’ is often used in such circumstances to describe the raising of a concern about practices, procedures or conduct of an individual. In gymnastics context a whistle blower may be:

- A coach or official
- A basketball player
- A parent
- A member of the public

Concerns should be raised without delay to either the Organisation Welfare Officer or the Chair of the organisation or England Basketball Safeguarding and Compliance Officer. The earlier concerns are reported, the easier it will be to take action.

Anyone reporting a concern should provide as much information and detail as possible. This could include:

- Names of the people involved
- Other witnesses
- Dates of events
- Any other relevant documentation

BALL OUT understands that whistle blowers are often very reluctant to report concerns. Thus, BALL OUT recognises that whistle blowers may wish to raise concerns in confidence. In these circumstances, the identity of the whistle blower will be kept confidential. Any subsequent reason why disclosure may be required will be discussed in detail with the whistle blower before any action is taken.

It must be recognised that concerns that are reported anonymously are frequently very difficult to investigate. The decision whether to investigate an anonymous allegation will be made by the police based on the seriousness of the concerns and the credibility of the referral and the likelihood of identifying others who can confirm the allegations. Initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take. All concerns raised under this procedure will be treated seriously and a decision made about whether or not an investigation is appropriate. Depending upon the nature of the matter it may be referred the police. In these

circumstances, the whistle blower may be asked to provide a written statement and give evidence to the police. BALL OUT will provide support to the whistle blower during this process.

BALL OUT will not tolerate harassment or victimisation and will take action to protect anyone who has raised a concern in good faith. Anyone who is found to have victimised or harassed a whistle blower will face disciplinary action. Anyone who raises concerns known to be untrue may also be subject to disciplinary action.

Travelling during National Tour

All staff/volunteers over 18 must be DBS checked that are travelling from London and staying in hotels in Birmingham/Manchester during the national tour.

All staff/volunteer under 18 must provide signed consent from a parent or guardian with permission to travel with staff/volunteers

No volunteers under 16 are allowed to travel during the national tour.

Providing information to police or social services

Information about suspected abuse must be accurate and a detailed record should always be made at the time of the disclosure/concern. It should include the following:

- The child's name, age and date of birth of the child.
- The child's home address and telephone number.
- Whether or not the person making the report is expressing their own concerns or those of someone else.
- The nature of the allegation. Include dates, times, any special factors and other relevant information.
- Make a clear distinction between what is fact, opinion or hearsay.
- A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes.
- Details of witnesses to the incidents.
- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Have the parents been contacted?
- If so what has been said?
- Has anyone else been consulted? If so record details.
- If the child was not the person who reported the incident, has the child been spoken to? If so what was said?
- Has anyone been alleged to be the abuser? Record details.
- Where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.

Incident Record Form

Your Name:

Your Position:

Your Contact Details:

Child's Name:

Gender M/F:

Child's Address:

Parents/carers

Names and Address:

Child's Ethnic Background:

Any identified Special Needs or Disability:

Child's Date Of Birth:

Date and time of any incidents:

Your Observations:

Exactly what the child said and what you said:

(Remember; do not lead the child and record actual details. Continue on a separate sheet if necessary)

Action taken so far:

Action taken so far:

External agencies contacted (date and time):

Police: Yes No

If yes - which:

Name and contact number:

Details of advice received:

**Children and Young People
Service (Social Services)**

 Yes No

If yes - which:

Name and contact number:

Details of advice received:

NGB Yes No

If yes - which:

Name and contact number:

Details of advice received:

Local Authority

 Yes No

If yes - which:

Name and contact number:

Details of advice received:

Other (e.g. NSPCC)

 Yes No

If yes - which:

Name and contact number:

Details of advice received:

Signature:

Date:

Print name:

NB: A copy of this form should be sent to the relevant Children and Young People Service after the telephone report.

BALL OUT- Strategic Safeguarding Statement

BALL OUT is committed to promoting the safety and welfare of children and young people engaged in any activities delivered by the organisation. It aims to contribute to safe guarding children and young people by:

- Meeting the requirements of the Standards for Safeguarding and Protection Children in Sport (CPSU, 2002)
- Implementing and demonstrating best safe guarding practice when staff, volunteers or others are providing services, activities and programmes for children and other young people.
- Working with partners to establish and implement agreed, consistent minimum safeguarding standards for sporting activities across London.
- Requiring those individuals or organisations that are funded or commissioned to provide any service for children and young people, to effectively address safeguarding requirements.
- Maximising its influence to promote safeguarding practice and principles within its wider partnership roles and relationships.
- Only deliver projects and activities in suitable premises, play equipment, play areas, transport arrangements and that vehicles are safe and suitable.

Child Protection Welfare Officers

Julius Joseph 116 Midhurst Gardens, Uxbridge. UB6 8LX

jjoseph@reachandteach.co.uk 07779642491

Isabelle Acharana 33 Holcroft Court, Clipstone Street, London W1W 5DJ

lzy8@hotmail.com 07985196869

Lisa Williams lisaj.williams8@googlemail.com 07957632516

NSPCC Protection Helpline

Phone 0808 800 5000, text 88858,

visit [nspcc.org.uk/helpline](https://www.nspcc.org.uk/helpline)

This policy is subject for review annually and can also be subject to change following an
Updated 19th Feb 2022 at Annual General Meeting.
Next date of policy review February 2023.

“The BALL OUT agrees to adopt the Child Protection Policy and Procedures. All individual members are deemed to have read understood and assented to the England Basketball Code of Ethics and Conduct (“Code”) and as such recognise and adhere to the principles and responsibilities embodied in the Code.”

All Affiliated Members shall ensure that the following wording is incorporated into all membership forms and all forms, contracts and/or terms of engagement regarding the appointment of coaches, officials and other individuals on a full-time, part time or volunteer basis;

“I have read and understood the Child Protection Policy and as such agree to fully recognise and adhere to the principles and responsibilities embodied in the Policy”

Date: 25/02/2023

Signed Welfare Officer:



Julius Joseph

Date: 25/02/2023

Signed Lisa Williams:



Welfare Officer