Wiltshire & Swindon Sports Partnership

Child Protection Guidelines for Staff & Volunteers

A supporting document to the Wiltshire & Swindon Sports Partnership Child Protection Policy & Procedures
Introduction

Wiltshire & Swindon Sports Partnership (WASP) is committed to making sport a safer activity for children and young people to participate in. The following guidelines provide a brief overview of principles and procedures that should be followed by all staff and volunteers working for WASP, to ensure children and young people can enjoy and get the very best from their involvement in sport in Wiltshire.

These guidelines are intended as supporting documentation only, and should be used in conjunction with the policy document:


The policy document, along with the implementation plan, provides support and information for those working in sport, educating those delivering activity on our behalf to ensure that the necessary actions are taken to protect children involved in sport and to minimise avoidable risks. It also provides support to parents and carers, giving them confidence and peace of mind when they enrol their children on sporting activity.

This document is available from:

WILTSHIRE & SWINDON SPORTS PARTNERSHIP
Richmond House
1 Goodwood Close
Epsom Road
Trowbridge
Wiltshire
BA14 0XE

Email: joy@wiltssport.org
Website: www.wiltssport.org
Telephone: 01225 781500
DEALING WITH CONCERNS AND ALLEGATIONS ABOUT THE WELFARE OF A YOUNG PERSON

The following should be referred to as a guide only; full procedures can be found in the WASP Child Protection Policy and Procedures.

Concerns about poor practice and possible abuse within a sport setting

Allegations may relate to poor practice where an adult or peer’s behaviour is inappropriate and may be causing concern to a young person.

If a young person says or indicates that he/she is being abused (by an adult or another child) or information is obtained which gives concern that a young person is being abused, immediate action should always be taken.

It is important to note that it is not your responsibility to determine whether or not abuse has/is taking place.

As part of your role within WASP, it is your responsibility to act upon any concerns that you may have. Reporting such matters should never be delayed.

Actions to take if a young person tells you they are being abused

The person receiving the information should:

- React calmly
- Tell the child he/she is not to blame and that he/she was right to tell someone
- Take what the child says seriously
- Keep questions to the absolute minimum
- Reassure the child, but do not make promises of confidentiality
- Make a full record of what has been said, heard and/or seen as soon as possible using the Child Protection Report Form in Appendix C
- Continue to follow the flow chart in Appendix A/B

Responding to suspicions and/or allegations of suspected abuse

Any suspicion that a child has or may have been abused by or been subjected to poor practice by either an employee (Officers of WASP Coaches and Officials) or those undertaking a voluntary role with WASP should be reported to the designated person, Steve Boocock.

Make a full record of what has been said, heard and/or seen as soon as possible using the Child Protection Report Form in Appendix C. Continue to follow the flow chart in Appendix A/B.

Ensure the safety of the young person (if present) - if the young person needs immediate medical treatment, call a Doctor or an Ambulance, inform Doctors of concerns/suspicions of abuse to ensure that they are aware that it is a Child Protection issue.
CODES OF PRACTICE AND BEHAVIOUR

Good practice

All personnel in sport should be encouraged to demonstrate exemplary behaviour in order to protect children. The following examples of good practice specifically relate to child protection – for further information and a comprehensive list of good practice principles, please refer to the WASP Child Protection Policy.

- Always work in an open environment (e.g. avoiding private or unobserved situations)
- Treat all young people/vulnerable adults equally, and with respect and dignity
- Always put the welfare of each young person first, before winning or achieving goals
- Maintain a safe and appropriate distance with performers
- Build a balanced relationship based on mutual trust which empowers children to share in the decision-making process.
- Make sport fun, enjoyable and promote fair play.
- Ensure that if any form of manual/physical support is required, it is provided openly and according to guidelines provided by the NGB.
- Involve parents/carers wherever possible (e.g. for the responsibility of their children in the changing rooms). If groups have to be supervised in the changing rooms, always ensure parents/teachers/coaches/officials work in pairs.
- Ensure any person working for or volunteering with WASP does not transport young people in their car.
- Be an excellent role model - this includes not smoking or drinking alcohol in the company of young people.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Keep a written record of any injury that occurs, along with the details of treatment given.
- Recognise the developmental needs and capacity of young people and vulnerable adults, avoid excessive training or competition and do not push them against their will.

All coaches working or volunteering with WASP should read, sign and adhere to the WASP Code of Good Practice (see appendices).
APPENDICES

Appendix A - Procedures for responding to disclosure, allegations and suspicions

Through observation or through a third party you become suspicious of possible abuse

Young person informs you directly of their concerns

• Stay calm
• Reassure the young person that they are not to blame
• Don’t make promises of confidentiality or outcome
• Keep questions to a minimum

Is the young person in need of immediate medical attention?

Call for a Doctor or Ambulance

Inform the Doctor of your concerns/suspicions

Make a full record as soon as possible - Appendix C

Is the designated person for WASP available?

No

Seek urgent advice from Children’s Services or the Police

Take any action advised by these agencies

Forward the completed appendix C to WASP CPO immediately

Yes

Inform the WASP CPO of your concerns / suspicions including the completed form Appendix C

LEAVE OTHERS TO TAKE THE MATTERS
Appendix B - Flow Chart for Reporting concerns about children

Staff, Coach, Volunteer has concerns about a child

Refer concerns to WASP CPO Steve Boocock (01225 781500/07789 501554) and complete the Child Protection Report Form - Appendix C

WASP CPO determines the appropriate course of action

POOR PRACTICE Internal process to be followed

Procedures in Coaches Manual to be followed

CPO refers to management for immediate decision re: suspension, notification to other bodies e.g. NGB

Disciplinary hearing held to determine course of action - takes into consideration Children’s Services / Police info and any other relevant factors.

Disciplinary investigation Process initiated (may need to be Delayed pending the outcome of SSD /Police investigation)

POOR PRACTICE / POSSIBLE CHILD ABUSE Procedures in Coaches Manual to be followed

WASP CPO refers out to the Social Services Department. Follow up in writing within 24 hours

SSD / Police Investigate

Outcome of investigation (e.g. No further action, prosecution etc)
Appendix C Child Protection Report Form

**Incident Reporting form**

Have you;
- reassured the child
- been honest and not made promises you cannot keep
- explained why you may have to tell other people in order to stop what’s happening
- avoided close questions and ask as few questions as possible to encourage the child to use their own words

<table>
<thead>
<tr>
<th>Your Name:</th>
<th>Your Position:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Address:</td>
<td>Your Contact no.</td>
</tr>
<tr>
<td>Child’s Name:</td>
<td></td>
</tr>
<tr>
<td>Child’s Address:</td>
<td></td>
</tr>
<tr>
<td>Child’s date of birth:</td>
<td></td>
</tr>
<tr>
<td>Parents/carers names:</td>
<td></td>
</tr>
<tr>
<td>Parents/carers address (if different from above):</td>
<td></td>
</tr>
<tr>
<td>Date and time of suspected incident(s):</td>
<td></td>
</tr>
<tr>
<td>Your observations:</td>
<td></td>
</tr>
</tbody>
</table>

Exactly what the child said and what you said:
(Remember, do not lead the child – record actual details. Continue on separate sheet if necessary)

<p>| Action taken so far:           | |
| Details of suspected / alleged abuser | |
| Name:                         | |
| Address:                      | |
| Contact:                      | |</p>
<table>
<thead>
<tr>
<th>External agencies contacted:</th>
<th>Details of advice received:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police</td>
<td>Yes / No</td>
</tr>
<tr>
<td>Name and contact number:</td>
<td></td>
</tr>
<tr>
<td>Incident Report Number (if provided):</td>
<td></td>
</tr>
<tr>
<td>Social Services</td>
<td>Yes / No</td>
</tr>
<tr>
<td>Name and contact number:</td>
<td></td>
</tr>
<tr>
<td>Incident Report Number (if provided):</td>
<td></td>
</tr>
<tr>
<td>Sports Governing Body</td>
<td>Yes / No</td>
</tr>
<tr>
<td>Name and contact number:</td>
<td></td>
</tr>
<tr>
<td>Incident Report Number (if provided):</td>
<td></td>
</tr>
<tr>
<td>Local Authority</td>
<td>Yes / No</td>
</tr>
<tr>
<td>Name and contact number:</td>
<td></td>
</tr>
<tr>
<td>Incident Report Number (if provided):</td>
<td></td>
</tr>
<tr>
<td>Other Agency (e.g. NSPCC)</td>
<td>Yes/ No</td>
</tr>
<tr>
<td>Agency Name:</td>
<td></td>
</tr>
<tr>
<td>Name and contact number:</td>
<td></td>
</tr>
<tr>
<td>Incident Report Number (if provided):</td>
<td></td>
</tr>
</tbody>
</table>

Have the parents been informed that contact is going to be made with social services?  
☐ Yes  ☐ No

NB – Parents should always be informed except in cases where doing so could place the child at risk of further harm.

Signature:  
Print name:  
Date:  

**For WASP Welfare Officer Use:**

Actions Taken:  

Sign:  
Date:

**Remember to maintain confidentiality.**  
**Do not discuss with anyone other than those that need to know.**
Sport coaching aids the development of individuals through improving their performance. This is achieved by:

- identifying and meeting the needs of individuals
- improving performance through progressive safe, guided practice, and/or competition
- creating an environment in which individuals are motivated to maintain participation and improve performance

All Sports Coaches should comply with good ethical practice. As a sports coach I therefore agree to:

1. Respect the rights, dignity and worth of every person, and treat everyone equally within the context of their sport.
2. Place the well-being and safety of the performer above the development of performance.
3. Follow all guidelines laid down by the sport's governing body and hold appropriate insurance cover.
4. Develop an appropriate working relationship with performers (especially children), based on mutual trust and respect. I will not exert undue pressure on the performers and will be reasonable in my demands on them.
5. Encourage and guide performers to accept responsibility for their own behaviour and performance.
6. Hold up-to-date and nationally recognised governing body coaching qualifications.
7. Ensure the activities I direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
8. At the outset, clarify with performers (and where appropriate with their parents) exactly what is expected of them and what performers are entitled to expect from me. A contract may sometimes be appropriate.
9. Co-operate fully with other specialists (e.g. other coaches, officials, sports scientists, doctors, and physiotherapists) in the best interests of the performer.
10. Always promote the positive aspects of sport (e.g. fair play) and never condone rule violations or the use of prohibited substances.
11. Teach the participants that honest effort is more important than victory.
12. Consistently display high standards of behaviour and appearance. I will set a good example which others can follow.
13. Arrive in plenty of time to set up the activity and ensure safety checks are done prior to activity.
14. Keep myself informed about sound coaching practices and the principles of children’s growth and development.
15. Never transport participants or young people in my vehicle.
16. Never ridicule or shout at a child for making a mistake or losing.
17. Ensure that competitors, spectators and myself always have respect for opponents, officials, opposing coaches and supporters and for each other.

I have read, understood and agree to abide by the above code of ethics & conduct. I will sign a self-declaration form and will refer where necessary to the WASP Child Protection Policy.

Signature: ......................................................... Date: .................................
Name: ......................................................... (PLEASE PRINT IN CAPITALS)
Witnessed by: Name: ......................................... Position: .........................
Self Declaration Form

Please complete and return this form to:

WASP
Private and Confidential
Richmond House, 1 Goodwood Close
Epsom Road
Trowbridge
Wiltshire BA14 0XE

Personal disclosure for all coaches, club officials, and volunteers working or in contact with young people involved with the WASP.

Have you ever been convicted of a criminal offence or been the subject of a caution or bound over order?  
Yes □  No □

If ‘Yes’ please state the nature and date(s) of the offence(s):

Have you ever been subject to any disciplinary action or sanctions relating to children?  
Yes □  No □

If ‘Yes’ please give details and date(s):

You are required to self-certify that you are not known to any Social Services Department as being an actual or potential risk to children; that you have not been disqualified or prohibited from fostering children or had any rights or powers in respect of any child vested in or assumed by a local authority; or had a child ordered removed from your care.

I understand that under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Amendment) 1986, I must declare all convictions, including "spent" convictions. I will advise the WASP Child Protection Officer of any convictions incurred by me after completion of this form.

I also undertake to inform WASP if I am subsequently investigated by the police on child protection issues within one week.

I understand that WASP reserves the right to make reference to the Local Authority Social Services department and Disclosure & Barring Service (DBS) to verify the information given by this form. This form will be held securely by the WASP Welfare Officer.

Signed: .............................................  Print Name:  .............................................
Date:  ....................................  Any surnames previously known by:  ....................................
Address:  ..............................................................................................................................