

**Badminton Wales
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Safe-Guarding of Children Policy

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1.0 Child Protection Policy

1.1 Introduction

Badminton Wales is committed to the fact that every child or young person has the right to become hooked on sport for life and that everyone who participates in badminton in Wales is entitled to do so in an enjoyable, safe environment and to be protected from harm.

Badminton Wales have a moral and legal obligation to ensure that, when given responsibility for children, coaches and volunteers provide them with the highest possible standard of care.

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

Training is essential in order to raise the awareness of those working within the sport. With this in mind, Badminton Wales strongly advises that:

- All junior clubs* and senior clubs with junior members* to have a Club Welfare Officer (CWO) who should be known to the players and readily available. (Ideally this would not be a coach, but a coach is preferable to having no welfare officer at all)
- CWO should attend the Sports Coach UK 'Safeguarding and Protecting Children' Workshop** (SPC)
- Badminton Wales highly recommends that coaches also attend the SPC Workshop**

* The term 'junior' relates to any persons under the age of 18. (**A child is defined as a person under the age of 18 -Children's Act 1989 & 2004**).

**It is recommended that these courses are renewed every 3 years to ensure that attendees are up to date with current legislation.

Badminton Wales would also be supportive of individuals, organisations and clubs who wished to attend appropriate safeguarding and child protection training.

Badminton Wales fully accepts it's legal (Children's Act) and moral obligation to provide a duty of care to protect all children. Badminton Wales is committed to ensuring that:

- The welfare of the child is paramount
- All children, whatever their age, sex, gender identity, disability, marital or civil partnership status, pregnancy or maternity, religion or religious belief, race, ethnic origin, nationality, socioeconomic status or sexual orientation should be able to participate in Badminton in a fun and safe environment
- All reasonable steps are taken to protect children from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings
- All suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately

- All Badminton Wales employees who work with children will be recruited with regard to their suitability for that responsibility and will be provided with guidance and/or training in good practice and safeguarding of children procedures.
- Essential working partnership with parents, children and appropriate groups, organisations and individuals are formed for the protection of Children.

Badminton Wales will review its Safeguarding of Children Policy whenever there is a major change in the organisation or in relevant legislation and will externally review, in conjunction with the NSPCC, every 3 years.

1.2 Policy Aims

The aim of the policy is to promote good practice, providing children and young people with appropriate safety/protection whilst in the care of Badminton Wales and to allow staff and volunteers to make informed and confident responses to specific child protection issues.

1.3 Legal and Procedural Framework

The practices and procedures within this policy are based on principles contained within UK and International legislation and Government guidance.

- The Children Act 1989 & 2004 (update: Adoption and Children's Act 2002)
- The UN Convention on the Rights of the Child (1989)
- The Police Act (1997)
- Human Rights Act (1998)
- The Data Protection Act (1998)
- The Protection of Children Act (1999)
- Working together to Safeguard Children and Young People (1999)
- Caring for the young and vulnerable' Home Office guidance for preventing the abuse of trust (1999)
- Criminal Justice and Court Services Act (2000)
- What to do if you are worried about a child being abused (2003)
- Sexual Offences Act (2003)
- Safeguarding children: working together under The Children Act 2004 (2006)
- Safeguarding Vulnerable Groups Act (2006)
- All Wales Child Protection procedures (2008)
- The Equality Act (2010)
- Protection of Freedoms Act (2012)

2.0 Promoting Best Practice

2.1 Introduction

To provide children with the best possible experience and opportunities in Badminton everyone must operate within an accepted ethical framework such as the Badminton Wales 'Code of Ethics and Behaviours' and the 'Equality Policy.' **(See document A1 & A2)**

It is not always easy to distinguish poor practice from abuse. It is therefore **NOT** the responsibility of employees or participants in Badminton to make judgements about whether or not abuse is taking place. It is however their responsibility to identify poor practice and possible abuse and act if they have concerns about the welfare of the child, as explained in section 4.

This section will help you identify what is meant by good practice and poor practice.

2.2 Best Practice

Badminton Wales expects that all those involved with delivering badminton to children and young people engage in good practice.

All personnel should adhere to the following principles and action:

- Always work in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets)
- Make the experience of badminton fun and enjoyable: promote fairness and confront and deal with bullying
- Treat all children equally and with respect and dignity
- Always put the welfare of the child first before winning
- Maintain a safe and appropriate distance with players (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them)
- Avoid unnecessary physical contact with children. Where any form of manual/physical support is required it should be provided openly and with the consent of the child. Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the child's consent has been given
- Involve parents/carers wherever possible, e.g. where children need to be supervised in changing rooms, encourage parents to take responsibility for their own child. If groups have to be supervised in changing rooms always ensure parents, coaches etc work in pairs
- Request written parental consent if club officials are required to transport children in their cars
- Gain written parental consent for any significant travel arrangements e.g. overnight stays
- Ensure that if mixed teams are taken away that they are always to be accompanied by a male and female member of staff

- Ensure that at away events, adults do not enter a child's room or invite child to their room/s
- Be an excellent role model; this includes not smoking or drinking alcohol in the company of children
- Always give enthusiastic and constructive feedback rather than negative criticism
- Recognise the developmental needs and capacity of the child and do not risk sacrificing welfare in a desire for club or personal achievements. This means avoiding excessive training or competition and not pushing them against their will
- Secure written parental consent for the club to act in loco parentis in order to give permission for the administration of emergency first aid or other medical treatment if the need arises
- Keep a written record of any injury that occurs, along with details of any treatment given

2.3 Poor Practice

The following are regarded as poor practice and should be avoided by all personnel:

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

Where cases arise where it is impractical/impossible to avoid certain situation e.g. transporting a child in your car, the tasks should only be carried out with the full understanding and consent of the parent/carer and the child involved. **(See document A3 and A4).**

If during your care you accidentally hurt a child, the child seems distressed in any manner, appears to be sexually aroused by your actions and/or if the child misunderstands or misinterprets something you have done, report any such incidents **(document A5)** as soon as possible to another colleague and make a written note of it to pass on to a senior member of staff/volunteer. Parents should also be informed of the incident.

2.4 Physical Contact in Sport

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

Physical contact between adults and children should only be used when the aim is to:

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

Physical contact should:

- Only occur in an open environment and not take place in secret or out of sight of others
- Meet the need of the child and not the need of the adult
- Not involve touching genital areas, buttocks or breasts
- Not be prolonged, unnecessary or frequent
- Be fully explained to the child and with the exception of an emergency, permission should be sought

Records of injuries should be fully recorded.

2.5 Good practice guidelines relating to relationships

If a relationship between young people (aged over 16) or between an adult (aged over 18) and a young person (aged over 16 years) where one or both are involved with the same club, session or activity, or where there is a position of trust held by one of the individuals, the following guidelines must be observed:

- Sexual activity between young people (over the age of 16), or between an adult and a young person (aged over 16) is not permitted when the young people/person are/is part of a DSW team, in facilities being used by Badminton Wales or on social activities organised by Badminton Wales or any organisation linked to Badminton Wales.
- Sexual activity between two individuals where one is under the age of consent (16 years in Wales) is an illegal act; if the male is over 16 and the female is under 16 then this is sexual assault, if the female is over 16 and the male is under 16 then this is indecent assault. Therefore, information relating to sexual activity occurring between two individuals where one is under the age of consent will always be passed on to the relevant authorities.
- Coaches, leaders or anyone in any other role with Badminton Wales are in a position of trust and therefore should not engage in a sexual relationship with any young

person, whether over the age of consent or not, who they work with on behalf of Badminton Wales or an organisation linked to Badminton Wales

Failure to follow these guidelines will result in disciplinary action, and where relevant reports made to the police and/or social services

2.6 Use of Photographic/Filming Equipment at Sporting Events

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of children and young people. All clubs should be vigilant, and any concerns should be reported to the Club Welfare Officer (in the event that there is no Club Welfare Officer, your concern should be sent to the Chairperson and /or Club Secretary).

The following should be undertaken:

- All parents/guardians/carers and performers should be made aware when coaches use video equipment as a coaching aid and consent should be sought before any filming or photography is done **(See document A7 and A8)**
- No video or photographic materials will be reproduced without the parents/guardians/carers consent **(See document A7 and A8)**
- All photographic or video recording equipment must be registered with the event organiser prior to its use **(See document A9)**

2.7 List of documents relevant to Section 2

Document	Title	Description
A1	Code of Ethics and Behaviours	Code outlining the ethical and behavioural framework for each role/group/organisation within Badminton Wales. The roles include: <ul style="list-style-type: none"> • Players • Coaches, Managers, Teachers, Leaders and Adult Helpers • Spectators and Parents • Umpires and Officials • Medical Practitioners and Allied Health Professionals • Young People • Clubs, Associations, Leagues, Staff and the Education Sector
A2	Equality Policy	Badminton Wales' Policy to tackle discrimination and promote equality
A3	Guidelines for Transporting Children & Young People	Recommendations for good practice when transporting children and young people

A4	Supervision of Children and Young People	Recommendations for Good Practice when supervising Children and Young People
A5	Incident Report Form	Template form which outlines key information which should be provided/captured by an individual receiving a disclosure/allegation.
A6	Photographic/ Recorded Images Policy	BW policy when taking and using photographs and recorded images of children and young people
A7	Parent/Guardian and Young Person /Vulnerable Adults Permission Form for the use of Photographs and Recorded Images	Consent form for parents/guardians/carers to sign agreeing to the taking and use of photographs and recorded images of their child
A8	Photography/Video Refusal of Consent Form	Refusal form for parents/guardians/carers to sign when permission for taking and use of photographs and recorded images of their child is not granted
A9	Photography and Video Recording Registration Form	Registration for the use of photography and recording equipment at events

3.0 Defining Child Abuse

3.1 Introduction

Abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury, harm or fails to protect a child or young person from harm. It is likely to occur where there is a relationship of trust (which may pre-exist the abuse or have been created in order for abuse to take place, i.e. grooming) or responsibility. Abuse can happen to a child regardless of their age, gender, race or impairment; and maybe perpetrated by an adult or another child, a male or a female.

There are five main types of abuse: **physical abuse, sexual abuse, emotional abuse, neglect and bullying.**

The abuser may be a family member, someone the child encounters in residential care or in the community, including sports and leisure activities. Any individual may abuse or neglect a child directly or may be responsible for abuse because they fail to prevent another person harming the child.

Abuse in all of its forms can affect a child at any age. The effects can be so damaging that if not treated may follow the individual into adulthood.

Children with disabilities may be at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves or adequately communicate that abuse had occurred.

3.2 Types of Abuse

Abuse may take place in a sport context (and be perpetrated by someone who has a role within sport) or it may be noticed within a sport context but have been perpetrated outside of the sport environment by someone who is known or unknown to the child or young person.

Physical Abuse: This involves the attempt to or succeeding in physically hurting or injuring a child or young person or failing to stop someone else doing this. It can include hitting, shaking, throwing, poisoning, providing drugs or alcohol, burning, biting, scalding and attempting to suffocate or drown a child or young person.

This category of abuse can also include when a parent/carer reports non-existent symptoms or illness or deliberately causes ill health in a child they are looking after.

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

Sexual Abuse: This involves the forcing or enticement of a child or young person to meet the sexual needs of an adult or another child or young person (including prostitution), irrelevant of whether the child or young person is aware or not of what is happening. It may be perpetrated by males and females and includes penetrative sexual intercourse (rape or buggery), masturbation, oral sex and fondling; showing children pornography, talking in a sexually explicit manner or encouraging the child or young person to behave or talk in a sexual manner is also sexual abuse.

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

Emotional Abuse: This involves the persistent emotional maltreatment of a child, which will then very likely to cause severe and lasting adverse effects on the child's emotional development. It may include telling a child they are useless, worthless, unloved, and inadequate or valued in terms of only meeting the needs of another person. It may feature expectations of children that are not appropriate to their age or development. It may cause a child to be frightened or feel in danger by being constantly shouted at, threatened or taunted which may make the young person withdrawn. Maltreatment of children, whatever form it takes, will always feature a degree of emotional abuse.

Emotional abuse in sport may occur when the child is constantly criticised, given negative feedback or expected to perform at levels that are above their capability.

Other forms of emotional abuse could take the form of name calling and bullying.

Neglect: This involves the persistent failure to meet the child or young person's basic physical and/or psychological needs, to an extent that is likely to result in serious impairment of the child's health or development, e.g. failing to provide adequate food, shelter and clothing, failing to protect from physical harm or danger or failing to ensure access to appropriate medical care or treatment.

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

In sport it could involve a coach leaving a child or young person unsupervised or exposing them to undue heat or cold or unnecessary risk of injury.

Bullying: This is defined as deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves and may come from another child, young person or adult.

There are four main types of bullying which can happen in reality and/or online. It may be:

- Physical (e.g. hitting, kicking, slapping)
- Verbal (e.g. racist or homophobic remarks, name calling, graffiti, threats, abusive text messages)
- Emotional (e.g. tormenting, ridiculing, humiliating, ignoring, isolating from the group),
- Sexual (e.g. unwanted physical contact or abusive comments).

In sport bullying may arise when a parent or coach pushes the child too hard to succeed and threatens the child or young person with any of the above behaviour, or an athlete inappropriately intimidates an opponent or official or where a group deliberately ostracise a member from activities with their session. **(See document A10)**

3.3 Indicators of Abuse

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. Most people are not experts in

such recognition but indications that a child or young person is being abused may include one or more of the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- An injury for which an explanation seems inconsistent
- The child or young people describes what appears to be an abusive act involving them
- Another child, young person or adult expresses concern about the welfare of a child or young person
- Unexplained changes in a child or young person's behaviour, e.g. becoming very upset, quiet, withdrawn or displaying sudden outbursts of temper
- Inappropriate sexual awareness
- Engaging in sexually explicit behaviour
- Distrust of adults, particularly those whom a close relationship would normally be expected
- Difficulty in making friends
- Being prevented from socialising with others
- Displaying variations in eating patterns including overeating or loss of appetite
- Losing weight for no apparent reason
- Becoming increasingly dirty or unkempt

Signs of bullying include:

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

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

3.4 List of documents relevant to Section 3

Appendix	Title	Description
A10	Anti-Bullying Policy	Badminton Wales' Policy to combat and prevent bullying.

4.0 Responding to Concerns and Allegations

4.1 Introduction

It is not the responsibility of anyone working in Badminton Wales in a paid or unpaid capacity to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities so that they can then make inquiries and take necessary action to protect the child or young person. This applies **BOTH** to allegations/suspicious of abuse occurring within Badminton Wales and to allegations/suspicious that abuse is taking place elsewhere. **(See document A11 and A12)**

This section explains how to respond to allegations/suspicious.

4.2 Responding to concerns/allegations

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

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

- **Stay calm** so as not to frighten the child or young person
- **Reassure** the child that they are not to blame and that it was right to tell
- **Listen** to the child, showing that you are taking them seriously
- **Keep questions to a minimum** so that there is a clear and accurate understanding of what has been said. The law is very strict and child abuse cases have been dismissed where it is felt that the child has been led or words and ideas have been suggested during questioning. Only ask questions to clarify.
- **Inform** the child that you have to inform other people about what they have told you. Tell the child this is to help stop the abuse continuing.
- **Safety of the child** is paramount. If the child needs urgent medical attention call an ambulance, inform the doctors of the concern and ensure they are made aware that this is a child protection issue
- **Record** all information
- **Report** the incident to the club/welfare officer, the Badminton Wales Lead Officer or directly to Social Services if necessary.

In all cases if you are not sure what to do you can gain help from the NSPCC 24-hour help line Tel No: 0808 800 5000

4.3 Recording Information

To ensure that information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern **(See document A5)**. In recording you should confine yourself to the facts and distinguish what is your personal knowledge and what others have told you. Do not include your own opinions.

Information should include the following:

- The child's or young person's name, age and date of birth
- The child's or young person's home address and telephone number
- Whether or not the person making the report is expressing their concern or someone else's
- The nature of the concerns/allegation, including dates, times and any other relevant information
- A description of any visible bruising or injury, location, size etc. Also, any indirect signs, such as behavioural changes
- Details of witnesses to the incidents or to the disclosure, allegation or concern raised
- The child or young person's account, if it can be given, of what has happened and how any bruising/injuries occurred
- Information about contact with the parents/guardians and what has been said
- Details of any third person or party consulted and what information was given and received
- If names were mentioned in the allegation or concern, make sure these are recorded

4.4 Reporting the Concern

All suspicions and allegations **MUST** be reported appropriately. It is recognised that strong emotions can be present when dealing with issues linked to abuse. It is important to understand these feelings but not allow them to interfere with your judgement about any action to take. Your primary role is to pass on information about the allegation, observation or disclosure.

Your only loyalty is to the child or young person involved.

Badminton Wales expects its members and staff to discuss any concerns they may have about the welfare of a child immediately with the person in charge and subsequently to check that appropriate action has been taken.

If the nominated Club Welfare Officer (in the event that there is no Club Welfare Officer, your concern should be sent to the Chair person and/or Club Secretary) is not available you should take responsibility and seek advice from the NSPCC Helpline, the duty officer at your local social services department or the police. Telephone numbers can be found in your local directory.

A summary of reporting procedures is provided in **document A13**. Where there is a complaint against an employee or volunteer, there may be three types of investigation.

- **Criminal** in which case the police are immediately involved
- **Child protection** in which case the social services (and possibly) the police will be involved
- **Disciplinary or misconduct** in which case Badminton Wales will be involved

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

Social services have a legal responsibility under The Children Act 1989 & 2004 to investigate all child protection referrals by talking to the child and family (where appropriate), gathering information from other people who know the child and making inquiries jointly with the police. This process is led by the Local Safeguarding Children's Boards whose remit it is to ensure that effective policies and working practices are in place in order to safeguard children and to co-ordinate the partnership working of those members represented on the group (i.e. chief of police, director of social services, chief education officer, probation board chief officer, youth offending team manager, local health board lead, Health Trust lead etc). They will also deal with serious case reviews.

For further information and contact details about Local Safeguarding Children Boards please see:

<http://www.childreninwales.org.uk/in-your-area/local-safeguarding-children-boards/>

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

Any suspicion/concern that a child has been abused by an employee or a volunteer should be reported to the Badminton Wales Lead Officer who will take appropriate steps to ensure the safety of the child in question and any other child who may be at risk. This will include the following:

- Badminton Wales will refer the matter to social services department
- The parent/carer of the child will be contacted as soon as possible following advice from the social services department
- The chief executive of your organisation should be notified to decide who will deal with any media inquiries and implement any immediate disciplinary proceedings
- The Club Welfare Officer should also notify the relevant sport governing body
- If the Club Welfare Officer is the subject of the suspicion/allegation the report must be made to the appropriate manager who will refer the matter to social services

Allegations of abuse are sometimes made sometime after the event. Where such allegation is made, you should follow the same procedures as for a child protection concern happening now. This is because other children in the sport or outside it may be at risk from the alleged abuser.

Anyone who has a previous conviction for offences related to abuse against children is automatically excluded from working with children/ young people (their name would appear on the Barred List).

4.5 Whistle Blowing

It is important that the organisation has well known procedures for enabling staff and volunteers to share, in confidence with a designated person, concerns they may have about a colleague's behaviour.

This may be behaviour linked to child abuse or behaviour that pushes boundaries beyond acceptable limits. If this is consistently ignored a culture may develop within an organisation whereby staff and young people are 'silenced'. Badminton Wales is fully supportive of 'whistle blowing' for the sake of the child and will provide support and protect the identity those who 'whistle blow'.

While it is difficult to express concerns about colleagues, it is important that these concerns are communicated to the designated person. All staff and volunteers will be encouraged to talk to the designated person if they become aware of anything that makes them feel uncomfortable.

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

- Report your concerns to the Club Welfare Officer (in the event that there is no Club Welfare Officer, your concern should be sent to the Chairperson and/or Club Secretary). **(See document A14).**
- If the Club Welfare Officer is not available, the person being told or discovering the abuse should contact their local social services department or the police immediately
- Social Services and the Club Welfare Officer (in the event that there is no Club Welfare Officer, your concern should be sent to the Chairperson and/or Club Secretary) will decide how to inform the parents/carers
- The Club Welfare Officer (in the event that there is no Club Welfare Officer, your concern should be sent to the Chairperson and/or Club Secretary) should also report the incident to the Badminton Wales. The Governing Body should ascertain whether or not the person/s involved in the incident play a role in the organisation and act accordingly
- Maintain confidentiality on a need to know basis

4.7 Confidentiality

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

- The Club Welfare Officer (in the event that there is no Club Welfare Officer, your concern should be sent to the Chairperson and/or Club Secretary).
- The parents of the child
- The person making the allegation
- Children's and/or Social Services
- The Police
- Badminton Wales Lead Officer, Board member and CEO
- The alleged abuser (and parents if the alleged abuser is a child)

Seek Children's or Social Services advice on who should approach the alleged abuser.

All information is stored in a secure place, a locked filing cabinet or a restricted access electronic area, with limited access to designated people, in line with data protection laws. Does there need to be guidance on how we store things?

4.8 Internal Inquiries and Suspension

Badminton Wales will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries

Irrespective of the findings of the social services or police inquiries Badminton Wales Case Management Team will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision; especially where there is insufficient evidence to uphold any action by the police. In such case Badminton Wales Case Management Team must reach a decision based upon the available information which could suggest that on the balance of probability, it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout.

4.9 Working with the Aftermath

After a suspicion or allegation about a child protection concern has been investigated, there is likely to be strong feelings amongst staff, parents and children and possibly among the wider community, which will need to be addressed.

There are likely to be issues of:

- Communication - if rumour or fact
- Guilt and blame - if suspicions had been around for some time
- Impact - on individuals, or the nature of what occurred and to whom
- Gaps in the organisation in terms of roles and post held – if suspension or dismissal has occurred

Careful thought will need to be given to the sharing of information and the provision of appropriate support.

4.10 List of documents relevant to Section 4

Document	Title	Description
A5	Incident Report Form	Template form which outlines key information which should be provided/captured by an individual receiving a disclosure/allegation.
A11	Responding to concerns about a Parent/Carer	Process which must be followed if there are concerns that a parent/carer has abused or has been alleged to abuse a child or young person.
A12	Responding to concerns about a member of Staff/Volunteer	Process which must be followed if there are concerns that a member of staff or volunteer has abused or has been alleged to abuse a child or young person.
A13	Referral Process	Flow chart showing the process followed when there is a disclosure/allegation made.
A14	Designated Person/People	Job descriptions for the Club Welfare Officer, Regional Welfare Officer and Lead Officer

5.0 Recruiting and Selecting

5.1 Introduction

It is important that all reasonable steps are taken to prevent unsuitable people from working with children. This applies equally to paid staff and volunteers, both full and part time.

5.2 Controlling Access to Children

To ensure unsuitable people are prevented from working with children the following steps should be taken when recruiting. It is important to note that Badminton Wales use the Disclosure and Barring Service check as a part of a safe recruitment process **NOT** as a standalone method.

- All staff and volunteers should complete a self-disclosure form. **(See document A15).**
- All staff and volunteers should complete an application form. The application form will elicit information about the applicants past and a self-disclosure about any criminal record **(See document A16).**
- Consent should be obtained from the applicant to seek information from the Disclosure and Barring Service (DBS) **(See document A17 and A18).**
- Two confidential references should be taken up from previous employers. If the potential employee has previously worked with children, then they should enclose a reference from this organisation. These references **MUST** be taken up and confirmed through telephone contact **(See document A19).**
- Evidence of identity (passport or driving licence with photo)
- The DBS must come back and be seen/viewed by Badminton Wales prior to commencement of work

5.3 Interview and Induction

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

- Checks are carried out to ensure application forms are completed in full.
- Their qualifications should be substantiated whether this be through certification or ratified by the awarding body
- The job requirements and responsibilities should be clarified, and the role description revisited
- They should sign up to the organisation's Code of Ethics and Behaviours
- Child Protection Procedures are explained, and training needs identified e.g. basic child protection awareness
- A DBS application form is completed if the applicant is to be employed into a role which has been identified as being eligible for receipt of a check
- A six-month probationary period is applied to all new appointments. Progress and performance against the essential characteristics of the role will determine whether

the probation period is extended or confirmed, and the member of staff made permanent.

5.4 Training

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

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

Badminton Wales requires:

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

The information in this section is summarised in the Recruitment Process (**See document A20**).

5.5 List of documents relevant to Section 5

Document	Title	Description
A15	Sample Self declaration and disclosure form	Form to be completed by the individual being employed/deployed. This needs to be completed prior to receipt of the DBC check certificate.
A16	Application Form	Form to be completed by an individual who wishes to work for Badminton Wales whether this is in a paid or voluntary position.
A17	Disclosure and Barring Service	Information about the disclosure and barring service
A18	What is 'Regulated Activity'?	Flow chart to help define whether regulated activity is taking place and what level of DBS is needed

A19	Reference Form	Form to be sent to the contact/s that the candidate supplies as reference for previous employment or who will attest to their character and suitability for the position applied for.
A20	Recruitment Process	Flow chart outlining the Recruitment Process

6.0 Implementation and Monitoring Procedures

6.1 Introduction

If Badminton Wales Safeguarding of Children Policy and procedures are to be effective, they need to be integrated into current practice and implemented in a planned and staged way. This will involve the:

- Design and dissemination of information
- Piloting of procedures
- Execution of recruitment strategies for volunteers as well as employees
- Identification of a Safeguarding Lead Officer
- Identification of Club Welfare Officers (in the event that there is no Club Welfare Officer, your concern should be sent to the Chairperson and/or Club Secretary).
- Provision of training and review of existing training

6.2 Monitoring Strategy

It will be the responsibility of Safeguarding Lead Officer/policy group to establish and implement the strategy. This might include monitoring:

- The number of leaflets distributed
- The number of allegations made and breakdown of 'no case', 'poor practice' and 'abuse' incidence
- The number of child welfare officers in place
- Feedback from clubs on the implementation of the policy
- Reports from the disciplinary and appeals panel
- The number of personnel trained in child protection awareness
- The number of enhanced DBS checks made

Useful Contacts

<p>Organisation: Childline UK Address: NSPCC Weston House, 42 Curtain Road, London EC2A 3NH Tel: 0800 11 11 Website: www.childline.org.uk/</p>	<p>Organisation: Disclosure and Barring Service Address: DBS Customer Services PO Box 3961 Wootton Bassett SN4 4HF Tel: 03000 200 190 Welsh: 03000 200 191 Minicom: 03000 200 192 Website: https://www.gov.uk/government/organisations/disclosure-and-barring-service Email: customerservices@dbs.gsi.gov.uk</p>
<p>Organisation: NSPCC Child Protection Helpline National helpline: 0808 800 5000 Website: www.nspcc.org.uk</p>	<p>Organisation: NSPCC Child Protection in Sport Unit (Wales) Address: Sport Wales National Centre Sophia Gardens Cardiff CF11 9SW Tel: 029 2033 4975 Website: www.thecpsu.org.uk</p>
<p>Organisation: Badminton Wales Address: Sport Wales National Centre Sophia Gardens Cardiff CF11 9SW Tel: 0300 300 3124 Website: www.badminton.wales Email: safeguarding@badminton.wales</p>	<p>Children Services Contact Details http://www.adsscymru.org.uk/home.php?page_id=2875 Police Authorities of Wales Contact Details http://www.police.uk/forces/ <i>If you have an immediate concern about the safety or welfare of a Child or young person and you need to call the police, telephone the emergency number 999</i> Local Safeguarding Children Board Contact Details http://www.childreninwales.org.uk/in-your-area/local-safeguarding-children-boards/</p>

Appendix A

Directory of Documents

Section 2	
A1	Code of Ethics and Behaviours
A2	Equality Policy
A3	Guidelines for Transporting Children & Young People
A4	Supervision of Children and Young People
A5	Incident Report Form
A6	Photographic/ Recorded Images Policy
A7	Parent/Guardian and Young Person /Vulnerable Adults Permission Form for the use of Photographs and Recorded Images
A8	Photography/Video Refusal of Consent Form
A9	Photography and Video Recording Registration Form
Section 3	
A10	Anti-Bullying Policy
Section 4	
A5	Incident Report Form - As above
A11	Responding to concerns about a Parent/Carer
A12	Responding to concerns about a member of Staff/Volunteer
A13	Referral Process
A14	Designated Person/People
Section 5	
A15	Sample Self declaration and disclosure form
A16	Application Form
A17	Disclosure and Barring Service
A18	What is 'Regulated Activity'?
A19	Reference Form
A20	Recruitment Process