



**BRISTOL SONICS**  
**BASKETBALL CLUB**

**SAFEGUARDING**  
**POLICY**

UPDATED SEPT 2024

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The following are available as separate documents:

## GUIDANCE AND GOOD PRACTICE

1. Recruitment of staff and volunteers  
<https://www.basketballengland.co.uk/media/3306/safe-recruitment-guidance-cpsu.pdf>
2. DBS disclosures and ISA registration  
<https://www.basketballengland.co.uk/safeguarding/dbs-checks/>
3. Guidelines for the Use of Photography  
<https://www.basketballengland.co.uk/media/12169/photography-video-guidance-june2019.pdf>
4. Parent-Coach relationship  
<https://www.basketballengland.co.uk/media/4300/coach-and-parent-conflicts.pdf>
5. Overnight trips Travel checklists  
<https://www.basketballengland.co.uk/media/7147/overnight-trips-toolkit-may-2018.pdf>

**8. Managing Challenging Behaviour**

<https://www.basketballengland.co.uk/media/4301/managing-challenging-behaviour-guidelines.pdf>

**9. Anti-bullying**

<https://www.basketballengland.co.uk/media/6181/anti-bullying-charter-july-2018.pdf>

**10. Electronic Communication**

<https://www.basketballengland.co.uk/media/4698/electronc-communications-guidance-cpsu.pdf>

**11. Good practice when working with schools**

<https://www.basketballengland.co.uk/media/4322/good-practice-for-linking-with-schools.pdf>

**12. Physical Contact**

<https://www.basketballengland.co.uk/media/4298/physical-contact-young-people-in-sport-jan-2015.pdf>

**13. Case Management (Process identified below)**

<https://www.basketballengland.co.uk/media/7089/case-management-policy-june-2018.pdf>

**14. Code of Ethics and Conduct**

<https://www.basketballengland.co.uk/media/12171/code-of-ethics-and-conduct-april-2020.pdf>

**15. Latest Guidelines (KCSIE 2024)**

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

## RESOURCES

Available at: <https://www.basketballengland.co.uk/safeguarding/guidance-templates/>

1. Template Referral form
2. Template Accident form
3. Template Internal disciplinary process
4. Template Anti-bullying policy
5. Template Club Welcome pack (To be developed)
6. Template Player consent
7. Template Event photography consent
8. Template Application form
9. Template Reference form
10. Template Self Disclosure form
11. Templates club policies – such Child Protection, Code of Ethics & Conduct etc.

# INTRODUCTION

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

**Daniel Edozie, Bristol Sonics Director**

All individuals involved in basketball under the jurisdiction of Basketball England at every level, including players, match officials, coaches, administrators, club officials and spectators agree to abide by all Basketball England policies and procedures. By participating or being involved in basketball, everyone is deemed to accept and agree to these policies which are available through the Basketball England website or on request.

This policy is mandatory for the game as a whole and provides guidelines to everyone in basketball, whether working in a professional or voluntary capacity. It is recognised that child abuse is a very emotive and difficult subject; however everyone in basketball has a duty of care towards young and vulnerable people and can help to protect them from abuse.

Basketball England’s approach to child protection is based on the principles recognised within UK and International legislation and Government guidance. The following has been taken into consideration:

- The Safeguarding Vulnerable Groups Act 2006
- The Children Act 1989 and 2004
- The Protection of Children Act 1999
- Working Together to Safeguard Children 2018
- Every Child Matters 2004
- No Secrets – Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse 2000
- Care Act 2014
- The Human Rights Act 1998
- UN Convention for the Rights of a Child (1989)
- Data Protection Act 2018
- FIBA Internal Regulations Book 1, 124-127.

## ACKNOWLEDGEMENTS

This document is based upon Basketball England's previous version of the 'Child Protection Policy & Procedures (Safeguarding Children, Young People & Vulnerable Adults) 2005 which drew from the Child Protection Policy and Implementation Procedures by Sportscoach UK. Basketball England would also like to thank the NSPCC Child Protection in Sport Unit.

## ABBREVIATION/DEFINITIONS

**CWO** – Club Welfare Officer

**CPSU** – Child Protection in Sport Unit

**DBS** – Disclosure and Barring Service

**LADO** – Local Authority Designated Officer

**NSPCC** – National Society for the Prevention of Cruelty to Children

# Bristol Sonics | Policy Statement

**IN THE DOCUMENT THE TERM 'PARENT' WILL BE USED BUT ALSO REFERS TO PERSONS WITH PARENTAL RESPONSIBILITY. 'STAFF' REFERS TO ANYONE IN A PAID OR VOLUNTARY ROLE IN BASKETBALL.**

Every person involved in basketball has a legal and moral responsibility to protect young people from abuse and neglect. All individuals including players, match officials, coaches, administrators, club officials and spectators agree to abide by this policy as well as all other Basketball England policies. All such individuals, by participating or being involved in Basketball under the jurisdiction of Basketball England, are deemed to have assented to this and as such, recognise and accept their responsibility to be aware of the relevant principles and accountabilities.

## RESPONSIBILITIES

All Basketball England affiliates will:

- Accept the moral and legal responsibility to implement procedures to provide a duty of care for young people, safeguard their wellbeing and protect them from abuse and neglect
- Respect and promote the rights, wishes and feelings of young people
- Recognise that some young people could face additional barriers to getting help because of additional vulnerabilities which could include their ethnicity, gender, age, religion, disability, sexual orientation, social background or culture
- Ensure they adopt best practice to safeguard and protect young people from abuse, and to reduce the likelihood of allegations being made against themselves
- Accept and abide by the Safeguarding Policy and Procedures and the Basketball England Code of Ethics and Conduct as well as all other policies and procedures
- Respond appropriately to any complaints about poor practice, neglect or allegations of abuse.

## KEY PRINCIPLES

**The guidance given in the procedures is based on the following principles:**

- Bristol Sonics is committed to ensuring that all children who take part in HOB basketball activities are able to have fun and participate in an environment that keeps them safe from harm
- The child's welfare is paramount
- All young people, regardless of any protected characteristic including their age, gender, ability, any disability they may have, culture, racial origin, religious belief and sexual identity have the right to protection from abuse
- A child is recognised as being under the age of 18 years (Children's Act 1989 definition)
- An adult has a moral and statutory duty for the care, custody and control of any person under the age of 18 under their supervision
- All incidents of poor practice or suspicions of poor practice and allegations of neglect or abuse will be taken seriously and responded to swiftly and appropriately
- All young people have a right to play the game of basketball in an enjoyable and safe environment
- Young people have a right to expect appropriate support in accordance with their personal and social development with regard to their involvement in the game of basketball
- It is the responsibility of the child protection experts and agencies to determine whether or not abuse has taken place but it is everyone's responsibility to report any concerns
- In accordance with Working Together 2018, Basketball England and all associated organisations must be proactive in sharing information as early as possible to help identify, assess and respond to risks or concerns about the safety and welfare of children.
- Confidentiality will be maintained appropriately at all times and the child's safety and welfare must be the overriding consideration when making decisions on whether or not to share information about them
- All safeguarding concerns reported will be conducted fairly and in accordance with principles of natural justice. Investigations and outcomes will be fair and proportionate.
- Children or young people should be given the opportunity to attend and contribute to meetings where appropriate. Should they not attend or not wish to attend, their wishes, thoughts and feelings should still be shared where appropriate.

Working in partnership with children, their parents and other agencies is essential for safeguarding. Basketball England recognises the statutory responsibilities of the appropriate bodies such as Children's Social Care services, the Police, the Local Authority Designated Officers (LADO) and the Safeguarding Partners (SP) to ensure the welfare of children.

**All those involved in the management of young participants in basketball have a duty to ensure they are:**

- Allowed access to the game in a way that is appropriate for their age and ability
- Coached and trained by appropriately qualified people
- Not required to play in so many games, or to attend training sessions, as to become a threat to their well-being
- Not subjected to verbal or racial abuse from any source, especially from the bench and spectator gallery, including references to height, weight etc.
- Not subjected to bullying, threats or undue pressure from any source
- Encouraged to achieve their full potential at all levels
- Instructed on how to behave, both on and off the court
- Afforded respect and value in a playing and training situation and any other basketball environment.

## EQUALITY

All young people and participants have the same rights to be safeguarded from abuse, but it should be recognised that some children may face additional vulnerabilities and extra barriers to getting help. This could be because of their personal characteristics such as race, gender, age, religion, disability, sexual orientation, social background or culture. There should be awareness that these characteristics may mean that they are at greater risk of abuse because of factors such as prejudice, discrimination, reduced ability to resist or report abuse, communication barriers or myths based on stereotypes.

# PROMOTING GOOD PRACTICE

- Child abuse, particularly sexual abuse, can generate strong emotions in those having to deal with such an allegation. It is important to understand these feelings and not allow them to interfere with your judgement about what action to take. Neglect or abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them.
- A teacher, coach or club volunteer may have regular contact with young people and be an important link in identifying cases where protection is needed. All suspected cases of poor practice, neglect or alleged abuse should be reported following the guidelines in this document. When a person enters a club having been subjected to neglect or abuse outside the sporting environment, sport can play a crucial role in improving the person's self-esteem. In such instances the club must work with the appropriate agencies to ensure the young person receives the required support.
- All personnel should be encouraged to demonstrate exemplary behaviour in order to protect young people and to protect themselves from allegations. The relevant sections of the Basketball England Code of Ethics and Conduct should be studied. In addition, the following are common sense examples of good practice and how to create a positive culture when working in basketball:
  - always putting the welfare of each young person first, before winning or achieving goals;
  - always working in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment with no secrets);
  - building balanced relationships based on mutual trust which empowers young people to share in the decision-making process;
  - making sport fun, enjoyable and promoting fair play;
  - giving enthusiastic and constructive feedback rather than negative criticism;
  - treating all young people equally and with respect and dignity;
  - maintaining a safe and appropriate distance both emotionally and physically (e.g. it is not appropriate for an adult to have an intimate relationship with a young person or vulnerable adult or to share a room with them);
  - keeping up to date with the technical skills, qualifications and insurance in sport;
  - ensuring that if mixed teams are taken away, they should always be accompanied by male and female staff and sited where possible in different accommodation or on different floors within the accommodation;
  - ensuring that at tournaments or residential events, adults should not enter children's rooms or invite children into their rooms unless in an emergency. If an adult is working in a supervisory capacity, they should only enter children's rooms when accompanied by another adult. A written account should be kept of the reasons for doing so;
  - being an excellent role model - this includes not smoking or drinking alcohol whilst supervising children and promoting a healthy diet;
  - recognising the developmental needs and capacity of children – avoiding excessive training or competition and not pushing them against their will;
  - securing parental consent in writing to act in loco parentis, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment;
  - keeping a written record of any injury that occurs, along with the details of any treatment given, which is then reported to the parents at the first opportunity.



## DATA PROTECTION

When we receive information that raises concerns about a child, decisions need to be made about information sharing. Bristol Sonics assesses what information needs to be shared in accordance with the Government guidance, Information sharing advice for safeguarding practitioners, which describes the '7 Golden Rules' of information sharing:

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

Part of the decision-making process will include consideration about who to share information with. This could include:

- Statutory organisations – the Police and/or Children's Services must be informed about child protection concerns; The Safeguarding and Compliance Team at Basketball England should be consulted where there are concerns about someone in a position of trust or a concern about a child.
- Disclosure & Barring Service – must be informed of any concerns about someone who is working with children who is suspended or expelled from the organisation.
- Other clubs and other sports organisations – informing other organisations need to be considered according to the principles below in order that they can safeguard children in their care who may be at risk of harm.
- Individuals within the organisation – this will be decided on the basis of who needs to know what information in order to keep children safe.

## SUPERVISION AND STAFF RATIOS

It is important to ensure that, in planning and running training sessions, fixtures or events for children and young people whether in 1:1's or groups, consideration is given to providing an appropriate staffing/supervision ratio of adults to participants.

Benefits include:

- minimising any risks to participants
- enhancing the benefits children draw from the activity
- reassuring parents/carers
- providing some protection for those responsible for providing, funding or commissioning the activity in the event of concerns or incidents arising.

### Key Considerations:

Due to the number of potential variables, it is not possible to recommend "one size fits all" guidance to cover all basketball, mentoring or coaching activities involving children and young people. There are, however, a number of key considerations that are recommended as good practice:

#### 1. What makes an individual suitable to supervise children?

It is the responsibility of those commissioning, planning or providing sessions/activities to ensure the suitability of those running the activity.

This includes:

- Being appropriately qualified for their role and the activity
- Being subject to a safe recruitment process, including criminal records checks for eligible roles
- Having insurance appropriate to their activity
- Signing up to comply with a code of practice
- Understanding their responsibility to safeguard children

#### 2. What factors inform appropriate supervision levels?

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 impacting on the availability of one of the adults during the activity (e.g. in the event of one participant requiring the attention of an adult during the activity following an accident).

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:

- Ages of children
- Additional supervision/support needs of some or all participants (for example due to disability or age)
- Competence/experience of participants for the specific activity

- Nature of the venue - whether closed (e.g. sports hall) or open (e.g. outdoor games areas); private and exclusive to the group or open and accessible to the public); and what types of equipment children may have access to.

### 3. Recommended Minimum Supervision Ratios

While the risk assessment may well indicate the need for an enhanced level of supervision and staffing for a particular event, the following table shows recommended adult to child ratios. These are based on Ofsted guidelines.

Remember that regardless of the overall ratio, a minimum of two supervisors is recommended. Child/Young person's age	Number of Adults	Number of Children
0 – 2	1	3
2 – 3	1	4
4 – 8	1	6
9 – 12	2	8
13 – 18	2	10

### 4. Under 18s as Supervisors/Coaches

Participants aged under 17 should not be included in staffing ratios even if they have coaching qualifications. A person cannot become a qualified Level 1 coach until they are 16 years old, and it is expected that the person leading the session will be at least Level 2 qualified (for which you have to be 18 years old). Young people can become involved in coaching but they should be assisting qualified coaches and not delivering sessions until they are appropriately qualified.

### 5. Parents as Supervisors

Parents should be encouraged to accompany their children to activities, but they should not be included in supervision calculations unless they are members of the club and acting in a volunteering role or other capacity during the activity. In these circumstances, they should meet all appropriate requirements in terms of;

- appropriate background checks;
- clarity about their role and responsibilities;
- who has overall responsibility for the group;
- what is acceptable practice.

## PHOTOGRAPHY AND VIDEO

Bristol Sonics is committed to ensuring young people are protected from the inappropriate use of their images. No images should be taken at junior games, training, events or educational settings without the necessary consent being obtained first including consent as to how the images will be used, especially if this is on websites and in other publications. There is also a need to ensure the opposition have obtained consent from parents and are then able to give consent for images to be taken.

There is no intention to prevent coaches using video as a legitimate coaching aid, but players and their parents should be aware that this is part of the coaching programme and informed consent should be gained in writing, with care taken in the storing of such images. Clubs/Teams (as Data Processors) are legally bound to follow General Data Protection Regulation (GDPR) legislation.

Please see the photography and video guidance for further information.

## MANAGING CHALLENGING BEHAVIOUR

Staff/volunteers who deliver sports activities to children may, on occasions, be required to deal with a child's challenging behaviour. These guidelines aim to promote good practice and to encourage a proactive response to supporting children to manage their own behaviour. They suggest some strategies and sanctions which can be used and also identify unacceptable sanctions or interventions which must never be used by staff or volunteers.

These guidelines are based on the following principles:

- The welfare of the child is the paramount consideration.
- All those involved in activities (including children, coaches/volunteers and parents/carers) should be provided with clear guidelines about required standards of conduct, and the organisation/club's process for responding to behaviour that is deemed unacceptable.
- Children must never be subject to any treatment that is harmful, abusive, humiliating or degrading.

## Expectations

Bring appropriate equipment and footwear for the purpose of the sessions

Demonstrate good sportsmanship and manners by example and encourage the same conduct from fellow players and peers

View playing basketball as an opportunity to learn and have fun but also take learning seriously

Remain respectful at all times towards teammates, mentors, coaches, and staff members

Never argue or complain about a decision that's made

Do not engage in teasing or bullying of any kind, this includes social media

Focus on doing your best

No mobile phones are to be used during any of the sessions

Accept accountability and take responsibility for your actions

Give 100% effort, try your best, and work hard through failure

Written consent is gathered by both parents and young people/pupils/attendees for expectations of positive outcomes. Failure to meet expectations can result in termination of session(s).

## APPROPRIATELY QUALIFIED AND VETTED

It is essential that all people working or volunteering with young people are appropriately recruited. Clubs should develop a safe recruitment process based on the Basketball England guidance to include procedures such as checking documents to confirm the person's identity, obtaining references and conducting an interview if possible. For all roles which are eligible, an enhanced DBS disclosure should be completed.

It is essential that those working with young people are appropriately experienced or mentored/supervised until they have gained experience. People in any role at a club which involves working/volunteering with young people should undertake regular safeguarding training to refresh and update their knowledge. Coaches working with young people must hold appropriate coaching qualifications and must be proactive in safeguarding by taking responsibility for familiarising themselves with any relevant guidance, policies or procedures. It is mandatory for all licensed Coaches and Bench personnel of junior teams who are eligible for a DBS disclosure to hold a valid and satisfactory DBS disclosure, complete regular Safeguarding Training and complete a Self-Declaration form.

# RECOGNITION OF POOR PRACTICE AND POSSIBLE ABUSE

Staff and volunteers in basketball are not expected to be experts at recognition of child abuse or neglect. However, they do have a responsibility to act if they have any concerns about the behaviour of someone (an adult or young person) towards a child and to follow the reporting procedures in this document.

## POOR PRACTICE

Allegations may relate to poor practice where an adult's or another young person's behaviour is inappropriate and may be causing concern/harm to a child. In the application of this policy, poor practice includes any behaviour bringing the game into disrepute of a child protection nature or contravening any Basketball England policy or guidance, infringing an individuals' rights and/or is a failure to fulfil the highest standards of care.

### Examples of poor practice:

- Use of excessive, physical or humiliating punishments;
- Failure to act when you witness possible abuse or bullying;
- Being unaware of or breaching any Basketball England policy such as the Code of Ethics and Conduct;
- Spending excessive amounts of time alone with young people away from others;
- Inviting or allowing young people into your home where they will be alone with you;
- Engaging in rough, physical or sexually provocative activity, including horseplay;
- Allowing or engage in any form of inappropriate touching;
- Allowing young people to use inappropriate language unchallenged;
- Making sexually suggestive comments even in fun;
- Reducing a person to tears as a form of control;
- Allowing allegations made by a young person to go unchallenged, unrecorded or not acted upon;
- Doing things of a personal nature for young people that they can do for themselves;
- Sharing a bedroom with a young person you are not related to, even with parental permission;
- Failing to meet the basic needs of children such as not allowing them to hydrate or not adhering to risk assessments put in place for their safety.

**If any of the following incidents occur, you should report them immediately to another colleague**

**and make a written note of the event. Parents should also be informed of the incident:**

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

Please refer to the template Accident Form; <https://www.basketballengland.co.uk/about/policies-procedures/guidance-templates/>

## ABUSE

Somebody may abuse a young person by inflicting harm, or by failing to act to prevent harm. Young people may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger.

The effects of abuse can be extremely damaging and if untreated, they may follow a person into adulthood.

For example, a person who has been abused as a child may find it difficult or impossible to maintain stable, trusting relationships, become involved with drugs or prostitution or attempt suicide.

## TYPES OF ABUSE

There are four main types of abuse; Physical, Emotional, Sexual Abuse and Neglect. In addition, there are other less common types of abuse, and issues affecting young people which are important to be aware of in the context of the sport.

The following definitions have been adapted from Working Together 2018.

Physical abuse	A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. Examples of physical abuse in basketball may be when the nature and intensity of training and competition exceeds the capacity of the young person's immature and growing body or where drugs are used to enhance performance.
Emotional abuse	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 a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone. Emotional abuse in basketball may occur if young people are subjected to constant criticism, name-calling, and sarcasm, bullying or unrealistic pressure to perform to high expectations consistently.

Sexual abuse	<p>Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. In sport, coaching techniques, which involve physical contact could potentially create situations where sexual abuse may go unnoticed. The power of the coach over young performers, if misused, may also lead to abusive situations developing.</p>
Neglect	<p>The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: a. provide adequate food, clothing and shelter (including exclusion from home or abandonment) b. protect a child from physical and emotional harm or danger c. ensure adequate supervision (including the use of inadequate caregivers) d. ensure access to appropriate medical care or treatment It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. Neglect in sport could include a teacher or coach not ensuring young people were safe, exposing them to undue cold, heat or to unnecessary risk of injury.</p>
Extremism	<p>Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society. Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist.</p>
Child sexual exploitation	<p>Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.</p>
Bullying and Cyberbullying	<p>Bullying is behaviour that hurts someone else. It includes name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere - at school, at home or online. It's usually repeated over a long period of time and can hurt a child both physically and emotionally.</p>



Female Genital Mutilation (FGM)	<p>FGM is when a female's genitals are deliberately altered or removed for non-medical reasons. It's also known as 'female circumcision' or 'cutting', but has many other names.</p> <p>FGM is a form of child abuse. It's dangerous and a criminal offence in the UK.</p>
Self-Harm	<p>Self-harm can take lots of physical forms, including cutting, burning, bruising, scratching, hair-pulling, poisoning and overdosing.</p> <p>There are many reasons why children and young people try to hurt themselves. And once they start, it can become a compulsion. That's why it's so important to spot it as soon as possible and do everything you can to help.</p> <p>Self-harm isn't usually a suicide attempt or a cry for attention. Instead, it's often a way for young people to release overwhelming emotions. It's a way of coping. So, whatever the reason, it should be taken seriously. The NSPCC provide more guidance on this area.</p>

## YOUNG PEOPLE WITH DISABILITIES

In respect of disabled young people, additional forms of abuse can occur:

Psychological Abuse	Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.
Financial or Material Abuse	Including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
Neglect and Acts of Omission	Including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
Discriminatory Abuse	Including racist, sexist, that based on a person's disability or other protected personal characteristic as defined in the Equality Act 2010, as well as other forms of harassment, slurs or similar unfair treatment.

## INDICATORS OF ABUSE

Indications that a young person may be being abused include 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 the explanation seems inconsistent;
- The young person describes what appears to be an abusive act involving him/her;
- Someone else (a young person or adult) expresses concern about the welfare of another;
- Unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper);
- Inappropriate sexual awareness;
- Engaging in sexually explicit behaviour;
- Distrust of adults, particularly those with whom a close relationship would normally be expected;
- Has difficulty in making friends;
- Is prevented from socialising with other young people;
- Displays variations in eating patterns including overeating or loss of appetite;
- Sudden weight change;
- Becomes increasingly dirty or unkempt.

It should be recognised that this list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place. A good working relationship with parent/guardians will help to identify any concerns that a young person may be experiencing, e.g. family bereavement which could cause some of the changes listed above. However, you must be aware that in some cases, informing the person with parental responsibility may put the child at risk of harm and in many instances, referral to the club Welfare Officer is the most appropriate course of action.

**Remember it is not the responsibility of those working in basketball to decide if child abuse is occurring but it is their responsibility to act on any concerns by reporting them.**

## ADDITIONAL VULNERABILITIES

Some children and young people can be at increased risk of neglect and or abuse. Many factors can contribute to an increase in risk, including prejudice and discrimination, isolation, social exclusion, social deprivation, children who have experienced adverse childhood experiences, those with communication issues and reluctance on the part of some adults to accept that abuse happens, or who have a high level of tolerance in respect of neglect.

Special consideration and attention should be given to children who are:

- Disabled or have special educational needs
- Looked After Children (i.e. those in care, or those who have experienced being in care)
- Living in a known domestic abuse situation or chaotic or dysfunctional household
- Affected by known parental substance misuse or parental criminality
- Asylum seekers

- Living away from home
- Vulnerable to being bullied, or engaging in bullying
- Living in temporary accommodation
- Living transient lifestyles
- Living in neglectful and unsupportive home situations
- Vulnerable to discrimination and maltreatment on the grounds of race, ethnicity, religion or sexuality
- Involved directly or indirectly in child sexual exploitation and trafficking for sexual, domestic servitude or criminal exploitation
- Do not have English as a first language
- Talented and elite athletes

The presence of these factors does not mean that child abuse or neglect will occur, but staff should use their professional judgement to assess their significance in a particular child and they should be considered alongside any concerning factors.

Training courses are available on Basketball England's website to enable staff to familiarise themselves with wider contextual challenges being faced by young people, the courses are detailed under 'Continual Professional Development on the website here; <https://www.basketballengland.co.uk/safeguarding/safeguarding-training-research/>

## **E SAFETY**

Children and young people may expose themselves to danger, whether knowingly or unknowingly when using the internet and other technologies. Additionally, some young people may find themselves involved in activities which are inappropriate, or possibly illegal through social networking sites etc including 'cyber-bullying'. Young people who send naked or inappropriate photos of themselves to other people are actually sending indecent images of children and therefore committing a criminal offence. Although a lot of young people may see taking, sharing or receiving images as harmless, this can have a long-term lasting effect including blackmail, bullying, emotional distress and presents an opportunity for grooming and non-contact abuse to take place.

Where possible we should educate young people in the appropriate behaviours to enable them to remain both safe and legal when using the internet and related technologies.

Staff must ensure they adhere to the guidance outlined in the Basketball England Appropriate Communication and Social Media guidance. The guidance is in place to protect children and those working with children.

<https://www.basketballengland.co.uk/about/policies-procedures/guidance-templates/>

Links to further support;

<https://www.net-aware.org.uk/>

<https://www.ceop.police.uk/safety-centre/>

# REPORTING PROCEDURES

Reporting procedures are explained in this policy; 1. For reporting concerns in basketball and 2. concerns outside of basketball. If you are unsure which applies, please contact the Basketball England Safeguarding Team for advice.

## HOW TO RESPOND TO A CONCERN OR ALLEGATION RAISED BY A CHILD

**If you witness or become concerned about someone's behaviour, or someone tells you they or another person is being or has been abused you should:**

- Stop and listen
- React calmly so as not to frighten or deter the child or person reporting the concern;
- Listen carefully and take what they say seriously;
- Keep the questioning to a minimum- you can ask clarifying open questions to gather important information that will assist you in assessing the immediate risk to a child. By using TED (Tell, Explain, Describe) questions you will not contaminate possible evidence;
- Tell them they are not to blame and that they are right to tell;
- Reassure them and explain you have to share what they have said. Clarify what you will do next and who you will need to share this information with. This could include the police or statutory agencies, if you are concerned about their immediate safety, or the Club Welfare Officer and Basketball England's Safeguarding Manager;
- It is not for you to decide if abuse has taken place but to report the concerns;
- Write down everything said (in their words as far as possible) and what was done – accuracy and detail is important. Where appropriate, record on a body map the location of any bruises, cuts or abrasions
- Be aware that that medical or criminal evidence might be required
- If someone is talking about non-recent abuse, act at all times as if you believe what they are saying is true

Take action to immediately safeguard the child or children. This may include seeking medical attention, contacting Children's Social Care or the Police. You must contact your Club Welfare Officer, who in turn must contact Basketball England's Safeguarding Manager who will provide further advice. If they are not immediately available, then you should contact your local Children's Social Care, LADO or Police without delay. If you are concerned about the immediate safety of someone, call 999. Expert advice can also be provided by the NSPCC Helpline on 0808 800 5000. You must clarify on the incident form whether the person, or a staff member or volunteer has contacted a relevant outside agency using the Incident Report Form.

## ACTIONS TO AVOID

**The person receiving the disclosure should not:**

- panic or allow their shock to show;
- ask questions other than to clarify that you have enough information to act;
- speculate or make assumptions;

- make promises or agree to keep secrets;
- make negative comments about the alleged abuser;
- approach the alleged abuser;
- discuss the allegations with anyone who does not have a need to know;
- take sole responsibility;
- delay in reporting the concerns.

It should be noted that not all young people are able to express themselves verbally. Communication difficulties may mean that it is hard for them to explain or be understood. Sometimes it is difficult to distinguish the signs of abuse from the symptoms of some disabilities or conditions, in relation to the nature of an individual's impairment. However, the welfare of the child is paramount and where there are concerns about the safety of a young person, record what has been observed in detail and follow the procedures to report these concerns.

## RECORDS AND INFORMATION

Information passed to the Children's Social Care or the Police must be as helpful and comprehensive as possible, hence the necessity for making a detailed record at the time of the disclosure/concern. Ideally this information should be compiled utilising the Incident Referral Form which can be found; <https://www.basketballengland.co.uk/safeguarding/guidance-templates/>

### Information which may be required at the referrals stage:

#### Young person/Complainant

- Name/age/gender/disabilities/ethnicity/address/details of parents/agencies already working with the family/relationship between them and the person under consideration.

#### Person under Consideration

- Name/Date of Birth/gender/address/position in sport and occupation etc;
- Any other allegations/previous incidents.
- If known, it is useful to advise statutory agencies about whether the person has their own children and when the person under consideration will next be at a club/event.

#### Primary Evidence

- Facts from the person making the allegation including dates/times/venue/witness details;
- Records with dates, including any documents such as emails;
- Has anyone else been informed or is anyone else already involved in the investigation.

Reporting the matter to the Police or Children's Social Care department should not be delayed by attempts to obtain more information. Wherever possible, referrals telephoned to Children's Social Care should be confirmed in writing within 24 hours. A record should also be made of the name and designation of the Children's Social Care member of staff or Police officer to whom the concerns were passed, together with the time and date of the call, in case any follow up is needed.

A copy of this information should also be sent directly to the Basketball England Safeguarding

Manager, within 24 hours and a copy should be retained by the Club Welfare Officer and stored in a secure place.

## CONFIDENTIALITY

Where a child is considered to be at risk of harm, consent to share concerns with appropriate agencies is not required.

It is considered good practice to discuss any actions with the parent/carer/legal guardian **but should not be done** when this may place the child at risk of further harm or there are suspicions of Fabricated Induced Illness. If in doubt contact the Safeguarding Team at Basketball England.

Information should be stored in a secure place with limited access to designated people. Every effort should be made to ensure that confidentiality is maintained with information shared on a 'need to know' basis only within organisations, in line with the 7 Golden Rules for Information Sharing; See Page 10.

## PROCEDURES

It is acknowledged that the suggestion that a child has/is being abused can evoke strong emotions. It can be very difficult to hear suspicions or allegations but it is important that concerns are acted on. There are different procedures set out for reporting concerns about behaviour within basketball and another for concerns outside of basketball.

It is not for you to decide if abuse has taken place but to report the concerns. It is helpful if an incident referral form is completed as this sets out the sort of information which is useful. You should be careful to report as much detail as possible but avoid hearsay or assumptions.

Basketball England's Safeguarding Team are available Monday – Friday to assist with cases at all levels.

The Basketball England Case Management Group (CMG) will decide if it is appropriate and/or possible to protect the identity of the complainant, although it should be noted that in some cases this may be apparent or necessary. If a complainant is particularly concerned about their name being disclosed this should be discussed when making the referral. Where possible, those who have provided information will be informed about the progress and conclusion of the investigation.

## SUSPENSION

If a case is judged to be potentially serious poor practice, neglect or abuse, the CMG may decide to take the neutral act of temporarily suspending the individual, without prejudice pending further investigations. Following a Children's Social Care or Police investigation, Basketball England will assess the available information to decide whether the individual can be reinstated to their role in basketball. This may be a difficult decision; particularly where there is insufficient evidence for the Police to act or obtain a conviction. In such cases, the CMG must reach a decision based upon the available information which could suggest that on a balance of probability; it is more likely than not that the person poses a risk. The CMG may decide that an individual should undertake a wide range of actions including but not limited to; putting risk assessments in place for individuals, compulsory training, verbal warnings, written warnings, restrictions on member's activities, temporary or permanent suspensions from the sport.

## APPEALS

The appeals procedure is available to anyone under investigation as part of natural justice. Anyone wishing to appeal against decisions by the Basketball England Case Management Group must do so in writing, to be received by Bristol Sonics within the specified period of the original decision being made.

## MONITORING AND EVALUATION

To be conducted at the close of the case to see if changes need to be made to policies/ procedures or lessons can be learnt. All involved in a case are able to offer feedback so procedures can be continually improved.

## SUPPORT TO DEAL WITH THE AFTERMATH

Consideration should be given as to whether any support may be appropriate to young people and others effected such as parents and members of staff. Use of helplines, support groups and meetings will maintain an open culture and help the healing process. Thought should also be given to what support may be appropriate for the person under consideration. See the list of essential contacts for expert organisations.

## ACTION TO TAKE REGARDING ALLEGATIONS OUTSIDE BASKETBALL

If a young person informs you directly that he/she is being abused or describes abusive behaviour outside the basketball environment (i.e. at home or some other setting outside of basketball) **OR** through your own observations or through a third party you become aware of possible abuse outside the basketball environment you must **REACT IMMEDIATELY**.

- If you have an immediate safeguarding concern such as if a crime has been committed or believe a child to be at risk of immediate harm, contact the Police and/or Children's Social Care.
- Ensure the safety of the young person - if they need immediate medical treatment, take them to hospital or call an ambulance, inform doctors of concerns and ensure they are aware it is a child protection issue;
- If possible, contact the Club Welfare Officer or Basketball England's Safeguarding Manager immediately who will follow the reporting procedures detailed below. If **unavailable or cannot be contacted**, to avoid delay the person that has concerns should follow the procedures.

## REPORTING PROCEDURES

- Seek advice immediately from the local Children's Social Care or the police who will advise on the action to be taken, including advice on discussing with parents. Expert advice can also be provided by the NSPCC Helpline on 0808 800 5000 or Childline on 0800 1111;
- Make a full and factual record of events utilising the Incident Referral Form and forward a copy of the recorded information, as directed by the Children's Social Care and/or Police, and also to the Basketball England Safeguarding Manager. If not already involved, contact the Club Welfare Officer as soon as immediately.

## Procedures for Reporting Members of Staff or Organisation

Concern about a member of staff or a volunteer working with children

If a professional receives an allegation or has a concern about the behaviour of a member of staff working or volunteering with children and that concern may amount to:

- a) behaved or may have behaved in a way that has harmed a child, or may have harmed a child
- b) committed or may have committed a criminal offence against or related to a child
- c) behaved or may have behaved towards a child or children in a way that indicates they may pose a risk of harm to children
- d) behaved or may have behaved in a way that indicates they may not be suitable to work with children

### Report the concerns

Report the concern to the Designated Safeguarding Lead or most senior person not implicated in the allegation.

### Completion of written record

Complete a written record of the nature and circumstances surrounding the concern, including any previous concerns. Include where the concern came from and give brief details only.

Seek advice before proceeding – Initial Discussion

Always contact the Local Authority Designated Officer (LADO) for advice prior to investigating the allegation. This is because it might meet the criminal threshold and so your investigation could interfere with a police or social care investigation

Local Authority Designated Officer (LADO) – Tel: 0117 903 7795 – Email: [LADO@bristol.gov.uk](mailto:LADO@bristol.gov.uk)

Complete the LADO referral form within one working day of becoming aware of the allegation

The LADO will offer advice on any immediate action required and will assist with employment and safeguarding issues

### Allegations Management Process

If, after your Initial Discussion with the LADO, it is agreed that the allegation meets the criteria, a multi-agency meeting may be convened and you will be invited. This might result in a criminal investigation, a social care investigation and/or an investigation to inform whether disciplinary action is required.

If it is agreed that the allegation does not meet the criteria, the LADO will record the Initial Discussion.

Any further action will be taken within your setting if necessary.

### Further action

Further meetings might be required and these will be convened by the LADO, with your input at all times. Further information on the Allegations Management process can be found in the government document Working Together to Safeguard Children 2018 and the South West Child Protection Procedures



# ESSENTIAL CONTACTS

ORGANISATION	CONTACT DETAILS	WEBSITE
Bristol Sonics	admin@bristolsonicsbasketball.com	<a href="https://bristolsonicsbasketball.com/">https://bristolsonicsbasketball.com/</a>
CHILDLINE	0800 1111	WWW.CHILDLINE.ORG.UK
NSPCC	0808 800 5000	WWW.NSPCC.ORG.UK
CPSU	0116 636 65580	WWW.THECPSU.ORG.UK
LOCAL CONTACTS – COMPLETE FOR YOUR CLUB/AREA		
Safeguarding Officers	Deputy DSL - Lois Harrison DSL - Matt Juden safeguardingbasketball@basketballengland.co.uk Mon-Fri 9am to 5pm	<a href="https://www.basketballengland.co.uk/integrity/safeguarding">https://www.basketballengland.co.uk/integrity/safeguarding</a> 0300 600 1170
LADO	0117 903 7795	LADO@BRISTOL.GOV.UK
POLICE	IN EMERGENCY DIAL 999	
Welfare Officer	Elaine Bailey 07771 904611	
Out of office hours	Daniel Edozie - Director 07402 150475	Contact if urgent