

BRITISH GLIDING ASSOCIATION

**CHILD PROTECTION
POLICY and PROCEDURES**

BGA CHILD PROTECTION POLICY and PROCEDURES

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BGA CHILD PROTECTION POLICY and PROCEDURES

1 Introduction

This is the child protection policy and procedures for British Gliding Association.

It aims to:

- Establish clear lines of communication for any child protection issue.
- Avoid confusion for instructors, officials, clubs and volunteers.

There is a considerable body of legislation, government guidance and standards designed to ensure that children are safeguarded from harm. These include the *Children Act 1989*, the *Children Act 2004*, the *Protection of Children Act 1999*, the *UN Convention on Rights of the Child*, the *Human Rights Act 1998*, the *Sexual Offences Act 2003* and the *Working Together to Safeguard Children 2010* document published by the Department for Children, Schools and Families (DCSF)*.

The statutory inquiry into the death of Victoria Climbié highlighted the lack of priority status given to safeguarding. The Government's responses to these findings included the *Every Child Matters* green paper and the 2004 Children Act.

Everyone who works with or around children, young people and vulnerable adults needs to be aware of the laws that aim to protect children from harm.

Should you have any queries relating to this policy, please contact any of the following:

Club Child Protection Lead	Tel:
Club Child Protection Deputy	Tel:
BGA Child Protection Lead	Tel: 01986 895 314
BGA Office	Tel: 0116 253 1051

If you should have any concerns about the immediate safety of a child or vulnerable adult, refer to sections 8-11, but you should not delay: Children's Services and Police are always available.

*National variations in legislation for Scotland and Northern Ireland are covered in Section 2 of this document – however the principles of child protection good practice apply across the UK.

1.1 Policy Statement

BGA Duty of Care

The BGA recognises that sport can and does have a very powerful and positive influence on young people. Not only can it provide opportunities for enjoyment and achievement; it can also develop valuable qualities such as self-esteem, leadership and teamwork. These positive effects can only take place if sport is in the right hands – in the hands of those who place the welfare of all young people first and adopt practices that support, protect and empower them.

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Most youngsters happily and safely participate in sport under the watchful and concerned care of dedicated instructors and club members. However, the reality is also that abuse does take place in sport and in some cases members have been convicted. Every adult has a legal and moral responsibility to protect young people and disabled adults in sport from abuse.

The BGA recognises that we have a duty of care towards young and vulnerable participants and can help to protect them from abuse. (from *Guidelines for Governing Bodies of Sport and Local Authorities*, Sports Coach UK (NCF), NSPCC.)

The BGA recognises that for Child Protection purposes, a child refers to any person under the age of 18, except in Scotland where the Children (Scotland) Act refers to any person under the age of 16. In other, newer, related Scottish legislation the age is 18.

Principles

The British Gliding Association recognises that:

- The welfare of young people and vulnerable adults is the primary concern.
- All young people whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse.
- It is the responsibility of the child protection experts to determine whether or not abuse has taken place but it is everyone's responsibility to report any concerns.
- All incidents of suspicious poor practice and allegations should be taken seriously and responded to swiftly and appropriately.

Summary of Partnership Responsibilities

The British Gliding Association:

- Accepts the moral and legal responsibility to implement procedures to provide a duty of care for young people, safeguard their wellbeing and protect them from abuse.
- Respects and promotes the rights, wishes and feelings of young people and disabled adults.
- Recruits, trains and supervises its employees and volunteers to adopt best practice to safeguard and protect young people from abuse and themselves against false allegations.
- Requires clubs, staff and members to adopt and abide by this document. Employed staff should abide by BGA guidelines.
- Responds to allegations appropriately and implement the appropriate disciplinary and appeals procedures.

It is intended that all employees and volunteers working with children, young people and vulnerable adults will receive training to assist them in the recognition of abuse; the referral process; sensible working practices; and to identify 'appointed persons' within the BGA and at club level, whom staff can contact about child protection issues.

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2 The Legal Framework

Everyone who works with children need to be aware of the laws that aim to protect children from harm. Variations follow in sections 2.4 – 2.5 for Scotland and 2.6 – 2.8 for Northern Ireland. Please note: *Criminal Record Bureau (CRB)* checks in England and Wales are equivalent to *Disclosure Scotland* checks in Scotland and *Access Northern Ireland* checks in Northern Ireland.

2.1 The Children Act 1989

The Children Act 1989 provides county councils (children's services departments) and others with powers and duties to protect children whilst at the same time providing safeguards for both children and parents against excessive or unwarranted intervention.

There are a number of general principles which need to be borne in mind when considering any part of the legal framework. The child's welfare is of paramount importance.

Under section 47 of the Children Act, Children's Services must make enquiries regarding a child's welfare (investigate) where they:

(a) are informed that a child who lives, or is found, in their area:

- (i) is the subject of an emergency protection order; or
- (ii) is in Police protection; or
- (iii) has contravened a ban imposed by a curfew notice made under the Crime and Disorder Act 1998; or

(b) the Authority has reasonable cause to suspect that a child living or found in their area is suffering, or is likely to suffer, significant harm.

The enquiries will enable Children's Services to decide whether they should take any specific action to safeguard and/or promote the child's welfare.

It is very important that all investigations into such matters are conducted in accordance within laid down procedures and in a manner that will not prejudice any further action such as a criminal prosecution. For this reason, if you become aware of something that may need further investigation, do not attempt to investigate the matter yourself.

2.2 The Protection of Children Act 1999

The Protection of Children Act 1999 has largely been replaced by *The Safeguarding Vulnerable Groups Act 2006*.

2.3 The Safeguarding Vulnerable Groups Act 2006 (SVGA)

This Act introduces the Vetting and Barring Scheme (VBS) as part of the Independent Safeguarding Authority (ISA). It will place a statutory obligation on organisations to ensure that volunteers and employees engaged in certain regulated activities are registered with the ISA as members of the VBS.

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There is a phased implementation of this piece of legislation:

- **Since October 12th 2009, organisations that believe that child abuse has taken place or is taking place, are legally obliged to report it to the ISA.**

N.B. as of June 2010 the remainder of this phased implementation is halted, pending review

- July 2010 is when ISA registration and VBS membership first becomes available for new volunteers and employees engaged in certain regulated activities.
- From October 2010, new volunteers or employees engaged in certain regulated activities **MUST** be registered.
- 2010 – 2015: existing volunteers and employees engaged in certain regulated activities will gradually be registered with the ISA and given membership of the VBS.

2.4 The Children (Scotland) Act 1995

Duty of Care is placed on all those who work with children and young people. **Section 5 of the Children (Scotland) Act 1995** states that “it shall be the responsibility of a person who is 16 or over and who has care and control of a child under 16, to do what is reasonable to safeguard the child’s health, development and welfare”

Please note: age thresholds are complicated and vary across legislation, the age of 16 is used by most of this Act, not 18 as in the rest of the UK and other related Scottish legislation.

2.5 The Protection of Children (Scotland) Act 2003 (PoCSA)

Organisations must comply with the requirements of PoCSA, in that:

- They will not allow anyone who is fully listed on the Disqualified from Working with Children List to work/volunteer in a childcare position within their organisation
- They will make a referral (send a written report) to Scottish Ministers if an individual harms a child or puts a child at risk of harm and as a result of this, they take the decision to remove them or they leave of their own accord, come to the end of a contract, retire or have been made redundant.
- When making a referral it should be done in the appropriate manner by using the required Scottish Government Referral Form:
www.scotland.gov.uk/Topics/People/Young-People/children-families/

2.6 The Children (Northern Ireland) Order 1995

Sets out the responsibilities of the Health and Social Care Trusts and others to provide services to children in need and their families, to provide for and support looked-after children, to investigate children at risk and take appropriate action.

It is broadly equivalent to The Children Act 1989. In addition in NI there is a statutory provision under Section 5 of Criminal Law (Northern Ireland) Act 1968:

it is a statutory duty to report an arrestable offence

2.7 The Protection of Children and Vulnerable Adults (Northern Ireland) Order 2003

In broad terms this Order is equivalent to *The Protection of Children Act 1999*. It has been replaced by the *The Safeguarding Vulnerable Groups (Northern Ireland) Order 2007*. Once the SVG Order has come fully into force, the PoCVA Order will be repealed.

2.8 The Safeguarding Vulnerable Groups (Northern Ireland) Order 2007

In broad terms this Order is equivalent to the SVGA 2006.

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3 Protecting Staff and Children

3.1 Good Practice Guidelines

This section is an extract from a document entitled: *Child Protection Policy and Implementation procedures: Guidelines for Governing Bodies of Sport and Local Authorities*. Whilst there are some guidelines that will not apply to the BGA or at club level, the principles described are helpful and should be applied.

All personnel in sport should be encouraged to demonstrate exemplary behaviour and follow best practice to limit the possibility of allegations in order to protect themselves from allegations. The following are common sense examples of how to create a positive culture and climate within sport:

3.2 Good Practice Means:

- always working in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment (e.g. no secrets)
- treating all young people/vulnerable adults equally, and with respect and dignity
- always putting the welfare of each young person first, before winning or achieving goals
- maintaining a safe and appropriate distance with performers (e.g. it is not appropriate to have an intimate relationship with a child or to share a room with them)
- building balanced relationships based on mutual trust which empowers children to share in the decision-making process
- making sport fun, enjoyable and promoting fair play
- ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the NGB. Care is needed as it is difficult to maintain hand positions when the child is constantly moving. Young people should always be consulted and their agreement gained. Some parents are becoming increasingly sensitive about manual support and their views should always be carefully considered
- keeping up to date with the technical skills, qualifications and insurance in sport
- involving parents/carers wherever possible (e.g. for the responsibility of their own children in the changing rooms). If groups have to be supervised in the changing rooms, always ensure parents/teachers/coaches/officials work in pairs
- ensuring that if mixed teams are taken away, they should always be accompanied by a male and female member of staff. (NB However, same gender abuse can also occur.)
- ensuring that at tournaments or residentials, adults should not enter children's rooms or invite children into their rooms
- being an excellent role model – this includes not smoking or drinking alcohol or swearing in the company of young people
- giving enthusiastic and constructive feedback rather than negative criticism
- recognising the developmental needs and capacity of young people and disabled adults – avoiding excessive training or competition and not pushing them against their will
- securing parental consent in writing to acting in loco parentis, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment

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- awareness of any medicines being taken by participants, or existing injuries
- keeping a written record of any injury that occurs, along with the details of any treatment given
- requesting written parental consent if club officials are required to transport young people in their cars

There are many sports, which by their nature require a degree of physical contact. This can be used appropriately to instruct, encourage, protect or comfort. When physical contact is required both children and adults should be clear about the context and appropriateness of that contact. Physical contact between adults and children should only be used when the aim is to:

- develop sports skills or techniques
- to treat an injury or respond to distress
- to prevent an injury
- to meet the requirements of the particular sport

Physical contact should:

- not involve touching genitals, buttocks or breasts
- meet the needs of the child/young person and not the needs of the adult
- be fully explained to the child/young person and, with the exception of an emergency, permission be sought
- not take place in secret or out of sight of others

Some sports have developed specific guidance and where this is the case these should be followed.

3.3 Practice to be Avoided

The following should be avoided except in emergencies. If cases arise where these situations are unavoidable they should only occur with the full knowledge and consent of someone in charge in the organisation or the child's parents. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session:

- avoid spending excessive amounts of time alone with children away from others.
- avoid giving children lifts in your car, especially alone.

3.4 Practice Never to be Sanctioned

The following should never be sanctioned.

You should never:

- engage in rough, physical or sexually provocative games, including horseplay
- share a room with a child
- allow or engage in any form of inappropriate touching
- allow children to use inappropriate language unchallenged
- make sexually suggestive comments to a child, even in fun
- reduce a child to tears as a form of control

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- allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- do things of a personal nature for children or disabled adults, that they can do for themselves
- **invite or allow children to stay with you at your home.**

NB It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents and the performers involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities. Do not take the responsibility for tasks for which you are not appropriately trained. Do not put yourself at risk.

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

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

3.5 Code of Ethics and Conduct

The Government produced *Caring for the Young and Vulnerable? Guidance for Preventing Abuse of Trust (1999)*. The guidance is based on the principle that all organisations involved with caring for young people or vulnerable adults should have codes of conduct to protect against sexual activity within relationships of trust.

Staff should be required to sign up to the Organisation's Code of Ethics and Conduct. The Code should encourage:

- the development of an open and positive climate in sport
- poor practice to be identified
- investigations to be carried out
- disciplinary action to be taken if appropriate.

4 Training

All staff and volunteers who work with children should receive training in recognising and understanding possible signs of child abuse and know what steps need to be taken to provide child protection. Training will also include the disclosure and referral process.

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5 Non-Collection of Children After an Activity.

In the event that a child is not collected at the end of an activity, we will ensure that the child receives a high standard of care in order to cause as little distress as possible.

We follow the following procedures:

- All reasonable attempts will be made to contact the parents/carers.
- If we are unable to contact the parents or no-one collects the child and the premises are closing or staff are no longer available to care for the child, we apply the procedures set out in our child protection policy. We contact local Children's Services or Local Police(left blank for local telephone numbers)
- A full written report of the incident is recorded.

6 Lost Children

In the event of a report by the parent/carer of a child going missing whilst at a gliding venue the following procedures will be adhered to:

- If staff receive a report of a missing child they must immediately report it to the Child Protection Lead or deputy.
- A full search of the area should be made by members who are available.
- If the search is unsuccessful the police should be called on the Emergency Line (999).
- A full written report of the incident would be recorded.

7 Data Protection and Confidentiality

Data Protection principles must be followed. This means that:

- The information sought must be adequate, relevant to the purpose and not excessive.
- It must be fairly and lawfully processed.
- CRB checks must only be made once it has been decided to offer the person the post (Note: Candidates attending interview may be willing to give their permission for such checks to be made if they are successful, but CRB checks should only be conducted in respect of the successful person.)
- The information must not be retained on file and should be destroyed. A note may be held on the personal file stating which checks were conducted, the date and serial number of check form and that they were satisfactory.)
- The information must be kept confidential and accessed only by those who need to know.
- The information must not be transferred to other people without the person's permission unless required by a statutory body with the authority to request it.

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8 What To Do If You Suspect Possible Child Abuse

8.1 Duty to Refer

There is a duty on clubs and BGA staff to report, to Children's Services, concerns about children where they may be at risk of significant harm. In all cases, it will be appropriate to gather and record facts about the concern, but not to prejudice formal investigations which must be conducted in accordance with laid down procedures. The following procedures apply to the BGA and club members:

BGA procedure should be used:

- For all allegations against Club staff, members and volunteers.
- When disclosure happens during a club gliding activity.
- When a child discloses to a club member or BGA staff.
- When possible abuse is observed during an activity around gliding.

8.2 Confidentiality

Sometimes, it is only when information from several sources has been shared and combined that it becomes clear that a child is at risk. Personal information about children and their families will usually be confidential and should not be disclosed to a third party without the consent of the subject. However, the law allows for the disclosure of confidential information where this is necessary to safeguard a child or children in the public interest.

Disclosure of confidential information must be justifiable in each case, according to the particular facts of the case and must be limited to those people who need to know in order to take appropriate action.

If BGA or Club staff are asked to supply personal information to other bodies such as the Police or Children's Services, such requests should be in writing and provide the reason for the disclosure. (This must not delay disclosure of information)

8.3 Referral Procedures

1. Make a careful note of the injuries, behaviours or disclosures which have caused concern.
2. Ask the child open questions, e.g. How did that happen? Listen carefully to anything the child tells you. If you have observed an injury, you may ask the child how the injury happened, but do not make the child feel as though they are being interrogated.
3. Remember, your role is to note and pass information on accurately, not to conduct the early stages of an investigation.
4. If the explanations offered still cause you concern, e.g. if the explanation for an injury is inconsistent with the signs you have observed, make a careful note of what you have heard and observed, sign, time and date it (BGA CP1 Reporting Allegations or Concerns Form). It is important that the form is handwritten at the time – not typed up later.

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5. Immediately report your concerns to:

Club Child Protection Lead Tel

Club Child Protection Deputy Tel

BGA Child Protection Lead Tel: 01986 895 314

BGA Office Tel: 0116 253 105

In the event of you being unable to contact any of the above and there is an immediate danger please call either:

Child Protection Team on **or**

Childrens Services on

6. The Child Protection Lead/Deputy will immediately report the matter to the Police or Children's Services and consult on whether or not parents should be informed. If sexual or physical abuse is suspected, advice will be given on whether the Police should be involved. (Normally, parents/guardians will be told what is happening unless such action would prejudice the investigation or place the child at greater risk).
7. Send your completed (handwritten) form to the Child Protection Co-ordinator you have spoken to as soon as possible (agree with them the best way to do this). Ensure that you keep a copy for yourself. Do not discuss the matter or show the form to anyone else unless you know that they are authorised to have access to the information. Make sure any written information providing personal details is sent in a sealed envelope marked Private and Confidential.
8. All referrals to Children's Services must be confirmed in writing within 24 hours.
9. Child protection matters must not be investigated by the BGA or at Club level.

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9 Handling Complaints/Allegations of Child Abuse

Any allegation or complaint about a BGA or Club employee or member that involves possible harm to a child and where this is related to the employee's/members work/membership must be reported immediately to Club Child Protection Lead/deputy and the BGA CP Lead as soon as possible.

In such cases, if you are given the information in confidence, you must explain to the person that you have no choice but to share what you have been told.

Should the BGA or Club be made aware of an allegation or complaint must they must not start their own enquiries, but should follow similar guidelines to those provided under section 7 above, recording what they know and passing the information on to Personnel immediately, followed by a written report.

The employee, member or volunteer may need to be suspended from club activities whilst the matter is being investigated. This decision will be made by the club committee, who will decide if it is inappropriate for them to continue attending at the club pending outcome of any investigation, taking into account all relevant circumstances. If suspension is not deemed necessary, the employee or volunteer will not be allowed to have unsupervised access to children, whilst the investigation is in progress.

Where internal procedures are underway and a child protection issue comes to light, the Police and Children's Services will be informed. At this point the employee, member or volunteer will be suspended from club activity and any internal investigation or action will be deferred until this can be done without prejudicing their proper procedures or pending Children's Services/Police action.

Any inappropriate behaviour by an employee that causes harm to a child in the care of the Council or in the course of the employee's work is likely to be treated as a serious disciplinary offence.

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10 Referral Procedures - Flow Chart

for referral when concern that a child is being physically, sexually, emotionally harmed or neglected

<p>Concerns</p> <p>Suspicion/allegation of abuse by: Child disclosure Observation Report by another person Anonymous communication</p>	<p>Monitor & Record (sign & date & time)</p>
<p>Consult</p> <p>Club Child Protection Lead or BGA Lead, if appropriate speak with one of the nominated persons.</p> <p>All partners can speak informally with Children's Services</p> <p><u>Important</u> No consultation should delay a referral</p>	<p>Record (sign with date & time)</p>
<p>Action</p> <p><u>Do not investigate</u> The Child Protection Lead will refer to Children's Services &/or Police If possible the referral should be made by the person with first hand knowledge. Otherwise the person nominated within your club policy.</p>	<p>Record (sign with date & time)</p>
<p>Confirm</p> <p>Verbal referrals must be followed by a written referral within 24 hours.</p>	<p>Record (sign with date & time)</p>
<p>Commitment</p> <p>You may be required to provide other information as required.</p>	<p>Record (sign with date & time)</p>

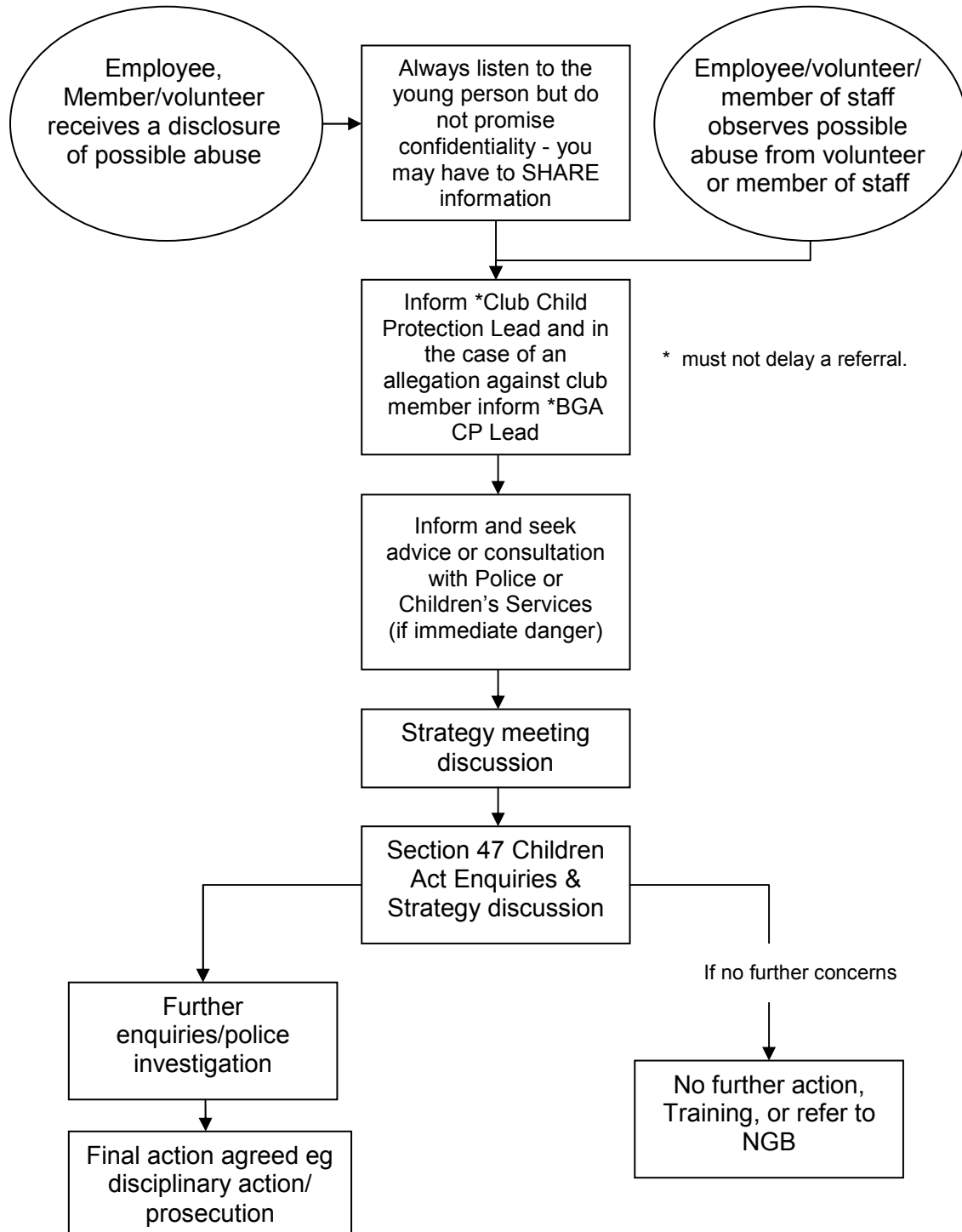
Remember – Do not delay, Children's Services and Police are always available

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11 Reporting Procedures and Communication

Action when

- Receive disclosure of possible abuse.
- Observe possible abuse.
- Alleged allegation against professional or volunteer.



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BGA CP 1 - FORM FOR RECORDING ALLEGATIONS OR CONCERNS ABOUT CHILDREN

Please use this form as a prompt, recording any additional information on the back or on another sheet of paper. PLEASE HAND WRITE YOUR NOTES – DO NOT TYPE THEM.

REMEMBER – your job is not to investigate, but to record accurately all information you receive or signs and symptoms you observe.

Child's details (name, age address, tel. no. etc.):	Child's parents or guardian's details: (where known)	Details of person reporting suspicion/allegation/ concern to you (this may be the child):
Describe what the suspicion/allegation/concern is here:		
Describe fully any signs, symptoms you or others have observed (include here what the child has told you):		
<u>Where</u> did this occur (as far as you know)?		
<u>When</u> did this happen (as far as you know)?		
If some earlier signs/symptoms were noticed before today, <u>when and where</u> was this?		
Record details of anyone else who may have been present or have relevant information:		
Record who has been informed (You must inform one of the Club Child Protection Co-ordinators immediately or as soon as possible – this must not delay any referral)		
Signed	Dated	Time
Job title	Telephone number:	

SEND OR HAND THIS FORM (in envelope marked Private & Confidential) to THE BGA CHILD PROTECTION OFFICER AS SOON AS POSSIBLE

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APPENDIX 1 Recruitment and Selection

The following arrangements apply, within the BGA, at clubs for all posts where an employee or volunteer will be working with children in an unsupervised manner. Similar arrangements will be brought into effect for staff responsible for recruiting to such posts.

Where any of the following procedures have not been completed, an employee or volunteer working with children must be restricted such that, at all times, they are never allowed to be alone with a child during this time.

1. Recruitment Information

When a post is to be advertised, the BGA or Club representative must make it clear to Personnel that this post has unsupervised access to children to ensure that the proper checks are made (the Rehabilitation of Offenders Act allows for disclosure of all criminal convictions for such posts).

The recruitment pack will need to make it clear where applicants must declare all criminal convictions (not just unspent convictions) and that checks will be made on their suitability to work with children which will include written references and CRB checks, see point 3.4 (references).

2. Applications

All staff who will have unsupervised access to children must complete, in full, a BGA/Club declaration form. This will need to show information about all past employment and relevant voluntary work.

3. Interview

All candidates must be asked about their previous work with children and asked to describe any previous difficulties they encountered in this work and explain how they handled them. It is generally good interview practice to ask open questions about a candidate's experiences and then to probe to find out how people have behaved in the past rather than asking hypothetical questions about what 'should' happen in a given situation. This method is more likely to predict how the person will behave in future.

The interviewer should ask about any employment gaps or why someone stopped working with children and then returned, for example.

4. References

At least two written references must always be obtained. These should include the applicant's most recent employer plus the most recent organisation/person for whom the applicant provided services involving access to children. These references must be made by someone who has an understanding of what is required, for child protection purposes.

The reference request must make it clear that this person is applying for a job with unsupervised access to children (or that they will be recruiting people to work with children) and ask the referee if there is any known reason why the person should not be employed in such a capacity. If there is any doubt about the written response, the referee should be contacted by phone and asked the same question. Full notes must be made of any oral response, signed and dated by the person requesting the information. This procedure will normally be conducted by the Committee.

5. Checking criminal records and suitability to work with children

The BGA or at Club level within will conduct the required checks with the Criminal Record Bureau. Only when the results of these checks have been received and written references have been taken up, is this part of the process completed for the purposes of allowing unsupervised access (see below).

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6. Offer of employment (paid or unpaid)

Any offer of employment (written or oral) must be subject to receipt of written references and checks that are satisfactory to the Council.

If the club wants the person to start work before the results of the above checks have been received, the employee or volunteer must be told that their duties will be restricted to accompanied access to children until satisfactory responses to the checks have been received, when their employment will be confirmed. Obviously, if the checks are unsatisfactory, employment will be terminated.

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APPENDIX 2 Recognising Signs of Child Abuse

What is Abuse and Neglect?

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those know to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

Remember it is not your role to determine if a child is being abused only to record and report your concerns to those professionals (Children's Services, Police) who have the responsibility to investigate concerns.

1. *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 deliberately induces illness to a child whom they are looking after.

The following is not a comprehensive or definitive list, but it provides a guide to the more common non-accidental injuries which may indicate situations where more expert advice should be sought. Clusters of signs may be more important than any one sign on its own. Much depends on the answers you receive to questions asked to make sense of what is seen.

Bruises

- Symmetrical bruised eyes are rarely accidental, although they may occur where there is an injury to the head or nose and blood seeps from the injury site to settle in the loose tissue around the eye. A single bruise may be the result of an accident or abuse.
- Bruising in or around the mouth (especially in small babies).
- Grasp marks on arms - or chest of a small child.
- Finger marks (e.g. you may see 3-4 small bruises on one side of the face and one on the other).
- Bruising on opposite sides of the body is rarely accidental.
- Outline bruising (e.g. belt marks, hand prints).
- Linear bruising (particularly on the buttocks or back).
- Bruising on soft tissue with no obvious explanation.
- Different age bruising (especially in the same area e.g. buttocks).

Most falls or accidents produce one bruise on a single surface - usually a bony protuberance. A child who falls downstairs generally has only one or two bruises. Bruising in accidents is usually on the front of the body as children generally fall forwards. In addition, there may be marks on their hands if they have tried to break their fall.

Bruising may be difficult to see on a dark skinned child. Mongolian blue spots may be mistaken for bruising. These are purplish-blue skin markings most commonly on the backs of children whose parents are not white.

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The following are uncommon sites for accidental bruising:

- back of legs, buttocks (except, occasionally, along the bony protuberances of the spine)
- mouth, cheeks, behind the ear
- stomach, chest
- under the arm
- genital, rectal area
- neck

Bites

These can leave clear impressions of the teeth. Human bites are oval or crescent shaped. If the distance is more than 3 cm across, they must have been caused by an adult or older child with permanent teeth.

Burns and scalds

It can be very difficult to distinguish between accidental and non-accidental burns.

Remember also:

- A responsible adult checks the temperature of the bath before a child gets in.
- A child is unlikely to sit down voluntarily in too hot a bath and cannot accidentally scald its bottom without also scalding its feet.
- A child getting into too hot water of its own accord will struggle to get out again and there will be splash marks.
- Small round burns may be cigarette burns (but may be friction burns, and accidental, if along the bony protuberances of the spine).

Scars

Children may have scars, but notice should be taken of an exceptionally large number of differing age scars (especially if coupled with current bruising), unusual shaped scars (e.g. round ones from possible cigarette burns), or of large scars that are from burns or lacerations that did not receive medical treatment (some medical conditions can cause scarring).

Fractures

A child with a fracture is usually in very considerable pain, and generally will not be moving the part that is fractured. There is usually swelling, and possibly discoloration over the site of a fracture. However, children sustain fractures relatively easily, and small children may not always be distressed following a fracture. It can therefore be difficult for a parent to be aware that a child has been hurt.

General Points

Some bruises and marks may seem insignificant by themselves but repeated injuries, even of a very minor nature, may be symptomatic of a family in crisis and, if no action is taken, the child may be injured more seriously.

Any organisation caring for a child is entitled to expect a parent to tell them if there is anything wrong with a child. It is important not to investigate under any circumstances. If there is doubt, you should seek advice.

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2. *Sexual abuse*

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

Below is a list of behavioural signs which have been known to act as indicators of sexual abuse. However, it is important to realise that many of these signs could equally be indicative of a range of different problems. There are very few physical signs of sexual abuse and the majority of those will require a medical diagnosis or forensic evidence. Pregnancy and sexually transmitted disease are examples.

Because those who sexually abuse children take great care to ensure that they have the compliance and silence of the child, it is very difficult to know what is happening unless a child tells someone. It is important that anything a child says, which may indicate they have been abused, is taken very seriously and is referred to those who are skilled in the investigation of the abuse of children.

Possible behavioural signs

- Mood changes, tantrums, aggression, sudden school difficulties
- Insecurity
- Sleep and eating disorders
- Poor self-esteem, anxiety, depression, despair
- Withdrawal, secretiveness
- Poor peer relationships
- Lies, stealing, arson
- Running away
- Suicide attempts, self poisoning, self mutilation
- Unexplained money, gifts
- Premature understanding of sex, inappropriate sex play
- Seductive behaviour, promiscuity
- Abuse of solvents, drugs, alcohol

3. *Emotional abuse*

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to the children 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. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing children frequently to feel frightened or in danger, or the exploitation or corruption of

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children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Children suffering from emotional abuse may exhibit these behavioural symptoms:

- excessively clingy or attention seeking behaviour
- low self esteem
- apathy
- fearful or withdrawn
- constantly seeking to please
- over-ready to relate to anyone, including strangers

Where emotional abuse is suspected, it is important to seek help for the child.

4. Neglect and delay in growth (failure to thrive)

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 substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, 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.

Warning signs include:

- Poor growth for which no medical cause is found, with a dramatic improvement on normal diet away from home
- Unkempt, dirty appearance
- Medical needs of child not met – failure to seek medical advice for illness, severe untreated nappy rash, missed immunisations
- Development delay
- Lack of social responsiveness
- Self-stimulating behaviour such as head banging or rocking
- Repeated failure to prevent (accidental) injury.

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APPENDIX 3 Guidelines for use of Photographic Filming Equipment

1. At Sporting Events

Any events or competitions run by the BGA or at Club level will follow the following:

this at least 5 working days before the event.

Students or amateur photographers/film/video operators wishing to record the event should seek accreditation with the event organiser by producing their student or club membership card and a letter from their club/educational establishment outlining their motive for attending the event.

All other spectators wishing to use photographic/film/video equipment should register their intent with the promoter of the event.

BGA/Club suggested accreditation procedure

A record will be made of the individual's name and address and club. Professionals will be asked to register prior to the event and their identification details also recorded. Identification details will be checked with the issuing authority prior to the event. On registering, we will issue an identification label, which will highlight those who have accreditation.

Public Information

The specific details concerning photographic/video and filming equipment will, where possible, be published prominently in event programmes and announced over the public address system prior to the start of the event. The wording to read "In line with the BGA Child Protection Policy, (Name of Club) requests that any person wishing to engage in any video or photography should register their details with staff at the desk before carrying out any such photography."

2. At Club Sessions

There is no intention to prevent club instructors using a video as a legitimate coaching aid. However, children and their parents should be aware that this is part of the coaching programme and care should be taken in the storing of such films. If clubs are concerned that someone that they do not know is using their sessions for photography or filming purposes, they should ask them to leave. Permission should also be sought for the use of photographic material for promotional or web-site publications (children's names should not appear with photographs).

3. During Activities

The following is required for BGA/Club activities where children or vulnerable adults are participating.

- Anyone wishing to use photographic/film/video equipment must obtain the approval of BGA/Club Child Protection Lead or deputy.
- A badge/sticker will be provided and must be clearly displayed on the day.
- BGA/Club reserves the right at all times to prohibit the use of photography, film or video at any event or activity.
- Any concerns with photographers or video or film operators are to be reported to BGA/Club Child Protection Lead and where relevant, the Police.