**Safeguarding and Child Protection Policy**

****

**CONTENTS**

**Introduction**

**About Goalball UK**

**Section 1 Introduction and overview of Safeguarding**

* Foreword by GBUK CEO
* About GBUK
* Key Contacts
* Abbreviations
* Acknowledgements

**Section 2 Safeguarding children and young people**

* Legislative Context
* Responsibilities
* Equality
* Policy Statement
* General Principles

**Section 3 Promoting good practice**

* Good Practice
* Coaching Ratios
* Relationships of Trust
* Organising trips
* Photography
* Recruitment and Training

**Section 4 Recognition of Poor Practice and Possible Abuse**

* Poor Practice
* Principles of Intervention
* Working with Abuse

**Section 5 Responding and Reporting**

* Investigating an Complaint
* Concerns
* Internal Enquiries
* Appeals
* Case Management Group

**Section 6 Appendices and templates**

**Section 1 Introduction and overview of Safeguarding**

**Foreword**

## Goalball is a fully inclusive sport that can encourage a greater appreciation of the abilities of people with a vision impairment amongst sighted people, as well as providing a sport that is designed with vision impairment in mind which can stimulate an interest in activity and support the development of independent orientation and mobility skills for participants. This has great potential to enhance the health and wellbeing of participants of all ages.

## To ensure that children can participate safely within the sport, Goalball UK has a duty of care to safeguard all children involved in goalball 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. Goalball UK will ensure the safety and protection of all children involved in Goalball UK through adherence to the Child Protection guidelines adopted by Goalball UK.

Mike Reilly

Chief Executive

Goalball UK

**About Goalball UK**

GBUK is recognised by the Sports Councils (UK Sport and Sport England) as the governing body of Goalball in the UK. It is affiliated to the International Blind Sport Federation (IBSA), in international governing body for blind sports including goalball.

Goalball UK is in its infancy as an NGB since being established in 2010 where prior the sport was under the umbrella of British Blind Sport.

GBUK’s current functions can be summarised as follows:

* National league structure
* Club development
* Official education
* Coach education
* Talent pathways
* Corporate Training

GBUK currently has around 300 members affiliated to the sport which includes players, coaches, staff and supporters.

GBUK has a participation figure of 284 (as of June 2014) and this figure is increasing year on year. Additionally, GBUK are a registered charity in England (Charity number 1136892) and is controlled by an elected Board of Directors all of whom work on a voluntary basis for the organisation.

**Key Contacts**

|  |  |  |
| --- | --- | --- |
| **Organisation** | **Contact Details** | **Website** |
| Goalball UK | 0114 223 5670 | [www.goalballuk.com](http://www.goalballuk.com) |
| GBUK Lead Safeguarding Officer  Becky Ashworth | [becky.ashworth@sysport.co.uk](mailto:becky.ashworth@sysport.co.uk)  07975 893924 |  |
| Childline | 0800 1111  For children and young | [www.childline.org.uk](http://www.childline.org.uk) |
| NSPCC | 0808 800 5000 or [help@nspcc.org.uk](mailto:help@nspcc.org.uk)  For adults concerned about a child. | [www.nspcc.org.uk](http://www.nspcc.org.uk) |
| CPSU | 0116 234 7278  For enquiries or advice on safeguarding children in sport | [www.thecpsu.org.uk](http://www.thecpsu.org.uk) |

**Abbreviations**

GBUK – Goalball UK

CMG – Case Management Group

CWO – Club Welfare Officer

CPSU – Child Protection in Sport Unit

DBS – Disclosure and Barring Service

LSCB – Local Safeguarding Children Board

VI – Visual Impairment

LADO – Local Authority Safeguarding Officer

NGB – National Governing Body

NSPCC – National Society for the Prevention of Cruelty to Children

LSO – Lead Safeguarding Officer

**Acknowledgements**

This document has been updated in June 2014 and is based upon Goalball UK’s previous version of the Safeguarding and Child Protection Policy. GBUK would like to that the NSPCC Child Protection in Sport Unit and the wider Safeguarding community in other sports NGB for their support and advice.

In December 2012, the Criminal Records Bureau CRB) merged with the Independent Safeguarding Authority (ISA) to become known as the Disclosure and Barring Service (DBS).

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

In this document the term ‘parent’ will be used but also refers to carers or guardians.

‘Staff’ refers to anyone in a paid or voluntary role in handball

**Section 2 Safeguarding children and young people**

All individuals involved in goalball under the jurisdiction of Goalball UK including players, match officials, coaches, administrators club officials and spectators agree to abide by all Goalball UK policies and procedures. Participation in the sport in any way is deemed to indicate acceptance of and agreement with these policies, which are available on the Goalball UK website or on request.

This policy is mandatory for the sport as a whole and provides guidelines for everyone involved in the sport on a professional or voluntary capacity.

**Legislative Context**

Goalball UKs approach to child protection is based on the principles recognised within UK and international legislation and Government guidance. The following has been taken into consideration.

* The Safeguarding Vulnerable Groups Act 2006
* The Children Act 1989 & 2004
* The Protection of Children Act 1999
* Working Together to Safeguard Children 2013
* Every Child Matters 2004
* The Human Rights Act 1989
* UN convention for the Rights of a Child 1989
* Standards for Safeguarding and Protecting Children in Sport

**Responsibilities**

All Goalball UK affiliates and members will:

* To assume the moral and legal responsibility to put in place procedures to provide a duty of care for young people and vulnerable adults, safeguard their wellbeing and protect them from harm.
* Respect and promote the rights, wishes and feelings of young people;
* Recognise that some young people could face additional barriers to getting help because of additional vulnerabilities which could include their ethnicity, gender, age, religion, disability, sexual orientation, social background or culture.
* Ensure they adopt best practice to safeguard and protect young people from abuse, and to reduce the likelihood of allegations being made against themselves.
* Accept and abide by the Safeguarding Policy and Procedures and the GBUK Code of Ethics and Conduct as well as all other policies and procedures.
* Respond appropriately to any complaints about poor practice or allegations of abuse

Goalball UK 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. Therefore the adoption and adherence to this policy is mandatory for any club, coaches and volunteers affiliated to GBUK. This policy should be read in conjunction with the codes of conduct issued by GBUK (see appendix 3).

**Equality**

Goalball UK is fully committed to the principles of equality of opportunity and is responsible for ensuring that no job applicants, employees, workers, office holders, volunteers, participants or members are unlawfully discriminated against because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

**Policy Statement**

## The purpose of this policy is to help create a safe sporting environment for children and to protect them from harm; to challenge practice that is harmful to children and ensure our policies are in line with statutory responsibilities and best practice.

## The aim of Goalball UK’s Child Protection Policy is to promote good practice by:

## Providing children with appropriate safety and protection whilst in the care of Goalball UK

## Allowing all staff /volunteers to make informed and confident responses to specific child protection issues.

# **General Principles**

# The guidance provided in this document is based on the following principles:

## The welfare of the child is paramount

### Children have a right to enjoy sport, free from all forms of abuse and exploitation

### All children have equal rights to protection from harm

### All children should be encouraged to fulfil their potential and inequalities should be challenged

### Everybody has a responsibility to support the care and protection of children and young people

### A child is defined as a person under the age of 18 (The Children Act 1989)

### All incidents of poor practice or suspicions of poor practice and allegations of abuse will be taken seriously and responded to swiftly and appropriately

### It is the responsibility of the child protection experts and agencies to determine whether or not abuse has taken place, but it is everyone’s responsibility to report concerns

Working in partnership with children, their parents and other agencies is essential for safeguarding; GBUK recognises the statutory responsibilities of the appropriate bodies such as Children’s Social Care Services, the Police, the Local Authority Designated Officers (LADO) and the Local Safeguarding Children Board (LSCB) to ensure the welfare of children.

All those involved in the management of young players in goalball have a duty to ensure they:

* Are experiencing the game in a way that is appropriate for their age and ability
* Have coaches and volunteers who are trained appropriately with the right qualification
* Not subject to verbal or racist abuse from any source, especially from the bench and their club affiliates
* Not subject to bullying, threats or undue pressure from any source, including reference to appearance and cyber bullying
* Are encouraged to achieve their full potential at all levels
* Behave on court and off court in an appropriate way according to GBUK guidelines
* Respect and value all playing and training situations and any other goalball situations.

**Section 3 Promoting good practice**

## Abuse can occur within many situations including the home, school and community as well as the sporting environment. Some individuals will actively seek employment or voluntary work with children in order to harm them.

## A coach, instructor, teacher, official or volunteer in Paralympic sport will have regular contact with young people and be an important link in identifying cases where they need protection. All suspected cases of poor practice should be reported following the guidelines in this document.

## All personnel should be encouraged to demonstrate exemplary behaviour in order to promote children’s welfare and reduce the likelihood of allegations being made. The following are common sense examples of how to create a positive culture and climate.

## Good practice means:

### Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).

### Treating all children equally, and with respect and dignity.

### Not compromising the welfare of each child in pursuit of winning or achieving goals.

### Maintaining a safe and appropriate relationship with athletes. It is not acceptable for staff or volunteers to have a sexual or other intimate relationship with a child.

### Building balanced relationships based on mutual trust which empowers children to share in the decision-making process;

### Ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the Health and Safety Executive or best practice promoted by Governing Bodies. Young people and their parents should always be consulted and their agreement gained. Such support should only be given by staff/volunteers who have undergone accredited moving & handling training.

### If young athletes 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, they should always be accompanied by a male and female member of staff.

### Ensuring that at competitions or residential events, responsible adults should not enter children’s rooms or invite children into their rooms.

### Recognising the developmental needs and capacity of children – avoiding inappropriate or excessive training and not pushing them beyond their capacity.

### Securing parental consent, where necessary, 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 incident or injury that occurs, along with the details of any action undertaken or treatment given.

## 

## **Coaching Ratios**

## It is poor practice for coaches to work alone with children and young people. At least one qualified coach must be present at all sessions. Participants under the age of 18, even those qualified as coaches, should be supervised at all times and should not be counted in supervision ratios.

## In line with the national guidance, the level of supervision should take account of the:

## Age and ability of the Children

## Type of training session being undertaken

## Children’s growing independence

## Environment that the session is taking place in

## Risk Assessment

## Given the specific needs of the main target group for the sport, Goalball UK recommends a ratio of one staff member/volunteer to three participants. Whilst this exceeds the nationally recommended ratios, this will ensure that adequate cover remains in place in the event of an emergency and takes into account the additional vulnerability of the participants. Coaches working with Children should ensure that they do not work in isolation.

## **Relationships of trust**

“The inequality at the heart of a relationship of trust should be ended before any sexual relationship begins.” *Caring for Young people and vulnerable adults and the Vulnerable? Guidance for preventing abuse of trust (Home Office, 1999).* This statement recognises that genuine relationships can occur between the different levels of participants in a group. However, appropriate boundaries should be upheld, especially when one person is aged under 18 or is considered to be a vulnerable adult. The power and influence that a member of staff, coach or volunteer has over someone attending a group or activity cannot be under-estimated. If there is an additional competitive aspect to the activity and one person is responsible for the other’s success or failure to some extent, then the dependency will be increased. It is therefore vital for people to recognise the responsibility they must exercise in ensuring that they could not be considered to have abused their positions of trust.

## GBUK affiliated coaches and volunteers must ensure that the appropriate boundaries remain in their working relationships between themselves and all over players, especially those aged under 18. Although children aged over 16 can legally consent to sexual activity, GBUK deems this inappropriate and a matter of serious poor practice for an adult to pursue a relationship with a young person or vulnerable adult with whom they are in a position of trust. In some cases an ‘abuse of trust’ is a criminal offence (Sexual Offences Act 2003 – UK wide). Whilst the coach – player relationship exists, coaches should not enter into an intimate relationship with players aged under 18 years old, and should be aware that in some cases, such as if they have met through a school team, a relationship could be considered inappropriate or criminal by the statutory agencies. This would also be a breach of GBUK Code of Conduct and a basis for disciplinary action.

## **Parents/carers as supervisors**

## Parents/carers who accompany their children to activities should be welcomed, but cannot be included in supervision calculations unless they are members of the club and volunteering in some capacity in the session being delivered.

## **Changing rooms**

## Where practical, Children should be supervised in changing rooms by two adults.

## Adult coaches or volunteers should not shower or change at the same time as the Children they have been working with.

## No staff or volunteers, medical or otherwise should be present when athletes of the opposite sex are showering or changing (for example a male coach working with a female team).

## In mixed gender clubs separate changing facilities should be available.

## If a Child is uncomfortable showering or changing in public no pressure should be put on them to do so, they should be encouraged to change and shower at home.

## Given that Goalball is a disability sport, if the club has children with additional disabilities, they and their carers should be involved in deciding how best they can be assisted. This will involve a full discussion of the impact of the disability on functioning and the strategies that are in place to support the child in day-to-day life. Where assistance is needed with personal care, eg toileting, then the parent/carer should remain present throughout the Goalball activity to ensure that appropriate, qualified support can be given to the child if required. It is essential to ensure that the child consents to the assistance that is offered.

## No photographic equipment should be used in the changing room environment. This includes cameras, video cameras, camera phones etc. Guidance on photography can found in the use of photographic equipment policy.

## **Late collection**

## It is recommended that every club should develop and publicise their policy of late collection of children. Clubs should make it clear that it is not their responsibility to transport children home on behalf of parents who have been delayed. Good practice should include:

## Providing a staff contact number for parents to call to advise of any possibility of late collection.

## Obtaining an alternative contact name/number for parents/carers in the event that they cannot be contacted on the primary number.

## In the event of late collection staff should:

## Attempt to contact the parent/carer

## Use the alternative contact number if required

## Wait with the child at the sports facility, with other staff/parents present

## Remind parents of the late collection policy

## Staff should not:

## Take the child home or to any other location without the express permission of the parents

## Send the child home with anyone else without the express permission of the parents

## Leave the child on their own

## Ask the child to wait in a vehicle or sports facility with you alone

## **Organising trips away**

## Even the simplest day trip away from the club requires planning. When planning residential trips clubs should use the advice and checklists given in ‘Planning Residential Trips’ Guidance, Training Camp Checklist and consent forms (in development).

## A very useful document Safe Sport Away is available to purchase from NSPCC Publications:

## [www.nspcc.org/inform](http://www.nspcc.org/inform) or telephone on 0844 892 1026

## The main factors to consider are:

## Communication with Parents

## Transport

## Overnight stays

## Supervision

## Emergency procedures

## Insurance

## **1. Communication with Parents**

## For a short day trip this may amount merely to details of transport, pick up and return points and times, competition or venue details, team leader or coach contact details, emergency contact details for Parents, costs, dietary requirements (if relevant) and any other special requirements or medical details. Strict instructions should be given to Parents regarding the drop off and return locations and times.

## **2. Transport**

## Points to consider include:

* vehicle type (public transport, minibus, coach or private car),
* any special requirements for athletes with additional disabilities,
* length of journey,
* competence of driver,
* journey time,
* distance,
* stopping points,
* supervision during journey
* legislation regarding seat belts.

Distinguish between private arrangements and club provided.

**3. Overnight stays**

It is vitally important that when planning an overnight stay that sufficient time and planning is completed before the trip. The following action plan needs to be fulfilled and completed:

* Established the purpose of the trip
* Confirm the dates of the trip (departure and return)
* Confirm travel requirements i.e visas, passport and or pre trip medication
* Identify VI friendly accommodation and facilities
* Identify who will be going and ensure they have appropriate qualifications
* Consider the cost
* Complete the necessary risk assessment
* What insurance is required? (public liability, employers liability, equipment, travel)
* Supervision of players both playing and non-playing
* Catering and food requirements
* Communication with parents/carers
* Consider implications of communication barriers where countries are not English speaking

## **4. Supervision**

## The staff or volunteers organising the trip will have the Duty of Care to act in loco parentis for the duration of the trip. Clubs should ensure that the persons they appoint to care for the children are appropriately briefed in safety and safeguarding and that they have relevant information regarding any special needs or requirements of any athlete. Anyone working in a supervisory role should be appropriately vetted to ensure their suitability to work with Children in line with Goalball UK’s Safeguarding & Protecting Children Policy and current legislation.

## **5. Emergency Procedures**

## The team leader or coach should know how to contact emergency services and have access to at least a basic First Aid box. Those in charge of Children have a duty to ensure that they are kept safe and healthy and should not hesitate to act in an emergency and to take life saving action in an extreme situation. All adults working with the group should be briefed on the reporting procedure should an emergency occur.

## **6. Insurance**

## All Registered Individual members of Goalball UK are covered for public liability and personal accident cover during Goalball activities under Goalball UK’s policy. Passengers travelling by motor vehicle should be covered by law by the insurances required under the Road Traffic Act

## (1988). When using private vehicles it may be necessary to check with the insurance company for any restrictions. Consideration should be given to accident, breakdown and recovery cover.

# **Use Of Photographic/Filming Equipment At Sporting Events**

# There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sportspeople in vulnerable positions. All clubs should be vigilant and any concerns should to be reported to the Club Child Protection Officer or Goalball UK official as appropriate.

# Videoing as a coaching aid: there is no intention to prevent club coaches and teachers using video equipment as a legitimate coaching aid. However, performers and their parents/carers should be made aware that this is part of the coaching programme and their consent obtained, and such films should be stored safely in line with data protection legislation. Permission should be requested from the opposition prior to filming at tournaments.

# 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. The key principles are:

# The interests and welfare of children taking part in Goalball are paramount;

# Parents/guardians and children have a right to decide if their images are to be taken, and how those images may be used;

# Parents/guardians and children should consent for images to be taken and used;

# Images should convey the best principles and aspects of Goalball, such as fairness and fun;

# Care should be taken to ensure that images are appropriate and not open to obvious misinterpretation or misuse;

# Excessive personal information accompanying images could place a child at risk.

# Images should never be taken in changing rooms;

# Images should only be taken by authorised persons, as agreed in the protocol for a particular event; Link to paperwork consent form (see appendix 4).

# Unsupervised access to children or one to one photo sessions should not be approved.

# All images of children should be securely stored;

# In the case of images used on websites, particular care must be taken to ensure that no identifying details facilitate contact with a child by a potential abuser.

# **Recruitment and Training**

## Goalball UK aims to ensure that all staff are suitably qualified and trained to work with children and understand that the welfare of the child is paramount, and will take all reasonable steps are taken to ensure unsuitable people are prevented from working with children.

## **Recruitment**

## In line with Goalball UK’s recruitment policy it is essential that, prior to undertaking work within Goalball on a paid or voluntary basis, staff be required to undergo a number of pre-selection checks. These will include the following:-

#### All staff and Volunteers should complete an application form. The application form will elicit information about an applicant's past and a self-disclosure about any criminal record.

#### Have undergone an appropriate DBS check for the type of activity in which they will be involved.

#### Two confidential references, including one regarding previous work with children.

#### Evidence of identity (passport or driving licence with photo).

### **Training and induction**

#### The safeguarding process also includes training after recruitment to help staff and volunteers to:

###### Analyse their own practice against established good practice, and to ensure their practice is not likely to result in allegations being made.

###### Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.

###### Respond to concerns expressed by a child.

###### Work safely and effectively with children.

###### Recognise the additional vulnerabilities some children face because of their race, gender, age, religion or disability, sexual orientation, social background and culture.

###### **Induction**

###### All staff (paid or voluntary) should undergo an induction which should include:

###### Their qualifications are substantiated (if not already completed);

###### They complete a profile to identify training needs/aspirations;

###### They are reminded that they have agreed to abide by all club and Goalball UK

###### Policies and procedures and they may face disciplinary action if they are broken;

###### The expectations, roles and responsibilities of the job are clarified

###### If practicable, the new recruit should be mentored by an experienced person.

###### New members of staff will be provided with a copy of the Goalball UK Code of Conduct and will be required to sign that they have read this and agree to abide by this. (see appendix 3)

###### DBS 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.

###### 

###### **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.

**Section 4 Recognition of Poor Practice and Possible Abuse**

### The following should be **avoided** except in emergencies. If cases arise where these situations are unavoidable it should be with the full knowledge and consent of someone in charge (eg Coach, Performance Director). For example, a child sustains an injury and needs to go to hospital, or a child gets delayed at a competition venue due to doping control or classification:

#### Spending time alone with children away from others

#### Taking or dropping off a child to an event or activity

## **Practices never to be sanctioned**

### The following should never be sanctioned. Staff should never:

#### Share a room with a child

#### Allow or engage in any form of inappropriate touching

#### Allow children to use inappropriate language or behaviour unchallenged

#### Make sexually suggestive comments to a child, even in fun

#### Reduce a child to tears as a form of control

#### Fail to act upon and record any allegations made by a child

#### Do things of a personal nature for children, that they can do for themselves

#### Invite or allow children to stay with you at your home unsupervised

### If a child or young person is fully dependent on others, then they should be accompanied by a parent/guardian or appropriately trained carer at all times. Do not take on the responsibility for tasks for which you are not appropriately trained.

# **Principles of Intervention**

## Where the health, safety and well being of children are threatened as a result of abuse by others, Goalball UK is committed to make every effort to identify, prevent or minimise such risks. In exercising these responsibilities Goalball UK will be aware of, and sensitive to, an individual’s ethnic origin, culture, religious beliefs, gender and sexual orientation.

## **Signs and symptoms**

## Even for those experienced in working with Child Abuse, it is not always easy to recognise a situation where Abuse may occur or has already taken place. It is not the responsibility of those working in Goalball to decide that Child Abuse is occurring, but it is their responsibility to act on any concerns. Concerns can be raised in a number of ways – observation or third party

## Indications that a Child is being abused may include one or more of the following:

## Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries or an injury for which an explanation seems inconsistent

## The Child describes what appears to be an abusive act involving him/her

## Someone else, a Child or adult, expresses concern about the welfare of a Child

## Unexplained changes in a Child’s behaviour, e.g. becoming very quiet, withdrawn, displaying sudden outbursts of temper or behaviour changing over time

## Inappropriate sexual awareness

## Engaging in sexually explicit behaviour

## Distrust of adults, particularly those with whom a close relationship would normally be expected

## Difficulty in making friends

## Being prevented from socialising with other Children

## Displaying variations in eating patterns including overeating or loss of appetite

## Losing weight for no apparent reason

## Becoming increasingly dirty or unkempt.

## **Working with Abuse**

### The main categories of abuse are listed below, although the list is not exhaustive.

#### **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.

#### In Goalball this might include:

#### Involving children in training activities that ignore the stage of physical development eg strength and conditioning sessions

#### Exposing children to shots from elite level players without limiting the pace of shot

#### **Emotional** **abuse** - 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. 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. 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. It may involve serious bullying (including cyberbullying), 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.

#### In Goalball this might include:

#### A Parent or coach subjecting a player to constant criticism, name-calling, sarcasm, bullying or racism

#### A Parent or coach putting a Goalballer under unrealistic pressure in order to perform to high expectations.

#### **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. 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 (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

#### In Goalball this might include:

#### A coach engaging in unnecessary and inappropriate physical contact e.g. massaging the shoulders of players suggestively

#### A coach making suggestive comments to their players

#### An inappropriately close relationship developing between a player and a coach

#### An individual spending an unnecessary amount of time in the changing area when children are present.

#### **Neglect** - 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:

#### 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 care-givers); or

#### Ensure access to appropriate medical care or treatment.

## It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

## In Goalball this might include:

## A coach not keeping children safe by exposing them to the unnecessary risk of injury e.g. allowing players under their supervision to train or play inappropriately clothed, such as not wearing the correct padding

## A parent consistently leaving a child without adequate provisions e.g. food, water, clothing.

**Section 5 Responding and Reporting**

## Any concerns should be reported immediately to the Club Welfare Officer or, if unavailable, Goalball UKs Lead Officer within 24 hours of the incident and the matter will be referred on to the Case Management Group (CMG).

## The Board of Goalball UK shall appoint the members of the CMG. The Board shall only appoint an individual if it considers that the appointee is suitably qualified and experienced. The CMG will operate independently of the GBUK Board. However individual members of the CMG may be members of the GBUK Board or staff.

## The purpose of the CMG is to make decisions on the initial reported cases related to the safeguarding and protection of children. It may also include making decisions relating to concerns arising from information gathered through the recruitment process.

## Meetings regarding disciplinary action may be held by telephone or decisions taken by a written resolution, signed by at least two members. A quorum of persons for decision-making purposes with regard to any disciplinary action initiated is three. Where necessary, the chairman of the CMG shall have a casting vote in decision-making.

## The Goalball UK Chairman may appoint an alternate member of the CMG who may be a member of the Goalball UK Board, including himself, who will act as a temporary member for the purposes of a meeting, if insufficient members are unable to attend a meeting for quorum purposes but a case needs to be considered for the purposes of child protection

## **Investigating a Complaint – (Also see flowchart)**

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

#### A criminal investigation,

#### A child protection investigation,

#### A disciplinary or misconduct investigation.

The results of the police and child protection investigation may well influence and inform the disciplinary investigation, but all available information will be used to reach a decision.

#### **Concerns about poor practice:**

#### If, following consideration, the allegation is clearly about poor practice; the CEO will deal with it as a misconduct issue.

#### If the allegation is about poor practice by the CEO, it should be reported to a Board member who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

#### **Concerns about suspected abuse – (Also refer to flowchart)**

#### Any suspicion that a child has been abused by either a member of staff, volunteer or other athlete should be reported to the Lead Officer for Safeguarding who will take such steps as may be considered necessary to ensure the safety of the child in question and any other child who may be at risk. A report outlining the concern should be completed and provided to the Safeguarding Case Management Group within 24 hours (or sooner in the event of a serious incident)

#### The Lead Officer for Safeguarding may refer the allegation to the Local Authority Designated Officer (LADO) who may involve the police.

#### The parents or carers of the child will be contacted as soon as possible following advice from the social services department.

#### If the Lead Officer for Safeguarding is the subject of the suspicion/allegation, the report must be made to a Board Member or other member of the Safeguarding Case Management Group.

### **Internal Enquiries and Suspension**

#### The Lead Officer for Safeguarding will consult with the members of the Case Management Group and make an immediate reasoned recommendation to the Chair of the Group about whether any individual accused of abuse should be temporarily suspended and removed from an event or activity pending further police, social services or internal inquiries.

#### A Temporary Suspension Order may be imposed due to:

#### Receipt of serious allegations

#### Notification that an individual is subject to an investigation by the Police, Social Care or any other authority in relation to an allegation or offence

#### Receipt of information which suggests a person may pose a risk of harm

#### Failure to comply with any aspect of Goalball UK’s vetting procedures

#### This list is not intended to be exhaustive.

#### Goalball UK will not be liable to any suspended individual, club, affiliated association or any other organisation for any loss of any nature arising as a result of or in connection with a temporary suspension.

#### Irrespective of the findings of the social services or police inquiries, the Safeguarding Case Management Group in consultation with the Chair of the Board will assess all individual cases to decide whether a member of staff, volunteer or athlete can be reinstated and how this can be sensitively handled. If not reinstated, then the decision will be reported to the Disclosure and Barring Service (DBS) The welfare of the child should remain of paramount importance throughout.

#### Arrangements will be made to provide appropriate supervision and support to staff and volunteers during and following an incident or allegation

### 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 or by a member of staff who is still currently working with children).

#### Where such an allegation is made, the CEO should follow the procedures as detailed above and report the matter to the social services or the police. This is because other children, either within or outside sport, may be at risk from this person.

### **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.

#### Notwithstanding the requirements of the Data Protection Act, information will be shared appropriately to protect a child/children from risk of significant harm.

### **Appeals**

### An individual, club or affiliated association who is subject to a disciplinary sanction or final outcome made by the Case Management Group (CMG) or Disciplinary Panel have the right to appeal.

### Anyone wishing to appeal must do so in writing, to be received by Goalball UK within the specified period (usually 14 days unless stated differently) of the notification being sent. The letter of appeal should set out clearly the grounds for the appeal.

### An individual may appeal in writing against their temporary suspension within the specified period (usually 14 days unless stated differently). The original terms of any temporary suspension will continue to apply during the appeal process.

### At least one member of any Appeal Panel will not have been a member of the CMG or Disciplinary Panel which considered the case. The Appeal Panel may ratify the original outcome, vary or dismiss it with their decision being final and binding.

### The outcomes of the disciplinary process may be:

### A temporary suspension pending further training

### A requirement that any involvement in Goalball is only acceptable under supervision

### A permanent ban from involvement in Goalball

### **Monitoring and Evaluation**

### During and following the conclusion of a case, members of the CMG will evaluate if changes need to be made to policies, procedures or guidance documents. All involved in a case are able to offer feedback so lessons can be learnt and safeguarding processes can be continually improved.

## **Local Authority Designated Officer (LADO)**

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

## behaved in a way that has harmed, or may have harmed a child

## possibly committed a criminal offence against children, or related to a child

## behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

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

## **Safeguarding Case Management Group**

## The Safeguarding Case Management Group consists of a minimum of three of the following:

## Safeguarding Lead Officer

## Chief Executive Officer

## Director, Legal

## National Development Manager

## External Child Protection Advisor.

## **Definitions**

### Regulated activity with children is defined by as activity which involves:

### Teaching, training, instructing, caring for or supervising children; **OR**

### Providing guidance/advice on well-being; **OR**

### Driving a vehicle only for children **AND**

### Happens frequently (once a week or more often) **OR**

### Happens intensively (on 4 or more days in a 30-day period, or overnight) **AND**

### The individual carrying out the activity of teaching, training or instructing is unsupervised.

### Unsupervised activity occurs when all or part of a training or competition activity takes place out of sight or hearing of other responsible adults.

### Safeguarding and promoting the welfare of children is defined as:

### Protecting children from maltreatment;

### Preventing impairment of children’s health or development;

### Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care;

### And undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

#### **Section 6 Appendices and templates**

#### **Appendix 1 - Safeguarding Process – Concerns raised within Goalball**

Is the child/young person victim in need of urgent medical treatment?

Concern Identified

STAY CALM - REASSURE - NO PROMISES - FEW QUESTIONS - FOLLOW GUIDE – complete incident report form

No

Yes

Contact emergency services and inform of potential safeguarding issue

Case Management Group convened to decide on the route to be followed or is informed of statutory social services referral

No case to answer

Possible Outcomes

No case to answer

Complaint resolved with agreement between parties

Training/mentoring agreed

Disciplinary action

More significant concerns emerge

Appeal

Allegation of minor poor practice

Report to club welfare officer or Goalball UK Lead Officer as soon as possible. If neither is available or there are urgent/serious concerns, report to social services/police and inform the CWO/Lead Officer within 24 hours

Appeals panel convenes to hear arguments for and against decisions reached by the Case Management Group and uphold or amend.

Referred back to club with advice on process to be followed:

Complaints Procedure

Disciplinary Process

No further action

Allegation of serious poor practice or possible abuse

Possible processes:

Child protection investigation

Criminal investigation/proceedings

Investigation under disciplinary proceedings including possible temporary suspension of person accused

Goalball UK investigation awaits the outcome of social services/ police investigation

Possible outcomes:

No case to answer

Less serious - referred to complaints

procedure

Disciplinary hearing - sanctions

Civil proceedings

**Appendix 2 - Safeguarding Process – Concerns raised from outside Goalball**

A child/young person has disclosed concerning information to you OR you have had concerns reported to you involving the behaviour of an adult in relation to a child/young person.

STAY CALM - REASSURE - NO PROMISES - FEW QUESTIONS - FOLLOW GUIDE

If the child/young person is in need of urgent medical treatment take them to hospital or call the emergency services and inform them of a potential safeguarding issue

Report to club welfare officer or Goalball UK Lead Officer if they are immediately available. They will refer the case on to Social Services or the police. Make a

record of anything the child has said and/or what had been observed, if possible with dates and times

If the welfare officer of Goalball UK Lead Officer is not available refer the matter directly to social services or the police. Remember delay may place the child at more risk.

Discuss with social services or the police who will inform the parents

Complete an incident report form and copy it to social services/police and the Goalball UK Lead Officer within 48 hours. Every effort should be made to ensure that confidentiality is maintained for all concerned.

**Appendix 3 – Goalball UK Code of Conduct**

****

**Code of Conduct for the Board**

Introduction

The Board has a legal and moral responsibility to manage the organisation in the best interests of the community it serves. Board members should demonstrate professional ethical behaviour at all times – in their responsibilities to the organisation, in their professional relationships with each other and in their professional service to the community.

Funding

As Goalball UK is largely publicly funded, it must be accountable for the services it provides and for the effective and economical use of taxpayers’ money.

The Board have a duty to ensure that public funds are properly safeguarded and that at all times the Board conducts its business as efficiently and effectively as possible.

Proper stewardship of public monies requires value for money to be high on the agenda of the Board.

The Organisation

Board members should act honestly, in good faith in the exercise of their duties, for the best interests of the organisation.

Board members should exercise a duty of care and diligence in fulfilling the functions of the office and exercising the functions of that office. They should not engage in conduct likely to bring discredit upon the organisation.

Public Business and Private Gain

Board Members should act impartially and should not be influenced by social or business relationships. No one should use their position on the Board to further their private interests. Where there is a potential for private interests to be material and relevant to Goalball UK business, the relevant interests should be declared and recorded in the Board minutes.

When a conflict of interest is established, the Board member should withdraw and play no part in the relevant discussion or decision.

Some examples of conflict of interest could be (but are not limited to)

* When a Board member or his/ her immediate family or business interest stand to gain financially from any business dealings, programme or services of the organisation
* When a Board member offers a professional service to the organisation themselves
* When a Board member stands to gain personally or professionally from any insider knowledge if that knowledge is used to personal advantage
* Where a Board member has a role on the governing body of another organisation where the activities of that other body may be in direct conflict or competition with the activities of Goalball UK

Hospitality and Other Expenditure

Board members should ensure that expenditure on hospitality and entertainment can be justified as reasonable in the light of general practice in this sector.

The Board should be aware that expenditure on hospitality or entertainment is open to be challenged by the external auditors and that ill considered actions can damage the credibility of Goalball UK in the eyes of the sporting community. Hospitality expected to exceed £250 should be agreed in the first instance with the Chair of the Board.

Relations with Suppliers

Suppliers should be selected on the basis of quality, suitability, reliability and value for money. Directors will be expected to declare any personal interest when appointing suppliers.

Confidentiality of Information

The confidentiality of information received by Board members should never be used for personal gain.

Board Meetings

Board members should maintain confidentiality and not divulge information deemed confidential or sensitive.

They should abide by Board decisions once reached and once decisions are made, to speak with one voice.

Compliance

All Board members are required on appointment to subscribe to this Code of Conduct.

Name of Director:

Signed:

Date:

**Apendix 4 - Goalball UK Photography Accreditation Form**

**TO BE COMPLETED BY ANYONE WISHING TO TAKE PHOTOGRAPHS**

*This form should be issued to photographers / camera operators and completed before any photograph or film imagery is taken.*

*This form should be completed and handed in promptly with proof of ID to an information point to receive accreditation to photograph / film.*

*This form is used to provide protection for everyone at the event and any photographers not accredited or deemed to be taking inappropriate images will have their films / recorded images removed and asked to leave the premises. Further action will be taken if deemed appropriate by the Event Management accreditation will be withdrawn.*

*Photography is not allowed in any changing areas or medical areas and mobile phones with picture capability should also be registered.*

*All photographers and media organisation wishing to take pictures must abide by the Child Protection in Sport Unit guidance notes for the use of images from the event. This information is available from the Event Management.*

*Accreditation is transferable between days as long as the accreditation is kept in place.*

|  |
| --- |
| **To be completed by the photographer / camera operator** |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Postcode:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mobile Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Please sign this statement – PARENT / GUARDIAN / PHOTOGRAPHER** |
| *I am taking photographs / video footage for the purpose of:*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *I hereby agree that all details are correct on this form and will abide by the event rules on photography.*  *Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_/\_\_\_\_\_\_* |
| **Please sign this statement – MEDIA ONLY** |
| *I understand that Goalball UK may contact me via the details above to request use of the images resulting from this photo / film shoot. This may include reproductions or adaptations of the images for all general purposes, and at any time, in relation to the work of Goalball UK.*  *Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_/\_\_\_\_\_\_* |

Please hand this form to the information point. You will be issued with accreditation.

**Non-Competitors should wear the wristband on the wrist, Competitors should fasten their Wristband to the relevant camera.**