



**crossover  
basketball**

**xoball.co.uk**



# **SAFEGUARDING POLICY**

(DRAFT)

## PREFACE

Well rounded individuals with the confidence to fulfil their potential and to contribute positively to society are nurtured in the formative years of childhood and youth. All staff and volunteers of Crossover Basketball are in a critical position as responsible members of communities, and trusted role models and educators. As such, supported by high quality training opportunities and information from Crossover Basketball, they carry a collective responsibility to protect themselves, and to actively Protect, Assist, Guide and Encourage all young people who come into contact with the organisation.

Incidentally, providing this guidance will help to ensure that the association's purpose of improving physical health and fitness is met.

Fundamentally however, this policy ensures that the duty of care to safeguard and promote the welfare of all children and young people is fulfilled. This is achieved by:

- promoting trust, responsibility and mutual respect;
- providing guidance on identifying, and effectively progressing the resolution of, issues that potentially hinder a young person's safe and happy passage into adulthood.

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Available as separate documents

<b>Guidance &amp; Good Practice</b>	<b>Resources</b>
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## **INTRODUCTION**

Crossover Basketball's approach to child protection is based on the principles recognised within UK and International legislation and Government guidance. Through the adoption of Basketball England policy, as at 31st March 2020, the following has been taken into consideration:

- The Safeguarding Vulnerable Groups Act 2006
- The Children Act 1989 and 2004
- The Protection of Children Act 1999
- Working Together to Safeguard Children 2018
- Every Child Matters 2004
- No Secrets – Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse 2000
- The Human Rights Act 1998
- UN Convention for the Rights of a Child (1989)

## **ACKNOWLEDGEMENTS**

The Basketball England policy (our National Governing Body) that this policy is adapted from is document is based upon Basketball England's previous version of the 'Child Protection Policy & Procedures (Safeguarding Children, Young People & Vulnerable Adults) 2005 which drew from the Child Protection Policy and Implementation Procedures by Sportscoach UK.

## **ABBREVIATIONS / DEFINITIONS**

XO – Crossover Basketball

BE – Basketball England

CMG – Basketball England Case Management Group

CWO – Club Welfare Officer

CPSU – Child Protection in Sport Unit

DBS – Disclosure and Barring Service

ISA – Independent Safeguarding Authority

SGCM - Safeguarding and Compliance Manager

LSCB – Local Safeguarding Children Board

LADO – Local Authority Designated Officer

NSPCC – National Society for the Prevention of Cruelty to Children

In the document, the term 'Parent' will be used but also refers to persons with parental responsibility. 'Staff' refers to anyone in a paid or voluntary role in basketball.

## **XO POLICY STATEMENT**

**Every person involved in basketball** has a legal and moral responsibility to protect young people from abuse and neglect.

For clarification, this includes players, match officials, coaches, administrators, club officials and spectators. All such individuals, by participating or being involved in Basketball under the jurisdiction of XO:

- agree to abide by all XO policies including this one;
- are deemed to have assented to this;
- as such, recognise and accept their responsibility to be aware of the relevant principles and accountabilities.

It is recognised that child abuse is a very emotive and difficult subject; however everyone in basketball has a duty of care towards young and vulnerable people and can help to protect them from abuse.

## **RESPONSIBILITIES**

### **All XO members will:**

- accept the moral and legal responsibility, and adopt best practice to:
  - protect young people from abuse and neglect;
  - safeguard their wellbeing;
  - respect and promote their rights, wishes and feelings
  - reduce the likelihood of allegations being made against themselves
- recognise that some young people could face additional barriers to getting help because of additional vulnerabilities which could include their ethnicity, gender, age, religion, disability, sexual orientation, social background or culture
- accept and abide by the Safeguarding Policy and Procedures and the XO Code of Ethics and Conduct
- respond appropriately to any complaints about poor practice, neglect or allegations of abuse.

## **KEY PRINCIPLES**

### **The guidance given in the procedures is based on the following principles:**

- The child's welfare is paramount. A child is recognised as being under the age of 18 years (Children's Act 1989 definition)
- XO is committed to fulfilling the right of all children who take part in XO activities to:
  - have fun, and play the game of basketball in an enjoyable environment;
  - participate in an environment that keeps them safe from harm
  - be heard where appropriate.
- Young people have a right to expect appropriate support in accordance with their personal and social development with regard to their involvement in the game of basketball
- An adult has a moral and statutory duty for the care, custody and control of any person under the age of 18 under their supervision
- All young people, regardless of any protected characteristic including their age, gender, ability, any disability they may have, culture, racial origin, religious belief and sexual identity have the right to protection from abuse
- All incidents of poor practice or suspicions of poor practice and allegations of neglect or abuse will be taken seriously and responded to swiftly and appropriately
- Children or young people should be given the opportunity to attend and contribute to meetings where appropriate. Should they not attend or not wish to attend, their wishes, thoughts and feelings should still be shared where appropriate.
- Confidentiality will be maintained appropriately at all times and the child's safety and welfare must be the overriding consideration when making decisions on whether or not to share information about them
- All safeguarding concerns reported will be conducted fairly and in accordance with principles of natural justice. Investigations and outcomes will be fair and proportionate.
- It is the responsibility of the child protection experts and agencies to determine whether or not abuse has taken place but it is everyone's responsibility to report any concerns

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

### **All those involved in the management of young participants in basketball have a duty to ensure they are:**

- allowed access to the game in a way that is appropriate for their age and ability
- coached and trained by appropriately qualified people
- afforded respect and value in a playing and training situation and any other basketball environment
- instructed on how to behave, both on and off the court
- encouraged to achieve their full potential at all levels
- not required to play in so many games, or to attend training sessions, as to become a threat to their well-being
- not subjected to verbal or racial abuse from any source, especially from the bench and spectator gallery, including references to height, weight etc.
- not subjected to bullying, threats or undue pressure from any source

## **EQUALITY**

All young people have the same rights to be safeguarded from abuse but it should be recognised that some children may face additional vulnerabilities and extra barriers to getting help. This could be because of their personal characteristics such as race, gender, age, religion, disability, sexual orientation, social background or culture. There should be awareness that these characteristics may mean that they are at greater risk of abuse because of factors such as prejudice, discrimination, reduced ability to resist or report abuse, communication barriers or myths based on stereotypes.

## **PROMOTING GOOD PRACTICE**

- Child abuse, particularly sexual abuse, can generate strong emotions in those having to deal with such an allegation. It is important to understand these feelings and not allow them to interfere with your judgement about what action to take. Neglect or abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them.
  
- A teacher, coach or club volunteer may have regular contact with young people and be an important link in identifying cases where protection is needed. All suspected cases of poor practice, neglect or alleged abuse should be reported following the guidelines in this document. When a person enters a club having been subjected to neglect or abuse outside the sporting environment, sport can play a crucial role in improving the person's self-esteem. In such instances the club must work with the appropriate agencies to ensure the young person receives the required support.
  
- All personnel should be encouraged to demonstrate exemplary behaviour in order to protect young people and to protect themselves from allegations. The relevant sections of the XO Code of Ethics and Conduct should be studied. In addition, the following are common sense suggestions of good practice and how to create a positive culture when working in basketball:
  - always put the welfare of each young person first, before winning or achieving goals;
  - always work in an open environment (e.g. avoid private or unobserved situations and encourage an open environment with no secrets);
  - build balanced relationships based on mutual trust which empowers young people to share in the decision-making process;
  - make sport fun, enjoyable and promote fair play;
  - give enthusiastic and constructive feedback rather than negative criticism;
  - treat all young people equally and with respect and dignity;
  - maintain a safe and appropriate distance both emotionally and physically (e.g. it is not appropriate for an adult to have an intimate relationship with a young person or vulnerable adult or to share a room with them);
  - keep up to date with the technical skills, qualifications and insurance in sport;

- ensure that if mixed teams are taken away, they should always be accompanied by male and female staff and sited where possible in different accommodation or on different floors within the accommodation;
- ensure that at tournaments or residential events, adults should not enter children's rooms or invite children into their rooms unless in an emergency. If an adult works in a supervisory capacity, they should only enter children's rooms when accompanied by another adult. A written account should be kept of the reasons for doing so;
- be an excellent role model - e.g. do not smoke or drink alcohol whilst supervising children, and promote a healthy diet;
- recognise the developmental needs and capacity of children – avoid excessive training or competition and do not push them against their will;
- secure parental consent in writing to act in loco parentis, if the need arises to give permission for the administration of 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, which is then reported to the parents at the first opportunity.

## **SUPERVISION AND STAFF RATIOS**

It is important to ensure that, in planning and running training sessions, fixtures or events for children and young people, consideration is given to providing an appropriate staffing/supervision ratio of adults to participants.

Benefits include:

- minimising any risks to participants
- enhancing the benefits children draw from the activity
- reassuring parents/carers
- providing some protection for those responsible for providing, funding or commissioning the activity in the event of concerns or incidents arising.

### **Key considerations:**

Due to the number of potential variables, it is not possible to recommend “one size fits all” guidance to cover all basketball activities involving children and young people. There are, however, a number of key considerations that are recommended as good practice:

#### **1. What makes an individual suitable to supervise children?**

It is the responsibility of those commissioning, planning or providing sessions/activities to ensure the suitability of those running the activity.

This includes:

- being appropriately qualified for their role and the activity
- being subject to a safe recruitment process, including criminal records checks for eligible roles
- having insurance appropriate to their activity
- signing up to comply with a code of practice
- understanding their responsibility to safeguard children

#### **2. What factors inform appropriate supervision levels?**

Whatever the recommended ratio of adults to participants is, a minimum of two adults should be present. This ensures at least basic cover in the event of something

impacting on the availability of one of the adults during the activity (e.g. in the event of one participant requiring the attention of an adult during the activity following an accident).

In the planning of all activities, and regardless of any other assessments that may be required (for example of equipment or for Health and Safety purposes), a risk assessment should be undertaken which specifically informs decision-making about appropriate supervision levels. Key factors to assess include:

- Ages of children
- Additional supervision/support needs of some or all participants (for example due to disability or age)
- Competence/experience of participants for the specific activity
- Nature of the venue - whether closed (e.g. sports hall) or open (e.g. outdoor games areas); private and exclusive to the group or open and accessible to the public); and what types of equipment children may have access to.

### 3. Recommended minimum supervision ratios

While the risk assessment may well indicate the need for an enhanced level of supervision and staffing for a particular event, the following table shows recommended adult to child ratios. These are based on Ofsted guidelines important to ensure that minimum supervision ratios are maintained

<i>Remember that regardless of the overall ratio, a minimum of two supervisors is recommended.</i>	Number of adults	Number of children
Child/Young person's age		
0 – 2	1	3
2 – 3	1	4
4 – 8	1	6
9 – 12	1	8
13 – 18	1	10

### 4. Under 18s as Supervisors/Coaches

Participants aged under 17 should not be included in staffing ratios even if they have coaching qualifications. A person cannot become a qualified Level 1 coach until they are 16 years old, and it is expected that the person leading the session will be at least Level 2 qualified (for which you have to be 18 years old). Young people can become involved in coaching but they should be assisting qualified coaches and not delivering sessions until they are appropriately qualified.

### 5. Parents as Supervisors

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.

## **CHANGING ROOMS**

- Where practical, children should be supervised at all times in the changing rooms by two members of staff.
- Adult staff should not change or shower at the same time using the same facility as players.
- Staff of the opposite gender should not be present whilst players are showering or changing.
- For mixed gender teams, separate facilities should be made available.
- If a young person is uncomfortable changing or showering in public, no pressure should be placed on them to do so and they should be encouraged to do this at home.
- If the club has children with disabilities, involve them and their parents in deciding how they should be assisted and ensure they are able to consent to the assistance that is offered but club members should avoid taking on the responsibility for tasks for which they are not appropriately trained.
- All players and staff should be aware that no photographic equipment (including but not limited to cameras, video cameras, mobile phones) should be used in the changing room environment.

## **LATE COLLECTION**

It is not the responsibility of XO to transport children home on behalf of parents who have been delayed.

Parents should:

- contact the designated member of staff if there is any promoting a staff contact number for parents to phone if there is any likelihood of late collection. Coaches may not be able to answer their phone during training/games but it should be possible to leave a message;
- provide an alternative contact name and number to be used if they can't be reached on their usual numbers.

In cases of late collection, staff should:

- attempt to contact the child's parent on their contact numbers;
- use the alternative contact name/number if possible;
- wait with the child at the sport facility, with other staff or parents present if possible;
- remind parents of the policy relating to late collection.

In cases of late collection, staff should not:

- take the child home or to any other location without speaking to their parents;
- send the child home with another person without permission from a parent;
- leave the child on their own;
- ask the child to wait in a vehicle or sport facility with you alone.

## **MISSING PARTICIPANTS**

Team staff are responsible for supervision of players in their team. If a player is found to be missing, the procedure below should be followed. A description of the player should be completed and circulated to those involved in searching and the player's card or photograph should be used to provide identity.

XO are responsible for the behaviour of the children, staff, parents and spectators that they bring with them. Should behaviour become a concern, the Coach should immediately bring the individual/s into compliance with the Code of Ethics and Conduct. Disciplinary procedures may be initiated against any individual who does not reasonably control their behaviour once requested to do so.

Police can be asked by the Welfare Officer to intervene should the Officer feel there are risks presented to young people verbally, physically or emotionally.

Particular times can give rise to increased risk, namely arrival time and time for leaving. Team staff should ensure good communication with players and families to ensure everyone is aware of changes in arrival/collection plans (e.g. a child being collected by parents or not going on the team coach).

1. Absence of player noticed.
2. Contact Club Welfare Officer.
3. If not already aware, Head Coach to be informed.
4. Search of immediate basketball area.
5. If participant is not found, Event personnel to be informed to search the surrounding venues/area.  
DO NOT SEND OTHER PARTICIPANTS TO SEARCH
6. If participant is not found within 20 minutes, Welfare Officer to inform Operational Manager and contact police. Head Coach to contact parent/guardians.
7. Incident to be logged on Incident Report Form by Club Welfare Officer and immediately reported to Basketball England.

## **PHOTOGRAPHY**

XO is committed to ensuring young people are protected from the inappropriate use of their images. No images should be taken at junior games, training or events without the necessary consent being obtained first including consent as to how the images will be used, especially if this is on websites and in other publications. There is also a need to ensure the opposition have obtained consent from parents and are then able to give consent for images to be taken.

There is no intention to prevent coaches using video as a legitimate coaching aid, but players and their parents should be aware that this is part of the coaching programme and informed consent should be gained in writing, with care taken in the storing of such images.

Please see the Photography and Video Guidance, Live Streaming Guidance and templates for further information.

## **RELATIONSHIPS OF TRUST**

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

Coaches and all involved in supervising children and adults at risk should be careful to ensure that the appropriate boundaries remain in their working relationships between themselves and participants. Although children aged over 16 years can legally consent to sexual activity, it is inappropriate and extremely poor practice for an adult to pursue a relationship with a young person with whom they are in a position of trust. In some cases 'abuse of trust' is a criminal offence (Sexual Offences Amendment Act 2000 - UK wide).

Whilst the coach-player relationship exists, coaches should not enter into an intimate relationship with players aged under 18 years old, and should be aware that in some cases, such as if they have met through a school team, a relationship could be considered inappropriate or criminal by the statutory agencies.

Even where there is no alleged criminal offence, Safeguarding Case Management Processes will be instigated if it comes to Basketball England's attention that an inappropriate relationship, inappropriate communication or other perceived 'grooming' behavior has been demonstrated by a volunteer or staff member in a supervisory capacity with Under 18s or vulnerable adults.

## **MANAGING CHALLENGING BEHAVIOUR**

Staff/volunteers who deliver sports activities to children may, on occasions, be required to deal with a child's challenging behaviour. These guidelines aim to promote good practice and to encourage a proactive response to supporting children to manage their own behaviour. They suggest some strategies and sanctions which can be used and also identify unacceptable sanctions or interventions which must never be used by staff or volunteers.

These guidelines are based on the following principles:

- The welfare of the child is the paramount consideration.
- All those involved in activities (including children, coaches/volunteers and parents/carers) should be provided with clear guidelines about required standards of conduct, and the organisation/club's process for responding to behaviour that is deemed unacceptable.

- Children must never be subject to any treatment that is harmful, abusive, humiliating or degrading.
- Some children exhibit challenging behaviour as a result of specific circumstances, e.g. a medical or psychological condition, and coaches may therefore require specific or additional guidance. These and any other specific needs the child may have should be discussed with parents/carers and the child in planning for the activity, to ensure that an appropriate approach is agreed and, where necessary, additional support provided e.g. from external agencies, Children's Social Care services etc.
- Sport can make a significant contribution to improving the life experience and outcomes for all children and young people. Every child should be supported to participate and, only in exceptional circumstances where the safety of a child or of other children cannot be maintained, should a child be excluded from club activities.

More information can be found on [Managing Challenging Behaviors](#) here

### **APPROPRIATELY VETTED AND QUALIFIED**

It is essential that all people working or volunteering with young people are appropriately recruited. Clubs should develop a safe recruitment process based on the Basketball England guidance to include procedures such as checking documents to confirm the person's identity, obtaining references and conducting an interview if possible. For all roles which are eligible, an enhanced DBS disclosure should be completed.

It is essential that those working with young people are appropriately experienced or mentored/supervised until they have gained experience. People in any role at a club which involves working/volunteering with young people should undertake regular safeguarding training to refresh and update their knowledge. Coaches working with young people must hold appropriate coaching qualifications and must be proactive in safeguarding by taking responsibility for familiarising themselves with any relevant guidance, policies or procedures.

It is mandatory for all licenced Coaches and Bench personnel of junior teams who are eligible for a DBS disclosure to hold a valid and satisfactory DBS disclosure. Please see the additional guidance covering vetting or contact visit Basketball England's Safeguarding Pages for further information.

## **RECOGNITION OF POOR PRACTICE AND POSSIBLE ABUSE**

Staff and volunteers in basketball are not expected to be experts at recognition of child abuse or neglect. However, they do have a responsibility to act if they have any concerns about the behaviour of someone (an adult or young person) towards a child and to follow the reporting procedures in this document.

### **POOR PRACTICE**

Allegations may relate to poor practice where an adult's or another young person's behaviour is inappropriate and may be causing concern/harm to a child. In the application of this policy, poor practice includes any behaviour bringing the game into disrepute of a child protection nature or contravening any Basketball England policy or guidance, infringing an individuals' rights and/or is a failure to fulfil the highest standards of care.

#### **Examples of poor practice:**

- use of excessive, physical or humiliating punishments;
- failure to act when you witness possible abuse or bullying;
- being unaware of or breaching any Basketball England policy such as the Code of Ethics and Conduct;
- spending excessive amounts of time alone with young people away from others;
- inviting or allowing young people into your home where they will be alone with you;
- engaging in rough, physical or sexually provocative activity, including horseplay;
- allowing or engage in any form of inappropriate touching;
- allowing young people to use inappropriate language unchallenged;
- making sexually suggestive comments even in fun;
- reducing a person to tears as a form of control;
- allowing allegations made by a young person to go unchallenged, unrecorded or not acted upon;
- doing things of a personal nature for young people that they can do for themselves;
- sharing a bedroom with a young person you are not related to, even with parental permission.

**N.B.** We would usually recommend that personal care for very young or disabled children is not undertaken by coaches or other team staff. If a child is disabled to the extent that they need assistance with personal care, this should be carried out by their parent or carer.

**If any of the following incidents occur, you should report them immediately to another colleague and make a written note of the event. Parents should also be informed of the incident:**

- if you accidentally hurt a player;
- if he/she seems distressed in any manner;
  
- if a player misunderstands or misinterprets something you have said or done.

## **ABUSE**

Somebody may abuse a young person by inflicting harm, or by failing to act to prevent harm. Young people may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger.

The effects of abuse can be extremely damaging and if untreated, they may follow a person into adulthood. For example, a person who has been abused as a child may find it difficult or impossible to maintain stable, trusting relationships, become involved with drugs or prostitution or attempt suicide.

## **INDICATORS OF ABUSE**

### **Indications that a young person may be being abused include 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 the explanation seems inconsistent;
- the young person describes what appears to be an abusive act involving him/her;
- someone else (a young person or adult) expresses concern about the welfare of another;
- unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper);
- inappropriate sexual awareness;
- engaging in sexually explicit behaviour;
- distrust of adults, particularly those with whom a close relationship would normally be expected;
- has difficulty in making friends;
- is prevented from socialising with other young people;
- displays variations in eating patterns including overeating or loss of appetite;
- sudden weight change;
- becomes increasingly dirty or unkempt.

It should be recognised that this list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place. A good working relationship with parent/guardians will help to identify any concerns that a young person may be experiencing, e.g. family bereavement which could cause some of the changes listed above. However, you must be aware that in some cases, informing the person with parental responsibility may put the child at risk of harm and in many instances, referral to the club Welfare Officer is the most appropriate course of action. The Welfare Officer can then contact Basketball England's Safeguarding Team and Children's Safeguarding services where required.

**Remember it is not the responsibility of those working in basketball to decide if child abuse is occurring but it is their responsibility to act on any concerns by reporting them.**

## **ADDITIONAL VULNERABILITIES**

Deaf or disabled children could be more vulnerable to abuse because they may be dependent on others for practical assistance and intimate care as well as have impaired capacity to resist, avoid, understand or report abuse.

Although the great majority of carers have the child's best interests at heart, some will use their vulnerability as an opportunity to abuse. Sometimes it may be difficult to tell that a disabled child is being abused as people might think a child is behaving differently because of his or her disability - not realising that they are being abused.

## **REPORTING PROCEDURES**

Two procedures are explained in this policy, one for reporting concerns in basketball and another for concerns outside of basketball. If you are unsure which applies, please contact Basketball England Safeguarding Team for advice.

### **HOW TO RESPOND TO A DISCLOSURE FROM A CHILD**

If you witness or become concerned about someone's behaviour, or someone tells you they or another person is being or has been abused you should:

- react calmly so as not to frighten or deter the disclosure;
- listen carefully and take what they say seriously;
- keep any questions to the absolute minimum and for clarification only;
- tell them they are not to blame and that they are right to tell;
- reassure them and explain you have to share what they have said;
- It is not for you to decide if abuse has taken place but to report the concerns;
- Make a record of everything said, word-for-word wherever possible and take immediate action.

If you think the situation is an emergency, contact your Club Welfare Officer or Basketball England's Lead Child Protection Officer. 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 0800 800 5000.

### **ACTIONS TO AVOID**

The person receiving the disclosure should not:

- panic or allow their shock to show;
- ask questions other than to clarify that you have enough information to act;
- speculate or make assumptions;
- make promises or agree to keep secrets;
- make negative comments about the alleged abuser;
- approach the alleged abuser;
- discuss the allegations with anyone who does not have a need to know;
- take sole responsibility;
- delay in reporting the concerns.

It should be noted that not all young people 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 person, record what has been observed in detail and follow the procedures to report these concerns.

## RECORDS AND INFORMATION

Information passed to the Children's Social Care or the Police must be as helpful and comprehensive as possible, hence the necessity for making a detailed record at the time of the disclosure/concern. Ideally this information should be compiled utilising the Incident Referral Form.

### Information which may be required at the referrals stage:

#### Young person/Complainant

- Name/age/gender/disabilities/ethnicity/address/details of parents/agencies already working with the family/relationship between them and the person under consideration.

#### Person under Consideration

- Name/age/gender/address/position in sport and occupation etc;
- Any other allegations/previous incidents.

#### Primary Evidence

- Details from person making the allegation including dates/times/venue/witness;
- Records with dates, including any documents such as emails;
- Has anyone else been informed or is anyone else already involved in the investigation.

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.

A copy of this information should also be sent directly to the Basketball England Safeguarding Manager and a copy should be retained by the Club Welfare Officer and stored in a secure place.

## 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:**

- the 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;
- the Basketball England Safeguarding Team and members of the Basketball England Case Management Group (CMG);
- the Person under Consideration (and parents if the Person under Consideration is a young person) **only following advice from Children's Social Care.**