

# ***SAFEGUARDING AND PROTECTING CHILDREN AND YOUNG PEOPLE POLICY***

*No: BE515*

*Issue: 3*

*Date: August 2013*

*Author: M. Scott*

*Approved: Sports Sub Committee 14.08.2013*

*Reviewed: 16.09.2016*

# ***CONTENTS***

## **Core Principles and Boccia England Responsibilities**

1. A message from the chair
2. Policy statement
3. General principles
4. Boccia England responsibilities

## **Raising awareness, how to respond and case management**

5. Good practice guidelines
6. Definitions of abuse
7. Raising awareness and potential vulnerability
8. Roles and responsibilities of designated officers and groups
9. Guidelines for clubs and organisations
10. Responding to disclosures, suspicions and allegations
11. Case management
12. Retention and Storage of records.
13. Partners and useful contacts



# *CORE PRINCIPLES AND BOCCIA ENGLAND RESPONSIBILITIES*



## 1. A message from the chair of Boccia England

Boccia England has the responsibility for creating a safe, fun and inclusive environment for everyone to participate in boccia. I am therefore delighted to introduce our policy for Safeguarding Children and Young People which also sits alongside our policy for Safeguarding and Protecting Adults at Risk.

As a National Governing Body of sport, Boccia England has a moral and legal obligation to ensure that the highest possible standard of care is provided for everyone involved in the sport. Therefore, through the development, communication and implementation of the policy we aim to maintain and increase the professionalism and safeguards of good practice that have been set as standard throughout our sporting landscape.

In accordance with national legislation and guidance, we have created a policy that promotes welfare, equal opportunities and safeguarding regardless of whether you are a participant, coach, volunteer, parent or PA or spectator. In addition, we have actively highlighted throughout the policy, that it is the responsibility of everyone within boccia to highlight areas of abuse and/or poor practice and to act in response to any concerns.

This policy has been developed by drawing on recognised good practice in safeguarding in sport. Reference has been made to relevant legislation, guidance and government policy, including 'Every Child Matters: Change for Children' strategy (Department for Education and Skills, 2004) which identifies five outcomes as key to achieving better outcomes in childhood and later life:

- Being healthy
- Staying safe
- Enjoying and achieving
- Making a positive contribution, and
- Achieving economic wellbeing

By developing policies and procedures such as this policy, Boccia England is demonstrating its commitment to establishing an environment where all participants in our sport can be supported to achieve these outcomes.

**Maggie Else,**  
**Chair, Boccia England**



## 2. Policy statement

This document represents Boccia England's (BE) policy for safeguarding children and young people who are involved in our sport. As the national governing body, we have the legal duty of care, as well as a moral responsibility, to ensure we provide a safe and secure environment for those taking part, in whatever capacity. This policy applies to all players, coaches, volunteers, employees, members, contacted participants and anyone involved in boccia. All have a duty of care to safeguard the welfare of children and young people involved in our sport.

Due to the significant differences in issues, legislation and procedures, the protection of adults at risk is dealt with in a separate policy.

### Legislative context

BE's approach to the protection of children and young people is based on the principles recognised within UK and International legislation and guidance including;

- The Children Act 1989
- The Children Act 2004
- The Safeguarding Vulnerable Groups Act 2006
- The Protection of Children Act 1999
- The Every Child Matters strategy (DfES, 2004)
- Human Rights Act 1998 and UNCRC
- Working Together to Safeguard Children (HM Government 2013)
- The Sexual Offences Act 2003
- The Rehabilitation of Offenders Act 1974
- The UN Convention on the Rights of the Child
- The Data Protection Act 1998 The Police Act 1997
- Criminal Justice and Court Services Act 2000
- Protection of Freedoms Act 2012

Where necessary, BE will take Disciplinary Action against any members and connected participants and staff where breach of this Policy or the Codes of Conduct and Complaints and Disciplinary Regulations is alleged.

BE 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. Adoption of and adherence to this policy is mandatory for all clubs, players, coaches, volunteers, employees, members,



contacted participants with BE and anyone involved in boccia This policy should be read in conjunction with the various codes of conduct issued by BE.

<https://bocciaengland.org.uk/boccia/code-of-conduct/>

### **3. General principles**

In order to ensure that procedures are followed to their utmost, BE will follow the principles set out below:

- The welfare of the child is paramount.
- The Children Act 1989 recognises a child/young person as being under the age of 18 years.
- BE will take seriously, all concerns and allegations of abuse and respond swiftly and appropriately.
- BE is committed to ensuring that the activities it provides are conducted safely and that the welfare of athletes, staff and volunteers is foremost at all times. It has a responsibility to ensure that athletes and volunteers are protected from possible abuse and the board has therefore adopted the procedures detailed in this policy and is committed to their implementation.
- BE recognises that working together with children, individuals, parents/guardians and the relevant safeguarding organisations is essential for the protection of children and young people.
- All persons, regardless of age, gender, ability, disability, ethnicity, religious belief and sexual identity, have a right to play boccia in an enjoyable and safe environment and to be protected from abuse.
- Children and young people have a right to expect appropriate support in accordance with their personal and social development with regard to their involvement in the sport of boccia.
- It is the responsibility of the child protection experts and statutory agencies to determine whether or not abuse has taken place but it is everyone's responsibility to report any concerns.
- BE will provide guidance and resources (including signposting) and provision of training to support members and clubs to implement the Policy.



- Personal information will be treated in strict confidence, within the limits of the law, (principally the Data Protection Act 1984 and the Human Rights Act 2000) which requires that the Police, Children’s Services (social care) and/or any other statutory agencies including the NSPCC be informed where there are concerns that a child is at serious risk of harm or it is believed that a crime has been committed.
- BE will ensure that the Policy will be appropriately communicated throughout the organisation.
- BE will ensure it keeps this policy up to date.

All those involved in the planning, development, management and delivery of boccia to children and young people have a duty to ensure that participants are:

- Coached and trained by appropriately qualified people in a safe and fun environment.
- Actively encouraged to participate in boccia at an appropriate level for their age and ability.
- Provided with opportunities to participate in games and training sessions as appropriate to the age and ability of the individual.
- Not subjected to abuse and/or poor practice from any source.
- Not subjected to bullying or undue pressure.
- Supported to play an active role in the community, both in and out of the sport environment.



#### **4. Boccia England responsibilities**

BE recognises its responsibility both morally and legally and will commit itself to promote good practice to protect children and young people.

In doing so, we recognise that the organisation, its' board and sub-committees, our affiliates and members and connected participants have a responsibility to:

- Safeguard and promote the interests and wellbeing of everyone involved in the delivery of boccia, (athletes, participants, coaches, volunteers and spectators of the sport).
- Seek the views of its members regardless of age or ability and where appropriate incorporating these views into how the organisation is run.
- Respect and promote the rights and welfare of all involved in boccia.
- Maintain confidentiality with respect to the Human Rights Act 2000 and the Data Protection Act 1988.
- Recruit, select, train and supervise its employees and volunteers so as to promote best practice to safeguard and protect young people from abuse.
- Ensure that the BE Safeguarding Children and Young People Policy is communicated, understood and implemented throughout the organisation, its affiliates and membership.
- Promote the development of a safe environment in its clubs through its accreditation programme.
- Respond to any complaints about poor practice or allegations of abuse.

All other bodies involved in the sport of boccia in England which provide opportunities to work with children and young people up to the age of eighteen should agree to abide by this policy and adopt the good practice identified. When working with such bodies BE will provide a copy of this policy and seek confirmation that it will be adopted.

BE will:

- Appoint a Lead Safeguarding Officer (LSO).
- Convene a Case Management Team (CMT) to determine cases as and when appropriate.



- Ensure all cases of poor practice that may be abuse and any allegations of abuse are investigated and where appropriate, referred to other agencies.
- Provide opportunities (Sports Coach UK: Safeguarding and Protecting Children, Child Protection in Sport Unit; Time to Listen) for designated Club Officers and other delivery staff and volunteers to access training and guidance opportunities.
- Where there are concerns about possible abuse, ensure that these are referred appropriately to the statutory agencies to investigate whether or not abuse has taken place.
- Make decisions on misconduct and/or poor practice within agreed timescales.
- Inform all appropriate individuals and bodies of decisions within agreed timescales.
- Maintain records of suspended, disciplined and disqualified persons and where appropriate, refer people disqualified to relevant government agencies for consideration by the Disclosure and Barring Service.
- Work in partnership with athletes and parents/carers to ensure that we understand the needs of our athletes and work with them accordingly.



# *RAISING AWARENESS, HOW TO RESPOND & CASE MANAGEMENT*



## 5. Good practice guidelines

It can be difficult to distinguish poor practice from abuse, whether intentional or accidental. It is not the responsibility of any individual involved in boccia to make judgements regarding whether or not abuse is taking place, however, everyone involved in boccia have the responsibility to recognise and identify poor practice and potential abuse.

It is important to understand exactly what is meant by abuse. There is sometimes a fine line between acceptable and unacceptable behaviour, and it is important that anyone connected with BE understands this boundary. It is also important that the signs of abuse are understood, as the victims of abuse often feel unable to tell anyone.

Whilst these procedures are designed to ensure that incidents are brought to light, and dealt with properly, it is equally important to try to ensure that such incidents do not occur in the first place. There are a number of 'good practice' rules that help avoid potential situations occurring.

### Good practice

Everyone should be encouraged to demonstrate exemplary behaviour in order to promote children's welfare and reduce the likelihood of allegations being made. Some children may be more vulnerable to abuse or find it more difficult to express their concerns. For example, a disabled child who relies on a PA to help them get changed may worry that they won't be able to take part any more if they report the PA. A child who has experienced racism may find it difficult to trust an adult from a different ethnic background.

With this in mind, we expect everyone involved in boccia to follow the following good practice guidelines;

- Avoid spending any significant time working with children in isolation.
- Do not take children alone in a car, however short the journey.
- Do not take children to your home as part of your organisation's activity.  
Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge of the organisation or the child's parents.
- Design training programmes that are within the ability of the individual child.



- Ensure that if any form of manual/physical support is required, it should be provided openly. Care is needed, as it is difficult to maintain hand positions when the player is constantly moving. Players, and if appropriate carers and/or their parents should always be consulted and their agreement gained.
- Secure parental/carers consent in writing to act in loco parentis, if the need arises to administer emergency first aid and/or other medical treatment.
- Keep a written record of any injury that occurs, along with the details of any treatment given.
- Treat everyone equally, and with respect and dignity.
- Always put their welfare first. This is way more important than winning or achieving goals.
- Maintain a safe and appropriate distance (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).
- Build balanced relationships based on mutual trust that empowers them to share in the decision-making process.
- Make sport fun, enjoyable and promote fair play.
- Set high standards and ensuring that these are consistently adhered to.
- Engaging, understanding and promoting the culture of boccia.
- Respect cultural difference.
- Ensuring an inclusive 'Club For All' ethos.
- Establishing an environment that encourages feedback and where issues can be discussed.
- Acknowledging the increased vulnerability of specific individuals.
- Recognise that children and young people have an increased vulnerability to poor practice and abuse.
- Implement and adhere to the Boccia England Codes of Conduct within a boccia club / organisation.
- The implementation of a procedure for the use of photography and filming equipment and mobile phones etc.
- Encouraging a partner-wide approach to safeguarding, in order to create better communication, advice and support mechanisms.
- Ensuring that coaching ratios are appropriate for the number of individuals in attendance. Lone working and one-to one environments are not advised.



- Ensuring all coaches are qualified and appropriately check through DBS regulations.

### Poor practice

The following are regarded as poor practice and should be avoided:

- Includes any behaviour that contravenes existing 'Codes of Conduct', infringes an individual's rights and/or reflects on a failure to fulfil the highest standards of care.
- Unnecessarily spending excessive amounts of time alone with a child or young person away from others.
- Engaging in rough, physical or sexually provocative games, including horseplay.
- Allowing or engaging in inappropriate touching of any form.
- Using language that might be regarded as inappropriate, including comments regarding disability which may be hurtful or disrespectful.
- Making sexually suggestive comments, even in jest.
- Reducing a child or young person to tears as a form of control.
- Letting allegations or disclosures made by a child or young person go uninvestigated, unrecorded, or not acted upon.
- Assisting with tasks of a personal nature that a child or young person can do for themselves.
- Taking children and young people alone in a car on journeys, however short.
- Inviting or taking children and young people to your home or office where they will be alone with you.
- Sharing a room with a child or young person.

It may sometimes be necessary to do things of a personal nature for children, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of both the child (where possible) and their parents/carers. In an emergency situation which requires this type of help, parents should be fully informed. In such situations it is important to ensure that any adult present is sensitive to the child and undertakes personal care tasks with the utmost discretion.



## 6. Definitions of abuse

### Indicators of abuse

Recognising abuse is not always easy. BE and our safeguarding partners acknowledge that staff, coaches, volunteers and officials whether in a paid or voluntary capacity, are not experts at such recognition. Even for those experienced in working with safeguarding children and young people, 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 with children and young people in our sport to decide whether or not an individual is being abused; however it is their responsibility to share concerns.

It is the responsibility of everyone in boccia to be alert to the indicators of abuse and to act upon any concerns in line with BE policy and procedures relating to the protection of children and young people.

Indicators of abuse 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.
- An injury for which an explanation seems inconsistent and improbable.
- A disclosure made by a child or young person describing what appears to be an abusive act.
- An expression of concern from a third party about the welfare of an individual/ unexplained changes in an individual's behavior, such as loss of confidence, low self-esteem.
- Becoming quiet and withdrawn, sudden outbursts of temper or uncharacteristic changes in behavior, tearful, depressed, angry, watchful and frightened.
- Engaging in sexually explicit behaviour.
- Distrust of others, particularly those with whom a close relationship would normally be expected.
- Difficulty in making friends and socialising contrary to previous social behaviour.
- Being prevented from socialising with other individuals by a support worker or person in a position of authority.
- Displaying variations in eating patterns including overeating, loss of appetite or stealing and concealing food.



- Unexplained weight loss, deterioration in personal hygiene and physical appearance.
- Refusal/reluctance to undress or change for sporting activities.

Where there is an immediate need to protect someone or evidence of criminal activity, you should contact the police. Don't attempt to make any enquiries beyond contact details and information necessary to make your report to the police. They will carry out further investigation.

Where there is a need for urgent medical attention, call an ambulance and detail the concerns to the paramedics. Where practicable, you should gain the consent of the individual before you take any action.

The LSO should be notified of any action you have taken, and the contact details of the police or health authority contacted, by use of the Safeguarding Incident Form.

## Understanding different types of abuse

### Physical abuse

*“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 induces illness in a child”.*

In a sporting context it might also occur if a person is forced to train beyond his/her capabilities, or the intensity of training disregards an individual's ability/impairment. Physical abuse may also occur through encouraging the inappropriate use of substances to stimulate performance.

### Sexual abuse

*“Sexual abuse involves forcing or enticing a child to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve contact including penetrative acts (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.”*



In a sporting context it could range from sexually suggestive comments to actual sexual contact or could involve inappropriate photography or videoing, for the gratification of the viewer.

### **Emotional abuse**

*“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 making the child feel or believe that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing children to frequently 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, although it may occur alone.”*

Emotional abuse occurs when a person is not given help and encouragement and is constantly derided or ridiculed or ignored. Conversely, it can also occur if a person is over-protected. In a sporting context this is present in the unrealistic expectations of parents and coaches over what an athlete can achieve, or the undermining of an athlete through ridicule. Bullying is likely to come into this category. Racially and sexually abusive remarks constitute emotional abuse and it can be a feature of bullying. In the case of learning disability, emotional abuse can occur through failing to communicate important information accurately or appropriately, providing misleading statements or failing to ensure a person understands the information given.

### **Neglect and acts of omission**

“Neglect is 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 drug abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, 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."

In a sporting context it may be when an athlete's personal or intimate requirements are ignored, particularly if they are disabled, or where an athlete is not cared for in a way appropriate or according to their needs. It could also mean failing to ensure they are safe or exposing them to harm.

## **Bullying**

"Bullying is deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves"

Bullying can be:

- Emotional being unfriendly, excluding (emotionally and physically), sending hurtful text messages, tormenting, (e.g. hiding kit or equipment, threatening gestures).
- Physical pushing, kicking, hitting, punching or any use of violence.
- Racist racial taunts, graffiti, gestures.
- Sexual unwanted physical contact or sexually abusive comments.
- Homophobic because of, or focusing on the issue of sexuality.
- Verbal name-calling, sarcasm, spreading rumors, teasing.

Here the abuser may well be another young person. Bullying can occur where there is inadequate supervision. In a sporting context this could be on residential (training, tournament, camps), in changing rooms and in under-staffed environments. Increasingly bullying occurs through the use of social media such as the internet and mobile phones. (See section on cyber bullying below).

## **Cyber bullying**

This is a form of bullying which uses technology to deliberately harm or upset others. This type of bullying can happen in many ways, using mobile phones or the internet and could include:

- Sending hurtful messages or using images.
- Leaving malicious voicemails.
- A series of silent calls.
- Creating a website about other people to humiliate them.



- Exclude them from chat/messaging rooms/areas.
- 'Happy slapping'- sending video/images of people being bullied, so others can see bullies might be using this form of bullying because it's very difficult to trace the senders.

### **Poor practice and abuse**

Includes any behaviour that contravenes existing 'Codes of Conduct', infringes an individual's rights and/or reflects on a failure to fulfill the highest standards of care. Many children and young people, and others at risk, will lack the skills or confidence to complain and it is therefore extremely important that adults in the club advocate for the participants. This in turn will also encourage and develop a safer environment that should support all involved in the club and deter abusers.

### **Discriminatory abuse**

Can occur in the shape of psychological, emotional and physical abuse and is based on the grounds of; racism, sexism and any form of abuse targeting a person's ability/disability, age, sexual identity or religious belief.

### **Financial and material abuse**

Means failing to act in a person's best interests, when managing money issues. This might include inappropriate payments, or mismanagement of funds held or managed on behalf of athletes.

## **7. Raising awareness and potential vulnerability**

This policy has been established with inclusivity 'built in' and not 'bolted on'. BE understands that the same standards should be met in order to prevent abuse regardless of the needs and background of an individual. However, some children and young people are disadvantaged by their additional vulnerabilities or experiences. A number of examples are shown below.



## Disabled people

BE understands the need to safeguard all children within boccia however for disabled children, BE recognises the guidance in the government document “Working Together to Safeguard Children” (2006) which states:

“Expertise in both Safeguarding and promoting the welfare of children and in disability has to be brought together to ensure that disabled children receive the same levels of protection from harm as other children”

BE are aware that the most valuable resource are the employees and volunteers who appreciate the value of boccia to disabled children and have the will and desire to ensure they can become fully integrated members of a boccia community.

Disabled people might be additionally vulnerable because they may:

- Have an increased possibility of isolation.
- Be subject to greater negative experiences in society.
- Have additional needs of support.
- Need to use alternative methods of communication (both sending and receiving).
- Not be believed.
- Have medical needs that are used to explain abuse.
- Not want to raise issues at the risk of exclusion or lack/withdrawal of activity.
- Increased likelihood of social isolation.
- Fewer outside contacts than children without a disability.
- Dependency on others for practical assistance in daily living, including intimate care.
- Impaired capacity to resist, avoid or understand abuse.
- Speech and language communication needs may make it difficult to tell others what is happening.
- Limited access to someone to disclose to.
- Their particular vulnerability to bullying.

## People from Black, Asian and Minority Ethnic (BAME) groups

People from BAME groups are additionally vulnerable because they may be:

- Experiencing racism and racist attitudes.
- Have difficulty communicating using the English language.



- Victims of prejudices and assumptions i.e. have an advantage in a particular sport due to their ethnicity etc.
- Wanting to fit into society and therefore, may not want to make a fuss.
- Experiencing racism through being ignored by people in authority.

In order to ensure that information, communication and resources can be accessible, BE will work to ensure that promotional and informational resources can be made available in other languages and formats, such as large print, Braille, and audio devices. For details of how to access this resource please contact [info@bocciaengland.org.uk](mailto:info@bocciaengland.org.uk).

### **Children and young people who undertake leadership roles**

Children and Young People are actively encouraged to undertake leadership roles in boccia. BE believes that supporting the development of young leaders will benefit the growth not only of the child but also of the sport and our coach, volunteer and match official capacity. However, although a young leader may undertake a role such as club coach, volunteer or as an official, it is important to remember that anyone under the age of 18 is still legally a child.

BE will promote this policy with relevant partner organisations, also identifying the support that they can offer to young people undertaking such roles within a club environment.

BE acknowledges the increased risks of physical, emotional and verbal abuse children and young people in these roles can be subject to and in order to manage this, it is recommended that young leaders should never have sole responsibility for other young people and be fully supported and supervised by an appropriately qualified adult.

### **Indicators of abuse**

Recognising abuse is not always easy. BE and our safeguarding partners acknowledge that staff, coaches, volunteers and officials whether in a paid or voluntary capacity, are not experts at such recognition. 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 with young people in our sport to decide whether or not an individual is being abused; however it is their responsibility to share concerns.



Please use the table below as a guide to some possible physical and behavioural signs of abuse. If you are unsure, speak to your club's designated officer, alternatively the BE Lead Safeguarding Officer (LSO) will be able to provide advice, guidance and support.

Type of abuse	Physical signs	Behavioural signs
<b>Physical abuse</b>	Unexplained, unusual or repetitive bruising or swelling. Finger, strap and/or bite marks. Burns or scolds, this includes cigarette burns. Fractures, missing teeth. Injuries that are particularly situated on a part of the body not normally prone to such injuries	Inappropriate excuses to explain injuries, reluctance to change or uncover body, fear of returning home, fear of contact, aggressive temper, depression withdrawal and cowering.
<b>Sexual abuse</b>	Genital pain, bruising, bleeding, Sexual Transmitted Infections (STI), itching, stomach pains, discomfort, pregnancy, incontinence, anal pain on passing motions	Inappropriate sexual awareness, engaging in sexual explicit behaviour, unexplained changes to their behaviour, inappropriate use of language, unexplained money or gifts, issues regarding eating, bedwetting, running away, distrust of adults or specific gender
<b>Emotional abuse</b>	Low self-esteem, continual self-depression, emotional immaturity, weight change, clothing inappropriate for individuals age, gender or culture, lack of growth/development, self-harm, unexplained speech disorders	Behavioural extremes, decline in concentration levels, withdrawn, few friends, unable to play, difficulty communication
<b>Neglect</b>	Poor personal hygiene, appropriately fitting clothes, change in weight and/or constant hunger. Untreated conditions/injuries, failure to supply appropriate equipment for the quality of life	Isolation, seeks attention from adults or withdraws from people, continually tired, absent, late, few friends, no money, wanting to steal, lack of communication, low self esteem
<b>Bullying</b>	Unexplained injuries, bruising and/or body pains, disturbed sleep, weight change,	Isolated, anxiety over attending activities, withdrawn, suicidal, aggressive, bullying others, moodiness, depressed, reduced performance, lack of concentration,



## **8. Roles and responsibilities of designated officers and groups**

### **Club Welfare Officer (CWO)**

The CWO is the person appointed at club level and provides the essential point of contact for welfare within the club. A CWO should be selected for their skills and knowledge, such as being able to handle matters of a safeguarding nature in an appropriate and confidential manner. They should be approachable for any concerns regarding safeguarding to be reported and be appropriately supported by other members of the club.

### **Role related to Policy**

- To provide information and advice on protection for children and young people within the club.
- To ensure that the club adopts and follows the BE Safeguarding Children and Young People Policy and procedures and promotes awareness of the policy within the club.
- To keep records of all those who have been vetted within the club and to ensure that DBS checks are updated on at least a three yearly basis.
- To receive information from club staff, volunteers, vulnerable adults, parents, support workers or advocates who have protection concerns regarding children and young people and record it.
- To assess the information promptly and carefully, clarifying or obtaining more information about the matter as appropriate.
- To report concerns where appropriate to the police in consultation with the individual or their support worker.
- To report referrals or concerns to the BE LSO as soon as possible in line with BE procedures.
- To ensure that adequate information is available at the time of referral and that the referral is confirmed in writing, under confidential cover, where possible using the BE Safeguarding Incident Form.
- To advise club officers regarding the appropriate levels of protection required during the training of children and young people from all individuals working with vulnerable groups in the club.
- To advise the club of relevant training opportunities



Along with the club committee, the CWO should ensure that the club is adopting and implementing safeguarding. Clubs are advised to ideally have two CWO's, with at least one not holding a coaching position or being related to a coach at the club.

### **Boccia England's Lead Safeguarding Officer (LSO)**

Every sports organisation should designate a person to promote the welfare children and young people within the sport. This should be someone with good knowledge and understanding of the issues that children and young people face in the sporting environment and a focused approach to addressing concerns, raising awareness and improving practice. Knowledge of relevant legislation, government guidance, the BE Safeguarding Children and Young People Policy and procedures is essential. As is the ability to confront poor and discriminatory practice and also to promote and demonstrate high standards of anti-discriminatory practice in relation to safeguarding and abuse. The role includes managing the DBS process, coordinating the dissemination of relevant policy, procedures & resources as well as supporting Club Welfare Officers in their roles. The LSO will Chair and provide administrative support for the Case Management Team as well as managing the administration of cases of poor practice/abuse within the sport.

### **Role related to Policy**

- To liaise with the specialists and investigators who may be brought in to help with safeguarding children and young people cases regarding individual cases, proposed policy and guidance.
- To convene and chair the CMT as required.
- To take a lead role in maintaining and reviewing the BE Safeguarding Children and Young People Policy.
- To co-ordinate the dissemination of this policy, procedures and related resources throughout BE.
- To represent BE at external meetings related to the protection of children and young people.
- To keep up to date with own knowledge and skills.

### **Boccia England's Case Management Team (CMT)**

The purpose of the CMT is to ensure all decisions relating to safeguarding children are reached following a fair, open and transparent process.



The role of the CMT is to make initial decisions on how to deal with all reported concerns related to the welfare and protection of children and young people, what level each case will be dealt with at, advise the organisation about actions they need to take and to monitor and review progress on all cases. The group comprises a minimum of three people, including the BE LSO and a senior manager with the exact membership determined by the nature of the case and availability of members. The group may call upon whatever professional input they feel is required.

### **Role related to Policy**

- To make decisions on the initial approach to all reported cases related to the welfare and protection of children and young people.
- To ratify any actions already taken by Safeguarding Lead Officer
- To initially assess and agree immediate response (does there appear a case to answer)
- To identify appropriate 'route' for case (e.g. internal/disciplinary action alone or referral to statutory agencies plus internal/disciplinary action)
- To make initial decisions as to the 'internal' level each case shall be dealt with. For example minor poor practice cases may be referred back to the club complaints or disciplinary process.
- To advise others within BE about actions they may need to take, such as initiating disciplinary procedures / the need for temporary/interim suspension order.
- To confirm all final decisions and communicate.
- To review progress of case/s
- To learn from cases

### **Children's social care**

Responsibility for Children's social care normally lies within the children's services department of the relative local authority (either a county or unitary council in England). Children's Social Care (previously known as Social Services) have a duty to ensure the welfare of children and a legal responsibility to make enquiries where a child in their area is considered to be at risk of, or actually suffering from, significant harm. Where an allegation relates to a crime against a child, the Police and Children's Social Care will work together to investigate. Usually the Local Authority Designated Officer (LADO) is involved throughout to ensure information is shared with those who need to know.



### **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 club's 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 relevant LADO.

### **Local Safeguarding Children Boards (LSCB)**

Every local authority is covered by a LSCB which is designed to ensure all agencies involved in safeguarding children work together effectively. They provide local inter-agency guidelines for the procedures that should be followed in cases of actual or suspected child abuse. The roles and responsibilities of LSCBs and the agencies that are represented on them are set out in the government guidance Working Together to Safeguard Children (2010).

## **9. Guidelines for cubs and organisations**

If you have good standards of practice within your club or organisation people are more likely to participate and/or join! We recommend that clubs/organisations and event organisers review their existing policies and practices to help safeguard the welfare of children and vulnerable groups within their organisations. By taking these basic steps you will also help protect your helpers/ coaches and the club from wrongful allegations. In addition, many funding bodies now require you to have a child protection and vulnerable groups' policy and procedures in place.



### **Adopt a safeguarding children and young people policy**

This should suit the type of organisation you are and what you provide. It can be brief - or long - the important point is that everyone is made aware of it and you establish how it will be implemented – and then implement it. It should contain a statement of your commitment to providing a safe place for children and young people to participate in boccia and to prevent abuse. You should also include a code of conduct and procedures for how you aim to achieve this.

### **Recruiting and managing volunteers and helpers**

Having good standards of practice within your Club or organisation is likely to encourage more people to join. This includes:

- Induction procedures for all helpers.
- Establishing clear roles.
- Regular checks or supervision of helpers.
- Information about clubs rules /operating procedures.
- System for feedback and support.
- Support training of helpers and coaches in child protection issues.
- Nominate a person to take responsibility for child protection.
- If you are running an event – nominate a person responsible for child protection

### **Coaching Ratios**

Coaches working with young people should not work in isolation. It is important to have the correct level of supervision from a health and safety point of view so that coaches reduce the risk of injury to players and ensure adequate cover remains in case of an emergency. Good practice means at least one other adult in addition to the head coach should be present at every session to supervise. The additional adults do not need to be qualified coaches as long as the ratio of coaches: players are met. Participants aged under 18 should not be included in staffing ratios even if they have coaching qualifications.

When working with groups of children under 8 years of age government guidance states clearly that there should be one supervising adult for every 6 children (Care Standards Act 2000). When working with young people aged over 8 years old the ideal coaching ratio is one coach for every 8-12 players. If there is an accident or an incident which may mean a member of staff has to leave, you should ensure that there are enough people



remaining to supervise the group. Therefore there must always be at least two adults present.

Clubs achieving and maintaining the Boccia England Level 2 club accreditation must maintain a player to coach ratio of 8:1 at every training session.

### Parents and Carers

Parents should be encouraged to accompany their children to activities, but they should not be included in supervision calculations unless they are members of the club and acting in a volunteering role or other capacity during the activity. In these circumstances, they should meet all appropriate requirements in terms of;

- Appropriate background checks.
- Clarity about their role and responsibilities.
- Who has overall responsibility for the group.
- What is acceptable practice.

No system is foolproof – it is important that we do not rely on just one system to help create a safe environment for young people.

## **10. Responding to a disclosures, suspicions and allegations**

### How to respond and actions to avoid

It is known that that on average it takes a child several attempts to disclose and be heard. BE encourages environments which are engaging, respectful and which encourage feedback in order to raise awareness of issues.

Two procedures are explained; one for reporting concerns within a boccia Setting and another for concerns outside of a boccia setting.

BE encourages environments which are engaging, respectful and which encourage feedback in order to raise awareness of issues.

- It is essential that all allegations are taken seriously and appropriate action is taken.
- It is not your responsibility to decide if abuse is taking place. It is your responsibility to report your concerns.



- Not acting is not an option.

You may have concerns about abuse/poor practice because:

- You see it happening
- You recognise signs such as those listed in the section indicators of abuse
- Someone reports it to you
- An adult at risk approaches you directly.

It should be noted that not all young players are able to express themselves verbally. Communication difficulties may mean that it is hard for them to explain or be understood. Sometimes it is difficult to distinguish the signs of abuse from the symptoms of some disabilities or conditions, in relation to the nature of an individual's impairment. However, the welfare of the child is paramount and where there are concerns about the safety of a young player, record what has been observed in detail and follow the procedures to report these concerns.

To respond to a disclosure from a child If you witness or become concerned about someone's behavior, or someone tells you they or another person is being or has been abused you should:

### Record, act and never assume

#### Do's

1	Stay calm – do not rush so you don't frighten the individual, as this may lead to the with-holding of information.
2	Always reassure – the individual that he/she is not to blame that they were right to raise awareness of this issue.
3	Follow confidentiality procedures – this includes telling the individual that you may have to inform others to help stop the abuse. Confidentiality must be maintained but any concerns or information relating to possible abuse must be shared on a need to know basis.
4	Ensure the safety of the individual – if urgent medical attention is required, then call an ambulance, inform the paramedics/doctor of concerns and ensure they are aware of the safeguarding/protection issue.
5	Take notes - Completion of the incident report form. All concerns will be treated with a 'non-judgemental' and 'open mind' and be handled in a fair and equitable manner.
6	You – in order to ensure that your wellbeing is not hindered during a safeguarding



	issue please be aware that there are support mechanisms for you to access. If you think the situation is an emergency, contact your Club Welfare Officer or BE LSO. If they are not immediately available then you should contact your local Children's Social Care, LADO or Police without delay. Expert advice can also be provided by the NSPCC Helpline on 0808 800 5000.
--	---

## Don'ts

1	No Rushing – into actions that may be inappropriate. Do not approach the alleged accuser and do not take actions that may compromise/destroy evidence e.g. washing clothes, showering etc.
2	Express your emotions and or make promises – the individual will need reassurance not an emotional response, blame or denial. Don't guarantee promises you cannot keep.
3	Take sole responsibility – ensure that you consult, refer and hand on appropriately.
4	Speculate or make assumptions – outcomes will be focused on evidence and fact. In addition do not assume that someone else is aware of the abuse and that they are taking action to stop the abuse.
5	Interview the child or probe them for detailed information as this could compromise future police enquiries. Ascertain basic information in order to pass the concern on.

## Recording information

Information that has been recorded may need to be passed onto partner/external agencies. Therefore, information must be as helpful as possible. Please remember, it is important to make a detailed report at the time of disclosure. Ideally use the safeguarding incident form.

When recording information you should:

- Stick to the facts – what you have seen, heard or had reported to you.
- Distinguish between what is your personal knowledge and what you have been told by others.
- Do not give your own opinions: be clear when you are giving your own or others' interpretation of events and reason for this (for example if a comment was in response to a question or an unsolicited remark).

The report should contain the following details:



- Details of the individuals (alleged perpetrator and/victim). This should include name, address, date of birth, race, ethnic origin, and any disability that they may have.
- Information regarding the nature of the allegation.
- A concise description of any incident or injury.
- Any previous and current observation regarding any physical and behavioural state of the individual.
- Times, dates and venues.
- A concise account based on the own words of the individual if they have made a disclosure.
- Information about any action taken by you or others.
- Details of the person recording the information (name, role, contact details) and date of the disclosure.
- Copies for future reference.
- Keep a record of any third party correspondence or contact e.g. police officer, social services etc.

You are recording this information for:

- Yourself, so you have a record of what happened.
- The CWO or other designated welfare person within your club, who will co-ordinate any action that needs to be taken.
- The BE LSO so that they can advise you.
- The Police/Adult Social Care Services if appropriate.

As mentioned previously, it is the responsibility of BE staff, coaches, club coaches, volunteers and officials to recognise concerns and/or the signs of abuse and not to decide whether abuse has/has not taken place. Concerns should be reported to and discussed with the BE LSO or your designated club officer as soon as possible.

Reporting the matter to the Police or Children's Social Care department should not be delayed by attempts to obtain more information. Wherever possible, referrals telephoned to Children's Social Care should be confirmed in writing within 24 hours. A record should also be made of the name and designation of the Children's Social Care member of staff or Police officer to whom the concerns were passed, together with the time and date of the call, in case any follow up is needed.



Where a designated person is not available, concerns still exist or further advice and support is needed, inform the local Children's Services as soon as possible. Officers in these services will decide how and when parents or carers will be informed. Where a referral is made to statutory agencies any BE investigation will be put on hold whilst statutory enquiries/investigations are completed so as not to compromise these investigations. The BE investigation will be informed by the outcome of statutory investigations.

### Information sharing

One of the key principles embedding best practice in relation to safeguarding is ensuring that information relating to concerns is shared with/or between relevant bodies in order to protect potentially vulnerable children and young people.

Guidance from the Child Protection in Sport Unit (CPSU) and from the (then) Department for Children, Families and Schools (DfE) makes reference to the seven golden rules of information sharing.

These are as follows:

- 1. Data protection is not a barrier to sharing information – but provides a framework to ensure information is shared appropriately.*
- 2. Be open and honest – with the person from the outset about why, what, how and with whom information will, or could be shared.*
- 3. Seek advice – if you are in any doubt, without disclosing the identity of the person where possible.*
- 4. Share with consent where appropriate – and, where possible, respect the wishes of those who do not consent to share confidential information.*
- 5. Consider safety and well-being – base your information sharing decision on considerations of the safety and well-being of the person and others whom may be affected by their actions.*
- 6. Necessary, proportionate, relevant, accurate, timely and secure – ensure information you share is necessary for the purpose for which you are sharing it, is shared only with those who need to have it, it accurately and is shared securely.*
- 7. Keep a record – of your decision and the reasons for it.*



## Confidentiality

Every effort should be made to ensure that confidentiality is maintained with information shared on a 'need to know basis' only. This includes but is not limited to the following people:

- Club Welfare Officer.
- The parents of the person who is alleged to have been abused (*only following advice from Children's Social Care*).
- Children's Social Care/Police.
- BE LSO and members of the BE Case Management Team (CMT).
- The alleged abuser (and parents if the alleged abuser is a young person) *only following advice from Children's Social Care*.

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, relevant and secure).

## Procedures to be followed

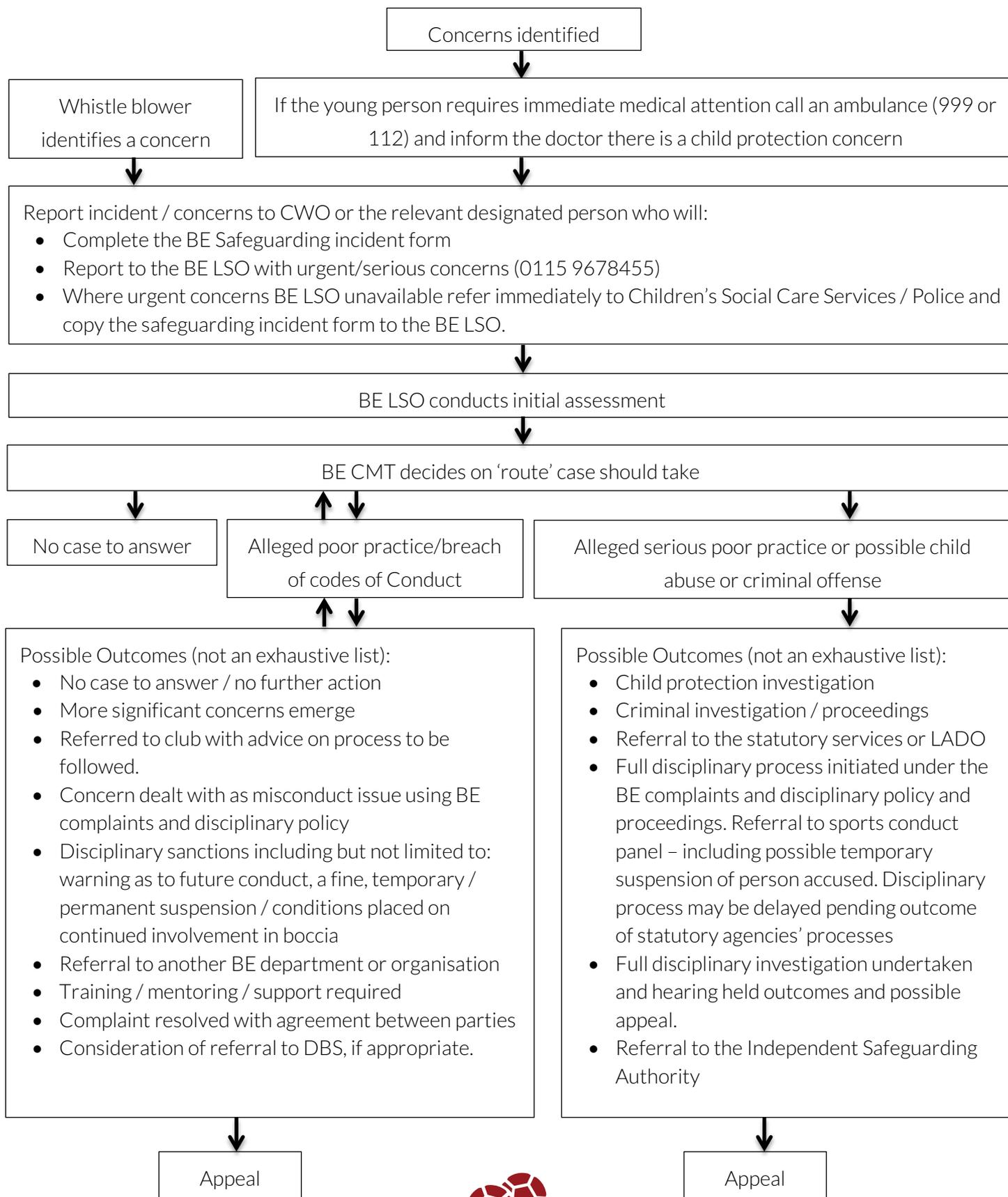
There are different procedures set out for reporting concerns about behaviour within a boccia setting and another for concerns outside of a boccia setting.

Ideally use the safeguarding incident form. If an incident referral form is completed as this sets out the sort of information which is useful. You should be careful to report as much detail as possible but avoid hearsay or assumptions. The alleged perpetrator will need to be informed of the specific allegation to give them the opportunity to respond, but only after advice from statutory agencies.

The BE CMT involved will decide if it is appropriate and/or possible to protect the identity of the complainant, although it should be noted that in some cases this may be apparent or necessary. If a complainant is particularly concerned about their name being disclosed this should be discussed when making the referral. Where possible, those who have provided information will be informed about the progress and conclusion of the investigation.



## Dealing with concerns, disclosure or allegations in a bocchia environment (flow chart)



### **Circumstances where reporting to the CWO is not possible**

If the CWO is unavailable or is implicated, talk directly to a senior club officer or go directly to BE LSO for advice.

If concerns arise in a setting where there is no CWO, e.g. at a school - inform the head teacher or the member of staff with responsibility for child protection or welfare. Always ensure, in these circumstances, that BE LSO is informed of the referral. When with players are away from home, inform the person who has responsibility for welfare. This may be the head coach or team leader.

### **Involving parents or carers**

BE is committed to working in partnership with parents. In most situations, it is important that the CWO or LSO involves parents to clarify any initial concerns e.g. if a child seems withdrawn, they may have experienced a recent bereavement.

Where a parent or carer may be responsible for the abuse or may not be able to respond to the situation appropriately they should not be involved, as it may place the child at greater risk.

### **Involving Boccia England**

The BE LSO must be informed of all allegations of abuse and persistent poor practice as soon as possible in order to decide the following:

- What further action should be taken by the club or BE.
- Whether further action, advice or investigation is needed by/from the police, children's social care services or the NSPCC.

### **Involving statutory agencies**

In any case of physical or sexual abuse or where the child's safety is at risk, you should contact one of the following statutory agencies immediately:

- Your local police child protection team or in an emergency dial 999.

The police should be involved if the apparent abuse is of a criminal nature or if the incident involves a person outside the child's family. A record should be made of the crime reference number

- Local authority children's social care services (formerly known as social services).

This body has a statutory duty for the welfare of children, especially where the alleged person is a member of the child's family. When a referral is made, its staff has a legal



responsibility to investigate. This may involve talking to the child and family and gathering information from other people who know the child.

### **Action to take regarding allegations outside of a boccia setting**

If a young person informs you directly that he/she is being abused or describes abusive behaviour outside of a boccia setting (i.e. at home or some other setting outside of boccia) or through your own observations or through a third party you become aware of possible abuse outside the boccia environment you must react immediately.

Ensure the safety of the young person - if they need immediate medical treatment, take them to hospital or call an ambulance, inform doctors of concerns and ensure they are aware it is a child protection issue;

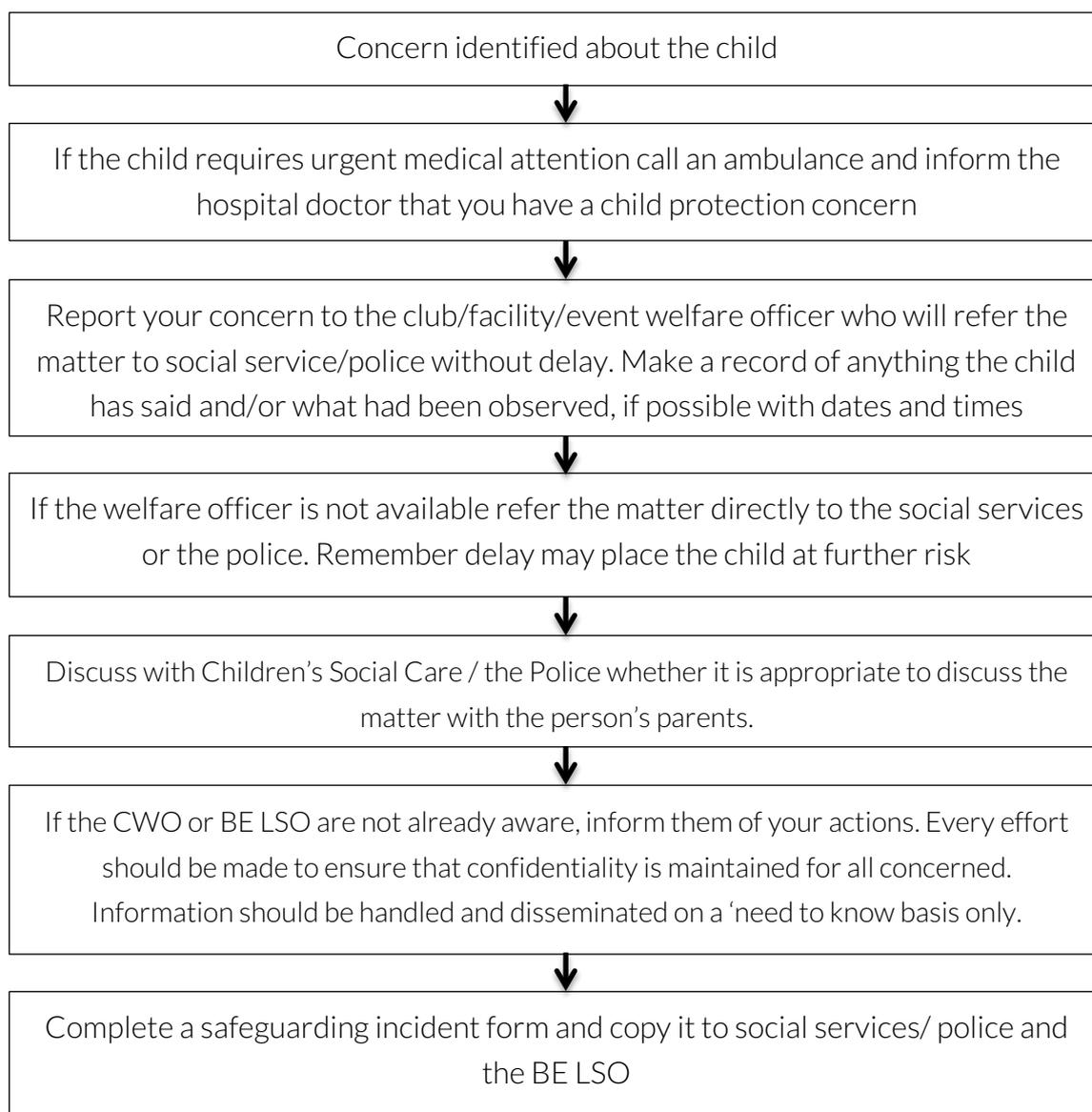
If possible, contact the CWO or BE LSO immediately who will follow the reporting procedures detailed below. If unavailable or cannot be contacted, to avoid delay the person that has concerns should follow the procedures.

### **Reporting procedures regarding allegations outside of a boccia setting**

Seek advice immediately from the local Children's Social Care or LADO who will advise on the action to be taken, including advice on discussing with parents. Expert advice can also be provided by the NSPCC Helpline on 0808 800 5000 or Childline on 0800 1111; Make a full and factual record of events utilising the safeguarding Incident form and forward a copy of the recorded information, as directed by the Children's Social Care and/or Police, and also to BE LSO. If not already involved, contact the Club Welfare Officer as soon as possible.



## Dealing with possible concerns, disclosure or allegations of abuse outside of a bocchia environment (flow chart)



If at any time you are uncertain as to what to do, please contact the BE LSO (0115 967 8455) or NSPCC Helpline on 0808 800 5000.



## 11. Case management

BE deals with allegations of poor practice and abuse using Case Management procedures. Due to the nature of many of the allegations made it is necessary to act swiftly and appropriately in order to prevent further harm to the child or young person, further distress to other parties and to ensure appropriate action is taken against the alleged abuser.

Should an incident be reported, BE is committed to responding to it quickly, efficiently and fairly. In the first instance, and upon receipt of the details, the LSO will be responsible for gathering and clarifying information.

The overriding principle that will underpin the decisions of the CMT is that the welfare of the child is our paramount concern.

### The Case Management Team (CMT)

Allegations or information that suggest poor practice or abuse have taken place can come from a variety of sources both within and outside of a boccia environment. These will be managed by the CMT. The LSO will chair the CMT and the Panel will also include people who have relevant knowledge and expertise to enable the Panel to fulfil its purpose. The Panel will meet as and when necessary, dependent on cases. The CMT must ensure that all decisions relating to safeguarding children and young people are reached following a fair, open and transparent process and detail their findings.

The responsibilities of the CMT are to determine the immediate course of action a case should take. This could include:

- To make decisions on the initial approach to all reported cases related to the welfare and protection of children and young people.
- To ratify any actions already taken by Safeguarding Lead Officer
- To initially assess and agree immediate response (does there appear a case to answer)
- To identify appropriate 'route' for case (e.g. internal/disciplinary action alone or referral to statutory agencies plus internal/disciplinary action)



- To make initial decisions as to the 'internal' level each case shall be dealt with. For example minor poor practice cases may be referred back to the club complaints or disciplinary process.
- To advise others within BE about actions they may need to take, such as initiating disciplinary procedures / the need for temporary/interim suspension order.
- What additional information is required, whom should obtain this and permission to contact third parties.
- What information can and should be shared with individuals involved in or effected by the case.
- Support for a club to manage training, advising or supervising an individual.
- Temporary suspension from membership/activity of the individual concerned pending Police or Children's Social Care enquiries.
- Monitor and review progress on all cases and recommend to the board any changes required to existing policies and procedures

### **Time scales**

The first task of the CMT, on the advice of the BE LSO, will be to set a time frame to deal with the complaint advise all relevant parties. It is BE intention that all cases should be dealt with as quickly as possible, while recognising that this will depend to a large extent on the complexity of the issue.

Complaints will be assessed on both risk and priority and this will help establish a time-frame as to how soon a resolution can be found.

CMT will endeavour to conclude poor practice complaints within 3 months of receipt. However it needs to be acknowledged that in some cases information may be needed from external agencies that may have their own processes, which may delay the procedures of the CMT.

In all cases the CMT will update the complainant on the status of their complaint.

### **Suspension**

If a case is judged to be potentially serious poor practice or abuse, the CMT may decide to take the neutral act of temporarily suspending the individual pending further



investigations. Following a Social Care or Police investigation BE will assess the available information to decide whether the individual can be reinstated to their role in boccia. This may be a difficult decision; particularly where there is insufficient evidence for the Police to act or obtain a conviction. In such cases, the CMT must reach a decision based upon the available information which could suggest that on a balance of probability; it is more likely than not that the person poses a risk.

### **Appropriate 'route' for case**

Should the investigation show the allegation is clearly about poor practice and a breach of the BE codes of conduct the CMT will have the power to follow the BE complaints and disciplinary policy and procedures and evoke appropriate sanctions.

In cases where there is serious or repeated poor practice, possible child abuse or criminal offense and the case proceed to full disciplinary process the CMT will:

- Make a recommendation to the Sports Conduct Panel (SCP) about any further appropriate disciplinary action to be taken.
- Make a recommendation to the Sports Conduct Panel (SCP) the person being suspended from all boccia related activities.
- Make recommendation to the panel about criteria for re-instatement. For example, training to be completed or a supervision agreement.
- Make recommendations to avoid a similar incident re-occurring such as;  
Recommend, where appropriate, that a person is referred to the Disclosure and Barring service (DBS)

On conclusion of the Sports Conduct Panel's discussions or the formal hearing and disciplinary procedure, the panel shall decide the outcome which may include:

- Advice, information or training;
- Mediation;
- Sanctions;
- or Dismissal of the complaint.

The results of any Police and Social Care investigation will inform the SCP in the disciplinary investigation. Irrespective of the findings of Police and Children's Social Care,



BE will assess all individual cases under the appropriate disciplinary procedure to decide if a member of staff or volunteer can be reinstated and how this can be handled sensitively.

### **Referral to the National Safeguarding Panel (NSP)**

The National Safeguarding Panel (NSP) is an initiative designed to support National Governing Bodies (NGBs) of sport to professionally manage safeguarding complaints and concerns. The NSP is not intended to replace NGBs safeguarding policies and procedures. The Panel is operated by the independent arbitration and mediation body Sport Resolutions (UK). It aims to provide a range of high quality and accessible services which support NGBs to manage the risks inherent in such cases. It provides two services;

- Independent investigation and reviews into safeguarding complaints and concerns.
- Independent arbitration in place of a NGB's disciplinary or appeals panel.

The following matters arising under these rules shall be submitted for determination by the National Safeguarding Panel (NSP) c/o Sport Resolutions (UK) in accordance with the NSP rules, as amended from time to time, which rules are deemed to be incorporated by reference to this clause;

Allegations that a person has engaged in conduct which directly or indirectly adversely affect the welfare and safety of a child or children and or places them at risk.

An application that provisional suspension, arising from concerns or allegations that a person has engaged in conduct which directly or indirectly adversely affects the welfare and safety of a child or children and/or places them at risk, should not be imposed (or be lifted).

An appeal brought against any finding or fact/or decision made under these rules regarding the conduct of a person which directly or indirectly adversely affects the welfare and safety of a child or children and/or places them at risk.

### **Supporting individuals**

It is important that throughout the investigation, all individuals are given adequate support and guidance. It is equally important that all parties are communicated with effectively and that the process is transparent throughout.



Where an investigation is to take place, support for the alleged victim and the alleged perpetrator will be separate e.g. victim support via LSO and perpetrator via another designated officer of BE.

## Appeals

The appeals procedure is available to anyone under investigation as part of natural justice. If either party wishes to appeal the outcome of the panel's decision they should set out the grounds on which they wish to appeal in writing. This letter should be sent to the chair of the panel within 10 working days of the panel's decision.

An appeal should be granted where there is a "strong arguable case" that;

- Materially relevant information was ignored or not considered by the panel.
- The hearing and disciplinary process was tainted by unreasonable bias or conflict of interests.
- The provisions of the disciplining organisation's hearing and disciplinary procedure were not adhered to.
- The original panel exceeded its jurisdiction.
- The findings of the original panel were irrational or manifestly unreasonable in light of the facts set out before the panel.

If an appeal is granted, BE will appoint an independent appeal panel to consider the appeal, none of whom have had any prior involvement in the matter. The appeal panel should be constituted along the same principles as the Case Management Group. The chair of the appeal panel should convene a hearing of the appeal panel and in consultation with the other panel members, will decide the conduct of the proceedings. Discussions should be recorded in writing. Decisions of an appeal panel shall be made by a majority; no member of the panel may abstain from voting.

The appeal panel shall have the power to;

- Confirm, vary or revoke the decision of the original panel.
- Confirm, increase, reduce or quash any sanction or order made by the original panel.
- Make any other order or determination it considers right or just.



The outcome and sufficient reason to explain the outcome of the appeal panel should be communicated to both parties within 10 working days.

The outcome of the appeal will be final.

### **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 may include the following persons:

- The person making the allegation.
- The Club Welfare Officer (CWO).
- The parents/carers of the individual who is alleged to have been abused
- BE LSO and CMT.
- The alleged abuser (and parents/carers if the individual is a young person) upon guidance from Social Services/Police.

Information collated by BE will be stored centrally in a secure place with limited access for designated people in line with the Data Protection Act 1984.

### **Allegations of previous abuse**

If an allegation of abuse is made some time after an event by persons such as; an individual that was abused as a child, or a young person by a member of staff who is currently working with children, the club should follow the procedures detailed in the flowchart diagram of dealing with concerns, disclosure or allegations in a boccia environment).

This is because other children, young people or vulnerable adults may be at risk from this person. The welfare of the child will be paramount and this will be the underlying principle of any risk assessment undertaken by BE in relation to past or present alleged or confirmed behavior.



## Monitoring and evaluation

To be conducted at the close of the case to see if changes need to be made to policies/ procedures or lessons can be learnt. All involved in a case are able to offer feedback so procedures can be continually improved.

## Support to deal with the aftermath

Consideration should be given about what support may be appropriate to young people and others effected such as parents and members of staff. Use of helplines, support groups and meetings will maintain an open culture and help the healing process. Thought should be given about what support may be appropriate to the alleged perpetrator of the abuse. See the list of partners and useful contacts for expert organisations.

## Codes of Conduct

This policy should be read in conjunction with the various codes of conduct issued by BE. The codes of conduct are useful for everyone concerned with boccia to outline the expected behaviour of different groups.

The BE codes are available from the website at [www.bocciaengland.org.uk](http://www.bocciaengland.org.uk)

## Managing the Policy

The BE LSO will oversee the implementation of this policy and procedures. It is the LSO's responsibility to check that:

- BE procedures continue to reflect the current recommendations of external agencies that specialise in adults at risk protection.
- The procedures are disseminated and applied by BE members, volunteers, clubs and staff.
- BE will review its safeguarding children and young people policy on an annual basis and in the following circumstances:
  - Changes in legislation and/or government guidance.
  - Following the introduction of any new internal or external safeguarding process, including the Vetting and Barring Scheme.
  - As a result of any significant child protection case within boccia or other sports.



## 12. Retention and Storage of records.

Refer to the CPSU Guidance document on the retention and storage of Child Protection records, last updated November 2012

<https://thecpsu.org.uk/resource-library/2013/guidance-of-child-protection-records-retention-and-storage/>

Guidance contained within *Data Protection Act 1998: Guidance to Social Services (2000)* is a useful point of reference for organisations to consider as it represents what can be regarded as best practice. This guidance states that:

“Where no legal requirement to retain information beyond the closure of the record exists, the authority will need to establish its own retention periods. Normally personal information should not be held for longer than 6 years after the subject’s last contact with the authority. Exceptions to the 6 year period will occur when records:

- Need to be retained because the information in them is relevant to legal action that has been started.
- Are required to be kept longer by law
- Are archived for historical purposes (e.g. where the organisation was party to legal proceedings or involved in proceedings brought by a local authority). Where there are legal proceedings it is best to seek legal advice about the retention period of your records.
- Consist of a sample of records maintained for the purposes of research.
- Relate to individuals and providers of services who have, or whose staff, have been judged unsatisfactory.
- Are held in order to provide, for the subject, aspects of his/her personal history (e.g. where the child might seek access to the file at a later date and the information would not be available elsewhere).”

When records are being kept for more than the 6-year period, files need to be clearly marked and the reasons for the extension period clearly identified.



Note: Some records are subject to statutory requirements, i.e. there is a defined retention period. Examples include: records relating to children who have been „looked after“ by the local authority or adopted, records relating to registered foster carers, records in children’s homes, residential homes and registered nursing homes. Disclosure and Barring Service (DBS) Certificates (formerly Criminal Records Bureau disclosure certificates) should not be stored for more than 6 months unless specific consent has been given to store them for longer (for example permission has been given to do this by the body that regulates your organisation).

Whilst the disclosure certificate should normally be destroyed after 6 months, it is permissible to keep a record of the date the check was completed, the reference number of the disclosure certificate and the decision made as to whether the person was employed.

### **13. Partners and useful contacts**

#### **Boccia England**

8 Heathcoat Building, Nottingham Science Park, University Boulevard, Nottingham NG7 2QJ

Website: [www.bocciaengland.org.uk](http://www.bocciaengland.org.uk)

Tel: 0115 967 8455

Email: [info@bocciaengland.org.uk](mailto:info@bocciaengland.org.uk)

#### **Boccia England Lead Safeguarding Officer**

Tel: 07809 336 321

E-mail: [mscott@bocciaengland.org.uk](mailto:mscott@bocciaengland.org.uk)

#### **The NSPCC**

National Centre, 42 Curtain Road, London, EC2A 3NH

Website: [www.nspcc.org.uk](http://www.nspcc.org.uk)

Tel: 24 hour helpline: 0808 800 5000

Text: 88858

Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

#### **ChildLine**

Website: [www.childline.org.uk](http://www.childline.org.uk)

Tel: 0800 1111

#### **Child Protection in Sport Unit (CPSU)**

NSPCC National Training Centre, 3 Gilmour Close, Beaumont Leys, Leicester, LE4 1EZ



Website: [www.thecpsu.org.uk](http://www.thecpsu.org.uk)  
Email: [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk)  
Tel: 0116 234 7278

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

See local phone directories, internet search engines or via Local Authority directly.

### **LSCB (Local Safeguarding Children Board)**

internet search engines or via Local Authority directly.

### **Sports coach UK**

114 Cardigan Road, Headingley, Leeds, LS6 3BJ  
Tel: 0113 274 4802

### **English Federation of Disability Sport**

English Federation Of Disability Sport, SportPark- Loughborough University, 3 Oakwood Drive, Loughborough, Leicestershire LE11 3QF  
Tel 01509 227750  
Fax 01509 22777

### **Sport and Recreation Alliance**

Brunwood House  
14 Caxton Street  
London  
SW1 H0QT  
Tel: 0207973900

### **Disclosure and Barring Service**

Website : [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check)  
Tel: 01325 953795

### **Local Citizens Advice Bureau**

Website: [www.nacab.org.uk](http://www.nacab.org.uk)

### **Aftermath**

PO Box 414, Sheffield, S4 7RT  
Website: [www.aftermathuk.org.uk](http://www.aftermathuk.org.uk)  
Tel: 0114 275 8520

### **Local Authorities (Social Services)**



Website: [www.direct.gov.uk/en/Hi1/Help/Socialservices/index.htm](http://www.direct.gov.uk/en/Hi1/Help/Socialservices/index.htm)

**Mencap**

123 Golden Lane, London, EC1Y 0RT  
Tel: 020 7454 0454

**Sport England**

Victoria House, Bloomsbury Place, London, WC1B  
Website: [www.sportengland.org](http://www.sportengland.org)  
Tel: 0845 850 8508

