

# Angling Development Board (ADB)

## Child Protection Policy and Procedures

### Foreword

Sport can and does have a powerful and positive influence on people – especially young people<sup>1</sup>, not only can it provide opportunities for enjoyment and achievement; it can also develop valuable qualities such as self-esteem, leadership and teamwork. These positive effects can only take place if sport is in the right hands – in the hands of those who place the welfare of all young people first and adopt practices to support, protect and empower them.

The ADB is committed to ensuring that all young people who participate in angling have a safe and positive experience.

The ADB is committed to developing and implementing policies and procedures which ensure that everyone knows and accepts their responsibility in relation to their 'Duty of Care' for young people. It is committed to ensuring that there are correct and comprehensive reporting procedures, and promoting good practice and sound recruitment procedures for all individuals working within the sport of angling.

The ADB recognises that it is not the responsibility of those individuals working in the sport of angling to determine if abuse has taken place, but it is their responsibility to act upon and report any concerns.

This policy sets out a framework to fulfill the ADB's commitment to the Safeguarding and Protecting Children within the sport of angling.

A variety of titles have been used in this policy document to describe the people working (full or part time, paid or voluntary) within The sport of angling, such as; 'Staff', 'Official', 'Coach', 'Instructor', 'Club<sup>3</sup> Official', 'Volunteer' etc. This policy applies to all individuals or organizations whom are members of the governing bodies of angling in this country, and ADB licensed coaches; working both in a paid or voluntary capacity, according to their level of contact with young people in the sport.

If you have any doubt as to its relevance to your role please contact the ADB Lead Child Protection Officer.

**David Moore**

Chair, ADB



<sup>1</sup>. The term young people throughout this policy refers to those aged under 18 years of age.

<sup>2</sup>. The term angling used throughout this policy refers to all those recognised disciplines by the ADB including; Coarse, Game or Sea Anglers, Disabled, Tournament or Recreational.

<sup>3</sup>. All references to 'ADB and the Governing Bodies' within this document relates to the respective disciplines of angling

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## Acknowledgements

The ADB wishes to thank the NSPCC Child Protection in Sport Unit (CPSU) and in particular Anne Tiivas, Nick Slinn, Gill Joyce, Sports Coach UK, 1st4sport Qualifications, British Water Ski and the Amateur Boxing Association England and numerous other sports National Governing Bodies for their invaluable support and guidance in helping us develop this document.

The ADB used Sports Coach UK's 'Safeguarding and Protecting Children' (formerly the Good Practice and Child Protection) Policy and Implementation Procedures – Guidelines for Governing Bodies of Sport and Local Authorities.

The ADB have used extracts from the Level Two Certificate in Coaching Angling Candidate Portfolio as further evidence of compliance.

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## Aims and Objectives

The ADBs fundamental goals are to:

- help facilitate and promote diversity of participation in angling and to support the social, health and welfare benefits of angling participation
- to promote and support the development of educational projects aimed at increasing angling participation and furthering knowledge of the environment and conservation.
- to promote and support research into factors affecting participation in angling. To work with and support other voluntary bodies with similar objects.

This includes introducing children and young people to the tranquil and safe sport of angling and to educate them into appreciating, respecting and protecting the environment that surround our fisheries – the flora and fauna; the vegetation and the wildlife and at the same time to educate and direct them away from getting involved in crime, violence, alcoholism and drugs in the anticipation of turning the youngsters of today into good citizens of tomorrow.

Daniel Ramm  
ADB Lead Child Protection Officer



# 1. Policy Statement

## 1.1 Responsibilities

The ADB and the Governing Bodies will:

- accept the moral and legal responsibility to implement procedures to provide a duty of care for young people, safeguard their well being and protect them from abuse;
- respect and promote the rights, wishes and feelings of young people;
- recruit, train and supervise their employees and volunteers so as to adopt best practice to safeguard and protect young people from abuse, and themselves against allegations;
- require staff and volunteers to adopt and abide by the ADB Child Protection Policy and Procedures which incorporate the ADB Code of Conduct and Ethics;
- respond to any complaints about poor practice or allegations of abuse.

## 1.2 Principles

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

- this policy recognises and builds on the legal and statutory definitions of a child;
- a young person is recognised as being under the age of 18 years (Children's Act 1989 definition);
- an adult has the moral and statutory duty for the care, custody and control of any child under the age of 18 under their supervision;
- the child's welfare is paramount;
- all young people, whatever their age, culture, any disability they may have, gender, language, racial origin, religious belief and sexual identity have the right to protection from abuse;
- all incidents of poor practice or suspicions of poor practice and allegations of abuse will be taken seriously and responded to swiftly and appropriately;

- all young people have the right to participate in the sport of angling in an enjoyable and safe environment;
- young people have the right to expect appropriate support in accordance with their personal and social development with regard to their involvement in the sport of angling;
- it is the responsibility of the child protection experts and agencies to determine whether or not abuse has taken place but it is everyone's responsibility to report any concerns;
- confidentiality should be upheld in line with the Data Protection Act 1998 and the Human Rights Act 2000.

Working in partnership with young people, their parents<sup>1</sup> and other agencies is essential for the protection of young people. Although the ADB and the Governing Bodies recognise the statutory responsibility of Children's Social Care Services to ensure the welfare of young people and work with the Local Safeguarding Children's Board (LSCB) to comply with its procedures, child protection has a broader remit within the sport of angling. All those involved in the management of young people in the sport of angling have a duty to ensure that they are:

- allowed access to the sport in a way that is appropriate for their age and ability;
- coached and trained by appropriately qualified staff;
- not required to participate in so many competitions, or to attend training sessions, as to become a threat to their well being;
- not subjected to any form of discriminatory abuse from any source;
- not subjected to bullying or undue pressure from any source;
- encouraged to achieve their full potential at all levels;
- instructed how to behave around water based venues;
- afforded respect, confidentiality and privacy in a competing and training situation and any other angling environment.

### 1.3 Implementation

The ADB Child Protection Policy and Procedures shall be adopted in accordance with Appendix B by the following:

- the ADB, the Governing Bodies and its members.
- all other bodies working in partnership with the ADB to provide opportunities for work with children and young people up to the age of 18 (either on a paid or voluntary basis) within the sport of angling in England.

### 1.4 Assent

All individuals involved in the sport of angling under the jurisdiction of the ADB at every level including participants, officials, instructors/coaches, administrators and club officials agree to abide by the ADB Codes of Conduct and Ethics.

All such individuals, by participating or being involved in angling, are deemed to have assented to and as such recognise and adhere to the principles and responsibilities embodied in the Codes.

### 1.5 Child Protection Regulations

The Child Protection Regulations shall be incorporated in the constitution of the ADB and the Governing Bodies in England, and shall provide a new disciplinary process under each body's respective Disciplinary Rules.

### 1.6 Monitoring Procedures

The ADB Child Protection Policy and Procedures will be monitored annually and a full policy review will take place tri-annually. The following situations may also evoke a review of the policy:

- any changes in legislation;
- any changes in governance of the sport;
- the result of a significant case

<sup>1</sup> The term parent/s throughout this policy refers to parent/s, carer/s and guardian/s.

<sup>2</sup> The term Coach/Instructor maybe used interchangeably throughout this policy, it refers to anyone qualified (who holds a valid license) by the ADB.

<sup>3</sup>. All references to 'Club' within this document also relates to Branch or Division for the respective disciplines of angling

## 2. Safe Recruitment

The vast majority of coaches, instructors, officials, volunteers are committed, dedicated people who are motivated to work within the sport for commendable reasons. However, it is important that all reasonable steps are taken to ensure that unsuitable people or people with inappropriate motivation are prevented from working with young people. The following procedures should be adopted and applied consistently when appointing a coach, instructor, official or volunteer in either a voluntary or paid capacity full or part time.

Under the Protection of Children Act 1999, all individuals working on behalf of, or otherwise representing, an organisation are treated as employees whether working in a paid or voluntary capacity.

### 2.1 Advertising

When any form of advertising is used to recruit staff or volunteers, the following information should be reflected:

- aims of the organisation and where appropriate, the particular programme involved;
- key responsibilities of the role;
- level of experience or qualifications required, particularly if experience of working with young people is an advantage;
- the organisation's open and positive stance on child protection and equal opportunities;
- the use of Criminal Records Bureau (CRB) Disclosures as part of the recruitment and selection process.

### 2.2 Pre-Application Information

Pre-application information sent to interested or potential applicants should include:

- a job description, including roles and responsibilities;
- a person specification which clearly states qualifications and experience required;
- an application form;
- a self-disclosure form.

### 2.3 Application Forms

All applicants, whether paid or voluntary, full or part time positions should complete an application form, which has been designed to elicit the necessary information.

Contact details of two written references (not relatives) should be provided, one of which should be a previous employer or other organisation / individual, who have agreed to provide written comments on the individual's experience and suitability to work with young people. References should only be taken up when the position has been offered to the applicant.

### 2.4 Short Listing

Independent short listing by the designated committee will be made for each post in accordance with the application form and the relevant person specification. In the interests of efficiency, self disclosure forms should be completed by all short listed candidates. This will allow for questioning of short listed candidates about their 'disclosure' prior to any offer of employment being made.

### 2.5 Interviews

A formal interview is always required for positions involving working with young people. The interview should be carried out according to acceptable protocol and recommendation

### 2.6 Disclosures

All those with significant access to or responsibility for young people will be required to complete an enhanced level CRB Disclosure. All those with occasional access to young people i.e. all Club volunteers and employees who have not been required to complete a CRB Disclosure will be required to complete a Self Disclosure form (Template One) and be subject to the ADB Recruitment Process.

The ADB recommends anyone over the age of 18, with substantial access to young people or anyone with a managerial responsibility for individuals in this position, should complete a CRB Disclosure. The CRB Disclosure and the Self Disclosure form must be completed once every three years.

If you are unsure as to which staff (paid or voluntary) require a complete CRB Disclosure or if you have any concerns regarding information received on a Self Disclosure form, contact the ADB Lead Child Protection Officer.

### 2.7 Appointment

The successful applicant should be issued with an offer letter. It should specify full details and requirement of the position and any

## 2.7 Appointment (cont)

probation period if appropriate. The applicant should be informed that the appointment is subject to satisfactory CRB Disclosure and two references, where applicable.

An individual may be allowed to commence their duties (at the ADB and the Governing Bodies' discretion) but care should be taken to ensure that a senior member of staff is always present.

All staff, paid and voluntary, will undergo a formal induction in which:

- their qualifications as a Coach/Official are substantiated through the ADB;
- they complete a profile to identify training needs/aspirations;
- they are reminded that they have agreed to abide by the ADB Code of Conduct and Ethics (Appendix C), and they may face disciplinary action if there is an allegation that the Code has been broken;
- the expectations, roles and responsibilities of the job are clarified (e.g. thorough a formal or informal work programme or goal setting exercise);
- the ADB Child Protection Policy and Procedures are explained and training needs established;

## 2.8 Training

Checks are only part of the process to protect young people from possible abuse. Appropriate training will enable individuals to recognise their responsibilities with regard to their own good practice and the reporting of suspected poor practice or concerns of possible abuse. The ADB will provide training opportunities for

- If practicable, the new recruit should be mentored by an experienced person.

people involved or working with young people, details of which will be communicated throughout the sport and updated periodically.

## 2.9 Monitoring and Appraisal

At regular intervals (or following a particular programme) all employees or volunteers should be given the opportunity to receive formal (e.g. through an appraisal) feedback, to identify training needs and set new goals.

Management should be sensitive to any concerns about poor practice or abuse and act on them at an early stage following the guidelines in this document.

The Management should also offer appropriate support, through liaison with the ADB Lead Child Protection Officer, to those who report concerns or complaints.

## 2.10 Complaints and Disciplinary Procedures

ADB and the Governing Bodies should ensure that parents and young people are aware of the Complaints and Disciplinary procedures detailed in the ADB Disciplinary Procedures Document.

## 2.11 Application From Within the ADB

If an individual from within the ADB or Governing Bodies wishes to move to a post with substantial access to young people, that individual must go through the application process described in 2.3.

## 3. Promoting Good Practice with Young People

### Introduction

Child abuse, particularly sexual abuse, can generate strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about any action to take. Abuse can occur within many situations including the home, school and the sporting environment. Some individuals actively seek employment or voluntary work with young people in order to harm them.

A coach, teacher, official or volunteer may have regular contact with young people and be an important link in identifying cases where a young person needs protection. All suspicious cases of poor practice should be reported following the guidelines in this document.

When a young person enters a club having been subjected to child abuse outside the sporting environment, sport can play a crucial role in improving the young person's self esteem. In such instances the ADB must work with the appropriate agencies to ensure the young person receives the required support.

### 3.1 Good Practice Guidelines

All staff should be encouraged to demonstrate exemplary behaviour in order to protect young people and themselves from allegations.

The following are common sense examples of how to create a positive culture and environment within the sport of angling:

#### 3.1.1 Good Practice Means:

- adoption of the ADB Child Protection Policy and Procedures;
- promotion of the policy to all members and parents to illustrate the ADB and the Governing Bodies' commitment to a safe environment;
- always working in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment – i.e. no secrets);

- treating all young people equally, and with respect and dignity;
- always putting the welfare of young people first, before winning or achieving goals;
- maintaining a safe and appropriate distance from participants (e.g. it is not appropriate to have an intimate relationship with a young person or to share a room with them) and in some cases it may be a serious breach of the ADB Code of Conduct and Ethics (Appendix C) and be unlawful;
- building balanced relationships based on mutual trust which empowers young people to share in the decision-making process;
- making sport fun, enjoyable and promoting fair play;
- ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the ADB. Care is needed, as it is difficult to maintain hand contact positions when a young person is constantly moving. Young people and parents should be provided with information regarding coaching practices and physical contact which is required for personal safety or because there is no other suitable coaching method. Consent must be obtained using Template Five;
- keeping up to date with technical skills, qualifications and insurance in sport;
- although not normally relevant to the sport of angling – if groups have to be supervised in the changing rooms, always ensure parents/teachers/coaches/instructors/officials work in pairs; ensuring that if mixed teams are taken away, they should always be accompanied by a male and female member of staff. (N.B. However same gender abuse can occur); it may be appropriate to have the child's parents acting as chaperones on angling activities that require overnight accommodation – but these should be subjected to the appropriate CRB Enhanced Vetting procedures (Template One).
- ensuring that at competitions or residential events, adults should not enter young people's rooms or invite young people into their rooms.



### 3.1.1 Good Practice Means: (continued)

- if an adult is working in a supervisory capacity, they should only enter the young people's rooms when accompanied by another adult;
- being an excellent role model – this includes not smoking or drinking alcohol in the company of young people and promoting a healthy diet;
- giving enthusiastic and constructive feedback rather than negative criticism;
- recognising the developmental needs and capacity of young people - avoiding excessive training or competition and not pushing them against their will or beyond their mental or physical abilities
- securing parental consent in writing to act in loco parentis (Template Five), if the need arises to give permission for the administration of emergency first aid and/or other medical treatment; keeping a written record of any injury that occurs, along with the details of any treatment given. Where staff witnesses an injury this must be reported to the parents at the first opportunity;
- requesting written parental consent if it is required to transport young people in their cars (Template Five).

### 3.1.2 Coaching Ratios

When working with groups of children under 8 years of age Government Guidance states clearly that there should be one supervising adult for every six children (Care Standards Act 2000).

Participants under the age of 18 must be supervised at all times and cannot be included in staffing ratios.

For young people over the age of 8, experience has shown that a ratio of one adult to ten participants is a minimum requirement in keeping with models of best practice.

However, the ADB recommends that a ratio of 1:4 be implemented wherever possible.

The national guidance states that the level of supervision should take account of:

- the age and ability of the young people;
- the activity being undertaken;
- children's growing independence;
- children's need for privacy;
- the geography of the facility being used;
- the Risk Assessment.

If there is an accident or an incident involving a young person or member of staff, you should ensure that there are enough people remaining to supervise the group safely.

Instructors/Coaches working with young people should not work in isolation. Good practice suggests that at least one other adult in addition to the Coach should be present at every session. The additional adult does not have to be a qualified Instructor/Coach.

### 3.1.3 Changing Rooms

Although the use of changing rooms is not a regular occurrence in the sport of angling - an awareness and understanding of appropriate procedures is essential.

Where practical, participants should be supervised at all times in the changing rooms by two members of staff. Adult staff should not change or shower at the same time using the same facility as participants.

### 3.1.3 Changing Rooms (continued)

If you are involved in a mixed gender team, separate changing facilities should be made available. If a young person is uncomfortable changing or showering in public no pressure should be placed on them to do so. Encourage them to shower and change at home. Involve participants with disabilities and their carer in deciding how they should be assisted and ensure they are able to consent to the assistance that is offered.

Any staff, medical or otherwise, for example a male Instructor/Coach working with female participants, must not be present in the changing rooms whilst participants are getting showered or changed.

No photographic equipment should be allowed in the changing room environment. This includes cameras, video cameras, mobile phones with photo taking facilities etc.

### 3.1.4 Treatment of Young People

It is recommended that no young person should be treated in any way in a situation where the young person is on his/her own in a treatment room with the door closed;

- it is strongly recommended that all treatment procedures should be 'open' i.e. the door remains open, parents are invited to observe treatment procedures.
- where strict medical confidentiality is to be observed then parents of the young person should be invited to attend;
- it is recommended that if treating an area of the body which is potentially embarrassing to a young person (i.e. the groin) a suitable consenting adult acting as a chaperone should be present;
- it is important to maintain medical confidentiality and patient dignity at all times;
- prior to medical treatment being carried out on a young person, parental consent in the written form must be sought where appropriate (Template Five);
- it is recommended that all treatment procedures are fully explained to the young person and verbal consent is given before they are carried out.

### 3.2 Practice to be Avoided

The following should be avoided except in cases of emergencies. If cases arise where these situations are unavoidable they should only occur with the full knowledge and consent of someone in charge at the Club or the young person's parents.

For example, a young person sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a young person up at the end of a session:

- never spend excessive amounts of time alone with young people away from others;
- never take young people to your home where they will be alone with you.

#### 3.2.1 Practice never to be sanctioned

The following should never be sanctioned. You should never:

- engage in rough, physical or sexually provocative games, including horse play;
- share a room with a young person;
- allow or engage in any form of inappropriate touching;
- allow young people to use inappropriate language unchallenged;
- make sexually suggestive comments to a young person, even in fun;
- reduce a young person to tears as a form of control;
- allow allegations made by a young person to go unchallenged, unrecorded or not acted upon;
- do things of a personal nature for young people or disabled adults, that they can do for themselves;
- invite or allow young people to stay with you at home unsupervised.

N.B. It may be sometimes necessary for staff or volunteers to do things of a personal nature for young people, particularly if they are young or are disabled.

These tasks should only be carried out with the full understanding and consent of parents and the participants involved. There is a need to be responsive to a person's reactions. If a person is fully dependant on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in the dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a young person to carry out particular activities.

Avoid taking the responsibility for tasks for which you are not appropriately trained.

If any of the following incidents should occur, you should report them immediately to another colleague and make a written note of the event.

#### 3.2.1 Practice never to be sanctioned (continued)

Parents should be informed of the incident:

- if you accidentally hurt a participant;
- if he/she is distressed in any manner;
- if a participant appears to be sexually aroused by your actions;
- If a participant misunderstands or misinterprets something you have done.

### 3.3 Relationships of Trust

"The inequality at the heart of a relationship of trust should be ended before any sexual relationship begins." Caring for Young People and the Vulnerable? Guidance for Preventing Abuse of Trust (Home Office, 1999).

This statement recognises that genuine relationships do occur between the different levels of volunteers and participants in a group but that no intimate relationship should begin whilst the member of staff or volunteer is in a 'position of trust' over them. The power and influence that the older member has over someone attending a group or activity cannot be underestimated.

If there is an additional competitive aspect to the activity and the older person is responsible for the young person's success or failure to some extent, then the dependency of the younger member upon the older will be increased. It is therefore vital for volunteers to recognise the responsibility that they must exercise in ensuring that they do not abuse their positions of trust. Young people aged 16-18 can legally consent to some types of sexual activity; however, in some provisions of legislation they are classified as children.

If you engage in an intimate or inappropriate relationship with a young person it is a breach of the ADB Code of Conduct and Ethics and as such will result in disciplinary action.

In certain circumstances the 'abuse of trust' is a criminal offence (Sexual Offences Act 2003, the Government are currently considering extending these guidelines to include Sports Coaches).

### 3.4 Guidelines on Photography and Use of Video

The ADB is keen to promote positive images of young people participating in the sport of angling and is not banning the use of photographic or videoing equipment. However, there is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young people.

It is advisable that appropriate guidelines detailed in appendix D are adhered to.

#### 3.4.1 Use of Images of Young People

The use of images of young people, for example on the web, in the media or in publications: you should be implement the following procedures:

- ask for parental permission to use the young person's image.
- this ensures that they are aware of the way the image is to be used to represent the sport;
- ask for the young person's permission to use his/her image.
- this ensures that he/she is aware of the way the image is to be used to represent the sport;

#### 3.4.1 Use of Images of Young People (continued)

- if the young person is named, avoid using his/her photograph;
- if a photograph is used, avoid naming the young person;
- only use images of young people in appropriate dress, to reduce the risk of inappropriate use, and to provide positive images of the young people;
- encourage the reporting of inappropriate use of images of young people.

If you are concerned, report your concerns to a club official or the Club Welfare Officer.

#### 3.4.2 Use of Video as a Coaching Aid

There is no intention to prevent Instructors/Coaches using video equipment as a legitimate coaching aid. However, participants and their parents should be aware that this is part of the coaching programme and care should be taken in storing such films. The parents and young people must provide written consent for the use of photography and video analysis (Template Six).

## 4. Recognition of Poor Practice, Abuse and Bullying

### Introduction

Child abuse can and does occur outside the family setting. 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. The staff and volunteers in angling, whether in paid or voluntary capacity, are not experts at such recognition. However, they do have a responsibility to act if they have any concerns about the behaviour of someone (an adult or another young person) towards a young person and to follow the procedures in this document.

#### 4.1 Poor Practice

Allegations may relate to poor practice where an adult's or another young person's behaviour is inappropriate and or may be causing concern. In the application of this policy, poor practice includes any behaviour which contravenes the ADB Code of Conduct and Ethics (Appendix C), infringes an individual's rights and/or is a failure to fulfil the highest standards of care. Poor practice is unacceptable in the sport of angling and will be treated seriously and appropriate actions will be taken.

#### 4.2 Abuse

Abuse can happen wherever there are young people of any age. The effects of abuse can be so damaging and if untreated, they may follow a person into adulthood. For example, a person who has been abused as a young person may find it difficult or impossible to maintain stable, trusting relationships, become involved with drugs or prostitution, attempt suicide or even abuse a young person in the future.

##### 4.2.1 Disabled People

There have been a number of studies, which suggest young people (or adults) with disabilities, are at increased risk of abuse.

Various factors contribute to this, such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves, or adequately communicate that abuse has occurred<sup>1</sup>.

##### 4.2.2 Race and Racism

Young people from ethnic minority groups (and their parents) are likely to have experienced harassment, racial discrimination and institutional racism. Although racism causes significant harm it is not, in itself, a category of abuse. All organisations working with young people, including those operating where ethnic minorities are numerically small, should address institutional racism, defined in the Macpherson Inquiry Report of the death of Stephen Lawrence as 'the collective failure by an organisation to provide appropriate and professional service to people on account of their race, culture and/or religion.

##### 4.2.3 Abuse and Neglect

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

##### Neglect

Is where an adult fails to meet a young person's basic physical and/or psychological needs, likely to result in the serious impairment of the young person's health or development (e.g. failure to provide adequate food, shelter and clothing, failing to protect a young person from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment). It may also include refusal to give young people love, affection and attention.

Neglect in sport could include a teacher or coach not ensuring young people were safe, exposing them to undue cold, heat or to unnecessary risk of injury.

##### Physical Abuse

Where adults physically hurt or injure young people by hitting, shaking, throwing, poisoning, and burning, biting, scalding,

suffocating, drowning or otherwise causing physical harm to a young person. Physical harm may also be caused when a parent feigns symptoms of, or deliberately causes ill health to a young person whom they are looking after e.g. factitious illness by proxy or Munchausen's syndrome by proxy.

Examples of physical abuse in sport may be when the nature and intensity of training and competition exceeds the capacity of the young person's immature and growing body; and where drugs are used to enhance performance or delay puberty.

### Sexual Abuse

Is where girls and boys are abused by adults (both male and female) who use young people to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing young people pornographic material (books, videos, pictures) or talking to young people in a sexually explicit manner is also a form of sexual abuse.

In sport, coaching techniques, which involve physical contact with young people, could potentially create situations where sexual abuse may go unnoticed. The power of the instructor/coach over young performers, if misused, may also lead to abusive situations developing.

### Emotional Abuse

Is the persistent emotional ill treatment of a young person such as to cause severe and persistent adverse effects on the young person's emotional development. It may involve conveying to young people that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on young people. It may involve causing young people to feel frightened or in danger by being constantly shouted at, threatened or taunted which may make the young person very nervous and withdrawn. Some level of emotional abuse is involved in all types of ill treatment of a young person.

Emotional abuse in sport may occur if young people are subjected to constant criticism, name-calling, sarcasm, bullying or unrealistic pressure to perform to high expectations consistently.

The above definitions are adapted from Department of Health (1999) Working Together to Safeguard Children – A Guide to Inter-Agency Working to Safeguard and Promote the Welfare of Children.

### 4.2.4 Indicators of Abuse

Indicators that a young person may be being abused include the following:

- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries;
- an injury for which the explanation seems inconsistent;
- the young person describes what appears to be an abusive act involving him/her;

### 4.2.4 Indicators of Abuse (continued)

- someone else (a young person or adult) expresses concern about the welfare of another young person;
- unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outburst in temper);
- inappropriate sexual awareness;
- encouraging sexually explicit behaviour;
- distrust of adults, particularly those with whom a close relationship would normally be expected;
- has difficulty making friends;
- is prevented from socialising with other young people;
- displays variations in eating patterns including overeating and loss of appetite;
- loses weight for no apparent reason;
- becomes increasingly dirty or unkempt.

It should be recognised that this is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place. A good working relationship with the parent will help to identify any concerns that a young person maybe experience e.g. family bereavement.

It is not the responsibility of those working in the sport of angling to decide that child abuse is occurring but it is their responsibility to act on any concerns (Section 5).

### 4.3 Bullying

It is important to recognise that in some cases of abuse, it may not always be an adult abusing a young person. It could be the other way round whereby the abuser may be a young person bullying an older person.

Bullying may be seen as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves.

Nancy Duin defined bullying as 'repeated (systematic) aggressive verbal, psychological or physical conduct by an individual or group against another person or persons' (Bullying, a Survival Guide, produced by BBC Education).

#### 4.3.1 Typical Targets

Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons – overweight, physically small, having a disability or belonging to a different race, faith or culture.

#### 4.3.2 Bullying Venues

Girls and boys can be bullies although it seems to be more conspicuous in boys. Although bullying often takes place in schools<sup>2</sup> research shows it can and does occur anywhere where there is inadequate supervision – on the way to and from school, at a sporting event, in the playground and changing rooms.

#### 4.3.3 Bullies

Bullies come from all walks of life; they bully for a variety of reasons and may even have been abused themselves. Typically, bullies can have low self-esteem, be excitable, aggressive and jealous. Crucially, they will have learned how to gain power over others and there is increasing evidence that abuse of power can lead to crime<sup>3</sup>.

#### 4.3.4 Bullies in Sport

The competitive nature of sport makes it the ideal environment for the bully. The bully in the sport of angling can be:

- a parent who pushes too hard;
- a coach who adopts a 'win-at-all-costs' philosophy;

- a participant who intimidates inappropriately;
- a club official who places unfair pressure on a person;
- a spectator who shouts abuse.

#### 4.3.5 Forms of Bullying

Bullying can include:

- physical e.g. hitting, kicking and theft;
- Verbal e.g. name calling, constant teasing, sarcasm, racist or homophobic taunts, threats, graffiti and gestures;
- emotional e.g. tormenting, ridiculing, humiliating and ignoring;
- sexual e.g. unwanted physical contact or abusive comments.

#### 4.3.6 Indicators of Bullying

The damage inflicted by bullying can be frequently underestimated. It can cause considerable distress to young people, to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self-harm). There are a number of signs that may indicate that a young person or disabled person is being bullied:

- behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctant to go to school, training or sports club;
- a drop off in performance in school or standard in sport;
- Physical signs such as stomach-aches, head-aches, difficulty in sleeping, bedwetting, scratching and bruising, damaged clothes and bingeing for example of food, cigarettes and alcohol;
- a shortage of money or frequent loss of possessions.

#### 4.3.7 Reporting Bullying

Regardless of who the perpetrator might be, the signs of bullying should be reported to a person of responsibility (Section 5).

It is important that bullying is recognised and ADB and the Governing Bodies take appropriate action and rigorously enforce anti-bullying strategies. It is vital not to underestimate the damage that can be caused by bullying.

The ADB is adamant that they will not tolerate any form of bullying within the sport of angling.

## 5. Responding to Disclosure, Suspicions and Allegations

The ADB's primary responsibility is to ensure that concerns and any relevant information are passed on to the Police and Children's Social Care Services without delay. These organisations have the statutory responsibility to make enquiries to establish whether or not a child is at risk of harm.

### 5.1 How to Respond to a Disclosure from a Young Person

#### 5.1.1 Actions to Take

If a young person informs you directly that he/she, or another young person, is concerned about someone's behaviour towards them (this is termed disclosure), the person receiving information should:

- react calmly so as not to frighten or deter the young person;
- Tell the young person that he/she is not to blame and that he/she was right to tell;
- take what the person says seriously, recognising the difficulties inherent in interpreting what is said by a young person who has a speech disability and/or differences in language;
- keep any questions to an absolute minimum to ensure a clear and accurate understanding of what has been said;
- reassure the young person but DO NOT make promises of confidentiality which might not be feasible in light of subsequent developments;
- record in writing exactly what has been said using the young person's words as soon as possible. Use the ADB Incident Report Form (Template Four) and forward a copy to Children's Social Care Services and Police (as directed) and to the ADB Lead Child Protection Officer;

#### 5.1.1 Actions to Take (continued)

- seek advice immediately from the ADB Lead Child Protection Officer. If he/she is unavailable the local Children's Social Care Services or Police should be contacted immediately, they will

advise on the action to be taken, including advice on contacting the parents. Expert advice can also be provided by the NSPCC Helpline on 0808 800 5000 or Childline on 0800 1111.

#### 5.1.2 Actions to Avoid

The person receiving the disclosure should not:

- panic;
- allow their shock or distaste to show;
- do not ask questions other than to clarify that you have enough information to act on;
- speculate or make assumptions;
- make negative comments about the alleged abuser;
- approach the alleged abuser;
- make promises or agree to keep secrets.

N.B. It may not be that all young people are able to express themselves verbally. Communication difficulties may mean that it is hard for them to complain or to be understood. Sometimes it is difficult to distinguish the signs of abuse from the symptoms of some disabilities or conditions, in relation to the nature of the individual's impairment. However, where there are concerns about the safety of a young person, record exactly what has been observed in detail and follow the procedures to report these concerns as detailed in 5.2 and 5.3.

## 5.2 Responding to Concerns about Possible Abuse from Inside the Sport

If a young person informs you directly that he/she is being abused within the angling environment OR through your own observations or through a third party you become aware of possible abuse or poor practice within the sport you must REACT IMMEDIATELY. (Please refer to the Complaints, Disciplinary and Appeals Procedures and the Children and Young Persons Complaints Policy)

#### 5.2.1 Poor Practice

Reporting Procedures

- Contact the Club Welfare Officer (CWO) immediately. If, following consideration, the allegation is about poor practice (see definition at 4.1) then the Club Welfare Officer will report it to the ADB Lead Child Protection Officer. If the Club Welfare

Officer is unavailable or is the subject of the allegation, then the matter should be reported directly to the ADB Lead Child Protection Officer;

- Make a full and factual record of events utilising the Incident Report Form (Template Four) and forward a copy of the recorded information to the ADB Lead Child Protection Officer who will take the appropriate action.

### Action

- The ADB Lead Child Protection Officer and/or one or more members of the ADB Child Protection Case Management Group, will make the decision on how the allegation is to be dealt with e.g. internally by the ADB Child Protection Case Management Group, or externally as a matter for Children's Social Care Services and/or the Police or referral back to the Club / Branch Welfare Officer.
  - Alleged minor poor practice will be referred back to the Club / Branch with advice on the process to be followed:
    - complaints procedure;
    - disciplinary procedure;
    - no further action.

The possible outcomes:

- no case to answer;
- complaint resolved with agreement between parties;
- training/mentoring agreed;
- more significant concerns emerged (refer back to the ADB Child Protection Case Management Group).
- Serious poor practice, poor practice with wider implications or alleged child abuse will follow one of the following processes:
  - child protection investigation;
  - criminal investigation/proceedings;
  - investigation upon disciplinary proceedings – including possible temporary suspension of person accused.
- The ADB investigation will be pending the outcome of the Children's Social Care Services or Police investigation. The possible outcomes being:
  - no case to answer;

- less serious – referred to complaints procedures;
- disciplinary hearing – sanctions;
- civil proceedings.

- A decision will also be made with regard to suspending the individual concerned, pending the outcome of the internal or external enquiry;
- A Child Protection Disciplinary Hearing which will include a Chair and two other members, with a designated Secretary in attendance.

There is no time limit to the submissions of allegations or incidents of a child protection nature.

### Possible Outcomes of the ADB Child Protection Disciplinary Hearing

- No case to answer;
- Warrants advice/warning as to future conduct/sanctions;
- Further training and support needed;
- Banned.

### Appeals

The appeals procedure is available to anyone under investigation as part of natural justice. The ADB Child Protection Disciplinary Appeal Panel will exclude anyone sitting on the initial panel, excluding the Secretary. The panel should comprise of a chair and two other members, with the Secretary in attendance. Every organisation and participant wishing to appeal against the decisions made by the ADB Child Protection Disciplinary Panel must do so in writing, to be received by the ADB Lead Child Protection Officer within seven days of the decision being made.

### Monitoring and Evaluation

To be conducted at the close of each case by the ADB Child Protection Case Management Group to see if any changes need to be made to policies/procedures or lessons that can be learnt.

### 5.2.2 Possible Abuse Situation

If a young person says or indicates that he/she is being abused, or information is obtained or observations are made which gives concern that a young person is being abused, you must REACT IMMEDIATELY.



- Ensure the safety of the young person – if the young person needs immediate medical treatment, take the young person to hospital or call an ambulance, inform doctors of your concerns and ensure they are aware it is a child protection issue;
- If available contact the Club Welfare Officer immediately who will follow the reporting procedures detailed below. If the Club Welfare Officer cannot be contacted or is the subject of the allegation, then the person that has the concerns about the young person’s welfare should follow the reporting procedures.

### Reporting Procedures

- Seek advice immediately from the ADB Lead Child Protection Officer. If he/she is unavailable the local Children’s Social Care Services or Police should be contacted immediately, they will advise on the action to be taken, including advice on contacting the parents. Expert advice can also be provided by the NSPCC Helpline on 0808 800 5000 or Childline on 0800 1111
- Make a full and factual record of events utilising the Incident Report Form (Template Four) and forward a copy of the recorded information, as directed to the Children’s Social Care Services and/or Police and to the ADB Lead Child Protection Officer who will take the appropriate action. Contact the Club Welfare Officer as soon as possible.

### Possible Outcomes

Where there is a complaint of abuse against a member of staff or volunteer, investigations may include:

- police enquiry;
- criminal proceedings;
- referral back to the ADB Child Protection Case Management Group.

The result of the Police and/or Children’s Social Care Services investigation may help inform the ADB Child Protection Case Management Group investigation, but not necessarily.

## 5.3 Responding to Concerns about Possible Abuse from Outside the Sport

If a young person informs you directly that he/she is being abused outside the sport environment (i.e. at home, school or some other setting outside the sport) OR through your own observations or through a third party you become aware of possible abuse outside the sport environment you must **REACT IMMEDIATELY**. (See section 4.2.4 for Indicators of Abuse).

- Ensure the safety of the young person – if the young person needs immediate medical treatment, take the young person to hospital or call an ambulance, inform doctors of your concerns and ensure they are aware it is a child protection issue;
- The person that has the concerns about the young person’s welfare should contact the Club Welfare Officer and should also follow the reporting procedures below:

### Reporting Procedures

- Seek advice immediately from the ADB Lead Child Protection Officer. If he/she is unavailable the local Children’s Social Care Services or Police should be contacted immediately, they will advise on the action to be taken, including advice on contacting the parents. Expert advice can also be provided by the NSPCC Helpline on 0808 800 5000 or Childline on 0800 1111;
- Make a full and factual record of events utilising the Incident Report Form (Template Four) and forward a copy of the recorded information, as directed to the Children’s Social Care Services and/or Police and to the ADB Lead Child Protection Officer who will take the appropriate action. Contact the Club Welfare Officer as soon as possible;
- If the individual being accused is from within the angling environment, the ADB Lead Child Protection Officer will consider suspension of the individual concerned following contact with Children’s Social Care Services or the Police.

The case will be referred to the ADB Child Protection Case Management Group following the Children’s Social Care Services and /or Police investigation.

It is never easy to respond to a young person who tells you that they are being abused and you may feel upset and worried yourself. Make sure that you are offered adequate support by discussing the matter with the ADB Lead Child Protection Officer.

## 5.4 Reinstatement and Aftermath

### 5.4.1 Reinstatement

Irrespective of the findings of Children's Social Care Services and/or Police investigations, the ADB Child Protection Case Management Group 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; particularly where there is insufficient evidence to uphold any action by the Police. In such cases the ADB Child Protection Case Management Group must reach a decision based upon the information available which could suggest that on a balance of probability, it is more likely than not that the allegation is true. The welfare of young people should always remain paramount and should never be compromised.

### 5.4.2 Support to Deal with the Aftermath

Consideration should be given to what support may be appropriate to young people, parents and members of staff. Use of Helplines, support groups and open meetings will maintain an open culture and help the healing process. The British Association of Counselling Directory<sup>1</sup> may be a useful resource.

Thought should be given about what support may be appropriate for the alleged perpetrator of the abuse.

### 5.5 Allegations of Previous Abuse

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a young person or by a member of staff who is still currently working with young people). Where such an allegation is made, the individual should follow the procedures as detailed in 5.2 and 5.3. This is because other

young people, either within or outside sport, may be at risk from this person.

## 5.6 Dealing with Bullying

The same procedure should be followed as detailed in 5.3 if bullying is suspected. All settings in which young people are provided with services or are living away from home should have rigorously enforced anti-bullying strategies in place.

### 5.6.1 Action to Prevent Bullying and Help those Being Bullied

- Take all signs of bullying very seriously;
- Encourage all young people to speak and share their concerns<sup>2</sup>. Help the victim speak out and tell the person in charge or someone in authority.
- Create an open environment;
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately;
- Reassure the victim that you can be trusted and will help them, DO NOT make promises of confidentiality;
- Record in writing exactly what has been said using the young person's words as soon as possible. Use the ADB Incident Report Form (Template Four);
- Report any concerns to the Club Welfare Officer or the school (wherever the bullying is occurring).

### 5.6.2 Actions to take Toward the Bully(ies)

- Talk with the bully (ies), explain the situation, and try to get the bully (ies) to understand the consequences of their behaviour. Seek an apology for the victim(s);
- Inform the bully(is) parents;
- Insist on the return of the 'borrowed' items and that the bully(ies) compensate the victim(s);
- Impose sanctions as necessary;
- Provide support for Instructor/Coach of the victim(s);
- Encourage and support the victims to change their behaviour;
- Hold meetings with the families to report on progress;
- Inform all organisation members of any action taken;
- Keep a written record of any action taken.

## 5.7 Records and Information

Information passed the Children's Social Care Services or Police must be as helpful as possible, hence the necessity for making a detailed record at the time of the disclosure/concern. Ideally this information should be compiled utilising the ADB Incident and Concern Report Form Template 4.

The information needs to include the following:

- details of the young person i.e. age/date of birth, address, race, gender and ethnic origin;

- details of the facts of allegations or observations;
- a description of any visible bruising or other injuries;
- the young person's account of what happened and how any bruising or other injuries occurred;
- witnesses to the incident(s);
- any times, dates or other relevant information;
- a clear distinction between what is fact, opinion or hearsay;
- a signature, time and date on the report.

Reporting the matter to the Police or Children's Social Care Services department should not be delayed by attempts to obtain more information.

Wherever possible, referrals telephoned to the Children's Social Care Services department must be confirmed in writing within 24 hours. A record must be made of the name and destination of the Children's Social Care Services member of staff or Police Officer to whom the concerns were passed, together with the time and date of the call in case any follow up is needed.

A copy of this information should also be sent direct to the ADB Lead Child Protection Officer

## 5.8 Confidentiality and Sharing Information

These two concepts appear contradictory. If something is confidential how can it be shared?

### Information Sharing

The European Convention on Human Rights, The Human Rights Act 1998 and the Data Protection Act 1998 are key pieces of legislation which deal with a person's right to confidentiality. They are, however, sometimes misused and misquoted. Below is an extract from UK Government Guidance

### The Human Rights Act 1998 and the European Convention of Human Rights

2.1 The European Convention on Human Rights has been interpreted to confer positive obligations on public authorities to take reasonable action within their powers [which would include information sharing] to safeguard the Convention rights of children. These rights include the right to life [Article 2], the right not to be subjected to torture or inhuman or degrading treatment [Article 3] and the right to liberty and security [Article 5].

2.2 Article 8 of the European Convention on Human Rights was incorporated into UK law by the Human Rights Act 1998 and recognizes a right to respect for private and family life;

- Article 8.1 Everyone has the right to respect for his private and family life, his home and his correspondence;
- Article 8.2 there shall be no interference by a public authority with exercise of this right except as in accordance with the law and is necessary in a democratic society in the interests of national security, public safety or the economic wellbeing of the country, for the prevention of disorder or crime, protection of health and morals or the protection of rights and freedoms of others.

Sharing confidential information may be a breach of an individual's Article 8 right: the question is whether sharing information would be justified under Article 8.2 and proportionate.

2.3 The right to a private life can be legitimately interfered with where it is in accordance with the law and, for example, is necessary for the prevention of crime or disorder, for public safety or for the protection of health or morals, or for the protection of the rights and freedoms of others. You need to consider the pressing social need and whether sharing the information is a proportionate response to this need and whether these considerations can override the individual's right to privacy. If a child or young person is at risk of significant harm, or sharing is necessary to prevent crime or disorder, breach of the child or young person's right would probably be justified under Article 8.

This guidance shows how a person's confidentiality can be over ruled when an alleged offence has been committed. Remember that it is not the welfare officer's duty to decide if a child is being abused but there is a duty to report it.

Please refer to the ADB 'Disclosure Flow Chart' Template 10 which provides step by step guidance on disclosure issues.

Important issues that you will need to ask yourself are:

- is there a legitimate purpose to share the information?
- does the information enable the person to be identified?
- is the information confidential?
- if so do you have the consent to share?
- is there a statutory duty to share the information?
- if consent is refused, or there are good reasons not to seek consent, is there a sufficient public interest to share information?
- will sharing help to protect a child/children from significant harm?
- are you sharing the information with those who have a right to know?
- have you made a record of those with whom you have shared the information?

### Confidentiality

The above duty to share information does not allow the individual to openly discuss the allegation.

The key question is does the person have a right to know – The statutory agencies and the ADB Lead Child Protection does.

With the advice of the statutory bodies / ADB Lead Child Protection Officer certain key individuals and members of the club may also be involved in the shared information [Welfare Officer, Chairman and Secretary may be examples]. You can find more information on the Every Child Matters website

[www.everychildmatters.gov.uk/deliveringservices/informationsharing](http://www.everychildmatters.gov.uk/deliveringservices/informationsharing)

Always avoid gossip and tell only the people who *need* to know.

## 5.9 Whistle Blowing Policy

### 'A Guide'

This document 'must' be read in conjunction with both The ADB Child Protection Policy and Procedures and The ADB Discipline and Appeals Procedures. Whilst these documents fully outline the ADB stance with regard to Whistle Blowing, this document provides a simple step by step guide to the recommended practice when a Whistle Blower emerges.

It is acknowledged that feelings generated by the discovery that a coach, volunteer or other child or young person has abused, or may be, abusing a child will raise concern amongst other coaches or volunteers, particularly in relation to the difficulties inherent in reporting such matters.

It is important, however, that any concerns for the welfare of any child arising from poor practice, abuse or harassment by a coach, volunteer or child / young person should be reported immediately.

The welfare of the child must always be of paramount importance and, you should ensure someone takes immediate steps to remove the child or young person from a position of harm or potential harm. If in a club environment this can be done by recruiting the help of a colleague or by contacting the parents / carers in order that the child or young person may be removed from the position of harm whilst the matter is resolved.

If a member of staff, a coach or other volunteers becomes aware that a member of staff, a coach or other volunteer has or may abuse a child[ren], you MUST inform the Club Welfare Officer or the ADB Lead Child Protection Officer.

All information received and discussed will be treated in confidence and only shared with those individuals within the ADB who will be able to manage and resolve the situation.

In cases where you are required to take 'Immediate steps regarding serious incidents of abuse' or you do not feel able to disclose your concerns to any or all of the ADB Welfare Officers, you MUST contact the Police, the Children's Social Care Services or The NSPCC. All these agencies are experienced in such matters and you can be confident that the concerns will be addressed in a professional way. If in the event that you feel only able to disclose your concerns anonymously, you are urged to contact any of the agencies named or by contacting the ADB on **07800 855709** providing as much detail as possible to assist the Lead Child Protection Officer or those agencies to minimise the harm or risk that the child [ren] may come to.

**Remember: Doing nothing is not an option in the sport of Angling**

## Supervision and Support for Staff and Volunteers involved in Whistle Blowing

The ADB assures all participants, coaches, volunteers, helpers, staff or officials that it will fully support and protect anyone who, in good faith, reports their concerns that someone has demonstrated poor practice or has abused, or may be, abusing a child.

We will also ensure that supervision and support is available both during and following an incident or allegation.

The first person to consider for support is your Club's Welfare Officer whose role are to provide help and assistance in this difficult area.

In the most serious and appropriate cases, it may be possible to access counselling from the statutory agencies particularly the Children's Social Care Services who will have links to other branches of Social Service and specialties.

In any event, you will not be expected to deal with this alone and you should always seek help and advice from the ADB Lead Child Protection Officer who is available to advise and help at any time.

### **IF YOU ARE NOT SURE WHAT TO DO**

Advice can be obtained by telephoning the NSPCC Help line on: 0808 8005000

Public Concern at Work on 020 7404 6609 – e-mail: [whistle@pcaw.co.uk](mailto:whistle@pcaw.co.uk) or

Childline on 0800 1111 or

The ADB Lead Child Protection Manager on 07800 855709

## 5.10 If an Allegation is Made Against You

Any concerns involving the inappropriate behaviour of an adult towards a young person will be taken seriously and investigated. If you are the person who is the centre of an allegation, the situation will be explained to you and you may be asked to cease working with young people in angling, you will be informed as soon as possible based on advice from the Statutory Agencies, which may cause a delay in the decision making process. This may result in suspension from activity within the sport of angling whilst a full investigation is being carried out. This is to protect all parties involved.

The ADB will assess, on a case-by-case basis, any support needed for the person who has had the allegations made against them. They may choose to appoint an independent officer to provide support to the accused.

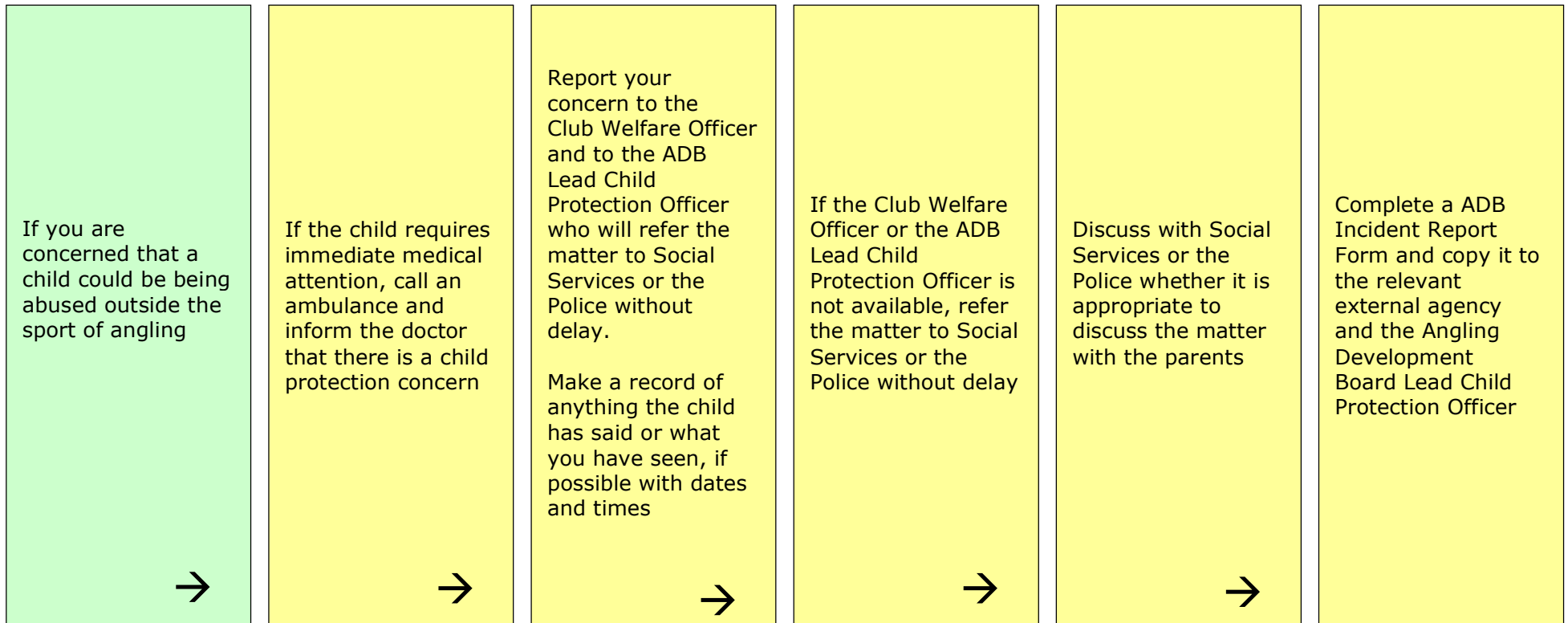
<sup>1</sup> The British Association of Counselling Directory is available from The British Association for Counselling, 1 Regent Place, Rugby, CV21 2PJ, Tel: 01788 550899, Email: [bac@bac.co.uk](mailto:bac@bac.co.uk), Internet: <http://www.bac.co.uk>

<sup>2</sup> It is believed that up to 12 children per year commit suicide as a result of bullying, if anyone talks about or threatens suicide, seek professional help immediately.

## 5.11 Quick Reference Reporting Guide

### 5.11.1 Concerns of Possible Abuse from Outside the Sport

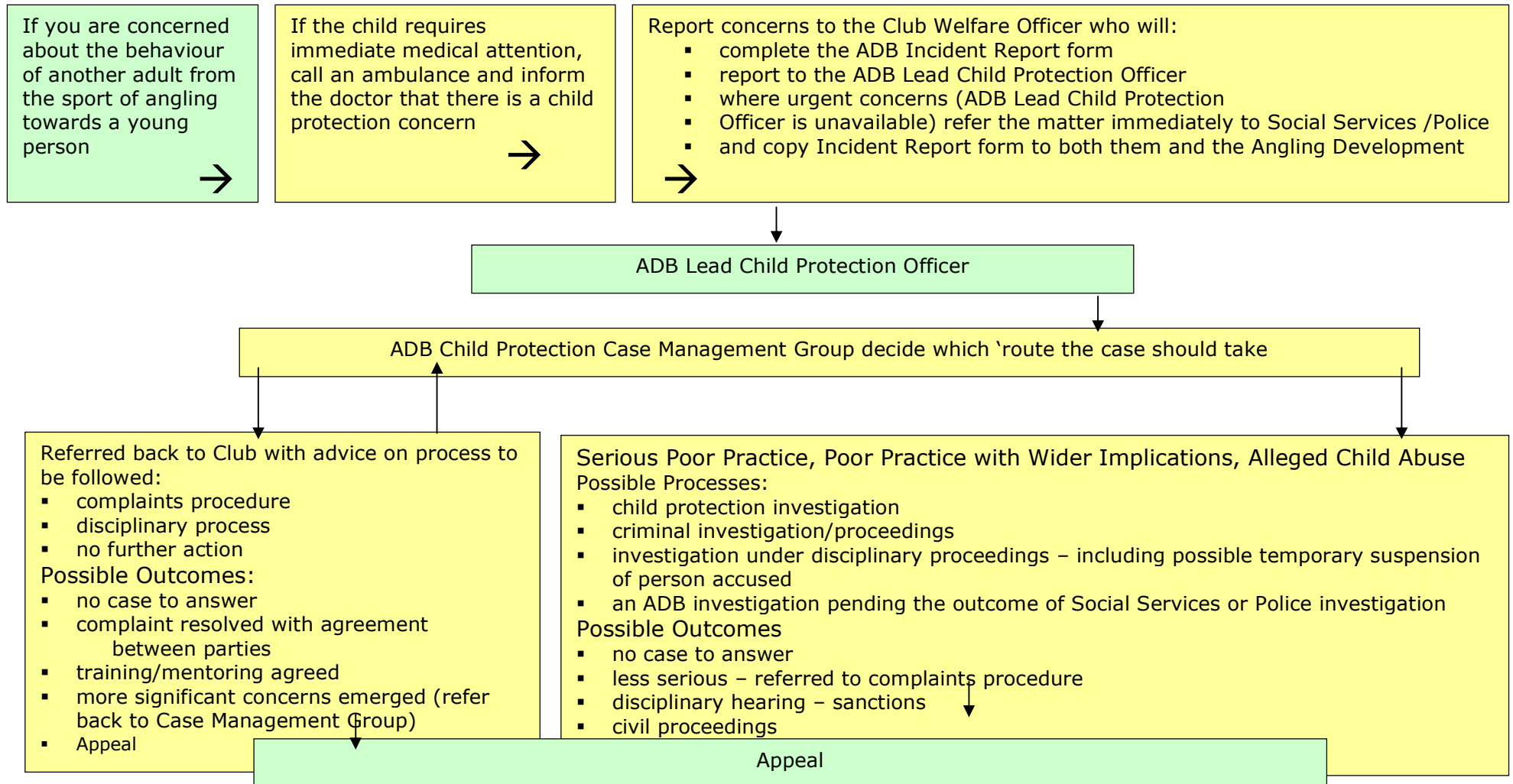
If you are responding to concerns, allegations or suspicions of suspected abuse outside the angling environment.





### 5.11.2 Concerns of Possible Abuse from within the Sport

If you are responding to concerns, allegations or suspicions of suspected abuse within the angling environment (i.e. in your Club).





# Appendix B - ADB Child Protection Regulations

## A requirement for ALL affiliated members

Paragraphs 1 to 3 of the following regulation are to be included, under a child protection heading, in each of the bye-laws and constitution of ADB, and the Governing Bodies namely the NFA, S&TA and the NFSA.

Whereas paragraphs 4 to 12 are to be included in each Disciplinary Rules and Procedures of the ABD and each Governing Body.

## Child Protection

1. The [ADB or name of the Governing Body], agrees to adopt the ADB Child Protection Policy and Procedures.
2. All individuals involved in the sport of angling through [ADB or name of the Governing Body] at every level, including participants, officials, instructors/coaches, administrators, club officials or spectators agree to abide by the ADB Code of Conduct and Ethics ("Code" to be inserted) and all such individuals participating or being involved in the sport of angling through [ADB or name of the Governing Body] in one of the aforementioned roles or in a role which comes within the intended ambit of this paragraph and the ADB Child Protection Policy and Procedures generally are deemed to have assented to and as such recognise and adhere to the principles and responsibilities embodied in the Code.
3. Each and every constituent member of [ADB or name of the Governing Body] including without limitation all ADB and the Governing Bodies and disciplines, shall be responsible for the implementation of the ADB Child Protection Policy and Procedures in relation to their members.
4. Any act, statement, conduct or other matter which harms a young person or people, or poses or may pose a risk of harm to a young person or people, shall constitute behaviour which is improper and brings the sport into disrepute.
5. In these Regulations the expression "Offence" shall mean one or more of the Offences contained in Schedule 4 to the Criminal Justice and Court Services Act 2000 and amendment within the Sexual Offences Act 2003 (Home Office Circular 2005/16) and any other criminal offence which reasonably causes the Association to believe that the person accused of the offence poses or may pose a risk of harm to a young person or people.
6. Upon receipt by [ADB or name of the Governing Body] of:
  - 6.1 notification that an individual has been charged with an Offence; or
  - 6.2 notification that an individual is the subject of an investigation by the Police, Children's Social Care Services or any other authority relating to an Offence; or
  - 6.3 any other information which causes the body reasonably to believe that a person poses or may pose a risk of harm to a young person or people then ADB or Governing Body shall have the power to order that an individual be suspended from all or any specific angling activity for such a period and on such terms and conditions as it deems fit.
7. In reaching its determination as to whether an order under Regulation 6 should be made, the ADB or Governing Body shall give consideration, to the following factors:
  - 7.1 whether a young person is or young people are or may be at risk of harm;

7.2 whether the matters are of a serious nature;

7.3 whether an order is necessary or desirable to allow the conduct of any investigation by the ADB or Governing Body or any other authority or body to proceed unimpeded.

8. The period of an order referred to in 6 above shall not be capable of lasting beyond the date upon which any change under the Rules of the ADB or Governing Body any Offence is decided or brought to an end.

9. Where an order is imposed on an individual under Regulation 6 above, the ADB or Governing Body shall bring and conclude any proceedings under the Rules of the ADB or Governing Body against the person relating to the matters as soon as reasonably practicable.

10. Where a person is convicted, or is made the subject of a caution in respect of an Offence, that shall constitute a breach of the rules of ADB or Governing Body and it shall have the power to order the suspension of the person from all or any specific angling activity for such a period (including indefinitely) and on such terms and conditions as it thinks fit.

11. For the purposes of these Regulations, ADB or Governing Body shall act through the ADB Child Protection Case Management Group and the Disciplinary Panels.

12. Notification in writing or an order referred to above shall be given to the person concerned and/or any Club with which he/she is associated as soon as reasonably practicable.

13. Where a person is deemed to be unsuitable to work with young people, the ADB may refer the person for consideration for inclusion on the Protection of Children Act (POCA) list.

## Requirement for the ADB and Governing Bodies within England

The ADB and Governing Bodies must include the following wording under a 'Child Protection' heading within their rules:

"The [ADB or name of Governing Body Constituent Member] agrees to adopt the ADB Child Protection Policy and Procedures. All individual members are deemed to have read, understood and assented to the ADB Code of Conduct and Ethics ("Code") and as such recognise and adhere to the principles and responsibilities embodied in the Code."

The ADB and Governing Bodies shall ensure that the following wording is incorporated into all membership forms and all forms, contracts and/or terms of engagement regarding the appointment of staff, instructors/coaches, officials and other individuals on a full-time, part-time or voluntary basis;

"I, .....[name] have read and understood the ADB Code of Conduct and Ethics ("Code") and as such agree to fully recognise and adhere to the principles and responsibilities embodied in the Code."

## Appendix C

### YOUNG PEOPLE'S CHARTER

The Angling Development Board treats Young Anglers with respect, values them at all times and will keep them 'safe' from all forms of abuse.

We want you to be

- treated fairly by other anglers and have your thoughts and feelings listened to and respected.
- cared for by skilled, experienced staff and volunteers who understand young people
- given praise and encouragement and the opportunity to make yourself a better angler
- encouraged to develop self-discipline and consider other anglers feelings;
- able to learn new skills, make yourself more confident and more positive person.

MOST OF ALL WE WANT YOU TO FEEL THAT ANGLING IS A SAFE SPORT!

As a young person you are the future of our sport and we want to help make you a successful angler.

All people in Angling should be committed to your welfare and there will be lots of adults that will be ready to listen and help you.

There may be times when you feel angry, unsafe, isolated, unhappy, uncomfortable or just worried. In these cases, you should always tell your parents or those who care for you. Please remember, there will always be someone who can help.

If you cannot or do not feel you want to speak to any of these people, you can contact any of the following people / organisations 24 hours a day who 'will' listen and do something to help you:

The Angling Development Board Lead Child Protection Officer on:

07800855709 or [Daniel.Ramm@AnglingDevelopmentBoard.org.uk](mailto:Daniel.Ramm@AnglingDevelopmentBoard.org.uk)

CHILD LINE: 0800 1111

NSPCC HELP LINE: 0808 800 5000

OR

Go to [www.worriedneed2talk.org.uk](http://www.worriedneed2talk.org.uk) where you will find important information and help.

## The ADB

### Appendix D - ADB Guidelines for Photography and Filming at Angling Events or Competitions

If you are asking the press or a professional photographer to a competition or event, it is important to ensure they are clear about expectations of them in relation to child protection and the welfare of young people.

- Ensure that each person wishing to take photographs/film at an event completes an Event Registration Form (Template Seven);
- Provide a clear brief about what is considered appropriate, in terms of content and behaviour;
- Issue the photographer with identification which must be worn and visible at all times;
- Inform young people and their parents that a photographer will be at the event and ensure that you receive their consent to both the taking and publication of films or photographs;
- Unsupervised access to young people or one-to-one photographs/filming sessions at the event should not be permitted;
- Do not approve photographic sessions outside the event.

If parents or other spectators are intending to photograph or video the event, they should be made aware of your expectations:

- spectators should be asked to register at the event, if they wish to use photographic equipment (Template Seven);
- young people and parents should be informed that if they have concerns they can report these to the event organiser;
- concerns regarding inappropriate or intrusive photography should be reported to the event organiser or Official and recorded in the same manner as any child protection concern.

#### Public Information

The specific details concerning photographic/video and filming equipment should, where possible, be published prominently in event programmes and should be announced over the public address system prior to the start of the event.

The recommended wording is:

'In line with the recommendation in the ADB Child Protection Policy and Procedures, the promoters of this event request that any person wishing to engage in any video, zoom or close range photography should register their details with staff before carrying out any such photography. The event organisers reserve the right to decline entry to any person unable to meet or abide by the organisers conditions.'

#### How to deal with someone who is using photographic or filming equipment who has not sought permission

There will be occasions, from time to time, when someone you do not recognise will be taking photographs or filming participants and/or spectators at an event.

If this situation arises, you should have the confidence and courage to challenge the individual/s to ensure and maintain the safety of the event.

You should:

- Approach the individual;
- Challenge the individual as to who they are and why they are using photographic or filming equipment without permission;
- Make them aware that they should have sought permission from the organisers to use their equipment and advise them of the protocol;
- Make them aware that if they are seen to be doing anything untoward, they will be reported to the Police.

## Appendix E - ADB Transport Guidelines

### Collection

Under normal circumstances ADB coaches should not transport any child or young person.

A club should develop and publicise policies regarding the collection of young people from angling activities. The policies should reflect the age, location, time and nature of the activity.

### Late Collection

Parents should be informed that it is not the responsibility of the Coach or Club Official to transport young people to their homes in the event of them being delayed.

### Staff/volunteers should:

- Attempt to contact the parent in the event of late collection;
- Check the Club contact for any information regarding the young person;
- Contact the alternative contact name/number; i.e. Children's Social Care Services
- Wait with the young person at the agreed collection point with wherever possible other staff/volunteers;
- Remind parents of the policy relating to late collection.

### Staff/volunteers should not:

- Take the young person home to or to any other location;
- Ask the young person to wait in a vehicle or venue with you alone;
- Send the young person home with another person without parental permission.

## Appendix F

### CHILD PROTECTION IN ANGLING

#### TRAVEL SAFE WITH CHILDREN

Under normal circumstances in the sport of angling ADB Coaches or Team Managers would not transport any child or vulnerable adult on their own.

Children and young people who travel from their home environment in order to participate in sport can be particularly vulnerable. It therefore follows that those who are charged with their care must ensure that they are protected in the same way that it is demanded within their Club/ Branch / Division.

Please Note: It is the responsibility of all individuals charged with the care of children to inform their appropriate organisation of any convictions leading to disqualification from driving for any period of time if that member is or could be expected to transport children within the activity of angling

Adults should be aware that on many occasions, whilst it is and should be an opportunity for children to grow in confidence and self esteem, the trip may be the child's first excursion away from home and may require added supervision during what may be a difficult learning experience.

All ADB and the Governing Bodies should maintain the ethos of 'the protection of the child is paramount'. It is vital that this is maintained whilst caring for a child or young person whilst away from home.

This document outlines practical and common sense guidance which ensures the safety of all children in your charge whilst 'traveling and / or staying away from home'.

Note: The ADB has produced further guidance for Team Managers and Coaches traveling abroad with children and young people [See linked Document].

- General Staffing Rules

The recommended levels of supervision should see at least two adults in a party, however, the levels for larger groups should mirror one adult per ten children.

Where there are female competitors or trainees then at least one female supervisor should be present and similarly, where there are male competitors or trainees then at least one male supervisor must be present.

- Names in Clothing and Equipment

It is recommended that for Child Protection security purposes, names of children should not be openly displayed on their clothing.



- Parental Authority

Before making any arrangements to take children and young people away, the authority of the parent or legal guardian should be secured. This authority is obtained using the 'ADB Parental Consent Form' [see Template Five].

- Contact with Parents or Guardians

Contact with parents or guardians should be made at an early stage and agreement to the entire programme including pick up times, accommodation arrangements, authority to take part in alternative activities other than the sport specified for instance 'swimming' or 'football' and return dates must be obtained. This is also an opportunity to establish with the parent or guardian if the child has any concerns or reservations regarding the trip which would not necessarily be disclosed by the child to the coach.

Whilst the adult in charge of the trip should maintain regular contact with the parent or guardian if away from home for more than a few hours, the child should be encouraged to maintain contact also.

For trips where competitors or trainees are away overnight it is good practice to inform the parents / guardians of the following:

- purpose of the trip;
- names and roles of all accompanying adults including the designated Child Protection lead in the party;
- contact details of the person in charge of the party;
- contact details of the senior home club / Division / Association liaison member;
- details of transport arrangements;
- details of accommodation and rooming arrangements;
- details of insurance arrangements provided by organising club / association;
- details of pocket monies required.
- details of specific clothing required for instance alternative dress for social / presentation events.

This list is not exhaustive and trips and their purpose may vary considerably. The rule of thumb is liaison and co-operation with parents and guardians and transparency regarding all matters concerning the trip.

To further reassure parents and guardians, it is recommended that parents are provided with or directed to, the ADB Child Protection Policy and Procedures and assurances given that they will be adhered to throughout the trip.

- Transportation Arrangements

The following points must be considered with regard to transport which will convey the child[ren]:

- the length of time on the journey and appropriate stopping places and meal provision;
- the suitability and road worthiness of the vehicle;
- the presence of a first-aider and appropriate first aid equipment;
- the size of the vehicle and whether it can legally and safely carry the numbers traveling;
- that appropriate seat belts are fitted;
- the vehicle is correctly licensed including having a current MOT where appropriate;
- the vehicle is correctly insured to carry the persons traveling for the purpose intended;
- the driver is correctly licensed to drive the vehicle;
- whether more than one driver is required;
- whether extra supervision is required during the journey [on long journeys, it is always preferable that the driver of the vehicle is not solely responsible for the supervision of the passengers];
- consider whether special arrangements would be appropriate for children with disabilities if such children are traveling.

- Insurances

The ADB has an extremely good insurance policy which covers competitors or trainees and coaches under many situations, however, other appropriate forms of insurance must be considered in advance of traveling.

Public and Civil Liability insurance and Personal Accident insurance should also be considered and in some cases 'Product Liability'.

Checks should be made with hire companies who may have provided your vehicle, as to what breakdown and breakdown equipment [warning triangles etc] and what alternative transport arrangements are available in the case of a breakdown.

- Accommodation

A wide spectrum of accommodation is used by sports organisations that travel away with children, these include hotels, self catering arrangements, guest houses, school dormitories, university accommodation blocks and host families. Each of these has differing aspects that can affect supervision.

Pre-planning of accommodation is essential. The following checks and restrictions should be in place or checked:

- |                       |   |
|-----------------------|---|
| Rooms and Facilities: | how many beds are in each room?<br>is the accommodation suitable for your group;<br>are toileting facilities adequate?<br>will you be expected to share the accommodation with other groups?<br>consideration should be given of special facilities for minority groups i.e.: running water for washing for Muslim competitors or trainees or disabled access;<br>what security facilities are present, are there locks on doors?<br>ensure knowledge of fire exits and procedures;<br>what time is check-in and check-out?<br>if you are arriving prior to rooms being available for occupation, what arrangements can be made for your party in the meantime? |
| Room Allocation:      | It is not acceptable for competitors or trainees to share a bed;<br>Adult coaches should never sleep in a child or young competitors or trainees room;<br>The location of all supervision staff should be shared with competitors or trainees for emergency contact;<br>When ever possible / practicable, if competitors or trainees accommodation is spread over more than one floor, a supervising adult should be on each floor occupied by competitors or trainees;   |
| Catering:             | Competitors or trainees food arrangements must be checked and agreed with the host establishment to ensure adherence to their nutritional requirements for example nut or gluten free, vegetarian and cultural requirements;<br>If the accommodation is 'self catering' the person responsible for preparing the food should be nominated.  |
| Media:                | If televisions are available in the rooms consideration should be given to barring access to adult channels and pay films;  |
| Telephones:           | If telephones are available in rooms consideration should be given to isolating such telephones save for room to room contact to aid supervision;   |
| Hotel Accounts:       | The senior coach or supervisor should ensure that no unauthorised credit is given to staff and competitors or trainees in the party;  |

On Arrival: Check that the room allocation fits your requirements [as previously notified];  
Check rooms for damage or missing items [towels toiletries etc];  
Check that the hotel has a current fire certificate;  
Check if there is secure parking facilities;  
Check hotel night-time security arrangements  
Identify group supervisors to the hotel staff;  
Prepare a schedule which identifies which rooms are occupied by which competitors or trainees and coaches;  
Confirm meal times – it may well be preferable if a programme of your activities is provided to the hotel who may be happy to adjust meal times to suit your needs;  
Provide name and contact details to the hotel staff of the person in charge of the party *who will be contactable at 'any' time during the stay*;  
Decide on appropriate methods of security for documents and monies held by all;

If medication is needed / provided for any competitors or trainees, it may be appropriate that the tour leader takes responsibility for dispensing and security;  
Review all the fire and evacuation procedures.

After reviewing the hotel, its facilities and location, it is good practice to bring all the party together for an initial briefing in order to reiterate, rules of the group, requirements under the ADB Child Protection Policy & Procedures, the roles of all support staff, curfew details and emergency procedures. This is the appropriate time to reinforce rules such as the non consumption of alcohol, the introduction of unauthorised persons into the accommodation and / or rooms [i.e.: none party adults and females / males whichever be appropriate].

Daily Briefings: These meetings are of great importance for the coaches / support staff in order to reinforce rules and procedures. It provides an opportunity to discuss the previous and current days programme. It also provides an opportunity to identify specific difficulties that a child may be experiencing for example 'home sickness'.

Debriefing: It is good practice to stage de-briefing meetings upon return to your club, Division or Association. Such de-briefings should encourage the participation of competitors or trainees.

Consideration should be given to providing 'confidential and anonymous' surveys (Evaluation Forms) on the thoughts and observations of the athletes in an endeavor to identify areas of concern and good practice not immediately apparent.

Feedback meetings with parents may also prove worthwhile again, in order to identify both concerns and good practice. Such feedback can be facilitated by way of a postal pro-forma.

The inclusion of a written report on the trip by the Lead Coach is also good practice as it provides an ongoing reference to good practice for future trips.

See also linked Documents:

See linked documents – [1] Travel Safe With Children – Team Managers & [2] The ADB Best Practice Guide & Codes of Conduct

Don't forget: The welfare of children and young people is paramount and their best interests must be protected at all times.



## Appendix G

### CHILD PROTECTION IN ANGLING

#### INSTRUCTIONS FOR TEAM MANAGERS AND TEAM LEADERS

Under normal circumstances in the sport of angling ADB Coaches or Team Managers would not transport any child or vulnerable adult on their own.

This guidance should be read in conjunction with the ADB document 'Travel Safe with Children' [see linked document] which can be accessed through the ADB Web Site or from the three angling National Governing Bodies websites. This document addresses the care of Children and Young People under the supervision of a Leader or Team Manager. Further instructions regarding Best Practice for all age groups can also be found on the ADB Web Site.

You are strongly advised to consider all these documents.

Children and young people who travel from their home environment in order to participate in sport can be particularly vulnerable. It therefore follows that those who are charged with their care must ensure that they are protected in the same way that is demanded within their home or club.

Adults should be aware that on many occasions, whilst it is and should be an opportunity for children to grow in confidence and self esteem, the trip may be the child's first excursion away from home and may require added supervision during what may be a difficult learning experience.

Team managers may find themselves with a party of competitors or trainees which are both children and adults. Special care should be taken when traveling with mixed age groups as the elder element may not be as informed as the Team Manager regarding the demands of Child Protection. It should be borne in mind that children can be extremely impressionable and may adopt behavior displayed by older competitors or trainees. Allowing inappropriate behaviour may constitute poor practice and contravene these instructions.

The ADB promotes the stance that 'the protection of the child is paramount'. It is vital that Team Managers adopt this position whilst caring for a child or young person when they are in their care and away from home.

This document outlines practical and common sense guidance which ensures the safety of all children in your charge whilst 'traveling and / or staying away from home'. None adherence to this policy may result in disciplinary proceedings.

- General Staffing Rules

The recommended levels of supervision for children should reflect one adult per ten children. In smaller groups, the recommended minimum level shall be two adults

Where there are female competitors or trainees then at least one female supervisor should be present and similarly, where there are male athletes then at least one male supervisor must be present.

The rules of the ADB demand that all officials, coaches and volunteers who have unsupervised contact with Children and Young People shall be suitably registered with the Criminal Records Bureau [CRB] and are in possession of appropriate clearance to work with young people or vulnerable adults.

It therefore follows that all adults who travel away from home on ADB activities and events will have been processed through the CRB 'Enhanced' Vetting Procedures.

In this way, at the direction of the Team Manager, all adult members of the group should play an active role in protecting the welfare of children in their care.

- Parental Authority

Before making any arrangements to take children and young people away, the authority of the parent or legal guardian should be secured. This authority is obtained using the 'ADB Parental Consent Form' [see Template Five].

- Contact with Parents or Guardians

At an early stage of planning, contact with parents or guardians will be made and agreement to the entire programme obtained. This is also an opportunity to establish with the parent or guardian if the child has any concerns or reservations regarding the trip which would not necessarily be disclosed by the child to the Team Manager or coach.

Such contact will be made by the Club or ADB Central Office administration centre utilising the Parental Consent Form. [see Template Five]

When the tour has been finalised, the Club or ADB Central Office shall again contact the parent / guardian to inform them of the following:

- purpose of the trip [squad training, international competition etc];
- names and roles of all accompanying adults including the designated Child Protection Officer in the party;
- name of the Team Manager and contact details whilst away;
- contact details of the senior home liaison member [this could be the club secretary or ADB Central Office administration centre];
- details of travel documents required;
- details of transport arrangements;
- details of accommodation and where possible, intended rooming arrangements;
- details of insurance arrangements provided by the ADB;
- information regarding 'recommended' personal travel insurance[s];
- details of pocket monies required;
- details of personal equipment required;
- details of specific clothing required for instance alternative dress for social / presentation events.

This list is not exhaustive and trips and their purpose may vary considerably. The rule of thumb is liaison and co-operation with parents and guardians and transparency regarding all matters concerning the trip.

Details of all such contact with the parents / guardian and their comments shall be provided to the Leader / Team Manager prior to departure.

To further reassure parents and guardians, it is recommended that parents are provided with or directed to, the ADB Child Protection Policy & Procedures and assurances given that they will be adhered to throughout the trip.

Parents or guardians may contact the Club at a specified time or for ADB trips, the ADB Central Office during office hours throughout the time the child is away. It is therefore imperative that Leaders / Team Managers ensure that if any issues arise which the parent or guardian should be aware of, the club / ADB Central Office administrative staff must be apprised. The child should be encouraged to maintain contact with the parent / guardian also.

- **Team Managers Selection and Training**

A Team Manger must successfully complete and be in possession of an appropriate Coaching Qualification or have completed an appropriately recognised team managers course and appear on the 'current' ADB Team Managers list.

Team managers shall be subject to continuous assessment and training [refresher courses and assessment shall take place at least every three years].



- Designated Child Protection Officer

At the outset of planning and the appointment of persons traveling on tours, one of the adult members [not a competitor or trainee] shall be appointed as a Child Protection Officer [in cases of national tours, before identifying this appointment, it is vital that the selection committee consult the National Child Protection and Equity Manager to ensure suitability through the Equity Commission / Child Protection Steering Group].

Generally this role would be undertaken by the Leader / Team Manager however, if the party includes a large proportion of children and young people, it may be appropriate to appoint one other member of the party to this role.

- Team Assembly Procedures

Generally the preparation work for overseas tours for England representative matches will be carried out by the ADB Central Office Administration Office however, it is the responsibility of team managers to ensure that the following 'child related' matters have been attended to 'before' setting off:

- they are in possession of all documentation referred to above including Parental and Medical Consent Forms;
- the presence of passports which are relevant to the country to be visited [USA requires apis-band passports];
- in cases of parental passports where the child is shown on the parent's passport. Are they acceptable in the country to be visited;
- that visas are in existence where appropriate;
- that parental consent forms for foreign country Immigration Services are present;
- that medical indemnity forms for EU Countries are present;

The above schedule is not exhaustive and does not cover all assembly instructions which will be determined by the ADB administrator[s].

- Maintaining contact with parents during transit

With modern technology it is relatively easy to maintain contact with parents / guardians. A commonly used media is telephone texting. It is good practice for team managers with children and young people in their party to capture the mobile telephone numbers of each child's parent or guardian.

Having done this, it is a simple task to text short messages to each parent at vital stages for instance:

- On assembly at pick up point or port, and / or on arrival at destination informing safe arrival;
- On any other occasion deemed appropriate.

- Transportation Arrangements

The following points must be considered with regard to transport which will convey the team to an assembly point or accommodation [both within the UK and abroad]:

- the length of time on the journey and appropriate stopping places and meal provision;
- the suitability and road worthiness of any road vehicles used;
- the presence of a first-aider and appropriate first aid equipment;
- the size of the vehicle and whether it can legally and safely carry the numbers traveling;
- the presence of appropriate seat restraints;
- the vehicle is correctly licensed including a current MOT where appropriate;
- the vehicle is correctly insured to carry the persons traveling for the purpose intended;
- the driver is correctly licensed to drive the vehicle;
- is more than one driver is required;
- is extra supervision required during the journey [on long journeys, it is always preferable that the driver of the vehicle is not solely responsible for the supervision of the passengers];
- consider whether special arrangements would be appropriate for children with disabilities if such children are traveling.

Again, this list is not exhaustive. The rule of thumb in this area is to ensure a thorough risk assessment is conducted by the persons responsible for booking transportation 'and' by the designated Leader / Team Manager at the time the vehicle arrives or is collected.

- In air Security

There are many situations which take place in aircraft which could lead to Child Protection issues - the follow precautions will minimise such risks:

- Whenever possible seat your party together;
- If not seated together, ensure that a child is not placed next to an unknown male adult in a two seat section;
- Unless in cases of athlete disability, never accompany a child to the toilet. In cases of disability always take a chaperone with you;
- Always be mindful and aware of approaches to any of the children in your care by strangers on route or on an aeroplane; If children in your group are unavoidably seated away from the main party, visit them in flight regularly and consider regular seat changes with others.

- Insurances

The ADB members shall have extremely good insurance policies in place which covers competitors, trainees and coaches under many situations **[NB]** however, other appropriate forms of insurance must be considered in advance of traveling.

Public and Civil Liability insurance and personal accident insurance should also be considered and in some cases 'Product Liability'.

Checks should be made with hire companies who may have provided your vehicle, as to what breakdown and breakdown equipment [warning triangles etc] are provided and what alternative transport arrangements are available in the case of a breakdown.

NB: Copies of the current ADB Insurance Policies are available from the ADB Central Office

- Accommodation

A wide spectrum of accommodation may be used by the ADB and other sports organisations that travel away with children, these include hotels, self catering arrangements, guest houses, school dormitories, university accommodation blocks and host families. Each of these has differing aspects that can affect supervision.

Pre-planning of accommodation is essential. The following checks and restrictions should be in place or checked:

- |             |  |
|-------------|--|
| Rooms       | how many beds are in each room?  |
| and         | is the accommodation suitable for your group?  |
| Facilities: | are toileting facilities adequate?   |
|             | will you be expected to share the accommodation with other groups?   |
|             | consideration should be given of special facilities for minority groups i.e.: running water for washing for Muslim competitors or trainees or disabled access;         |
|             | what security facilities are present, are there locks on doors?  |
|             | ensure knowledge of fire exits and procedures;   |
|             | what time is check-in and check-out?   |
|             | if you are arriving prior to rooms being available for occupation, what arrangements can be made for your party in the meantime?                                       |
|             | check that the establishment has a 'current' fire certificate;   |
| Room        | it is not acceptable for competitors or trainees to share a bed:   |
| Allocation: | adult coaches should never sleep in a competitor's or trainees room;   |
|             | the location of all supervision staff should be provided to competitors or trainees for emergency contact;   |
|             | if the competitors or trainees accommodation is spread over more than one floor, a supervising adult should be on each floor occupied by the competitor's or trainees; |

- Catering: competitor's or trainees food arrangements must be checked and agreed with the host establishment to ensure adherence to their nutritional requirements for example nut or gluten free, vegetarian and cultural requirements; if the accommodation is 'self catering' the person responsible for preparing the food should be nominated.
- Media: if televisions are available in the rooms consideration should be given to barring access to adult channels and pay films;
- Telephones: if telephones are available in rooms consideration should be given to isolating such telephones save for room to room contact to aid supervision;
- Hotel Accounts: the senior coach or supervisor should ensure that no unauthorised credit is given to staff, competitor's or trainees in the party
- Medical: what medical provision is available through the hotel in cases of emergency? details and location of the nearest Accident & Emergency Hospital;

Many of the under mentioned recommendations may be checked when booking accommodation - however, it is good practice to revisit these areas upon arrival.

- On Arrival: Check the room allocation fits your requirements [as previously notified];  
Check rooms for damage or missing items [towels toiletries etc];  
Check if there is secure parking facilities;  
Check hotel night-time security arrangements;  
Identify group supervisors to the hotel staff;  
Prepare a schedule which identifies which rooms are occupied by which competitor's or trainees and coaches;  
Confirm meal times – it may well be preferable if a programme of your activities is provided to the hotel who may be happy to adjust meal times to suit your needs;  
Provide name and contact details to the hotel staff of the person in charge of the party who will be contactable at 'any' time during the stay;  
Decide on the appropriate methods of security for documents and monies – [hotel safes, designated member of supervising staff etc];  
If medication is needed / provided for any competitor's or trainees, it may be appropriate that the tour leader takes responsibility for dispensing and security;  
Review all the fire and evacuation procedures.

- Initial Team Briefing

After reviewing the hotel, its facilities, location and once checked in, it is good practice to bring all the party together for an initial briefing in order to reiterate, the tour programme, rules of the group, requirements under the ADB Child Protection Policy, the roles of all support staff, curfew details and emergency procedures.

This is the appropriate time to reinforce rules such as the non consumption of alcohol, the introduction of unauthorised persons into the accommodation and / or rooms [i.e.: none party adults and females / males whichever be appropriate].

It is also an appropriate time to remind the group of the time differentials between the UK and the country where you are staying.

- Daily Briefings

These meetings are of great importance to the party, not only for sport specific information sharing but to reinforce tour rules and procedures.

It also provides an opportunity to identify specific difficulties that a child may be experiencing for example 'home sickness'.

- End of Tour De-briefing

It is good practice to stage de-brief meetings upon return. These de-briefings should whenever possible include participation by competitor's or trainees.

Consideration should be given to providing 'confidential and anonymous' surveys (Evaluation Sheets) on the thoughts and observations of the competitor's or trainees in an endeavor to identify areas of concern and good practice not immediately apparent. Leaders / Team Managers could if they wished, provide a simple pro-forma to facilitate such feed back.

If this method of feed back is adopted, the fact that it was, should be reflected within the Leaders / Team Manager's report and its 'anonymous findings / observations' disclosed.

If possible, feedback meetings with parents may also prove worthwhile again, in order to identify both concerns and good practice. Such feedback can be facilitated by way of a postal pro-forma.

A written Leaders / Team Managers report is a requirement and is an ongoing reference to ensure good practice on future tours. Team Managers reports shall be deposited with the ADB Central Office Administration Team.

- Names in Clothing and Equipment

It is recommended that for Child Protection security purposes, names of children should not be openly displayed on their clothing.

See also linked Documents:

See linked documents – [1] Travel Safe with Children & [2] The ADB Best Practice Guide & Codes of Conduct

Don't forget: The welfare of children and young people is paramount and their best interests must be protected at all times.