

Be Safe

A Good Practice Safeguarding
Resource for All Netball Clubs



NSPCC 
Cruelty to children must stop. FULL STOP.


**England
netball**
BE THE TEAM

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Foreword

Welcome fellow netballers to England Netball's guide to safeguarding the netball community.

Protecting young people in netball has always been a priority for the netball community. As our sport has developed and grown, so has the need to protect our young players and volunteers. This guide has been produced to inform and guide everyone within the netball community; it will support those caring for young people as well as those in need of care.

I have every faith that these guidelines will be quickly and thoroughly adopted and that everyone will welcome having a tool they can become familiar with and refer to, when and if required.

I look forward to continuing our work together; providing young people with a safe, equal and happy environment in which our unique sport can thrive.

Cheryl Danson OBE
Chairman
England Netball

Introduction

Welcome to England Netball's safeguarding good practice guide – *Be Safe: A Good Practice Guide*.

The policies and procedures contained within this guide have been collated to specifically protect the netball community. The contents of this guide follow government legislation and offer a common-sense approach and best-practice solutions.

England Netball recognises that associations, clubs and individuals all need support when working to protect children in their care. Within this guide you will find everything from safety in changing areas, to travel guidelines, to communicating effectively with young people.

We cover topics such as the recruitment of individuals to your club, as well as new areas such as helping parents make an informed decision as to which club their child can join. We've worked to ensure everything regarding safeguarding is here and is easily accessible to everyone.

All of the information within this guide can be downloaded from www.englandnetball.co.uk/safeguarding

England Netball aims to be recognised as the leading women's team sport. In order to achieve this aim we must recognise and deliver appropriate tools which support the development of netball.

It is our hope that all members of the netball community will benefit from this document and we trust that all those who are in a position to do so, will adopt best-practice guidelines and support us in our aim to protect the netball community.

Paul Clark
Chief Executive Officer
England Netball



Policies

Policy on Safeguarding and Protecting Young People in Netball

This section includes England Netball's policies relating to safeguarding and protecting young people in netball. All clubs, associations and individuals are bound by these policies.

You can also download these policies online at www.englandnetball.co.uk/safeguarding

General Responsibilities of Those within Netball

England Netball is committed to creating and maintaining a safe and positive environment for all young people involved in netball. It accepts a responsibility to help safeguard the welfare of young people and protect them from harm.

Every individual and organisation within the netball community has a role and responsibility to help ensure the safety and welfare of young people. The netball community is defined below.

In particular, all clubs and others providing opportunities for young people in netball must accept that they are required to fulfil their duty of care, which means that they must do everything that can be reasonably expected of them to help safeguard and protect young people from any reasonable foreseeable harm.

Definitions

Netball Community

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

Young People

Any people under the age of 18.

The Netball Community's Obligations

Everyone within the netball community must act in accordance with the general principles set out in this policy and the principles set out in the particular policies below:

- Recruitment, Selection and Retention of Persons with Access to Young People (pages 4–5)
- The Use of CRB Checks (pages 8–9)
- Anti-bullying (pages 10–11)
- Taking and Use of Photographic and Recorded Images of Young People (pages 6–7).

Together with the supporting good practice guidance available in Section 3.

All affiliated clubs and associations must, in addition, adopt the England Netball policy as it includes their requirements within it, and ensures:

- the adopted policy complies with the general principles set out in this good practice document.

Everyone within the netball community must also:

- abide by England Netball's Codes of Conduct and behaviour, in relation to the safeguarding of young people within netball
- follow England Netball reporting procedures where there are concerns relating to the safety or welfare of young people.

For clarity, policies, procedures and good practice relating to the safeguarding of young people in netball need to be applied both in relation to activities for young people specifically, and where young people may be involved within the adult game; e.g. where players or umpires under 18 years of age are incorporated into an adult netball team.

*Documents available online at www.englandnetball.co.uk/safeguarding

How England Netball Can Help

As the national governing body, England Netball will publicise and promote its safeguarding young people policy, procedures and this good practice guidance. It will also support its affiliated clubs and associations in adopting the England Netball policy by producing template policies and procedures and through access to appropriate training and education opportunities.

England Netball is committed to ensuring that concerns relating to the safety and welfare of young people in netball are taken seriously and acted upon swiftly and appropriately. To achieve this, England Netball has developed procedures for reporting concerns, which are set out in Section 2 of this document.

England Netball recognises the roles and responsibilities of the statutory agencies in safeguarding young people and the responsibilities and expertise of the relevant agencies in determining whether young people have, or may have, been abused or otherwise harmed. England Netball is committed to complying with the procedures of the local safeguarding children boards (LSCBs). Accordingly, England Netball will work cooperatively with the statutory agencies on matters relating to safeguarding young people and, where England Netball receives report of a concern, it will refer the matter to the relevant statutory agency where appropriate.

England Netball is also committed to directly challenging conduct within netball that is, or may be, harmful to young people. It may, therefore, instigate proceedings under its own safeguarding and protecting young people disciplinary regulations where concerns or complaints are raised (by sources internal or external to netball) relating to the safety and welfare of young people. England Netball will take action against any person or organisation within its jurisdiction whose conduct is found to have harmed a young person in netball or whose conduct (within or outside netball) poses or may pose any risk of harm to young people in netball. England Netball may also refer matters back to a club for resolution at club level where appropriate.

General Safeguarding and Protecting Young People Principles

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

Guidance and Legislation

The practices and procedures within this policy and documentation are based on the principles contained within UK and international legislation and government guidance, and have been designed to complement LSCBs procedures and take the following into consideration:

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

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

Introduction

All adults who work with young people in netball are in a position of trust which has been invested in them by parents, the sport and the young person. This relationship can be described as one in which the adult is in a position of power and influence by virtue of their position. As good practice, it is important all reasonable steps are taken to ensure that all individuals with access to young people in netball, whether in a paid or unpaid capacity, are suitable and appropriate. This can help to ensure that netball offers opportunities for young people in a safe and enjoyable environment.

This policy should be read in conjunction with the good practice guidance on safe recruitment (pages 33–35) and the Policy on the Use of Criminal Records Bureau (CRB) Checks (pages 8–9).

The Netball Community's Obligations

Everyone within the netball community must act in accordance with the general principles in England Netball's Safeguarding and Protecting Young People Policy and the principles set out in this policy for the recruitment and retention of persons with access to young people.

In addition, all affiliated clubs, counties and regions must adopt and implement their own recruitment and retention policy in accordance with:

- England Netball's Policy on Safeguarding and Protecting Young People in Netball (pages 2–3)
- England Netball's Policy on Recruitment, Selection and Retention of Persons with Access to Young People (pages 4–5)
- England Netball's Policy on the Use of CRB Checks (pages 8–9)
- the supporting good practice guidance in Section 3.

How England Netball Can Help

England Netball is committed to supporting its affiliated clubs, counties and regions to implement policies through the provision of appropriate access to education and training, and supporting documentation.

England Netball will facilitate CRB checks for all affiliated clubs, counties and regions through the England Netball CRB Service. England Netball will provide advice to clubs where the CRB check reveals adverse information, and this must be followed. Clubs and associations should note that they will remain responsible for all other aspects of the recruitment process.

England Netball is also committed to ensuring that concerns relating to the recruitment, selection and retention of persons with access to young people in netball are taken seriously and acted upon swiftly and appropriately. To achieve this, England Netball has developed procedures for reporting concerns, set out in Section 2 of this document. England Netball may refer concerns to the relevant statutory agencies, instigate proceedings under its own safeguarding and protecting young people disciplinary regulations* or refer the matter to a club, county or region for resolution as appropriate.

Principles and Good Practice

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

*Documents available online at www.englandnetball.co.uk/safeguarding

- When recruiting to a position involving significant access to young people:
 - an enhanced CRB check must be undertaken through England Netball's CRB Service in accordance with the Policy on the Use of CRB Checks. England Netball will provide advice where the CRB check reveals disclosed information, and this must be followed
 - application forms must be used as part of the recruitment process
 - interviews or meetings must be held with applicants to assist in determining their suitability to work with young people
 - two references must be obtained before a position is offered to an applicant
 - applicants must demonstrate their right to work in the UK (paid positions only)
 - see Policy on Use of CRB Checks (pages 8–9) and good practice guidance on safe recruitment (pages 33–35) for details.
- All affiliated clubs and associations must carry out retrospective enhanced CRB checks (where not previously carried out) on individuals with access to young people in accordance with the Policy on the Use of CRB Checks. For guidance on roles that require an enhanced check, please refer to the good practice guidance on safe recruitment (pages 33–35) provided by England Netball or www.englandnetball/safeguarding
- Clubs, counties and regions must not engage any individual, either paid or unpaid, in contradiction of any sanctions imposed by England Netball against that individual under the safeguarding and protecting young people disciplinary regulations*.
- All positions, whether paid or unpaid, must have a role description to ensure clarity of responsibilities for all parties.
- Organisations appointing to positions with access to young people in netball must be committed to providing support through access to appropriate training and other opportunities.



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

Introduction

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

The use of recorded images can also be a valuable coaching aid. However, England Netball is committed to providing a safe environment for all young people under the age of 18 in netball, and it is therefore committed to ensuring all necessary steps are taken to protect young people from the inappropriate or uninformed use of their images in resources and media publications, on the Internet, and elsewhere.

Photographic and recorded images can also be used as a means of identifying young people if accompanied by personal information. This has the potential to make a young person vulnerable to individuals seeking to 'groom' young people for abuse. Additionally, images can be used or adapted for inappropriate use. There is evidence of adapted sporting images being used on websites displaying images of child abuse.

This policy covers the following key areas:

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

Photographic or Recorded Images

This includes images or recorded images using a camera, digital camera, video recorder, mobile phone or personal digital assistant device (PDA).

The Netball Community's Obligations

Everyone within the netball community must act in accordance with the general principles in England Netball's Policy on Safeguarding and Protecting Young People in Netball (pages 2–3) and the principles set out in the Policy for Taking and Use of Photographic and Recorded Images of Young People (pages 6–7).

In addition, all affiliated clubs and associations must adopt and implement the England Netball policy relating to the taking and use of photographic and recorded images of young people in netball, in accordance with:

- England Netball's Policy on Safeguarding and Protecting Young People in Netball (pages 2–3)
- the supporting good practice guidance (Section 3).

How England Netball Can Help

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

England Netball is also committed to ensuring that concerns relating to the misuse of photographic or recorded images of young people in netball are taken seriously and acted upon swiftly and appropriately. To achieve this, England Netball has developed procedures for reporting concerns, set out in Section 2 of this document. England Netball may refer concerns to the relevant statutory agencies, instigate proceedings under its own safeguarding and protecting young people disciplinary regulations* or refer the matter to a club or association for resolution as appropriate.

Principles

- Everyone within the netball community should have an understanding of the issues relating to taking and use of photographic and recorded images of young people and England Netball's policy on this.
- Parents and young people have a right to decide whether young people's images are to be taken, and how those images may be used.
- In accordance with good practice guidance for competition and tournaments (pages 28–30), parents and young people must provide written consent for young people's images to be taken and used. There may be legitimate reasons for denying consent (i.e. subject to legal restrictions).

*Documents available online at www.englandnetball.co.uk/safeguarding

- A registration process should be used for photographers in accordance with the good practice guidance on the Taking and Use of Photographic and Recorded Images of Young People (pages 6–7). This will help deter those wishing to take photographs or recorded images for inappropriate use.
- Images should convey the best principles and aspects of netball, such as fairness and fun.
- Care should be taken to ensure that images are not sexual or exploitative in nature, nor open to obvious misinterpretation and misuse.
- All images of young people should be securely stored to avoid inappropriate use.
- In the case of images used on websites, particular care must be taken to ensure that no identifying details facilitate contact with a young person by a potential abuser.
- Where used for coaching purposes, players and their parents should be made aware that this is part of the coaching programme and be clear of the purpose of filming as a coaching aid.
- Suspected inappropriate taking of photographic or recorded images should be challenged and reported.

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

* Documents available online at www.englandnetball.co.uk/safeguarding



Policy on the Use of Criminal Records Bureau Checks

Introduction

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

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

This policy should be read in conjunction with England Netball's Policy on Recruitment, Selection and Retention of Persons with Access to Young People (pages 4–5), England Netball's Policy on the Recruitment of Ex-offenders* (page 47) and England Netball's Policy on Secure Storage, Handling, Use, Retention and Disposal of CRB Information*.

Enhanced Disclosures

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

The Netball Community's Obligations

Everyone within the netball community must act in accordance with England Netball's Policy on Safeguarding and Protecting Young People in Netball (pages 2–3) and the principles set out in this Policy on the Use of CRB Checks. All affiliated clubs and associations must adopt and implement the England Netball policy on:

- the use of CRB checks in accordance with:
 - England Netball's Policy on Safeguarding and Protecting Young People in Netball (pages 2–3)
 - the supporting good practice guidance (Section 3)
- the recruitment of ex-offenders (page 47)
- the secure storage, handling, use, retention and disposal of CRB information.

How England Netball Can Help

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

England Netball will facilitate CRB checks for all affiliated clubs and associations through the England Netball CRB Service. England Netball will provide advice to clubs where the CRB check reveals disclosed information, and this must be followed. Clubs and associations should note that they will remain responsible for all other aspects of the recruitment process. To find out more about this service, please visit www.englandnetball.co.uk/safeguarding/CRB.php

England Netball is also committed to ensuring that concerns relating to the use of CRB checks in netball are taken seriously and acted upon swiftly and appropriately. To achieve this, England Netball has developed procedures for reporting concerns, set out in Section 2 of this document. England Netball may refer concerns to the relevant statutory agencies, instigate proceedings under its own safeguarding and protecting young people disciplinary regulations* or refer the matter to a club or association for resolution as appropriate.

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



Criminal Records Bureau

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

*Documents available online at www.englandnetball.co.uk/safeguarding

Principles

- All clubs, counties and regions within the netball community should have an understanding of the use of CRB checks in netball and their relation to good practice in recruitment and retention of staff and volunteers, and should know what England Netball's policy is on CRB checks.
- In accordance with England Netball's Policy on Recruitment, Selection and Retention of Persons with Access to Young People (pages 4–5), when recruiting to a position involving access to young people an enhanced CRB check must be undertaken through England Netball's CRB Service. Clubs should refer to the good practice guidance on recruitment for roles requiring a CRB check.
- In line with CRB policy and sports industry standard practice, England Netball will not recognise CRB checks obtained through other organisations.
- All affiliated clubs and associations must comply with the CRB Code of Practice. England Netball will assist clubs in compliance through relevant documentation and good practice guidance. Copies of the CRB Code of Practice will be made available to clubs and associations via www.englandnetball.co.uk/safeguarding
- Where a CRB check will be required, all application forms, job advertisements and related documents issued by affiliated clubs and associations must contain a statement that a check will be requested in the event of the individual being offered the position.
- Given the potentially sensitive nature of information contained on CRB checks, all those involved in the process must maintain confidentiality in accordance with the CRB Code of Practice. Breach of this condition may result in disciplinary action being taken in accordance with England Netball's Safeguarding and Protecting of Young People Complaints and Disciplinary Regulations*.
- Should a CRB disclosure reveal any history of offending, England Netball will assess whether the offences are relevant and significant. All decisions taken will be in the best interests of young people and will balance the relevance and significance of the offence and rehabilitation of the offender in relation to the role they are undertaking. England Netball will advise the individual and the club or organisation of the outcome of this assessment process.

This advice must be followed.

- England Netball will ensure that all those involved in the process of decision making regarding the relevance of CRB disclosed information will be trained to identify and assess the relevance and circumstances of offences. They should also have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- **Having a criminal record will not necessarily bar an individual from working or volunteering in netball.** This will depend on the nature of the position and the circumstances and background of their offences. Factors that may be taken into account would include:
 - whether the information received is relevant to the position they are applying for in relation to working with young people
 - the seriousness of any offence or other matter
 - the age of the person at the time of the offence
 - the age of the victim involved and whether the offence was violent or sexual in nature
 - the length of time since the offence or other matter occurred
 - whether the applicant has a pattern of offending behaviour or other relevant matters
 - whether the offence involved a breach of trust
 - whether the applicant's circumstances have changed since the offending behaviour or other relevant matters
 - the circumstances surrounding the offence and the explanations offered.

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

England Netball will work with other relevant organisations to ensure that decisions are made according to best practice in the use of evidence and research in this field.

- On receipt of CRB information regarding significant and relevant offending or other matters, England Netball may initiate proceedings under its Safeguarding Young People Disciplinary Regulations*.
- Any information provided to England Netball by the CRB will be accepted as correct. Any dispute regarding information contained on a CRB check should be referred by the individual directly to the CRB.

*Documents available online at www.englandnetball.co.uk/safeguarding

Policy on Anti-bullying

Introduction

England Netball is committed to creating and maintaining an environment in which all young people involved in netball are free from bullying.

The Netball Community's Obligations

Everyone within the netball community must act in accordance with the general principles in England Netball's Policy on Safeguarding and Protecting Young People in Netball (pages 2–3) and the principles set out in England Netball's Policy on Anti-bullying (pages 10–11).

In addition, all affiliated clubs and associations must adopt and implement their own anti-bullying policy in accordance with:

- England Netball's Policy on Safeguarding and Protecting Young People in Netball (pages 2–3)
- England Netball's Policy on Anti-bullying (pages 10–11)
- the supporting good practice guidance (Section 3).

How England Netball Can Help

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

England Netball is also committed to ensuring that concerns relating to bullying of young people in netball are taken seriously and acted upon swiftly and appropriately. To achieve this, England Netball has developed procedures for reporting concerns, set out in Section 2 of this document.

England Netball may refer concerns to the relevant statutory agencies, instigate proceedings under its own safeguarding and protecting young people disciplinary regulations* or refer the matter to a club or association for resolution as appropriate.

Bullying

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

Bullying can be:

- **emotional**
persistently being unfriendly, excluding, tormenting, threatening gestures
- **physical**
pushing, kicking, hitting, punching or any use of violence
- **racist**
racial taunts or language, graffiti, gestures
- **sexual**
unwanted physical contact or sexually abusive comments
- **homophobic**
because of, or focusing on the issue of sexuality
- **verbal**
name-calling, sarcasm, spreading rumours, teasing.

*Documents available online at www.englandnetball.co.uk/safeguarding

It should be noted that bullying may not only occur through face to face contact. Increasingly, bullying may occur through other forms of communication i.e. Internet, email and text messaging.

Principles

- Everyone within the netball community should have an understanding of what bullying is and England Netball's Policy on Anti-bullying (pages 10–11).
- Bullying of any kind is not acceptable in netball and should not be tolerated by anyone within the netball community, in particular any organisation providing netball opportunities for young people.
- England Netball wishes to promote a TELLING culture and anyone who knows, or suspects that bullying is happening must take the matter seriously, and report it in line with England Netball's Reporting Procedures*.
- Any incident or concern of bullying must be acted upon swiftly.

* Document available online at www.englandnetball.co.uk/safeguarding



Recognising and Responding to Concerns and Reporting Procedures

Recognising Poor Practice and Abuse

Poor Practice and Abuse

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

What is Abuse?

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

1. Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children they are worthless, unloved, inadequate or valued only insofar as they meet the needs of another person. This occurs when individuals persistently fail to show young people due care with regard to their emotional welfare, when a young person may be constantly shouted at, threatened or taunted, or be subjected to sarcasm and unrealistic pressures. There may also be over protection preventing young people from socialising, or bullying to perform to high expectations. The young person may lose self-confidence and become withdrawn and nervous.

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

- provide repeated negative feedback
- repeatedly ignore a young player's efforts to progress
- repeatedly demand performance levels above the young player's capability
- over emphasise 'a win at all costs' ethic.

2. Abuse by Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development, i.e. where a young person's essential needs for food, warmth and care (both physical and emotional) are not met.

In a netball situation, neglect may occur when:

- young players are left alone without proper supervision
- a young player is exposed to unnecessary heat or cold
- a young player is not provided with necessary fluids for rehydration
- a young player is exposed to unacceptable risk of injury.

3. Physical Abuse

This occurs when individuals, including other young people, deliberately inflict injuries on a child or young person, or knowingly do not prevent such injuries. It includes injuries caused by hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, squeezing, biting or using excessive force.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child. It also occurs when young people are given alcohol, or inappropriate drugs, or there is a failure to supervise their access to these substances.

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

- young players are exposed to exercise/training which disregards the capacity of the player's immature and growing body
- young players are exposed to overplaying, overtraining or fatigue
- any person exposes young players to alcohol and gives them the opportunity to drink alcohol below the legal age or fail to supervise access to alcohol
- young players are provided with or encouraged to take prohibited substances including performance enhancing drugs.

4. Sexual Abuse

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

*Documents available online at www.englandnetball.co.uk/safeguarding

In a netball situation, sexual abuse may occur when:

- an adult uses the context of a training session to touch young people in an inappropriate sexual way
- coaches, managers or volunteers use their position of power and authority to coerce young players into a sexual relationship
- coaches or managers imply better progression of the player in return for sexual favours.

5. Bullying

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

Bullying can be:

- **emotional**
being unfriendly, excluding, tormenting (e.g. hiding equipment, threatening gestures)
- **physical**
pushing, kicking, hitting, punching or any use of violence
- **racist**
racial taunts, graffiti, gestures
- **sexual**
unwanted physical contact or sexually abusive comments
- **homophobic**
because of, or focusing on, the issue of sexuality
- **verbal**
name-calling, sarcasm, spreading rumours, teasing.

In a netball situation, bullying may occur when:

- young players are deliberately excluded from activities by coaches or other players
- young players are unreasonably forced to do things that they do not want to do
- young players are subjected to physical, verbal, emotional or sexual abuse
- young players are subjected to abuse due to their race or sexuality.

Signs and Symptoms

Indications that a young person may be being abused can be difficult to recognise even for the experienced.

There are signs which could alert you to the fact that a child might be being abused, and these include:

- unexplained bruising or injury particularly in unusual places
- an injury for which the explanation seems to be inconsistent
- unexplained sudden changes in behaviour (i.e. withdrawing, very quiet, sudden outbursts of temper or emotion)
- inappropriate sexual awareness or language, or engaging in sexually explicit behaviour
- a young person is being prevented from socialising with other young people or has difficulty making friends
- when a young person is distrustful of adults, particularly those with whom a close relationship would normally be expected (i.e. parents, coach, family friend)
- when a young person displays variations in eating patterns (i.e. overeating or loss of appetite)
- loss of weight for no apparent reason (the child may be trying to make himself/herself less sexually attractive)
- the young person becomes increasingly dirty or unkempt
- something another young person has said which suggests a young person is being abused
- the young person describes an act or behaviour that appears to be abusive.

See the section on bullying for signs and symptoms of bullying.

Other signs and symptoms may include when the young person:

- doesn't want to attend training or club activities
- changes their usual routine
- begins being disruptive during sessions
- becomes withdrawn, anxious, or lacking in confidence
- comes home with clothes torn or books damaged
- has possessions 'go missing'
- becomes aggressive, disruptive or unreasonable
- starts stammering
- attempts or threatens suicide or runs away
- cries themselves to sleep at night or has nightmares
- has unexplained cuts or bruises
- comes home starving (money/lunch has been stolen)
- is bullying other young people or siblings
- stops eating
- is frightened to say what's wrong.

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

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

What is Poor Practice?

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

This includes behaviour which contravenes:

- England Netball's Code of Conduct
- England Netball's Equity Policy*
- England Netball's Policy on Anti-bullying (pages 10–11)
- England Netball's Policy on Safeguarding and Protecting Young People in Netball (pages 2–3), procedures (Section 2) and good practice guidance (Section 3).

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

*Documents available online at www.englandnetball.co.uk/safeguarding

Reporting Procedures

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

England Netball has developed policies, procedures and systems to manage concerns or allegations of poor practice and abuse against young people. England Netball will always work in accordance with procedures as set out in the above guidance.

It is not the club's responsibility to decide if a child is being abused or poor practice has occurred. Any concerns or allegations will be managed by England Netball, with the club's cooperation and assistance. However, all adults working within netball have a duty of care to be vigilant and respond appropriately to suspicions of poor practice, abuse or bullying. It is your responsibility to report your concerns.

This section is divided into two parts:

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

Taking appropriate action: Once a concern has been reported, it is important that appropriate action is taken. It will not be the club's responsibility to decide if action needs to be taken, unless a child is at immediate risk of harm.

It is, however, the club's responsibility to report the concerns appropriately in accordance with England Netball's policies, procedures and systems.

Responding to Concerns

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

- in response to something a young person has said to you – a disclosure
- in response to signs or suspicions of abuse
- in response to allegations made against a member of staff or a volunteer
- in response to allegations made about a parent, carer or someone not working within the sport
- in response to bullying
- in response to a breach of the code of conduct
- observation of inappropriate behaviour
- in response to anything which makes a young person uncomfortable based on inappropriate behaviour of an adult or changes in behaviour of a young person
- in response to behaviour being contrary to England Netball's Safeguarding and Protecting Young People in Netball Policy (pages 2–3) and procedures (Section 2).

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

Always:

- stay calm
- reassure the person reporting their concerns that they have done the right thing in telling you
- keep an open mind
- listen carefully to what is said and take them seriously
- find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets
- ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer. To help you to do this, try to ask questions starting with what, how, where, when, who
- tell them what you will do next and with whom the information will be shared
- report the incident to your Club Safeguarding Officer or England Netball Lead Child Protection Officer
- record in writing what was said using the young person's own words as soon as possible, using the England Netball Safeguarding Referral Form (Template 8).

Never:

- panic
- make promises you cannot keep
- make a young person repeat the information unnecessarily
- delay in reporting to your Safeguarding Officer or England Netball Lead Child Protection Officer
- make assumptions
- approach the alleged abuser
- take sole responsibility.

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

These emotions may evolve around feelings of:

- doubt: Is it true?
- guilt: Should I have known?
- did I miss something?
- did I have any suspicions?
- should I have said something?
- fear: Will others or I be suspected?
- what actions should be taken?
- confusion: What will happen?
- what will be the effect?
- concerns: What can I do to support all those people who may need support?
- how will it affect further relationships or contact with children?
- are there systems in place to expose future situations?

Remember:

- it is not the club's responsibility to decide if a child is being abused or poor practice has occurred
- any concerns or allegations will be managed by England Netball, with the club's cooperation and assistance
- it is your responsibility to report your concerns, not act on them
- speak to your Club Safeguarding Officer or England Netball Lead Child Protection Officer who will:
 - support you
 - listen to you
 - take all concerns seriously to believe you
 - act immediately within netball's policies, procedures and systems.

Taking Appropriate Action

England Netball has clear procedures for reporting concerns. It is important that you follow the procedure detailed and fulfil YOUR role in the process. It is not your responsibility to decide if a situation is poor practice, abuse or bullying, but it is your responsibility to report your concerns.

How Do You Report the Concerns?

The diagrams on pages 18 and 19 illustrate the reporting process depending on whether the concerns are from within or outside the netball environment.

It is important that information regarding the concerns is recorded properly and promptly. To assist with this process, England Netball has developed a Safeguarding Referral Form which outlines the information that is required. See Template 8.

As soon as possible after concerns have been reported to you, complete the Safeguarding Referral Form and contact your Club Safeguarding Officer. In their absence, contact England Netball's Lead Child Protection Officer or email besafe@englandnetball.co.uk

Who Do You Report the Concerns to?

If the England Netball Lead Child Protection Officer is not available, and a child is at immediate risk or in danger, you must avoid delay and seek advice from your Local Authority Children's Social Care department (previously Social Services) or the police.

You should report to the local authority Children's Social Care department (Social Services) or police in the area that the child lives.

As soon as possible, inform England Netball's Lead Child Protection Officer and explain the action taken to date.

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

Working in an affiliated club:

- you must report your concerns or any information received to the Club Safeguarding Officer, who will refer the matter to the England Netball Lead Child Protection Officer.

Working in a school:

- you must inform the designated teacher, who will follow their reporting procedures. Also advise England Netball's Lead Child Protection Officer for their information
- England Netball and the school will work to agreed safeguarding protocol and procedures.

If your concern is regarding the Club Safeguarding Officer, report directly to the England Netball Lead Child Protection Officer.

What Happens Next?

Statutory agencies will follow procedures under the Children Acts 1989 and 2004, and Government Guidance 'Every Child Matters: Change for Children' and 'Working Together to Safeguard Children'.

Where a concern is reported to England Netball and further action is required, England Netball's Lead Child Protection Officer and England Netball's Case Management Group will follow the safeguarding and protecting young people disciplinary regulations. These are available on request from England Netball and online at www.englandnetball.co.uk/safeguarding

At all times England Netball will support and communicate with the Club Safeguarding Officer where required in the management of the situation.

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

Useful References

HM Government 2006: Working Together to Safeguard Children

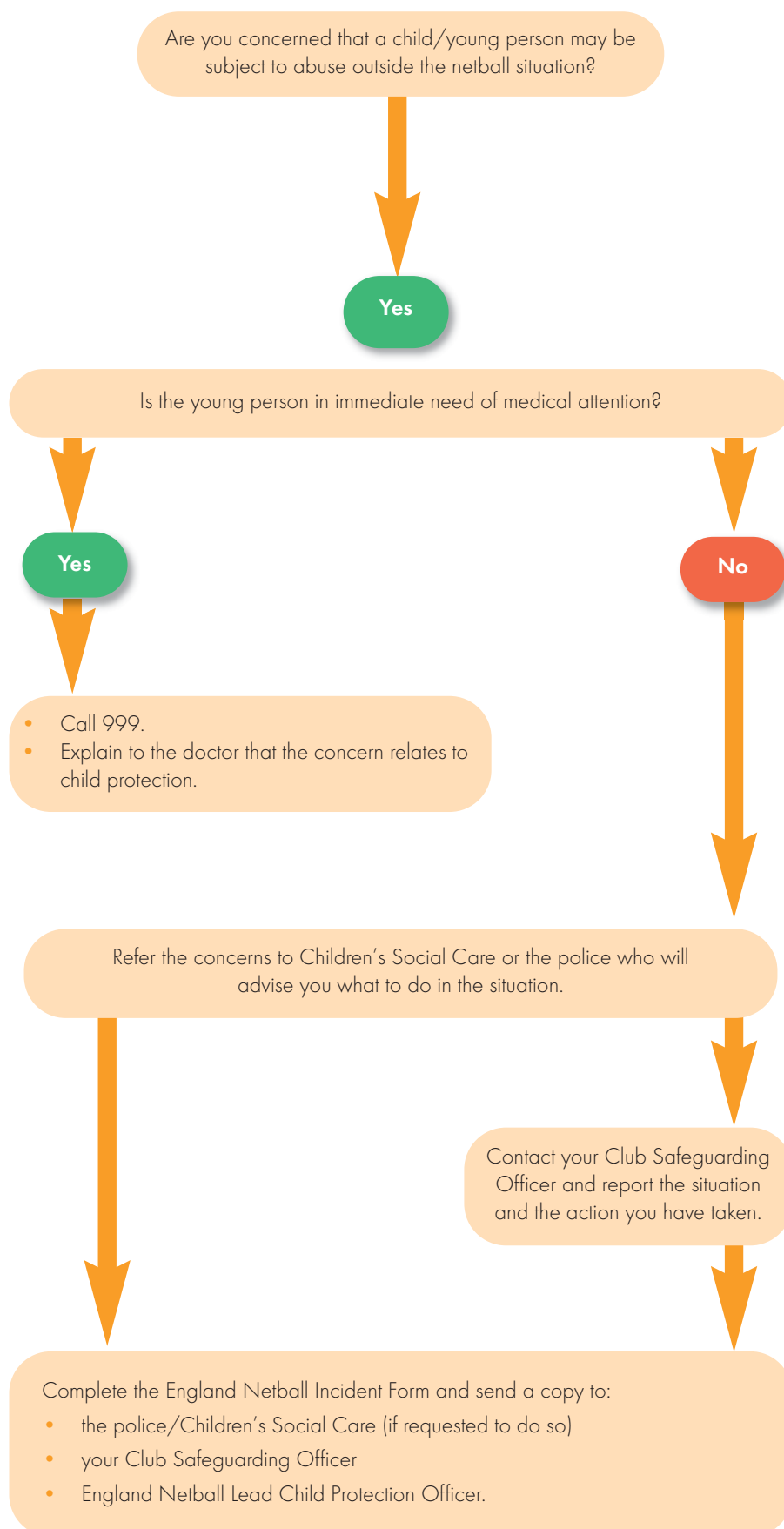
www.dcsf.gov.uk/everychildmatters/

'What to do if you're worried a child is being abused', Department of Health, 2006

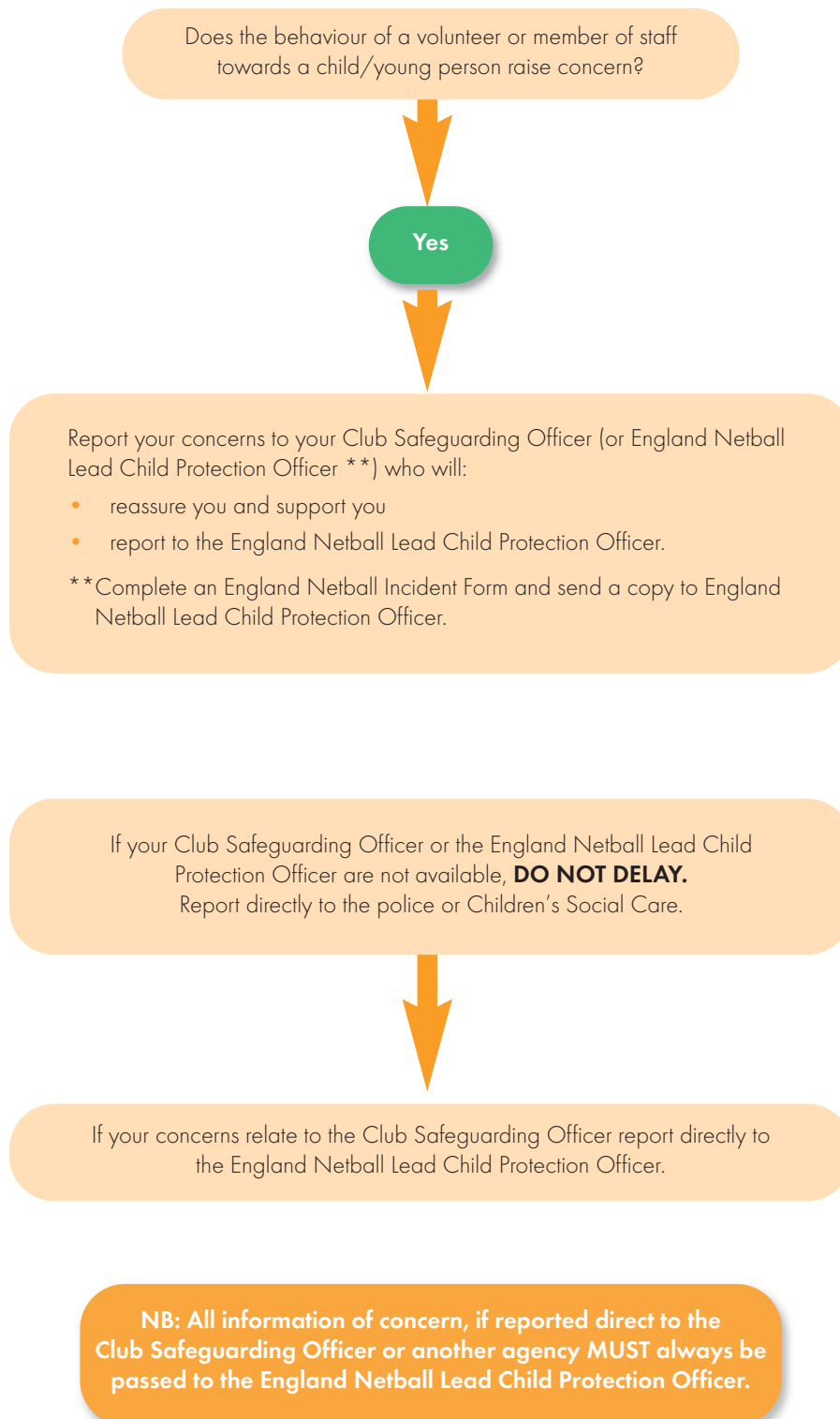
www.dcsf.gov.uk/everychildmatters/resources-and-practice/IG00182/

As soon as possible after concerns have been reported to you, complete the safeguarding referral form and contact your Club Safeguarding Officer. In their absence, contact England Netball's Lead Child Protection Officer on (07595) 863991 or email besafe@englandnetball.co.uk

Reporting and Managing Possible Abuse Outside of Netball



Reporting and Managing Poor Practice or Possible Abuse in Netball



Confidentiality

- Every effort must be made to ensure that confidentiality is maintained when an allegation has been made and is being investigated.
- Only tell individuals who need to know and can help to manage the concern.

Confidentiality is essential and if maintained will ensure:

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

Impact if Confidentiality is Breached

If confidentiality is breached the child can be put in danger by:

- further inappropriate action of any adult involved
- other individuals who hear about the concern through rumours
- lack of action.

Additionally:

- any investigation by either England Netball or the statutory agencies may be invalidated by misinformation or rumours
- individuals with a complaint against them may be victims of inappropriate behaviour from club members
- the policies, procedures and systems in place will not support or uphold any complaint or concern.

Whistleblowing Policy

If there is a concern with regard to the behaviour of an adult towards a young person, it is important that you share your concerns with the England Netball Lead Child Protection Officer.

All information received and discussed will be treated in confidence and only shared with those individuals within England Netball who will be able to manage and resolve the situation. On occasion it may be necessary to seek advice, or inform the statutory agencies e.g. Children's Social Care or the police. All concerns will be taken seriously and managed according to the England Netball Safeguarding Young People Policies and Procedures.

General Principles

Players, coaches, officials or parents are often the first to realise that a young person's safety and welfare are under threat. However, they may not express their concerns because they feel that speaking up would be too difficult to handle. It may also be that they fear harassment or victimisation. In these circumstances it may be easier for them to ignore the concern rather than report what may just be a suspicion of poor practice.

England Netball is committed to the highest possible standards of openness, honesty and accountability.

In line with that commitment, individuals are encouraged, if they have serious concerns about any aspect of a young person's safety and welfare, to come forward and voice those concerns.

This policy makes it clear that individuals can raise a matter of concern without fear of victimisation, subsequent discrimination or disadvantage. The policy is intended to encourage and enable individuals to raise serious concerns within England Netball rather than overlooking a problem or blowing the whistle outside.

It is in the interest of all concerned that disclosure of potential abuse or irregularities are dealt with properly, quickly and discreetly. This includes the interests of England Netball, its employees, all persons registered as members of England Netball and any persons who are the subject of any complaint, as well as the person making the complaint.

Reporting

England Netball is committed to good practice and high standards and wants to be supportive of everyone within the netball community.

England Netball recognises that the decision to report a concern can be a difficult one to make, not least because of the fear of reprisal from those responsible for the alleged poor practice. If an individual believes what they are saying to be true, they should have nothing to fear, because in reporting their concern they will be doing their duty to the child or young person concerned.

England Netball will not tolerate any harassment or victimisation (including informal pressures) and will take appropriate action to protect individuals when they raise a concern in good faith.

Any investigation into allegations of poor practice will not influence or be influenced by any disciplinary procedures that already affect individuals unless there may be a pattern of poor practice/abuse which requires the cases to be linked/dealt with together.

Confidentiality of Whistleblower

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

Anonymous Allegations

This policy encourages the whistleblower to put their name to their allegation. Concerns expressed anonymously are much less powerful, but they will be considered (at the discretion of the England Netball Case Management Group).

In exercising the discretion, the factors to be taken into account would include:

- the seriousness of the issues raised
- the credibility of the concern
- the likelihood of confirming the allegation from attributable sources or factual records.

Unfounded Allegations

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

Use of Whistleblowing Policy

The Whistleblowing Policy should only be followed if the person raising the concern feels unable to follow the standard reporting procedures as set out in England Netball's Policy on Safeguarding and Protecting Young People in Netball.

How to Raise a Concern

Individuals should raise the concern in the first instance with the England Netball Lead Child Protection Officer or by post to England Netball, 9 Paynes Park, Hitchin, Herts, SG5 1EH (you should mark the envelope 'private and confidential') or email: besafe@englandnetball.co.uk

If you believe that you have not received a satisfactory response to your concern, you should contact the England Netball Lead Child Protection Officer (as above). The individual should set out the background and history of the concern, giving names, dates and places where possible and the reason why they are particularly concerned about the situation. The earlier the individual expresses concern, the easier it is for someone to take action.

Although the whistleblower is not expected to prove the truth of an allegation, they will need to demonstrate to the England Netball Lead Child Protection Officer that there are sufficient grounds for their concern.

If your concern is about the England Netball Lead Child Protection Officer, you should refer the matter to England Netball's CEO.

If you do not want, or feel unable, to report the matter to England Netball, a number of external agencies are also available for reporting purposes. For details please see page 22.

How Will England Netball Respond?

The action taken by England Netball will depend on the nature of the concern. In all cases the matter will be referred to the England Netball Case Management Group.

In order to protect individuals it is likely that the England Netball Lead Child Protection Officer will conduct initial enquiries so that the Case Management Group can decide whether an investigation is appropriate and, if so, what form it should take. The amount of contact between the people considering the issues and the whistleblower will depend on the nature of the matters raised, the potential difficulties involved and the clarity of the information provided. If necessary, further information will be sought from the whistleblower as part of the investigation process.

When any meeting is arranged, the whistleblower has the right, if they so wish, to be accompanied by a friend or a person of their choice who is not involved in the matter to which the concern relates.

England Netball will take steps to minimise any difficulties which individuals may experience as a result of raising a concern. For instance, if the whistleblower is required to give evidence in criminal or disciplinary proceedings, England Netball will advise them about the procedure.

*Documents available online at www.englandnetball.co.uk/safeguarding

England Netball accepts that the whistleblower needs to be assured that the matter has been properly addressed. Subject to legal constraints, they will receive information about the outcome of any investigation, and the action that is to be taken against those whose actions caused them concern. Also, if appropriate, what policy changes are to be made to minimise the possibility of a similar concern being raised in the future.

How Can the Matter be Taken Further?

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

- the Child Protection in Sport Unit (CPSU) on (0116) 2347278
- their Local Safeguarding Children's Board (LSCB)
- their local Children's Social Care dept (Social Services)
- their local police.

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

What to Do if You Have a Complaint about the way England Netball has Dealt with a Safeguarding Young People or Child Protection Issue

England Netball is committed to providing high levels of customer satisfaction. If you are not satisfied with the way England Netball have handled a Safeguarding or Protecting Young People issue, please refer to England Netball Complaints Procedures.

Document available online at www.englishnetball.co.uk/safeguarding



Good Practice

Care of Young People

England Netball acknowledges that good practice when dealing with young people is essential.

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

- Always be publicly open when working with young people. Ensure that whenever possible there is more than one adult present during activities with young people, or at least that you are in sight or hearing of others.
- Manual support is rarely required in the sport of netball. If an adult feels that it is necessary the reasons should be clearly explained to the young person, and if possible the parents/carers, and their consent gained. Be aware that any physical contact with a young person may be misinterpreted.
- Where possible, parents should be responsible for their own child in the changing rooms.
- Treat all young people with respect.
- Provide an example of good conduct you wish others to follow: i.e. be a role model
- Respect a young person's right to personal privacy/encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour that they do not like.
- Remember that someone else might misinterpret your actions, no matter how well intentioned.
- Challenge unacceptable behaviour and report all allegations/suspensions of abuse.

All people caring for young people should avoid:

- spending excessive amounts of time alone with young people away from others
- taking young people alone on car journeys, however short
- taking young people to your home where they will be alone with you.

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

You should never:

- engage in rough, physical or sexually provocative games
- allow or engage in any inappropriate physical or verbal contact with young people
- allow young people to use inappropriate language unchallenged
- make sexually suggestive comments to a young person, even in fun
- allow allegations of a young person to go unchallenged, unrecorded or not acted upon
- do things of a personal nature for young people that they can do for themselves
- invite or allow young people to stay with you at your home unsupervised
- allow bullying or bad behaviour by young people
- allow yourself to be drawn into inappropriate attention-seeking behaviour or make suggestive or derogatory remarks or gestures in front of young people
- jump to conclusions about others without checking facts
- either exaggerate or trivialise child abuse issues
- show favouritism to any individual
- believe 'it could never happen to me'.

You should give guidance and support to inexperienced helpers.

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

It is strongly recommended that you do not work completely alone with groups of young people. Enlist the support of others e.g. assistants, parents/carers.

Positions of Trust

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

Within netball most adults in a position of trust recognise that there are certain boundaries in their relationship with a young person that must not be crossed in terms of the relationship with the young player. The relationship, in essence, is no different to that between a schoolteacher and the pupils in their care. Adults must not encourage a physical or emotionally dependant relationship to develop between the person in a position of trust and the young person in their care.

All those within the club have a duty to raise concerns about the behaviour of coaches, officials, volunteers, administrators and professional staff which may be harmful to the young people in their care, without prejudice to their own position.

Supervision of, and Communication with, Young People

Supervision

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

- It is the responsibility of those commissioning, planning or providing sessions/activities to ensure that those running the activity are suitable to do so. For example:
 - they have undertaken an appropriate recruitment and selection process, including a recent enhanced level CRB check
 - they have insurance appropriate to the activity
 - they have adopted England Netball's Codes of Conduct
 - they have an appropriate qualification for the activity
 - they understand their responsibility to safeguard children.
- Leadership, coaching and officiating awards create opportunities for young people to develop their coaching or technical skills and sense of responsibility. However, this should not result in these young people being given full or lead responsibility for managing groups of children. Under-18 coaches or officials should only supplement those appropriate adults with responsibility for supervising the activity. The organisation's duty of care and Safeguarding and Protecting Young People Policy extends to all under 18s, whether they are participants, coaches or officials.
- Whatever the recommended ratio of adults to participants is, a minimum of two adults should be present. This ensures at least a 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 a 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 (e.g. of equipment or for health and safety purposes), a risk assessment should be undertaken which specifically informs decision making about appropriate supervision levels.
- Key factors to assess include:
 - age of children
 - additional supervision/support needs of some or all participants (e.g. due to disability)
 - competence/experience of participants for the specific activity
 - nature of activity
 - nature of venue (whether closed and exclusive, or open and accessible to members of the public).

Recommended Minimum Supervision Ratios

Children under 8 years old:

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

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

Children over 8 years old:

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

All clubs should have first-aid provision by ensuring:

- there is a qualified first-aider on-site
- first-aid boxes are up to date and accessible
- there is access to a phone to contact the emergency services if required.

Communication

When communicating with young people it is recommended that:

- you contact players only when necessary
- if players need to be contacted urgently (i.e. a change in training arrangement) you set up a grapevine system
- you copy parents into written communication (i.e. letters or emails)
- you speak with a player and their parents if there is a need to communicate information in relation to playing, training or competition
- you clearly state the club's policy on communication with players and parents.

You should avoid:

- contacting a young person unnecessarily
- contacting young people by phone, text or email. This should not be undertaken without parental consent
- emailing young people directly as individuals (can be done as part of a disclosed list, once permission is gained to do so)
- using text as a medium of contact with a young person on an individual basis
- making or receiving calls on a mobile phone during training or at competition (coach). It is inappropriate to compromise the safety of a session
- emailing one young person without copying in parents, other players or club members.

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

England Netball has specific further guidance relating to social networking, see website for further details: www.englandnetball.co.uk/safeguarding



Changing

The following guidelines should be adhered to:

- players aged 10 and under must be supervised at all times in changing rooms by two members of staff, of the same gender as the players
- adults working with young teams, including volunteers, coaches, umpires or staff, should not change or shower at the same time when using the same facility as young players
- mixed gender teams must have access to separate male and female changing rooms
- if young players play for adult teams, they and their parents must be informed of the club's policy on changing arrangements
- if young people are uncomfortable changing or showering in public, no pressure should be placed on them to do so. Encourage them to do this at home
- if your club has disabled players, involve them and their carers in deciding how, if applicable, they wish to be assisted to change and ensure they provide full consent to any support or assistance required
- if adults and young people need to share a changing facility, the club must have consent from the parents that their child/children can share a changing room with adults in the club
- if young people need to share changing facilities with adults, their parents should be allowed to supervise them while they are changing.

Transportation

Dropping Off and Collecting Young Players at the Club/Training Session

- Coaches and club staff will be responsible for young people in their care.
- It is the responsibility of the parent/carer to transport their child/children to and from the club.
- It is not the coach's or volunteer's responsibility to transport young people to and from the club.
- The club must receive permission from parents/carers for young people to participate in all competitions and away fixtures/events.
- The club will provide a timetable of activities at the beginning of a season and notify parents/carers of any changes to this timetable in writing where practically possible.
- The club will require emergency contact numbers for parents/carers.
- The club adopts and publicises a late collection policy.
- The club will provide the parents/carers with a contact number which may be used if the parent/carer will be late to collect their child/children.
- The club will ask parents/legal guardians to complete a form providing contact details, information about their child/children, i.e. medical details, etc.

Late Collection

If a parent/carer is late the club will:

- attempt to contact the parent/carer
- check the club contact number for any information regarding the young person
- wait with the young person at the club, with wherever possible other staff/volunteers or parents
- remind parents/carers of the policy relating to late collection
- report the situation to Children's Social Care or the police if parents/carers remain uncontactable.

Staff/volunteers should avoid:

- taking the child home or to any other location
- asking the child to wait in a vehicle or the club with you alone
- sending the child home with another person without permission.

Private Cars

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

- drivers must ensure the safety of passengers
- drivers must ensure that their vehicle is roadworthy and that they have a valid licence and insurance cover
- drivers must only use vehicles with seat belts and ensure that their passengers are wearing these when in transit
- drivers must be aware of their legal obligations when transporting young players (see references)

*Documents available online at www.englandnetball.co.uk/safeguarding

- parents/guardians/carers must give written permission if their child/children are being transported in another adult car
- clear information on the expected time of departure and arrival needs to be communicated to relevant people, i.e. parents/guardians/carers
- drivers should not be alone with a young person in the car at any time. If this situation arises, drivers need to ensure that the young person is in the back of the car.

Hiring Transport

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

- passenger safety
- competence of the driver and whether the driver holds an appropriate valid licence
- number of driving hours for the journey and length of the driver's day, including non-driving hours
- whether more than one driver is required
- type of journey, traffic conditions, weather, appropriate insurance cover
- journey time and distance, and stopping points
- supervision requirements
- suitability of transport if the team includes disabled players
- drivers will need to take breaks and be aware of emergency procedures.

Legislation – Points to Remember

Minibuses

- All minibuses and coaches carrying groups of three or more young people aged between 3 and 15 years must be fitted with a seat belt for each young person.
- Ensure that anyone who is driving a group minibus has received training on driving the minibus and the management of passengers.
- Ensure that the driver of the minibus is legally entitled to drive it.
- Vehicles must be appropriate and roadworthy.
- The driver is responsible for the vehicle during the trip.
- There must be an anchor point for wheelchair users.
- New child car seat regulations came into force in September 2006.

Useful References

Minibuses

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

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

Car Seats

http://www.dft.gov.uk/think/focusareas/children/childincar?whoareyou_id=&page=Overview

Competitions and Tournaments

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

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

Purpose of Event, Social or Competition

- Planning?
- When?
- Where?
- Who?

Risk Assessment

- Activity
- Venue.

Communication with Parents

- Travel arrangements – if applicable
- Times
- Venue
- Dates of competition and details of format
- Consent forms
- Cost
- Kit.

Emergency Procedures

- First aid
- Medical information
- Reporting procedures in an emergency
- Player information including emergency contact details
- Meeting points
- Contact details for player's parents/carers.

Supervision and Staffing

- Ratios of adults to young people
- Male/female ratios.

Staff

- Recruitment and screening
- Roles and responsibilities
- Staff training
- Event Organiser
- Safeguarding Officer.

Registration

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

Insurance

- Liability
- Adequate cover.

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

Transport

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

Planning Trips

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

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

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

Before the Trip

- The organisers of trips should plan and prepare a detailed programme of activities for the young people who are involved in the trip.
- Organisers should obtain, in writing, parental consent to young people joining a trip. This should include completed medical, photography and dietary forms and emergency contact details.
- Parents/carers should be given full information about the trip, including details of the programme of events, the activities in which the young people will be engaged and the supervision ratios.
- All information about parents/carers should be collected, including telephone numbers where parents/carers can be contacted at any time during the trip.
- A responsible adult should be nominated and parents/carers made aware of this person and their contact details.
- The facilities and surroundings being used should be checked as being safe and well maintained and large enough to accommodate the number of players in attendance.
- Check that there are adequate changing and showering facilities.
- Be aware of the Standard Operating Procedure of the centre being used, including emergency facilities/telephone.
- Ensure that all young people are adequately protected from the effects of the weather.
- Ensure that all young people take appropriate kit for the activity in which they are involved.
- Leaders in charge must be satisfied that those workers and adults who accompany group parties are fully competent to do so. Only qualified, experienced coaches should be used, and they should have adequate civil and third party liability insurance cover.

During the Trip

- All young people should have adequate breaks for the length of the day and the intensity of the practices/games.
- Young people should not be put in physical danger through inappropriate grouping.
- Adults should take care when participating in games with young people.
- Young people do not play more than is desirable for their age and/or ability.
- All young people need to be made aware of the importance of proper procedures for the intake of liquid and food for the activity in which they are engaged.
- Contact/medical information should be available for any young person involved in an adult team.
- All young people should be adequately supervised and engaged in suitable activity at all times.
- In circumstances when planned activities are disrupted, e.g. due to weather conditions, then organisers should have a number of alternative activities planned.
- Young people must be supervised at all times, preferably by two or more adults.
- Young people must not be left unsupervised at any venue, either indoors or out.

- Do not conduct meetings with young people while they are changing.
- Do not be alone in a changing room with young people while they are changing or showering.
- Do not deal with young people's injuries without a first-aid certificate and without another adult present.
- Do not ask young people to perform in training sessions or games whilst injured, if by doing so they could make the injury worse. Coaches should advise players to seek appropriate medical help or advice concerning injuries.
- Do not expose young people to excessive extremes of weather during any session.
- Do not be alone with individual young people in any situation, particularly at the end of the sessions or in the dark.
- Do not offer to take young people home or allow others to take them home without the specific permission of the parents/carers.
- Do not supply or encourage under-age children to purchase/consume alcohol or banned substances of any sort or supply or encourage pornographic material. This is especially relevant to adult tours by clubs/organisations.

Residential Trips (in addition to all points listed so far)

- All residential facilities must be adequate for the age and number of young people.
- Young people and supervising adults must sleep in separate rooms.
- Young people must be encouraged to display high standards of behaviour, individually and as a group, recognising that their behaviour sets an example for the group.
- Do not shower with young people under any circumstances.
- Do not visit young people's rooms unnecessarily and never alone.
- Do not conduct individual meetings with young people in their rooms.

England Netball has a summary guide on 'Away Trips' available on the England Netball webpages:

www.EnglandNetball.co.uk/safeguarding



Taking and Use of Photographic and Recorded Images of Young People

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

Use of recorded images can also be a valuable coaching aid. However, netball is committed to providing a safe environment for young people under the age of 18. Included in this commitment is ensuring that all necessary steps are taken to protect young people from the inappropriate use of their images in resources and media publications, on the Internet, and elsewhere.

Photographic and recorded images can be used as a means of identifying children and young people if accompanied by personal information, such as where they live and their interests; for example, 'This is X who is a member of Anywhere Netball Club, likes Westlife and supports Manchester United'. Inclusion of such personal information has the potential to make a young person vulnerable to individuals seeking to 'groom' young people for abuse.

Additionally, images can be used or adapted for inappropriate use. There is evidence of adapted sporting images being used on websites displaying images of child abuse.

When assessing the potential risks in the use of images of players, the most important factor is the potential for inappropriate use of images of young people. Awareness of the potential risks, and taking appropriate steps, can reduce the potential for misuse of images. By adopting the points highlighted in these guidelines, you will be putting into place the best possible practice to protect young people wherever and whenever photographs and recorded images are taken and stored.

These guidelines cover the following key areas:

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

Implementing the Policy on Taking and Use of Photographic and Recorded Images

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

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

- Written consent to take and use images should be obtained from the player and parents/legal guardians. This ensures that they are aware of the way the image is intended to be used to represent the sport. It is acceptable to use one consent form for all the club's activities, rather than consent for each match or competition, etc. A consent form is given in Template 4.
- If the player is named, for example in a match report, avoid using their photograph in a way that enables the image and name to be linked.
- If a photograph is used, avoid naming the player in any accompanying caption.
- NEVER publish personal details (email addresses, telephone numbers, addresses or other information relating to the location) of a young person.
- Only use images of players in suitable dress to reduce the risk of inappropriate use.
- Try to focus on the activity rather than a particular young person and where possible use photographs that represent the broad range of young people taking part in netball. This might include:
 - boys and girls
 - ethnic minority communities
 - young disabled people.
- Ensure that images reflect positive aspects of young people's involvement in netball.
- The simultaneous streaming of images onto a website is not recommended (uploading straight from device). Delayed streaming also provides the opportunity for editing of inappropriate clips. In particular, this can guard against the possibility of an image of a young person subject to legal restrictions appearing on a website.
- All access to images should be restricted. It is recommended that where images are acquired for distribution, including commercially, access to them is by individual registration. Open access to images on a website should never be available.
- Reasonable measures should be taken to ensure that the information stored is secured against malicious access, either internal or external (e.g. hackers).
- Any concerns regarding inappropriate taking or publishing of photographic or recorded images must be reported to the Club Safeguarding Officer.

Use of Photographic or Recorded Image Equipment at Netball Events

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

- Written consent should be obtained from the player and parents/carers to take and use images.
- To deter inappropriate individuals attending events, it is recommended that a registration system is used for individuals wishing to take photographic or recorded images.
- If a parent wishes to take photos or record an event they must be asked to register at the event. See Template 4 for registration form.
- Issue the registered photographer with clear identification that must be worn at all times. This serves to highlight those who have accreditation. It is advisable to ensure that where regular events occur, the identifying label is changed to prevent unofficial replication.

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

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

If using a professional photographer or inviting the press:

- provide a clear brief about what is considered appropriate, in terms of picture content and their behaviour around the players
- inform players and their parents that a photographer will be at the event and ensure that:
 - they are aware that the photographer will be wearing identification
 - you receive their consent to both the taking and publication of photographs.

Do not:

- allow unsupervised one-to-one photo sessions at events
- allow photo sessions outside of the event or at the player's home.

If someone is taking photos or recording images without permission:

- ask the individual who they are and why they are taking photos/recording images without permission
- report any concerns to the Club Safeguarding Officer.

Use of Photographic or Recorded Image Equipment as a Coaching Aid

- Written consent should be obtained from the player and parents/legal guardians to take and use images.
- Players and their parents/carers should be aware that this is part of the coaching programme and clear of the purpose of filming as a coaching aid.

Useful References

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

Safe Recruitment

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

- protect both the young people and adults at your club, and in so doing, protect the club itself
- ensure that your club offers opportunities for young people to play netball in a safe and enjoyable environment
- demonstrate your club's commitment to protecting young people to potential members and their parents/carers
- deter the small minority of people who are unsuitable to work with young people from using sport as a means of gaining access to young people
- demonstrate to other partners your club's commitment to safeguarding and protecting children. These might include distributors of public funds, potential sponsors and local authorities hiring court time
- demonstrate a commitment to open, fair and consistent selection processes.

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

Implementing Good Practice Guidance on Safe Recruitment

There are a number of steps to good practice guidelines in recruitment. The following pages outline these steps. Template documents are provided to assist clubs in this process.

1. Planning

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

2. Advertising

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

Essential inclusions within any advertising are:

- aims of the club
- job description/role
- experience and skills required, particularly if experience of working with young people is an advantage
- the club's Safeguarding and Protecting Young People in Netball Policy and Procedures
- codes of conduct
- the use of CRB disclosures and self-disclosures as part of the selection process
- details on how to obtain an application form.

3. Applications

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

Useful References

Template 5: Club/Association Application Form for Positions Working with Young People in Netball

Template 6: Club/Association Self-disclosure Form.

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

- name, address and evidence of their right to work (e.g. through a national insurance number)
- confirmation of identity
- relevant experience, qualifications and training undertaken
- listing of past career or involvement in sport/netball (to confirm experience and identify any gaps)
- the names of at least two people (not relatives) willing to provide written references that comment on the applicant's previous experience of, and suitability for, working with young people

- details of any former involvement with netball
- a signed agreement to abide by England Netball's Codes of Conduct and Safeguarding and Protecting Young People in Netball Policy and relating procedures. Failure to adhere and comply may result in disciplinary action and possible dismissal/exclusion from netball.

Shortlisting

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

4. Meeting/Interview

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

It is also recommended that:

- applicants are asked to bring official photographic proof of identity such as a passport or driving licence
- questions are prepared in advance that will give the applicant an opportunity to demonstrate their relevant experience.

As well as considering an applicant's ability to fill a position, it is also important to assess their attitudes and commitment to child welfare. Examples of questions you might ask are:

- tell us about any previous experience you have working with young people
- give a child-related scenario and ask what they would do, e.g. 'it is a winter evening and the training session has finished. A parent has not arrived – what would you do?' The applicant would be expected to say that they would stay with the child along with another adult and contact parents to find out where they were
- is there anything that we should know that would affect your suitability to work with children or young people?

5. Checks and References

Before an appointment offer is made:

- at least two references should be requested from individuals who are not related to the applicant. One should be work related and the other demonstrating previous involvement of working with young people, ideally in a sporting setting (See Template 7: Club/Association Reference Form for Positions Working with Young People in Netball)
- check references to confirm identity using appropriate official documents, ideally photographic identification
- all references should be in writing and followed up by telephone
- if any reference or information on a self-declaration gives cause for concern, please contact the Lead Child Protection Officer at England Netball for further advice:
Mobile: (07595) 863991
Email: besafe@englandnetball.co.uk
- check any relevant qualifications are substantiated through England Netball.

CRB Disclosures

- Applicants who have significant access and or responsibility for working with young people must complete an enhanced CRB disclosure.
- All CRB checks must be conducted through England Netball. CRB disclosures processed through other organisations are not acceptable.
- CRB disclosures should be completed every three years.
- England Netball has the jurisdiction to manage and deal with any matters arising from any disclosure.
- Clubs/associations must not engage people in contradiction of England Netball sanctions.
- CRB disclosures should not be used in isolation, but as part of the recruitment process.

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

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

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

For the latest information on the Vetting and Barring Scheme and any requirements for ISA registration in netball, please refer to the England Netball website.

Position of Trust in Relation to Children

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

Examples of such roles are:

- coach
- team managers
- umpires
- helpers involved in working with under 18s in a paid or voluntary capacity.

This list is not exhaustive as the nature of roles varies between organisations.

Further information on England Netball's CRB Service is available from England Netball's website www.englandnetball.co.uk/safeguarding/CRB.php or from:

CRB Administrator, England Netball
Netball House, 9 Paynes Park, Hitchin,
Hertfordshire. SG5 1EH

Tel: (01462) 442344

Email: besafe@englandnetball.co.uk

6. Appointment

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

7. Induction

All staff or volunteers should undergo an induction (formal or informal) to include:

- signing up to the club's Policy on Safeguarding and Protecting Young People in Netball and procedures, good practice guidelines and any codes of conduct and behaviour that are appropriate
- confirming and agreeing roles and responsibilities on both sides
- establishing and actioning training needs
- an initial period of supervision or mentoring could be introduced to support the volunteer.

8. Training

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

England Netball recommends that all adults working with children and young people attend sports coach UK's 'Safeguarding and Protecting Children' three-hour awareness workshop.

England Netball will be offering other training opportunities to people involved with working with young people, details of which will be communicated directly and updated periodically. This will include 'Time to Listen' training, aimed at designated Safeguarding Officers.

9. Monitoring and Appraisal

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

- receive feedback
- identify training needs
- set new goals
- highlight any concerns about inappropriate behaviour.

England Netball recommends that all adults working with children and young people attend sports coach UK's 'Safeguarding and Protecting Children' three-hour awareness workshop.

England Netball will be offering other training opportunities to people involved with working with young people, details of which will be communicated directly and updated periodically. This will include 'Time to Listen' training aimed at designated Safeguarding Officers.

Safeguarding and Protecting Young People at your Club Level

Awareness

- Raise awareness with all members and players within the club.
 - Put posters on the noticeboard.
 - Ensure all young players know they can talk to someone if they are worried.
 - Adopt policies within the club constitution on safeguarding or child protection; recruitment; anti-bullying and taking and use of photographic and recorded images. Ensure that all club members, players, coaches, volunteers and parents/carers of junior members have a copy of the policies or know how to access them. Ensure all coaches, staff and volunteers in positions of trust have agreed to abide by all codes of conduct.

Appoint a Safeguarding Officer

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

Policy

- Adopt the England Netball policy for Safeguarding and Protecting Young People in Netball and make all members aware of its content.
- Establish a working group to support the ongoing development and implementation of the policy.
- Follow the England Netball policy and guidelines on recruitment and ensure that all individuals working with children and young people are screened and are suitable.

Procedure

- Ensure appropriate consent forms are completed by parents/legal guardians for all young people under the age of 18. Consent should cover medical details, emergency contact details, transport and photography.
- Adopt clear guidelines for: transport; changing; competitions and events; dropping off and collecting young people at the club; and supervision of young people, ensuring these are published to parents/carers, staff and volunteers.

Training

- Identify any training needs within the club and contact England Netball to find out about workshops and opportunities for support.

Put Young People First

- Promote a culture in which all young people are listened to and respected as individuals by:
 - putting the welfare of the young person first
 - challenging unacceptable behaviour
 - avoiding one to one situations with young players unsupervised
 - ensuring that netball is fun and that fair play is promoted
 - providing confidential communication lines through which concerns can be expressed
 - reporting all concerns, allegations or suspicions of abuse
 - ensuring that all relevant members, staff and volunteers have, or know how to access, England Netball's procedures for reporting concerns.

Implementing Anti-bullying Procedures at Local Level

Raise Awareness

- Raise awareness with all members and players within the club.
 - Put posters on the noticeboard.
 - Ensure all young players know that they can talk to someone if they are worried.

Policy

- Adopt an anti-bullying policy within the club constitution.
- Ensure that all club members, players, coaches, volunteers and parents/carers of junior members have a copy of the policy.

Code of Good Practice

- Ensure that the code of conduct clearly states that behaviour which constitutes bullying will not be accepted.
- Ensure that all coaches, staff and volunteers have signed up to the code of conduct.

Management of Bullying

- Establish a working group to support the ongoing development and implementation of the policy.
- Identify any training needs within the club and contact England Netball to find out about workshops and opportunities for support.

Report Concerns

- Any incidents of bullying should be reported to the Safeguarding Officer who will:
 - record the details using the England Netball Safeguarding Referral Form*
 - follow England Netball's reporting procedure*.

If the incident is an adult bullying a young person or a young person bullying a young person, the Safeguarding Officer will report the incident to the England Netball Lead Child Protection Officer who will:

- make a decision on the method and process for managing the incident
- manage the situation with the support of the Club Safeguarding Officer.

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

The following action may be taken:

- parents/legal guardians will be informed and may be asked to come to a meeting to discuss the problem
- if necessary and appropriate, the police may be consulted
- an attempt will be made to help the bully (bullies) change their behaviour
- if the situation is not or cannot be resolved through mediation, training or mentoring, the England Netball Lead Child Protection Officer may manage the incident following the England Netball Safeguarding and Protecting Young People in Netball Disciplinary Regulations*.

Review, Monitor and Evaluate

- Ensure that the working group meets to review any incidents, how they were managed and outcomes reached.
- Take lessons learnt from incidents and re-evaluate the policy as required.
- Maintain an ongoing poster campaign.
- Ensure all club members, players, coaches, volunteers and parents/carers of junior members are kept up to date with any changes.
- Invite feedback from club members, players, coaches, volunteers and parents/carers of junior members about the policy and its impact.

*Documents available online at www.englandnetball.co.uk/safeguarding

Appendices and Templates

Appendix 1

Contact Details

Emergency

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

Organisation	Contact Details	Website
NSPCC - 24hr helpline	Phone: (0808) 8005000	www.nspcc.org.uk
England Netball Lead Child Protection Officer	Phone: (07595) 863991 Email: besafe@englandnetball.co.uk Address: England Netball, 9 Paynes Park, Hitchin, Herts SG5 1EH	www.englandnetball.co.uk
Club Safeguarding Officer*		
Local Authority Children's Social Care Dept (Social Services) - ask for Duty Manager		www.dcsf.gov.uk/everychildmatters/safeguardingandsocialcare/safeguardingchildren/localsafeguardingchildrenboards/lscb
Police (Child Protection Team)	In an emergency phone 999	
Samaritans (will hold the Social Services Duty Officer's contact details in an emergency)	Phone: (08457) 909090	www.samaritans.org

*please complete these details

Useful Contact Details – Help, Support and Advice

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

Organisation	Contact Details	Website	Further Information
NSPCC - Child Protection in Sport Unit	Phone: (01162) 347278 Email: cpsu@nspcc.org.uk	www.thecpsu.org.uk	Sport-specific advice on safeguarding and protecting young people.
NSPCC - 24hr helpline	Phone: (0808) 8005000	www.nspcc.org.uk	National Society for the Prevention of Cruelty to Children.
Victim Support	Phone: (0845) 3030900	www.victimsupport.org.uk	Provide emotional support, information and practical advice for victims and witnesses.
The British Association of Counselling and Psychotherapy	Phone: (01455) 883300	www.bacp.co.uk	Provides a list of registered qualified therapists.
Local Safeguarding Children's Board		www.dcsf.gov.uk/everychildmatters/safeguardingandsocialcare/safeguardingchildren/localsafeguardingchildrenboards/lscb	Education and training opportunity.
Government Guidance		www.dcsf.gov.uk/everychildmatters/	Government guidance on safeguarding and protecting young people.

Useful Contact Details – Advice for Children and Young People

Organisation	Contact Details	Website	Further Information
There4Me	Phone: (0808) 8005000	www.there4me.com	Support and advice for 12-16 year olds from the NSPCC.
ChildLine	Phone: (0800) 1111	www.childline.org.uk	Free helpline for children and young people.
Kidscape	Phone: (0207) 7303300	www.kidscape.org.uk	Support on bullying.

*Documents available online at www.englandnetball.co.uk/safeguarding

Appendix 2

Club Safeguarding Officer – Role Description

The Club Safeguarding Officer is responsible for acting as a source of advice about safeguarding and protecting children, promoting good practice and for action on receipt of any concerns or referrals.

Areas of Responsibility

1. Policy and Procedures

- To provide information and advice on safeguarding and protecting children within the club and promote a child-focused approach
- To ensure that the club adopts and follows the England Netball (EN) Safeguarding and Protecting Young People Policy and Procedures
- To ensure that all club members are made aware of and clearly informed about the role of the Safeguarding Officer and know how to contact them for advice, support and resources
- To promote awareness of the EN Codes of Conduct and to support the implementation of safe recruitment and induction procedures within the club.

2. Referrals

- To receive information from club staff, volunteers, children or parents and carers who have any concerns relating to the welfare of children and young people and to maintain appropriate records
- To clarify any information received carefully, ensuring that this is referred on promptly to enable assessment to be undertaken, and support offered, by the EN Lead Child Protection Officer
- To follow the EN Responding and Reporting Concerns flow chart
- To ensure that the referral is confirmed in writing using the EN Safeguarding and Protecting Children Report Form.

3. Education and Training

- To advise the club on appropriate training for coaches and volunteers based on the EN recommended safeguarding training requirements
- To signpost those with roles and responsibilities for children and young people to appropriate safeguarding training opportunities.

4. Knowledge

- The designated person should be aware of the local statutory child protection network, including the contact details for the local police and Children's Social Care, the role of the Local Safeguarding Children's Board (LSCB) and the awareness of local inter-agency child protection procedures.
- The Safeguarding Officer should understand the EN Safeguarding and Protecting Young People Policies and Procedures and be committed to promoting the welfare of children and their continued enjoyment and participation within netball.
- The designated person should have an awareness of equity issues, safeguarding and child protection.
- The designated person should have an understanding of poor practice and abuse – behaviour that is harmful to children or has a potentially negative impact upon their welfare and enjoyment of netball.

The Person

The Club Safeguarding Officer should be well known in the club and have a strong child focus. The Club Safeguarding Officer needs to be accessible to and approachable for children and young people but should ideally not be the coach or volunteer with direct responsibility for coordinating or delivering the junior programmes at the club. They should be a member of the club.

The Club Safeguarding Officer should have undertaken the sports coach UK 'Safeguarding and Protecting Children' workshop or an equivalent recognised direct delivery training course within the past three years. They must also be committed to receive further training as necessary and directed by the England Netball Lead Child Protection Officer.

Template 1 Safeguarding and Protecting Young People in Netball Policy

Applicable to:	England Netball Staff and Volunteers in Netball in England
Date of Origination:	December 2006
Lead Officer:	Lead Child Protection Officer
Effective From:	December 2009
Status:	CURRENT
For Review (Annually):	December 2010

This policy will be supported by an implementation plan and good practice documents from England Netball.

England Netball

Safeguarding and Protecting Young People in Netball Policy

1. Rationale

England Netball is required as part of its statutory responsibility to comply with relevant legislation for safeguarding and protecting young people in general.

England Netball is committed to creating and maintaining a safe and positive environment for all young people to play netball. It accepts its responsibility to safeguard the welfare of all young people and protect them from poor practice, abuse and bullying.

England Netball's Safeguarding and Protecting Young People in Netball Policy and Procedures apply to all individuals involved, paid or in a voluntary capacity. Everyone has a responsibility.

2. Principles

- 2.1 Anyone under the age of 18 will be considered a child or young person in relation to Safeguarding and Protecting Young People in Netball Policy and Procedures.
(Young people will mean children and young people throughout all Safeguarding and Protecting Young People in Netball policies, procedures and documentation.)
- 2.2 The safety and welfare of young people is paramount.
- 2.3 England Netball Safeguarding and Protecting Young People in Netball Policy is mandatory. The rollout of the policy will be supported through a clearly defined implementation plan.
- 2.4 All young people, regardless of age, ability, gender, race, religion, ethnic origin, social status or sexual orientation have the right to be protected from abuse.
- 2.5 The rights, dignity and worth of all young people should always be respected.
- 2.6 All allegations will be taken seriously and responded to quickly in line with England Netball policy and procedures.
- 2.7 It is the responsibility of safeguarding and child protection experts to determine whether or not abuse has taken place, but it is everyone's responsibility in netball to act appropriately and report concerns.
- 2.8 England Netball recognises the role and responsibilities of the statutory agencies safeguarding children and young people and is committed to complying with the procedures of the Local Safeguarding Children Boards¹.
- 2.9 Working in partnership with parents and carers is essential for the safeguarding and protection of young people.

3. Guidance and Legislation

- 3.1 The practices and procedures within this policy and documentation are based on the principles contained within UK and international legislation and government guidance and have been designed to complement Local Safeguarding Children Boards procedures and take the following into consideration:
 - 3.1.1 The Children Act 1989 and 2004
 - 3.1.2 The Protection of Children Act 1999
 - 3.1.3 The Police Act 1997

¹Local Safeguarding Children's Boards are the key statutory mechanism for agreeing how the relevant organisations in each local area will cooperate to safeguard and promote the welfare of children in the locality. The core membership of LSCBs is set out in the Children Act 2004, and includes local authorities, health bodies, the police and others. The objective of LSCBs is to coordinate and to ensure the effectiveness of their member agencies in safeguarding and promoting the welfare of children.

*Documents available online at www.englandnetball.co.uk/safeguarding

- 3.1.4 Criminal Justices and Court Services Act 2000
- 3.1.5 The Data Protection Act 1994 and 1998
- 3.1.6 'Caring for the young and vulnerable' – Home Office guidance for preventing the abuse of trust 1999
- 3.1.7 'What to do if you are worried a child is being abused,' DOH 2006
- 3.1.8 'Working Together to Safeguard Children', 2006 HM Government
- 3.1.9 The UN Convention on the Rights of the Child
- 3.1.10 The Human Rights Act 1998
- 3.1.11 The Safeguarding Vulnerable Groups Act 2006.

4. Roles and Responsibilities

- 4.1 England Netball must:
 - 4.1.1 appoint a designated person to manage safeguarding and child protection
 - 4.1.2 produce a national Safeguarding and Protecting Young People in Netball Policy and Procedures
 - 4.1.3 produce guidance and resources to support the Safeguarding and Protecting Young People in Netball Policy and Procedure
 - 4.1.4 manage and respond to concerns and disclosures
 - 4.1.5 work in partnership with the statutory agencies where applicable
 - 4.1.6 form a disciplinary panel as required
 - 4.1.7 act upon and communicate the outcome of any disciplinary hearing.
- 4.2 England Netball Regions must:
 - 4.2.1 appoint a Regional Safeguarding Officer (in line with the volunteer role description and the recruitment process set down by England Netball)
 - 4.2.2 ensure that the region adopts England Netball Safeguarding and Protecting Young People in Netball Policy and Procedures
 - 4.2.3 ensure that all clubs within the region adopt England Netball Safeguarding and Protecting Young People in Netball Policy and Procedures
 - 4.2.4 support Club Safeguarding Officers to fulfil their role and responsibility
 - 4.2.5 fulfil their role with the management of CRB disclosures
 - 4.2.6 ensure that all reported cases are managed in line with England Netball policy and procedures
 - 4.2.7 support clubs as agreed in the implementation plan.
- 4.3 Affiliated Clubs must:
 - 4.3.1 appoint a Club Safeguarding Officer in line with the England Netball Recruitment Guidelines and Volunteer Role Description
 - 4.3.2 adopt and implement the England Netball Safeguarding and Protecting Young People in Netball Policy and Procedures and Guidelines
 - 4.3.3 ensure that all committee members and club members are aware of their responsibility in Safeguarding and Protecting Young People in Netball
 - 4.3.4 support their members through accessing education and training opportunities in relation to the Safeguarding and Protecting Young People in Netball Policy
 - 4.3.5 work in partnership with parents/carers and young people within the club
 - 4.3.6 implement a policy of Best Practice (see relevant guidelines)
 - 4.3.7 ensure that all relevant members who have regular supervisory contact with young people or a management responsibility for those working with young people undertake an enhanced CRB disclosure.

5. Prohibited Practice

- 5.1 Coaches, volunteers, umpires or managers must never:
 - 5.1.1 spend time alone with young people away from others
 - 5.1.2 take young people to your home where they will be alone with you
 - 5.1.3 invite or allow young people to stay with you at your home
 - 5.1.4 transport young people in your car alone
 - 5.1.5 transport children if you are an unregistered driver (see relevant guidelines)

- 5.1.6 if it should arise that such situations are unavoidable they should only take place with the full knowledge and consent of someone in charge in the club/governing body and/or a person with parental responsibility for the young person. In exceptional circumstances where a coach, manager or volunteer cannot obtain the consent of someone in charge in the club/governing body and/or person with parental responsibility for the young person then if it is in the welfare interest of the young person, preceding paragraph does not have to be followed. If this occurs the adult must record the occurrence with the club/governing body CSO/EN Lead Child Protection Officer
- 5.1.7 engage in rough, physical or sexually provocative games with young people
- 5.1.8 share a room with a young person unless the individual is the parent/guardian
- 5.1.9 allow or engage in any form of inappropriate physical touching or sexual contact or behaviour
- 5.1.10 use or allow young people to use inappropriate language unchallenged
- 5.1.11 make sexually suggestive comments to a young person, even in fun
- 5.1.12 allow allegations made by a young person to go unchallenged, unrecorded or not acted upon
- 5.1.13 do things of a personal nature for young people that they can do for themselves, unless you have been requested to do so by the parents/carer. (It is recognised that some young people will always need help with things such as lace tying and it is also recognised that this does not preclude anyone attending to an injured/ill young person or rendering first aid.)
- 5.1.14 depart the netball club or agreed rendez-vous point until the safe dispersal of all young people is complete
- 5.1.15 cause an individual to lose self-esteem by embarrassing, humiliating or undermining the individual
- 5.1.16 treat some young people more favourably than others
- 5.1.17 agree to meet a young person on their own on a one to one basis.

6. Criminal Records Bureau (CRB)

- 6.1 All adults who have 'regular supervisory contact with young people' must complete their CRB Enhanced Disclosure Application Form within 8 weeks of their appointment. The adults must be supervised with young people at all times whilst the club waits for the outcome of this disclosure. These adults will include:
 - 6.1.1 professional staff
 - 6.1.2 all coaches/assistant coaches
 - 6.1.3 team managers
 - 6.1.4 some officials
 - 6.1.5 Safeguarding Officers
 - 6.1.6 physiotherapists/fitness staff/other support staff such as doctors
 - 6.1.7 some staff assisting or supporting at any event.
- 6.2 CRB disclosures must be conducted through England Netball who have jurisdiction to deal with any matter arising from any such disclosure.

7. Whistleblowing

- 7.1 Whistleblowing is an early warning system. It is about revealing and raising concerns over misconduct or malpractice within an organisation or within an independent structure associated with it.
- 7.2 If there is a concern with regard to the behaviour of an adult towards a young person or young person to young person, it is important that you share your concerns with the England Netball Lead Child Protection Officer and/or Club Safeguarding Officer.
- 7.3 All information received and discussed will be treated in confidence and only shared with those individuals who will be able to manage and resolve the situation. On occasion it may be necessary to seek advice, or inform the statutory agencies e.g. the police or Children's Social Care (formerly Social Services).
- 7.4 All concerns will be taken seriously and managed accordingly within the Safeguarding and Protecting Young People in Netball Policy and Procedures.

8. Positions of Trust

- 8.1 All adults who work with children/young people are in a position of trust which has been invested in them by the parents, the sport and the child/young person. This relationship can be described as one in which the adult is in a position of power and influence by virtue of their position. Sexual intercourse or touching by an adult with a child under the age of 16 years is unlawful, even where there is apparent consent from the child. A consensual sexual relationship between an adult in a position of trust within the netball setting and a child over 16 years of age is contrary to the Policy and Procedures for Safeguarding and Protecting Young People in Netball.

- 8.2 In the sport of netball most adults in a position of trust recognise that there are certain boundaries between the coach/official/volunteer and the player which must not be crossed in terms of the relationship with the young player. The relationship, in essence, is no different to that between a teacher and the young people in their care, in relation to the abuse of trust.
- 8.3 Adults must not encourage a physical or emotionally dependant relationship to develop between the person in a position of trust and the young person in their care.
- 8.4 All those within the organisation have a duty to raise concerns about the behaviour of coaches, umpires, volunteers, administrators and professional staff which may be harmful to the child/children, young people in their care, without prejudice to their own position.

9. Getting Help

- 9.1 Further information or advice relating to this policy is available from the Lead Child Protection Officer of England Netball.
- 9.2 Copies of related policies are available on the website www.englandnetball.co.uk or from your regional office or England Netball Head Office (Netball House, 9 Paynes Park, Hitchin, Hertfordshire SG5 1EH).

10. Implementation

The implementation of this policy is mandatory and will be supported by an appropriate time-phased Implementation Plan to ensure compliance and effective delivery.

Template 2

Policy on Anti-bullying

England Netball Anti-bullying and Harassment Policy

Statement of Intent

England Netball is committed to providing a supportive, friendly, safe and positive environment free from offensive behaviour through its network of clubs, leagues, counties, regions and national activities.

Principles

- Bullying and harassment of any kind is not acceptable within any club, league, county or region providing playing opportunities for children and young people.
- England Netball has a TELLING culture and anyone who knows that bullying is happening is expected to tell their Club Safeguarding Officer.
- Any incident of bullying or harassment which occurs will be taken seriously, responded to promptly, and procedures followed to resolve the situation.
- England Netball have a moral and legal obligation to ensure that, when given responsibility for young people, coaches and volunteers provide them with the highest possible standard of care.
- It is the responsibility of every adult working in netball whether professional or volunteer, to ensure that all young people can enjoy the sport in a safe enjoyable environment.
- It is recognised that any procedure is only as effective as the ability and skill of those who operate it. England Netball are therefore committed to the effective recruitment of, and appropriate training for, all professional staff, coaches, volunteers and club members. This will enable them to work together with parents/carers and other organisations to ensure that the needs and the welfare of young people remain paramount.

What is Bullying and Harassment?

Bullying and harassment are defined as any unsolicited or unwelcome act that humiliates, intimidates or undermines the individual involved, and the use of aggression with the intention of hurting another person. Bullying and harassment results in pain and distress to the victim.

Bullying and harassment can be:

- emotional – being unfriendly, excluding, tormenting (e.g. hiding kit, threatening gestures)
- physical – pushing, kicking, hitting, punching or any use of violence
- racist – racial taunts, graffiti, gestures
- sexual – unwanted physical contact or sexually abusive comments
- homophobic – because of, or focusing on, the issue of sexuality
- verbal – name-calling, sarcasm, spreading rumours, teasing (including abusive text messaging and via the Internet)

Signs and Symptoms

A child may indicate by signs or behaviour that he or she is being bullied. Children and young people have described bullying as:

- being called names
- being teased
- being hit, pushed, pulled, pinched or kicked
- having their bag, mobile or other possessions taken
- receiving abusive text messages
- being forced to hand over money
- being forced to do things they do not want to do
- being ignored or left out
- being attacked because of religion, gender, sexuality, disability, appearance or ethnic or racial origin.

Other signs and symptoms:

- doesn't want to attend training or club activities
- changes to their usual routine
- begins being disruptive during sessions
- becomes withdrawn, anxious or lacking in confidence
- comes home with clothes torn or kit damaged
- has possessions go 'missing'
- becomes aggressive, disruptive or unreasonable
- starts stammering
- attempts or threatens suicide or runs away
- cries themselves to sleep at night or has nightmares
- has unexplained cuts or bruises
- comes home starving (money/lunch has been stolen)
- is bullying other children or siblings
- stops eating
- is frightened to say what's wrong.

These signs and behaviour may not constitute bullying or harassment and may be symptoms of other problems. Club, league, county or regional members, coaches and volunteers need to be aware of these possible signs and report any concerns to the Club Safeguarding Officer.

Objectives of the Policy

- All club, league, county and regional members, committee members, coaches, volunteers and parents should have an understanding of bullying.
- All club, league, county and regional members, committee members, coaches and volunteers should know what the England Netball club, league, county or regional policy is on bullying, and follow it when bullying is reported.
- All players and parents should know what the England Netball club, league, county or regional policy is on bullying, and what they should do if bullying arises.
- Players and parents should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated.

Procedures and Management of Bullying and Harassment

1. Report bullying incidents to the Club Safeguarding Officer, who will take the appropriate action (in line with the England Netball Safeguarding and Protecting Young People in Netball Policy and Procedures).
2. Record (using the England Netball Incident Form).

If the incident is an adult bullying a young person or the incident is a young person bullying or harassing a young person the Club Safeguarding Officer will report the incident to England Netball's Lead Child Protection Officer.

A decision is made in consultation with England Netball's Case Management Group on the method and process for managing the incident.

3. Parents may be informed and will be asked to come into a meeting to discuss the problem.
4. If necessary and appropriate, police will be consulted.
5. The bullying or harassing behaviour or threats of bullying or harassment will be investigated and the bullying stopped quickly.
6. An attempt will be made to help the bully (bullies) change their behaviour.
7. If the situation is not or cannot be resolved through mediation, training or mentoring, refer back to England Netball's Lead Child Protection Officer who will:
 - manage the incident in line with England Netball Disciplinary Regulations.

Implementing the England Netball Anti-bullying and Harassment Policy in Your Club

Phase 1

Raise Awareness

- Raise awareness with all members and players within the club.
 - Put posters on the noticeboard.
 - Ensure all young players know they can talk to someone if they are worried.
 - Ensure that parents have a copy of the policy.
 - Adopt the policy within the club constitution.
 - Ensure that the code of conduct clearly states that behaviour which constitutes bullying or harassment will not be accepted.
 - Ensure all coaches, staff and volunteers have signed up to the code of conduct.
 - Ensure the policy is given to members and players.
- Set up a working party to support the ongoing development and implementation of the policy.
- Identify any training needs within the club and contact England Netball to find out about workshops and opportunities for support.

Phase 2

Review, Monitor and Evaluate

- Ensure that the working group meets to review how the communication of the policy has been managed, has it made a difference?
- Work with England Netball to take lessons learnt from incidents and re-evaluate the policy as required.
- Maintain an ongoing poster campaign.
- Ensure members, players, coaches, volunteers and parents are kept up to date with any changes.
- Invite feedback from players, parents, coaches, members and volunteers about the policy and its impact.

Acknowledgements

England Netball wishes to thank the RFU/RFUW, Kidscape and ChildLine for their permission to adapt and modify material within the policy.

Original Source:

Kidscape 'Anti-bullying Policy for Schools – Some Guidelines'

ChildLine 'Bullying – Information for teachers and professionals working with young people'

If you require help or support you can contact:

Kidscape Helpline for parents/carers of bullied children (08451) 205204

ChildLine (0800) 1111

Template 3

Policy Statement on the Recruitment of Ex-Offenders

Statement on the Recruitment of Ex-offenders

It is a requirement of the Criminal Record Bureau's Code of Practice that [INSERT CLUB/ASSOCIATION NAME], as a registered user of the England Netball Umbrella Body Disclosure Service must treat disclosure applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed.

It also obliges [INSERT CLUB/ASSOCIATION NAME] to have a written policy on the recruitment of ex-offenders, and the following has been adopted:

Policy Statement

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

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

Template 4

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

[INSERT CLUB/ASSOCIATION NAME] adopts England Netball's policy for the taking and use of photographic and recorded images of young people and works in accordance with the following statement:

Introduction

[INSERT CLUB/ASSOCIATION NAME] does not wish to prevent parents or other spectators being able to take legitimate photographs or recorded images. Use of recorded images can also be a valuable coaching aid. However, [INSERT CLUB/ASSOCIATION NAME] is committed to providing a safe environment for young people under the age of 18. Included in this commitment is ensuring that all necessary steps are taken to protect young people from the inappropriate use of their images in resources and media publications, on the Internet, and elsewhere.

Photographic and recorded images can be used as a means of identifying young people if accompanied by personal information. This has the potential to make a young person vulnerable to individuals seeking to 'groom' young people for abuse. Additionally, images can be used or adapted for inappropriate use. There is evidence of adapted sporting images being used on websites displaying images of child abuse.

This policy covers the following key areas:

- the taking and/or publishing of photographic and recorded images of young people
- the use of photographic or record image equipment at netball events
- the use of photographic or recorded image equipment as a coaching aid.

Photographic or Recorded Images

This includes images or recorded images using a camera, digital camera, video recorder, mobile phone or personal digital assistant devices (PDA).

Obligations Under this Policy

Everyone within [INSERT CLUB/ASSOCIATION NAME] must act in accordance with the general principles in England Netball's Safeguarding and Protecting Young People Policy and the principles set out in this policy for taking and use of photographic and recorded images of young people.

In addition, [INSERT CLUB/ASSOCIATION NAME] adopts and implements this policy relating to the taking and use of photographic and recorded images of young people in netball, in accordance with the general principles in England Netball's Safeguarding and Protecting Young People Policy, and in accordance with this particular policy and principles together with the supporting good practice guidance.

How England Netball Can Help

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

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

Principles

- Everyone within [INSERT CLUB/ASSOCIATION NAME] should have an understanding of the issues relating to taking and use of photographic and recorded images of young people and what England Netball's policy is on this.
- Parents and young people have a right to decide whether young people's images are to be made, and how those images may be used.
- In accordance with good practice guidance for netball activities and events, parents and young people must provide written consent for young people's images to be taken and used. There may be legitimate reasons for denying consent i.e. subject to legal restrictions.
- A registration process should be used for photographers in accordance with the good practice guidance on photography and recorded images. This will help deter those wishing to take photographs or recorded images for inappropriate use.
- Images should convey the best principles and aspects of netball, such as fairness and fun.
- Care should be taken to ensure that images are not sexual or exploitative in nature, nor open to obvious misinterpretation and misuse.
- All images of young people should be securely stored to avoid inappropriate use.
- In the case of images used on websites, particular care must be taken to ensure that no identifying details facilitate contact with a young person by a potential abuser.
- Where used for coaching purposes, players and their parents should be made aware that this is part of the coaching programme and be clear of the purpose of filming as a coaching aid.
- Suspected inappropriate taking of photographic or recorded images should be challenged and reported.

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

Taking and Use of Photographic and Recorded Images of Young People

Definition

Photographic images and video images includes the use of cameras, digital cameras, video recorders, mobile phones and personal digital assistant devices (PDA).

Introduction

England Netball is committed to providing a safe environment for children/young people under the age of 18. Essential to this commitment is to ensure that all necessary steps are taken to protect children/young people from the inappropriate use of their images in resource and media publications, on the Internet, and elsewhere.

Photographs can be used as a means of identifying children and young people when they are accompanied with personal information, for example – this is X who is a member of Hometown Netball Club who likes Westlife and supports Manchester United. This information can make a child vulnerable to an individual who may wish to start to ‘groom’ that child for abuse.

Secondly, the content of the photo can be used or adapted for inappropriate use. While this is rare in netball, there is evidence of adapted material from legitimate sources finding its way onto child pornography sites. Netball clubs, counties and regions therefore need to develop a policy in relation to the use of images of children/young people on their websites and in other publications.

When assessing the potential risks in the use of images of players, the most important factor is the potential of inappropriate use of images of children. If your club/county/region are aware of the potential risks, and take appropriate steps, the risk can be reduced.

These guidelines focus on the following key areas:

- the publishing of photographic and/or recorded images of children/young people
- the use of photographic filming equipment at netball events
- the use of video equipment as a coaching aid.

Key Principles

England Netball adopt the following key principles:

- The interests and welfare of children taking part in netball are paramount.
- Parents/carers and children have a right to decide whether children’s images are to be taken, and how those images may be used.
- Parents/carers and children must provide written consent for children’s images to be taken and used.
- Images should convey the best principles and aspects of netball, such as fairness and fun.
- Care should be taken to ensure that images are not sexual or exploitative in nature, nor open to obvious misinterpretation and misuse.
- Images should only be taken by authorised persons, as agreed in the protocol for a particular event.
- All images of children should be securely stored.
- In the case of images used on websites, particular care must be taken to ensure that no identifying details facilitate contact with a child by a potential abuser.

Publishing Images – Easy Rules to Remember

- Ask for written permission from the player and parent/carer/s to take and use their image. This ensures that they are aware of the way the image is intended to be used to represent the sport. The Consent Form is one way of achieving this.
- If the player is named, avoid using their photograph.
- If a photograph is used, avoid naming the player. NEVER publish personal details (e.g. email addresses, telephone numbers, addresses etc) of a child/young person.
- Only use images of players in suitable dress (tracksuit, on-court clothing i.e. t-shirt/shorts/skirt or off-court clothing) to reduce the risk of inappropriate use. Try to focus on the activity rather than a particular child.
- Where possible use photographs that represent the broad range of children/young people taking part in netball. This might include:
 - ethnic minority communities
 - disabled young people or children
 - girls with hair covered e.g. baseball cap or a scarf.
- Ensure that images reflect positive aspects of children’s involvement in netball (enjoyment/competition etc).

Use of Photographic Filming Equipment at Netball Events

England Netball does not wish to prevent parents, carers or other spectators being able to take legitimate photographs or video footage of competitors. However, there is evidence that certain individuals will visit sporting events to take inappropriate photographs or video footage of children/young people. All clubs, counties and regions should be vigilant about this possibility. Any concerns during an event should be reported to the Club/Regional Safeguarding Officer or the Event Organiser.

Action and Implementation

When planning an event an accreditation procedure should be developed.

- Develop a system to record individuals' name and address and club.
- Professionals are required to register prior to the event and their identification details also recorded.
- Ideally identification details should be checked with the issuing authority prior to the event.
- On registering, organisers of events should issue an identification label on the day, which can serve to highlight those who have accreditation.
- Where regular events occur, the identifying label should be changed to prevent unofficial replication.
- Professional photographers/filming/video operators wishing to record the event should seek accreditation with the event organiser by producing their professional identification for the details to be recorded.
- Ideally they should request this at least 5 working days before the event.
- Students or amateur photographers/film/video operators wishing to record the event should seek accreditation with the event organiser by producing their student or club registration card and a letter from their club/educational establishment outlining their motive for attending the event.
- All other spectators wishing to use photographic/film/video equipment with a telescopic or zoom lens should register their intent with the organiser of the event.

Use of Video as a Coaching Aid

The use of video equipment can be a valuable coaching aid provided the following is considered:

- Players and their parents should be aware that this is part of the coaching programme and clear of the purpose of filming as a coaching aid.
- Care should be taken in the storing of coaching films to avoid inappropriate use.
- Seek written permission from the player and parent for the use of photography and video analysis.
- When filming, ensure that there is an appropriate approved adult from the club present.

Registration Form

Event Registration Form

This form will be completed by anyone wishing to take photographs or record images at a particular netball event.

Name:

Address:

.....

Postcode:

Tel. no:

Event name:

Event venue:

Event date:

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

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

.....

.....

.....

.....

I acknowledge that if it is deemed that any photographs or recorded images are used inappropriately, this may result in me being unable to use photographic equipment at netball events in the future and may be reported to England Netball and managed within the Safeguarding Policies and procedures.

Signed:

Print name:

Date:

Consent Form

Use of Photographic and Video Images of Children/Young People Under the Age of 18

Policy Statement

[INSERT CLUB/ASSOCIATION NAME] is committed to providing a safe environment for children/young people under the age of 18 to participate in netball. Essential to this commitment is to ensure that all necessary steps are taken to protect children/young people from the inappropriate use of photographic images.

[INSERT CLUB/ASSOCIATION NAME] have adopted the following good practice guidelines issued by England Netball:

Publishing Images

Through the use of a Consent Form, we will ask for the permission of young players and their parents/carers to take and use their image.

- If a player is named, we will avoid using their photograph.
- If a photograph is used, we will avoid naming the player.
- We will NEVER publish personal details (email addresses, telephone numbers, addresses etc) of a child/young person.
- We will only authorise the use of images of players in suitable dress (tracksuit, on-court clothing i.e. t-shirt/shorts/skirt, off-court clothing).

Use of Photographic Filming Equipment at Netball Events

[INSERT CLUB/ASSOCIATION NAME] will:

- inform players and parents that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs
- require parents, spectators and authorised photographers (e.g. press) to register at an event if they wish to use any photographic equipment including mobile phones with photographic technology
- issue an identification pass which must be worn and clearly visible at all times during the event
- not allow unsupervised access to players or one to one photo sessions at events
- not approve or allow photo sessions outside the events or at a player's home
- act on the concerns of any players and parents regarding the inappropriate use of photographic equipment
- inform children/young people and their parents/carers if video equipment is to be used as a coaching aid
- ensure that any photographic images taken and used will be stored safely.

Consent Form for the Use of Photographs or Video (Parents and children)

[INSERT CLUB/ASSOCIATION NAME] recognises the need to ensure the welfare and safety of all young people in sport.

In accordance with our child protection policy we will not permit photographs, video or other images of young people to be taken without the consent of the parents/carers and children.

The [INSERT CLUB/ASSOCIATION NAME] will follow the guidance for the use of photographs, a copy of which is available from (insert name).

The [INSERT CLUB/ASSOCIATION NAME] will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform [INSERT CLUB/ASSOCIATION NAME] immediately.

I hereby grant only [INSERT ORGANISATION NAME] and their approved agents the right to use the images resulting from the above mentioned photo/film shoots. This includes any reproductions or adaptations of the images for all general purposes (newspaper, magazine or other printed promotional articles and including Internet web page content) and at any time, in relation to the work of [INSERT ORGANISATION NAME].

Parent/Carer

I (parent/carers) give consent to (club/organisation)

photographing or videoing (young persons name)

Date: Signed:

Young Person

I (insert name of child/young person) give consent to

(club or organisation) to photograph or video my involvement in netball.

Date: Signed:

Template 5

Application Form for Positions Working with Young People in Netball

Position Applied For	
Personal Details	
Title (Mr/Mrs/Ms/Miss):	
Surname:	First name(s):
Any first name, surname or maiden name previously known by:	
Date of birth:	Place of birth:
National Insurance number:	
Address:	
Postcode:	
Telephone number(s):	
Email address:	
Employment Details	
Please list on a separate piece of paper all previous employment, including dates and accounting for any gaps in your employment history.	
Current occupation:	Name of organisation:
Job title:	Start date:
Address:	
Postcode:	
Telephone number(s):	
Nature of duties:	
Previous Volunteer Experience	
Name of organisation:	
Start date:	Finish date:
Relevant experience:	
If you have any other relevant voluntary experience, please use an additional sheet of paper.	

Qualifications

School/College:

Date Attended:

Qualifications:

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

Other Information

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

References

Please provide the names and addresses of two people who we can contact for a reference who know you well (but are not related). One must have knowledge of your employed work and one must have first-hand experience of your work with children. You must have known these people for a minimum of 2 years.

Name:

Name:

Address:

Address:

Postcode:

Postcode:

Telephone number(s):

Telephone number(s):

Important Information

Please be advised that this position is considered to involve substantial contact with children. Under the provisions of Exceptions Orders to the Rehabilitation of Offenders Act 1974, successful applicants will be asked to undertake an Enhanced Disclosure through the Criminal Records Bureau (CRB). An Enhanced Disclosure will contain information about criminal offences including convictions, cautions, reprimands and warnings. It will detail ALL previous convictions etc. including those usually regarded as 'spent' under the Rehabilitation of Offenders Act 1974.

This club has a policy on the recruitment of ex-offenders. A copy is attached. Having a criminal record will not necessarily bar you from working for [INSERT CLUB/ASSOCIATION NAME]. This will depend on the nature of the position and the circumstances and background of your offences.

Applicant Declaration

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

I agree to accept and work to England Netball's Safeguarding and Protecting Young People in Netball Policy and Procedures and Code of Conduct.

Signed:

Print name:

Date:

For Club Use Only

Applicant Successful?

Yes No

References Received?

Yes No

CRB disclosure check obtained through England Netball?

Yes No

Please return this form to:

Template 6

Self-disclosure Form

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

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

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

*England Netball has a Policy on the Recruitment of Ex-offenders. A copy is available on request.

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

Yes No

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

You are advised that under the provision of the Rehabilitation of Offenders Act 1975 (exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (exceptions amendment) Order 1986 you should declare all convictions including 'spent' convictions.

2. Are you a person known to any Social Services department as being an actual or potential risk to children or young people?

Yes No

If yes, please supply details:

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

Yes No

If yes, please supply details:

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

Name:	
Date of birth:	
Signature:	
Date:	

Please return to:

Club Safeguarding Officer:	
Address:	

Please mark 'Private and Confidential'.

Template 7

Reference Form for Positions Working with Young People in Netball

Name of Candidate:	Name of Club/Organisation:	Position Applied For:

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

1. How long have you known this person?					
2. In what capacity?					
3. Please comment on the above named person's suitability to work with children.					
4. Please rate this person on the following – please tick one box for each statement:					
	Poor	Average	Good	Very Good	Excellent
Responsibility					
Maturity					
Self-motivation					
Can motivate others					
Energy					
Trustworthiness					
Reliability					
5. This post involves substantial access to children. As an organisation committed to the welfare and protection of children, we are anxious to know if you consider the above named person to pose any risk to the welfare of children or young people?					
Yes No					
If you have answered YES we will contact you in confidence.					

Signed:		Print name:	
Organisation:		Position:	
Date:		Contact no:	

Please return to:

Club Safeguarding Officer:	
Address:	

Template 8

Safeguarding Referral Form

Your Club/Organisation's Name		
Your Details		
First name:	Surname:	Position in club/organisation:
Home address:		
Postcode:		
Daytime phone number:	Evening phone number:	Email address:
Young Person's Details		
First name:	Surname:	Parent/legal guardian's name:
Date of birth:	Male or female:	
Home address:		
Postcode:		
Does the young person have a disability? If so, please give details:		

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

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

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

Home address:		
Postcode:		
Phone number:	Date of birth:	

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

Please give a brief description of what has prompted these concerns.

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

Have you spoken to the young person(s)?

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

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

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

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

Action taken so far

Please continue on a separate sheet if necessary.

External Agencies Contacted So Far

Organisation	Y/N	If yes, which?	Name and Number	Date and Time	Details of Advice Received
England Netball					
Police					
Children's Social Care Dept (Social Services)					
Other (e.g. NSPCC)					
Signed:			Print name:		
Date:					

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

This form should be returned to: (Please mark your envelope CONFIDENTIAL), England Netball Child Protection Officer, England Netball, 9 Paynes Park, Hitchin, Herts SG5 1EH.

Template 9

Club Membership Form

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

All prospective members of [INSERT CLUB/ASSOCIATION NAME] are required to complete this registration form and return it with payment prior to selection for the league season.

All details will be kept in a secure database with access restricted to authorised officers only.

20XX/XX Membership: Deadline for payment is [enter date] after which an additional £xxx admin fee will be due.

Please note: from [enter date] non-members will not be allowed to play club matches or attend training.

Section One: Member Contact Details

Title:	Surname:	First name(s):
Date of birth:		
Home address:		
Postcode:		
Daytime phone number:	Evening phone number:	Email address:

Section Two: Membership Type

Member Type	Description	Fee	Please Tick
Senior:	Full senior membership (match fee = £)		
Youth/Student:	Full-time students and U18s playing senior matches (match fee = £)		
Junior:	The junior fee includes all junior sessions from September to April plus full junior membership.		

Section Three: Member Information

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

Students – What school/college or university do you attend?

Non-students – What is your occupation?

Would you be interested in learning to coach and/or umpire? (Please state)

Would you be interested in being a team manager or officer? (Please state)

What skills do you have that could help develop [INSERT CLUB/ASSOCIATION NAME]? (e.g. web design, accounting, printing)

Section Four: Medical Information and Consent

(To be completed by parent or legal guardian if under 18)

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

Next of kin:

Relationship:

Mobile phone:

Doctor's name:

Surgery:

Doctor's phone number:

As far as you are aware, are you allergic to any medication? (Please state)

Are you taking any regular medication? If so, for what reason?

Do you have any long-term illnesses or injuries?

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

*Delete as appropriate.

Signed:

Date:

Relationship:

Section Five: Under-18 Member Consent (to be completed by parent or legal guardian)

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

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

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

Signed:	Date:	Relationship:

Section Six: Ethnicity and Disability

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

Ethnicity of club members

Please tick the box that best describes your ethnicity.

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

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

Please add any additional relevant information:

Please return this form, including payment (cheques payable to [INSERT CLUB/ASSOCIATION NAME]) and 2 passport sized photographs, to the membership secretary.

Template 10

Young Person's Guide

What Can I Expect from the [INSERT CLUB/ASSOCIATION NAME]?

The [INSERT CLUB/ASSOCIATION NAME] will have the following:

A Membership Scheme

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

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

Qualified Coaches

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

Volunteers

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

The club will have a First-aider, Team Managers and a Safeguarding Officer. Make sure you know who these people are and introduce yourself to them.

Rules

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

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

Opportunities for You to Play

There will be teams and squads your own age. You will get to know them and learn how to play netball with them.

Matches and Competitions

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

Anti-bullying Policy

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

Safeguarding and Protecting Young People Policies and Procedures

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

Codes of Conduct and Behaviour

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

What Does the [INSERT CLUB/ASSOCIATION NAME] Expect from Me?

Code of Conduct

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

Club Rules

Enter any relevant club rules here:

Don't Keep it to Yourself!

You have the right to:

- have fun when playing netball
- be safe when playing netball
- enjoy your netball
- make friends through netball
- be treated with respect by adults and other young people involved in netball.

Are You Worried?

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

If the answer is YES – don't keep it to yourself – ask for help.

Who Can I Talk to?

Talk to your Safeguarding Officer.

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

- You might think that an adult will not understand.

They will listen.

- You may think that they will not believe you.

They will believe you.

- You may be scared that they will tell other people who you do not want to know.

They will only tell someone who can help.

- You might think they have not got time to talk to you.

They will always make time to talk.

It's better to talk to someone.

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

What will Happen if I Talk to Someone?

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

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

Confidentiality

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

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

They may say one of the following:

England Netball Lead Child Protection Officer

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

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

Social Services or the Police in an Emergency

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

Remember, your Club Safeguarding Officer is:

Name:	
Phone number:	
Email:	
Address:	

Alternative Sources of Help, Advice and Support

NSPCC	(0808) 8005000	www.there4me.com	Support and advice for 12–16 year olds.
ChildLine	(0800) 1111	www.childline.org.uk	Free helpline for children and young people.
Kidscape	(0207) 7303300	www.kidscape.org.uk	Support on bullying.

Template 11

Parent/Legal Guardian Guide

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

What Can we Expect from the [INSERT CLUB/ASSOCIATION NAME]?

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

What Does the [INSERT CLUB/ASSOCIATION NAME] Expect from my Child?

There is a guide for young people which details expectations and includes:

- fair play
- listening to the coaches
- adherence to the young people's code of conduct and behaviour
- adherence to the rules of the game and rules of [INSERT CLUB/ASSOCIATION NAME].

What Does the [INSERT CLUB/ASSOCIATION NAME] Expect from Me?

They may expect you to:

- stay with your child when they are at the venue
- ensure that your child is dropped off and picked up promptly from the venue
- contact the organisers if you are running late to collect your child
- adhere to the rules of [INSERT CLUB/ASSOCIATION NAME]
- adhere to the codes of conduct, in particular the parents' code of conduct
- accept the guidance that coaches provide and umpire's decisions within matches
- use appropriate language at all times
- stay off the court during training and matches
- never force your child to participate
- provide emergency contact details and any relevant information about your child, including medical history.

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

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

Always check:

- the qualifications and experience of the coaches
- that the ratio of adults to young people complies with England Netball guidance
- how young people are looked after if they are not playing
- that there are clear codes of conduct stating expected behaviour of members, players and coaches
- what happens if there is an accident
- if there is a Safeguarding and Protecting Young People Policy in place
- how issues are managed, e.g. bullying
- the policy on recruitment and Criminal Records Bureau (CRB) checking adults working with young people
- who you or your child should speak to if you have a concern.

Questions on which to Seek Clarification

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

Communication

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

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

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

What Do I Do if I am Concerned about my Child's Safety, Well-being or Behaviour?

- Each club has a Safeguarding Officer. Ask to speak with them and explain your concerns.
- All concerns will be taken seriously and investigated.
- All concerns will be treated in the strictest confidence, with only the people who can help the situation becoming involved if required.

Look on England Netball website for more information: www.englandnetball.co.uk/safeguarding

Template 12

Parent/Legal Guardian Checklist

[INSERT CLUB/ASSOCIATION NAME]

The Club Will Ensure:	Standard Met (Y/N)	Date of Completion	How is it Monitored and Reviewed?	Action
it has adopted England Netball's Safeguarding and Protecting Young People in Netball Policies				
it has recruited a Safeguarding Officer				
it has registered with England Netball's Criminal Records Bureau (CRB) checking service				
it has identified individuals who are working with young people and who require a CRB check and has a plan in place for these to be checked through England Netball				
it has sent relevant people on the sports coach UK 'Safeguarding and Protecting Children' (previously 'Good Practice and Child Protection') workshop				
it agrees to seek appropriate consent from players involved in the programme				
all coaches, players, staff and volunteers are aware of how to report a concern				
the policies and procedures are available to parents and young people upon request.				

Please use the blank rows to add your own actions.

Template 13

Policy on the Use of Criminal Records Bureau (CRB) Checks

Introduction

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

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

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

Enhanced Checks

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

Obligations

Everyone within [INSERT CLUB/ASSOCIATION NAME] must act in accordance with the general principles in England Netball's general Safeguarding and Protecting Young People Policy and the principles set out in this Policy on the Use of CRB Checks.

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

- use of CRB checks in accordance with the general principles in England Netball's Safeguarding and Protecting Young People Policy, and in accordance with this Policy on the Use of CRB Checks and supporting good practice guidance
- England Netball's Policy on the Recruitment of Ex-offenders
- England Netball's Policy on the Secure Storage, Handling, Use, Retention and Disposal of CRB Information.

How England Netball Can Help

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

England Netball will facilitate CRB checks for all affiliated clubs and associations through the England Netball CRB Service. England Netball will provide advice to clubs where the CRB check reveals disclosed information, and this must be followed. Clubs and associations should note that they will remain responsible for all other aspects of the recruitment process.

England Netball is also committed to ensuring that concerns relating to the use of CRB checks in netball are taken seriously and acted upon swiftly and appropriately. To achieve this, England Netball has developed procedures for reporting concerns. England Netball may refer concerns to the relevant statutory agencies, instigate proceedings under its own safeguarding and protecting young people disciplinary regulations, or refer the matter to a club or association for resolution as appropriate.

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

Principles

- [CLUB/ORGANISATION NAME] have an understanding of the use of CRB checks in netball and its relation to good practice in recruitment and retention of staff and volunteers, and know what England Netball's policy is on CRB checks.
- In accordance with England Netball's Policy on Recruitment, Selection and Retention of Persons with Access to Young People, when recruiting to a position involving access to young people, an enhanced CRB check must be undertaken through England Netball's CRB Service. [CLUB/ORGANISATION NAME] will refer to the good practice guidance on recruitment for roles requiring a CRB check.
- In line with CRB policy and sports industry standard practice, [CLUB/ORGANISATION NAME] will not recognise CRB checks obtained through organisations other than England Netball.
- [CLUB/ORGANISATION NAME] will comply with the CRB Code of Practice. England Netball will assist clubs in compliance through relevant documentation and good practice guidance. Copies of the CRB Code of Practice will be made available to clubs and associations.
- For a position where a CRB check will be required, all application forms, job adverts and related documents issued by affiliated clubs and associations must contain a statement that a check will be requested in the event of the individual being offered the position.
- Given the potentially sensitive nature of information contained on CRB checks, all those involved in the process must maintain confidentiality in accordance with the CRB Code of Practice. Breach of this condition may result in disciplinary action being taken in accordance with England Netball's Safeguarding and Protecting of Young People Complaints and Disciplinary Regulations.
- Should a CRB disclosure reveal any history of offending, England Netball will assess whether the offences are relevant and significant. All decisions taken will be in the best interests of young people and will balance the relevance and significance of the offence and rehabilitation of the offender in relation to the role they are undertaking. England Netball will advise the individual and the club or organisation of the outcome of this assessment process. This advice **MUST BE** followed.
- England Netball will ensure that all those involved in the process of decision making regarding the relevance of CRB disclosed information will be trained to identify and assess the relevance and circumstances of offences. They should also have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- **Having a criminal record will not necessarily bar an individual from working or volunteering in netball.** This will depend on the nature of the position and the circumstances and background of their offences. Factors that may be taken into account would include:
 - whether the information received is relevant to the position they are applying for in relation to working with young people
 - the seriousness of any offence or other matter
 - the age of the person at the time of the offence
 - the age of the victim involved and whether the offence was violent or sexual in nature
 - the length of time since the offence or other matter occurred
 - whether the applicant has a pattern of offending behaviour or other relevant matters
 - whether the offences involved a breach of trust
 - whether the applicant's circumstances have changed since the offending behaviour or other relevant matters
 - the circumstances surrounding the offence and the explanations offered.

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

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

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

England Netball will make this policy available in other formats on request.

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Be Safe

A Good Practice Safeguarding
Resource for All Netball Clubs



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