



ENGLISH LACROSSE SAFEGUARDING POLICY 2010

ENGLISH LACROSSE WILL MAKE THIS POLICY AVAILABLE IN OTHER FORMATS ON REQUEST

Protection is not just Equipment – Safeguarding the Lacrosse Community



Contents

Contents	1
Forward	2
SECTION ONE: Policies	
Policy on Safeguarding and Protecting Young People in Lacrosse	3-6
Policy on Recruitment, Selection and Retention of Persons with Access to Young People	7-8
Policy on the Use of Criminal Records Bureau (CRB) Disclosures	9 -11
Policy on Anti-Bullying	12-13
Policy for Taking and use of Photographic and Recorded Images of Young People	14-15
SECTION TWO: Recognising & Responding to Concerns & Reporting Procedures	
Recognising Poor Practice and Abuse & Reporting Procedures	16-23
Reporting Concerns of Possible Abuse WITHIN the Lacrosse Environment	24
Reporting Concerns of Possible Abuse OUTSIDE the Lacrosse Environment	25
Confidentiality	26
Whistle blowing Policy	27
How to Raise a Concern	28
Complaints about the way the EL has Dealt with a Safeguarding Young People or Child Protection Issue	29
Contact Details: Emergency; Useful Contact Details – Help, support and advice: Useful Contact Details Advice for children and young people	30
SECTION THREE: Good Practice	
Care of Young People	31-33
Supervision of and Communication with Young People	34-35
Changing	36
Transportation	37-39
Competition and Tournaments	40-41
Planning Trips (including training, matches home and away, day camps and any other away day trips)	42-44
Taking and use of Photographic and Recorded Images of Young People	45-47
Safe Recruitment	48-52
Safeguarding and Protecting Young People at Local Level	53-54
Implementing Anti-Bullying Procedures at Local Level	55-56
SECTION FOUR: Appendices and Templates	
Appendix 1: Contact Details Emergency; Useful Contact Details – Help, support and advice; Useful Contact Details – Advice for children and young people	57
Appendix 2: Role Description for a Welfare Officer	58-59
Template 1: Club/Association Policy on Safeguarding and Protecting Young People in Lacrosse	60-62
Template 2: Club/Association Policy on Anti-Bullying	63-64
Template 3: Club/Association Statement on the Recruitment of Ex-Offenders	65
Template 4: Club/Association Policy on the Taking and Use of Photographic and Recorded Images of Young People	66-67
Template 5: Club/Association Application Form for Positions Working with Young People in Lacrosse	68-69
Template 6: Club/Association Self-disclosure Form	70-71
Template 7: Club/Association Reference Form for Positions Working with Young People in Lacrosse	72-73
Template 8: Club/Association Consent Form for the Taking and Use of Photographic and Recorded Images of Young People	74-75
Template 9: Club/Association Registration Form for the Use of Photographic or Recorded Image Equipment at Lacrosse Events	76
Template 10: Club/Association Safeguarding Referral Form	77-81
Template 11: Club/Association Club Membership Form	82-85
Template 12: Club/Association Young Person's Guide	86-89
Template 13: Club/Association Bill of Rights	90-91
Template 14: Club/Association Parent/Legal Guardian Guide	92-94
Template 15: Club/Association Safeguarding and Protecting Young People Action Plan	95-96
Template 16: Club/Association Policy on the Use of Criminal Records Bureau (CRB) Disclosures	97-101

Forward

English Lacrosse and its membership of clubs and individuals are committed to a practice, which protects Children and Young People from harm.

English Lacrosse staff and volunteers accept and recognise our responsibilities to develop awareness of issues, which cause children and young people harm.

We will endeavour to safeguard children and young people by:

- ▮ Adopting child protection guidelines through a code of conduct for staff and volunteers.
- ▮ Sharing information about child protection and good practice with children, parents, staff and volunteers.
- ▮ Sharing information about concerns with agencies who need to know, and involving parents and children appropriately.
- ▮ Following carefully the procedures for recruitment and selection of staff and volunteers
- ▮ Providing effective management for staff and volunteers through supervision and support
- ▮ We are also committed to reviewing our policy and good practice at regular intervals.

Statement of Intent

It is the policy of English Lacrosse to safeguard the welfare of all children and young people by protecting them from all forms of abuse including physical, emotional and sexual harm.

English Lacrosse is committed to creating a safe environment in which young people can feel comfortable and secure while engaged in any of our Lacrosse programmes.

Staff and volunteers should at all time show respect and understanding for individual's rights, safety and welfare, and conduct themselves in a way that reflects the ethos and principles of English Lacrosse.

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SECTION ONE: POLICIES



General responsibilities of those within Lacrosse

English Lacrosse is committed to creating and maintaining a safe and positive environment for all young people involved in lacrosse. It accepts a responsibility to help safeguard the welfare of young people and protect them from harm. Every individual and organisation within the Lacrosse Community has a role and responsibility to help ensure the safety and welfare of young people. The Lacrosse Community is defined below. In particular, all clubs and others providing opportunities for young people in lacrosse must accept that they are required to fulfil their duty of care, which means that they must do everything that can be reasonably expected of them to help safeguard and protect young people from any reasonably foreseeable harm.

Definitions of the Lacrosse Community

All individuals, clubs, associations, and other organisations involved in any capacity in the game of lacrosse, whether or not they are members of English Lacrosse. For the avoidance of doubt, this includes all players and anyone working within lacrosse (in a paid or voluntary capacity, and whether as an employee or on a self-employed or other work basis) including all coaches, umpires, referees and other officials.

Young people

Any peopleChildren and young people under the age of 18.

The Lacrosse Community's obligations

Protection is not just Equipment – Safeguarding the Lacrosse Community

Everyone within the Lacrosse Community must act in accordance with:

The general principles set out in this policy; and the principles set out in the particular policies below:

Recruitment, Selection and Retention of Persons with Access to Young People, The Use of CRB Disclosures, Anti-Bullying, Taking and Use of Photographic and Recorded Images of Young People together with the supporting good practice guidance.

All affiliated clubs and associations must, in addition, adopt and implement their own: Safeguarding and Protecting Young People (or Child Protection) Policy which complies with the general principles set out in this general policy; and particular policies which comply with the policies and principles set out above, together with the supporting good practice guidance.



Policy on Safeguarding and Protecting Young People in Lacrosse

Everyone within the Lacrosse Community must also abide by English Lacrosse's Code of Ethics and Behaviour, which describes expected behaviourspecifies conduct in relation to the safeguarding of young people within lacrosse, among other issues follow English Lacrosse's reporting procedures where there are concerns relating to the safety or welfare of young people. For clarity, policies, procedures and good practice relating to the safeguarding of young people in

lacrosse need to be applied both in relation to activities for young people specifically and where young people may be involved within the adult game, for example, where players or umpires under 18 years of age are incorporated into adult game.

How English Lacrosse can help

As the national governing body, English Lacrosse will publicise and promote within lacrosse its Safeguarding Young People Policy, Procedures and Good Practice Guidance. It will also support its affiliated clubs and associations in adopting and implementing their own policies by producing template policies and procedures and through access to appropriate training and education opportunities. English Lacrosse is committed to ensuring that concerns relating to the safety and welfare of young people in lacrosse are taken seriously and acted upon swiftly and appropriately. To achieve this, English Lacrosse has developed procedures for reporting concerns. English Lacrosse recognises the roles and responsibilities of the statutory agencies in safeguarding young people and the responsibilities and expertise of the relevant agencies in determining whether young people have, or may have, been abused or otherwise harmed. English Lacrosse is committed to complying with the procedures of the Local Safeguarding Children Boards (LSCBs). Accordingly, English Lacrosse will work cooperatively with the relevant statutory agencies on matters relating to safeguarding young people and where English Lacrosse receives report of a concern, it will refer the matter to the relevant statutory agency where appropriate. English Lacrosse is also committed to directly challenging conduct within lacrosse that is, or may be, harmful to young people. It may, therefore, instigate proceedings under its own Safeguarding and Protecting Young People Complaints and Disciplinary Regulations where concerns or complaints are raised (by sources internal or external to lacrosse) relating to the safety and welfare of young people. English Lacrosse will take action against any person or organisation within its jurisdiction whose conduct is found to have harmed a young person in lacrosse or whose conduct (within or outside lacrosse) poses or may pose a risk of harm to young people in lacrosse. English Lacrosse may also refer matters back to a club for resolution at club level where appropriate.

General Safeguarding and Protecting Young People principles outside sport:

The safety and welfare of young people is paramount all young people, regardless of age, ability, sex, race, religion or belief, ethnic origin, social status or sexual orientation have the right to be protected from harm. The rights, dignity and worth of all young people should always be respected English Lacrosse wishes to promote a TELLING culture – everyone within lacrosse must therefore report all concerns in accordance with English Lacrosse’s reporting procedures it is the responsibility of child protection experts to determine whether or not abuse has taken place, but it is everyone’s responsibility in lacrosse to report concerns the roles and responsibilities of the statutory agencies in safeguarding young people must be recognised and the procedures of the Local Safeguarding Children Boards must be complied with. Any policy or procedure is only as effective as the ability and skill of those who operate it English Lacrosse is committed to encouraging, and everyone within lacrosse must recognise and regard as essential, the effective and safe recruitment of all individuals working with young people in lacrosse all those working in lacrosse, in a paid or voluntary capacity, must abide by English Lacrosse’s Code of Ethics and Behaviour.

Guidance and legislation

The practices and procedures within this policy and documentation are based on the principles contained within UK and international legislation and Government guidance and have been designed to complement Local Safeguarding Children Boards procedures and Consider the following:

- The Children Acts 1989 and 2004
- The Protection of Children Act 1999
- The Police Act 1997
- The Rehabilitation of Offenders Act 1974
- Criminal Justice and Court Services Act 2000
- The UN Convention on the Rights of the Child
- Human Rights Act 1998
- The Data Protection Act 1998
- “Caring for the young and vulnerable” Home Office guidance for preventing the abuse of trust 1999
- What to do if you are Worried a Child is being Abused DOH 2006
- Working Together to Safeguard Children 2006 - 2010, HM Government
- The Safeguarding Vulnerable Groups Act 2006.

Local Safeguarding Children Boards (LSCBs) are the key statutory bodies mechanism for agreeing how the relevant organisations in each local area will cooperate to safeguard and promote the welfare of children in the locality. The core membership of LSCBs is set out in the Children Act 2004, and includes local authorities, health bodies, the police and others. The objective of LSCBs is to coordinate and to ensure the effectiveness of their member agencies in safeguarding and promoting the welfare of children. They also provide education and training opportunities at local level.

Policy on Recruitment, Selection and Retention of Persons with Access to Young People

Introduction

All adults who work with young people in lacrosse are in a position of trust, which has been invested in them by parents, the sport and the young person. This relationship can be described as one in which the adult is in a position of power and influence by virtue of their position. As good practice, it is important that all reasonable steps be taken to ensure that all individuals with access to young people in lacrosse, whether in a paid or unpaid capacity, are suitable and appropriate to work with children and young people. This can help to ensure that lacrosse offers opportunities for young people in a safe and enjoyable environment. This policy should be read in conjunction with the good practice guidance on safe recruitment and the Policy on the use of Criminal Records Bureau (CRB) Disclosures.

The Lacrosse Community's obligations

Everyone within the Lacrosse Community must act in accordance with the general principles in English Lacrosse's Safeguarding Young People Policy and the principles set out in this policy for recruitment and retention of persons with access to young people. In addition, all affiliated clubs and associations must adopt and implement their own recruitment and retention policy in accordance with:

English Lacrosse's Policy on Safeguarding and Protecting Young People in Lacrosse

English Lacrosse's Policy on Recruitment, Selection and Retention of Persons with Access to Young People

English Lacrosse's Policy on the Use of CRB Disclosures and the supporting good practice guidance.

How English Lacrosse can help

English Lacrosse is committed to supporting its affiliated clubs and associations to implement policies through the provision of appropriate access to education, training, and supporting documentation. English Lacrosse uses TMG, an Umbrella Body, for CRB checks. This means that TMG will facilitate CRB checks for all affiliated clubs and associations through the CRB Service Section. English Lacrosse will provide advice to clubs where the CRB check reveals adverse information, and this must be followed. Clubs and associations should note that they would remain responsible for all other aspects of the recruitment process.

English Lacrosse is also committed to ensuring that concerns relating to the recruitment, selection and retention of persons with access to young people in lacrosse are taken seriously and acted upon swiftly and appropriately. To achieve this, English Lacrosse has developed procedures for reporting concerns. English Lacrosse may refer concerns to the relevant statutory agencies, instigate proceedings under its own Safeguarding and Protecting Young People Complaints and Disciplinary Regulations or refer the matter to a club or association for resolution as appropriate.

Principles and good practice

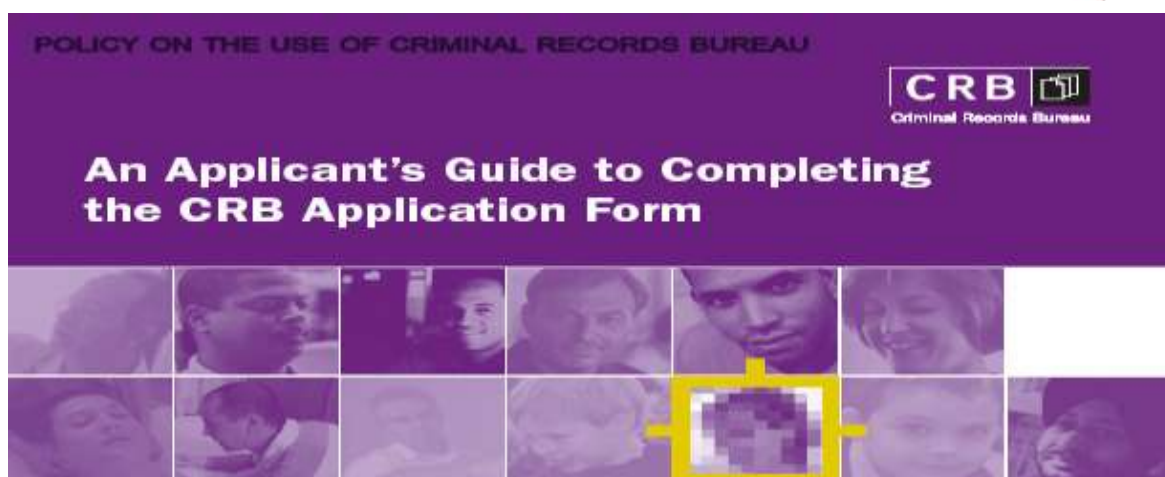
Everyone within the Lacrosse Community, in particular clubs, associations and other organisations, should have an understanding of the importance of good practice in recruitment, selection and retention for safeguarding young people in lacrosse, and should know what English Lacrosse's policy is on recruitment and retention. Staff and volunteers in the Lacrosse Community must be recruited, retained and fairly treated regardless of race, colour, ethnic or national origin, religion or belief, sex, marital status, sexual orientation, gender reassignment, age or disability. Staff and volunteers in the Lacrosse Community must not be discriminated against unfairly because of a conviction or other information revealed on a CRB disclosure. English Lacrosse has a Policy on the Recruitment of Ex-offenders, which is written in accordance with the Rehabilitation of Offenders Act 1974. Selection processes when recruiting to any position, whether paid or unpaid, must be open, fair and transparent.

When recruiting to a position involving access to young people:

An enhanced CRB check must be undertaken through TMG English Lacrosse's CRB Service in accordance with the Policy on the use of CRB checks. English Lacrosse will provide advice where the CRB check reveals disclosed information, and this must be followed

- Application forms must be used as part of the recruitment process Interviews or meetings must be held with applicants to assist in determining their suitability to work with young people
- Two references must be obtained before a position is offered to an applicant
- Applicants must demonstrate their right to work in the UK (paid positions only) see Policy on Use of CRB Disclosures and good practice guidance on safe recruitment for details
- All affiliated clubs and associations must carry out retrospective enhanced CRB checks (where not previously carried out) on individuals with access to young people in accordance with the policy on the use of CRB checks. For guidance on roles that require an Enhanced check, please refer to the good practice guidance on safe recruitment provided by English Lacrosse.
- Clubs and associations must not engage any individual, either paid or unpaid, in contradiction of any sanctions imposed by English Lacrosse against that individual under the Safeguarding and Protecting Young People Complaints and Disciplinary Regulations.
- All positions, whether paid or unpaid, must have a role description to ensure clarity of responsibilities for all parties.

Organisations appointing to positions with access to young people in lacrosse must be committed to providing support through access to appropriate training and other opportunities.



Introduction

English Lacrosse is committed to creating and maintaining a safe and positive environment for all young people to participate in lacrosse. It is important that people with a history of relevant and significant offending be prevented from contact with/responsibility for young people and do not have the opportunity to influence policies or practice in relation to them. The use of Criminal Records Bureau (CRB) checks can assist with safeguarding young people in lacrosse at the point of recruitment. CRB checks can also be used retrospectively, where necessary, to assist with ensuring a safe and positive environment in lacrosse. Use of CRB checks will therefore form part of the assessment of a person's suitability to work with young people in lacrosse. This policy should be read in conjunction with English Lacrosse's Policy on Recruitment, Selection and Retention of Persons with Access to Young People, English Lacrosse's Policy on the Recruitment of ex-offenders and English Lacrosse's Policy on Secure Storage, Handling, Use, Retention and Disposal of CRB Information.

Enhanced disclosures

An "enhanced" level disclosure will contain information about criminal offences including convictions, cautions, reprimands and warnings. It will detail ALL previous convictions etc. including those usually regarded as 'spent' under the Rehabilitation of Offenders Act 1974 and 'Barring List' decisions.

The Lacrosse Community's obligations

Everyone within the Lacrosse Community must act in accordance with English Lacrosse's Policy on Safeguarding and Protecting Young People in Lacrosse and the principles set out in this Policy on the use of CRB Disclosures. All affiliated clubs and associations must adopt and implement their own policies on:

The use of CRB checks in accordance with:

- English Lacrosse's Policy on Safeguarding and Protecting Young People in Lacrosse
- English Lacrosse's Policy on the Use of CRB Disclosures
- The supporting good practice guidance
- The recruitment of ex-offenders
- The secure storage, handling, use, retention and disposal of CRB information.

How English Lacrosse can help

English Lacrosse is committed to supporting its affiliated clubs and associations to implement policies through the provision of appropriate access to education and training, and supporting documentation.

TMG the Umbrella Body for CRB checks used by English Lacrosse. This means that English Lacrosse along with TMG will facilitate CRB checks for all affiliated clubs and associations through the TMG CRB Service. English Lacrosse will provide advice to clubs where the CRB check reveals disclosed information, and this must be followed. Clubs and associations should note that they would remain responsible for all other aspects of the recruitment process. To find out more about this service, please visit www.TMG.co.uk/crb or www.englishlacrosse.co.uk

English Lacrosse is also committed to ensuring that concerns relating to the use of CRB checks in lacrosse are taken seriously and acted upon swiftly and appropriately. To achieve this, English Lacrosse has developed procedures for reporting concerns set out in this document. English Lacrosse may refer concerns to the relevant statutory agencies, instigate proceedings under its own Safeguarding and Protecting Young People Complaints and Disciplinary Regulations or refer the matter to a club or association for resolution as appropriate. English Lacrosse may instigate proceedings under its Safeguarding and Protecting of Young People Complaints and Disciplinary Regulations where affiliated clubs and associations fail to adopt, implement or act in accordance with relevant policies. English Lacrosse may also require an individual against whom an investigation is proceeding under the Safeguarding and Protecting of Young People Complaints and Disciplinary Regulations, to undergo a CRB check as part of the investigation.

Principles

All clubs, associations and organisations within the Lacrosse Community should have an understanding of the use of CRB checks in lacrosse and their relation to good practice in recruitment and retention of staff and volunteers, and should know what English Lacrosse's policy is on CRB checks.

In accordance with English Lacrosse's Policy on Recruitment, Selection and Retention of Persons with Access to Young People, when recruiting to a position involving access to young people an Enhanced CRB check must be undertaken through TMG's CRB Service. Clubs should refer to the Good Practice Guidance on recruitment for roles requiring a CRB check.

In line with CRB policy and sports industry standard practice, English Lacrosse will not recognise CRB checks obtained through other organisations. All affiliated clubs and associations must comply with the CRB Code of Practice. English Lacrosse will assist clubs in compliance through relevant documentation and good practice guidance. Copies of the CRB Code of Practice will be made available to clubs and associations.

Where a CRB check will be required, all application forms, job advertisements and related documents issued by affiliated clubs and associations must contain a statement that a check will be requested in the event of the individual being offered the position. Given the

potentially sensitive nature of information contained on CRB checks, all those involved in the process must maintain confidentiality in accordance with the CRB Code of Practice. Breach of this condition may result in disciplinary action being taken in accordance with English Lacrosse Safeguarding and Protecting of Young People Complaints and Disciplinary Regulations.

Should a CRB disclosure reveal any history of offending, English Lacrosse would assess whether the offences are relevant and significant. All decisions taken will be in the best interests of young people and will balance the relevance and significance of the offence and rehabilitation of the offender in relation to the role they are undertaking. English Lacrosse will advise the individual and the club or organisation of the outcome of this assessment process. This advice must be followed.

English Lacrosse will ensure that all those involved in the process of decision making regarding the relevance of CRB disclosed information would be trained to identify and assess the relevance and circumstances of offences. They should also have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

Having a criminal record will not necessarily bar an individual from working or volunteering in lacrosse.

This will depend on the nature of the position and the circumstances and background of their offences. Factors that may be taken into account would include:

Whether the information received is relevant to the position they are applying for in relation to working with young people

The seriousness of any offence or other matter

The age of the person at the time of the offence

The age of the victim involved and whether the offence was violent or sexual in nature

The length of time since the offence or other matter occurred

Whether the applicant has a pattern of offending behaviour or other relevant matters

Whether the offence involved a breach of trust

Whether the applicant's circumstances have changed since the offending behaviour or other relevant matters

The circumstances surrounding the offence and the explanations offered.

All decisions will be made in good faith whilst recognising that the welfare of young people remains paramount. English Lacrosse will work with other relevant organisations to ensure those decisions are made according to best practice in the use of evidence and research in this field. On receipt of CRB information regarding significant and relevant offending or other matters, English Lacrosse may initiate proceedings under its Safeguarding Young People Complaints and Disciplinary Regulations. Any information provided to English Lacrosse by the CRB will be accepted as correct. Any dispute regarding information contained on a CRB check should be referred by the individual directly to the CRB.



POLICY ON ANTI BULLYING

Introduction

English Lacrosse is committed to creating and maintaining an environment in which all young people involved in lacrosse are free from bullying.

The Lacrosse Community's obligations

Everyone within the Lacrosse Community must act in accordance with the general principles in English Lacrosse Policy on Safeguarding and Protecting Young People in Lacrosse and the principles set out in English Lacrosse Policy on Anti-Bullying. In addition, all affiliated clubs and associations must adopt and implement their own anti-bullying policy in accordance with:

English Lacrosse's Policy on Safeguarding and Protecting Young People in Lacrosse
English Lacrosse's Policy on Anti-Bullying The supporting good practice guidance

How English Lacrosse can help

English Lacrosse is committed to supporting its affiliated clubs and associations to implement policies through the provision of appropriate access to education and training, and supporting documentation. English Lacrosse is also committed to ensuring that concerns relating to bullying of young people in lacrosse are taken seriously and acted upon swiftly and appropriately. To achieve this, English Lacrosse has developed procedures for reporting concerns, set out at Section 2 of this document. English Lacrosse may refer concerns to the relevant statutory agencies, instigate proceedings under its own Safeguarding and Protecting Young People Complaints and Disciplinary Regulations or refer the matter to a club or association for resolution as appropriate.

Bullying

Bullying is anything that is done with the intention of hurting or intimidating, frightening or upsetting another person. Bullying is not always physical but it results in distress to the victim. Instances of bullying can occur not only between young people but also from adults to young people.

Bullying can be:

- Emotional:** persistently being unfriendly, excluding, tormenting, threatening gestures
- Physical:** pushing, kicking, hitting, punching or any use of violence
- Racist:** racial taunts or language, 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. It should be noted that bullying might not only occur through face-to-face contact. Increasingly, bullying may occur through other forms of communication i.e. internet, e-mail and text messaging.

- Principles:** Everyone within the Lacrosse Community should have an understanding of what bullying is and English Lacrosse Policy on Anti-Bullying. Bullying of any kind is not acceptable in lacrosse and should not be tolerated by anyone within the Lacrosse Community, in particular any organisation providing lacrosse opportunities for young people. English Lacrosse wishes to promote a TELLING culture and anyone who knows, or suspects that bullying is happening must take the matter seriously, and report it in line with English Lacrosse Reporting Procedures. Any incident or concern of bullying must be acted upon swiftly.





Policy for the Use of Photographic and Recorded Images of Young People

Introduction

English Lacrosse does not wish to prevent parents or other spectators being able to take legitimate photographs or recorded images.

The use of recorded images can also be a valuable coaching aid. However, English Lacrosse is committed to providing a safe environment for all young people under the age of 18 in lacrosse, and it is therefore committed to ensuring that all necessary steps are taken to protect young people from the inappropriate or uninformed use of their images in resources and media publications, on the internet, and elsewhere. Photographic and recorded images can also be used as a means of identifying young people if accompanied by personal information. This has the potential to make a young person vulnerable to individuals seeking to 'groom' young people for abuse. Additionally, images can be used or adapted for inappropriate use. There is evidence of adapted sporting images being used on websites displaying images of child abuse.

This policy covers the following key areas:

The taking and/or publishing of photographic and recorded images of young people
The use of photographic or recorded image equipment at lacrosse events
The use of photographic or recorded image equipment as a coaching aid.

Photographic or recorded images

This includes images or recorded images using a camera, digital camera, video recorder, mobile phone or Personal Digital Assistant device (PDA).

The Lacrosse Community's obligations

Everyone within the Lacrosse Community must act in accordance with the general principles in English Lacrosse's Policy on Safeguarding and Protecting Young People in Lacrosse and the principles set out in the Policy for Taking and Use of Photographic and Recorded Images of Young People. In addition, all affiliated clubs and associations must adopt and implement their own policy relating to the taking and use of photographic and recorded images of young people in lacrosse, in accordance with:

English Lacrosse's Policy on Safeguarding and Protecting Young People in Lacrosse
English Lacrosse's Policy for Taking and Use of Photographic and Recorded Images of Young People

How English Lacrosse can help

English Lacrosse is committed to supporting its affiliated clubs and associations to implement policies through the provision of appropriate access to education and training, and supporting documentation.

English Lacrosse is also committed to ensuring that concerns relating to the misuse of photographic or recorded images of young people in lacrosse are taken seriously and acted upon swiftly and appropriately. To achieve this, English Lacrosse has developed procedures for reporting concerns, set out in Section 2 of this document. English Lacrosse may refer concerns to the relevant statutory agencies, instigate proceedings under its own Safeguarding and Protecting Young People Complaints and Disciplinary Regulations or refer the matter to a club or association for resolution as appropriate.

Principles

Everyone within the Lacrosse Community should have an understanding of the issues relating to taking and use of photographic and recorded images of young people and English Lacrosse's policy on this.

Parents and young people have a right to decide whether young people's images are to be taken, and how those images may be used.

In accordance with good practice, guidance for competition and tournaments, parents and young people must provide written consent for young people's images to be taken and used. There may be legitimate reasons for denying consent i.e. subject to legal restrictions.

A registration process should be used for photographers in accordance with the good practice guidance on the Taking and Use of Photographic and Recorded Images of Young People. This will help deter those wishing to take photographs or recorded images for inappropriate use.

Images should convey the best principles Images should convey the best principles and aspects of lacrosse, such as fairness and fun.

Care should be taken to ensure that images are not sexual or exploitative in nature, nor open to obvious misinterpretation and misuse.

All images of young people should be securely stored to avoid inappropriate use.

In the case of images used on websites, particular care must be taken to ensure that no identifying details facilitate contact with a young person by a potential abuser.

Where used for coaching purposes, players and their parents should be made aware that this is part of the coaching programme and be clear of the purpose of filming as a coaching aid.

Suspected inappropriate taking of photographic or recorded images should be challenged and reported.

When assessing the potential risks in the use of images of players, the most important factor is the potential for inappropriate use of images of young people. Awareness of the risks, and taking appropriate steps, can reduce the potential for misuse of images.

SECTION TWO: RECOGNISING & RESPONDING TO CONCERNS & REPORTING PROCEDURES

Poor practice and abuse

Child abuse can and does occur inside and outside the family environment. It is not always easy, even for experts, to determine where abuse has occurred. Staff and volunteers in lacrosse are not experts in identifying abuse. However, all adults working within lacrosse have a duty of care to be vigilant and respond appropriately to suspicions of poor practice, abuse or bullying. This does not mean that it is your responsibility to decide if a situation is poor practice, abuse or bullying but it is your responsibility to report your concerns.

What is abuse?

Abuse is a description of ways in which children and young people can be harmed by individuals, often those they know and trust. There are five recognised forms of abuse:

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 children that they are worthless, unloved, and inadequate or valued only insofar as they meet the needs of another person. This occurs when individuals persistently fail to show young people due care with regard to their emotional welfare, when a young person may be constantly shouted at, threatened or taunted, or be subjected to sarcasm and unrealistic pressures. There may also be over protection, preventing young people from socialising, or bullying to perform to high expectations. The young person may lose self-confidence and may become withdrawn and nervous.

In lacrosse situation, emotional abuse may occur when coaches, volunteers or parents:

Provide repeated negative feedback

Repeatedly ignore a young player's efforts to progress

Repeatedly demand performance levels above the young player's capability

Over emphasise "a win at all costs" ethic.

Abuse by neglect

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, i.e. where a young person's essential needs for food, warmth and care (both physical and emotional) are not met.

In a lacrosse situation, neglect may occur when:

Young players are left alone without proper supervision

A young player is exposed to unnecessary heat or cold

A young player is not provided with necessary fluids for rehydration

A young player is exposed to an unacceptable risk of injury.

Physical abuse

This occurs when individuals, including other young people, deliberately inflict injuries on a child or young person, or knowingly do not prevent such injuries. It includes injuries caused by hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, squeezing, biting or using excessive force. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child. It also occurs when young people are given alcohol, or inappropriate drugs, or there is a failure to supervise their access to these substances.

In a lacrosse situation, physical abuse may also occur when:

Young players are exposed to exercise/training which disregards the capacity of the player's immature and growing body

Young players are exposed to overplaying, overtraining or fatigue

Any person exposes young players to alcohol and gives them the opportunity to drink alcohol below the legal age or fail to supervise access to alcohol

Young players are provided with or encouraged to take prohibited substances including performance-enhancing drugs.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to act in sexually inappropriate ways.

In a lacrosse situation, sexual abuse may occur when:

An adult uses the context of a training session to touch young people in an inappropriate sexual way

Coaches, managers or volunteers use their position of power and authority to coerce young players into a sexual relationship

Coaches or managers imply better progression of the player in return for sexual favours.



Bullying

Bullying is the use of aggression with the intention of hurting another person. Young people could be bullied by adults or other young people. Bullying results in pain and distress to the victim.

Bullying can be:

Emotional

Being unfriendly, excluding, tormenting (e.g. hiding 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

In a lacrosse situation, bullying may occur when:

Young players are deliberately excluded from activities by coaches or other players

Young players are unreasonably forced to do things that they do not want to do

Young players are subjected to physical, verbal, emotional or sexual abuse

Young players are subjected to abuse due to their race or sexuality.

Signs and symptoms

Indications that a young person may be being abused can be difficult to recognise even for the experienced. There are signs, which could alert you to the fact that a child might be being abused, and these include:

Unexplained bruising or injury particularly in unusual places

An injury for which the explanation seems to be inconsistent

Unexplained sudden changes in behaviour (i.e. withdrawing, very quiet, sudden outbursts of temper or emotion)

Inappropriate sexual awareness, language, or engaging in sexually explicit behaviour

A young person is being prevented from socialising with other young people or has difficulty making friends

When a young person is distrustful of adults, particularly those with whom a close relationship would normally be expected, (i.e. parents, coach, family friend)

When a young person displays variations in eating patterns (i.e. over eating or loss of appetite)

Loss of weight for no apparent reason (the child may be trying to make himself/herself less sexually attractive)

The young person becomes increasingly dirty or unkempt

Something another young person has said which suggests a young person is being abused

The young person describes an act or behaviour that appears to be abusive.

Other signs and symptoms may include when the young person:

Does not want to attend training or club activities
Changes their usual routine
Begins being disruptive during sessions
Becomes withdrawn, anxious, or lacking in confidence
Comes home with clothes torn or books damaged
Has possessions “go missing”
Becomes aggressive, disruptive or unreasonable
Starts stammering
Attempts or threatens suicide or runs away
Cries themselves to sleep at night or has nightmares
Has unexplained cuts or bruises
Comes home starving (money/lunch has been stolen)
Is bullying other young people or siblings
Stops eating
Is frightened to say what is wrong.

This list is not exhaustive and the presence of one or more of these symptoms is not proof that abuse has taken place, but it should raise concerns. Changes in behaviour can be caused by changes at home or school, for example bereavement. Parents need to inform coaches and club volunteers if this is the case as a child’s behaviour may be affected.

It is NOT your responsibility to decide if a situation is poor practice, abuse or bullying, but it IS your responsibility to report your concerns to the Club Welfare Officer.

What is poor practice?

Poor practice is behaviour, which contravenes the Safeguarding and Protecting Young People in Lacrosse policies, procedures and good practice guidance. Such behaviour could be intentional or accidental. This includes behaviour, which contravenes:

English Lacrosse’s Code of Ethics and Behaviour
English Lacrosse’s Equity Policy
English Lacrosse’s Policy on Anti-Bullying
English Lacrosse’s Policy on Safeguarding and Protecting Young People in Lacrosse, procedures and good practice guidance

It is NOT your responsibility to decide if a situation is poor practice, abuse or bullying, however, it IS your responsibility to report your concerns to the Club Welfare Officer.

The Government’s “*Every Child Matters: Change for Children*” strategy is supported by legislation, plans and guidance entitled ‘*Working Together to Safeguard Children*’, which sets out how individuals and organisations should work together to safeguard and promote the welfare of children.

English Lacrosse has developed policies, procedures and systems to manage concerns or allegations of poor practice and abuse against young people. English Lacrosse will always work in accordance with procedures as set out in the above guidance. *It is not the club's responsibility to decide if a child is being abused or poor practice has occurred. Any concerns or allegations will be managed by English Lacrosse, with the club's cooperation and assistance. However, all adults working within lacrosse have a duty of care to be vigilant and respond appropriately to suspicions of poor practice, abuse or bullying. It is your responsibility to report your concerns.* This section is divided into two parts:

Responding to concerns:

If a young person or adult has concerns, it is important that they are able to report them to someone at the club. It is therefore important that the club know how to respond, and who will do this.

Taking Appropriate action: Once a concern has been reported, it is important that appropriate action be taken. It will not be the club's responsibility to decide if action needs to be taken, unless a child is at immediate risk of harm. It is, however, the club's responsibility to report the concerns appropriately in accordance with English Lacrosse's policies, procedures and systems.

Responding to concerns

There are a number of reasons a person might need to report a concern:

In response to something a young person has said to you – a disclosure

In response to signs or suspicions of abuse

In response to allegations made against a member of staff or a volunteer

In response to allegations made about a parent, carer or someone not working within the sport

In response to bullying

In response to a breach of the Code of Ethics and Behaviour

Observation of inappropriate behaviour

In response to anything which makes a young person uncomfortable based on inappropriate behaviour of an adult or changes in behaviour of a young person

In response to behaviour being contrary to English Lacrosse's Safeguarding and Protecting Young People in Lacrosse Policy and procedures

It is important to note that even if an incident occurs outside the lacrosse environment, it should still be reported to English Lacrosse if the adult or young person concerned is involved in lacrosse. This is in accordance with standard practice in sport.

Always:

Stay calm

Reassure the person reporting their concerns that they have done the right thing in telling you

Keep an open mind

Listen carefully to what is said and take them seriously

Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets

Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer. To help you to do this, try to ask questions starting with what, how, where, when, who

Tell them what you will do next and with whom the information will be shared

Report the incident to the your Club Welfare Officer or English Lacrosse Lead Child Welfare Officer

Record in writing what was said using the young person's own words as soon as possible, using English Lacrosse's Safeguarding Referral Form.

Never:

Panic

Make promises you cannot keep

Make a young person repeat the information unnecessarily

Delay in reporting to your Welfare Officer or the English Lacrosse Lead Child Welfare Officer

Make assumptions

Approach the alleged abuser

Take sole responsibility

It is acknowledged that taking appropriate action is never easy. The discovery that a member of a club or colleague may be acting inappropriately, bullying or abusing a child, will raise concerns and emotional feelings both for the person receiving the concern, and amongst other colleagues.

These emotions may evolve around feelings of:

Doubt: Is it true?

Guilt: Should I have known?

Did I miss something?

Did I have any suspicions?

Should I have said something?

Fear: Will others or I be suspected?

What actions should be taken?

Confusion: What will happen?

What will be the effect?

Concerns: What can I do to support all those people who may need support?

How will it affect further relationships or contact with children?

Are there systems in place to expose future situations?

These are natural responses, but remember that the safety and welfare of young people is paramount.

Remember:

It is not the club's responsibility to decide if a child is being abused or poor practice has occurred

Any concerns or allegations will be managed by English Lacrosse, with the club's cooperation and assistance

It is your responsibility to report your concerns, not act on them

Speak to your Club Welfare Officer or the English Lacrosse's Lead Child Welfare Officer who will:

Support you

Listen to you

Take all concerns seriously

Believe you

Act immediately within lacrosse's policies, procedures and systems

Taking appropriate action

English Lacrosse has clear procedures for reporting concerns. It is important that you follow the procedure detailed and fulfil YOUR role in the process. It is not your responsibility to decide

If a situation is poor practice, abuse or bullying, but it is your responsibility to report your concerns.

How do you report the concerns?

See diagrams below illustrating the reporting process depending on whether the concerns are from within or outside the lacrosse environment. It is important that information regarding the concerns be recorded properly and promptly. To assist with this process, English Lacrosse has developed a Safeguarding Referral Form which outlines the information that is required. As soon as possible after concerns have been reported to you, complete the Safeguarding Referral Form and contact your Club Welfare Officer. In their absence, contact the English Lacrosse Lead Child Welfare Officer on 0161 227 3626 or e-mail info@englishlacrosse.co.uk

Whom do you report the concerns to?

If the English Lacrosse Lead Child Welfare Officer is not available, and a child is at immediate risk or in danger, you must avoid delay and seek advice from your local authority Children Social Care Department (previously Social Services) or the Police. You should report to the Local Authority Children's Social Care Department (Social Services) or Police in the area that the child lives. As soon as possible, inform the English Lacrosse Lead Child Welfare Officer in addition, explain the action taken to date.

For other situations, where a child is not at immediate risk or danger:

Working in an affiliated club:

You must report your concerns or any information received to the Club Welfare Officer, who will refer the matter to the English Lacrosse Lead Child Welfare Officer.

Working in a school:

You must inform the designated teacher, who will follow their reporting procedures. Also, advise the English Lacrosse Lead Child Welfare Officer for their information. English Lacrosse and the school will work to safeguarding protocol and procedures that have been developed. If your concern is regarding the Welfare Officer, report directly to the English Lacrosse Lead Child Welfare Officer.

What happens next?

Statutory Agencies will follow procedures under The Children Acts 1989 & 2004, and Government Guidance “Every Child Matters: Change for Children” and “Working Together to Safeguard Children 2010”. Where a concern is reported to English Lacrosse and further action is required, the English Lacrosse Lead Child Welfare Officer and Safeguarding Group will follow the Safeguarding and Protecting Young People Complaints and Disciplinary Regulations. These are available on request from English Lacrosse and online at www.englishlacrosse.co.uk. at all times English Lacrosse will support and communicate with the Club Welfare Officer where required in the management of the situation.

In some circumstances it may be most appropriate for the matter to be handled at local level e.g. on matters relating to minor poor practice or bullying. If this is appropriate, suitable guidance will be given by the English Lacrosse Lead Child Welfare Officer.

References:

HM Government 2006: Working Together to Safeguard Children
www.everychildmatters.gov.uk

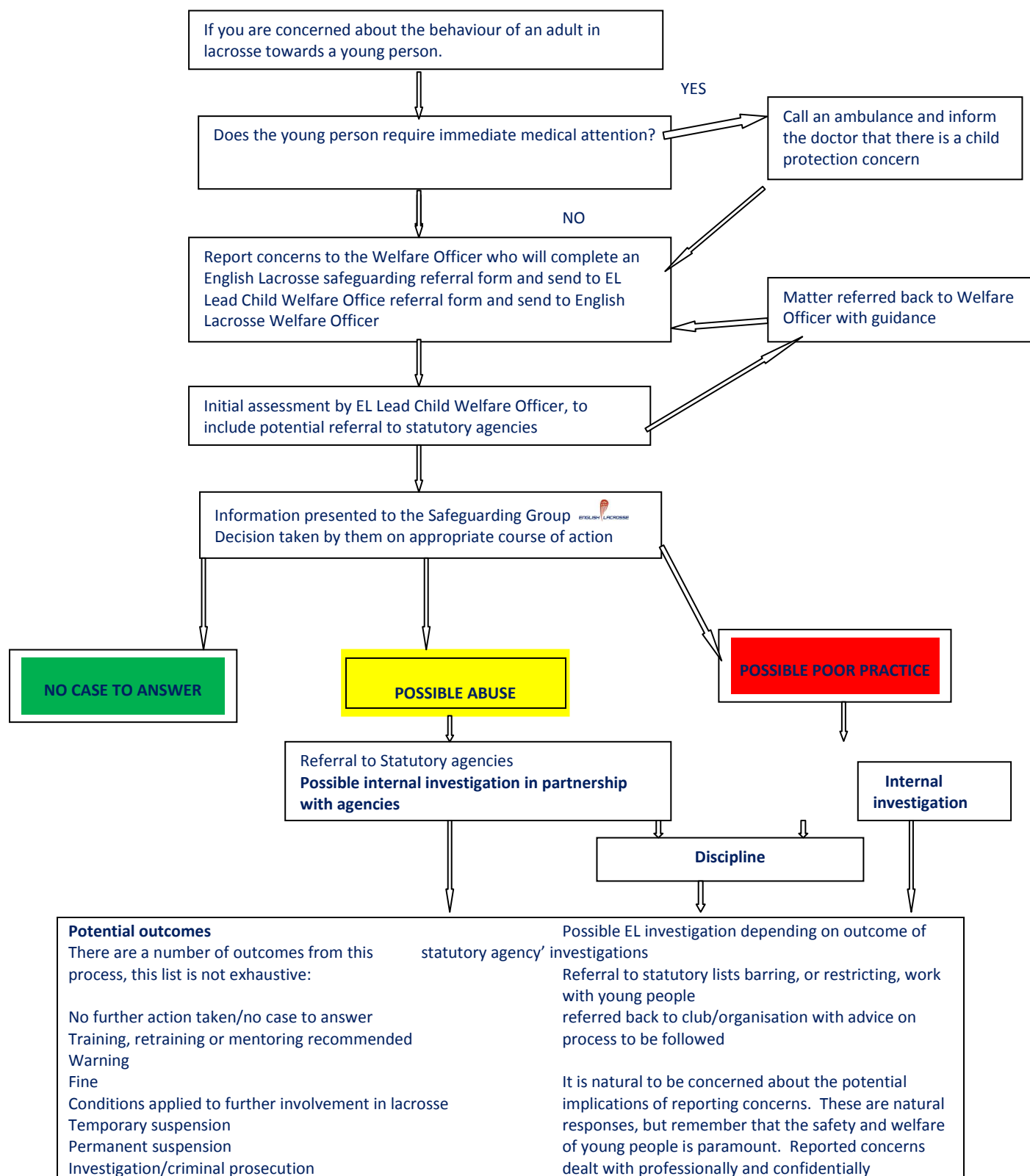
“What to do if you’re worried a child is being abused” Department of Health, 2006 www.doh.gov.uk/safeguardingchildren

As soon as possible after concerns have been reported to you, complete the safeguarding referral form and contact your Club Welfare Officer. In their absence, contact the English Lacrosse Lead Child Welfare Officer on 0161 227 3626 or e-mail info@englishlacrosse.co.uk.



Reporting Concerns of Possible Abuse WITHIN the Lacrosse Environment

What to do if you are concerned about the behaviour of any member, volunteer or staff of English Lacrosse



Reporting Concerns of Possible Abuse OUTSIDE the Lacrosse Environment

What to do if you are concerned that a young person is being abused outside the lacrosse environment (but that concern is identified through that young person's involvement in lacrosse).

If you are concerned that a young person could be being abused outside the lacrosse environment.

If the young person requires immediate medical attention, call an ambulance and inform the doctor there is a child welfare concern.

Report your concerns to the Welfare Officer or English Lacrosse Lead Child Welfare Officer who will refer the matter to the Local Authority (LA) Children's Social Care Department (previously Social Services) or the Police immediately. Make a record of anything the child has said or what you have seen, if possible with dates and times.

If the Welfare Officer/English Lacrosse Lead Child Welfare Officer is not available, refer the matter to LA Children's Social Care Department (Social Services) or Police immediately.

Take advice from LA Children's Social Care Department (Social Services) or the Police whether it is appropriate to discuss the matter with parents

Complete an English Lacrosse safeguarding referral form; copy it to the relevant external agency and the English Lacrosse Lead Child Welfare Officer.

Confidentiality

Every effort must be made to ensure that confidentiality is maintained when an allegation has been made and is being investigated.

Only tell individuals who need to know and can help to manage the concern.

Confidentiality is essential and if maintained will ensure:

- the safety of the young person involved
- that action is taken to protect the young person
- that individuals involved in any complaint are protected from gossip and assumptions
- that individuals who have a complaint against them receive fair treatment, without prejudice or pre-judgment
- That all policies, procedures and systems can work to manage any situation quickly, professionally and effectively.

Impact if confidentiality is breached

If confidentiality is breached the following can happen:



The child is put in danger either by:

- Further inappropriate action of any adult involved
- Other individuals who hear about any concern through rumours
- Through lack of action
- Any investigation by either English Lacrosse or the statutory agencies may be invalidated by misinformation or rumours
- Individuals with a complaint against them may be victims of inappropriate behaviour from club members The policies, procedures and systems in place will not support or uphold any complaint or concern

Whistle blowing policy



If there is a concern with regard to the behaviour of an adult towards a young person, it is important that you share your concerns with the English Lacrosse Lead Child Welfare Officer. All information received and discussed will be treated in confidence and only shared with those individuals within English Lacrosse who will be able to manage and resolve the situation. On occasion, it may be necessary to seek advice, or inform the statutory

agencies e.g. Social Services or the Police. All concerns will be taken seriously in addition, managed according to English Lacrosse's Safeguarding Young People Policies and Procedures.

General principles

Players, coaches, officials or parents are often the first to realise that a young person's safety and welfare are under threat. However, they may not express their concerns because they feel that speaking up would be too difficult to handle. It may also be that they fear harassment or victimisation. In these circumstances, it may be easier for them to ignore the concern rather than report what may just be a suspicion of poor practice. The English Lacrosse is committed to the highest possible standards of openness, honesty and accountability. In line with that commitment, individuals are encouraged, if they have serious concerns about any aspect of a young person's safety and welfare, to come forward in addition, voice those concerns.

This policy makes it clear that individuals can raise a matter of concern without fear of victimisation, subsequent discrimination or disadvantage. The policy is intended to encourage and enable individuals to raise serious concerns within the English Lacrosse rather than overlooking a problem or blowing the whistle outside. It is in the interest of all concerned that disclosure of potential abuse or irregularities are dealt with properly, quickly and discreetly. This includes the interests of English Lacrosse, its employees, and all persons registered as members of English Lacrosse and any persons who are the subject of any complaint, as well as the person making the complaint.

Safeguards

The English Lacrosse is committed to good practice and high standards and wants to be supportive of everyone within the Lacrosse Community. The English Lacrosse recognises that the decision to report a concern can be a difficult one to make, not least because of the fear of reprisal from those responsible for the alleged poor practice. If an individual believes what they are saying to be true, they should have nothing to fear, because in reporting their concern they will be doing their duty to the child or young person concerned. English Lacrosse will not tolerate any harassment or victimisation (including informal pressures) and will take appropriate action to protect individuals when they raise a concern in good faith. Any investigation into allegations of poor practice will not influence or be influenced by any disciplinary procedures that already affect individuals unless there may be a pattern of poor practice/abuse, which requires the cases to be linked /dealt with together.

Confidentiality

The English Lacrosse will do its best to protect the identity of the whistleblower when they raise a concern and do not want their name to be disclosed. It must be appreciated that the investigation process may reveal the source of the information and a statement by the whistleblower may be required as part of the evidence. They will be given prior notice of this and a chance to discuss the consequences.

Anonymous allegations

This policy encourages the whistleblower to put their name to their allegation. Concerns expressed anonymously are much less powerful, but they will be considered (at the discretion of the English Lacrosse Safeguarding Group). In exercising the discretion, the factors to be taken into account would include:

The seriousness of the issues raised

The credibility of the concern

The likelihood of confirming the allegation from attributable sources or factual records.

Unfounded allegations

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

Use of the Whistle blowing Policy

The Whistle blowing Policy should only be followed if the person raising the concern feels unable to follow the standard reporting procedures as set out in English Lacrosse's Safeguarding and Protecting Young People in Lacrosse Policy and Procedures.

How to raise a concern

Individuals should raise the concern in the first instance with the English Lacrosse Lead Child Welfare Officer on **0161 227 3626** or by post to English Lacrosse, Belle Vue Athletics Centre, Pink Bank Lane, Manchester, M12 5GL, (you should mark the envelope 'private & confidential') or e-mail: info@englishlacrosse.co.uk if you believe that you have not received a satisfactory response to your concern, you should contact the Chief Executive Officer.

Concerns may be made verbally or in writing to the English Lacrosse Lead Child Welfare Officer (as above). The individual should set out the background and history of the concern, giving names, dates and places where possible and the reason why they are particularly concerned about the situation. The earlier the individual expresses concern, the easier it is for someone to take action. Although the whistleblower is not expected to prove the truth of an allegation, they will need to demonstrate to the English Lacrosse Lead Child Welfare Officer that there are sufficient grounds for their concern. If your concern is about the English Lacrosse Lead Child Welfare Officer, you should refer the matter to the Chief Executive Officer. If you do not want, or feel unable, to report the matter to English Lacrosse, a number of external agencies are also available for reporting purposes.

How will English Lacrosse respond?

The action taken by English Lacrosse will depend on the nature of the concern. In all cases, the matter will be referred to the English Lacrosse Welfare Group. In order to protect individuals it is likely that the English Lacrosse Lead Child Welfare Officer will conduct initial enquiries so that the Welfare Group can decide whether an investigation is appropriate and, if so, what form it should take. The amount of contact between the people considering the issues and the whistleblower will depend on the nature of the matters raised, the potential difficulties involved and the clarity of the information provided. If necessary, further information will be sought from the whistleblower as part of the investigation process. When any meeting is arranged, the whistleblower has the right, if they so wish, to be accompanied by a friend or a person of their choice who is not involved in the matter to which the concern relates. English Lacrosse will take steps to minimise any difficulties, which individuals may experience because of raising a concern. For instance, if the whistleblower is required to give evidence in criminal or disciplinary proceedings, English Lacrosse will advise them about the procedure. English Lacrosse accepts that the whistleblower needs to be assured that the matter has been properly addressed. Subject to legal constraints, they will receive information about the outcome of any those whose actions caused them concern. In addition, if appropriate, what policy changes are to be made to minimise the possibility of a similar concern being raised in the future.

How can the matter be taken further?

This policy is intended to provide individuals with a way in which they can raise concerns about the safety and welfare of any young person involved in any lacrosse activity under the jurisdiction of English Lacrosse. English Lacrosse hopes individuals will be satisfied that any child protection matter they raise has been considered properly. If they are not satisfied, and if they feel it is right to take the matter outside English Lacrosse, they should contact:

The Child Protection in Sport Unit (CPSU) 0116 234 7278

Their local area Safeguarding Children's Board (LSCB)

Their local Children's Social Care Dept (Social Services)

Their local police

If they do take the matter outside English Lacrosse, they will need to ensure that they do not disclose prohibited confidential information. They must check this before they make contact.

What to do if you have a complaint about the way English Lacrosse has dealt with a Safeguarding Young People or Child Protection issue

English Lacrosse is committed to providing high levels of customer satisfaction. If you are not satisfied with the way English Lacrosse has handled a Safeguarding or Protecting Young People issue, please refer to the final section of the Safeguarding Young People in Lacrosse (SPYP) Complaints and Disciplinary Regulations.

Contact Details

Emergency

Please find below contact details in case of emergency. Use the spaces below to complete the details for your local contacts for Children's Social Care Department (Social Services) and Police.

ORGANISATION	CONTACT DETAILS	WEBSITE
NSPCC Helpline (24 hours)	0808 800 5000	www.nspcc.org.uk
English Lacrosse Lead Child Welfare Officer	0161 227 3626, info@englishlacrosse.co.uk Belle Vue Athletics Centre, Pink Bank Lane, Manchester M12 5GL	www.englishlacrosse.co.uk
Your Club Welfare Officer		
Local Authority Children's Social Care Dept (Social Services) – ask for Duty Manager		www.everychildmatters.gov.uk/ social care/safeguarding/lscb/
Police (Child Protection Team)	In an emergency call 999	
Samaritans (will hold Social Services Duty Officers' contact details in an emergency)	08457 90 90 90	www.samaritans.org

Useful Contact Details – Help, support and advice

The following organisations offer specialist support and advice to young people, parents, individuals and organisations.

ORGANISATION	CONTACT DETAILS	WEBSITE	ADDITIONAL INFORMATION
NSPCC – Child Protection in Sport Unit (CSPU)	T: 01162 34 7278 cpsu@nspcc.org.uk	www.thecpsu.org.uk	Sport specific advice on Safeguarding and protecting young people
NSPCC – 24hr helpline	0808 800 5000	www.nspcc.org.uk	National Society for the Protection of Children
Victim Support Helpline	0845 3030 900	www.victimsupport.org.uk	Provide emotional support, information and practical advice for victims and witnesses
The British Association of Counselling and Psychotherapy	0870 443 5252	www.bacp.co.uk	
Local Safeguarding Children's Board		www.everychildmatters.gov.uk/socialcare/ safeguarding/lscb/	Education and training opportunity
Government Guidance		www.everychildmatters.gov.uk What To Do If You're Worried that a child is being abused (Government guidance on Safeguarding and protecting young people

Useful Contact Details – Advice for children and young

ORGANISATION	CONTACT DETAILS	WEBSITE	ADDITIONAL INFORMATION
NSPCC	08088005000	www.thereforeme.com	Support and advice for 12-16 year olds via the website
DON'T HIDE IT		www.donthideit.com	Aimed at young people to find out more about the abuse and what to do about it
CHILDLINE	08001111	www.childline.org.uk	Free helpline for children and young people
KIDSCAPE	02077303300	www.kidscape.org.uk www.bullying.co.uk	Support on bullying

SECTION THREE: GOOD PRACTICES

The English Lacrosse acknowledges that good practice when dealing with young people is essential.

All people caring for young people are expected to adhere to the following guidelines.

- Always be publicly open when working with young people. Ensure that whenever possible there is more than one adult present during activities with young people, or at least that you are in sight or hearing of others.
- Manual support is rarely required in the sport of lacrosse. If an adult feels that it is necessary the reasons should be clearly explained to the young person, and if possible the parents/carers, and their consent gained. Be aware that any physical contact with a young person may be misinterpreted.
- Where possible, parents should be responsible for their own child in the changing rooms.
- Treat all young people with respect.
- Provide an example of good conduct you wish others to follow.
- Respect a young person's right to personal privacy/encourages young people and adults to feel comfortable and caring enough to point out attitudes or behaviour that they do not like.

Remember that someone else might misinterpret your actions, no matter how well intentioned.

- Challenge unacceptable behaviour and report all allegations/suspensions of abuse.
- Spend excessive amounts of time alone with young people away from others
- Take young people alone on car journeys, however short
- Take young people to your home where they will be alone with you.

If cases arise where these situations are unavoidable, they should occur only with the full knowledge and consent of the young person's parents. Where someone has had to act outside English Lacrosse guidance in an emergency, this should be reported to your Welfare Officer.

You should never:

Engage in rough, physical or sexually provocative games

Allow or engage in any inappropriate physical or verbal contact with young people

Allow young people to use inappropriate language unchallenged

Make sexually suggestive comments to a young person, even in fun

Allow allegations of a young person to go unchallenged, unrecorded or not acted upon

Do things of a personal nature for young people that they can do for themselves

Invite or allow young people to stay with you at your home unsupervised

Engage in rough, physical or sexually provocative games

Allow or engage in any inappropriate physical or verbal contact with young people

Allow young people to use inappropriate language unchallenged

Make sexually suggestive comments to a young person, even in fun

Allow allegations of a young person to go unchallenged, unrecorded or not acted upon

Do things of a personal nature for young people that they can do for themselves

Invite or allow young people to stay with you at your home unsupervised

Care of Young People

Allow bullying or bad behaviour by young people

Allow yourself to be drawn into inappropriate attention-seeking behaviour or make suggestive or derogatory remarks or gestures in front of young people

Jump to conclusions about others without checking facts

Either exaggerate or trivialise child abuse issues

Show favouritism to any individual

Believe 'it could never happen to me'

You should give guidance and support to inexperienced helpers. If you accidentally hurt a young person, the young person seems distressed in any manner, appears to be sexually

aroused by your actions, or misunderstands or misinterprets something you have done, report any such incident as soon as possible to another colleague and make a brief note of it. Parents or guardians should be informed of the incident. It is strongly recommended that you do not work completely alone with groups of young people. Enlist the support of others – assistants, parents/carers.

Positions of trust

All adults who work with young people in lacrosse are in a position of trust, which has been invested in them by parents, the sport and the young person. This relationship can be described as one in which the adult is in a position of power and influence by virtue of their position. Within lacrosse, most adults in a position of trust recognise that there are certain boundaries in their relationship with a young person that must not be crossed in terms of the relationship with the young player. The relationship, in essence, is no different to that between a schoolteacher and the pupils in their care. Adults must not encourage a physical or emotionally dependant relationship to develop between the person in a position of trust and the young person in their care. All those within the club have a duty to raise concerns about the behaviour of coaches, officials, volunteers, administrators and professional staff that may be harmful to the young people in their care, without prejudice to their own position.



Supervision of and Communication with Young People

Supervision

Principles that underpin good practice for supervision of young people are as follows:

It is the responsibility of those commissioning, planning or providing sessions/activities to ensure that those running the activity are suitable to do so. For example:

They have undertaken an appropriate recruitment and selection process, including a recent enhanced level CRB check

They have insurance appropriate to the activity

They have adopted English Lacrosse's Code of Ethics and Behaviour

They have an appropriate qualification for the activity

They understand their responsibility to safeguard children

Leadership, coaching and officiating awards create opportunities for young people to develop their coaching or technical skills and sense of responsibility. However, this should not result in these young people being given full or lead responsibility for managing groups of children. Under 18 coaches or officials should only supplement those appropriate adults with responsibility for supervising the activity. The organisation's duty of care and Safeguarding and Protecting Young People policy extend to all under 18s, whether they are participants, coaches or officials.

Whatever the recommended ratio of adults to participants is, a minimum of two adults should be present. This ensures at least basic cover in the event of something affecting the availability of one of the adults during the activity (in the event of a participant requiring the attention of an adult during the activity following an accident for example).

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

Key factors to assess include:

Age of children

Additional supervision/support needs of some or all

Participants (for example due to disability)

Competence/experience of participants for the specific activity

Nature of activity

Nature of venue (whether closed and exclusive, or open and accessible to members of the public).

Recommended minimum supervision ratios:

Children under 8 years old:

Based on government guidance for the provision of out of care childcare for children under 8 years old (Out of School Care: Guidance to the National Standards, OFSTED 2001)

One adult to eight young people (with a minimum two adults)

Children over 8 years old:

One adult to 12 young people (with a minimum of two adults)

All clubs should have First Aid provision by ensuring:

There is a qualified First Aider on site

First aid boxes are up to date and accessible

There is access to a phone to contact the emergency services if required

Communication

When communicating with young people it is recommended that you:

Contact players only when necessary

If players need to be contacted urgently i.e. a change in training arrangement, set up a grapevine system

Copy parents into written communication (i.e. letters or e-mails)

Speak with a player and their parents if there is a need to communicate information in relation to playing, training or competition

Clearly state the club's policy on communication with players and parents

You should avoid:

Contacting a young person unnecessarily

Contacting young people by phone, text or e-mail. This should never be undertaken without parental consent E-mailing young people directly as individuals (can be done as part of a disclosed list, once permission is gained to do so) using text as a medium of contact with a young person

Making or receiving calls on a mobile phone during training or at competition (coach). It is inappropriate to compromise the safety of a session E-mailing one young person without copying in parents, other players or club members

The Child Protection in Sport Unit has produced a briefing paper on Electronic Communication, see www.thecpsu.org.uk



CHANGING ROOMS

The following guidelines should be adhered to:

Players aged 10 and under must be supervised at all times in changing rooms by two members of staff, of the same gender as the players

Adults working with young teams, including volunteers, coaches, umpires or staff, should not change or shower at the same time when using the same facility as young players

Mixed gender teams must have access to separate male and female changing rooms

If young players play for adult teams, they and their parents must be informed of the club's policy on changing arrangements



Young people are uncomfortable changing or showering in public, no pressure should be placed on them to do so. Encourage them to do this at home

If your club has disabled players, involve them and their carers in deciding how, if applicable, they wish to be assisted to change and ensure they provide full consent to any support or assistance required

If adults and young people need to share a changing facility, the club must have consent from the parents that their child/children can share a changing room with adults in the club

If young people need to share-changing facilities with adults, their parents should be allowed to supervise them whilst they are changing

TRANSPORTATION

Dropping off and collecting young players at the club/training session

Coaches and club staff will be responsible for young people in their care.

It is the responsibility of parent/carer to transport their child/children to and from the club.

It is not the coach or volunteer's responsibility to transport young people to and from the club.

The club must receive permission from parents/carers for young people to participate in all competitions and away fixtures/events.

The club will provide a timetable of activities at the beginning of a season and notify parents/carers of any changes to this timetable in writing where practically possible.

The club will require emergency contact numbers for parents/carers.

The club adopts and publicises a late collection policy (see points in the right-hand column).

The club will provide the parents/carers with a contact number, which may be used if the parent/carer will be late to collect their child/children.

The club will ask parents/legal guardian to complete a form providing contact details, information about their child/children, i.e. medical details, etc.

Late collection

If a parent /carer are late, the club will:

Attempt to contact the parent/carer

Check the club contact number for any information regarding the young person

Wait with the young person at the club, with wherever possible other staff/volunteers or parents

Remind parents/carers of the policy relating to late collection

Report the situation to Social Services or the Police if parents/carers remain uncontactable.

Staff/volunteers should avoid:

Taking the child home or to any other location

Asking the child to wait in a vehicle or the club with you alone

Sending the child home with another person without permission.

Private cars

It is strongly advised that private cars, other than those of parents, are not used by coaches, club volunteers, team managers, and umpires to transport young players at any time, either to and from a training session, or to away fixtures. If for any reason this is the only feasible method of transport, the following guidelines must be followed:

Drivers must ensure the safety of passengers

Drivers must ensure that their vehicle is roadworthy and that they have a valid licence and insurance cover

Drivers must only use vehicles with seat belts and ensure that their passengers are wearing these when in transit

Drivers must be aware of their legal obligations when transporting young players

Parents/guardians/carers must give written permission if their child/children are being transported in another adult car

Clear information on the expected time of departure and arrivals needs to be communicated to relevant people, i.e. parents/guardians/carers

Drivers should not be alone with a young person in the car at any time. If this situation arises, drivers need to ensure that the young person is in the back of the car

Hiring transport

When booking transport for an away fixture you will need to remember the following points:

Passenger safety

Competence of the driver and whether the driver holds an appropriate valid licence

Number of driving hours for the journey and length of the drivers' day including non-driving hours

Whether more than one driver is required

Type of journey, traffic conditions, weather, appropriate insurance cover

Journey time, distance, and stopping points

Supervision requirements

Suitability of transport if the team includes disabled players

Drivers will need to take breaks and be aware of emergency procedures

Legislation – points to remember

Minibuses

All minibuses and coaches carrying groups of three or more young people aged between 3 and 15 years must be fitted with a seat belt for each young person.

Ensure that anyone who is driving a group minibus has received training on driving the minibus and the management of passengers.

Ensure that the driver of the minibus is legally entitled to drive it.

General

Vehicles must be appropriate and roadworthy.

The driver is responsible for the vehicle during the trip.

There must be an anchor point for wheelchair users.

New child car seat regulations came into force in September 2006.

Useful References

Minibuses

http://www.direct.gov.uk/en/Motoring/OwningAVehicle/AdviceOnKeepingYourVehicle/DG_4022064

http://www.direct.gov.uk/en/Motoring/DriverLicensing/WhatCanYouDriveAndYourObligations/DG_4022498

Car seats

<http://www.thinkroadsafety.gov.uk/campaigns/childcarseats/childcarseats.htm>

COMPETITION AND TOURNAMENT

If you are organising a large-scale event at club/county or regional level you are advised to purchase the Safe Sports Events pack.

For details, contact the Child Protection in Sport Unit or visit www.thecpsu.org.uk. As minimum practice, you will need to ensure that you follow the following framework:

Purpose of event, social, competition

Planning?

When?

Where?

Who?

Risk assessment

Activity

Venue

Communication with parents

Travel arrangements – if applicable

Times

Venue

Dates of competition and details of format

Consent forms

Cost

Kit

Emergency procedures

First aid

Medical information

Reporting procedures in an emergency

Player information including emergency contact details

Meeting points

Contact details for player's parents/carers

Supervision and staffing

Ratios of adults to young people

Male/female ratios

Staff

Recruitment and screening

Roles and responsibilities

Staff training

Event Organiser

Welfare Officer

Registration

What is the process for registering in the competition?
Parental permission required for participation in an event
Documentation
Register of participants
Player information, including medical information
Consent forms
Programme
Camera registration

Insurance

Liability
Adequate and appropriate cover

In addition, if the fixture is away – work through the entirety of the procedures listed PLUS:

Transport

How will the players get there?
If using transport check: drivers; suitability and access; seat belts
Pick up and drop off points
Times
Insurance
Supervision



Planning Trips

Including training, matches home and away, day camps and any other day trips away

There are situations such as training camps, residential tournaments and tours where adults are placed in positions of trust.

The following lacrosse specific guidelines are intended to assist when planning/running sessions and events.

Before the trip:

The organisers of trips should plan and prepare a detailed programme of activities for the young people who are involved in the session

Organisers should obtain, in writing, parental consent to young people joining a trip. This should include completed medical, photography and dietary forms and emergency contact details

Parents/carers should be given full information about a trip, including details of the programme of events, the activities in which the young people will be engaged and the supervision ratios

All information about parents/carers should be collected, including telephone numbers where parents/carers can be contacted at any time during the trip.

A responsible adult should be nominated and parents/carers made aware of this person and their contact details

The facilities and surroundings being used should be checked as being safe and well maintained and large enough to accommodate the number of players in attendance

Check that the floodlighting is adequate, if required

Check that there are adequate changing and showering facilities

Be aware of the Standard Operating Procedure of the centre being used, including emergency facilities/telephone

Ensure that all young people are adequately protected from the effects of the weather

Ensure that all young people take appropriate kit (including goalkeepers) for the activity in which they are involved

Leaders in charge must be satisfied that those workers and adults who accompany group parties are fully competent to do so. Only qualified, experienced coaches should be used, in addition, they should have adequate civil and third party liability insurance cover.

During the trip:

All young people should have adequate breaks for the length of the day and the intensity of the practices/games

Young people should not be put in physical danger through inappropriate grouping

Adults should take care when participating in games with young people

Young people do not play more than is desirable for their age and/or ability

All young people need to be made aware of the importance of proper procedures for the intake of liquid and food for the activity in which they are engaged

Contact/medical information should be available for any young person involved in an adult team

All young people should be adequately supervised and engaged in suitable activity at all times

In circumstances when planned activities are disrupted, e.g. due to weather conditions, then organisers should have a number of alternative activities planned

Young people must be supervised at all times, preferably by two or more adults

Young people must not be left unsupervised at any venue, either indoors or out

Do not conduct meetings with young people while they are changing

Do not be alone in a changing room with young people while they are changing or showering

Do not deal with young people's injuries without a First Aid certificate and without another adult present

Do not ask young people to perform in training sessions or games whilst injured, if by doing so they could make the injury worse. Coaches should advise players to seek appropriate medical help or advice concerning injuries

Do not expose young people to excessive extremes of weather during any session

Do not be alone with individual young people in any situation, particularly at the end of the sessions or in the dark

Do not offer to take young people home or allow others to take them home without the specific permission of the parents/carers

Do not supply or encourage under-age children to purchase/consume alcohol, banned substances of any sort or supply, or encourage pornographic material. This is especially relevant to adult tours by clubs/organisations

Residential trips (in addition to all points listed so far):

All residential facilities must be adequate for the age and number of young people

Young people and supervising adults must sleep in separate rooms

Young people must be encouraged to display high standards of behaviour, individually and as a group, recognising that their behaviour sets an example for the group

Do not shower with young people under any circumstances.

Do not visit young people's rooms unnecessarily and never alone

Do not conduct individual meetings with young people in their rooms



Taking and Use of Photographic and Recorded Images of Young People

The purpose of this guidance is NOT to prevent parents or other spectators being able to take legitimate photographs or recorded images.

Use of recorded images can also be a valuable coaching aid. However, lacrosse is committed to providing a safe environment for young people under the age of 18. Included in this commitment is ensuring that all necessary steps are taken to protect young people from the inappropriate use of their images in resources and media publications, on the internet, and elsewhere. Photographic and recorded images can be used as a means of identifying children and young people if accompanied by personal information, such as where they live and their interests; For example, *“This is X who is a member of Anywhere Lacrosse Club, likes Pendulum and supports Chelsea”*. Inclusion of such personal information has the potential to make a young person vulnerable to individuals seeking to ‘groom’ young people for abuse. Additionally, images can be used or adapted for inappropriate use. There is evidence of adapted sporting images being used on websites displaying images of child abuse. When assessing the potential risks in the use of images of players, the most important factor is the potential for inappropriate use of images of young people. Awareness of the potential risks, and taking appropriate steps, can reduce the potential for misuse of images. By adopting the points highlighted in these guidelines, you will be putting into place the best possible practice to protect young people wherever and whenever photographs and recorded images are taken and stored.

These guidelines cover the following key areas:

The taking and/or publishing of photographic and recorded images of young people

The use of photographic or recorded image equipment at lacrosse events

The use of photographic or recorded image equipment as a coaching aid.

Implementing the Policy on taking and use of photographic and recorded images:

Clubs should adopt a policy on the Taking and Use of Photographic or Recorded Images of Young People and abide by its principles.

Taking and/or Publishing of Photographic and Recorded Images of Young People

Written consent to take and use images should be obtained from the player and parents/legal guardians. This ensures that they are aware of the way the image is intended to be used to represent the sport. It is acceptable to use one consent form for the entire club’s activities, rather than consent for each match or competition, etc.

If the player is named, for example in a match report, avoid using their photograph in a way that enables the image and name to be linked.

If a photograph is used, avoid naming the player in any accompanying caption.

NEVER publish personal details (e-mail addresses, telephone numbers, addresses or other information relating to the location) of a young person. Only use images of players in suitable dress to reduce the risk of inappropriate use. Try to focus on the activity rather than a particular young person and where possible use photographs that represent the broad range of young people taking part in lacrosse. This might include boys and girls; ethnic minority communities; young people with disabilities. Ensure that images reflect positive aspects of young people's involvement in lacrosse. The simultaneous streaming of images onto a website is not recommended. Delayed streaming also provides the opportunity for editing of inappropriate clips. In particular, this can guard against the possibility of an image of a young person subject to legal restrictions appearing on a website. All access to images should be restricted. It is recommended that where images are acquired for distribution, including commercially, access to them be by individual registration.

Open access to images on a website should never be available.

Reasonable measures should be taken to ensure that the information stored is secured against malicious access, either internal or external e.g. hackers or malicious code.

Any concerns regarding inappropriate taking or publishing of photographic or recorded images must be reported to the Club Welfare Officer.

Use of Photographic or Record Image Equipment at Lacrosse Events:

There is evidence that certain individuals will visit sporting events to take inappropriate photographs or recorded images of young people. All clubs should, be vigilant about this possibility.

Written consent should be obtained from the player and parents/carers to take and use images.

To deter inappropriate individuals attending events, it is recommended that a registration system be used for individuals wishing to take photographic or recorded images.

Parents and spectators. If a parent wishes to take photos or record an event, they must be asked to register at the event.

Issue the registered photographer with clear identification that must be worn at all times. This serves to highlight those who have accreditation. It is advisable to ensure that where regular events occur, the identifying label is changed to prevent unofficial replication.

Public information. The specific details concerning photographic/video and filming equipment should, where possible, be published prominently in event programmes and must be announced over the public address system prior to the start of the event. In addition or where a public address system is not in use, it is recommended that notices regarding the event's photography registration policy be displayed prominently.

Sample recommended wording is:

In line with the recommendation in the organisation's Policy on Safeguarding and Protecting Young People in Lacrosse, the promoters of this event request that any person wishing to take photographic or recorded images should register their details with staff at the spectator entry desk before carrying out any such activity. The promoter reserves the right to challenge and report anyone they deem to be taking inappropriate images.

If using a professional photographer or inviting the press

Provide a clear brief about what is considered appropriate, in terms of picture content and their behaviour around the players

Inform players and their parents that a photographer will be at the event and ensure that: They are aware that the photographer will be wearing identification; that you receive their consent to both the taking and publication of photographs

Do not:

Allow unsupervised one-to-one photo sessions at events

Allow photo sessions outside of the event or at the player's home.

If someone is taking photos or recording images without permission:

Ask the individual who they are and why they are taking photos/recording images without permission

Any concerns during an event should be reported to the Club Welfare Officer

Use of photographic or recorded image equipment as a coaching aid:

Written consent should be obtained from the player and parents/legal guardians to take and use images

Players and their parents/carers should be aware that this is part of the coaching programme and clear of the purpose of filming as a coaching aid.

Template 4: Club/Association Policy on the Taking and Use of Photographic and Recorded Images of Young People

Template 8: Club/Association Consent Form for the Taking and Use of Photographic and Recorded Images of Young People

Template 9: Club/Association Registration Form for the Use of Photographic or Recorded Image Equipment at Lacrosse Events

Safe Recruitment

As good practice and to prevent unsuitable people from working within lacrosse, it is important that all reasonable steps are taken to ensure that all individuals working with young people in lacrosse, either paid or unpaid, are appropriate and able to do so.

This can help to:

Protect both the young people and adults at your club, and in so doing, protect the club itself

Help to ensure that your club offers opportunities for young people to play lacrosse in a safe and enjoyable environment

Demonstrate your club's commitment to protecting young people to potential members and their parents/carers.

Help deter the small minority of people who are unsuitable to work with young people from using sport as a means of gaining access to young people

Demonstrate to other partners your club's commitment to safeguarding and protecting children. These might include distributors of public funds, potential sponsors and local authorities hiring pitches

Demonstrate a commitment to open, fair and consistent selection processes. Under the Protection of Children Act 1999 all those working with young people within lacrosse are treated as employees whether paid staff or volunteers. As such, all clubs should adopt and implement recruitment and selection procedures, providing consistency when appointing staff, members and volunteers.

Implementing good practice guidance on safe recruitment:

There are a number of steps to good practice guidelines in recruitment. The following pages outline these steps.

1. Planning:

It is important to have clear roles and responsibilities for all paid and voluntary positions you are recruiting for. A job description should list the duties for the position, and a person specification can be used to highlight the skills and experience that are needed.

2. Advertising:

When any post within a club is vacant, it is important to ensure that the role is advertised. Advertising the post on notice boards at the facility that you use, or through club newsletters, or contacting the local volunteer bureaux can help to attract new volunteers to your club.

Essential inclusions within any advertising are:

Aims of the club

Job description/role

Experience and skills required, particularly if experience of working with young people is an advantage

The club's Safeguarding and Protecting Young People in Lacrosse Policy and Procedures

Codes of conduct

Compulsory Enhanced CRB disclosures as part of the selection process

Details on how to obtain an application form

3. Applications:

Anyone who shows an interest in filling a role/vacancy needs to complete an application form. Applicants will be required to complete a self-disclosure form, declaring any convictions or cautions. When applying for a role working with children or young people. All convictions, spent or unspent, must be declared. Applicants will need to be made aware that they will need to complete a CRB Disclosure, if appointed.

Template 5: Club/Association Application form

Template 6: Club/Association Self Declaration form

The application form is designed to elicit information about the individual, their employment history, relevant experience, qualifications and training. The candidate will be asked to provide:

Name, address and evidence of their right to work e.g. through a national insurance number

Confirmation of identity

Relevant experience, qualifications and training undertaken

Listing of past career or involvement in sport/lacrosse (to confirm experience and identify any gaps)

The names of at least two people (not relatives) willing to provide written references that comment on the applicant's previous experience of, and suitability for, working with young people

Details of any former involvement with lacrosse

A signed agreement to abide by English Lacrosse Code of Ethics, Behaviour, Safeguarding, and Policy on Protecting Young People in Lacrosse and relating procedures. Failure to adhere and comply may result in disciplinary action and possible dismissal/exclusion from lacrosse

.

Short-listing:

Once you receive completed application forms, a small group of club officials should review them and identify a shortlist of applicants.

4. Meeting/interview:

It is highly recommended that the club meet with applicants before making recruitment decisions (perhaps same group as for short listing). The meeting/interview provides an opportunity to explore in more detail information gathered on the application form.

In addition, it is recommended that:

Applicants should be asked to bring official photographic proof of identity such as a passport or driving licence

Questions are prepared in advance that will give the applicant an opportunity to demonstrate their relevant experience. As well as considering an applicant's ability to fill a position, it is also important to assess their attitudes and commitment to child welfare.

Examples of questions you might ask are:

Tell us about any previous experience you have working with young people

Give a child-related scenario and ask what they would do, e.g.

"It is a winter evening and the training session has finished. A parent has not arrived – what would you do?"

The applicant would be expected to say that they would stay with the child along with another adult and contact parents to find out where they were

Is there anything that we should know that would affect your suitability to work with children or young people?

5. Checks and references:

Before an appointment offer is made:

At least two references should be requested from individuals who are not related to the applicant. One should be work related and the other demonstrating previous involvement of working with young people, ideally in a sporting setting. (Template 7: Club/Association Reference Form for Positions Working with Young People in Lacrosse)

Check references to confirm identity using appropriate official documents, ideally photographic identification

All references should be in writing and followed up by telephone

If any reference or information on a self-declaration gives cause for concern, please contact the Lead Child Welfare Officer at English Lacrosse for further advice check any relevant qualifications are substantiated through English Lacrosse

CRB disclosures:

Applicants who have significant access and or responsibility for working with young people must complete an Enhanced CRB Disclosure

All CRB checks must be conducted through TMG/ELA. CRB Disclosures processed through other organisation are not acceptable

CRB disclosures should be completed every three years

English Lacrosse has the jurisdiction to manage and deal with any matters arising from any disclosure

Clubs/associations must not engage people in contradiction of English Lacrosse sanctions

CRB disclosures should not be used in isolation, but as part of the recruitment process.

Organisations should use the following definition to determine which roles require a CRB check, which is:

“A person, who regularly cares for, trains, supervises or is in sole charge of young people under the age of 18”.

All people who have significant access to young people or that are in a position of trust in relation to young people must undertake an enhanced CRB check.

‘Position of trust’ in relation to children, defined below:

All adults who work with young people in lacrosse are in a position of trust, which has been invested in them by parents, the sport and the young person. This relationship can be described as one in which the adult is in a position of power and influence by virtue of their position. Examples of such roles are:

Coach

Team managers

Umpires

Helpers involved in working with young people under the age of 18 in a paid or voluntary capacity.

This list is not exhaustive as the nature of roles varies between organisations. Further information on the English Lacrosse’s CRB Service is available from English Lacrosse website www.englishlacrosse.co.uk/crb or TMG CRB, 1 Wilford Business Park, Ruddington Lane, Nottingham, NG11 7EP Tel: 0115 969 4600

6. Appointment:

The successful applicant should be issued with an offer letter, which should specify the details of the position. The applicant should also be informed that the position is subject to a satisfactory CRB check and two references.

7. Induction:

All staff or volunteers should undergo an induction (formal or informal) to include:
Signing up to the club's Policy on Safeguarding and Protecting Young People in Lacrosse and Procedures, Good Practice Guidelines and any Codes of Ethics and Behaviour that are appropriate

Confirming and agreeing roles and responsibilities

Any training needs are established and actioned

An initial period of supervision or mentoring could be introduced to support the volunteer

Expectations on roles and responsibilities are clarified on both sides.

8. Training:

Ongoing training will be provided to support the individual to fulfil their role. Appropriate Child Protection training will enable an individual to recognise their responsibilities with regard to good practice and reporting poor practice or concerns regarding young people.

English Lacrosse recommends that all adults working with children and young people attend sports coach UK's "Safeguarding and Protecting Children in Sport" three-hour awareness workshop. English Lacrosse will be offering other training opportunities to people involved with working with young people, details of which will be communicated directly and updated periodically. This will include "Time to Listen" training, aimed at designated Welfare Officers.

9. Monitoring and appraisal:

Appraisals/supervision meetings should be offered at regular intervals and more informal mentoring opportunities can support the individual on an ongoing basis. All staff or volunteers should be given the opportunity to:

Receive feedback

Identify training needs

Set new goals

Highlight any concerns about inappropriate behaviour.



Protection is not just Equipment – Safeguarding the Lacrosse Community

Safeguarding and Protecting Young People at Local Level

Awareness:

Raise awareness with all members and players within the club.

Put posters on the notice board.

Ensure all young players know they can talk to someone if they are worried.

Adopt policies within the club constitution on safeguarding or child protection; recruitment; anti-bullying and taking and use of photographic and recorded images.

Ensure that all club members, players, coaches, volunteers and parents/carers of junior members have a copy of the policies.

Ensure all coaches, staff and volunteers in positions of trust have agreed to abide by the Code of Ethics and behaviour.

Appoint a Welfare Officer:

Appoint and publicise the name of a Welfare Officer, who will be able to support and guide members, player and parents/carers on the issues and implementation of welfare and good practice. A Welfare Officer will enable concerns to be expressed and acted upon in confidence. A template Welfare Officer Job description is available in Appendix 2.

Policy:

Adopt a policy for Safeguarding and Protecting Young People and make all members aware of its content.

Establish a working group to support the ongoing development and implementation of the policy.

Follow English Lacrosse policy and guidelines on recruitment and ensure that all individuals working with children and young people are screened and are suitable.

Procedure:

Ensure appropriate consent forms are completed by parents/legal guardian for all young people under the age of 18.

Consent should cover medical details, emergency contact details, transport and photography.

Adopt clear guidelines for transport; changing; competitions and events; dropping off and collecting young people at the club and supervision of young people, ensuring these are published to parents/carers, staff and volunteers.

Training:

Identify any training needs within the club and contact English Lacrosse to find out about workshops and opportunities for support.



Put young people first:

Promote a culture in which all young people are listened to and respected as individuals by:

Putting the welfare of the young person first

Challenging unacceptable behaviour.

Avoiding one to one situations with young players unsupervised

Ensuring that lacrosse is fun and that fair play is promoted

Providing confidential communication lines through which concerns can be expressed

Reporting all concerns, allegations or suspicions of abuse

Ensuring that all relevant members, staff and volunteers have, or know how to access, English Lacrosse procedures for reporting concerns

Implementing Anti-Bullying Procedures at Local Level

Implementation of good practice in managing an anti-bullying policy:

Raise awareness:

Raise awareness with all members and players within the club:

Put posters on the notice board

Ensure all young players know that they can talk to someone if they are worried

Policy:

Ensure that all club members, players, coaches, volunteers and parents/carers of junior members have a copy of the policy

Adopt an anti-bullying policy within the club constitution.

Code of Ethics:

Ensure that the Code of Ethics clearly states that behaviour, which constitutes bullying, will not be accepted

Ensure that all coaches, staff and volunteers have signed up the Code of Ethics and behaviour.

Management of bullying:

Establish a working group to include young people to support the ongoing development and implementation of the policy

Identify any training needs within the club and contact English Lacrosse to find out about workshops and opportunities for support.

Report concerns:

Any incidents of bullying should be reported to the Welfare Officer who will:

Record the details using the English Lacrosse Safeguarding Referral Form follow English Lacrosse's reporting procedure

If the incident is an adult bullying a young person or a young person bullying a young person, the Welfare Officer will report the incident to English Lacrosse Lead Child Welfare Officer who will:

Make a decision on the method and process for managing the incident

Manage the situation with the support of the Welfare Officer.

All reported incidents of bullying behaviour or threats of bullying will be investigated and efforts made to stop the bullying quickly.

The following action may be taken:

Parents/legal guardians will be informed and may be asked to come to a meeting to discuss the problem if necessary and appropriate, the police may be consulted

An attempt will be made to help the bully (bullies) change their behaviour if the situation is not or cannot be resolved through mediation, training or mentoring, English Lacrosse's Lead

Child Welfare Officer may manage the incident following English Lacrosse Safeguarding and Protecting Young People in Lacrosse Complaints and Disciplinary Regulations

Review, monitor and evaluate:

Ensure that the working group meets to review any incidents, how they were managed and outcomes reached

Take lessons learnt from incidents and re-evaluate the policy as required

Maintain an ongoing poster campaign

Ensure all club members, players, coaches, volunteers and parents/carers of junior members are kept up to date with any changes

Invite feedback and involvement from club members, players, coaches, volunteers and parents/carers of junior members about the development of the policy and its impact



SECTION FOUR: APPENDICES & TEMPLATES

Appendix 1 Contact Details

Emergency

Please find below contact details in case of emergency. Use the spaces below to complete the details for your local contacts for Children's Social Care Department (Social Services) and Police.

ORGANISATION	CONTACT DETAILS	WEBSITE
NSPCC Helpline (24 hours)	0808 800 5000	www.nspcc.org.uk
English Lacrosse Lead Child Welfare Officer	0161 227 3626, info@englishlacrosse.co.uk Belle Vue Athletics Centre, Pink Bank Lane, Manchester M12 5GL	www.englishlacrosse.co.uk
Your Club Welfare Officer		
Local Authority Children's Social Care Dept (Social Services) – ask for Duty Manager		www.everychildmatters.gov.uk/social-care/safeguarding/lscb/
Police (Child Protection Team)	In an emergency call 999	
Samaritans (will hold Social Services Duty Officers' contact details in an emergency)	08457 90 90 90	www.samaritans.org

Useful Contact Details – Help, support and advice

The following organisations offer specialist support and advice to young people, parents, individuals and organisations.

ORGANISATION	CONTACT DETAILS	WEBSITE	ADDITIONAL INFORMATION
NSPCC – Child Protection in Sport Unit (CSPU)	T: 01162 34 7278 cpsu@nspcc.org.uk	www.thecpsu.org.uk	Sport specific advice on Safeguarding and protecting young people
NSPCC – 24hr helpline	0808 800 5000	www.nspcc.org.uk	National Society for the Protection of Children
Victim Support Helpline	0845 3030 900	www.victimsupport.org.uk	Provide emotional support, information and practical advice for victims and witnesses
The British Association of Counselling and Psychotherapy	0870 443 5252	www.bacp.co.uk	
Local Safeguarding Children's Board		www.everychildmatters.gov.uk/social-care/safeguarding/lscb/	Education and training opportunity
Government Guidance		www.everychildmatters.gov.uk What to do if you're worried that a child is being abused	Government guidance on Safeguarding and protecting young people

Useful Contact Details – Advice for children and young

ORGANISATION	CONTACT DETAILS	WEBSITE	ADDITIONAL INFORMATION
NSPCC	08088005000	www.thereforeme.com	Support and advice for 12-16 year olds via the website
DON'T HIDE IT		www.donthideit.com	Aimed at young people to find out more about the abuse and what to do about it
CHILDLINE	08001111	www.childline.org.uk	Free helpline for children and young people
KIDSCAPE	02077303300	www.kidscape.org.uk www.bullying.co.uk	Support on bullying

Appendix 2

Job Description for Welfare Officer

Role Description

Everyone in lacrosse has a responsibility to safeguard and protect young people. The role of a Welfare Officer is primarily to promote good practice within your organisation (club, county, region, etc), to be a named point of contact for young people, parents/carers, coaches and volunteers and to understand English Lacrosse's reporting procedures in case a concern is raised. The information below outlines the role, and skills and knowledge to look for in a Welfare Officer. English Lacrosse will be offering training to people in this role. Templates are available to assist with all aspects of safeguarding and protecting young people.

ROLE

To be the first point of contact for staff, volunteers, parents/carers and young people where concerns about welfare, poor practice or child abuse are identified.

Implement the club's reporting and recording procedures.

Promote the club's best practice guidance/code of ethics and behaviour within the club.

Assist the club to fulfil its responsibilities to safeguard young people.

Assist the club to implement its child welfare implementation plan.

Assist volunteers in keeping their certificates and qualifications up to date.

Sit on the club's management committee.

Ensure confidentiality is maintained.

Promote anti-discriminatory practice.

Be the first point of contact with the English Lacrosse Lead Child Welfare Officer

Maintain contact details for local social services, police and the Local Safeguarding Children Board (LSCB) in case of an emergency.

EXPERIENCE & KNOWLEDGE

Own organisations policy and procedures related to safeguarding and protecting young people.

Own organisations role and responsibilities to safeguard the welfare of young people – boundaries of the Welfare Officer role.

Knowledge of English Lacrosse Safeguarding and Protecting Young People in Lacrosse Policy & Procedures.

Basic knowledge of roles and responsibilities of local statutory agencies (social services, police and Local Safeguarding Children Board (LSCB)). This can be gained through training. The Welfare Officer should have full contact details for their local agencies.

Awareness of equality issues and child protection.

Basic knowledge of core legislation, government guidance and national framework for child protection. This can be gained through training.

SKILLS

Approachable.

Child-focused.

Basic administration.

Basic advice and support provision.

Communication.

Maintaining records.

Ability to promote organisation's policy, procedures and resources.

Interpersonal.



Template 1

Policy on Safeguarding and Protecting Young People in Lacrosse

[INSERT CLUB/ASSOCIATION NAME] adopts English Lacrosse's Safeguarding and Protecting Young People in Lacrosse Policy and works in accordance with the following statement:

Introduction

[INSERT CLUB/ASSOCIATION NAME] is committed to creating and maintaining a safe and positive environment for all young people involved in lacrosse. It accepts its responsibility to help safeguard the welfare of all young people and protect them from poor practice, abuse and bullying. Every individual and organisation within the Lacrosse Community has a role and responsibility to help ensure the safety and welfare of young people. The Lacrosse Community is defined below.

[INSERT CLUB/ASSOCIATION NAME] as a provider of opportunities for young people in lacrosse accepts that we are required to fulfil our duty of care, which means that we must do everything that, can be reasonably expected of us to help safeguard and protect young people from any reasonably foreseeable harm.

Definitions:

Lacrosse Community all individuals, clubs, associations and other organisations involved in any capacity in the game of lacrosse, and whether or not members of English Lacrosse. For the avoidance of doubt, this includes all players and anyone working within lacrosse (in a paid or voluntary capacity, and whether as an employee or on a self-employed or other work basis) including all coaches, umpires, referees and other officials.

Young People anyone under the age of 18.

Obligations under this policy:

Everyone within [INSERT CLUB/ASSOCIATION NAME] must act in accordance with:

The general principles set out in this policy; and

The principles set out in the particular policies below, together with the supporting good practice document:

The recruitment of persons working with young people

The use of CRB checks in recruitment and employment

Anti bullying

Taking and use of photographic and recorded images of young people;

Affiliation to English Lacrosse will evidence agreement of these obligations by the club and membership of [INSERT CLUB/ASSOCIATION NAME] will evidence agreement by the Lacrosse Community

.

[INSERT CLUB/ASSOCIATION NAME] has in addition, adopted and implemented our own Policy on Safeguarding and Protecting Young People (or Child Protection) which complies with the general principles set out in this policy; and everyone within [INSERT CLUB/ASSOCIATION NAME] must also:

Abide by English Lacrosse's Code of Ethics and Behaviour, which specifies conduct in relation to the safeguarding of young people within lacrosse, among other issues

Follow English Lacrosse's reporting procedures where there are concerns relating to the safety or welfare of young people. For clarity, policies, procedures and good practice relating to the safeguarding of young people in lacrosse need to be applied both in relation to activities for young people specifically and where young people may be involved within the adult game. For example, where players or umpires under 18 years of age are incorporated into adult team lacrosse.

How English Lacrosse will help:

As the national governing body, English Lacrosse will publicise and promote within lacrosse its Safeguarding Young People Policy, Procedures and Good Practice Guidance. It will also support its affiliated clubs and associations in adopting and implementing their own policies by producing template policies and procedures and through access to appropriate training and education opportunities. English Lacrosse is committed to ensuring that concerns relating to the safety and welfare of young people in lacrosse are taken seriously and acted upon swiftly and appropriately. To achieve this, English Lacrosse has developed procedures for reporting concerns.

English Lacrosse recognises the roles and responsibilities of the statutory agencies in safeguarding young people and the responsibilities and expertise of the relevant agencies in determining whether young people have, or may have, been abused or otherwise harmed. English Lacrosse is committed to complying with the procedures of the Local Safeguarding Children Boards (LSCBs). Accordingly, English Lacrosse will work co-operatively with the relevant statutory agencies on matters relating to safeguarding young people and where English Lacrosse receives report of a concern, it will refer the matter to the relevant statutory agency where appropriate. English Lacrosse is also committed to directly challenging conduct within lacrosse that is, or may be, harmful to young people. It may, therefore, instigate proceedings under its own Safeguarding and Protecting Young People Complaints and Disciplinary Regulations where concerns or complaints are raised (by sources internal or external to lacrosse) relating to the safety and welfare of young people. English Lacrosse will take action against any person or organisation within its jurisdiction whose conduct is found to have harmed a young person in lacrosse or whose conduct (within or outside lacrosse) poses or may pose a risk of harm to young people in lacrosse. English Lacrosse may also refer matters back to a club for resolution at club level where appropriate.

[INSERT CLUB/ASSOCIATION NAME] will follow English Lacrosse Reporting Procedures and will make all their members aware that they are subject to the above Regulations if there is a breach of the Policy.

General Safeguarding and Protecting Young People principles:

The safety and welfare of young people is paramount.

All young people, regardless of age, ability, sex, race, religion or belief, ethnic origin, social status or sexual orientation have the right to be protected from harm.

The rights, dignity and worth of all young people should always be respected.

[INSERT CLUB/ASSOCIATION NAME] wishes to promote a telling culture. Everyone within lacrosse must therefore report all concerns in accordance with English Lacrosse's reporting procedures. It is the responsibility of child protection experts to determine whether abuse has taken place, but it is everyone in, statutory agencies in safeguarding young people must be recognised and the procedures of the Local Safeguarding Children Boards must be complied with.

Any policy or procedure is only as effective as the ability and skill of those who operate it.

[INSERT CLUB/ASSOCIATION NAME] is committed to encouraging, and everyone within lacrosse must recognise and regard as essential, the effective and safe recruitment of all individuals working with young people in lacrosse. All those working in lacrosse, in a paid or voluntary capacity, must abide by English Lacrosse's Code of Ethics and Behaviour.

Guidance and legislation:

The practices and procedures within this policy and documentation are based on the principles contained within UK and international legislation and Government guidance and have been designed to complement Local Safeguarding Children Boards procedures and take the following into consideration:

The Children Acts 1989 and 2004

The Protection of Children Act 1999

The Police Act 1997

The Rehabilitation of Offenders Act 1974

Criminal Justices and Court Services Act 2000

The UN Convention on the Rights of the Child

Human Rights Act 1998

The Data Protection Act 1998

"Caring for the young and vulnerable" Home Office guidance for preventing the abuse of trust 1999

"What to do if you are worried a Child is being abused" DOH 2006

"Working Together to Safeguard Children" 201006, HM Government

The Safeguarding Vulnerable Groups Act 2006

Template 2

Policy on Anti-Bullying

[INSERT CLUB/ASSOCIATION NAME] adopts English Lacrosse's Anti-bullying Policy and works in accordance with the following statement:

Introduction:

[INSERT CLUB/ASSOCIATION NAME] is committed to creating and maintaining an environment in which all young people involved in lacrosse are free from bullying.

Obligations under this policy:

Everyone within [INSERT CLUB/ASSOCIATION NAME] must act in accordance with the general principles in English Lacrosse's Policy on Safeguarding and Protecting Young People in Lacrosse and the principles set out in this anti-bullying policy.

How English Lacrosse will help:

English Lacrosse is committed to supporting its affiliated clubs and associations to implement policies through the provision of appropriate access to education and training, and supporting documentation. English Lacrosse is also committed to ensuring that concerns relating to bullying of young people in lacrosse are taken seriously and acted upon swiftly and appropriately. To achieve this, English Lacrosse has developed procedures for reporting concerns. English Lacrosse may refer concerns to the relevant statutory agencies, instigate proceedings under its own Safeguarding and Protecting of Young People Complaints and Disciplinary Regulations or refer the matter to a club or association for resolution as appropriate.

Bullying:

Bullying is anything that is done with the intention of hurting or intimidating, frightening or upsetting another person. Bullying is not always physical but it results in distress to the victim. Instances of bullying can occur not only between young people but also from adult to young person.

Bullying can be:

Emotional persistently being unfriendly, excluding, tormenting, threatening gestures

Physical pushing, kicking, hitting, punching or any use of violence

Racist racial taunts or language, 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.

It should be noted that bullying might not only occur through face-to-face contact. Increasingly, bullying may occur through other forms of communication e.g. internet, e-mail and text messaging.

Principles:

Everyone within [INSERT CLUB/ASSOCIATION NAME] should have an understanding of what bullying is and of English Lacrosse's Policy on Anti-Bullying

Bullying of any kind is not acceptable in lacrosse and should not be tolerated by anyone, in particular any organisation providing lacrosse opportunities for young people

[INSERT CLUB/ASSOCIATION NAME] wishes to promote a TELLING culture and anyone who knows, or suspects, that bullying is happening must take the matter seriously, and report it in line with English Lacrosse Reporting Procedures

Any incident or concern of bullying must be acted upon swiftly

Template 3

Policy Statement on the Recruitment of Ex-Offenders

It is a requirement of the Criminal Record Bureau's Code of Practice that [INSERT CLUB/ASSOCIATION NAME], as a registered user of English Lacrosse/TMG Umbrella Body Disclosure Service must treat Disclosure applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed. It also obliges [INSERT CLUB/ASSOCIATION NAME] to have a written policy on the recruitment of ex-offenders, and the following has been adopted:

Policy statement

1. As an organisation using the English Lacrosse TMG Umbrella Body Disclosure Service to help assess applicants' suitability for positions of trust, [INSERT CLUB/ASSOCIATION NAME] undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure based on a conviction or other information revealed
2. [INSERT CLUB/ASSOCIATION NAME] is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment, age or disability, or disadvantages by conditions or requirements which cannot be shown to be justifiable
3. The existence of this policy on the recruitment of ex-offenders is made known to applicants for positions of trust at the outset of the recruitment process
4. [INSERT CLUB/ASSOCIATION NAME] promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records
5. A Disclosure is only requested if proportionate and relevant to the position concerned. For those positions where a Disclosure is required, this will be made known to applicants at the start of the recruitment process
6. Where a Disclosure is to form part of the recruitment process, applicants will be asked to provide details of their criminal record at an early stage in the application process. This information will only be seen by those who need to see it as part of the recruitment process
7. Unless the nature of the position allows [INSERT CLUB/ASSOCIATION NAME] to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974
8. Where information regarding an applicant's criminal record may be considered relevant to a recruitment decision, advice will be sought from appropriate English Lacrosse staff.
9. Applicants asked to be the subject of a CRB Disclosure will be made aware by English Lacrosse of the existence of the CRB Code of Practice and can receive a copy on request, or via the website www.crb.gov.uk
10. Any relevant matters revealed in a Disclosure will in most instances be discussed with the person seeking the position before withdrawing a conditional offer of appointment

Having a criminal record will not necessarily bar you from working for [INSERT CLUB/ASSOCIATION NAME]. This will depend on the nature of the position and the circumstances and background of your offences

Template 4

Policy on the Taking and Use of Photographic and Recorded Images of Young People

[INSERT CLUB/ASSOCIATION NAME] adopts English Lacrosse's policy for the taking and use of Photographic and Recorded Images of Young People and works in accordance with the following statement:

Introduction

[INSERT CLUB/ASSOCIATION NAME] does not wish to prevent parents or other spectators being able to take legitimate photographs or recorded images. Use of recorded images can also be a valuable coaching aid. However, [INSERT CLUB/ASSOCIATION NAME] is committed to providing a safe environment for young people under the age of 18. Included in this commitment is ensuring that all necessary steps are taken to protect young people from the inappropriate use of their images in resources and media publications, on the internet, and elsewhere. Photographic and recorded images can be used as a means of identifying young people if accompanied by personal information. This has the potential to make a young person vulnerable to individuals seeking to 'groom' young people for abuse. Additionally, images can be used or adapted for inappropriate use. There is evidence of adapted sporting images being used on websites displaying images of child abuse.

This policy covers the following key areas:

The taking and/or publishing of photographic and recorded images of young people
The use of photographic or record image equipment at lacrosse events
The use of photographic or recorded image equipment as a coaching aid

Photographic or recorded images:

This includes images or recorded images using a camera, digital camera, video recorder, mobile phone or Personal Digital Assistant devices (PDA).

Obligations under this policy:

Everyone within [INSERT CLUB/ASSOCIATION NAME] must act in accordance with the general principles in English Lacrosse's Policy on Safeguarding and Protecting Young People in Lacrosse and the principles set out in this policy for taking and use of photographic and recorded images of young people. In addition, [INSERT CLUB/ASSOCIATION NAME] adopts and implements this policy relating to the taking and use of photographic and recorded images of young people in lacrosse, in accordance with the general principles in English Lacrosse's Policy on Safeguarding and Protecting Young People in Lacrosse, and in accordance with this particular policy and principles together with the supporting good practice guidance.

How English Lacrosse will help:

The English Lacrosse is committed to supporting its affiliated clubs and associations to implement policies through the provision of appropriate access to education and training,

and supporting documentation. English Lacrosse is also committed to ensuring that concerns relating to the misuse of photographic or recorded images of young people in lacrosse are taken seriously and acted upon swiftly and appropriately. To achieve this, English Lacrosse has developed procedures for reporting concerns. English Lacrosse may refer concerns to the relevant statutory agencies; instigate proceedings under its own Safeguarding and Protecting of Young People Complaints and Disciplinary Regulations, or refer the matter to a club or association for resolution as appropriate.

Principles:

Everyone within [INSERT CLUB/ASSOCIATION NAME] should have an understanding of the issues relating to taking and use of photographic and recorded images of young people and What English Lacrosse's policy is on this?

Parents and young people have a right to decide whether young people's images are to be made, and how those images may be used

In accordance with good practice guidance for lacrosse activities and events, parents and young people must provide written consent for young people's images to be taken and used. There may be legitimate reasons for denying consent i.e. subject to legal restrictions

A registration process should be used for photographers in accordance with the good practice guidance on photography and recorded images. This will help deter those wishing to take photographs or recorded images for inappropriate use.

Images should convey the best principles and aspects of lacrosse, such as fairness and fun

Care should be taken to ensure that images are not sexual or exploitative in nature, nor open to obvious misinterpretation and misuse

All images of young people should be securely stored to avoid inappropriate use

In the case of images used on websites, particular care must be taken to ensure that no identifying details facilitate contact with a young person by a potential abuser

Where used for coaching purposes, players and their parents should be made aware that this is part of the coaching programme and be clear of the purpose of filming as a coaching aid

Suspected inappropriate taking of photographic or recorded images should be challenged and reported. When assessing the potential risks in the use of images of players, the most important factor is the potential of inappropriate use of images of young people. Awareness of the risks, and taking appropriate steps, can reduce the potential for misuse of images.

TEMPLATE 5

Application Form for Positions Working with Young People in Lacrosse

Personal Details

Title: Surname First Name(s):

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

Date of birth: Place of birth: National Insurance number:

Home address

POSTCODE:

Daytime phone number:

Evening phone number:

E-mail address:

Employment Details

Current occupation:

Name of organisation:

Job title: Start date:

Contact phone number:

Employer's address

If gaps in employment please give reasons:

POSTCODE:

Nature of duties:

Please list on a separate piece of paper all previous employment, including dates and accounting for any gaps in your employment history.

Previous volunteer experience

Name of organisation: Start date: Finish date:

Relevant experience

If you have any other relevant voluntary experience, please use an additional sheet of paper.

Qualifications

School/College:

Dates attended:

Qualifications:

Sporting qualifications or training courses attended (please include dates):

Other Information

Reason for applying (please continue on a separate piece of paper if required):

References

Please provide the names and addresses of two people who we can contact for a reference who know you well (but are not related). One must have knowledge of your employed work and one must have first-hand experience of your work with children. You must have known these people for a minimum of two years.

Reference One:

Name:

Address:

Postcode:

Telephone Number:

Reference Two:

Important Information

Please be advised that this position be considered to involve substantial contact with children. Under the provisions of Exceptions Orders to the Rehabilitation of Offenders Act 1974, successful applicants will be asked to undertake an Enhanced Disclosure through the Criminal Records Bureau (CRB). An Enhanced Disclosure will contain information about criminal offences including convictions, cautions, reprimands and warnings. It will detail ALL previous convictions etc. including those usually regarded as “spent” under the Rehabilitation of Offenders Act 1974. This club has a policy on the recruitment of ex-offenders. A copy is attached. Having a criminal record will not necessarily bar you from working for [INSERT CLUB/ASSOCIATION NAME]. This will depend on the nature of the position and the circumstances and background of your offences.

Applicant Declaration

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

I agree to accept and work to English Lacrosse’s Safeguarding and Protecting Young People in Lacrosse Policy and Procedures and Code of Ethics and Behaviour.

SIGNED: _____ Date: _____

PRINT NAME: _____

For club use only:

Applicant successful? YES/NO • **References received?** YES/NO • **CRB disclosure check obtained through the English Lacrosse/TMG?** YES/NO

Please return this form to:

TEMPLATE 6

SELF DISCLOSURE FORM

English Lacrosse aims to promote equality of opportunity for all persons and welcomes applications from a wide range of candidates. All applicants are required to complete a Self-disclosure form on application for this job/role.

The position for which you have applied is an exempted occupation for the purpose of the Rehabilitation of Offenders Act 1974. All “spent” and “unspent” convictions must be declared. Having an “unspent” conviction will not necessarily impede your appointment within lacrosse*. This will depend on the circumstances and background to your offence in relation to the position you are applying for. Evaluation of information is based on strict confidentiality and discretion.

If you are successful with your application, under the provisions of Exceptions Orders to the Rehabilitation of Offenders Act 1974, you will be asked to undertake an Enhanced Disclosure through the Criminal Records Bureau (CRB). An Enhanced Disclosure will contain information about criminal offences including convictions, cautions, reprimands and warnings. It will detail ALL previous convictions etc. including those usually regarded as “spent” under the Rehabilitation of Offenders Act 1974.

*English Lacrosse has a policy on the recruitment of ex-offenders. A copy is available on request.

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

Yes

☐

No

☐

If yes, please supply details of any criminal convictions, cautions or warnings:

You are advised that under the provision of the Rehabilitation of Offenders Act 1975 (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 or young people?

Yes

☐

No

☐

If yes, please supply details:

3. Have you ever had a disciplinary sanction from any sports or other organisation is governing body relating to child abuse?

Yes

☐

No

☐

If yes, please supply details:

I understand that it is necessary for me to declare any information requested and that the role I have applied for involves access to young people. I hereby give my consent to English Lacrosse to conduct a Criminal Records Bureau (CRB) check if required.

Name:	
Date of Birth:	
Signature:	
Date:	

PLEASE RETURN TO:

Club Welfare Officer:

Address:

Please mark "Private and Confidential"

TEMPLATE 7

REFERENCE FORM FOR POSITIONS WORKING WITH YOUNG PEOPLE IN LACROSSE

Name of candidate:	Name of club/organisation:	Position applied for:

The above named person has expressed an interest in working as a volunteer with our club and has given your name as a referee. The post involves substantial access to children. As an organisation committed to the welfare of and protection of children, we are anxious to know if there is any reason at all to be concerned about this applicant being in contact with children or young people. If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance. Information will only be shared with the person assessing the candidate's suitability for the post, if he/she is offered the position in question. We would appreciate you being extremely candid, open and honest in your evaluation of this person.

1. How long have you known this person?

2. In what capacity?

3. Please comment on the above named person's suitability to work with children.

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

Protection is not just Equipment – Safeguarding the Lacrosse Community

	Poor	Average	Good	Very Good	Excellent
Responsibility					
Maturity					
Self-motivation					
Can motivate others					
Energy					
Trustworthiness					
Reliability					

5. This post involves substantial access to children. As an organisation committed to the welfare and protection of children, we are anxious to know if you consider the above named person poses any risk to the welfare of children or young people?

Yes ☐

No ☐

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

Signed:		Print Name:	
Organisation:		Position:	
Date:		Contact No:	

PLEASE RETURN TO:

Club Welfare Officer:

Address:

TEMPLATE 8

CONSENT FORM FOR THE TAKING AND USE OF PHOTOGRAPHIC AND RECORDED IMAGES OF YOUNG PEOPLE

This consent form applies for the lacrosse season [add season dates here]

This form is to be signed by the parent or legal guardian of a young person under the age of 18, together with the young person. Please note that if you have more than one young person under the age of 18 registered with the Club/County/Territory you will need to complete separate forms for each young person.

[INSERT CLUB/ASSOCIATION NAME] recognises the need to ensure the welfare and safety of all young people in lacrosse. As part of our commitment to ensure the safety of young people we will not permit photographs, recorded images or other images of young people to be taken or used without the consent of the parents and the young person.

[INSERT CLUB/ASSOCIATION NAME] will follow the guidance for the use of images of young people as detailed in [INSERT CLUB/ASSOCIATION NAME]'s Policy for the Taking and use of Photographic and Recorded Images of Young People and English Lacrosse's good practice guidance.

[INSERT CLUB/ASSOCIATION NAME] will take steps to ensure these images are used solely for the purposes they are intended, which is for coaching and the promotion and celebration of the activities of [INSERT CLUB/ASSOCIATION NAME].

If you become aware that these images are being used inappropriately, you should inform the Club/Organisation Welfare Officer immediately.

To be completed by parent/legal guardian

I _____ (parent/legal guardian full name) do/do not* consent to [INSERT CLUB/ASSOCIATION NAME] taking photographic or recorded images of _____ (name of young person). Under the stated rules and conditions and I confirm I have parental/legal responsibility for this young person and am entitled to give this consent. I also confirm that there are no restrictions related to taking photographic or recorded images.

Signature:

Date:

*Please delete as appropriate

To be completed by young person

I _____ (name of young person) do/do not* consent to [INSERT CLUB/ASSOCIATION NAME] taking photographic or recorded images of my involvement in lacrosse under the stated rules and conditions.

Signature:

Date:

*** Please delete as appropriate**

TEMPLATE 9

REGISTRATION FORM FOR THE USE OF PHOTOGRAPHIC OR RECORDED IMAGE EQUIPMENT AT LACROSSE EVENTS

This form should be completed by anyone wishing to take photographs or record images at any lacrosse event.

Title:	Surname:	First Name(s):

Home address:
POST CODE:

Daytime phone number:	Evening phone number:	Email address:

I wish to take photographs or record images during the course of the above event. I agree to abide by the guidelines laid down by English Lacrosse and confirm that the photographs or recorded images will only be used in an appropriate manner.

Please describe below how photographs or recorded images will be used:

--

I acknowledge that if it is deemed that any photographs or recorded images are used inappropriately, this may result in me being unable to use photographic equipment at lacrosse events in the future and/or disciplinary action.

Signed:		Print Name:	
Date:			

This form can be adapted to cover a specific time period / number of events, e.g. a season.

TEMPLATE 10

SAFEGUARDING REFERRAL FORM

Your club/organisation's name

--

Your details

First name:	Surname:	Position in club/organisation:

Home address:

POST CODE:

Daytime phone number:

Evening phone number:

Email address:

--	--	--

Young person's details

First name:	Surname:	Parent/legal guardian's name:

Date of birth:

Male or female:

--	--

Home address:

POST CODE:

Does the young person have a disability? If so, please give details:

	TICK		TICK
White British		Asian or Asian British – Pakistani	
White Irish		Asian or Asian British – Bangladeshi	
White Other		Asian or Asian British – Other	
Mixed – White and Black Caribbean		Black or Black British – Caribbean	
Mixed – White and Black African		Black or Black British – African	
Mixed – White and Asian		Black or Black British – Other	
Mixed – Other		Chinese	
Asian or Asian British - Indian		Other Ethnic Group	

Details of the accused/adult whose behaviour you have concerns about

First name:	Surname:	Position in sport (e.g. coach, official)

Home address:

POST CODE:

Phone number:

Date of birth:

Are you reporting your concerns or passing on those of somebody else? (please give details)

Please give a brief description of what has prompted these concerns

Please include dates, times, venue etc of any specific incidents

Have you spoken to the young person(s)?

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

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

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

What is the relationship between the young person and the accused?

Action taken so far

Please continue of a separate sheet if necessary

External agencies contacted so far

Organisation	Y/N	If yes, which?	Name & Number	Date & Time	Details of advice rec'd
English Lacrosse					
Police					
Children's Social Care Dept (Social Services)					
Other (e.g. NSPCC)					

Signed:		Print Name:	
Date:			

Remember to maintain confidentiality on a need to know basis. Only disclose information if it will protect the child. Do not discuss this incident with anyone other than those who need to know.

THIS FORM SHOULD BE RETURNED TO:

(Please mark your envelope **CONFIDENTIAL**), English Lacrosse Child Welfare Officer,
English Lacrosse, Belle Vue Athletics Centre, Pink Bank Lane, Manchester, M12 5GL

TEMPLATE 11

CLUB MEMBERSHIP FORM

Club Name:	
Membership Secretary name and contact details:	
Website address:	

PLEASE
ATTACH
PHOTO
HERE

All prospective members of [INSERT CLUB/ASSOCIATION NAME] are required to complete this registration form and return it with payment prior to selection for the league season. All details will be kept in a secure database with access restricted to authorised officers only.

20XX/XX Membership: Deadline for payment is [enter date] after which an additional £xxx admin fee will be due.
Please note: from [enter date] non-members will not be allowed to play club matches or attend training.

SECTION ONE: Member Contact Details

Title:	Surname:	First Name(s):

Date of birth:

Home address:
POSTCODE:

Daytime phone number:	Evening phone number:	Email address:

SECTION TWO: Membership type

Member Type	Description	Fee	Please Tick
Senior	Full Senior Membership (Match Fee = £)		
Youth/Student	Full time students and U18s playing Senior Matches (Match Fee = £)		
Junior	The Junior fee includes all Junior sessions from September to April plus Full junior membership.		
Social	For parents and friends.		

SECTION THREE: Member Information

Information in this section is optional and will be used for development purposes only

STUDENTS – What school/college or university do you attend?	
NON-STUDENTS – What is your occupation?	
Would you be interested in learning to coach and/or umpire? (Please state)	
Would you be interested in being a team manager or officer? (Please state)	
What skills do you have that could help develop the [INSERT CLUB/ASSOCIATION NAME]? (e.g. web design, accounting, printing)	

SECTION FOUR: Medical Information and Consent

(To be completed completed by PARENT or LEGAL GUARDIAN if under 18)

In case of emergency and as part of the [INSERT CLUB/ASSOCIATION NAME] responsibility to its membership, ALL members are required to complete this medical information form as accurately as possible. Details will be held securely with access restricted to authorised officers only.

Next of kin:	Relationship:	Mobile phone:

Doctor's name:	Surgery:	Doctor's phone number:

As far as you are aware, are you allergic to any medication? (Please state)	
Are you taking any regular medication? If so, for what reason?	
Do you have any long-term illnesses or injuries?	

DECLARATION: I consider [myself/my son/daughter]* to be physically fit and capable of full participation and agree to notify the [INSERT CLUB/ASSOCIATION NAME] of any changes to the medical information provided. Furthermore, in the event that of injury I give my permission (for myself/my son/daughter)* for the team managers/coaches appointed by [INSERT CLUB/ASSOCIATION NAME] to obtain emergency medical treatment.

Signed:	Date:	Relationship:

SECTION FIVE: Under 18 member consent (to be completed by PARENT or LEGAL GUARDIAN)

It is a requirement of [INSERT CLUB/ASSOCIATION NAME] policy that parental/legal guardian consent is provided for participation, transportation and photography. The [INSERT CLUB/ASSOCIATION NAME] Members Code of Conduct and Safeguarding and Protecting Young People Policy are available in the handbook. Please delete as appropriate where indicated by a * then sign and date at the bottom.

TRANSPORTATION: I consent to my son/daughter* travelling to venues for matches and training, in transport provided by the club, which may include travelling in other players' private cars.

PHOTOGRAPHY: In some environments, particularly adult competition it is impossible to control photography by external parties. However, I am aware that there may be times that photographs and/or footage may be taken during matches and training sessions by approved agents and/or officers of [INSERT CLUB/ASSOCIATION NAME]. Such images shall only be used for publicity/training purposes in accordance with the [INSERT CLUB/ASSOCIATION NAME] Safeguarding and Protecting Young People Policy and Photography Policy and I give consent for my son/ daughter to feature in such photos/images. I hereby only grant approved agents the right to use the images resulting from the photo/film shoots. This includes any reproductions or adaptations of the images for all general purposes, e.g. local newspapers, local magazines, other promotional articles (including flyers) and the club's website.

Signed:	Date:	Relationship:

SECTION SIX: Ethnicity and disability

Information in this section is optional and will be used for development purposes only

Ethnicity of club members

Please tick the box that best describes your ethnicity

	TICK		TICK
White British		Asian or Asian British – Pakistani	
White Irish		Asian or Asian British – Bangladeshi	
White Other		Asian or Asian British – Other	
Mixed – White and Black Caribbean		Black or Black British – Caribbean	
Mixed – White and Black African		Black or Black British – African	
Mixed – White and Asian		Black or Black British – Other	
Mixed – Other		Chinese	
Asian or Asian British - Indian		Other Ethnic Group	

	TICK		TICK
Deaf		Physical disability	
Visually Impaired		Learning disability	
Hearing Impaired		Multiple disability	

Please add any additional relevant information:

PLEASE RETURN THIS FORM, INCLUDING PAYMENT (CHEQUES PAYABLE TO [INSERT CLUB/ASSOCIATION NAME]) AND two PASSPORT SIZED PHOTOGRAPHS, TO THE MEMBERSHIP SECRETARY.

TEMPLATE 12

YOUNG PERSON'S GUIDE

What can I expect from the [INSERT CLUB/ASSOCIATION NAME]?

The [INSERT CLUB/ASSOCIATION NAME] will have:

A membership scheme

This will be explained to you when you arrive at the club.

You will receive information on how much this will cost, kit you will require, rules of the club, when training sessions are and match information.

Qualified coaches

The coaches understand and know how to help you play the best lacrosse you can.

Volunteers

Any adult working within the club will have been on training to ensure they know how to support and look after you.

The club will have a First Aider someone who is able to administer basic medical needs, Team Managers someone who manages the teams and a Welfare Office who manages your Child Protection needs. Make sure you know who these people are and introduce yourself to them.

Rules

The game of lacrosse has rules, which you will learn as you play.

The club has rules, which you will also learn. For example, one rule is that junior members are not allowed to smoke. These rules are there for your safety and are not to be broken.

Opportunities for you to play

There will be teams and squads of boys and girls your own age. You will get to know them and learn how to play lacrosse with them.

Matches and competitions

There will be a chance for you to train and play in your club team against other clubs.

Anti-bullying policy

This clearly states how the club will deal with any situations of bullying, either adult to young person or young person to young person.

Safeguarding and Protecting Young People Policies and Procedures

These provide the club with ways of ensuring that you are safe and enjoy your lacrosse.

Codes of Conduct and Behaviour

These clearly state how members must act towards you and support you. This includes coaches, volunteers, officials and parents.

What does the [INSERT CLUB/ASSOCIATION NAME] expect from me?

Code of Conduct

- They will give clear messages on how they expect you to behave.
- This may be in the form of a Code of Conduct.
- The Code of Conduct will clearly state what is OK and what is not OK. For example:
- Junior members are not permitted to smoke
- Junior members are not permitted to drink alcohol

Club Rules

Enter any relevant club rules here

Do not keep it to yourself!

You have the right to:

- Have fun when playing lacrosse
- Be safe when playing lacrosse
- Enjoy your lacrosse
- Make friends through lacrosse
- Be treated with respect by adults and other young people involved in lacrosse

Are you worried?

- My coach is bullying me
- Another adult at lacrosse is bullying me
- Another member of my team is bullying me
- One of the coaches or volunteers is threatening me
- An adult is making me do things which I know are wrong
- Someone is touching me and making me feel uncomfortable
- Someone is constantly teasing me, shouting at me or kicking and punching me
- Someone is making suggestive remarks or asking me to do things of a sexual nature
- Someone is acting in a way which makes me feel lonely, upset, unsafe or embarrassed

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If the answer is YES - Do not keep it to yourself – ask for help.

Who can I talk to?

Talk to your Welfare Officer.

ADD DETAILS OF WELFARE OFFICER –
NAME AND CONTACT NUMBER

It can sometimes be difficult to speak to an adult about how you are feeling.

- You might think that an adult will not understand
THEY WILL LISTEN
- You may think that they will not believe you
THEY WILL BELIEVE YOU
- You may be scared that they will tell other people who you do not want to know
THEY WILL ONLY TELL SOMEONE WHO CAN HELP
- You might think they have not got time to talk to you
THEY WILL ALWAYS MAKE TIME TO TALK

It is better to talk to someone

- Ignoring your worries or concerns could make them worse
- Talking to someone will begin to tackle your worries and concerns
- You only have to share information that you want to share
- Telling someone will begin to help you

What will happen if I talk to someone?

Your Welfare Officer will know what to do and how to help. They will be able to ensure that you are safe and they will believe you.

There are policies and procedures, which they will use. These provide information on who to contact, how to contact them and what they can do to help.

Confidentiality

The Welfare Officer cannot promise to keep the information you share a secret. However, they do have to keep it CONFIDENTIAL. This means that they will have to tell only the person/people who can help.

When you are talking to the Welfare Officer, ask them to explain who they need to speak to and why.

They may say one of the following:

English Lacrosse Lead Child Welfare Officer

They will know what to do if the behaviour of adult(s) towards you is upsetting you.

Talking to this person will begin to help the situation and ensure you can play lacrosse in a happy and safe environment.

Social Services or the Police in an emergency

Social Services or the police will be called if the Welfare Officer thinks you may come to more harm or are in danger. This is to help you and ensure you are safe.

Remember, your Child Welfare Officer is:

Name:

Phone Number:

Email: Address:







Alternative sources of help, advice and support

NSPCC	0808 800 5000	www.thereforeme.com	Support and advice for 12–16 year
Childline	0800 1111	www.childline.org.uk	Free helpline for children and young people
Kidscape	0207 730 3300	www.kidscape.org.uk	Support on bullying

TEMPLATE 13

BILL OF RIGHTS FOR YOUNG LACROSSE PLAYERS

English Lacrosse Bill of Rights for Young Lacrosse Players resulted from our Child Protection Policy where it was agreed that all lacrosse clubs would:

-  Accept that all young people regardless of age, gender disability, racial origin, religious beliefs and sexual orientation have a right to be protected from abuse.
-  Accept the moral and legal responsibilities to implement procedures to provide a duty of care for young people, safeguard their well-being and protect them from abuse
-  Respect and promote the rights, wishes and feelings of young people and disabled adults
-  Recruit, train and supervise its employees and volunteers to adopt best practice to safeguard and protect young people from abuse, and themselves against false allegations
-  Ensure that staff and volunteers adopt and abide by the ELA code of ethics and conduct and the child protection policy and procedures
-  Respond to any allegations quickly, appropriately and promptly implement the appropriate disciplinary and appeals procedures

We decided in order that the message was to get out to all our young players we would furnish them with a card approximately the size of a credit card that they could carry in their wallets. When the clubs register their teams at the beginning of the lacrosse season, we send out copies of the Bill of Rights to be distributed to all the junior members.

The above statements needed to be made more accessible for children so the following statements were agreed to go on the card.

ENGLISH LACROSSE BILL OF RIGHTS FOR YOUNG PLAYERS

- One:** Every young player has the right to participate in the sport of lacrosse
- Two:** Every young player has the right to be treated with respect and dignity by coaches, officials, volunteers and players
- Three:** Every young player has the right to report a designated adult any physical pain or emotional concerns with out fear or ridicule
- Four:** Every young player has the right to play in every game regardless of physical ability or the relative importance of the game
- Five:** Every young player has the right to play as a child, and be treated on a level appropriate with the emotional and physical maturity of the player's age
- Six:** Every young player has the right to participate in a safe and healthy environment and have access to proper medical treatment
- Seven:** Every young player has the right to be taught the fundamentals of lacrosse by a qualified adult leadership
- Eight:** Every young player has the right to have a coach who is more concerned with fun, social interaction and skill development than winning
- Nine:** Every young player has the right to have a coach who is supportive and patient, who takes time to work with each player, and allows the player to make mistakes.
- Ten:** Every young player has the right to have fun.

NSPCC: 0808 800 5000 : Childline: 08001111 : Kidscape: 02077303300

TEMPLATE 14

PARENT/LEGAL GUARDIAN GUIDE

These guidelines provide you with key information when selecting an opportunity for your child in lacrosse. They provide you with ideas of questions to ask, and ensure that both you and your child understand the way the [INSERT CLUB/ASSOCIATION NAME] works, and your roles and responsibilities.

What can we expect from the [INSERT CLUB/ASSOCIATION NAME]?

- A friendly welcome, an opportunity to meet new friends and to participate and watch lacrosse
- Opportunities for your child to have fun and develop their skills as much as they want to
- A safe environment
- Qualified coaches and responsible volunteers
- Relationships based on trust, honesty and respect where your child is valued and listened to
- Your child's welfare and safety is paramount
- Members will recognise your child's rights, whatever their age, gender, culture, ability, language, religious belief, racial origin, and/or sexual identity
- Opportunities for you to get involved
- Safeguarding and Protecting Young People Policy and Complaints Policy are available for you on request
- Clear lines of communication with you about your child, fixtures, training and events
- Appropriately trained to work with young people

What does the [INSERT CLUB/ASSOCIATION NAME] expect from my child?

There is a guide for young people, which details expectations, which include:

- Fair play
- Listening to the coaches
- Adherence to the young people's code of conduct and behaviour
- Adherence to the rules of the game and rules of [INSERT CLUB/ASSOCIATION NAME]

What does the [INSERT CLUB/ASSOCIATION NAME] expect from me?

They may expect you to....

- stay with your child when they are at the venue
- ensure that your child is dropped off and picked up promptly from the venue
- contact the organisers if you are running late to collect your child
- adhere to the rules of [INSERT CLUB/ASSOCIATION NAME]
- adhere to the codes of conduct, in particular the Parents' Code of Conduct
- accept the guidance that coaches provide and umpire's decisions within matches

- use appropriate language at all times
- stay off the pitch during training and matches
- never force your child to participate
- Provide emergency contact details and any relevant information about your child including medical history.

The [INSERT CLUB/ASSOCIATION NAME] would like you to:

- become involved as much as possible
- support the coaches by ensuring your child enjoys their lacrosse and plays within the rules of the game
- encourage fair play
- encourage your child to recognise good performance, not just results

Always check

- The qualifications and experience of the coaches
- That the ratio of adults to young people complies with English Lacrosse's guidance
- How young people are looked after if they are not playing
- That there are clear codes of conduct stating expected behaviour of members, players and coaches
- What happens if there is an accident?
- Is there a Safeguarding and Protecting Young People Policy in place?
- How are issues managed, e.g. bullying?
- The policy on recruitment and Criminal Records Bureau (CRB) checking adults working with young people
- Whom should my child or I speak to if we have a concern?

Questions to seek clarification

- My child has never played lacrosse before; can they come along and try out a couple of sessions?
- When is training?
- When are the matches?
- What kit do we need to buy?
- Are the coaches qualified?
- Are the adults helping with the teams checked and trained?
- Does my child have to share changing facilities with adult players?
- Do the club have social events?
- How much does it cost to be a member of the club?
- How are away matches organised?
- Is there a first aider on site?
- Is the club affiliated to English Lacrosse?
- Does the club hold accreditation e.g. Club Mark?

Communication

The [INSERT CLUB/ASSOCIATION NAME] will need to ensure they can contact you if required, so they should ask you for your contact details.

Please ensure that you build a relationship with the coach and support the [INSERT CLUB/ASSOCIATION NAME] by completing all paperwork required.

Communication is two-way. If you have any questions or concerns about your child's participation in lacrosse, please talk to his/her coach or organisation official.

What do I do if I am concerned about my child's safety, wellbeing or behaviour?

- Each club has a Welfare Officer. Ask to speak with them and explain your concerns
- All concerns will be taken seriously and investigated
- All concerns will be treated in the strictest confidence, with only the people who can help the situation becoming involved if required
- See English Lacrosse guidance on "Dealing with the concerns of children, young people and parents"

TEMPLATE 15

SAFEGUARDING AND PROTECTING YOUNG PEOPLE ACTION PLAN

[INSERT CLUB/ASSOCIATION NAME]

The Club will ensure that:	Standard met (Y/N)	Date of Completion	How is it monitored and reviewed?	Action
The Club has adopted English Lacrosse's Safeguarding and Protecting Young People in Lacrosse Policies				
The Club has recruited a Welfare Officer				
The Club has registered with English Lacrosse Criminal Records Bureau (CRB) checking service				
The Club has identified individuals who are working with young people and who require a CRB check and has a plan in place for these to be checked through English Lacrosse				
The Club has sent relevant people on a scUK "Safeguarding				

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and Protecting Young People in Sport (previously Good Practice and Child Protection) Workshop”				
The Club agrees to seek appropriate consents from players involved in the programme				
All coaches, players, staff and volunteers are aware of how to report a concern				
The policies and procedures are available to parents and young people upon request				

Please use the blank rows to add your own actions

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TEMPLATE 16

POLICY ON THE USE OF CRIMINAL RECORDS BUREAU (CRB) DISCLOSURES

Introduction

English Lacrosse is committed to creating and maintaining a safe and positive environment for all young people to participate in Lacrosse. It is important that people with a history of relevant and significant offending are prevented from contact with/responsibility for young people and do not have the opportunity to influence policies or practice in relation to them.

The use of Criminal Records Bureau (CRB) checks can assist with safeguarding young people in lacrosse at the point of recruitment. CRB checks can also be used retrospectively, where necessary, to assist with ensuring a safe and positive environment in lacrosse. Use of CRB checks will therefore form part of the assessment of a person's suitability to work with young people in lacrosse.

This policy should be read in conjunction with English Lacrosse's Recruitment and Retention Policy, English Lacrosse's Recruitment Policy for Ex-offenders and English Lacrosse's Policy on Secure Storage, Handling, Use, Retention and Disposal of CRB information.

Enhanced checks

An Enhanced disclosure will contain information about criminal offences including convictions, cautions, reprimands and warnings. It will detail ALL previous convictions etc. including those usually regarded as "spent" under the Rehabilitation of Offenders Act 1974 and 'Barring List' decisions.

Obligations

Everyone within [INDERT CLUB/ASSOCIATION NAME] must act in accordance with the general principles in English Lacrosse's general Safeguarding and Protecting Young People Policy and the principles set out in this policy for use of CRB checks.

In addition, [INDERT CLUB/ASSOCIATION NAME] adopts and implements a policy on:

- Use of CRB checks in accordance with the general principles in English Lacrosse's Safeguarding and Protecting Young People Policy, and in accordance with this Policy on the Use of CRB checks and supporting good practice guidance
- England Lacrosse Policy on the recruitment of ex-offenders
- England Lacrosse Policy on the secure storage, handling, use, retention and disposal of CRB information

How English Lacrosse can help

English Lacrosse is committed to supporting its affiliated clubs and associations to implement policies through the provision of appropriate access to education, training, and supporting documentation.

England Lacrosse's Umbrella Body for CRB checks is TMG. This means that TMG will facilitate CRB checks for all affiliated clubs and associations through the English Lacrosse/TMG CRB Service. English Lacrosse will provide advice to clubs where the CRB check reveals disclosed information and this must be followed. Clubs and associations should note that they would remain responsible for all other aspects of the recruitment process.

English Lacrosse is also committed to ensuring that concerns relating to the use of CRB checks in lacrosse are taken seriously and acted upon swiftly and appropriately. To achieve this, English Lacrosse has developed procedures for reporting concerns. English Lacrosse may refer concerns to the relevant statutory agencies instigate proceedings under its own Safeguarding and Protecting Young People Complaints and Disciplinary Regulations or refer the matter to a club or association for resolution as appropriate.

English Lacrosse may instigate proceedings under its Safeguarding and Protecting of Young People Complaints and Disciplinary Regulations where affiliated clubs and associations fail to adopt, implement or act in accordance with relevant policies. English Lacrosse may also require an individual against whom an investigation is proceeding under the Safeguarding and Protecting of Young People Complaints and Disciplinary Regulations, to undergo a CRB check as part of the investigation.

Principles

- [CLUB/ORGANISATION NAME] have an understanding of the use of CRB Checks in lacrosse and its relation to good practice in recruitment and retention of staff and volunteers, and know what English Lacrosse's policy is on CRB checks.
- In accordance with English Lacrosse's policy on recruitment, selection and retention of persons with access to young people, when recruiting to a position involving access to young people an Enhanced CRB check must be undertaken through English Lacrosse/TMG CRB Service. [CLUB/ORGANISATION NAME] will refer to the good practice guidance on recruitment for roles requiring a CRB check.
- In line with CRB policy and sports industry standard practice, [CLUB/ORGANISATION NAME] will not recognise CRB Checks obtained through organisations other than English Lacrosse.
- [CLUB/ORGANISATION NAME] will comply with the CRB Code of Practice. English Lacrosse will assist clubs in compliance through relevant documentation and good practice guidance. Copies of the CRB Code of Practice will be made available to clubs and associations.

- For a position where a CRB check will be required, all application forms, job adverts and related documents issued by affiliated clubs and associations must contain a statement that a check will be requested in the event of the individual being offered the position.
- Given the potentially sensitive nature of information contained on CRB checks, all those involved in the process must maintain confidentiality in accordance with the CRB Code of Practice. Breach of this condition may result in disciplinary action being taken in accordance with English Lacrosse's Safeguarding and Protecting of Young People Complaints and Disciplinary Regulations.
- Should a CRB disclosure reveal any history of offending, English Lacrosse would assess whether the offences are relevant and significant. All decisions taken will be in the best interests of young people and will balance the relevance and significance of the offence and rehabilitation of the offender in relation to the role they are undertaking. English Lacrosse will advise the individual and the club or organisation of the outcome of this assessment process. This advice **MUST BE** followed.
- English Lacrosse will ensure that all those involved in the process of decision making regarding the relevance of CRB disclosed information would be trained to identify and assess the relevance and circumstances of offences. They should also have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- Having a criminal record will not necessarily bar an individual from working or volunteering in lacrosse. This will depend on the nature of the position and the circumstances and background of their offences. Factors that may be taken into account would include:
 - Whether the information received is relevant to the position they are applying for in relation to working with young people
 - The seriousness of any offence or other matter
 - The age of the person at the time of the offence
 - The age of the victim involved and whether the offence was violent or sexual in nature
 - The length of time since the offence or other matter occurred
 - Whether the applicant has a pattern of offending behaviour or other relevant matters
 - Whether the offences involved a breach of trust
 - Whether the applicant's circumstances have changed since the offending behaviour or other relevant matters
 - The circumstances surrounding the offence and the explanations offered

All decisions will be made in good faith whilst recognising that the welfare of young people remains paramount.

- English Lacrosse will work with other relevant organisations to ensure that decisions are made according to best practice in the use of evidence and research in this field.
- On receipt of CRB information regarding significant and relevant offending or other matters, English Lacrosse may initiate proceedings under its Safeguarding Young People Complaints and Disciplinary Regulations.
- Any information provided to English Lacrosse by the CRB will be accepted as correct. Any dispute regarding information contained on a CRB check should be referred by the individual directly to the CRB.

Further information on the CRB and their services can be obtained from the CRB website at www.crb.gov.uk

English Lacrosse will make this policy available in other formats on request.