



# ***Junior Hampshire Hornets***

Wheelchair Basketball Club For Children aged 7-17

## **Child Protection Policy**

**October 2008 Issue 3**

## 1. INTRODUCTION

**Junior Hampshire Hornets Wheelchair Basketball club** strongly believe that we have a duty of care to safeguard all children involved 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 through adherence to these Child Protection guidelines adopted by all.

**Junior Hampshire Hornets Wheelchair Basketball club** is committed to practices that protect children from harm. All volunteers recognise and accept our responsibilities to develop the awareness of the issues that may cause children harm.

## 2. DEFINITION

For the purposes of this policy and procedure “children” and “young people” are any persons under the age of 18 years, or those whom are considered vulnerable. Junior Hampshire Hornets will be referred to as JHH for the sake of brevity.

## 3. POLICY AIMS

We will endeavour to safeguard children by:

- Providing children and young people with appropriate safety and protection whilst in the care of **JHH Wheelchair Basketball club**
- Allowing all staff/volunteers to make informed and confident responses to specific child protection issues.
- Adopting child protection policies and guidelines through a code of behaviour for staff and volunteers.
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately.
- Ensuring that the Criminal Records Bureau, in accordance with their guidelines, checks all staff and volunteers with responsibility for children.
- Making all new staff and volunteers aware of our child protection procedures and policies.
- Appointing two designated people to enable any concerns to be reported in accordance with our procedures.

We are committed to reviewing our policy and good practice at regular intervals.

#### **4. RESPONSIBILITIES**

The implementation of this policy is the responsibility of Club's Child Protection Officer and his or her deputy. The Officers must ensure that all involved in the running of the Club are fully aware of the Child Protection Policy and are responsible for child protection. The Office and the deputy should also:

- Ensure that the child protection policy and procedures in the organisation are working well by making sure that everyone in the organisation knows what these are.
- Receive information from staff, volunteers, children or parents and carers, who have child protection concerns and record the information.
- Consult with a statutory child protection agency such as the local Children's Services department or health board or the NSPCC help line to discuss any doubts or uncertainty about the concerns.
- Be aware of the existence of local child protection procedures
- Know the relevant contact numbers and addresses of the local statutory agencies: Children's Services, the Police, Health Authorities, Schools, if appropriate in order to discuss any anxieties or concerns or, if necessary, make a formal referral.
- Provide information about help lines and other sources of help for children and young people

The details of the Child Protection Officer and his deputy for JHH are as follows:

Child Protection Officer: Mr Nass Dadkah  
Deputy Child Protection Officer – Mrs Toni Dare

## **5. CODES OF CONDUCT & BEHAVIOUR**

JHH firmly encourages good working practices through the following codes of conduct and behaviour, as well as those basic principles mentioned in item 3 above. 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.

**5.1** Always working in an open environment avoiding private or unobserved situations and encouraging open communication.

**5.2** Treating all young people/disabled adults equally with respect and dignity.

**5.3** Always putting the welfare of each young person first.

**5.4** 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).

**5.5** Building balanced relationships based on mutual trust and empowering children to share in decision-making.

**5.6** Making sport fun, enjoyable and promoting fair play.

**5.7** 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.

**5.8** Keeping up to date with technical skills, qualifications and insurance.

**5.9** 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.

**5.10** Ensuring that if mixed teams are taken away for the day or night, a male and female member of staff should always accompany them. However, remember that same gender abuse can also occur.

**5.11** Ensuring that at tournaments or residential events, adults should not enter children's rooms or invite children into their rooms.

**5.12** Being an excellent role model – this includes not smoking or drinking alcohol in the company of young people.

**5.13** 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.

**5.14** 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.

**5.15** Requesting written parental consent if club officials are required to transport young people in their cars.

## **6. RISK ASSESSMENT:**

A number of risks and hazards have been identified after consultation with all the people involved in running the club and those participating in the activities including the children. The risks are defined as:

**Physical abuse:** may involve hitting, shaking, throwing, 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.

**Emotional abuse** is the persistent emotional ill treatment 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 inadequate, or valued only in so far as they meet the needs of another person. It may involve causing children frequently to feel frightened or in danger.

**Sexual abuse** involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact or non-contact activities, or encouraging children to behave in sexually inappropriate ways.

**Neglect** is the persistent failure to meet a child's basic physical and/or psychological needs. It may involve a parent or carer failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

The following risks were identified by the club and mitigation measures that will be implemented to minimize risk to children:

<b>Risk</b>	<b>Who affected</b>	<b>Level of risk</b>	<b>Mitigation</b>
Inadequate supervision (Children left unattended)	Children	Low	Ensure there are always enough people of both sexes present during each session (minimum of one of each sexes per 8 child).  Parents of children younger than 12 will be requested to be present during the sessions.
Emotional Abuse:	Children	Low	All staff and volunteers will be required to conduct themselves in accordance with club's Child Protection Policy and report any incident that may indicate emotional abuse of any child.  Children will be encouraged to report any emotional distress immediately.
Sexual Abuse:	Children	Low	All staff and volunteers will be required to observe strict working practices outlined in section 8 of this policy.  Children will be encouraged to report any suspicious incidents immediately.
Neglect:	Children	Low	All staff and volunteers will be required to observe strict working practices outlined in section 8 of this policy.  Children will be encouraged to report any suspicious incidents immediately.

<b>Risk</b>	<b>Who affected</b>	<b>Level of risk</b>	<b>Mitigation</b>
Physical Abuse:	Children	Low	All staff and volunteers will be required to observe strict working practices outlined in section 8 of this policy
Wheelchair Collision	Children	Medium	All children will be reminded of Clubs Code of Conduct to minimize risk of injury through Wheelchair collision. The children will also be trained in the correct use of wheelchairs and how to avoid contact.  All wheelchairs used will be to Great Britain Wheelchair Basketball Association guidelines.
Wheelchair tipping over	Children	Low	All wheelchairs used by the children will have anti-tip bars to minimize the risk of tipping over. The children will also be trained in the correct use of wheelchairs to avoid accidents.
Basketball accidentally hitting children in the face.	Children	Medium	The younger and less able children will be requested to use bounce passes to reduce force of the pass to avoid impact.
Transport to training sessions	Children	Low	All Children will be transported to and from the sessions by their parents.
Transport to away matches	Children	Medium	Relevant insurance will be obtained prior to transporting Children to any away matches. Parental consent will be obtained prior to such trips.

<b>Risk</b>	<b>Who affected</b>	<b>Level of risk</b>	<b>Mitigation</b>
Fire	All	Low	All attending the sessions will be made familiar with the Fire Evacuation Procedure and know where the assembly point is. Occasional fire drills will also be carried out.
Medical problems and special needs	Children	Medium	Registration form containing parental consent and medical detailing allergies, special needs etc will be kept for every child.
Respect for privacy when needing toilet	Children	Low	Parents of children younger than 12 will be requested to be present during the sessions and deal with any toilet requirements of their child. The Older children who require help will be assisted by at least two staff/volunteers.
Safety of Buildings being used	All	Low	Ensure the building is built and maintained to the current regulations and has the required facilities including disable toilet and adequate heating and ventilation.
First aid facilities	All	Medium	A First aider will be on duty during the sessions.
Insurance cover	All	medium	Two insurances will be in place. One that of GBWBA to provide public liability and that of the Leisure Centre. Additional club insurance will also be obtained.

The risks assessment will be reviewed periodically and the assessment up-dated. As part of this ongoing review of the risks, all incidents will be recorded and associated risks will be registered. Once risk register is updated, all involved in running of the club will be updated with the changes. An important part of the risk assessment will be to The following definition and risk assessment will apply:

## **7. CLUB PROCEDURES:**

The following procedures will be adhered to by all staff/volunteers involved with JHH club.

### **7.1 Incident Reporting:**

All Officers of JHH club and all those involved with the running of the sessions will be required to report any of the following incident immediately to another colleague and record it and also ensure the 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.

### **7.2 Photographic and filming policy:**

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 be reported to the Child Protection Officer.

Video 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.

### **7.3 Recruitment and training of volunteers**

JHH recognises that anyone may have the potential to abuse children in some way and that all reasonable steps must be taken to ensure unsuitable people are prevented from working with children.

Pre-selection checks must include the following:

- All volunteers/staff should complete an application form. The 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 will be sought, including one regarding previous work with children. These references must be taken up and confirmed through telephone contact.
- Evidence of identity should be provided (e.g. passport or driving licence with photo).

## 8. WORKING PRACTICES

All at JHH will implement the following practices:

- 8.1 Volunteers must not spend excessive amounts of time alone with children, away from others. Meetings with individual children should be avoided or take place within sight of others. If privacy is needed, the door should remain open and other staff or volunteers should be aware of the meeting.
- 8.2 Staff and volunteers are **advised not to** make unnecessary physical contact with children. However, there may be occasions when physical contact is unavoidable, such as providing comfort at times of distress, or physical support in contact sports or similar. In all such cases contact should only take place with the consent of the child.
- 8.3 It is **not good practice** to take children alone in a car, however short the journey. Where this is unavoidable, it should be with the full knowledge and consent of the parents (or guardians) and the person in charge of the event.
- 8.4 Staff and volunteers **should not** meet children outside of organised activities, unless it is with the knowledge and consent of the parents and the person in charge of the event.
- 8.5 Staff and volunteers **should not** start an investigation or question anyone after an allegation or concern has been raised. This is the job of the authorities. You should just record the facts and report these to a designated person.
- 8.6 Staff and volunteers should **never** (even in fun)
- a. Initiate or engage in sexually provocative conversations or activity.
  - b. Allow the use of inappropriate language to go unchallenged.

- c. Do things of a personal nature for children that they can do themselves.
  - d. Allow any allegations made by a child go without being reported and addressed, or either trivialise or exaggerate child abuse issues.
  - e. Make promises to keep any disclosure confidential from relevant authorities.
- 8.7 Staff or volunteers **should not** show favouritism to any one child, nor should they issue or threaten any form of physical punishment.
- 8.8 Staff and volunteers **must respect** children's rights to privacy and encourage children and adults to feel comfortable enough to report attitudes or behaviour they do not like.
- 8.9 Staff and volunteers **will be expected** to act with discretion with regards to their personal relationships. They should ensure their personal relationships do not affect their leadership role within the organisation. All pre-existing relationships between staff/volunteers and/or participants of any event **must** be declared.
- 8.10 Staff and volunteers **must refrain** from consuming alcohol for a period of at least 12 hours prior to assuming responsibility for any child or children; or if they have been identified as a duty officer for any period of time.
- 8.11 All staff and volunteers **should be aware** of the procedures for reporting concerns or incidents, and should familiarise themselves with the contact details of the designated persons.
- 8.12 If a member of staff or volunteer finds himself or herself the subject of inappropriate affection or attention from a child, **they should** make others aware of this.
- 8.13 If a member of staff or volunteer has any concerns relating to the welfare of a child in their care, be it concerns about actions/behaviours of another staff member or volunteer or concerns based on any conversation with the child; particularly where the child makes an allegation, they should report this to a designated person.

**Declaration**

On behalf of **Junior Hampshire Hornets**, we, the undersigned, will oversee the implementation of the Child Protection Policy and take all necessary steps to ensure it is adhered to.

Signed:

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**Name: Nass Dadkah**

**Name: Toni Dare**

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**Position within JHH:  
Chairman & Child Protection Officer**

**Position within JHH:  
Deputy Child Protection Officer**

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**Date:**

**Date:**  
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