



Great Britain Wheelchair Basketball Association

Safety Nets

Safeguarding and Protecting Children, Young People and Vulnerable Adults



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Great Britain Wheelchair Basketball Association

Foreword

The Great Britain Wheelchair Basketball Association (GBWBA) has responsibility for creating a safe, fun and inclusive environment for everyone to participate in wheelchair basketball. I am therefore delighted to introduce the GBWBA – Safeguarding and Protecting Children, Young People and Vulnerable Adults Policy – **Safety Nets**.

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

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

Throughout the developmental process of the **Safety Nets** Policy, many local, regional and national partners have been consulted. Reference has been made to relevant legislation, guidance and government policy, including the Every Child Matters: Change for Children strategy (Department for Education and Skills, 2004) which identifies five outcomes as key to achieving better outcomes in childhood and later life:

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

By developing policies and procedures such as the **Safety Nets** Policy GBWBA is demonstrating its commitment to establishing an environment where all participants in our sport can be supported to achieve these outcomes.

Malcolm Tarcanter,
Chairman of the Great Britain Wheelchair Basketball Association

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Policy Statement

Great Britain Wheelchair Basketball Association's (GBWBA) approach to the protection of children and vulnerable adults is based on the principles recognised within UK and International legislation and guidance including;

- The Children Act 1989
- The Children Act 2004
- The Safeguarding Vulnerable Groups Act 2006
- The Protection of Children Act 1999
- The Every Child Matters strategy (DfES, 2004)
- No Secrets – Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse 2000
- Human Rights Act 1998
- Working Together to Safeguard Children (HM Government 2006)
- The Sexual Offences Act 2003
- The Rehabilitation of Offenders Act 1974
- The UN Convention on the Rights of the Child
- The Data Protection Act 1998 The Police Act 1997
- Criminal Justice and Court Services Act 2000

Relevant Home Country Legislation and Guidance

Northern Ireland

- Children (NI) Order 1995
- Our Duty to Care NI, DHSSPS 2007
- Co-operating to Safeguard Children DHSSPS 2003
- Safeguarding Vulnerable Groups (NI) Order 2007
- Sexual Offences (NI) Order 2008
- Protection of Children and Vulnerable Adults (NI) Order 2003

Wales:

- Safeguarding Children: Working Together under the Children Act 2004 (Welsh Assembly Government 2007)
- The All Wales Child Protection Procedures (Welsh Assembly Government 2007)

Scotland

- Children (Scotland) Act 1995
- Police (Scotland) Act 1997
- Protection of Children (Scotland) Act 2003
- Protection of Children (Scotland) Act 2005 (to be replaced some point in 2010 with Protection of Vulnerable Groups Act)

GBWBA believes that anyone who has the responsibility for the care of a child should "do what is reasonable in all circumstances for the purpose of safeguarding or promoting a child's welfare" in accordance with the Children Act 1989. Adoption of and adherence to this policy is mandatory for any clubs and coaches affiliated to GBWBA.

- The policy should be read in conjunction with the Great Britain Wheelchair Basketball Association's (GBWBA) Code of Conduct.
- The GBWBA is committed to ensuring that the activities it provides are conducted safely, and that the welfare of athletes and volunteers is foremost at all times. The Association has a responsibility to ensure that athletes and volunteers are protected from possible abuse, and the Executive Committee has therefore adopted the procedures detailed in the policy, and is committed to their implementation.

- GBWBA will take all allegations seriously. It will deal promptly and sensitively in all cases, and ensure that appropriate action is taken where an allegation is found to have good grounding. (please refer to pages 12/13 for procedural flow chart)
- Committee members, volunteers, coaches, parents, paid staff and the athletes themselves, all bear a responsibility to implement the policy, and each has a right to be protected by it.
- GBWBA is also committed to supporting anyone who, in good faith, reports his or her concerns that they, or a colleague, is at risk of, or may actually be, being abused.
- All persons, regardless of age, gender, ability, disability, ethnicity, religious belief and sexual identity, have a right to be protected from abuse.

Personal information will be treated in strict confidence, within the limits of the law, which requires that the Police, Children's Social Care (social services) and/or any other statutory agencies including the NSPCC be informed where there are concerns that a child or adult is at serious risk of harm or it is believed that a crime has been committed.



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Principles

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

The welfare of the child is paramount;

- The broad definition of a 'vulnerable adult' within the *Who Decides?* (HM Government 2007) document is a person who is 18 years or over and is in need of community care services by reason of mental health or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation;
- GBWBA will take serious all suspicions and allegations of abuse and respond swiftly and appropriately;
- The Children's Act 1989 recognises a child/young person as being under the age of 18 years;
- GBWBA recognises that working together with children, individuals, parents/guardians and the relevant safeguarding organisations is essential for the protection of children, young people and vulnerable adults;
- All persons, regardless of age, gender, ability, disability, ethnicity, religious belief and sexual identity, have a right to play wheelchair basketball in an enjoyable and safe environment and to be protected from abuse;
- Young players and vulnerable adults have a right to expect appropriate support in accordance with their personal and social development with regard to their involvement in the game of wheelchair basketball;
- It is the responsibility of the child protection experts and statutory agencies to determine whether or not abuse has taken place but it is everyone's responsibility to report any concerns;
- The GBWBA will provide guidance and resources (including signposting) and provision of training to support members and clubs to implement the policy the Policy;
- Confidentiality should be upheld in line with the Data Protection Act 1984 and the Human Rights Act 2000. Information will be shared on a need to know basis wherever there are concerns about the welfare or safety of a child;
- GBWBA will ensure that the Safety Nets Policy will be appropriately communicated throughout the organisation.

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

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

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Responsibilities

Great Britain Wheelchair Basketball Association (GBWBA) recognises its responsibility both morally and legally under the current legislation and will commit our utmost efforts to promote good practice to protect children, young people and vulnerable adults.

In doing so, we recognise that the GBWBA, the Executive Committee, our affiliates and members have a responsibility to:

- Continually update existing policies.
- Safeguard and promote the interests and well being of everyone involved in the delivery of wheelchair basketball, (athletes, participants, coaches, volunteers and spectators of the sport).
- Respect and promote the rights, wishes and welfare of the all involved in wheelchair basketball.
- Maintain confidentiality with respect to the Human Rights Act 2000 and the Data Protection Act 1988.
- Recruit, train and supervise its employees and volunteers so as to promote best practice to safeguard and protect young people and vulnerable adults from abuse.
- Ensure that the GBWBA Safeguarding and Protecting Children, Young People and Vulnerable Adults Policy (**Safety Nets**) is communicated, understood and implemented throughout the organisation, its affiliates and membership.
- Respond to any complaints about poor practice or allegations of abuse.

All other bodies involved in the sport of Wheelchair Basketball in Great Britain which provides opportunities to work with children, young people up to the age of eighteen and vulnerable adults should be encouraged to recognise the value of the policy and adopt the good practice contained within therein.

Great Britain Wheelchair Basketball Association will:

- Appoint a lead officer for safeguarding;
- Convene a disciplinary panel when necessary;
- Ensure all cases of poor practice that may be abuse and any allegations of abuse are investigated and where appropriate, referred to other agencies;
- Provide opportunities (Sports Coach UK: Safeguarding and Protecting Children, Child Protection in Sport Unit; Time to Listen) for Club Welfare Officers and other delivery staff and volunteers to access training and guidance opportunities;
- Where there are concerns about possible abuse, ensure that these are referred appropriately to the statutory agencies to determine whether or not abuse has taken place;
- Make decisions on misconduct and/or poor practice within the agreed timescales;
- Inform all appropriate individuals and bodies of decisions within agreed timescales;
- Maintain records of suspended, disciplined and disqualified persons and where appropriate, refer people disqualified to relevant government agencies for consideration by Protection of Vulnerable Adults (PoVA) and Protection of Children (Scotland) Act (PoCA) and the Independent Safeguarding Authority (ISA).

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Definitions of Abuse

How does abuse occur?

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

Whilst these procedures are designed to ensure that incidents are brought to light, and dealt with properly, it is equally important to try to ensure that such incidents do not occur in the first place. There are a number of 'good practice' rules that help avoid potential situations occurring. (please refer to page 8, Reducing the Potential for Vulnerability)

The Children's Act (1989) and Working Together to Safeguard Children (2006) identify four main types of abuse - **Physical, Sexual, Emotional and Neglect**, though it is important to also consider **Financial abuse**. In general terms, abuse may be the action or inaction by, for example, a coach, volunteer or paid helper, family member or another young athlete.

Physical Abuse

"Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of or induces illness in a child."

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

Sexual Abuse

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

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

Emotional Abuse

"Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel or believe that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing children to frequently feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone."

Emotional abuse occurs when a person is not given help and encouragement and is constantly derided or ridiculed or ignored. Conversely, it can also occur if a person is over-protected. In a sporting context this is present in the unrealistic expectations of parents and coaches over what an athlete can achieve, or the undermining of an athlete through ridicule. Bullying is likely to come into this category. Racially and sexually abusive remarks constitute emotional abuse and it can be a feature of bullying. In the case of learning disability, emotional abuse can occur through failing to communicate important information accurately or appropriately, providing misleading statements or failing to ensure a person understands the information given. **Psychological Abuse** often includes emotional abuse and can include; threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidating, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

Neglect and Acts of Omission

"Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal drug abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs."

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

Bullying

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

Bullying can be:

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

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

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

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

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

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Raising Awareness And Potential Vulnerability

The Great Britain Wheelchair Basketball Association; Safeguarding Children, Young People and Vulnerable Adults Policy (Safety Nets), has been established with Inclusivity 'built in' and not 'bolted on'. The GBWBA understands that the same actions be taken regardless of the needs and background of an individual. However, some children, young people and vulnerable adults are disadvantaged by their additional vulnerabilities or experiences. Please see below for examples.

Disabled People

Disabled people might be additionally vulnerable because they may:

- Have an increased possibility of isolation.
- Be subject to; greater negative experiences in society.
- Have additional needs of support.
- Need to use alternative methods of communication (both sending and receiving).
- Not be believed.
- Have medical needs that are used to explain abuse.
- Not want to raise issues at the risk exclusion or lack/withdrawal of activity.

People from Black, Asian and Minority Ethnic (BAME) Groups

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

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

In order to ensure that information, communication and resources can be accessible, GBWBA will ensure that promotional and informational resources can be made available in other languages and formats, such as large print, Braille, audio cassette and floppy disc. For concerns of how to access this resource please contact the Public Relations, Information and Communications Manager at GBWBA.

Children and Young People who Undertake Leadership Roles

Children and Young People are actively encouraged to undertake leadership roles in wheelchair basketball. GBWBA believes that supporting the development of young leaders will benefit the growth of both the sport and our coach, volunteer and match official capacity. However, although a young leader may undertake a role such as; club coach, volunteer or as an official, it is important to remember that anyone under the age of 18 is still legally a child.

GBWBA will promote both the **Safety Nets** Policy coupled with relevant partner organisations and the support that they can offer to young people that undertake such roles within a club environment. In addition, through local, regional and national needs assessment GBWBA can ensure that delivery of the; Star Awards, Leaders Award, Officiating Awards and Coaching grades can meet the demands of the association.



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

Reducing the Potential for Vulnerability

In order for (GBWBA) to establish an environment that is; safe, enjoyable, educational and enables people to positively contribute to developments; delivery partners must be extra vigilant in creating a safe culture, this includes:

- Monitoring and evaluating projects and communicating with participants, members and partners;
- Setting high standards and ensuring that these are consistently adhered to;
- Engaging, understanding and promoting the diverse culture of wheelchair basketball;
- Respecting cultural difference;
- Ensuring an inclusive 'Club For All' ethos;
- Establish an environment that encourages feedback and where issues can be discussed;
- Acknowledges the increased vulnerability of specific individuals;
- Recognises that children and young leaders have an increased vulnerability of poor practice and abuse;
- Implementation of a club code of conduct for players, coaches, volunteers and spectators;
- The Implementation of a procedure for the use of photography and filming equipment.
- Encourage a partner wide approach to safeguarding, in order to create better communication, advice and support mechanisms.
- Ensure that coaching ratios are appropriate for the number of individuals in attendance. Lone working and one-to-one environments are not advised.

Indicators of Abuse

Recognising abuse is not always easy. GBWBA and our safeguarding partners acknowledge that Staff, Coaches, Volunteers and Officials whether in a paid or voluntary capacity, are not experts at such recognition. Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. It is not the responsibility of those working with young people in our sport to decide whether or not an individual is being abused, however it is their responsibility to share concerns.

Those with roles and responsibilities for supporting the delivery of activities, and therefore also for safeguarding and protecting children, young people and vulnerable adults (Staff, Coaches, Volunteers and Officials), may be the only persons in a position to notice these signs. In order to create a better picture of whether abuse is taking/has taken place, it may mean collating information from previous sessions and observations.

Please use the table on the following page as a guide to some possible physical and behavioural signs of abuse. If you are unsure, speak to your clubs Welfare Officer, alternatively the Safeguarding Officer at GBWBA will be able to provide advice, guidance and support.

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Type of Abuse	Physical Signs	Behavioural Signs
Physical Abuse	Unexplained, unusual or repetitive bruising or swelling. Finger, strap and/or bite marks. Burns or scolds, this includes cigarette burns. Fractures, missing teeth. Injuries that are particularly situated on a part of	Inappropriate excuses to explain injuries, reluctance to change or uncover body, fear of returning home, fear of contact, aggressive temper, depression withdrawal and cowering.

	the body not normally prone to such injuries	
Sexual Abuse	Genital pain, bruising, bleeding, Sexual Transmitted Infections (STI), itching, stomach pains, discomfort, pregnancy, incontinence, anal pain on passing motions	Inappropriate sexual awareness, engaging in sexual explicit behaviour, unexplained changes to their behaviour, inappropriate use of language, unexplained money or gifts, issues regarding eating, bedwetting, running away, distrust of adults or specific gender
Emotional Abuse	Low self-esteem, continual self depression, emotional immaturity, weight change, clothing inappropriate for individuals age, gender or culture, lack of growth/development, self harm, unexplained speech disorders	Behavioural extremes, decline in concentration levels, withdrawn, few friends, unable to play, difficulty communication
Neglect	Poor personal hygiene, appropriately fitting clothes, change in weight and/or constant hunger. Untreated conditions/injuries, failure to supply appropriate equipment for the quality of life	Isolation, seeks attention from adults or withdraws from people, continually tired, absent, late, few friends, no money, wanting to steal, lack of communication, low self esteem
Bullying	Unexplained injuries, bruising and/or body pains, disturbed sleep, weight change,	Isolated, anxiety over attending activities, withdrawn, suicidal, aggressive, bullying others, moodiness, depressed, reduced performance, lack of concentration,

It is important to note that any of the physical or behavioural signs in the table above might have a very plausible explanation.

Please remember: record, act, and never assume.

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Responding to Disclosure, Suspicions and Allegations

How to Respond and Actions to Avoid

Research shared between our partners shows that on average it takes a child seven attempts to disclose and be heard.

Great Britain Wheelchair Basketball Association encourages environments which are engaging, respectful and which encourage feedback in order to raise awareness of issues.

In all cases of reported poor practice and abuse, the following principles must always be adopted:

Record, Act and Never Assume

Do's

S	Stay calm – do not rush so as not to frighten the individual, as this may lead to the with-holding of information
A	Always reassure – the individual that he/she is not to blame that they were right to raise awareness to this issue
F	Follow confidentiality procedures – this includes telling the individual that you may have to inform others to help stop the abuse. Confidentiality must be maintained but any concerns or information relating to possible abuse must be shared on a need to know basis.
E	Ensure the safety of the individual – if urgent medical attention is required, then call an ambulance, inform the doctors of concerns and ensure they are aware of the safeguarding/protection issue
T	Take notes - Completion of the incident report form. All concerns will be treated with a 'non-judgemental' and 'open mind' and be handled in a fair and equitable manner
Y	You – in order to ensure that your wellbeing is not hindered during a safeguarding issue please be aware that there are support mechanisms for you to access. Speak to your line Manager, Head Coach, Welfare Officer or GBWBA Safeguarding Officer for advice

Don'ts

N	No Rushing – into actions that may be inappropriate. Do not approach the alleged accuser and do not take actions that may compromise/destroy evidence e.g. washing clothes, showering etc
E	Express your emotions and or make promises – the individual will need reassurance not an emotional response, blame or denial. Don't guarantee promises you cannot keep
T	Take sole responsibility – consult, refer and hand on appropriately
S	Speculate or make assumptions – outcomes will be focused on evidence and fact. In addition do not assume that someone else is aware of the abuse and that they are taking action to stop the abuse



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Recording Information

Information that has been recorded may need to be passed onto partner/external agencies. Therefore, information must be as helpful as possible. Please remember, it is important to make a detailed report at the time of disclosure. Ideally use the reporting template in Appendix D (Page 33). The report should contain the following details:

- Details of the individuals (alleged perpetrator and/victim), this should include name, address, date of birth, race, ethnic origin, and any disability that they may have
- Information regarding the nature of the allegation
- A concise description of any incident or injury

- Any previous and current observation regarding any physical and behavioural state of the individual
- Times, dates and venues
- A concise account based on the own words of the individual if they have made a disclosure
- Information about any action taken by you or others
- Details of the person recording the information (name, role, contact details) and date of the disclosure
- Copies for future reference
- Keep a record of any third party correspondence or contact e.g. police officer, social services etc

As mentioned previously, it is the responsibility of GBWBA Staff, Coaches, Club Coaches, Volunteers and Officials to recognise concerns and/or the signs of abuse and not to decide whether abuse has/has not taken place. Concerns should be reported to and discussed with the Safeguarding Lead Officer (insert name and contact details) or your club welfare officer as soon as possible. Where a designated person is not available, concerns still exist or further advice and support is needed inform the Children's Social Care (Social Services) as soon as possible. Children's Social Care will decide how and when parents or carers will be informed.

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Whistle Blowing

Often, GBWBA members that are delivery based (i.e. Players, Coaches, Physiotherapists, Officials, Parents or team followers) are the first to recognise that a child, young person or vulnerable adult is at risk of abuse. However, they may not express their concerns because they feel that the experience may be too difficult to handle. Therefore, in these circumstances it may be easier for the individual to ignore the concern rather than report what may be little more than just a suspicion of poor practice.

GBWBA is committed to developing and promoting an environment that is; open for people to voice their concerns, honest to its membership and those involved in wheelchair basketball, supportive and accountable. As part of this commitment,

individuals are encouraged to voice any serious concerns they may have regarding any aspect of safety and welfare within a wheelchair basketball setting.

Where there is a complaint of abuse against a member of the GBWBA (volunteer, coach, official, member of staff) one of the courses of action will be followed:

1. A criminal investigation
2. A child protection investigation
3. A disciplinary investigation by the GBWBA Case Management Team (CMT)

The CMT will decide if an individual should be temporary suspended from membership pending Police and Children's Social Care/in Scotland, Social Services inquiries.

The results of the Police and Children's Social Care/in Scotland, Social Services investigations will inform the disciplinary investigation.

If the investigation shows that the allegation is clearly about poor practice then the CMT will follow the GBWBA Child Protection Procedures.

Irrespective of the findings of the Police and Children's Social Care/in Scotland, Social Services,, GBWBA will assess all individual cases under the appropriate complaints procedure to decide if a member of staff or volunteer can be reinstated and how this can be sensitively handled.

The welfare of the children/vulnerable adult should always remain paramount.

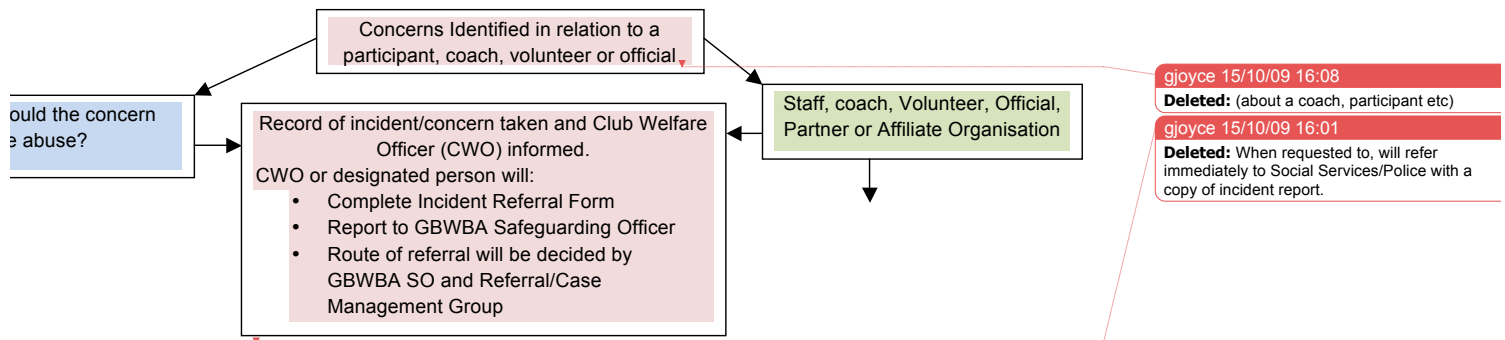
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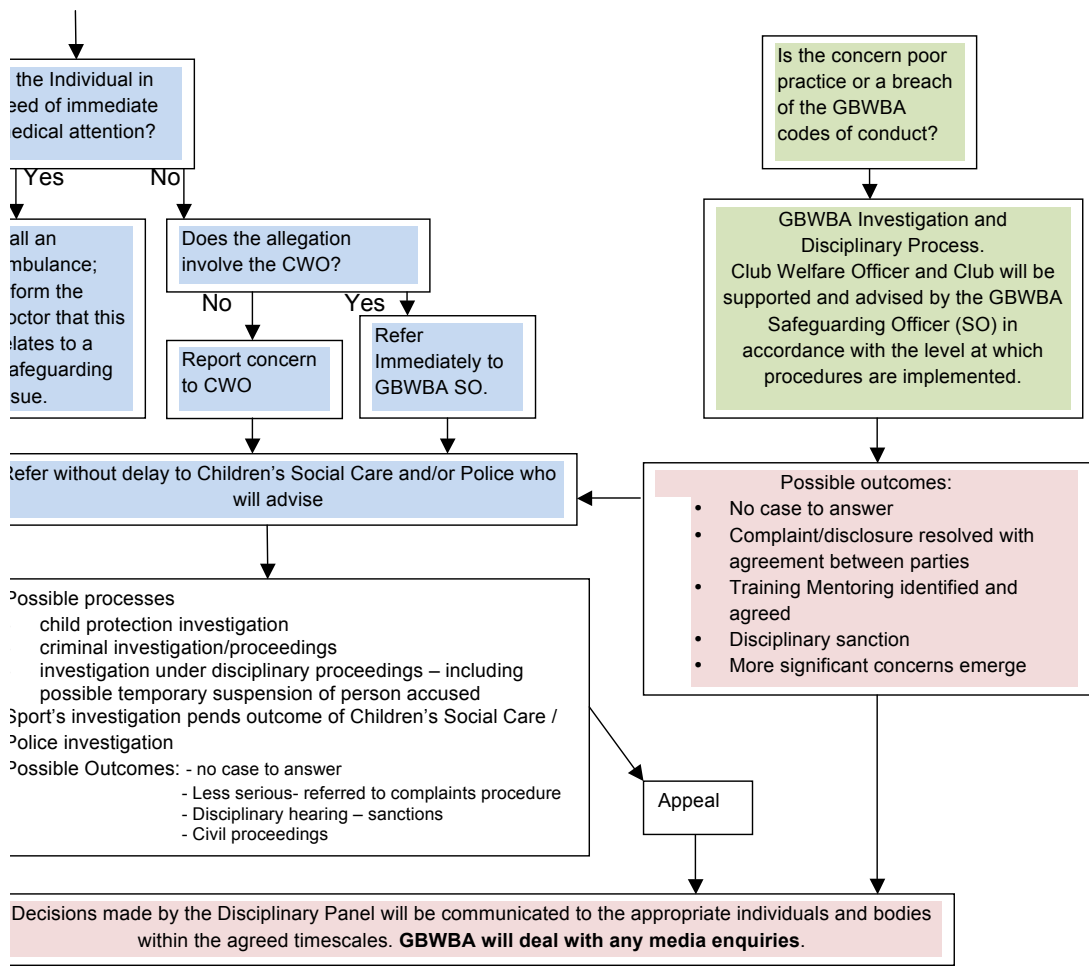
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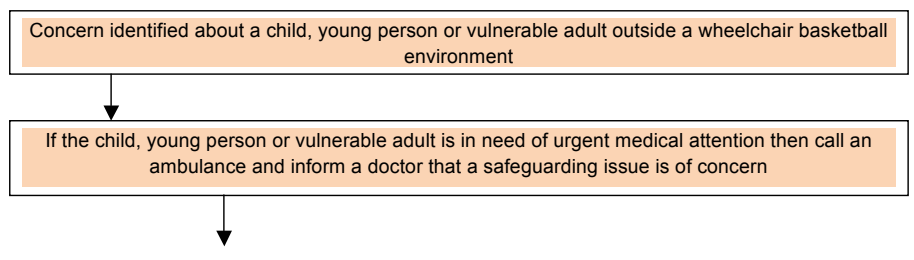
Flow Chart for Responding to Concerns, Disclosure or Allegations in Wheelchair Basketball Environment





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Flow Chart Diagram for Responding to Possible Abuse Outside of a Wheelchair Basketball Setting



Report the concern to the Club Welfare Officer (CWO) who will refer the matter to Children's Social Care/the Police without delay. Remember to record anything the child, young person or vulnerable adult has said or any observations that have been made, along with dates and times

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If the CWO (or GBWBA Safeguarding Officer) is not available the person discovering or being informed of the abuse should refer the matter directly to the Police or Children's Social Care.
Remember, delay may place an individual at further risk of abuse

The Police or Children's Social Care will offer advice on contacting the child's parents or guardians

Complete and forward a report form to Social Services, Police and GBWBA Safeguarding Officer within 48 hours

If at any time you are uncertain as to what to do, please contact the Great Britain Wheelchair Basketball Association, Safeguarding Officer (01509 279900) or NSPCC Helpline on 0800 800 5000



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Procedures

Recruitment of new staff and volunteers

Great Britain Wheelchair Basketball Association (GBWBA) relies heavily upon its volunteer base to both manage the organisation and deliver the activities it provides. Without a dedicated volunteer resource the organisation could not survive, nor would the sport of wheelchair basketball have progressed as quickly or as far as it has.

Nevertheless, the recruitment and selection of volunteers is the most critical time when child and vulnerable adult protection issues must be addressed. It is important therefore that appropriate steps are taken to ensure that we have embedded safe practice in relation to ensuring that those employed and deployed with roles with and responsibilities for children, young people and vulnerable adults are subject to appropriate. These procedures should be accepted and welcomed practice rather than viewed as an invasive, bureaucratic process.

Under the Protection of Children's Act 1999, all individuals working on behalf of the GBWBA are treated as employees whether paid or volunteers. Therefore recruitment checks must be carried out. (please see below for procedures regarding volunteers)

Existing volunteers: Though many of the Association's volunteers have worked with, and supported, the organisation for a number of years, the Executive Committee of GBWBA, upon adopting the procedures, also undertakes to lead by example, and will be conducting retrospective checks on all existing volunteers. This should not be seen in any way as questioning the integrity or motive of willing of volunteers, but an undertaking to ensure that all volunteers, new and existing, have provided an identical set of information against a clear policy.

Registered volunteers: Upon satisfactory submission of the application forms, and appropriate background checks have been completed, all volunteers and paid officers will be presented with a registration card. This will be valid for two years, and will be renewed only if the volunteer is still active within the program of the Association. Volunteers will be expected to carry the registration card at all times, when representing or undertaking work for the Association, and should be expected to present it on-demand.

Advertising

If any form of advertising is used to recruit staff, it should reflect:

- The Job Description, Roles/Responsibilities and pay scale
- The Level of experience or qualification required (e.g. working with children, young people and adults)
- The GBWBA stance on equity and safeguarding
- The job description should carry a statement detailing the degree of contact with children and/or vulnerable adults, and the need for appropriate checks to be undertaken prior to commencing the role. An example of the statement can be found on the following page

Safety Nets

www.gbwba.org.uk/safetynets



Great Britain Wheelchair Basketball Association

The position described above involves substantial access to children and vulnerable adults. As an organisation committed to the welfare and protection of its members, it is GBWBA policy to request individuals to complete a self-declaration form, giving two referees whom we may contact. In addition, an Enhanced Police check (CRB disclosure) will be undertaken. Though details will remain confidential, should any concerns about an applicant's appropriateness to work with children and/or vulnerable adults, we reserve the right to retract the offer of joining the GBWBA employment base, and may seek to clarify concerns or to gather further information (with further consent from the applicant where appropriate) in order to undertake an assessment of an individual's suitability.

Application Process

Any persons employed by GBWBA will be required to apply in writing. Following the written process any successful applicant will be required to attend an interview.

Checks and References

Any staff/volunteer joining GBWBA who is seeking to undertake a role or responsibilities for children, young people or vulnerable adults should be given a self-declaration form to complete. A copy of the self declaration form appears in Appendix B, along with guidance notes. Though a position may be offered to an individual subject to receiving the signed form, the applicant must not commence the role, nor act as a representative of the organisation, until satisfactory references have been obtained.

All adults who have "regular supervisory contact with children, young people and/or vulnerable adults" will undertake Criminal Records Bureau (CRB) enhanced level disclosure. These adults will include:

- Professional Staff
- Coaches/Assistant Coaches/physiotherapists
- Management Committees
- Team Managers/Assistants
- All Officials,(this includes Table Officials)
- Welfare Officers
- Event Managers

The form will request information regarding an applicant's qualifications and experience for the post. If an applicant has no experience of working with children, young people or vulnerable adults, training and supervision is strongly advised.

References should be requested from people who have known the applicant in a capacity pertinent to the role for which they are applying. They should have known the individual for at least two years and the extent to which the role involves working with children and/or vulnerable adults should be explicit.

A copy of the 'Reference Request Form' duly headed with the name of the applicant and the position should be sent, along with a pre-addressed envelope, to each referee. A copy of the job description may also be sent. A copy of the form appears in Appendix C.

It may not be possible to implement the procedures described above where a volunteer is recruited at very short notice for a one-off occasion (e.g. a specific event). Where such recruitments are necessary (for example when students are recruited to help at events), GBWBA will only approach known individuals, or those people for whom a teacher or club official can provide suitable verbal reference or recommendation. In these circumstances the individual must not work in isolation and should be supervised by someone who has been subject to appropriate recruitment checks and ideally who has also attended safeguarding and protecting children basic awareness training.

Independent Safeguarding Authority (ISA)

The Safeguarding Vulnerable Groups Act 2006 came about as a result of the Bichard report which enquired about the events surrounding the Soham murders of Holly Wells and Jessica Chapman by Ian Huntley and led to the establishment of the ISA). The purpose of the ISA vetting service is first to make sure that barring decisions are taken by independent qualified people and to promote confidence that these decisions are taken fairly. The scheme will replace other barring lists by providing a single approach to barring individuals. The names of people who are considered to be unsuitable to work with children and vulnerable adults will be placed on one of two ISA barred Lists, working in partnership with the Criminal Records Bureau (CRB).

To ensure that the safeguards for children and young people, in relation to ensuring a safe workforce, are strengthened by implementation of the ISA (to be rolled out in phases from October 2009) the CRB enhanced disclosure process needs to continue alongside the ISA. Not barred does not necessarily mean that an individual is suitable for any role in relation to children and vulnerable adults. The information that the GBWBA accesses via CRB checks will continue to be essential to help assess the suitability of a particular individual to undertake a specific role with children and young people within a particular setting in our sport. All employees or volunteers who wish to work with children and young people will be required to become a registered member of the children's workforce through the ISA registration process. Application for registration will be on the same form as application for a CRB disclosure and will happen immediately for all new recruits and at the time of CRB check renewal or application for existing staff and volunteers.

Interview and Induction

Where appropriate, all professional appointments for full or part-time employment positions should undergo a formal interview;

All staff (paid and Voluntary) must undergo a formal induction in which:

- Qualifications can be verified
- Training needs can be identified
- Appropriate codes of conduct are agreed and signed up to, policies and procedures are explained
- The roles, responsibilities and expectations of the job are clarified

Training

GBWBA is committed to the Continual Professional Development (CPD) of its workforce. In order to ensure that the organisations workforce can be responsible for the; planning, development and evaluation of its delivery and report cases of poor practice and/or concerns of possible abuse, GBWBA strongly recommends:

- Recognised Safeguarding and Child Protection basic awareness training be attended and refreshed at least every three years (eg sports coach UK 'Safeguarding and Protecting Children' workshop or equivalent)
- Club for All (Running Sports)
- Relevant equality training

Safety Nets

www.gbwba.org.uk/safetynets



Great Britain Wheelchair Basketball Association

Monitoring and Appraisal

Appraisals will be completed on a six monthly basis. All staff and volunteers will be given the opportunity to receive formal and/or informal feedback. This enables both line manager and the person receiving the appraisal the opportunity to:

- Identify training needs
- Set SMART targets
- Raise awareness to any areas of satisfaction and concern



Great Britain Wheelchair Basketball Association



Guidelines for the use of Photographic & Recorded Images of Children, Young People or Vulnerable Adults

Guidelines

GBWBA recognise that abuse can extend beyond acts of a physical or mental nature. The Association will therefore only permit the use of photography or filming equipment at GBWBA organised events by properly accredited users.

The following people must register their intentions by completing the 'Use of Photography Equipment Form, with the event organiser. It is the responsibility of the organisers to ensure that forms are readily available.

- **Professional photographers/ filming / video operators** - Where possible, professional photographers etc should register at least 36 hours before the event, providing some form of professional identification together with the self declaration form
- **Students or amateur photographers / film / video operators** - should submit a self declaration form together with their student or club registration card and a letter from their club / educational establishment outlining their motive for attending the event

- **Spectators (including parents or relatives)** - spectators wishing to use photographic / film / video equipment with a telescopic or zoom lens should register their intent with the promoter of the event by completing a self declaration form (standard cameras without zoom facilities are exempt if used from the spectator area).

In future, all event programmes, will carry a statement highlighting the need to register photography equipment with the organisers, prior to its use (Where appropriate, similar statements will also appear in pre-event information or entry forms). The statement can be amended according to the specific activity, please see example below as a guideline.

GBWBA Protection of children and vulnerable adults - Use of Video and close range photography

GBWBA requires any person wishing to use photographic or filming equipment to register themselves with the event organiser prior to using the equipment. This applies to all professional and amateur photographers and spectators with zoom or close range photographic equipment. Spectators using standard equipment from the spectator area, or professionals hired by the organiser for the specific purpose of recording the event, are exempt. Details and declaration forms are available from the organiser or by contacting the GBWBA Office.

The promoter reserves the right to decline permission to any person who fails to meet these conditions, or fails to give satisfactory motive for recording the event. Where necessary the police may also be informed.

If you are concerned about photography at a GBWBA event, contact the organiser or member of staff.

Signs will also be placed at the entrance to events giving the same details and via announcements at the start of each event.

Where a photographer fails to register, or where there is sufficient reason for the organiser to doubt the motive of a photographer, GBWBA reserve the right to prevent access to the event by that person. Should this fail, GBWBA maintain the right to contact the venue management and, where necessary, inform the Police.



Great Britain Wheelchair Basketball Association

Responsibility for implementing and monitoring the procedures will be undertaken by the event organiser. Where possible, organisers should issue accreditation badges to eligible photographers, to avoid confusion or possible embarrassment. Regular photographers need only register once.

Videoring as a coaching aid

There is no intention to prevent coaches using videoring as a legitimate coaching aid. However, where this is intended, the athletes and their parents should be aware that this is part of the coaching programme, informed consent should be sought and gained in writing and care should be taken in the storing of such images.

Use of Images – Easy Rules to Remember

When the use of images is to be used, the following procedures should be followed:

P	Permission (written) should be granted by the player and parent/carer/s in order to take and use images. This ensures that the person and their responsible adult are aware of how the image will be used to represent the sport. Completion of the consent form is a good practice example.
H	Holding back the use of personal information such as; email addresses, telephone numbers, home address etc this is paramount to not putting children, young people or vulnerable adults at risk. Images where an individual is named (i.e. on clothing) should not be used.
	Only use images of participants/players that are suitably dressed (appropriate sportswear i.e. tracksuit, court

O	clothing)
T	Try to focus on the activity rather than on an individual. As a good practice example, Images that represent the broad range of people in the chosen activity are more beneficial.(i.e. male and female, BAME, disabled people and non-disabled)
O	Only use images that promote positive aspects of children, young people or vulnerable adults involvement in wheelchair basketball (safe, enjoyable, competitive, structured etc)

Use of Photographic and Recorded Images When Teams/Sections are Abroad

When teams/clubs/sections are involved in games and activities abroad, it is important to note that not all countries have the same high standards as the UK for the protection and safeguarding of children, young people and vulnerable adults. The use of camera/video cameras in side facilities is very likely.

In these circumstance parents/carers must be made aware that images and content of their child/vulnerable adult are possibly going to be captured and it is for the parent/carer to decide whether consent to travel be given to play in these circumstances.

Templates regarding photograph registration forms are available in Appendix E.

Safety Nets

www.gbwba.org.uk/safetynets



Great Britain Wheelchair Basketball Association

Transport

Collection

In order to set a high standard of understanding and to reduce the risks for children, young people and vulnerable adults it is advised that clubs should provide a timetable of activities at the beginning of the season. Parents/carers should be notified about any changes to the timetable as soon as possible.

In reference to the transportation of individuals by club staff and members, parental/carer consent in writing (where possible) should be sought prior to any transportation taking place.

Safeguarding Checklist

Communication

- Destination and venue details are established and communicated to parents/carers/participants
- Provide details of fixtures such as match/training details
- Kit required
- Drop off/collection times

Transport

When a person associated with a club is providing transport for other people within the club, it is beneficial to follow the guidelines below;

- Qualified driver

- Insurance cover
- Suitable, accessible and appropriate vehicle (i.e. MOT, Road Taxation License)
- Supervision en route
- Journey times and stopping points
- Parent/carer consent (preferably in writing)
- One-to-one working in cases where an adult is responsible for an individual are not advised.

Late Collection

Issues around late collection can create many problems for club officials it is therefore advised that clubs develop and actively communicate guidelines for dealing with such issues. It is important to note that it is not the responsibility of the club to transport individuals in the event of late collection.

Examples of good practice for club officials include:

- Parent/Carer contact details available
- Minimum of two club officials present when waiting with individuals
- Additional contacts (emergency) available for club officials to contact in the event of failure to contact parent/carer
- Remind parents of the guidelines; times and problems this causes for the club

What club officials should not to do:

- Take the individual home or to any other location
- Wait alone with the individual
- Send the young person home with another person without the consent of the parent



Great Britain Wheelchair Basketball Association

Case Management

Should an incident be reported, GBWBA is committed to responding to it quickly, efficiently and fairly. In the first instance, and upon receipt of the details, the Safeguarding Officer (SO) will be responsible for gathering and clarifying information

Minor incidents

It may be deemed on the information given that a situation has occurred through a lack of awareness, lack of training, poor planning or lack of volunteer support. Minor incidents can be addressed easily, and appropriate action should be taken to tackle the problem. This may involve reporting the problem to the chairperson of the group, or may be addressed by speaking to the individuals concerned. Such actions and follow-up must be clearly communicated to the parties involved, and must be felt to be satisfactory to all. A full report will then be given to the GBWBA Safeguarding Officer.

Major incidents

If the report concerns a more serious allegation a clear grievance/disciplinary procedure must be initiated. Any concern that might indicate concerns about potential abuse will be referred out to the statutory agencies by the Welfare Officer without delay and any GBWBA processes will be suspended pending the outcome of any Children's Social Care or Police enquiries. Where there is any uncertainty it is absolutely fine to seek advice and support from the statutory agencies about any concerns.

The Welfare Officer within the group should contact the GBWBA Safeguarding Officer giving full details of the concern, incident or allegation. The Safeguarding Officer will establish the Case Management Team (CMT) that will instigate a full investigation and inform the GBWBA Chairman with the results.

This will include collecting information on the exact nature and extent of the incident and the persons involved

Where an athlete or volunteer is to be interviewed or questioned about an incident each will be allowed one representative to accompany them to the meeting. The person should be allowed to aid communication issues, but should not lead the individual or answer on their behalf.

If necessary, and in accordance with the code of conduct, persons involved may be temporarily suspended from duty whilst the investigation is undertaken. This will be done in writing giving details as to why this action is necessary, and must be authorised by the Executive Committee of GBWBA at the request of the CMT. Suspension is a neutral act not an assumption of guilt.

Following investigation, the GBWBA CMT will produce a full report, detailing their findings and making recommendations regarding:

- Appropriate disciplinary action to be taken
- Criteria for re-instatement
- Recommendations to avoid a similar incident re-occurring

The CMT will be independently empowered to act and make an appropriate judgment and take any disciplinary action necessary. Where the allegation is found to have merit, and is of a significant nature the Police and Social Services and the people concerned may also be informed of the incident (If concerns about abuse are indicated, this process should happen before any NGB process). The person's registration card will also be returned to the Association.



Great Britain Wheelchair Basketball Association

Time Scales

The Great Britain Wheelchair Basketball Association - Case Management Team (CMT) believes that setting an appropriate time frame to deal with complaints would be beneficial to those parties that are involved.

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

The CMT will aim to conclude minor incidents within 3 months of receipt. However, time-frames may be widened dependant on the requirements of partner/external agencies as this may delay the procedures of the CMT.

Nevertheless, the CMT will maintain communication and continually update the complainant with regards to the status of their complaint.

Supporting individuals

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

Where an investigation is to take place, support for the alleged victim and the alleged perpetrator will be separate e.g. victim support via Lead Officer and perpetrator via deputy or another national role.

Appeals

On conclusion of the investigation, the individuals concerned maintain the right to appeal against the decision and the CMT findings. This should be done in writing to the Chairperson, within 14 days, stating clearly the objection, and reasons. Should an appeal be made, the group should reconvene to re-assess the decision, with findings being reported within 14 days. The decision will then be deemed to be final.

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned.

Information should be handled and disseminated on a 'need to know' basis only. This may include the following persons:

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

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

Safety Nets

www.gbwba.org.uk/safetynets



Great Britain Wheelchair Basketball Association

Allegations of Previous Abuse

If an allegation of abuse is made some time after an event by persons such as; an individual that was abused as a child, young person by a member of staff who is currently working with children, the club should follow the procedures detailed on page 14 (flowchart diagram of dealing with concerns, disclosure or allegations in a wheelchair basketball environment). This is because other children, young people or vulnerable adults may be at risk from this person. Anyone who has previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the Protection of Children Act 1999 that states; the organisation reasonably considered the individual to be guilty of misconduct (whether or not in the course of his employment) which harmed a child or placed a child at risk of harm; and that the individual is unsuitable to work with children.

Safety Nets

www.gbwba.org.uk/safetynets



Great Britain Wheelchair Basketball Association

Partners and Useful Contacts

Great Britain Wheelchair Basketball Association
Loughborough Park, Loughborough,
Leicestershire, LE11 3QF
www.gbwba.org.uk
01509 279900

The NSPCC
National Centre, 42 Curtain Road, London, EC2A 3NH
Website: <http://www.nspcc.org.uk>
Tel: 020 7825 2500, free phone 24 hour helpline: 0808 800 5000 - Text Phone: 0800 056 0566

- Gujarati: 0800 096 7714
- Hindi: 0800 096 7716
- Bengali/Sylehti 0800 096 7715
- Punjabi 0800 096 7717
- Urdu 0800 096 7718

ChildLine
Freepost1111, London, N1 0BR
Website: www.childline.org.uk
Tel: 0800 1111

Child Protection in Sport Unit (CPSU)
NSPCC National Training Centre, 3 Gilmour Close, Beaumont Leys, Leicester, LE4 1EZ
Website: <http://www.thecpsu.org.uk>
Email: cpsu@nspcc.org.uk
Tel: 0116 234 7278

Northern Ireland Child-line
74 Duke Street, Londonderry
Tel: 0504 311555

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

National Child Protection Helpline
www.infoscotland.com/childprotection
Tel: 0800 022322

English Federation of Disability Sport
Manchester Metropolitan University, Alsager Campus, Hassall Road, Alsager, Stoke-on-Trent, ST7 2HL
Tel: 0161 247 5294



Great Britain Wheelchair Basketball Association

Criminal Records Bureau
PO Box 91, Liverpool, L69 2UH
Website: <http://www.crb.gov.uk>
Tel: 0870 909 0811

Local Citizens Advice Bureau
Website: www.nacab.org.uk

Aftermath
PO Box 414, Sheffield, S4 7RT
Website: www.aftermathuk.org.uk
Tel: 0114 275 8520

Local Authorities (Social Services)
Website: www.direct.gov.uk/en/H11/Help/Socialservices/index.htm

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

Sport England
Victoria House, Bloomsbury Place, London, WC1B
Website: www.sportengland.org
Tel: 0845 850 8508



Great Britain Wheelchair Basketball Association

Appendix A Volunteer Application Form

This form is to be completed by any individual wishing to undertake a voluntary or occasional role with GBWBA. This form is not intended for paid employees.

The information contained within this form will remain confidential.

Position Applied For:

Surname	First Name	Middle Name	Title
Any other names by which you have previously been known:			
Present Address:			
Postcode:			
Telephone Numbers: Day Evening Mobile			
Previous Addresses (if at present address for less than 3 years)			
Date of Birth	Place of Birth	National Insurance Number	
Current Occupation (including voluntary positions)			

Current Employer (name and address)
Position and brief description of duties
Start date:
Previous Occupation (including voluntary positions)
Previous Employer (name and address)
Position and brief description of duties
Start Date: Finish Date:



Great Britain Wheelchair Basketball Association

Qualifications:
Interests:
Experience relevant to the post applied for:
Previous experience of working within a disability sport environment:
Reasons for applying for the position:
References: Please give the names of two people who have first hand experience of you working with children and vulnerable adults and whom we can contact for a reference. We may additionally contact your current employer. Referees must have known you for at least 2 years.

Name	Name
Organisation	Organisation
Address	Address
How long have you known this person and in what capacity?	How long have you known this person and in what capacity?

I agree to abide by the Association Code of Conduct, Safeguarding and Equity Policies. I understand that prior to undertaking any role with the Association, I will be required to complete a self declaration form which will be used to undertake a police check. In addition, The Association may also request the completion of a Criminal Records Bureau (CRB) Enhanced Police Check. The results of which may be shared with partner agencies.

Sign.....

Date.....



Great Britain Wheelchair Basketball Association

Appendix B Volunteer / Staff Declaration Form

Volunteer / Staff Declaration Form

Title	First Name	Surname
Please state any previous name by which you may be known:		
Address		
Postcode		
Phone number(s)		

Date of Birth:

Gender:

Nat. Ins. No.

Current clubs with which you are associated:	Position & role:	Start date:

Coaching qualifications held	Course date

Previous clubs	Start date	Leaving date	Positions held



Great Britain Wheelchair Basketball Association

Part B - Self declaration (for completion by the person named in section A only)

1. Have you ever been cautioned or convicted of any criminal offences?

Yes/No? If yes, please provide full details.

Note: You are advised under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions Amendment) order 1986 you should declare all convictions, including 'spent' convictions.

2. Are you a person known to any social services department as being an actual or potential risk to children and/or vulnerable adults?

Yes/No? If yes, please provide full details.

3. Have you had a disciplinary sanction (from a sports provider or other organisation or governing body)?

Yes/No? If yes, please provide full details below.

4. Declaration

I have read and understood the information leaflet regarding GBWBA Child Protection Policies and Procedures. I hereby consent to GBWBA undertaking CRB, Police and/or Social Services checks against me. I understand that the information contained on this form, the results of checks and information supplied by third parties, will be held by GBWBA.

I am aware that failure to declare any existing or future concerns or convictions which are relevant in relation to assessing my suitability to work with children will result in disciplinary action).

I understand that this information may be made available to other clubs/ organisations, governing bodies or organisations that have an interest in child/vulnerable adult protection issues.

Signed _____ (person named in Section A) Date _____

Print Full Name _____

Return this form in the envelope provided DIRECTLY to the sub-group Safeguarding Officer.



Great Britain Wheelchair Basketball Association

Appendix C Reference Request Form CONFIDENTIAL

Name:

Position applied for:

The above person has expressed an interest in working with the Great Britain Wheelchair Basketball Association. The post involves substantial access to children and vulnerable adults. As an organisation committed to the welfare and protection of children and vulnerable adults, we are anxious to know if they are suitable for the job, and the if there is any reason to be concerned about this person being in contact with children or vulnerable adults.

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation. Information will only be shared with the person conducting the assessment of the candidate's suitability for the post, if he/she is offered the post. We would appreciate you being extremely candid, open and honest in your evaluation of this person. We may contact you to discuss your answers if necessary.

How long have you known this person?

In what capacity?

What attributes does the person have that would make them suited to this work?

Please rate this person on the following criteria (✓ one box only for each attribute)

	Poor	Average	Good	Very Good	Excellent	Please add any comments (optional)
1. Responsibility						
2. Maturity						
<i>Self Motivation</i>						
Can motivate others						
Team skills						
Trustworthiness						
Reliability						

This post involves substantial access to children and adults with a learning disability. Do you have any reason at all to be concerned about this applicant being in contact with children or vulnerable adults?

State Yes or No: _____ If you have answered yes, we will contact you in confidence.

Signed		Date	
Print Name			
Position		Organisation	
Telephone Number(s): Day		Evening	

Thank you. Please return the Reference form in the envelope provided.



Great Britain Wheelchair Basketball Association

Appendix D Incident or Concern Record Form

Discuss all concerns with: Safeguarding Officer, GBWBA, Loughborough Park, Oakwood Drive, Loughborough, Leicestershire, LE11 3QF

Tel: 01509 279900 Fax:

Email: j.popat@gbwba.org.uk

Please refer to the following notes before completing:

Keep questions to a minimum – obtain sufficient information to only understand what is being said
 Distinguish between conjecture, fact and opinion
 State the exact nature of the allegation – e.g. physical, emotional, sexual or a combination
 Include a description of any physical marks, and state the location of any injury or bruising
 Include the person's account of how these occurred. Let the person tell it in his or her own way
 Ensure relevant dates, times and frequencies are included
 Note any other organisations spoken to, e.g. police, social services etc
 Ensure the information remains confidential
 Use additional paper if necessary

YOUR NAME:	
YOUR POSITION:	

YOUR CONTACT NUMBER:	
CHILDS/VICTIM'S NAME:	
CHILD/VICTIM'S ADDRESS:	
PARENT/CARER/ADVOCATE'S NAME, ADDRESS and CONTACT NUMBER:	

ETHNIC GROUP - *Please choose the category that best describes the Childs ethnic group from the following list*
 And tick the appropriate box

A1. British	A2. Irish	A.3 Any other White background (please write in)	
B1. White and Black Caribbean	B2. White and Black African	B3. White and Asian	B4. Any other Mixed background (please write in)
C1. Indian	C2. Pakistani	C3. Bangladeshi	C4. Any other Asian background (please write in)
D1. Caribbean	D2. African	D3. Any other Black background (please write in)	
E1. Chinese	E2. Any Other background (please write in)		

DISABILITY - *The Disability Discrimination Act 1995 defines a disabled person as anyone with a "physical or mental impairment that has a substantial and long term adverse effect upon his/her ability to carry out normal Day-to-day activities.*

Please choose the description that best describes the nature of the Childs disability and tick the appropriate box.

A. Visually Impaired	B. Hearing Impaired	C. Physical Disability
D. Learning Disability	E. Multiple Disability	F. Other (please write in)

CHILD/VICTIM'S DATE OF BIRTH:	
-------------------------------	--

DATE AND TIME OF ANY INCIDENT:	
--------------------------------	--

YOUR OBSERVATIONS:	
--------------------	--

State exactly what the child/victim said and what you said:
 (Remember - do not lead them - record actual details. Continue on separate sheet if necessary).

Action taken so far:

Statement of concerns (section to be completed where no allegations have been made but you have concerns to record. Details of any alleged perpetrator including name, role and contact details)

Please state the nature of your concerns and any other relevant information:

External agencies contacted:

Details

POLICE	Yes/No	If yes - which: Name and contact number: Details of advice received:
SOCIAL SERVICES	Yes/No	If yes - which: Name and contact number: Details of advice received:
GBWBA Child Protection Officer	Yes/No	Name and contact number: Details of advice received:
LOCAL AUTHORITY	Yes/No	If yes - which: Name and contact number: Details of advice received:
OTHER (e.g. NSPCC)		Which: Name and contact number: Details of advice received:

Signature:	
Print Name:	
Date:	

When Complete, please post this form, marking the envelope "Private and Confidential" to:

**Jay Popat,
GBWBA,
Loughborough Park,
Oakwood Drive,
Loughborough,
Leicestershire,
LE11 3QF**



Great Britain Wheelchair Basketball Association

Appendix E

Photography and Filming Equipment Usage Form and Guidance Notes

GBWBA will only permit the use of photography or filming equipment at organised events, training courses or similar activities by properly accredited users.

The following people must register with the event organiser.

- **Professional photographers / filming / video operators** - Where possible, professional photographers etc should register at least 36 hours before the event, providing some form of professional identification together with the self declaration form
- **Students or amateur photographers / film / video operators** - should submit a self declaration form together with their student or club registration card and a letter from their club / educational establishment outlining their motive for attending the event
- **Spectators (including parents, relatives or carers)** - spectators wishing to use photographic / film / video equipment with a telescopic or zoom lens should register their intent with the promoter of the event by completing a self declaration form (standard cameras without zoom facilities are exempt if used from the spectator area).

Event/Date/Venue:			
Surname	First Name	Middle Name	Title
Company Name			
Address:			
Postcode:			
Telephone Numbers:	Day	Evening	Mobile
Reason for attending			
Who will the photos be made available to?			
Will GBWBA receive copies of photos taken?			

When complete, please post this form, marking your envelope to:

Safeguarding Officer, GBWBA, Loughborough Park, Oakwood Drive, Loughborough,
Leicestershire, LE11 3QF



Great Britain Wheelchair Basketball Association

Positions that require an Enhanced Level Criminal Records Bureau Check

With regards to the safeguarding of individuals within a wheelchair basketball environment, Great Britain Wheelchair Basketball Association (GBWBA) would like to emphasise on the needs to carry out the appropriate checks. Therefore, the table below has been created to support, clarify and give guidance to clubs and partner organisations.

The codes and descriptions have been provided by the Criminal Records Bureau (CRB) and have been selected by GBWBA as those that are applicable to wheelchair basketball. Please note that the description provided for **CODE 03**, positions have been identified, however if a Club Welfare Officer (CWO) or Safeguarding Officer (SO) feels that a person's within a club are liable for checking, this should be discussed with the GBWBA SO.

CODE

03 Description: A position whose normal duties include caring for, training, supervising or being in sole charge of children.

LEVEL OF RECORD CHECK: Enhanced

POSITIONS: Coaches(all levels), Club Welfare Officer, Safeguarding Officer, Conditioning Staff, Development and Performance Staff, Development Activity GB Players, First Aiders, Physiotherapists, Medical Staff, Escorts, Classifiers, Team Managers (including Support Staff), Match Officials

14 Description: A position whose normal duties involve unsupervised contact with children under arrangements made by a responsible person.

15 Description: A position whose normal duties include caring for children under the age of 16 in the course of the children's employment.

19 Description: Work in a further education institution where the normal duties of that work involve regular contact with persons aged under 18.

10 Description: For the purpose of the Rehabilitation of Offenders Act (ROA) 1974 (exceptions) Order 1975, a person who regularly cares for, trains, supervises or is in sole charge of vulnerable adults.