

Safeguarding and Child Protection Policy

"BiSHA Hockey Ltd are committed to safeguarding and promoting the welfare of children and young people and expect all volunteers and members to share this commitment. All volunteers and members responsible for our young people will be subject to DBS - Disclosure and Barring Service checks along with other relevant checks."

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1. Child Protection Policy

1.1 Introduction

Everyone who participates in Skater Hockey is entitled to do so in an enjoyable and safe environment. The British Inline Skater Hockey Association (BiSHA), the member clubs and affiliated organisations have a moral and legal obligation to ensure that, when given responsibility for children and young people they are provided with the highest possible standard of care.

BiSHA is committed to devising and implementing policies so that everyone in sport understands their responsibilities to safeguard children from harm and abuse. This means to follow procedures to protect children and report any concerns about their welfare to appropriate authorities.

The aim of the policy is to promote good practice when providing children and young people with appropriate safety/protection whilst in the care of BiSHA, its member clubs and affiliated organisations to allow, coaches, officials, staff, and volunteers to make informed and confident responses to specific child protection issues.

A child/young person is defined as a person under the age of 18 (Children's Act 2004)

1.2 Policy Statement

BiSHA believes that the welfare of children and young people is everyone's responsibility. We believe that all of us have a part to play in looking after the children and young people who come to our organisation and member clubs, and that this is both a moral and a legal obligation as the Children Act 2004 indicates that anyone who has the care of a child should:

Do what is reasonable in all circumstances for the purpose of safeguarding or promoting the child's welfare. BiSHA is committed to the following:

- The welfare of the child or young person is paramount.
- All children, whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity should be able to participate in Skater Hockey in a fun and safe environment.
- Taking all reasonable steps to protect children from harm, discrimination, and degrading treatment and to respect their rights, wishes and feelings.
- All suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately.

- All BiSHA employees, volunteers, coaches, officials, and members who work with children and young people will be recruited on their suitability for that responsibility and will be provided with guidance and/or training in good practice and child protection procedures.
- Working in partnership with parents and children is essential for the protection of children.
- Everyone in the sport should see and discuss this, policy.

1.3 Monitor and review the policy and procedures

The implementation of procedures should be regularly monitored and reviewed. The Safeguarding and child protection officer should regularly report progress, challenges, difficulties, achievements gaps and areas where changes are required to the management committee.

The policy should be reviewed every 3 years or whenever there is a major change in the organisation or in relevant legislation.

2 Promoting Good Practice

2.1 Introduction

To provide children with the best possible experience and opportunities in Skater hockey everyone must operate within an accepted ethical framework such as The Coaches Code of Conduct (Appendix 4). It is not always easy to distinguish poor practice from abuse. It is therefore NOT the responsibility of employees or participants in Skater Hockey to make judgements about whether abuse is taking place. It is however their responsibility to identify poor practice and possible abuse and act if they have concerns about the welfare of the child, as explained in section 4.

2.2 Good Practice

All coaches, managers, officials, volunteers, parents/carers, should adhere to the following principles and action:

- Always work in an open environment (e.g., avoiding private or unobserved situations and encouraging open communication with no secrets).
- Make the experience of skater hockey fun and enjoyable: promote fairness, challenge, and deal with bullying.

- Treat all young people equally and with respect and dignity.
- Always put the welfare of the young person first, before winning.
- Maintain a safe and appropriate distance with players (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them)
- Avoid unnecessary physical contact with children or young people. Where any form of manual/physical support is required, it should be provided openly and with the consent of the child or young person.
- Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the child or young person's consent has been given.
- Involve parents/carers wherever possible, e.g. where children or young people need to be supervised in changing rooms, encourage parents to take responsibility for their own child. If groups have to be supervised in changing rooms always ensure parents, coaches etc work in pairs
- Request written parental consent if club officials are required to transport young people in their cars.
- Gain written parental consent for any significant travel arrangements e.g. overnight stays
- Ensure that if mixed teams are taken away, they should always be accompanied by a male and female member of staff.
- Ensure that at away events adults should not enter a young person's room or invite young people to their rooms.
- Be an excellent role model, this includes not smoking or drinking alcohol in the company of young people.
- Always give enthusiastic and constructive feedback rather than negative criticism.
- Recognise the developmental needs and capacity of the young person. Do not risk sacrificing welfare for club or personal achievements. This means avoiding excessive training or competition and not pushing them against their will.
- Secure written parental consent for the club to act in the place of parent/s 'loco parentis', to give permission for the administration of emergency first aid or other medical treatment if the need arises.
- Keep a written record of any injury that occurs, along with details of any treatment given.

2.3 Poor Practice

The following are regarded as poor practice and should be avoided by all coaches, managers, officials, volunteers, parents/carers:

- Unnecessarily spending excessive amounts of time alone with young people away from others.
- Taking young people alone in a car on journeys, however short.
- Taking young people to your home where they will be alone with you.
- Sharing a room with a young person.
- Engaging in rough, physical, or sexually provocative games, including horseplay.
- Allow or engage in inappropriate touching of any form.
- Allowing young people to use inappropriate language unchallenged.
- Making sexually suggestive comments to a young person, even in fun.
- Reducing a young person to tears as a form of control.
- Allow allegations made by a young person to go unchallenged, unrecorded, or not acted upon.
- Do things of a personal nature that the young person can do for themselves.

When a case arises where it is impractical/impossible to avoid certain situation e.g., transporting a young person in your car, the tasks should only be carried out with the full understanding and consent of the parent/care and the young person involved.

If during your care you accidentally hurt a young person, the young person seems distressed in any manner, appears to be sexually aroused by your actions and/or if the young person misunderstands or misinterprets something you have done, report any such incidents as soon as possible to another colleague and make a written note of it. Parents should also be informed of the incident.

3 Defining Abuse

3.1 Introduction

Child abuse is any form of physical, emotional, or sexual mistreatment or lack of care that leads to injury or harm. It commonly occurs within a relationship of trust or responsibility and is an abuse of power or a breach of trust. Any individual may abuse or neglect a young person directly or may be responsible for abuse because they fail to prevent another person harming the young person.

Abuse in all its forms can affect children and young people at any age. The effects can be so damaging that if not treated and may follow the individual into adulthood. Young people with disabilities may be at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation, and a powerlessness to protect themselves or adequately communicate that abuse had occurred.

3.2 Types of Abuse

Physical Abuse: where adults physically hurt or injure a young person e.g., hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, drowning. Giving young people alcohol or inappropriate drugs would also constitute child abuse.

This category of abuse can also include when a parent/carer reports non-existent symptoms or illness deliberately causes ill health in a young person they are looking after. This is called Munchausen's syndrome by proxy.

In a sports situation, physical abuse may occur when the nature and intensity of training disregard the capacity of the child's immature and growing body.

Many sports, by their nature, require a degree of physical contact between adults and children. Physical contact can be used appropriately to instruct, encourage, protect, or comfort. The aims of guidelines relating to physical contact are to provide adults and children with appropriate contexts for contact. Physical contact between adults and children should only be used when appropriate and with the aim is to:

- Develop sports skills or techniques.
- Treat an injury.
- Prevent an injury.
- Meet the requirements of the sport.

Physical contact should:

- **Not** involve touching inappropriate areas of the body.
- Meet the need of the child and not the need of the adult.
- Be fully explained to the child and except for an emergency, permission should be sought.
- **Not** take place in secret or out of sight of others.
- Records of injuries should be fully recorded, and the parents /guardian should be told when contact has been used.

Emotional Abuse: the persistent emotional ill treatment of a young person, likely to cause severe and lasting adverse effects on the child's emotional development. It may involve telling a young person they are useless, worthless, unloved, inadequate, or valued in terms of only meeting the needs of another person. It may feature expectations of children or young people that are not appropriate to their age or development. It may cause a young person to be frightened or in danger by being constantly shouted at, threatened, or taunted which may make the young person frightened or withdrawn.

Ill treatment of children, whatever form it takes, will always feature a degree of emotional abuse.

Emotional abuse in sport may occur when the young person is constantly criticised, given negative feedback, expected to perform at levels that are above their capability. Other forms of emotional abuse could take the form of name calling and bullying.

Bullying may come from another young person or an adult. Bullying is defined as deliberate hurtful behaviour, usually repeated over a period, where it is difficult for those bullied to defend themselves. There are three main types of bullying.

It may be physical (e.g., hitting, kicking, slapping), verbal (e.g., racist, or homophobic remarks, name calling, graffiti, threats, abusive text messages), emotional (e.g., tormenting, ridiculing, humiliating, ignoring, isolating from the group), or sexual (e.g., unwanted physical contact or abusive comments).

In sport bullying may arise when a parent or coach pushes the young person too hard to succeed, or a rival athlete or official uses bullying behaviour.

Neglect occurs when adults fail to meet the young person's basic physical and/or psychological needs, to an extent that is likely to result in serious impairment of the child's health or development. For example, failing to provide adequate food, shelter, and clothing, failing to protect from physical harm or danger, or failing to ensure access to appropriate medical care or treatment.

Refusal to give love, affection and attention can also be a form of neglect.

Neglect in sport could occur when a coach does not keep the young person safe or exposes them to undue cold/heat or unnecessary risk of injury.

Sexual Abuse occurs when adults (male and female) use children to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, and fondling. Showing young people pornography or talking to them in a sexually explicit manner are also forms of sexual abuse.

In sport, activities which might involve physical contact with young people could potentially create situations where sexual abuse may go unnoticed. Also, the power of the coach over young athletes, if misused, may lead to abusive situations developing.

3.3 Indicators of Abuse

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. Most people are not experts in such recognition, but indications that a child is being abused may include one or more of the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.

- An injury for which an explanation seems inconsistent.
- The young person describes what appears to be an abusive act involving them.
- Another young person or adult expresses concern about the welfare of a young person.
- Unexplained changes in a young person's behaviour e.g., becoming very upset, quiet, withdrawn, or displaying sudden outbursts of temper.
- Inappropriate sexual awareness.
- Engaging in sexually explicit behaviour.
- Distrust of adult's, particularly those whom a close relationship would normally be expected.
- Difficulty in making friends.
- Being prevented from socialising with others.
- Displaying variations in eating patterns including overeating or loss of appetite.
- Losing weight for no apparent reason.
- Becoming increasingly dirty or unkempt.

Signs of bullying include:

- Behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go training or competitions.
- An unexplained drop off in performance.
- Physical signs such as stomach aches, headaches, difficulty in sleeping, bed wetting, scratching, and bruising, damaged clothes, bingeing e.g., on food, alcohol, or cigarettes.
- A shortage of money or frequent loss of possessions.

It must be recognised that the above list is not exhaustive, but also that the presence of one or more of the indications is not proof that abuse is taking place. It is **NOT** the responsibility of those working in BiSHA, a member club or associated organisation to decide that child abuse is occurring. It **IS** their responsibility to act on any concerns.

4. Use of Photographic/Filming Equipment at Sporting Events

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young people. All clubs should be vigilant, and any concerns should be reported to the Club safeguarding officer.

All parents and performers should be made aware when coaches use video equipment as a coaching aid.

5. Responding to Suspicions and Allegations

5.1 Introduction

It is not the responsibility of anyone working in BiSHA, a member club or associated organisation to decide whether child abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities so that they can then make inquiries and take necessary action to protect the young person. This applies **BOTH** to allegations/suspicions of abuse occurring within BiSHA, a member club or associated organisation and to allegations/suspicions that abuse is taking place elsewhere.

This section explains how to respond to allegations/suspicions.

5.2 Receiving Evidence of Possible Abuse

We may become aware of possible abuse in various ways. We may see it happening, we may suspect it happening because of signs such as those listed in section 3 of this document, it may be reported to us by someone else or directly by the young person affected.

In the last of these cases, it is particularly important to respond appropriately. If a child or young person says or indicates that they are being abused, you should:

- **Stay calm** so as not to frighten the young person.
- **Reassure** the child that they are not to blame and that it was right to tell.
- **Listen** to the child, showing that you are taking them seriously.
- **Keep questions to a minimum** so that there is a clear and accurate understanding of what has been said. The law is very strict and child abuse cases have been dismissed where it is felt that

the child has been led or words and ideas have been suggested during questioning. Only ask questions to clarify.

- **Inform** the child that you have to inform other people about what they have told you. Tell the child this is to help stop the abuse continuing.
- **Safety of the child** is paramount. If the child needs urgent medical attention call an ambulance, inform the doctors of the concern, and ensure they are made aware that this is a child protection issue.
- **Record** all information.
- **Report** the incident to the BISHA and clubs Safeguarding and Child Protection Officer or BISHA board member.

Social Services and Police have statutory duties under the Children Act. If you contact the Police/Social Services directly to report a concern, then please ensure you also advise BISHA Safeguarding and Child Protection Officer or BISHA board member. Child Protection is about putting in place the best possible practices and procedures, that will protect not only the child or young person but also the adult. If you require any further support or guidance relating to children and young people, please contact the BISHA Safeguarding and Child Protection Officer.

In all cases if you are not sure what to do you can gain help from NSPCC 24-hour help line Tel No: 0800 800 5000

<https://www.nspcc.org.uk/about-us/contact-us/>

help@nspcc.org.uk

5.3 Recording Information

To ensure that information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern. In recording you should confine yourself to the facts and distinguish what is your personal knowledge and what others have told you. Do not include your own opinions.

Information should include the following:

the child's name, age, and date of birth
 the child's home address and telephone number
 whether or not the person making the report is expressing their concern or someone else's
 the nature of the allegation, including dates, times, and any other relevant information
 a description of any visible bruising or injury, location, size etc. Also, any indirect signs, such as behavioural changes
 details of witnesses to the incidents
 the child's account, if it can be given, of what has happened and how any bruising/injuries occurred
 have the parents been contacted? If so, what has been said?
 has anyone else been consulted? If so, record details
 has anyone been alleged to be the abuser? Record detail

Please refer to Appendix 3 for template incident report form.

5.4 Reporting the Concern

All suspicions and allegations **MUST** be reported appropriately. It is recognised that strong emotions can be aroused particularly in cases where sexual abuse is suspected or where there is misplaced loyalty to a colleague. It is important to understand these feelings but not allow them to interfere with your judgement about any action to take.

BISHA expects its, employees, volunteers, coaches, officials, and members who work with children and young people to discuss any concerns they may have about the welfare of a child **immediately with the person** in charge and subsequently to check that appropriate action has been taken.

If the nominated club child protection officer is not available you should take responsibility and seek advice from the NSPCC helpline as above in section 5.2, the duty officer at your local social services department or the police. Telephone numbers can be found in your local directory.

Where there is a complaint against an employee or volunteer, there may be three types of investigation.

- **Criminal** in which case the police are immediately involved.
- **Child protection** in which case the social services (and possibly) the police will be involved.
- **Disciplinary or misconduct** in which case BISHA, the member club or the associated organisation will be involved.

As mentioned previously in this document BISHA are not child protection experts and it is not their responsibility to determine whether abuse has taken place. All suspicions and allegations must be shared with professional agencies that are responsible for child protection.

Please refer to Appendix 5 for useful contacts.

Social services have a legal responsibility under The Children Act 2004 to investigate all child protection referrals by talking to the child and family (where appropriate), gathering information from other people who know the child and making inquiries jointly with the police.

NB: If there is any doubt, you must report the incident: it may be just one or a series of other incidences which together cause concern.

Any suspicion that a child has been abused by an employee, volunteer, coach, official or member should be reported to BISHA and the member club who will take appropriate steps to ensure the safety of the child in question and any other child who may be at risk. This will include the following:

- BISHA and member club will refer the matter to social services department.
- The parent/carer of the child will be contacted as soon as possible following advice from the social services department.
- The chairperson of your organisation should be notified to decide who will deal with any media inquiries and implement any immediate disciplinary proceedings.
- The club safeguarding and child protection officer should also notify the relevant sport governing body.

- If the Club safeguarding and child protection officer is the subject of the suspicion/allegation the report must be made to the appropriate manager who will refer the matter to social services.

Allegations of abuse are sometimes made sometime after the event. Where such allegation is made, you should follow the same procedures and have the matter reported to social services. This is because other children in the sport or outside it may be at risk from the alleged abuser. Anyone who has a previous conviction for offences related to abuse against children is automatically excluded from working with children.

5.5 Concerns outside the immediate Sporting Environment (e.g., a parent or carer)

- Report your concerns to the Club safeguarding and child protection officer.
- If the Club safeguarding and child protection officer is not available, the person being told or discovering the abuse should contact their local social services department or the police immediately.
- Social Services and the Club safeguarding, and child protection officer will decide how to inform the parents/carers.
- The Club safeguarding and child protection officer should also report the incident to the BiSHA as the Governing Body.
- The Governing Body should ascertain whether the person/s involved in the incident play a role in the organisation and act accordingly.
- Maintain confidentiality on a need-to-know basis.

5.6 Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need-to-know basis only. This includes the following people:

- The Club safeguarding and child protection Officer
- The parents of the child
- The person making the allegation.
- Social Services/police
- The BiSHA Safeguarding and Child Protection Officer.
- The alleged abuser (and parents if the alleged abuser is a child)

Seek social services advice on who should approach the alleged abuser.

All information should be stored in a secure place with limited access to designated people, in line with data protection laws.

5.7 Internal Inquiries and Suspension

- The BiSHA Safeguarding and Child Protection Officer will make an immediate decision about whether any individual accused of abuse should be suspended pending further police and social services inquiries.
- Irrespective of the findings of the social services or police inquiries the BiSHA Disciplinary Committee will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision; especially where there is insufficient evidence to uphold any action by the police. In such cases the BiSHA Disciplinary Committee must reach a decision based upon the available information which could suggest that on the balance of probability, it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout.

6 Recruiting and Selecting Personnel with Children

6.1 Introduction

It is important that all reasonable steps are taken to prevent unsuitable people from working with children. This applies equally to paid staff and volunteers, both full and part time. To ensure unsuitable people are prevented from working with children the following steps should be taken when recruiting.

6.2 Controlling Access to Children

- All staff and volunteers should complete an application form. The application form will elicit information about the applicants past and a self disclosure about any criminal record.
- Consent should be obtained from the applicant to seek information from the Disclosure and Barring Service (DBS).
- Two confidential references, ideally one regarding previous work with children should be obtained. These references **MUST** be taken up and confirmed through telephone contact.
- Evidence of identity (passport or driving licence with photo)

6.3 Interview and Induction

All employees and volunteers will be required to undertake an interview carried out to acceptable protocol and recommendations. All employees and volunteers should receive formal or informal induction during which:

- A check should be made that the application form has been completed in full, including sections on criminal records and self-disclosures.
- Their qualifications should be substantiated.
- The job requirements and responsibilities should be clarified.
- They should sign up to the organisation's Code of Ethics and Conduct **please refer to Appendix 4**
- Child Protection Procedures are explained, and training needs identified e.g. basic child protection awareness

6.4 Training

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

- Analyse their own practice against what is deemed good practice, and to ensure their practice is likely to protect them from false allegations.
- Recognise their responsibilities and report any concerns about suspected poor practice and/or abuse.
- Respond to concerns expressed by a child.
- Work safely and effectively with children.

BISHA requires:

- All staff and volunteers who have access to children to undergo a Disclosure and Barring Service (DBS) check.
- All employees, volunteers, coaches, safeguarding and child protection officers and team managers to undertake relevant child protection training or undertake a form of home study, to ensure their practice is exemplary and to facilitate the development of positive culture towards good practice and child protection.
- All staff and volunteers to receive advisory information outlining good/bad practice and informing them what to do if they have concerns about the behaviour of an adult towards a young person.
- All coaches, trainee coaches and leaders should have an up to date first aid qualification.

7. Declaration

On behalf of **BISHA** we, the undersigned, will oversee the implementation of the Child Protection Policy and take all necessary steps to ensure it is adhered to.

Signed:

(n.b. One of the signatories should be the safeguarding and child protection Officer)

Name:

Name:

Position within [BISHA]:

Position within [BISHA]:

Date:

Date:

8. List of Appendices

- Appendix 1: BiSHA Policy Statement
- Appendix 2: BiSHA Suspension Policy
- Appendix 3: Incident Reporting Form
- Appendix 4: Coaches & Officials Code of Conduct
- Appendix 5: Useful Contacts
- Appendix 6: Anti Bullying Policy

Appendix 1: Protecting Children and Young People from abuse Policy Statement

The British Inline Skater Hockey Association is committed to creating and maintaining the safest possible environment for children and young people to play and participate in the sport of skater hockey.

BISHA is committed to

- The welfare of the children and young people which is paramount.
- All children, whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity should be able to participate in Skater Hockey in a fun and safe environment.
- Taking all reasonable steps to protect children from harm, discrimination, and degrading treatment and to respect their rights, wishes and feelings.
- All suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately.
- All BISHA employees, volunteers, coaches, officials, and members who work with children will be recruited about their suitability for that responsibility and will be provided with guidance and/or training in good practice and child protection procedures.
- Working in partnership with parents and children is essential for the protection of children.
- Everyone in the sport should see and discuss this, Policy.

BISHA Child Protection Officer: Steven Dickinson BISHA CEO (pending SG&CP officer)

Telephone number: 07590599572

Signed:

SD Dickinson

Appendix 2: Child Protection BISHA suspension policy/procedure

Where an allegation is made against a member or volunteer, BISHA will work on the principle that individuals are innocent until proven guilty. However, to protect both the individual and the association, a period of suspension will follow allegation, whilst an investigation is carried out.

Where suspension is necessary, the following procedure will apply:

An allegation/s reported to the association will be dealt with and investigated by the BISHA child protection and safeguarding officer, and where appropriate or deemed necessary, be referred to the appropriate external authority.

To ensure the utmost confidentiality, the circumstances will only be reported / circulated to the BISHA Safeguarding and Child Protection Officer, BISHA General Secretary, BISHA Chairperson and BISHA Board.

All relevant paperwork will be distributed to the above members of the organisation.

When an allegation is made against a member of the association which amounts to a breach of the BISHA Safeguarding and Child Protection Policy, the matter will be referred to the relevant authority to investigate. A meeting will be held at which time the allegation and suspension will be made known to him/her and put in writing. The individual will not be asked to comment on the allegations.

Whilst suspended, individuals will be advised not to have contact with any other member of the association, apart from those carrying out the investigation.

The BISHA Safeguarding and Child Protection Officer will do his/her utmost to keep the member up to date on the progress of the investigation.

BISHA reserves the right to inform its clubs/regions and other relevant bodies that a member is suspended from duty, pending the outcome of an investigation into his/her conduct.

Appendix 3: Incident Reporting Form

Name of complainant:

Age

Gender:

Address:

Tel No:

Type of incident. (Physical, Emotional, Sexual, Neglect, Bullying or other) Please state:

Details of incident

Date: Time: Place: Other information:

Who is suggested as being the perpetrator ? (Manager, Coach, Player, Official, Spectator, Staff member, I

Was the incident reported to any of the following? (Police, Centre Management, Club Official, Parents, So
Please state:

Signature:

Print name:

Position in club:

Appendix 4: BiSHA Coaches Code of Conduct

All BiSHA coaches must:

1. Equally respect the rights, dignity and worth of every young person they coach, and the people associated with those young person/s and the team/s.
2. Place the wellbeing and safety of the young person above the development of performance.
3. They should follow all guidelines laid down by BiSHA and have appropriate insurance.
4. Develop an appropriate working relationship with participants, especially young people based upon mutual trust and respect.
5. Not exert undue influence to obtain personal benefit or reward.
6. Encourage and guide participants to accept responsibility for their own behaviour.
7. Should hold up to date nationally recognised BiSHA qualifications.
8. Ensure the activities they direct, or advocate are appropriate for the age, maturity, experience, and ability of the individual.
9. Should cooperate fully with other specialists e.g., other coaches, officials, sports scientists, doctors, physiotherapists in the best interest of the children and young person they coach.
10. Always promote the positive aspects of their sport e.g., fair play and never condone rule violations or use of prohibited substances.
11. Should not be under the influence of drink, drugs, or any substance.
12. Consistently display high standards of behaviour and appearance.
13. Report any concerns with the area of welfare, safeguarding and child protection in confidence without delay, to the BiSHA Safeguarding and Child Protection Officer.
14. At no time make comment to the media or any other external body unless sanctioned by BiSHA.
15. Do what is reasonable in all circumstances for the purpose of safeguarding or promoting the child's welfare.

In the event of an allegation of improper behaviour being made, the personal conduct and professional behaviour of the adult will be very important evidence. For child abuse to take place, particularly sexual abuse, the young person, and adult/s will generally be alone and away from public view. The best practice is to avoid all situations in which behaviour cannot be observed.

Safeguarding and Child Protection is about putting in place the best possible practices and procedures, this will protect not only the young person but also the adult. If you require any further support or guidance relating to children and young persons please contact the BiSHA Safeguarding and Child Protection Officer.

Appendix 5: Useful Contacts

NSPCC Child Protection Helpline

Email: help@nspcc.org.uk

Tele: 0808 800 5000

Website: [NSPCC Helpline | NSPCC](#)

Childline UK

Tele: 0800 1111

Website: [Childline | Childline](#)

UK Coaching

Email: communication@ukcoaching.org

Tele: 0113 274 4802

Website: <https://www.ukcoaching.org/>

Appendix 6: Anti-Bullying Policy

Bullying is not easy to define, it can take many forms and is usually repeated over a period of time. The three main types of bullying are: physical (e.g., hitting, kicking), verbal (e.g., racist remarks, threats, name calling), emotional (e.g., isolating an individual from activities). They will include:

- Deliberate hostility and aggression towards the victim
- A victim who is weaker than the bully or bullies
- An outcome which is always painful and distressing for the victim

Bullying behaviour may also include:

- Other forms of violence
- Sarcasm, spreading rumours, persistent teasing, or theft.
- Tormenting, ridiculing, humiliation
- Racist taunts, graffiti, gestures
- Unwanted physical contact or abusive/offensive comments of a sexual nature
- Unwanted texts and e-mails

Emotional and verbal bullying is more likely; however, it is more difficult to cope with or prove. It is of paramount importance that all clubs develop their own anti bullying policy to which all its members, coaches and players, staff, volunteers, and parents subscribe to accept.

Every club should be prepared to:

- Take any problems seriously.
- Take immediate action.
- Investigate any incidents.
- Talk to bullies and victims separately.

Decide on appropriate action, such as:

- Obtain an apology from the bully/ies to the victim.
- Inform parents of the bully/ies
- Insist bullies compensate the victim.
- Hold discreet club discussion with required adult members.
- Provide support for the coaches of the victims.

BISHA takes all allegation of bullying very seriously.

Safeguarding and child protection is about putting in place the best possible practices and procedures, this will protect not only the young person but also the adult. If you require any further support or guidance relating to children and young persons please contact the BISHA Safeguarding and Child Protection Officer.