



Safe Guarding Policy

1. Child Protection Policy Statement

We at **Newry Basketball Club** are committed to good practice which protects children from harm. Staff and volunteers must accept and recognise their responsibility to provide an environment which promotes the safety of the child at all times. To achieve this BNI strongly advises all Clubs to;

- Develop an awareness of the issues which may lead to children being harmed.
- Create an open environment by identifying a 'Designated person' to whom the children can turn to if they need to talk.
- Adopt child centred and democratic coaching styles.
- Adopt child protection guidelines through codes of conduct for members and all adults working at the club. Adult workers include coaches, parents and volunteers.
- Ensure careful open and equitable recruitment, selection and management procedures. These procedures will provide regular support and supervision of staff/volunteers.
- Ensure complaints, grievance and disciplinary procedures are included in our constitution.
- Share information about concerns with children and parents and others who need to know.
- Provide information as required to the management committee.
- Ensure good and safe working/playing practices
- Be involved in training made available through the various agencies and strengthen links with these agencies.
- Keep child protection policies under regular review (every 3 years minimum).
- Have procedures relating specifically to bullying, away trips, transport and use of photography
- Have an induction document available for parents, coaches and children clearly outlining their rights and responsibilities
- The **Children (Northern Ireland) Order (1995)** is based on a clear and consistent set of principles designed with the common aim of promoting the welfare of children.
- Children have the right to be safe. All coaches should ensure that this fundamental principle takes precedence over all other considerations.
- This policy applies to all those involved in **Basketball Northern Ireland**, coaches, administrators, officials, volunteer drivers, parents and young people.

2. Equality Statement

Newry Basketball Club is committed to a policy of equal treatment of all members and requires all members of whatever level of authority to abide and adhere to this general principle and the requirements of the Codes of Practice issued by the Equal Opportunities Commission and Commission for Racial Equality.



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All children should be valued and treated in an equitable and fair manner regardless of ability, age, sex, religion, social and ethnic background or political persuasion. Children, irrespective of ability or disability should be involved in sports activities in an integrated and inclusive way, whenever possible, thus allowing them to participate to their full potential alongside other children (Code of Ethics and Good Practice for Children's Sport 2003)

Newry Basketball Club recognises the additional vulnerability of some children and the extra difficulties they may face when seeking help, i.e.

Dependency due to disability may make some children feel powerless on occasions possible limited ability to communicate their feelings A negative self image can make children vulnerable to manipulation by others

To address this vulnerability coaches will seek guidance on working with children with a disability from external agencies, parents / guardians and the children themselves.

3. Confidentiality Statement

We at Newry Basketball Club will never promise to keep secrets. However, information of a confidential nature will only be communicated on a "need to know" basis, with the welfare of the child paramount.

Considerations of confidentiality will not be allowed to override the rights of children or young members to be protected from harm.

A full Safeguarding policy statement should be displayed and available within club premises for all interested parties to read.

4. Awareness Of The Issues

Background knowledge in relation to child abuse, the general principles of child protection and the ability to recognise and respond to abuse are important issues. Of primary concern for Newry Basketball Club is the issue of Child Protection of our young members within the operation of the club. However, being cognisant of the indicators of abuse, in respect of young members caused by others outside the club, is of an equal importance for the safety and well being of that child.



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Newry Basketball Club recognises the following definitions of abuse:

- Physical** Physical abuse is the deliberate physical injury to a child, or the wilful or neglectful failure to prevent physical injury or suffering to a child. This may include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, confinement to a room or cot, or inappropriately giving drugs to control behaviour.
- Neglect** Neglect is the persistent failure to meet a child's physical and/or psychological needs, likely to result in significant harm – in impairment of the child's health and development including non-organic failure to thrive. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, failing to ensure access to appropriate medical care or treatment, lack of stimulation or lack of supervision.
- Sexual** Sexual abuse involves forcing or enticing a child to take part in sexual activities. The involvement of children and adolescents in sexual activities they do not truly comprehend, to which they are unable to give informed consent or that violate the social taboos of family roles. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at or the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.
- Emotional** Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe persistent adverse effects on the child are emotional, physical and/or behavioural development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may involve 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 ill treatment of a child, though it may occur alone. Domestic violence, adult mental health problems and parental substance misuse may expose children to emotional abuse.
- Bullying** Bullying is now seen as a serious form of abuse. Bullying can include any of the types of abuse above. It includes:
- Deliberate hostility and aggression towards the victim
 - A victim who is weaker/less powerful than the bully/bullies
 - An outcome that is always painful and distressing for the victim.
- Child abuse occurs when the behaviour of someone in a position of greater power than a child causes harm.



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5. Indicators Of Abuse

The following is a list of some indicators of abuse:

PHYSICAL INDICATORS	BEHAVIOURAL INDICATORS
<ul style="list-style-type: none">• Unexplained bruising in soft tissue areas• Repeated injuries• Black eyes• Injuries to the mouth• Torn or bloodstained clothing• Burns or scalds• Bites• Fractures• Marks from implements• Inconsistent stories/excuses relating to injuries	<ul style="list-style-type: none">• Unexplained changes in behaviour - becoming withdrawn or aggressive• Difficulty in making friends• Distrustful of adults or excessive attachment to adults• Sudden drop in performance• Changes in attendance pattern• Inappropriate sexual awareness, behaviour or language• Reluctance to remove clothing

6. Guidelines for responding to a disclosure

DO:

- Stay calm.
- Listen & hear. Give the person time to say what they want.
- Reassure them that they have done the right thing in telling and that it will be dealt with appropriately.
- Record in writing what was said as soon as possible
- Report to someone else in the organisation - "the designated person".
- Record your report.

DON'T:

- Panic.
- Promise to keep secrets.



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- Enquire into the details of the abuse.
- Make a child repeat the story unnecessarily.

7. Anti-Bullying Statement

Coaches should challenge bullying in any form i.e. physical or emotional. Physical bullying can take the form of attacks, such as hitting, kicking, taking or damaging belongings. Emotional bullying may be a verbal assault, including name-calling, insults, repeat teasing, sectarian/racist assaults, or it may take more indirect forms, such as spreading malicious gossip, rumours or excluding someone from a social group. Bullying is not an accepted behaviour towards anyone at Newry Basketball Club, be they child, coach, volunteer or parent. Anyone found to be bullying others will be dealt with seriously both in regards to the behaviour exhibited and the reasons for the behaviour. (See Anti-Bullying policy)

8. Designated Person

The Designated person within Newry Basketball Club is:

Name: Paul Crawley

Telephone: 028 302 68443

Or Mobile: 07793052007

Paul Crawley shall be made known to young members, coaches and parents alike, as the designated person to whom concerns will be addressed. If the concern is about the designated person please report to Club Chairperson.

Procedures for recording/ dealing with incidents/accidents will be outlined later in this policy document.

9. Safe Recruitment Procedures For Volunteers / Coaches

For details of Documents required for Volunteers, please review **Volunteer Application Pack**.

- Volunteers and coaches are carefully selected, trained and supervised. The office bearers of the club committee must vouch for their potential involvement and their participation must be ratified by the unanimous approval of remaining coaches.
- All new coaches/ volunteers working with children or young people must complete the enclosed application form. (**see Volunteer Application Pack**)



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- Declaration of past convictions or cases pending and agreement to have a Pre-Employment Consultancy check completed, is of course a pre-requisite to approval to coach. (see **Volunteer Application Pack**)
- **ALL** volunteers/coaches must agree to abide by the club's Child Protection Policy and all are required to sign a pro-forma stating this. (see **appendix 5, Consent Forms**)
- Any concerns or objections with regard to suitability of a coach must be submitted to the "designated person". These matters will be raised with the club committee with appropriate action taken including a formal response in writing to the concerned party if required.

10. Training for Volunteers & Coaches

- Appointment of volunteers & coaches will be on the basis of their current or previous experience either playing or coaching basketball.
- Education and training in the basics of child protection will apply to all coaches/volunteers/management committee members working with the children or young members. Newry Basketball Club are committed to continuous updating and review of our current Child Protection Policy.
Child protection training should include:
 - Basic awareness of child protection issues
 - Our organisation's child protection policies and procedures including our Code of Conduct.

Training will be carefully selected to ensure it is sufficient. For instance a 1-hour training session is unlikely to be very useful. A minimum of 3 hours is required for basic awareness raising & we will seek that training.

- Ensuring that all new coaches have attended child protection awareness workshop within six months of taking up their post. This opportunity should also be made available to parents and other volunteers to enable a culture of a child-focused club to prevail.
- All staff and volunteers should receive induction, and training appropriate to their role. Training should be updated and reviewed regularly for new staff/ volunteers and in line with changing legislation.

11. Support & Supervision

Newry Basketball Club recognise that it is good practice to set up a system of support & supervision of staff/volunteers. This will enable staff/volunteers to become more effective by identifying training needs and dealing quickly with difficulties. Volunteers will be offered regular opportunities to review



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their experiences at Newry Basketball Club and to identify any training or further support they require.

12. Guidelines For Reporting Accidents

In the event of an accident, the following procedure will be carried out: -

- Fill in 2 copies of the Accident Form (**see Accident Reporting Pack**) for **ALL** accidents.
- Make contact with parents/guardians
- One copy of form to incident book/folder.
- Forward 1 copy to Designated person for record keeping/ action required.
- Contact emergency services/ GP if required
- Record in detail all facts surrounding the accident, witness's etc.

13. Guidelines For Reporting Allegations/ Incidents

- Record all incidents reported or observed on an Incident Form (**see Incident Reporting Pack**)
- 1 copy to designated person
- Ensure confidentiality - only "need to know basis" (reference confidentiality clause)
- The designated person will be responsible for storing any report in a safe and secure environment

See Internal Concerns Flow Chart if the concern is about the behaviour of a member of Newry Basketball Club.

See External Concerns Flow Chart if concern is about possible abuse outside the organisation.



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14. GUIDELINES FOR PHYSICAL CONTACT

Physical contact during sport should always be intended to meet the child's needs – NOT the adult's.

Adults should use appropriate contact which is aimed at assisting the development of the skill or activity or for safety reasons e.g. to prevent or treat an injury. This should be done in an open environment with the permission and understanding of the participant.

In general

- Contact should be determined by the age and development stage of the participant
Don't do anything that a child can do for itself.
- Never engage in inappropriate touching such as touching of groin, genital areas, buttocks, breasts or any other part of the body that might cause a child distress or embarrassment.

15. Useful Numbers

Health and Social Care Trust's	028 302 66026
NSPCC Helpline	0808 800 5000
PSNI Public Protection Unit	028 9065 0222 Ask for your local Public Protection Unit
Childline	Freephone 0800 1111
Coaching NI	028 90 686940
Sport Northern Ireland	028 9038 1222
Child Protection in Sport Unit	028 9035 5756

16. Availability of Information

It is important that there is a free flow of information between coaches/volunteers, children and parents, in terms of promotion of the club and what we aim to achieve in relation to your child.

Parents should know what we do and how we do it, and the coaches/designated person will always be on hand during, or after coaching sessions, for consultation or advice.

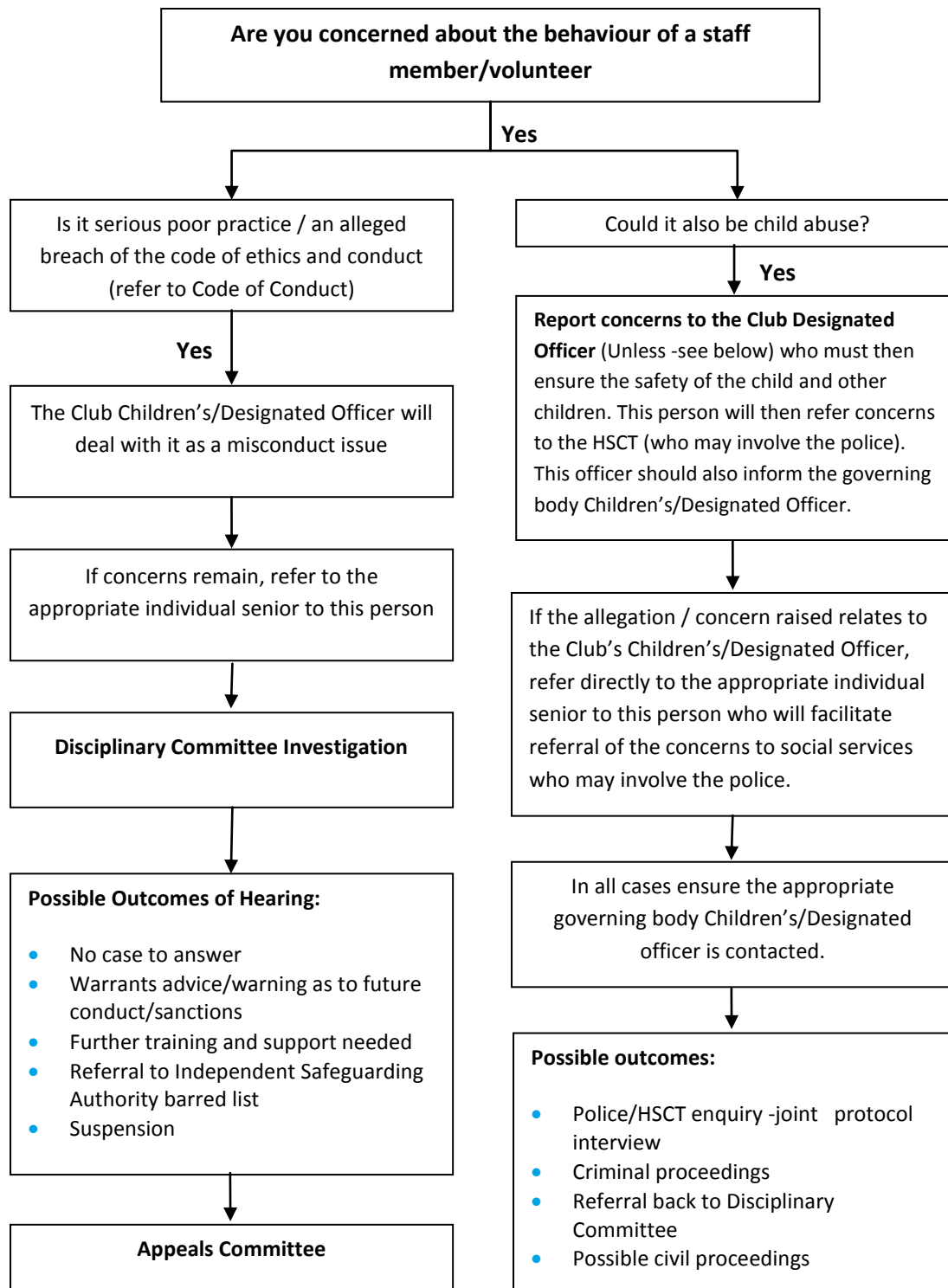
When appropriate, letters (or telephone contact) will be issued in relation to further information or specifics in respect of an event etc.

A regular review of club policies will take place through meetings with coaches/volunteers and feedback from children and parents.



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17. Internal Concerns Flow Chart





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If you do not know who to turn to for advice or are worried about sharing your concerns with a senior colleague, you should contact the Health and Social Care Trust (HSCT) Gateway Team direct (or the NSPCC on 0808 800 5000). At any stage during the process outlined on the previous page in the left hand column the issue can be referred externally either formally or informally for advice. Following the external (right column) outcome the matter may be referred back to the organisation's Disciplinary Committee.

Dealing With Concerns About A Colleague

The vast majority of people who work with children are well motivated and would never harm a child. Unfortunately a few do and it is essential that the organisation creates a culture that makes staff/volunteers willing and comfortable to voice their concerns, particularly those about someone with whom they work or whom they know. Again, the organisation's Safeguarding procedures should be followed.

During an investigation, support should be given both to the individual who voices concerns and to the suspected abuser. Once the investigation is completed, the organisation must decide what action, if any, is necessary to prevent a similar situation arising again.



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18. EXTERNAL CONCERNS FLOW CHART

When the concern is about possible abuse outside the club/organisation

