



# Basildon & Phoenix Swimming Club

Affiliated to ASA East Region



---

## Child Protection Policy

### Introduction

All sporting organisations which make provision for children and young people must ensure that:

- The welfare of the child is paramount;
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse;
- All suspicions and allegations of abuse will be taken seriously and be responded to swiftly and appropriately;
- All staff (paid/unpaid) working in sport have a responsibility to report concerns to the appropriate officer.

Staff/volunteers are not trained to deal with situations of abuse or to decide if abuse has occurred.

### Policy Statement

Basildon and Phoenix Swimming Club (BPSC) has a duty of care to safeguard all children involved in the club from harm. All children have the right to protection and the needs of disabled and others who may be particularly vulnerable must be taken into account. BPSC will ensure the safety and protection of all children involved through adherence to the Child Protection guidelines.

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

### Policy Aims

The aim of BPSC Child Protection Policy is to promote good practice:

- Providing children and young people with appropriate safety and protection whilst in the care of BPSC
- Allow all staff/volunteers to make informed and confident responses to specific child welfare issues.

### 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 children and young people in order to harm them. A coach, instructor, teacher, official or volunteer will have regular contact with children and 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 the club 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 the club 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 (e.g. avoiding private and unobserved situations and encouraging open communication with no secrets).
- Treating all children and young people/disabled adults equally, and with respect and dignity.
- Always putting the welfare of each child/young person first, before winning and achieving goals.
- 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 share a room with them).
- Building balanced relationships based on mutual trust which empowers children to share in the decision-making process.
- Making sport fun, enjoyable and promoting fair play.
- Ensuring that if any form of manual/physical support is required, it should be openly and according to guidelines provided by the Coach Education Programme. Care is needed, as it is difficult to maintain hand position when the child is constantly moving. Children/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 in sport.
- Involving parents/carers wherever possible. For example, encouraging them to take responsibility for their children in the changing teachers or officials work in pairs.
- Ensuring if mixed teams are taken away, they should be accompanied by a male and female member of staff. However, remember that 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 children/young people.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of children/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 details of treatment given.
- Requesting written parental consent if club officials are required to transport children/young people in their cars.

### **Practices to be Avoided**

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 in the club or the child's parents. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick up a child at the end of a session:

- Avoid spending excessive amounts of time alone with children away from others.
- Avoid 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/young people or disabled adults, that they can do for themselves.
- Invite or allow children to stay with you at your home unsupervised.

**N.B.** It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young or disabled. These tasks should only be carried out with the full understanding and consent of parents and 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.

### **Incidents That Must be Reported/Recorded**

If any of the following occur you should report this immediately to another colleague and record the incident. You should also ensure that parents of the child are informed:

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

### **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 children/young people or disabled sportspeople in vulnerable positions. All clubs should be vigilant and any concerns should be reported to the Club Child Welfare Officer.

Videoring 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 such films should be stored safely.

### **Recruitment and Training of Staff and Volunteers**

BPSC recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children. Pre-selection checks must include the following:

- All staff/volunteers complete an application form. That application form will elicit information about an applicant's past and a self-disclosure about any criminal record.
- Consent should be obtained from an applicant to seek information from the Criminal Records Bureau.
- Two confidential references, including one regarding previous work with children. These references must be taken up and confirmed through telephone contact.
- Evidence of identity (passport or driving licence with photograph).

### **Interview and Induction**

All employees (and volunteers) will be required to undergo interview carried out to acceptable protocol and recommendations. All employees and volunteers should receive formal or informal induction, during which:

- A check should be made that the application form has been completed in full (including sections on criminal records and self-disclosures).
- Their qualification should be substantiated.
- The job requirements and responsibilities should be clarified.
- They should sign up to the organisations Code of Ethics and Conduct.
- Child Welfare procedures are explained and training needs are identified.

### **Training**

In addition to Pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

- Analyse their own practice against established good practice, and to ensure their practice is likely to protect them from false allegations.
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Respond to the concerns expressed by a child or young person.
- Work safely and effectively with children.

### **Basildon & Phoenix Swimming Club Requires:**

- Coaching staff to attend a recognised 3-hour good practice and child protection awareness training workshop, to ensure their practice is exemplary and to facilitate the development of positive culture towards good practice and child protection.
- Non-coaching staff and volunteers to complete recognised awareness training on child protection.
- Relevant personnel to receive advisory information outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a child or young person.
- Relevant personnel to gain national first aid training (where necessary).
- Attend update training when necessary. Information about meeting training needs can be obtained from Sports Coach UK, the NSPCC and the Sports Council.

### **Responding To Allegations or Suspicions**

It is not the responsibility of anyone working within BPSC, in a paid or unpaid capacity to decide whether or not abuse has taken place. However, there is a responsibility to act on any concerns through contact with appropriate authorities.

BPSC will assure all staff/volunteers that it will fairly support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child.

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 investigation. The results of the police and the child protection investigation may well influence the disciplinary investigation, but not necessarily.

### **Action If There Are Concerns**

#### **1. Concerns About Poor Practice**

- If, following consideration, the allegation is clearly about poor practice, the Club Child Welfare Officer will deal with a misconduct issue.
- If the allegation is about poor practice by the Club Child Welfare Officer, or if the matter has been handled inadequately and concerns remain, it should be reported to the relevant **A.S.A.** officer who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

#### **2. Concerns About Suspected Abuse**

- Any suspicion that a child has been abused either by a member of staff or a volunteer should be reported to the Club Child Welfare Officer, who will take such steps as considered necessary to ensure the safety of the child in question and any other child that may be at risk.
- The Club Child Welfare Officer will refer the allegation to the Social Services department who may involve the police, or go directly to the police if out-of-hours.
- The parents or carers of the child will be contacted as soon as possible following advice from the Social Services Department.
- The Club Child Welfare Officer should also notify the relevant **A.S.A.** officer who will in turn inform the **A.S.A.** Child Protection Officer who will deal with any media enquiries.
- If the Child Protection Officer is the subject of the suspicion/allegation, the report must be made to the appropriate Manager or in his/her absence the **A.S.A.** Child Welfare Officer who will refer the allegation to Social Services.

### **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 includes the following people:

- The Club Child Welfare Officer.
- The parents of the person who is alleged to have been abused.
- The person making the allegation.
- The Basildon & Phoenix Swimming Club Chairman and Secretary.
- The **A.S.A.** Child Welfare Officer.
- The alleged abuser (and parents if the alleged abuser is a child/young person).

Seek Social Service advice on who to approach the alleged abuser.

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

### **Internal Enquiries and Suspension:**

- The BPSC Child Welfare Officer will make an immediate decision about whether any individual accused of abuse should temporarily suspended pending further police and Social Services inquiries.
- Irrespective of the findings of the Social Services or police enquiries, the Basildon & Phoenix Swimming Club Disciplinary Committee must reach a decision based upon the available information which could suggest that on a balance of probability, it is more likely than not an allegation is true. The welfare of the child/young person should remain of paramount importance throughout.

### **Support To Deal With The Aftermath of Abuse**

- Consideration should be given to the kind of support that children, parents and members of staff may need. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process. The British Association for Counselling Directory is available from the :The British Association for Counselling, 1 Regent Place, Rugby, CV21 2PJ, Tel 01788-550899, Fax 0178-562189, E-Mail: [bac@bacp.co.uk](mailto:bac@bacp.co.uk), Internet: <http://www.bacp.co.uk/>.
- Consideration should be given to whatever kind of support may be appropriate for the alleged perpetrator.

### **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 Club 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. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.

### **Action if Bullying is Suspected:**

If bullying is suspected, the same procedure should be followed as set out in 'Responding to Suspicions or Allegations' above.

### **Action To Help the Victim and Prevent Bullying in Sport**

- Take all signs of bullying very seriously.
- Encourage all children to speak and share their concerns. (It is believed up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately). Help the victim to speak out and tell the person in charge of someone in authority. Create an open environment.
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately.
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.
- Keep records of what is said (what happened, by whom, when).
- Report any concerns to the Club Child Welfare Officer.

### **Action Towards The Bully(ies).**

- Talk with the bully(ies), explain the situation and try to get the bully(ies) to understand the consequences of their behaviour. Seek an apology to the victim(s).
- Inform the bully(ies) parents.
- Insist on the return of 'borrowed' items and that the bully(ies) compensate the victim.
- Provide support for the victim's coach.
- Impose sanctions as necessary.
- Encourage and support the bully(ies) to change their behaviour.
- Hold meetings with the families to report on progress.
- Inform all organisation members to take action.
- Keep a written record of action taken.

### **3.Concerns Outside the Immediate Sporting Environment (eg. Parent or Carer)**

- Report your concerns to the Club Child Welfare Officer, who should contact Social Services or the police as soon as possible.
- See 4. below for the information Social Services or the police will need.
- If the Club Child Welfare Officer is not available, the person being told of or discovering the abuse should contact Social Services or the police immediately.
- Social Services and the Club Child Welfare Officer will decide how to involve the parents/carers.
- The Club Child Welfare Officer should also report the incident to the Basildon & Phoenix Swimming Club Committee. The Committee should ascertain whether or not the person/s involved in the incident play a role in the club and act accordingly.
- Maintain confidentiality on a *need to know* basis only.
- See 4. below regarding information needed for Social Services.

### **4.Information For Social Services or the Police About Suspected Abuse**

To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern, which 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 social 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.

If you are worried about sharing concerns about abuse with a senior colleague, you can contact Social Services or the police direct, or the NSPCC Child Protection Helpline on 0808-800-5000, or Childline on 0800-111, or Swimline on 0808-100-4001

Original: BPSC 7/2/12

DASHER

Reformatted and minor updates: March-2013