



BASKETBALL WALES

CHILD PROTECTION POLICY AND PROCEDURES

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Section 1 – Child Protection Policy

1.1 Introduction

Everyone who participates in Basketball is entitled to do so in an enjoyable and safe environment. Basketball Wales, (hereafter to be called the BW) have a moral and legal obligation to ensure that, when given responsibility for children, young people, coaches and volunteers provide them with the highest possible standard of care.

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

The aim of the policy is to promote good practice, providing children and young people with appropriate safety/protection whilst in the care of BW and any club registered to BW Governing Body and to allow staff and volunteers to make informed and confident responses to specific child protection issues. A child is deemed as a person under the age of 18 (Children's Act 1989).

1.2 Policy Statement

BW are committed to the following:

- The welfare of the child or young person is paramount.
- All children and young people, whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity should be able to participate in Basketball in a fun and safe environment.
- Taking all reasonable steps to protect children and young people 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 BW officials who work with children and young people will be recruited seriously and responded to swiftly and appropriately.
- All BW officials who work with children and young people will be recruited with regard to their suitability for that responsibility, and will be provided with guidance and/or training in good practice and child protection procedures.
- Working in partnership with parents, children and young people is essential for the protection of children.

Child Protection Policies should be reviewed every 3 years or whenever there is a major change in the organisation or in relevant legislation.

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 (see appendix 16)

- The Children Act 1989
- 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 Justices and Court Services Act (2000)

- The UN Convention on the Rights of the Child
- Human Rights Act (1998)
- The Data Protection Act (1998)

Section 2 – Promoting Good Practice

2.1 Introduction

To provide children and young people with the best possible experience and opportunities in basketball, everyone must operate within an accepted ethical framework such as The Coaches Code of Conduct and an Equality & Diversity Policy (see appendix 1 & 2).

It is not always easy to distinguish poor practice from abuse. It is therefore NOT the responsibility of officials or participants in basketball 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 good practice and poor practice mean.

2.2 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 basketball fun and enjoyable; promote fairness, confront and deal with bullying
- Treat all children and young people equally and with respect and dignity
- Always put the welfare of the child or young person first, before winning
- Maintain a safe and appropriate distance with players (e.g. it is not appropriate for officials or volunteers to have an intimate relationship with a child or young person, or to share a room with them)
- Avoid unnecessary physical contact with children and young people. Where any form of manual physical support is required it should be provided openly and with the consent of the child or young person. Physical contact can be appropriate as long as it is neither intrusive nor disturbing and the child's or young person's consent has been given.
- Involve parents/carers wherever possible. e.g. where children and young people need to be supervised in changing rooms, encourage parents to take responsibility for their own child or young person. If groups have to be supervised in changing rooms always ensure parents, coaches and officials etc. work in pairs.
- Request written parental consent if club officials are required to transport children in their cars – Please Note: it is advisable that all managers, coaches, other people transporting children or young people should attain appropriate car insurance.
- Gain written parental consent for any significant travel arrangements e.g. overnight stays.
- Ensure that if mixed teams are taken away, they should always be accompanied by a male and female member of staff.

- Ensure that at away events adults should not enter a child or young person's room or invite a child or young person to their rooms.
- Be an excellent role model, this includes not smoking or drinking alcohol in the company of children or young people
- Always give enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of the child or young person 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, to give permission for the administration of emergency first aid or other medical treatment if the need arises. Please note: documentation should be kept in a safe and secure venue.
- 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 or young people away from others
- Taking children or young people along in a car on journeys however short
- Taking children or young people to your home where they will be alone with you
- Sharing a room with a child or young person
- Engaging in rough, physical or sexually provocative games, including horseplay
- Allow or engage in inappropriate touching of any form
- Allowing children or young people to use inappropriate language unchallenged
- Making sexually suggestive comments to a child or young person, even in fun
- Reducing a child or young person to tears as a form of control
- Allow allegations made by a child or young person to go unchallenged, unrecorded or not acted upon
- Do things of a personal nature that the child can do for themselves

Where case arise where it is impractical/impossible to avoid certain situation e.g. transporting a child or young person in your car, the tasks should only be carried out with the full understanding and consent of the parent/carer and the child/young person involved. (see appendix 3 & 4).

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

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, children and young people with appropriate types and contexts for touching.

Physical contact between adults, children and young people 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:

- Not involve touching genital areas, buttocks or breasts
- Meet the need of the child/young person and not the need of the adult
- Be fully explained to the child and with the exception of an emergency, permission should be sought
- Not take place in secret or out of sight of others.

Records of injuries should be fully recorded on the injury form.

Section 3 – Defining Child Abuse

3.1 Introduction

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. It commonly occurs within a relationship of trust or responsibility and is an abuse of power or a breach of trust. Abuse can happen to a child/young person regardless of their age, gender, race or ability.

There are four main types of abuse: physical abuse, sexual abuse, emotional abuse and neglect. The abuser may be a family member, someone the child/young person encounters in residential care or in the community, including sports and leisure activities. Any individual may abuse or neglect a child/young person directly, or may be responsible for abuse because they fail to prevent another person harming the child/young person.

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

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

3.2 Types of Abuse

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

This category of abuse can also include when a parent/carer reports non-existent symptoms or illness deliberately causes ill health in a child/young person 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/young person's immature and growing body.

Emotional Abuse: the persistent emotional ill treatment of a child/young person. It may involve telling a child/young person they are useless, worthless, unloved, inadequate or valued in terms of only meeting the need of another person. It may feature expectations of children and young people that are not appropriate to their age or development. It may cause a child/young person to be frightened or in danger by being constantly shouted at, threatened or taunted which may make the child/young person frightened or withdrawn. Ill treatment of children and young people, whatever form it takes, will always feature a degree of emotional abuse. Emotional abuse insport may occur when the child/young person is constantly criticised, given negative feedback, expected to perform at levels that are above their capability. Other forms of emotional abuse could take the form of name calling and bullying.

Bullying: may come from another child/young person or an adult. Bullying is defined as deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for

those bullied to defend themselves. There are three main types of bullying.

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

In sport bullying may arise when a parent or coach pushes the child/young person too hard to succeed or a rival athlete or official uses bullying behaviour (see appendix 5).

Neglect: occurs when an adult fails to meet the child/young person's basic physical and or physiological needs, to an extent that is likely to result in serious impairment of the child/young person's health or development. For example, failing to provide adequate food, shelter and clothing, failing to protect from physical harm or danger, or failing to ensure access to appropriate medical care or treatment. Refusal to give love, affection and attention can also be a form of neglect. Neglect in sport could occur when a coach does not keep the child safe or exposing them to undue cold/heat or unnecessary risk of injury.

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

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

3.3 Indicators of Abuse

Even for those experience 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.
- Physical signs such as stomach aches, headaches, difficulty in sleeping, bed wetting, scratching and bruising, damaged clothes, bingeing, for example 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 the BW to decide that child abuse is occurring. IT IS however, their responsibility to act on any concerns.

3.4 Use of Photographic/Filming Equipment at Sporting Events

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of children and young people. All clubs should be vigilant and any concerns should be reported to the Club Welfare/Child Protection Officer. All parents and performers should be made aware when coaches use video equipment as a coaching aid. (See appendix 6)

Section 4 – Responding To Concerns & Allegations

4.1 Introduction

It is not the responsibility of any officials working in the BW (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 enquiries and take necessary action to protect the young person. This applies to BOTH allegations/suspensions of abuse occurring within BW and to allegations/suspensions that abuse is taking place elsewhere. (See appendix 7).

This section explains how to respond to allegations/suspensions.

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. It may be reported to us by someone else or directly by the young person affected.

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

- Stay calm so as not to frighten the child/young person.
- Reassure the child/young person that they are not to blame and this it is right to tell.
- Listen to the child/young person, 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/young person has been led or words and ideas have been suggested during questioning. Only ask questions to clarify.
- Inform the child/young person that you have to inform other people about what they have told you. Tell the child/young person this is to help try to stop the abuse continuing.
- Safety of the child/young person is paramount. If the child/young person 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/child protection officer.

In all cases if you are not sure what to do, you can gain help from NSPCC Wales 24 hour helpline or childline.

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. 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/young person's name, age and date of birth
- The child/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 allegation, including dates, times and any other relevant information.
- A description of any visible bruising or injury, location, size etc. Also any indirect signs, such as behavioural changes.
- Details of witnesses to the incidents.
- The child/young person's account, if it can be given, of what has happened and how any bruising/injuries occurred.
- Have the parents been contacted? If so what has been said?
- Has anyone else been consulted? If so record details.
- Has anyone been alleged to be the abuser? Record details.

4.4 Reporting the Concern

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

BW expected its members and officials to discuss any concerns they may have about the welfare of a child/young person immediately with the person in charge and subsequently to check that appropriate action has been taken.

If the nominated child protection/welfare officer 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 local directories and online. 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 BW will be involved
- As mentioned previously in this document BW 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 has a legal responsibility under The Children Act 1989 to investigate all child protection referrals by talking to the child and family (where appropriate), gathering information from other people who know the child and making inquiries jointly with the police.

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

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

- BW will refer the matter to appropriate department.
- The parent/carer of the child/young person will be contacted as soon as possible following advice from the said department.
- The Chairperson of the organisation should be notified to decide who will deal with any media inquiries and implement any immediate disciplinary proceedings
- The child protection/welfare officer should also notify the relevant sport governing body.
- If the Child/Welfare protection officer is the subject of the suspicion/allegation the report must be made to the appropriate manager who will refer the matter to social services.
- Allegations of abuse are sometimes made sometime after the event. Where such allegation is made, you should follow the same procedures and have the matter reported

to the appropriate department. This is because other children in the sport or outside it may be at risk from the alleged abuser. A rule of thumb would be: **Anyone who has a previous conviction for offences related to abuse against children may be excluded from working with children and young people.** There is a list of offences that prevent certain people from working with children or young people under any circumstances.

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". BW is fully supportive of 'whistle blowing' for the sake of the child/young person and will provide support and protect those who 'whistle blow'. Whilst it is difficult to express concerns about colleagues, it is important that these concerns are communicated to the designated person. All officials 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 parent/carer)

- Report your concerns to the club welfare/child protection officer.
- If the club welfare/child protection officer is not available, the person being told or discovering the abuse should contact their local social services department and or the police immediately.
- Social services and the club welfare/child protection officer will decide how to inform the parent/carers.
- The club welfare/child protection officer should also report the incident to BW.
- BW 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/child protection officer.
- The parent/carer of the child
- The person making the allegation.
- Appropriate departments/police
- BW director of basketball and the sport governing body welfare/child protection officer.
- The alleged abuser (and parents if the alleged abuser is a child).

Seek Social Services advice on who should approach the alleged abuser. All information should be stored in a secure place with limited access to designated people in line with data protection laws.

4.8 Internal Inquiries and Suspension

- BW Welfare/Child Protection Officer will, after consultation with the Chair and Director of BW make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services enquiries.
- Irrespective of the finding of the social services or police inquiries, BW Disciplinary Committee will assess all individual cases to decide whether a member of staff or a 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 BW Disciplinary Committee must reach a decision based upon the available information which could suggest that on the balance of probability, it is more likely than not that the allegation is true. The welfare of the child/young person should remain of paramount importance and the main priority 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, children and young people 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 has 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
- Careful thought will need to be given to the sharing of information and the provision of appropriate support.

Section 5 – Recruiting & Selecting

5.1 Introduction

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

5.2 Controlling Access to Children

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

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 and informal induction during which:

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

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 good practice and to ensure their practice is likely to protect from false allegations
- Recognise their responsibilities and report any concerns about suspected poor practice and abuse
- Respond to concerns expressed by young people/children.
- Work safely and effectively with young people/children.

Basketball Wales requires:

- All staff, volunteers and support staff to undergo a DBS check.
- All coaches, team managers and support staff and welfare officers to undertake relevant child protection & safeguarding training. To ensure their practice is exemplary and to facilitate the development of positive culture towards good practice and child protection.

- All staff, volunteers, support staff and officials to receive advisory information outlining good/bad practice and informing them what to do if they have concerns about the behaviour of an adult towards a child or young person.
- All coaches, trainee coaches and leaders should have an up to date first aid qualification.

Section 6 – Useful Contacts

- Basketball Wales Safeguarding Officer - Mr Phil John 07966614459
childprotection@basketballwales.com
- NSPCC – 0808 800 5000
- Childline – 0800 1111 (24 hour helpline)
- Child Protection in Sport Unit - 029 2067000
- Sports Wales – 0845 045 0904



Code of Conduct for Children and Young People

Basketball Wales is fully committed to safeguarding and promoting the wellbeing of all its members. Basketball Wales believes that it is important that Players, Coaches, Team Managers, Officials and Support Staff associated with the Basketball Wales should, at all times, show respect and understanding for the safety and welfare of others.

Therefore, members are encouraged to be :

Open at all times and to share any concerns or complaints that they may have about any aspect of Basketball Wales with Name and Position. Basketball Wales should offer a positive experience for children and young people and where they can learn new things in a safe and positive environment.

As a member of Basketball Wales Squads you are expected to abide by the following junior code of practice:

- Be loyal and give their friends a second chance.
- Be friendly and particularly welcoming to new members.
- Be supportive and committed to other team members, offer comfort when required.
- Keep yourself safe.
- Report inappropriate behaviour or risky situations for youth members.
- Play fairly and be trustworthy.
- Respect officials and accept decisions.
- Show appropriate loyalty and be gracious in defeat.
- Respect opponents.
- Not cheat or be violent and aggressive.
- Keep within the defined boundary of the playing/coaching area.
- Behave and listen to all instructions from the coach. Play within the rules and respect the official and their decisions.
- Show respect to other Team Managers and Support Staff and show team spirit.
- Take care of equipment owned by Basketball Wales.
- Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background or religious beliefs or sexual identity.
- Refrain from the use of bad language or racial/sectarian references. This includes bullying using new technologies like chat-rooms or texting.

- Not get involved in inappropriate peer pressure and push others into something they do not want to do.
- Refrain from bullying or persistent use of rough and dangerous play.
- Keep to agreed timings for training and competitions or inform their Coach or Team Manager if they are going to be late.
- Wear suitable kit for training and match sessions, as agreed with the Coach/Team Manager.
- Pay any fees for training or events promptly.

Basketball Wales Players have the right to:

- Be safe and happy.
- Be listened to.
- Be respected and treated fairly.
- Privacy.
- Enjoy your sport in a protective environment.
- Be referred to professional help if needed.
- Be protected from abuse by other member or outside sources.
- Participate on an equal basis, appropriate to their ability.
- Experience competition and the desire to win.
- Be believed.
- Ask for help.
- Have any concerns taken seriously and acted on.

Any minor misdemeanours and general misbehaviour will be addressed by the coach and verbally reported to the ENDC. More serious or persistent misbehaviour may result in disciplinary action and potentially dismissal from the club/sport. Parents will be informed at all stages.

Signature of Player	
Printed Name of Player	
Date	
Signature of Parent/Carer	
Printed Name of Parent/Carer	
Date	



Code of Conduct for Coaches. Team Managers, Support Staff & Volunteers

Basketball Wales coaches and volunteers involved in sport for children and young people have a great opportunity to be a positive role model and help build an individual's confidence.

Staff and volunteers are expected to:

- Ensure the safety of all children by providing effective supervision, proper pre-planning of coaching sessions, using safe methods at all times.
- Consider the wellbeing and safety of participants before the development of performance.
- Encourage and guide participants to accept responsibility for their own performance and behaviour.
- Treat all young people fairly and ensure they feel valued. Have no favourites.
- Encourage all children not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability.
- Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour.
- Appreciate the efforts of all young people and not over-train the young people.
- Never exert undue influence over performers to obtain personal benefit or reward.
- Be positive, approachable and offer praise to promote the objectives of Basketball Wales at all times.
- Not let any allegations of abuse of any kind or poor practice to go unchallenged or unrecorded. Incidents and accidents to be recorded in the line with the Basketball Wales procedures. Parents will be informed.
- Never use sanctions that humiliate or harm young people.
- Report accidents or incidents of alleged abuse or poor practice to the designated person.
- Administer minor first aid in the presence of others and where required refer more serious incidents to the designated "first aider".
- Have access to telephone for immediate contact to emergency services if required.
- Foster team work to ensure the safety of youth members in their care.
- Ensure the rights and responsibilities of youth members are enforced.
- Establish and address the additional needs of disabled participants or other vulnerable groups.
- Not abuse members physically, emotionally or sexually.
- Not engage in a sexual relationship with a young person (under 18 years) for whom they are responsible or in a position of trust of.
- Maintain confidentiality about sensitive information.
- Respect and listen to the opinions of young people.
- Take time to explain coaching techniques to ensure they are clearly understood.

- Develop an appropriate working relationship with participants, based on mutual trust and respect.
- Be a role model, displaying consistently high standard of behaviour and appearance (disciplined/committed/time keeping), remember children learn by example.
- Refrain from smoking and consumption of alcohol during club activities or coaching sessions.
- Never condone rule violations, rough play or the use of prohibited substances.
- Never spend excessive amounts of time alone with children unless there are exceptional circumstances
- Never take children to their home
- Not administering First Aid involving the removing of children's clothing unless in the presence of others.
- Hold appropriate valid qualifications and insurance cover.

Staff and volunteers have the right to:

- Access on-going training and information on all aspects of leading/managing activities for children, particularly on Safeguarding.
- Support in the reporting suspected abuse or poor practice.
- Access to professional support services.
- Fair and equitable treatment by Basketball Wales.
- Be protected from abuse by children, other adult members and parents.
- Not to be left vulnerable when working with children.

Any minor misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the designated person. Serious or persistent breach of the code will result in disciplinary action and could lead to dismissal. Dismissals can be appealed by the coach/volunteer with final decisions taken by the governing body depending on the disciplinary procedures within Basketball Wales.

Emergency action and first aid

All coaches, leaders and members should be prepared with an action plan in the event of an emergency and be aware of our First Aid Procedures.

This will include:

- Access to First Aid equipment and First Aider.
- Emergency evacuation procedures for venue.
- Telephone contact if the participant is a minor
- Telephone contact to the Emergency Services

Signature of Staff Member/Volunteer:	
Printed Name of Staff Member/Volunteer:	
Date:	



Code of Conduct for Parents & Carers

As a parent/carer of a participant of Basketball Wales you are expected to:

- Positively reinforce your child and show an interest in their chosen activity.
- Do not place your child under pressure or push them into activities they do not want to do.
- Complete and return the required registration forms to Basketball Wales
- Deliver and collect your child punctually before and after sessions/matches/the event.
- Ensure your child has clothing and kit appropriate to the weather conditions.
- Ensure that proper sportswear and protective equipment are worn. Any child not in possession of the fundamental requirements will not be permitted to participate.
- Detail any relevant medical concerns or conditions pertaining to their child on the registration form. Any changes in the state of the child's health should be reported to the Coach or Team Manager prior to the activity.
- To inform the organiser prior to the activity starting if your child is to be collected early.
- Encourage your child to play by the rules, and teach them that they can only do their best.
- Ensure that your child understands their code of conduct.
- Behave responsibly on the side-line; do not embarrass your child.
- Show appreciation and support the Coach/event staff.
- Ensure your child is punctual.
- Be realistic and supportive.
- Ensure your child has appropriate showering equipment, plus adequate food and drink.
- Accept the official's judgment and do not enter into the match/training area unless permitted by the Coach or Team Manager.
- Promote your child's participation in playing sport for fun.

As a parents/carer you have the right to:

- Be assured that your child is safeguarded during their participation in sport.
- Be informed of problems or concerns relating to your child.

- Be informed if your child is injured.
- Have your consent sought for issue such as trips or photography.
- Have any concerns about any aspect of your child's welfare listened to responded to.

Any breaches of this code of conduct will be dealt with immediately by the Coach/Team Manager. Persistent concerns or breaches may result in you being asked not to attend training/matches. If your attendance is considered detrimental to the welfare of young participants you will also be requested not to attend training/matches.

Signature of Parent/Carer	
Printed Name of Parent/Carer	
Date	

EQUALITY & DIVERSITY POLICY



PROMOTING EQUALITY

CHAMPIONING DIVERSITY

INCLUDING EVERYONE

1. STATEMENT OF INTENT

Basketball Wales the Governing Body for Basketball in Wales aim to grow and sustain the sport and ensure it is inclusive and accessible to every community. Working together we will develop and implement practices that proactively grow the sport by welcoming difference and accepting diversity in order to reach new and lapsed participants.

We will continue to build an environment that celebrates diversity and is unapologetic in tackling all forms of discrimination. We will promote equality of opportunity across all equality groups, working to be considered a leader in and role model on equality issues. We will embed the Fair Play values within all sections of Basketball Wales to further promote equality, diversity and inclusion. The commitment outlined in this Policy covers all aspects of the basketball and it is expected that all employees, players, parents, coaches, officials and volunteers who work on behalf of, represent or engage with Basketball Wales will adhere to the principles of this Policy.

Everyone involved in Basketball Wales plays a part in making the sport inclusive and welcoming of diversity. Basketball Wales aim to ensure that all people irrespective of their age, disability, ethnicity, gender, gender reassignment, marital or civil partnership status, pregnancy or maternity, religion or sexual orientation have a genuine and equal opportunity to participate in basketball at all levels and in all roles.

It is the aim of Basketball Wales in its relationships with its members, staff, volunteers and in the provision of its services, not to disadvantage any individual by imposing any conditions or requirements which cannot be justified.

In pursuance of this Policy, Basketball Wales may take special measures or positive action in favour of any group which is currently under-represented in its membership, representative bodies, registered places-to-play or its workforce. Any positive action will be done in accordance with the law and not to the detriment of any other group. It is the responsibility of everyone involved in Basketball Wales to ensure that the principles of the Equality and Diversity Policy are understood and implemented.

2. Legal Requirements

The commitments outlined within this Policy are underpinned by Basketball Wales legal obligations under the Equality Act 2010, Rehabilitation of Offenders Act 1974, Prevention from Harassment Act 1997. Basketball Wales takes all claims of inappropriate behaviour, bullying, harassment and/or discrimination, whether direct or indirect by anyone involved with Basketball Wales seriously. These claims will be dealt with through the appropriate disciplinary procedures.

Discrimination can take many guises including verbal, physical, and online abuse. It may not always be and therefore it is necessary for people to be aware of the different types of discrimination and the impact their actions have on others.

(i) Direct discrimination is where someone is treated less favourably than another person because of a protected characteristic.

(ii) Discrimination by association is direct discrimination against someone because they are associated with another person who possesses a protected characteristic.

(iii) Discrimination by perception is direct discrimination against someone because the other person thinks they possess a particular protected characteristic.

(iv) Indirect Discrimination occurs where the effect of certain requirements, provision or practices imposed by an organisation has an adverse impact disproportionately on one group or other. Indirect discrimination generally occurs when a rule or condition, which is applied equally to everyone, can be met by a considerably smaller proportion of people from a particular group; the rule is to their advantage and it cannot be justified on other grounds.

(v) Harassment is defined as unwanted conduct that violates people's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. In determining whether conduct can reasonably be considered as having such effect, the perception of the Complainant will be taken into account.

(vi) Bullying may be defined as behaviour which is offensive, intimidating, malicious, insulting or an abuse of power through means intended to undermine, humiliate, degrade or injure. Bullying is not limited to but can include racist, sexist and homophobic language and/or abuse.

(vii) Victimisation is illegal and considered to take place when someone is treated badly because they have made/supported a complaint or grievance.

3. As a governing body Basketball Wales will:

- Build an environment where equality and diversity is valued and all forms of discrimination and inappropriate behaviour challenged and dealt with through the appropriate disciplinary channels.
- Ensure everyone involved with Basketball Wales – staff, players, volunteers, parents and coaches are treated fairly and consistently.
- Ensure complaints of discrimination on any grounds will be investigated in line with disciplinary policies and procedures.
- Communicate this Policy and other messages on equality and diversity.
- Proactively encourage the involvement for all people regardless of background, ability or personal characteristics.
- Promote Fair Play values across Basketball Wales and take appropriate action where they are breached.
- Ensure all competitions organised and run by Basketball Wales are done so in a fair and equitable way.

- Monitor and review all policies and procedures in line with current best practice and evidence.

4. Basketball Wales Expects Everyone Involved To

- Fully adopt and embrace the ethos of equality and diversity as outlined in this Policy.
- Fully adopt, embrace and promote the Fair Play values.
- Be respectful of all others involved within Basketball Wales and not discriminate, bully, harass or victimise anyone.
- Be a role model for Basketball Wales and its players, volunteers and the diversity that they bring to the game.
- Respect individual difference based on any characteristic.
- Actively encourage and welcome others interested in participating;
- Where necessary explain the Policy and its implications to children;
- Report all forms of discrimination, bullying, harassment and victimisation to Basketball Wales, by emailing the safeguarding and welfare officer.
- Assist Basketball Wales in any investigation and provide accurate unbiased information.

Appendix 3

Guidelines for Transporting Children

Good Practice

Dropping off and collecting young players at Basketball Wales sessions:

- Basketball Wales staff will be responsible for young people in their care.
- It is the responsibility of parent/carer to transport their child/children to and from the session.
- It is not the coach's or volunteer's responsibility to transport young people to and from the session.
- Basketball Wales must receive permission from parents/carers for young people to participate in all competitions and away fixtures/events.
- Basketball Wales 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.
- Basketball Wales will require emergency contact numbers for parents/carers.
- Basketball Wales will ask parents/legal guardian to complete a form providing contact details, information about their child/children, i.e. medical details, etc.

Late collection

If a parent /carer are late Basketball Wales 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 venue, with wherever possible other staff/volunteers or parents
- If parents/carers cannot be contacted staff will need to report the situation to Social Services or the Police.

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 parents, are not used by coaches, club volunteers, team managers, and umpires to transport young players at any time, either to and 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.
- Parents/carers must give written permission if their child/children are being transported in another adults car.

- Clear information on the expected time of departure and arrivals needs to be communicated to relevant people, i.e. parents/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 drivers' 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 to take breaks and be aware of emergency procedures.

Legislation– points to remember

Minibuses

- It is advisable that minibuses and coaches carrying groups of three or more young people aged between 3 and 15 years are fitted with a seat belt for each young person.
- Where seatbelts are fitted, passengers must use them.
- 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.

General

- 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/DriverLicensing/WhatCarYouCanDriveAndYourObligations/DG_4022498

Car seats & other information

<http://www.think.direct.gov>.

Appendix 4

Supervision of Children & Young People

Supervision

Principles that underpin good practice for supervision of young people:

- 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 DBS check
 - They have insurance appropriate to the activity
 - They have adopted 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.
- Whatever the recommended ratio of adults to participants is, a minimum of two adults should be present. This ensures at least basic cover in the event of something impacting on the availability of one of the adults during the activity (in the event of a participant requiring the attention of an adult during the activity following an accident for example).
- In the planning of all activities, and regardless of any other assessments that may be required (for example of equipment or for Health and Safety purposes), a risk assessment should be undertaken which specifically informs decision-making about appropriate supervision levels.
- Key factors to assess include:
 - Age of children
 - Additional supervision/support needs of some or all participants (for example 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 care childcare for children under 8 years old (National Minimum Standards for Regulated Child Care, Welsh Assembly Government, 2011)

- One adult to 8 young people (with a minimum 2 adults)

Children over 8 years old:

- One adult to twelve young people (with a minimum of 2 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, set up a grapevine system
 - Copy parents into written communication (i.e. letters or emails)
 - Speak with a player and their parents if there is a need to communicate information in relation to playing, training or competition
 - 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 should never be undertaken without parental consent.
 - Emailing young people directly as individuals (can be done as part of a disclosed list, once permission has been gained to do so).
 - Using text as a medium of contact with a young person
 - 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
 - Contact through social media websites.

Appendix 5



Basketball Wales Anti-Bullying Policy

We will:

Listen and respond to young people's concerns and take appropriate action
Respond appropriately to incidents of bullying
Take parents/carers' concerns seriously and respond effectively

We aim:

To create a positive environment for young people
To encourage safe, and accessible opportunities for young people
To ensure that all young people are able to participate in a safe, caring environment

To achieve this we will:

- Ensure that a young person-centered environment is created during all activities
- Emphasise the positive values of participation, sharing, helping and encouraging
- Promote equality in all basketball activities
- Establish clear ground rules/boundaries for activities
- Work towards continuously improving the quality of activities

We are committed to eliminating bullying within basketball activities:

To achieve this we will encourage all participants to behave according to the Basketball Wales Code of Conduct, which will provide a framework of acceptable behaviour

All participants agree to abide by the following:

We will not tolerate bullying or harassment of any kind
We will be accepting of others regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation or social status
We will not ignore an incident of bullying and will take all signs of bullying seriously
We will be kind to others, even if they are not our friends and we will make new participants in our activities feel welcome
We will not join in fights or disturbances
We will report any bullying incident to a member of staff/official immediately
We will not judge others on the way they speak, their social behaviour, appearance or their ability.
We will remember that everyone matters, including ourselves
We will encourage all young people to speak and share their concerns
We will encourage all Club Welfare Officers to sign post how young people can contact them with a concern of bullying

We will encourage our staff, coaches, volunteers & officials to be vigilant & observant at all times.

If incidents of bullying are witnessed our staff, coaches, volunteers and officials will respond by following the procedures set out in the Basketball Wales Child Protection Policy, Code of Conduct and Safeguarding Regulations which are available for download on the BW webpage. For further information please contact melanie.hellerman@basketballwales.co.uk



Photography and Filming Consent Form

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 the child.

Basketball Wales 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 Basketball Wales immediately.

Consent Information

To be completed by parent/carer:

- **I consent to Basketball Wales photographing or videoing my child (child's name).....**
- **I can confirm that I have read, or been made aware of, the organisation's photography and videoing policy.**
- **I can confirm that I have read, or been made aware of how the organisation's will use these images or videos in future and how these images or videos will be stored within Basketball Wales**
- **Basketball Wales photographers may be seen at official events and representative training sessions and I consent for photographs/videos to be taken and be used for BW promotion purposes**

To be completed by player:

- **I (child's name)..... consent to Basketball Wales photographing or videoing my involvement in sporting activities.**
- **I confirm that I have read, or been made aware of Basketball Wales photography and videoing policy.**
- **I am aware that Basketball Wales photographers may be seen at official events and representative training sessions and I consent for photographs/videos to be taken and be used for BW promotion purposes**

Signature of Player:

Name of Player Printed:

Date:

Signature of Parent/Carer:
Parent/Carer Print Name:
Date:

Appendix 7

Responding concerns about parent/carers

Safeguarding Incident Reporting Form

Your Name:	Squad:
Your Role:	
Contact Information (You)	
Address:	
Telephone Numbers:	
Email Address:	
Child's Name	Child's date of birth:
Child's ethnic origin:	Does the child have a disability:
Child's Gender	
Contact Information (Parent/Carer)	
Address:	
Telephone Numbers:	
Email Address:	
Have parent/carers been notified of this incident?	
If yes, please give details:	
Are you reporting your own concerns or responding to concerns raised by someone else?	
If responding concerns raised by someone else, please provide further information below	
Name:	
Position within the sport or relationship to the child:	
Telephone Numbers:	
Email Address:	
Date and time of incident:	
Details of the incident or concerns: <i>Include other relevant information such as description of any injuries whether you are recording the incident as fact, opinion or hearsay.</i>	

Child's account of the incident
Please provide any witness accounts of the incident:
Please provide details of any witness to the incident: Name: Position within the organisation or relationship to the child: Date of birth (if a child): Address: Telephone Number: Email Address:
Please provide details of any person involved in the incident or alleged to have caused the incident/injury. Name: Position within the organisation or relationship to the child: Date of birth (if a child): Address: Telephone Number: Email Address:
Please provide details of action taken to date:
Has the incident been reported to any external agencies? If YES please give further details: Name of organisation/agency: Telephone Numbers: Email Address: Agreed action or advice given:

Print Name:	
Signature:	
Date:	



Accident/Incident Reporting Form

In the event of an accident or incident, the following procedure should be followed by the Coach/Team Manager.

- **Fill in 2 copies of the Accident/Incident reporting form for ALL accidents/incidents.**
- **Make contact with parent/carer.**
- **One copy of form to incident book/folder.**
- **Forward 1 copy to Melanie Hellerman, Safeguarding/Welfare Officer for record keeping/action required at melaniehellerman@basketballwales.com.**
- **Contact emergency services/GP if required.**
- **Sign off on any action required from National Teams Programme.**
- **If any guidance/support needed contact Melanie Hellerman, Safeguarding/Welfare Officer.**

Accident/Incident Reporting Form

Squad Name	
Coach in attendance	
Address	
Daytime/Evening Telephone No	
Email address:	

INJURED PERSON INFORMATION	
Name of injured person	
Address	
Date of Birth	
Gender: Male/Female	

ACCIDENT/INCIDENT INFORMATION	
Date of accident/incident:	
Time of accident/incident:	
Accident/incident reported by:	
Location of accident/incident	
Details of injury/incident	
How accident/injury occurred:	
Did anyone witness the accident Yes/No:	
Name(s) of witness	
Contact details of witnesses	
Was First Aid given – Yes/No	
Details of treatment given, state by whom	
Parent/Carer notified – Yes/No	
If yes by whom and when	
Form completed by:	
Recommended action to be taken:	
Form completed by (Print Name)	
Signature	
Date	

Policy to be updated annually by BW Child Protection/Welfare Director

Next Update March 2017