

Safeguarding Policy

Skyball Beach Volleyball Club is accredited to its Governing Body, Volleyball England.

Skyball Beach Volleyball Club has adopted and adhere`s to the following Volleyball England Policy

- Safeguarding & Protecting Young People Policy Edition 15 December 2022



SAFEGUARDING & PROTECTING YOUNG PEOPLE POLICY

**AND GOOD PRACTICE
GUIDANCE**

SECTION 1:

OUR STANCE AS AN ORGANISATION

Young people are the future of our sport and participate in volleyball in various ways from playing to volunteering and should be able to do so in a safe and happy environment.

As our sport has grown and developed, so has the need to safeguard the ever-increasing number of young people involved; something which has always been a priority for Volleyball England. This Safeguarding & Protecting Young People Policy and supporting documents has been designed to both inform and guide those within our sport on all aspects of safeguarding and should be adopted by all members of the volleyball community.

Volleyball England believes that all participants, staff and volunteers should feel safe while participating in volleyball. We are committed to creating and maintaining a positive environment where all concerns will be listened to, acted on appropriately and all participants treated with respect.

All of the information within this document and more can be found online at:

www.volleyballengland.org/safeguarding



SAFEGUARDING POLICY

Volleyball England acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Sport England requirements.

This policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children:

- Have a positive and enjoyable experience of sport at Volleyball England in a safe and child centred environment.

- Are protected from abuse whilst participating in volleyball or outside of the activity.

Volleyball England acknowledges that some children, including disabled children and young people, LGBTQ+ young people, those from Black and Asian minority groups or young people performing at an elite level can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

AS PART OF OUR SAFEGUARDING POLICY VOLLEYBALL ENGLAND WILL

- Promote and prioritise the safety and wellbeing of children and young people.
- Ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people.
- Ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern.
- Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored.
- Prevent the employment/deployment of unsuitable individuals.
- Ensure robust safeguarding arrangements and procedures are in operation.

The policy and procedures will be widely promoted and are mandatory for everyone involved in Volleyball England. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

MONITORING

The Volleyball England National Safeguarding Working Group will provide a strategic overview of the safeguarding policies and procedures for Volleyball England.

They will review, monitor and evaluate the policies, procedures and good practice guidance in place to ensure that our sport is kept to the highest standards and that our young people can participate in a safe and enjoyable environment.

The date for the next review will be December 2023.

The policy will be reviewed a year after development and then every three years, or in the following circumstances:

- Changes in UK and international legislation and/or Government Guidance.
- As required by the local safeguarding arrangements, UK Sport and/or Sport England, as a result of any other significant change or event.



SECTION 2:

PROCEDURES

REPORTING PROCEDURES

An important consideration for all members, volunteers and staff within Volleyball England is that all concerns about children and young people should be reported. It is not the responsibility of individuals to determine whether abuse has taken place, but it their responsibility to follow these procedures to report concerns.

Concerns can come from a variety of sources; observations of changes in behaviour, observations of an incident, reports by the young person themselves or someone else about a concern.



If you have concerns about the welfare of a child or young person, you should follow the following procedures:

- Find out as much as you need to determine whether this is a concern.
- If there is an immediate risk, call 999 and keep a record of the person you spoke to.
- Complete the **Safeguarding Incident Referral Form**.
- Inform the Club Welfare Officer. The Club Welfare Officer will inform parents of the concerns unless this would pose a risk to the child. The Club Welfare Officer will liaise with the Regional and/or **Volleyball England Safeguarding Lead Officer** about next steps.

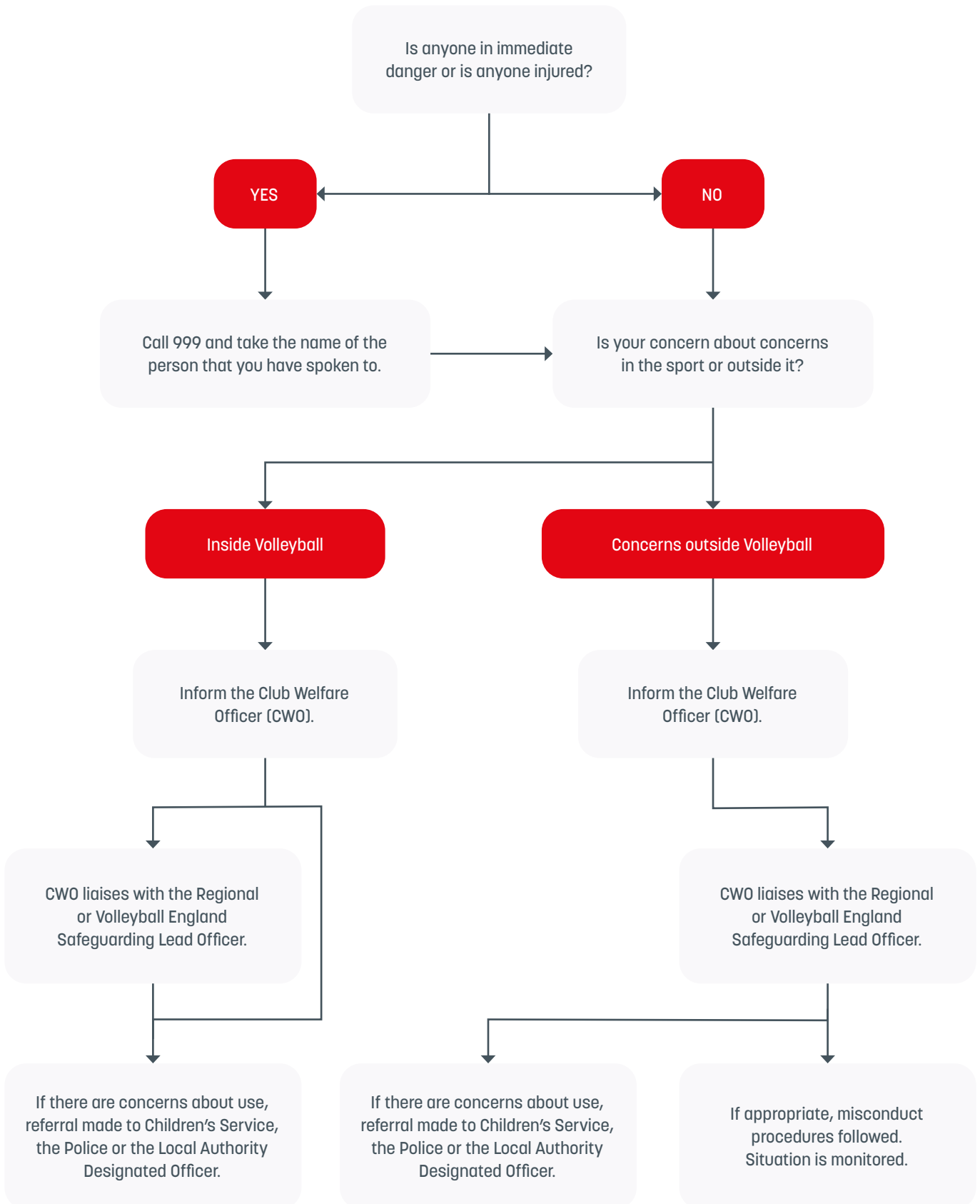
If a child or young person tells you about a concern, listen to them and let them know that you will need to report this concern in order to keep them safe. Do not promise to keep secrets. Only ask questions that assist you to reporting the concern to the Volleyball England Safeguarding Officer. Reassure the young person that they have done the right thing in talking to you.

Volleyball England will fully support anyone who, in good faith and where they have reasonable grounds for doing so, reports concerns about a safeguarding concern related to a colleague, even if that concern is proved to be unfounded.

If you would like to discuss any concerns, please contact the **Volleyball England Safeguarding Lead Officer**.



REPORTING CONCERNS ABOUT CHILDREN AND YOUNG PEOPLE - FLOWCHART



REMEMBER

- Take notes so that you can fill in the relevant paperwork.
- It is not your responsibility to decide or investigate if abuse has occurred.
- It is your responsibility to take action, however slight your concern.
- Make a factual record of the events, using the **Safeguarding Incident Referral Form** and forward a copy of the form (including any action taken or additional information) to the Club Welfare Officer / Regional or Volleyball England Safeguarding Lead Officer as soon as possible.



WHISTLEBLOWING

It's important that everyone within Volleyball England has the confidence to come forward to speak or act if they are unhappy with anything. Whistleblowing occurs when a person raises a concern about dangerous or illegal activity, or any wrongdoing within their sports organisation. All such concerns will follow the **Volleyball England Whistleblowing Policy**. When concerns are regarding the behaviour of an adult towards a young person these will be managed according to Volleyball England's Safeguarding & Protecting Young People Policy.

All information received and discussed will be treated in confidence and only shared with those individuals who will be able to manage and resolve the situation in accordance with Volleyball England's Information Sharing Guidance. Individuals can raise a matter of concern without fear of victimisation, subsequent discrimination or disadvantage. This policy is intended to encourage and enable individuals to raise serious concerns within Volleyball England and blow the whistle, rather than overlook the concern.

Volleyball England will do its utmost to protect the identity of the whistleblower when they raise a concern and do not want their name to be disclosed. However, it must be appreciated that the investigation process may reveal the source of the information and a statement by the whistleblower may be required as part of the evidence. They will be given prior notice of this and a chance to discuss the consequences. Volleyball England will not tolerate any harassment or victimisation (including informal pressure) towards whistleblowers and will take appropriate action to protect individuals when they raise a concern in good faith.

Volleyball England encourages the whistleblower to put their name to the allegation. Concerns expressed anonymously are much less powerful and may not provide all the relevant information. However, all reports will be considered at the discretion of the Case Management Team based on the seriousness of the issues raised, the credibility of the concern and the likelihood of confirming the allegation from attributable sources or factual records.



If an individual makes an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against them. If however, it is established that they have made malicious or frivolous allegations, or for personal gain, disciplinary action may be taken against them. In such cases, Volleyball England's disciplinary procedures will apply.



Individuals should raise the concern in the first instance with the Volleyball England Safeguarding Lead Officer by post to the national office, marked 'private and confidential' or via email to: safeguarding@volleyballengland.org. This should address:

- The background and history of the concern.
- Names, dates and places where possible.
- Reason for the concern.
- Reason why the standard Volleyball England safeguarding reporting procedures have not been used.

Although the whistleblower is not expected to prove the truth of an allegation, they will need to demonstrate to the Safeguarding Lead Officer that there are sufficient grounds for their concern.

If your concern is regarding the Safeguarding Lead Officer, you should refer the matter to the Volleyball England Chief Executive Officer.

If you do not want, or feel unable to report the concern to Volleyball England, the NSPCC has a [whistleblowing advice line](#).



COMPLAINTS

All members, staff and volunteers, both adult and children, are entitled to make complaints to Volleyball England. Complaints are distinguished from "whistleblowing" as they can be made by those inside and outside Volleyball. Complaints can be made by adults, young people and children by following the [Volleyball England complaints](#) procedures.

SECTION 3.1:

GUIDANCE DOCUMENTS

SAFER RECRUITMENT

Anyone undertaking a role that involves contact with or responsibility for children or other vulnerable groups should be taken through a safer recruitment process. Most people who want to work in a paid or unpaid capacity with children within sport are well motivated.

Without them, volleyball could not operate. However, whether the role is paid or not, it is important that the individual has the right skills, knowledge and attitude for the role and understands their responsibilities.



Volleyball England recognise the below points as best practise for the recruitment of all staff and volunteers in paid for and voluntary roles working with children and young people:

- Each role will have a clear job or role description to explain what tasks will be involved, and a person specification, explaining what experience or attributes the successful candidate needs in order to carry out the role.
- All roles should be advertised openly.
- Candidates will complete an application form to enable the club, region or volleyball England to gather relevant information about each applicant. Where the person is eligible for a DBS check, they will also be asked to complete a **Self Disclosure Form (SP2)**.
- All candidates will require specific written references before confirmation of appointment.
- Candidates will be interviewed to discuss the role and their suitability.
- Where posts are **eligible posts**¹, undertaking an enhanced Disclosure & Barring Service check. Any information on this disclosure will be risk assessed to inform recruitment decisions.
- Relevant qualifications and experience will be checked.
- All recruitment decisions will be recorded and, where relevant, reasons for non appointment given.
- An induction will be provided for all new staff and volunteers, to include information about the role, safeguarding policies and procedures, safeguarding training and signing up to the Code of Conduct.
- There will be an agreed probationary period for all new staff and volunteers after which this will be reviewed.

¹Eligibility for Enhanced level DBS checks will depend upon the role, frequency and regularity of work with children and young people. Unsupervised roles will also be checked against the Barred List.

USE OF PHOTOGRAPHY AND VIDEO

The use of photographs and recorded images can be extremely useful for positively celebrating the success of young people in volleyball and assisting with training. Volleyball England may also want to take photos to promote their activities and increase participation.

However, it is important that there are appropriate and proportionate safeguards in place to ensure that all necessary steps are taken to protect children and young people from the inappropriate use of their images in resources and media publications, on the internet and elsewhere.

There are risks in the use of photography and film:

- Children may be identified, contacted or groomed – including the child's personal information (full name, address) alongside their image can make them identifiable and therefore vulnerable to individuals looking to locate, contact or 'groom' children for abuse. Even if personal details are kept confidential, other details identifying the sports organisation, school or club, or their favourite sportsperson or team, can also be used to groom the child.
- Someone might make inappropriate or illegal images of children - photo or video content may itself be inappropriate, or images may be used inappropriately or out of context. Some individuals deliberately target sports activities and set out to take inappropriate photos in ways that are potentially illegal and harmful (such as: images of children changing, photos taken in the toilets, using a camera at ground level to photograph up girls' skirts) and some images that appear ambiguous can be used inappropriately and out of context by others, or copied and edited. Images shared privately online can be re-shared, possibly entering the public domain on websites or social media – see **Section 3.3 "Online safety"** guidance for more on this topic.

In order to minimise these risks, Volleyball recommend all involved in volleyball to follow the following guidance, which will depend upon the type of photograph taken and how these will be used:

- Think carefully before using any images showing children and young people on your website, social media or other publications.
- Choose images that present the activity in a positive light, and promote the best aspects of the sport and organisation.
- Do not supply full names of children along with the images, unless:
 - It is considered necessary - such as for elite young players.
 - It is considered in the child's best interests (with consent from child and parents).
- Only use images of children in suitable dress or kit.
- Consider using models or illustrations if you are promoting an activity, rather than the children who are actually involved in it.



USE OF OFFICIAL OR PROFESSIONAL PHOTOGRAPHERS:

If you are using official or professional photographers, ensure that you include the areas covered in this guidance within their contracts, inform parents and children that a photographer will be in attendance and ensure that you have their consent to both the taking and publication of films or photos. It is also important to check the photographer's identity, the validity of their role, and the purpose and use of the images to be taken. Photographers should be issued with identification, which

must be worn at all times. There should be a mechanism, of which the photographer is informed, to identify children who cannot have their photograph taken. There should be no unsupervised access to children or one-to-one photo sessions at events, or photo sessions away from the event (for instance, at a young person's home). The contract should clarify issues about ownership of and access to all images, and for how long they'll be retained and/or used.

COMMUNICATION WITH PARENTS AND YOUNG PEOPLE

Close-up images

- Make parents aware of your policy on using children's images, and of the way these represent the organisation or activity.
- Seek parents' consent to take and use images of individual or smaller groups of participants in which their child would easily be recognisable - this would be included in the **Parent/Carer & Young Person Consent Form (SP5)** possibly as part of the process for registering and consenting the child's participation in the activity or event.
- Let parents know how, where and in what context an image may be used - for example, on a public website, through social media or in a printed resource.
- Ask for the child's permission to use their image to ensure they're aware of how the image may be used.

General images of events

- At many events, organisers will wish to take wide-angle, more general images of the event, the site, opening and closing ceremonies, and so on.
- It's usually not reasonable, practical or proportionate to secure consent for every participating child in order to take such images, or to preclude such photography on the basis of the concerns of a small number of parents.
- In these circumstances, organisers should make clear to all participants and parents that these kinds of images will be taken, and for what purposes.

Secure storage of images

Images or video recordings of children must be kept securely:

- Hard copies of images should be kept in a locked drawer.
- Electronic images should be in a protected folder with restricted access.
- Images should not be stored on unencrypted portable equipment such as laptops, memory sticks or mobile phones.

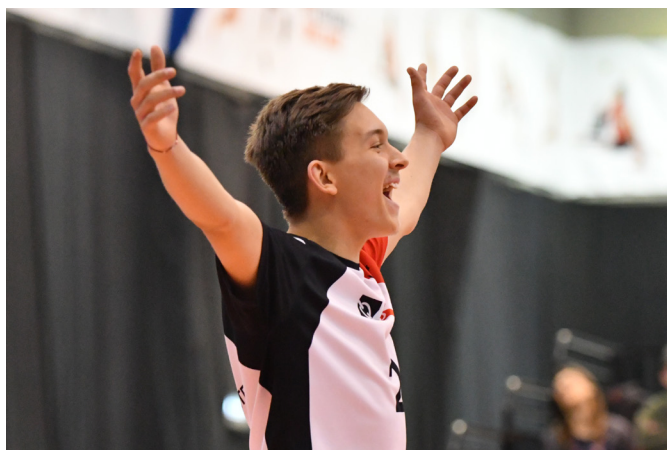
It is advisable to avoid using any personal equipment to take photos and recordings of children where possible, use only cameras or devices belonging to your organisation.

If you're storing and using photographs to identify children and adults for official purposes - such as identity cards - ensure you comply with the legal requirements for handling personal information. For guidance on the Data Protection Act and other privacy regulations, visit the [Information commissioner's office \(ICO\)](https://www.ico.org.uk) website.



TALENTED YOUNG ATHLETES

As young athletes progress up the competitive ladder, their sporting success can lead to an increased public profile with elite-level events more likely to take place in a public arena, and both Volleyball England and the young athlete may want to celebrate these achievements. However, organisers retain their duty of care to these athletes and a responsibility to safeguard them so informed consent from the athletes and their parents is still important alongside the other guidance above. In addition, athletes, their parents and media representatives need to be clear about appropriate arrangements and ground rules for interviews, and for filming and photo sessions.



RESPONDING TO CONCERNS

All staff, volunteers, children and parents should be informed that if they have any concerns regarding inappropriate or intrusive photography (in terms of the way, by whom, or where photography is being undertaken), these should be reported to the event organiser or another official.

USE OF CCTV IN LEISURE FACILITIES

If a leisure facility intends to use a live video stream of leisure activities for parents to spectate, which is displayed in public areas, facilities should make sure that:

- All customers are aware.
- Images are not recorded.
- Footage is shown without sound (reduces potential identification of individuals).
- Any cameras provide wide-angle, general views of the pool or court.
- There are arrangements in place to respond to any concerns about anyone watching the stream whose behaviour gives cause for concern.

Any child protection or safeguarding concerns would follow the Volleyball England safeguarding procedure.

Concerns about professional photographers should also be reported to their employers.

If there are concerns or suspicions about potentially criminal behaviour this should include referral to the police.

TEMPLATE PHOTOGRAPHY AND FILMING CONSENT FORM

NAME OF ORGANISATION:

To be completed by the organisation

In accordance with our child protection policy we will not permit photographs, video or other images of young people to be taken without the consent of the child or the parent if the child is under 16.

The *(organisations name)* will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform *(insert organisations name)* immediately.

CONSENT INFORMATION:

To be completed by child:

- I give permission for my photograph to be used within the club for display purposes
- I give permission for my photograph to be used within other printed publications
- I give permission for my photograph to be used on the club's website
- I give permission for videos of me to be used on the clubs website
- I give permission for my photograph to be used on the club's social media pages
- I give permission for videos of me to be used on the clubs social media pages

Signature of child:

Print name child:

Date:

If the child is under 16, consent must be obtained from parents.

If over 16, it's still good practice to inform parents that photographs/videos of their child may be used if the child has given consent.

PLEASE CONTINUE ON FOLLOWING PAGES 

CONSENT INFORMATION:

To be completed by parent:

- I give permission for my child's photograph to be used within the club for display purposes
- I give permission for my child's photograph to be used within other printed publications
- I give permission for my child's photograph to be used on the club's website
- I give permission for my child to be videoed for use on the clubs website
- I give permission for my child's photograph to be used on the club's social media pages
- I give permission for my child to be videoed for use on the clubs social media pages
- I can confirm that I have read, or been made aware of how these images or videos will be stored within the organisation

Signature of parent:

Print name parent:

Date:

ONLINE SAFETY

Online technology continues to advance and change the way people communicate and interact on a daily basis.

Sports organisations, coaches and others involved in providing activities for children and young people are increasingly using the internet and social media to promote sport and communicate with them.

Communication online provides benefits and risks, and all online communications and promotions should be in accordance with this guidance and fully risk assessed.

There are several safeguarding risks for children and young people including:

- The possibility that personal information can be used to identify and locate a child offline.
- Use of social media and online communications for grooming a young person with the intention of sexually abusing them.
- Exposure to inappropriate content, including pornography, racist or hate material or violent behaviour.
- Glorifying activities such as drug taking or excessive drinking.



It is therefore important to minimise any risk through a combination of awareness raising, for young people and adults, and clear guidelines to support online safety.

To prevent online safeguarding risks it is important to:

- Be open and transparent in all communications, whether online or by traditional means.
- Make sure your use of social media as an organisation is in line with your aims and values.
- Ensure staff and volunteers who manage the organisation's online presence have appropriate training on the types of technology, sites and applications young people use - the NSPCC's **Keeping children safe online** course offers an overview of the platforms used by young people and the risks associated with them.
- Address the safeguards that affect young people through clear guidelines for them to follow, as well as informing them of who they can contact if they have any concerns, by developing an **acceptable use statement** and writing online behaviour into your codes of conduct.
- Equip young people with knowledge about the risks to them and how to deal with and report any concerns by referring them to **Childline's resources**.
- Develop guidance for staff and volunteers that includes advice on how to behave online when representing the organisation and how to respond to inappropriate behaviour - you can include this guidance in your **online safety policy** and in codes of conduct for staff.
- Think about how social media is used in your organisation both during activities or events and outside of normal 'office hours', and make sure that's reflected in your policy and procedures.
- Reference your online safety policy in your safeguarding policy and make sure staff are aware of your reporting procedures for online abuse.

When communicating electronically, through email, text, applications, instant messaging, on social media, etc it is important to follow the following key principles:

- Adults should not communicate on a one-to-one basis with young people, but instead communicate through group messages where possible, copying in parents.
- Adults should limit all electronic communication to volleyball related matters only.
- Parental consent is required for communication between the adult and young person.
- All staff, volunteers, parents and members should behave responsibly and respectfully when online or texting. They should not post or discuss unfavourable comments about coaches, players, any helper or volunteer, parent or club.
- Electronic communication should never be used as a medium by which to abuse or criticise Volleyball England, its members, or clubs and to do so would be in breach of Volleyball England codes of conduct and therefore subject to disciplinary action.
- Volleyball England members in a position of trust and/or responsibility should not have young people as friends/fans/followers on personal social networking sites when the primary reason for their relationship is volleyball.
- Clubs using social networking sites must only accept members of the clubs as their friends/fans/followers or contacts on the social networking site/page/group. This must be stated on the site and must be set up for that reason. It is important the site's privacy settings are set ensuring that an outside adult may not be able to make contact with a young person by first gaining access via the club social networking site.
- Young members should be encouraged to set their privacy settings and not accept requests either from people unknown to them or from adults within volleyball. Likewise, adults should not accept requests from young people involved in volleyball. Moreover, all social networking sites are restricted to people over 13 years of age.

All safeguarding concerns around online communication or interaction should be reported following the Volleyball England procedures.

ANTI-BULLYING GUIDANCE

Volleyball England is committed to the prevention and effective management of bullying behaviour relating to young people in volleyball.

Bullying is behaviour that hurts someone else - such as name-calling, hitting, pushing, spreading rumours, threatening or undermining someone.

It can happen anywhere - in a club, at school, at home or online. It's usually repeated over a

long period of time and can hurt a child both physically, emotionally and mentally. Bullying behaviour can often stay confined to 'bullying hotspots', which are locations in a school, club or venue that might be more secluded or have fewer witnesses, such as changing rooms.

Bullying can take many forms including:

- **Physical** - hitting, pushing, kicking or other physical assault.
- **Verbal abuse** - offensive name-calling, insults or gossiping.
- **Non-verbal abuse** - offensive hand signs or text messages.
- **Racial, sexist or homophobic** - racist remarks, sexist jokes or comments, or homophobic, transphobic or gender-related jokes or comments.
- **Sexual** - abusive sexualised name-calling, inappropriate and uninvited touching, or an inappropriate sexual proposition.
- **Indirect** - spreading nasty stories or rumours about someone, intimidation, exclusion from social groups, manipulating or constantly undermining someone.

*Source: **Childline annual review 2016/17: Not alone anymore.** NSPCC (2017)



Cyberbullying is a form of bullying behaviour that takes place on social media, in online games and through mobile phones. Cyberbullying can have just as much of an impact on children and young people as more direct, face-to-face bullying and is often harder to escape in the 24-hour online world.

Some of these online behaviours include:

- 'Trolling' - sending upsetting messages through social media, chat rooms or online games.
- Creating and sharing hurtful images or videos.
- Sending explicit images, also known as 'sexting'.
- Sending abusive text messages.

There are a number of different ways the emotional and sometimes physical harm associated with bullying can have an impact on a child's enjoyment of sport and could prevent them from taking part. These can include:

- Being unable to take part in activities due to physical injury as a result of bullying.
- Feeling pressured to perform or over-train due to criticism of a previous performance.
- Not wanting to take part for fear of hurtful comments or bullying behaviour surrounding body image.
- Experiencing poor wellbeing due to the stress of bullying happening either in or outside of their sport.

In addition to the impact it has on individuals, retaliation and escalation of bullying behaviour is often also a risk and can draw other children in to the behaviour, impacting a whole team.

SUPERVISION GUIDANCE

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

Benefits of clear guidance about supervision 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.

Those supervising children and young people need to be suitable for this role. Suitability should be established through:

- Ensuring **Safer Recruitment Procedures (see Section 3.1)** have been followed in recruiting them, including a DBS check where relevant.
- Checking that they have an appropriate qualification for the activity.
- Checking that they have appropriate insurance to cover the activity.
- Sign up to the Volleyball England's Codes of Conduct.
- Ensuring appropriate training has been completed.

All work with young people should be within sight or hearing of other adults.



The adult/participant ratios should be based on the age and any additional needs of the young people involved. A minimum of two adults should be present at all times to ensure basic cover in the event of something impacting the availability of one of the adults. Ideally, a male and female adult should be available if the activity involves both male and female young people. NB: Carers of young people with disabilities must not be relied upon as a supervising adult with regard to ratios; they should be present in addition to recommended ratios.

In addition to the minimum two adults, Volleyball England's recommended minimum supervision ratios, are as follows:

- Participants under 8 years old: 1 adult to 8 young people (with a minimum of two adults).
- Participants over 8 years old: 1 adult to 12 young people (with a minimum of two adults).

NB: "Participants" extends to all those who are under 18 years old, whether they are leading, coaching, officiating, volunteering or playing.

Leadership, officiating and volunteer awards create opportunities for young people to develop their skills and sense of responsibility. However, this should not result in these young people being given lead or full responsibility for managing groups of young people.

Parents/carers should have the contact details of a responsible adult involved in the activity and have provided their contact details in the event of an emergency or issue regarding the young person.

Those supervising the activity are responsible for first aid provision and should do so by ensuring:

- There is a qualified first aider on site.
- First aid boxes are accessible and up-to-date.
- There is access to a phone to contact emergency services if required.

When in a position of authority and trust in relation to children and participants aged 16 and 17 years must not engage in sexual relationships with them while an unequal power relationship exists.

PUBLIC VENUES GUIDANCE

Clubs, facilities and those with responsibility for children have a general duty of care towards them. However, there are no specific legal requirements regarding the use of changing facilities.

Guidance around use of changing facilities will depend upon whether or not the facilities will be used exclusively by junior teams or athletes, and who facilities are managed by. If only junior teams or athletes are using a facility, safeguarding risks are reduced as there will be a reduction of children mixing with adults when changing or showering.

If facilities are owned by another organisation, such as a local authority, it is important to clarify their rules and procedures around use. All facilities should have a safeguarding policy and procedures for reporting any concerns, and staff and volunteers are advised to familiarise themselves with these.

Even when using public facilities, arrangements can be made to address any potential concerns, for example:

- There may be a separate room or space available for the group.
- It may be possible to negotiate specific time slots for the group, and the coaches or volunteers to have exclusive use of the changing rooms.
- A team area within the changing facility could be designated and nobody else allowed in that area.
- Children may opt to change at home before they arrive for the activity. (Remember that many children are very self-conscious and anxious about undressing in front of others. Staff and volunteers should consider offering the option of changing at home as a matter of course.)



If mixed use of the changing facility by adults and children is unavoidable, at least two members of staff (of the same gender as the children) should supervise the group. It is important that staff and volunteers seek to balance the need for adult supervision with the rights of children to privacy in this context.

Supervision in the changing facility may also be necessary when:

- Children are too young to be left alone or change themselves.
- Organisers of groups of children under 8 years should make arrangements for their supervision while changing before and after the activity.
- Although most children of school age (4 years old) may be capable of changing their clothes, many leisure facilities have established guidelines that any child below the age of 8 years must be accompanied by an appropriate adult.
- The group includes disabled children who require additional support and assistance with changing (note that this should be undertaken by prior agreement with their parent or professional carer).
- Children could injure themselves or access a potential risk such as a swimming pool that is unattended.
- There are concerns about bullying, fighting or other harmful behaviours taking place which need to be managed.

If supervision is required, numbers – more than one adult should be involved, as this will ensure cover in the event of an accident or incident occurring or if one supervisor is called away. It is good practice to ensure that children are supervised by staff or volunteers of the same gender while changing. Supervisors should be recruited following Volleyball England **Safer Recruitment Procedures (see Section 3.1)**.

Parents are often involved in supervising children, and can provide valuable support to organisers and coaches. Where they are responsible only for their own child (or, by agreement, their relatives' or friends' children) this constitutes a private arrangement outside the responsibility of the activity organisers. However, when parents undertake a formal supervisory role at the request of or with the agreement of the organiser, which includes having responsibility for other people's children, the same steps should be taken as staff and volunteers to make sure they are suitable for the role.

Parents and carers have a responsibility to ensure that their children are appropriately supervised while they are attending a sport or leisure facility. It is parents' responsibility to judge whether it is safe and appropriate to allow their unaccompanied child to visit a sport or leisure facility. Parents may wrongly assume that staff will take responsibility for their children within a sport or leisure facility, or within specific areas such as changing rooms. Parents should therefore be informed about the facility's expectations about supervision of their children, including the use of changing rooms and shower areas.

TRANSGENDER AND TRANSITIONING CHILDREN

There are a number of factors to consider when addressing the needs of transgender or transitioning children and changing facilities. Things to consider are:

- The child's feelings and preference about which gendered changing room they'd like to use.
- The privacy of the child.
- The feelings and privacy of other children in the same changing room.
- Practical arrangements such as leaving a child unsupervised.
- Any risks of bullying or unwanted behaviour towards that child.

If a child self-identifies as a gender that differs from the gender they were assigned at birth, they may wish to start changing with other children of the same gender identity or ask for privacy. Clubs, facilities and coaches should try to make reasonable adjustments to changing arrangements to suit the child's needs and reduce the risk of bullying behaviour or distress. Reasonable adjustments could include:

- Providing a private, separate changing space for the child.
- Supporting the child with any changes to previous changing arrangements.
- Educating other children in the team on gender identity and celebrating difference.
- Arranging for that child to change at a different time to other children or at home.

In most cases, children who are able to self-identify as transgender are able to articulate their wishes. Best practice is to consult with both the child and their parents where necessary about any potential changes to arrangements.



TRANSPORT GUIDANCE

It is the responsibility of the parent/carer to transport young people to and from the club; it is not the responsibility of coaches, officials, volunteers or other supervising adults.

However, Volleyball England understands that participation in away fixtures, competitions, and events may demand that young people travel with responsible adults. In this eventuality the following must be adhered to:

- The parent/carer must give written permission for the young person to be transported in another adult's vehicle.
- The parent/carer will provide emergency contact details.
- The person(s) transporting the young people will be recruited in accordance with the Volleyball England **Safer Recruitment Procedures (see Section 3.1)** and use of DBS Policy.

In order to assist with smooth and safe transport arrangements, Volleyball England recommend the following procedures:

- A timetable of activities should be communicated to all parents/carers at the beginning of the season, or at the earliest opportunity, with any changes to be notified in writing wherever possible.
- A late collection protocol should be adopted and publicised and contact numbers for all parents/carers should be accessible to the supervising adult, as well as contact details for parent/carers to utilise to advise if they are going to be late.
- If a parent/carer is late, the supervising adult should;
 - Attempt to contact the parent/carer.
 - Wait with the young person and with another adult, if possible.
 - Report the situation to Children's Social Care or the Police if the parent/carer remains un-contactable.



It is strongly advised that private vehicles, other than those of the parents, are not used by adults in a position of responsibility to transport young people at any time. However, if this is the only feasible method of transport then the drivers must:

- Ensure the safety of the passengers.
- Ensure that their vehicle is roadworthy.
- Hold a valid licence and insurance cover.
- Only use vehicles with seatbelts and ensure all passengers are wearing these during transit.
- Be aware of their legal obligations when transporting young players, i.e. child car seat laws.
- Provide clear information on the expected time of departure and arrival, which needs to be communicated to the parent/carer.
- Not be alone with a young person in the vehicle at any time. If this situation arises, drivers need to ensure that the young person is in the back of the vehicle.

If an adult is hiring a vehicle that will be used to transport young people they should consider the following points:

- Passenger safety.
- Competence of the driver and whether they hold an appropriate licence.
- Number of hours both driving and non-driving throughout the day.
- Whether more than one driver is required.
- Type of journey, traffic conditions, weather and appropriate insurance cover.
- Journey time, distance and stopping points.
- Supervision requirements.
- Suitability of transport including any additional needs for disabled players.
- Drivers will need to take breaks and be aware of emergency procedures.

An adult in a position of trust should never:

- Take a young person alone on a journey, however short, without the prior consent of the parent/carer. Even with parental consent this should only be done in exceptional circumstances.
- Send a young person home with another person without permission.
- Ask a young person to wait with them unless accompanied by another adult.

INFORMATION SHARING GUIDANCE

Child protection and safeguarding involves sensitive information that directly affects the welfare of children and young people.

To keep these children safe, information needs to be shared appropriately so that decisions can be made to protect them. However, clear boundaries around information sharing are important to maintain confidentiality where appropriate and to ensure that only those who need the information are made aware of it.

Whenever a Volleyball organisation receives information that raises concerns about a child or children, decisions need to be made about information sharing. This could include:

- Concerns about a child received within or outside Volleyball.
- Concerns about a person in a position of trust, such as a coach - this could include information on a Disclosure & Barring Service (DBS) check.
- Concerns about a member of a sports club.
- Concerns about a sports environment, such as an event location or hosting arrangements.



All safeguarding concerns should be shared with the Safeguarding Lead Officer at Volleyball England. They will be able to advise on sharing this information more widely. Volleyball England's information sharing guidance is based on key principles from the Government guidance "Information sharing advice for safeguarding practitioners" which describes the '7 Golden Rules' of information sharing. These should be referred to for all information sharing decisions:

- 1** Remember that the Data Protection Act 2018 and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.
- 2** Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
- 3** Seek advice from other practitioners if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
- 4** Share with informed consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, there is good reason to do so, such as where safety may be at risk.
- 5** Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
- 6** Necessary, proportionate, relevant, adequate, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.
- 7** Keep a record of your decision and the reasons for it - whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

INFORMATION COULD BE SHARED WITH:

- Statutory organisations - the Police and/or Children's Services must be informed about child protection concerns; Designated Officers should be consulted where there are concerns about someone in a position of trust.
- Disclosure & Barring Service - must be informed of any concerns about someone in regulated activity who is suspended or expelled from the organisation.
- Other clubs and other sports organisations - informing other organisations need to be considered according to the **Principles (see Section 6)** in order that they can safeguard children in their care who may be at risk of harm.
- Individuals within the organisation - this will be decided on the basis of who needs to know what information in order to keep children safe according to the **Principles (see Section 6)**.

There has been confusion and uncertainty on the part of many professionals and volunteers working with young people about when, how and with whom concerns about the welfare of young people may be shared. Remember, the welfare of the young person is paramount.

Further advice and guidance on information sharing is available on <https://thecpsu.org.uk/help-advice/topics/information-sharing/>



SAFEGUARDING AT EVENTS

Participating in a competition or event can be the highlight of a young person's enjoyment of the sport. Whether playing in a local park, with a local club, or representing their school, county, region or country, all children and young people have the right to enjoy their sport safely. Equally, parents or carers need to be confident that their children are looked after and kept safe.

Whether you are hosting or travelling to a competition or event there are responsibilities you should be aware of. They are all referenced in the Child Protection in Sport Unit's **Safe Events Tool**.

Organising an Event

Staging a tournament, competition or event can be a rewarding but sometimes daunting task. For individuals or groups considering any such activities there are certain responsibilities and a duty of care to those involved including participants, spectators, event staff and the general public.

In addition to the general issues surrounding health and safety, events involving young people have some particular issues which organisers need to be aware of that relate specifically to safeguarding and include discipline, injury and illness, changing rooms and drop-off/collection by parents/carers.

Travelling with Groups

Working with young people in sport often requires groups to move around in order to take part in competitions and attend events. There are some particular issues related to duty of care in these situations which require specific attention and include; careful planning, communication with parents/carers, transport arrangements, supervision and staffing, insurance, accommodation arrangements and emergency procedures.

PHOTOGRAPHIC & RECORDING EQUIPMENT

The taking and using of photographic and recorded images of young people while at competitions and events is subject to the Volleyball England Use of Photography and Video Guidance and requires written consent from parents/carers and the young person prior to participation. Example [Parent/Carer & Young Person Consent Form \(SP5\)](#).

GOOD PRACTICE

- Consent is obtained from young people and their parents/carers prior to participation and they are informed that their image will be photographed or recorded by identifiable individuals. Permission can be obtained via one consent form to cover all activities, if appropriate.
- The requirement to register as a photographer or videographer should be prominently displayed throughout the venue, detailed in event programmes and announced over the public address at regular intervals.
- If a professional or press photographer is invited they should be provided with a clear brief about what is considered appropriate, in terms of picture content and their behaviour around young people.

In addition to this, all those wishing to take photographic or recorded images should register with competition/event organisers and obtain accreditation that clearly identifies them as a registered photographer/filmographer. Example [Photography & Videographer Registration Form \(SP4\)](#). Any individual taking photographs or recording images without displaying accreditation should be challenged by asking who they are and why they are taking photographs/recording images without permission. Any concerns should be reported to the event organisers or the event Safeguarding Officer immediately.

Unacceptable Behaviour

An adult in a position of trust should never:

- Allow unsupervised one-to-one photo sessions at events.
- Allow photo sessions outside of the event or at the young person's home.
- Allow the personal details of a young person to be published alongside their image.

MANAGING CHALLENGING BEHAVIOUR GUIDANCE

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 are based on the following principles:

- The welfare of the child is the paramount consideration.
 - Children must never be subject to any form of treatment that is harmful, abusive, humiliating or degrading.
 - The specific needs a child may have (e.g. communication, behaviour management, comprehension and so on) should be discussed with their parent/carer and where appropriate the child, before activities start. Where appropriate it may be helpful to record the details of any agreed plan or approach and provide copies to all parties.
 - Every child should be supported to participate. Consideration to exclude a child from activities should apply only as a last resort and after all efforts to address any challenge have been exhausted, in exceptional circumstances where the safety of that child or of other children cannot be maintained.
- Planning for activities should include consideration of whether any child involved may need additional support or supervision to participate safely. This should address:
- Assessment of additional risk associated with the child's behaviour.
 - Appropriate supervision ratios and whether numbers of adults should be increased.
 - Information sharing for all/volunteers on managing any challenging behaviour to ensure a consistent approach.
 - Specialist expertise or support that may be needed from carers or outside agencies. This is particularly relevant where it is identified that a child may need a level of physical intervention to participate safely.
 - Where challenges are anticipated in light, for example of a child's impairment or other medical condition, a clear plan/agreement should be established and written down.

It should be clear to all involved in the club or event what the codes of conduct are, and these should have been agreed and signed up to. Breaches to the codes of conduct should be addressed in a previously stated manner.

Parents should be fully informed of the codes of conduct and the expectations on their children, and asked them to reinforce this ahead of any trip or activity.

In responding to challenging behaviour the response should always be:

- Proportionate to the actions you are managing.
- Imposed as soon as is practicable.
- Fully explained to the child and their parents/carers.

In dealing with children who display negative or challenging behaviours, staff and volunteers might consider the following options:

- Time out - from the activity, group or individual work.
- Reparation - the act or process of making amends.
- Restitution - the act of giving something back.
- Behavioural reinforcement - rewards for good behaviour, consequences for negative behaviour.
- De-escalation of the situation - talking with the child and distracting them from challenging behaviour.
- Increased supervision by staff/volunteers.
- Use of individual 'contracts' or agreements for the child's future or continued participation.
- Sanctions or consequences e.g. missing an outing or match.
- Seeking additional/specialist support through working in partnership with other agencies.
- Temporary or permanent exclusion.



The following should never be permitted as a means of managing a child's behaviour:

- Physical punishment or the threat of such.
- Refusal to speak to or interact with the child.
- Being deprived of food, water, access to changing facilities or toilets or other essential facilities.
- Verbal intimidation, ridicule or humiliation.



Staff/ volunteers should consider the risks associated with employing physical intervention compared with the risks of not employing physical intervention. The use of physical intervention should always:

- Be avoided unless it is absolutely necessary to prevent a child injuring themselves or others, or causing serious damage to property.
- Aim to achieve an outcome that is in the best interests of the child whose behaviour is of immediate concern.
- Form part of a broader approach to the management of challenging behaviour.
- Be the result of conscious decision-making and not a reaction to an adult's frustration.
- Employ the minimum force needed to avert injury to a person or serious damage to property - applied for the shortest period of time.
- Used only after all other strategies have been exhausted.
- Must not involve contact with buttocks, genitals and breasts, be used as a form of punishment or involve inflicting pain.
- Be recorded as soon as possible using the appropriate organisational reporting form and procedure.

Parents should always be informed following an incident where a coach/volunteer has had to physically intervene with their particular child. In addition, a timely de-brief for staff/volunteers, the child and parents should always take place in a calm environment following an incident where physical intervention has been used. Even children who haven't directly been involved in the situation may need to talk about what they have witnessed. There should also be a discussion with the child and parents about the child's needs and continued safe participation in the group or activity.

SECTION 5:

DEFINITIONS

- **Child or young person** - In England, a child is anyone below the age of 18 years. These terms will be used interchangeably throughout this document.
- **Safeguarding** - those processes to ensure that a child remains safe within Volleyball.
- **Child protection** - the processes to respond to concerns about a child.
- **Welfare Officers** - Volleyball England has identified Welfare Officers as key individuals in leading this implementation of these policy and procedures at national, regional and club level.
- **Statutory agencies** - this includes organisations who have a statutory/legal role in responding to concerns about children. They include:
 - Children's Services (also called Children's Social Care or Social Services) who work to protect children from harm
 - Police who address concerns about criminal behaviour.
 - (Local Authority) Designated Officers who address concerns about those in positions of responsibility.
- **Local arrangements** - these used to called "Local Safeguarding Children's Boards" and coordinate local safeguarding arrangements.
- **Legal age of consent** - the age at which people can legally consent to sexual activity (also known as the **age of consent**) is 16-years-old.
- **Child abuse** - in law there are four types of child abuse:
 - Physical abuse is when someone hurts or harms a child or young person on purpose. In volleyball this could include concerns about children physically harmed at home, or an assault in the Volleyball environment. For more information see the **NSPCC website**.
 - Sexual abuse is when a child or young person is forced or tricked into sexual activities. This could be through contact or no contact. In volleyball this could include concerns outside the club, or grooming of a young person by a person in a position of responsibility. For more information see the **NSPCC website**.
 - Emotional abuse is any type of abuse that involves the continual emotional mistreatment of a child. It's sometimes called psychological abuse. In volleyball, this could include abusive language towards young people from a parent, or a coach deliberately trying to scare, humiliate, isolate or ignore a child. For more information see the **NSPCC website**.
 - Neglect is the ongoing failure to meet a child's basic needs and the most common form of child abuse. In volleyball, there could be concerns about malnourishment or cleanliness in a child's home, or young people not being given water during training.

SAFEGUARDING INCIDENT REFERRAL FORM (SIRF)

CLUB/ORGANISATION'S NAME:

YOUR DETAILS:

Position/role:

First name (s):

Surname:

Address:

Postcode:

Email address:

Daytime Tel No:

Evening Tel No:

YOUNG PERSON'S DETAILS:

First name (s):

Surname:

Date of birth:

Gender:

Parent/Carer's name:

Address:

Postcode:

Disability (if any):

Daytime Tel No:

Evening Tel No:

Ethnic Origin (Please Tick)	White British <input type="checkbox"/>	White Irish <input type="checkbox"/>	White Other <input type="checkbox"/>	Mixed - White & Black Caribbean <input type="checkbox"/>	Mixed - White & Black African <input type="checkbox"/>
Mixed - White & Asian <input type="checkbox"/>	Asian/Asian British Indian <input type="checkbox"/>	Asian/Asian British Pakistani <input type="checkbox"/>	Asian/Asian British Bangladeshi <input type="checkbox"/>	Asian/Asian British Other <input type="checkbox"/>	Black/ Black British Caribbean <input type="checkbox"/>
Black/Black British African <input type="checkbox"/>	Black/Black British Other <input type="checkbox"/>	Chinese <input type="checkbox"/>	Other Ethnic Group <input type="checkbox"/>	If other, please state: <input type="text"/>	

PLEASE CONTINUE ON FOLLOWING PAGES 

DETAILS OF THE INDIVIDUAL WHOSE BEHAVIOUR YOU HAVE CONCERNS ABOUT:

Position/role:				
First name:		Surname:		
Address:				
		Postcode:		
Daytime Tel No:		Evening Tel No:		
Age band (Please Tick)	Under 18: <input type="checkbox"/>	18-25 yrs: <input type="checkbox"/>	25-50 yrs: <input type="checkbox"/>	50+ yrs: <input type="checkbox"/>
Relationship to the young person for whom there is concern:				

Are you reporting your concerns or passing on those of somebody else?
If the latter, please provide their name and if possible contact details:

Please describe the concerns/observations.
Include dates, times, venue, etc of any specific incident:

PLEASE CONTINUE ON FOLLOWING PAGES 

Have you spoken to the young person(s)?

If so, please give details of what was said and when:

Have you spoken to the parent/carer of the young person(s) involved?

If so, please give details of what was said and when:

Action Taken So Far:

PLEASE CONTINUE ON FOLLOWING PAGES 

EXTERNAL AGENCIES CONTACTED TO DATE:

VOLLEYBALL ENGLAND:

Name & Position:

Contact Details:

Advice Received:

POLICE:

Name & Position:

Contact Details:

Advice Received:

CHILDREN'S SOCIAL CARE:

Name & Position:

Contact Details:

Advice Received:

OTHER (E.G. NSPCC):

Name & Position:

Contact Details:

Advice Received:

SIGNED:

--

DATE:

--

Remember to maintain confidentiality. Do not discuss this incident with anyone other than those who need to know. This form should be returned to either the Club or Regional Safeguarding Officer in your locality or the National or Lead Safeguarding Officer at Volleyball England, marked 'PRIVATE & CONFIDENTIAL'.

SP1 – APPLICATION FORM

POSITION APPLIED FOR

PERSONAL DETAILS

First name (s):

Surname:

Any other first name, surname
or maiden name known by:

Date of Birth:

Title:

National Insurance Number:

Address:

Postcode:

Email Address:

Daytime Tel No:

Evening Tel No:

EMPLOYMENT DETAILS

Current Occupation:

Name of Organisation:

Job Title:

Start Date:

Address:

Postcode:

Daytime Tel No:

Evening Tel No:

Nature of Duties

PLEASE CONTINUE ON FOLLOWING PAGES 

PREVIOUS EXPERIENCE WORKING WITH YOUNG PEOPLE (VOLUNTARY OR PAID)

Role/Position:

Name of Organisation:

Start Date:

End Date:

Relevant Experience:

QUALIFICATIONS

ENTRY 1:

School/College/University:

Dates Attended:

Qualifications Achieved:

ENTRY 2:

School/College/University:

Dates Attended:

Qualifications Achieved:

ENTRY 3:

School/College/University:

Dates Attended:

Qualifications Achieved:

Sporting Qualifications or
Training Courses Attended
(please include dates):

PLEASE CONTINUE ON FOLLOWING PAGES 

Other Information (Reason for Applying)**REFERENCES**

Please provide details of two referees who you have known for a minimum of two years and who are not related to you.

One should be a current or previous employer. The other should have first-hand experience of your work with young people. (If you do not have any previous experience working with young people, then references from previous employment or someone connected to your work within volleyball will suffice.)

REFEREE 1:

Name:

Address:

Postcode:

Tel No:

REFEREE 2:

Name:

Address:

Postcode:

Tel No:

PLEASE CONTINUE ON FOLLOWING PAGES 

APPLICANT DECLARATION

I confirm that the information I have provided in support of my application is a complete and true record.

I have read, understood and accept Volleyball England's Safeguarding & Protecting Young People Policy and Good Practice Guidance (found on www.volleyballengland.org/safeguarding) and as such I agree to fully recognise and adhere to the principles and the relevant Codes of Conduct.

Signed:

Date:

Print Name:

FOR OFFICIAL USE ONLY

Applicant Successful? Yes No

References Received? Yes No

DBS Check Obtained? Yes No

SP2 – SELF DISCLOSURE FORM

This form should be completed for all roles involving contact with young people in volleyball.

NOTE:

If the role you are in, or have applied for, involves frequent or regular contact with or responsibility for young people, you will also be required to provide a valid DBS (Disclosure & Barring Service) Certificate which will provide details of criminal convictions. This may also include a Barring List check depending on the nature of the role.

This form may be adapted to include individuals working with vulnerable adults.

Private and Confidential

All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 1998.

PART 1 – PERSONAL DETAILS:

First name (s):	<input type="text"/>	Surname:	<input type="text"/>	
Any other first name, surname or maiden name known by:	<input type="text"/>			
Date of Birth:	<input type="text"/>	Gender:	<input type="text"/>	
Address:	<input type="text"/>			
	<input type="text"/>			
	<input type="text"/>			
	<input type="text"/>		Postcode:	<input type="text"/>
Email Address:	<input type="text"/>			
Daytime Tel No:	<input type="text"/>	Evening Tel No:	<input type="text"/>	

PLEASE CONTINUE ON FOLLOWING PAGES 

PART 2 – IDENTIFICATION (TICK BOX BELOW):

FOR COMPLETION BY THE ORGANISATION

I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate.

Either:

UK Passport Number and Issuing Office

UK Driving Licence Number (with picture)

Plus:

National Insurance Card or Current Work Permit Number

Signature of Authorised Officer:

Date:

Print Name:

PART 3 – DECLARATION:

FOR COMPLETION BY THE INDIVIDUAL (NAMED IN PART 1)

I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate.

Yes

No

If Yes, provide information below

Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?

Yes

No

If Yes, provide information below

PLEASE CONTINUE ON FOLLOWING PAGES 

CONFIRMATION OF DECLARATION (TICK BOX BELOW)

I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn, or disciplinary action may be taken, if information is not disclosed by me and subsequently comes to the organisation's attention.

In accordance with the organisation's procedures, if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.

I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.

I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.

Signed:

Date:

Print Name:

SP3 – REFERENCE REQUEST FORM

Dear _____,

The below named person has expressed an interest in working within volleyball and has given your name as a referee. The post involves substantial access to young people and as an organisation committed to safeguarding and protecting young people, we are keen to know if you would have any reason at all to be concerned about this applicant being in contact with young people.

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the candidate's suitability for the post. We would appreciate you being candid, open and honest in your evaluation of this person.

Name of Candidate:

Name of Club/Organisation:

Position/Role Applied For:

1. How long have you known this person?

2. In what capacity?

3. Please comment on their suitability to work with young people.

PLEASE CONTINUE ON FOLLOWING PAGES 

4. Please rate this person on the following (please tick one box for each statement)

	Poor	Average	Good	Very Good	Excellent
Responsibility					
Maturity					
Self-Motivation					
Motivating Others					
Energy					
Trustworthiness					
Reliability					

5. Would you consider the above-named person to pose any risk to the welfare of young people? Yes No

If you have answered YES we will contact you in confidence.

Signed:

Date:

Print Name:

Tel No:

Organisation:

Position:

PLEASE RETURN TO

Name:

Position/Role:

Address:

SP4 – PHOTOGRAPHY & VIDEO RECORDING REGISTRATION FORM

This form should be completed by anyone wishing to take photographs or recorded images at a volleyball event, session or activity.

PERSONAL DETAILS:

Club/Organisation Associated With:			
First name (s):		Surname:	
Address:			
		Postcode:	
Email address:			
Daytime Tel No:		Evening Tel No:	

EVENT, SESSION OR ACTIVITY DETAILS:

Event, Session or Activity Name:			
Venue:			
Date(s):			

Please describe how the photographs or recorded images will be used.

PLEASE CONTINUE ON FOLLOWING PAGES 

DECLARATION

I wish to take photographs or recorded images during the course of the above event, session or activity. I have read, understood and agree to abide by the Volleyball England Photographic & Recorded Images Policy and confirm that the photographs and recorded images will only be used in an appropriate manner.

I acknowledge that if it is deemed that I have used the photographs or recorded images inappropriately, this may result in me being unable to use photographic equipment at volleyball events, sessions or activities in the future and that the incident may be reported to the Safeguarding Lead Officer and managed according to the Volleyball England Safeguarding & Protecting Young People Policies & Procedures.

Signed:

Date:

Print Name:

SP5 – PARENT/CARER & YOUNG PERSON CONSENT FORM

This form should be completed by the young person and their parent/carer to confirm that they are aware and give consent to participate in a volleyball event, session or activity and provide relevant permissions for communication and the use of photographs and recorded images associated with volleyball.

ORGANISATION SEEKING CONSENT:

Club/Organisation Name:			
Lead Person:			
Email address:			
Daytime Tel No:		Evening Tel No:	

EVENT, SESSION OR ACTIVITY DETAILS:

Event, Session or Activity Name:			
Venue(s):			
Date(s):			

The above organisation recognises the need to ensure the safety and welfare of all young people and will act in accordance with the permissions below and in line with the Volleyball England Safeguarding & Protecting Young People Policy.

YOUNG PERSONS DETAILS:

First name (s):		Surname:	
Address:			
		Postcode:	
Email address:			
Daytime Tel No:		Evening Tel No:	

PLEASE CONTINUE ON FOLLOWING PAGES 

MEDICAL INFORMATION:

In case of emergency and as part of the organisations responsibility to young people, ALL individuals are required to complete this medical information as accurately as possible. Details will be held securely with access restricted to authorised individuals only.

Next of Kin:	<input type="text"/>	Relationship:	<input type="text"/>
Contact number:	<input type="text"/>		
As far as you are aware, are you allergic to any medication? (Please state):	<input type="text"/>		
Are you taking any medication? (Please state):	<input type="text"/>		
Do you have any long-term illnesses or injuries? (Please state):	<input type="text"/>		

Communication via Phone, Email or Social Media (please select one)	with the young person & the parent/carer copied in	<input type="checkbox"/>	via the parent/carer only	<input type="checkbox"/>	never - in person only	<input type="checkbox"/>		
	Use of Photographic and Recorded Images (please check all for which you give permission)	for coaching purposes	<input type="checkbox"/>	for club publicity	<input type="checkbox"/>	for national publicity	<input type="checkbox"/>	never

SAFE STORAGE:

To protect the personal information this form contains, it will be stored safely by the Safeguarding Officer in a locked container during the event. The form will only be used in the event of an emergency. The form will then be disposed of within seven days of the event in confidential waste.

PLEASE CONTINUE ON FOLLOWING PAGES 

CONSENT BY PARENT/CARER:

I consider the young person named above to be physically fit and capable of full participation and agree to notify the organisation of any changes to the information provided. Furthermore in the event of an injury I give permission for the organisation to obtain emergency medical treatment.

I give consent for the young person named above to participate in the above-mentioned volleyball event, session or activity and confirm that communication with them and the use of any photographic and recorded images of them may be used under the above-stated rules and conditions.

I have read and agree with the safe storage statement above

I confirm that I have legal responsibility for this young person and am entitled to give this consent.

Signed:

Date:

Print Name:

DECLARATION BY YOUNG PERSON:

I give my consent to participate in the above-mentioned volleyball event, session or activity and understand that I do so at my own risk and agree to abide by the Volleyball England Player Code of Conduct.

I also consent that I may be communicated with, and that any photographic and recorded images of me may be used, under the above stated rules and conditions.

Signed:

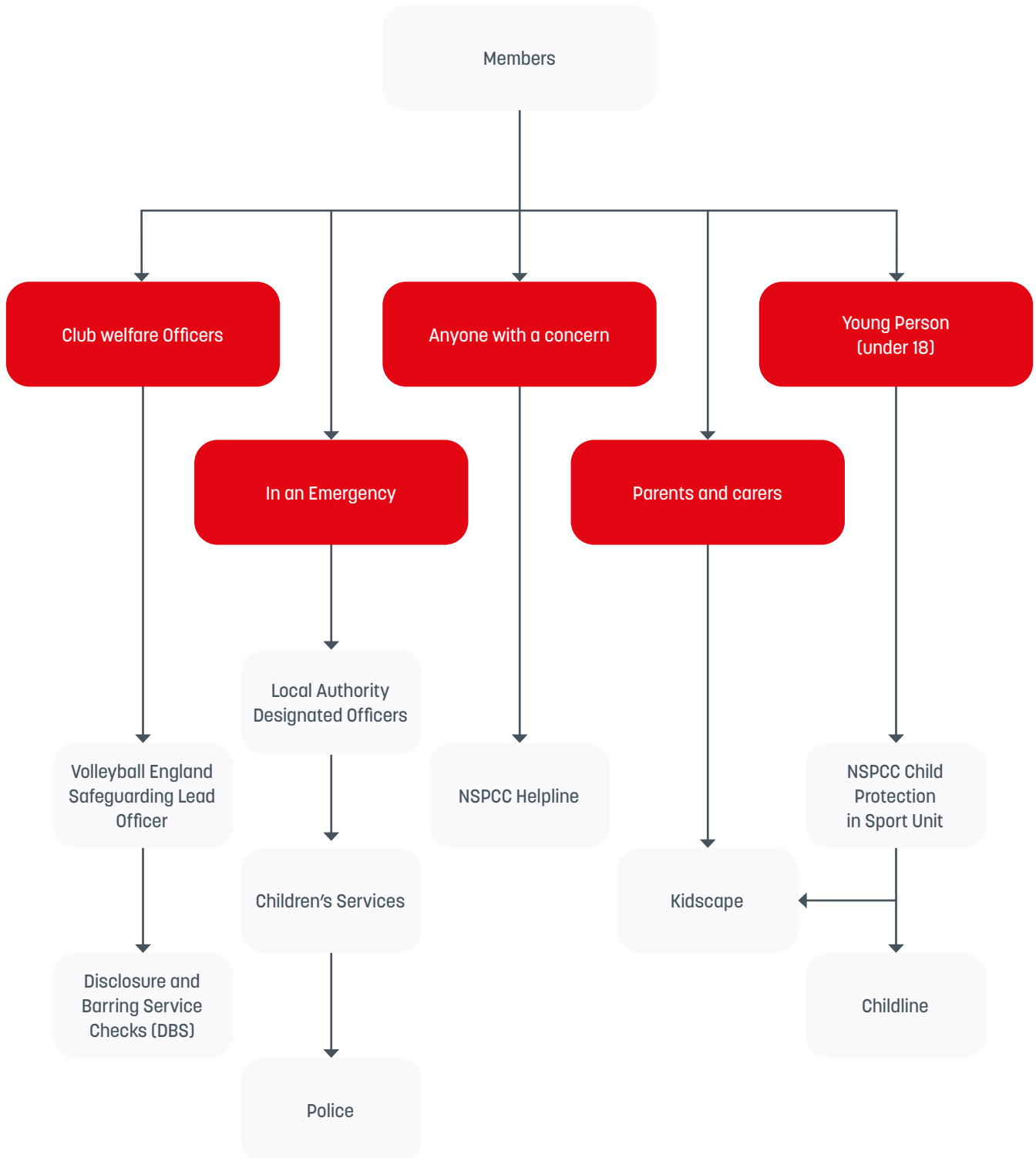
Date:

Print Name:

SECTION 5:

DEFINITIONS

- **Child or young person** - In England, a child is anyone below the age of 18 years. These terms will be used interchangeably throughout this document.
- **Safeguarding** - those processes to ensure that a child remains safe within Volleyball.
- **Child protection** - the processes to respond to concerns about a child.
- **Welfare Officers** - Volleyball England has identified Welfare Officers as key individuals in leading this implementation of these policy and procedures at national, regional and club level.
- **Statutory agencies** - this includes organisations who have a statutory/legal role in responding to concerns about children. They include:
 - Children's Services (also called Children's Social Care or Social Services) who work to protect children from harm
 - Police who address concerns about criminal behaviour.
 - (Local Authority) Designated Officers who address concerns about those in positions of responsibility.
- **Local arrangements** - these used to called "Local Safeguarding Children's Boards" and coordinate local safeguarding arrangements.
- **Legal age of consent** - the age at which people can legally consent to sexual activity (also known as the **age of consent**) is 16-years-old.
- **Child abuse** - in law there are four types of child abuse:
 - Physical abuse is when someone hurts or harms a child or young person on purpose. In volleyball this could include concerns about children physically harmed at home, or an assault in the Volleyball environment. For more information see the **NSPCC website**.
 - Sexual abuse is when a child or young person is forced or tricked into sexual activities. This could be through contact or no contact. In volleyball this could include concerns outside the club, or grooming of a young person by a person in a position of responsibility. For more information see the **NSPCC website**.
 - Emotional abuse is any type of abuse that involves the continual emotional mistreatment of a child. It's sometimes called psychological abuse. In volleyball, this could include abusive language towards young people from a parent, or a coach deliberately trying to scare, humiliate, isolate or ignore a child. For more information see the **NSPCC website**.
 - Neglect is the ongoing failure to meet a child's basic needs and the most common form of child abuse. In volleyball, there could be concerns about malnourishment or cleanliness in a child's home, or young people not being given water during training.

SECTION 6:**CONTACT INFORMATION**

CLUB WELFARE OFFICERS

VOLLEYBALL ENGLAND SAFEGUARDING LEAD OFFICER

Rob Payne

01509 974698

safeguarding@volleyballengland.org

The Volleyball England point of contact for safeguarding practical advice, concerns and general enquiries.

DISCLOSURE AND BARRING SERVICE CHECKS (DBS)

01509 974700

membership@volleyballengland.org

The Volleyball England office contact to enquire and gain status updates on DBS applications.

IN AN EMERGENCY

LOCAL AUTHORITY DESIGNATED OFFICERS

There is no central database for the individuals in this role. Therefore to find out your Local Authority Designated Officer search the role online for your local authority area or contact safeguarding@volleyballengland.org.

Provide advice and guidance to employers and voluntary organisations that have concerns about a person who may have behaved inappropriately when working or volunteering with children and young people.

POLICE

999 - For incidents relating to crime.

CHILDREN'S SERVICES

There is no central database for the individuals in this role. Therefore to find out the contact details of Children's Services in your area search online or contact safeguarding@volleyballengland.org.

Childrens Services have a statutory obligation to safeguard and promote the welfare of vulnerable children and adults and can provide a wide range of services to children and their parents.

ANYONE WITH A CONCERN

NSPCC HELPLINE

help@nspcc.org.uk

nspcc.org.uk

Staffed by trained professionals who can provide expert advice and support. The NSPCC are here if you're concerned about a child, if you're a parent or carer looking for advice, or if you're a professional in need of information and guidance.

YOUNG PERSON (UNDER 18)

KIDSCAPE

0207 730 3300

kidscape.org.uk

An organisation committed to helping prevent child bullying. Offering friendly, impartial, nonjudgemental information, advice and support to parents and carers.

CHILDLINE

0800 1111

childline.org.uk

Free national telephone helpline for children 24 hrs.

PARENTS AND CARERS

KIDSCAPE

0207 730 3300

kidscape.org.uk

An organisation committed to helping prevent child bullying. Offering friendly, impartial, nonjudgemental information, advice and support to parents and carers.

NSPCC HELPLINE

0808 800 5000

help@nspcc.org.uk

nspcc.org.uk

Staffed by trained professionals who can provide expert advice and support. The NSPCC are here if you're concerned about a child, if you're a parent or carer looking for advice, or if you're a professional in need of information and guidance

YOUNG MINDS?

www.youngminds.org.uk/about-us/

The UK's leading charity fighting for children and young people's mental health.

PARENTS HELPLINE

0808 802 5544

And a young person support options.

VOLLEYBALL ENGLAND CASE MANAGEMENT TEAM (CMT)

PURPOSE

- 1** To make decisions on the initial approach to all reported cases related to the safeguarding and protection of young people. Principally these relate to the 'route' a case will take internally and/or via external referral to statutory agencies but may also include making decisions in relation to concerns arising from information gathered through the recruitment process.
- 2** To make initial decisions as to what level each case will be dealt with, e.g. minor poor practice which may be referred back to a club's complaints/disciplinary procedures with advice, or suspected abuse of a young person, which requires dealing with at national level through disciplinary procedures.
- 3** To advise others within the organisation about actions they may need to take, such as initiating disciplinary proceedings.
- 4** To monitor and review progress on all cases and to identify any trends emerging which may require a review/revision of existing policies/procedures.



VOLLEYBALL ENGLAND CASE MANAGEMENT TEAM (CMT)

PRINCIPLES

1 Independence

It is essential that the group is empowered by the organisation to make decisions on the 'route' that cases will take without influence or prejudice by others in the organisation.

2 Confidentiality

All safeguarding and protection matters must be regarded as highly confidential and not for disclosure outside the group unless so agreed, on a strictly need to know basis, in line with the Data Protection Act and Human Rights Act.

3 Expertise

The group should be led by the Volleyball England Lead Safeguarding Officer. The group should include people who have relevant knowledge and expertise to enable the group to fulfil its purpose such as HR/Personnel Manager/Clerk to Disciplinary Panel etc. It is recommended that at least one member of the group is external to the organisation's management group and has current professional safeguarding knowledge and experience.

4 Equity and Anti-Discriminatory Practice

All decisions made by the group need to be fair, open and transparent. An open mind needs to be kept in all cases until they have been investigated and concluded. The group should be guided by the **organisation's equity policy** and the principle that all young people have the right to protection from abuse regardless of their age, ability or disability, gender, racial origin, religious belief, social status or sexual orientation.

5 The Welfare of the Young Person is Paramount

This principle is enshrined in the Children's Act 2004. In any decision taken by the group, the welfare of the young person is the paramount concern and takes precedence over those of any adult where there is a perceived conflict of interest.

THE CMT IS TO COMPRISE AT LEAST THREE OF THE FOLLOWING

- Volleyball England Solicitor (If appropriate).
- Deputy/Chief Executive Officer (If appropriate).
- Club Welfare Officer (If available).
- Regional Safeguarding Officer.
- Volleyball England Safeguarding Lead Officer.
- An individual with a safeguarding background from an external organisation.
- Person with expertise in the field of abuse to which the incident may relate (e.g. Children's Social Care or Police).
- The appropriate Working Group Lead i.e. competitions lead for league related matters.

For further information regarding the CMT and its role please contact the Safeguarding Lead Officer.