

# Be Safe

Good Practice



NSPCC   
Cruelty to children must stop. FULL STOP.

  
**England  
netball**  
BE THE TEAM

## Good Practice

### Care of Young People

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

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

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

All people caring for young people should avoid:

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

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

You should never:

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

You should give guidance and support to inexperienced helpers.

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

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

## Positions of Trust

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

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

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

## Supervision of, and Communication with, Young People

### Supervision

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

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

## Recommended Minimum Supervision Ratios

### Children under 8 years old:

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

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

### Children over 8 years old:

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

### All clubs should have first-aid provision by ensuring:

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

## Communication

### When communicating with young people it is recommended that:

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

### You should avoid:

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

**The Child Protection in Sport Unit has produced a briefing paper on electronic communication, see [www.thecpsu.org.uk](http://www.thecpsu.org.uk)**

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



## Changing

The following guidelines should be adhered to:

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

## Transportation

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

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

### Late Collection

If a parent/carer is late the club will:

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

### Staff/volunteers should avoid:

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

### Private Cars

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

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

\*Documents available online at [www.Englandnetball.co.uk/safeguarding](http://www.Englandnetball.co.uk/safeguarding)

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

### Hiring Transport

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

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

### Legislation – Points to Remember

#### Minibuses

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

### Useful References

#### Minibuses

[http://www.direct.gov.uk/en/Motoring/OwningAVehicle/AdviceOnKeepingYourVehicle/DG\\_4022064](http://www.direct.gov.uk/en/Motoring/OwningAVehicle/AdviceOnKeepingYourVehicle/DG_4022064)

[http://www.direct.gov.uk/en/Motoring/DriverLicensing/WhatCanYouDriveAndYourObligations/DG\\_4022498](http://www.direct.gov.uk/en/Motoring/DriverLicensing/WhatCanYouDriveAndYourObligations/DG_4022498)

#### Car Seats

[http://www.dft.gov.uk/think/focusareas/children/childincar?whoareyou\\_id=&page=Overview](http://www.dft.gov.uk/think/focusareas/children/childincar?whoareyou_id=&page=Overview)

## Competitions and Tournaments

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

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

### Purpose of Event, Social or Competition

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

### Risk Assessment

- Activity
- Venue.

### Communication with Parents

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

### Emergency Procedures

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

### Supervision and Staffing

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

### Staff

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

### Registration

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

## Insurance

- Liability
- Adequate cover.

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

## Transport

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

## Planning Trips

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

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

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

### Before the Trip

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

### During the Trip

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

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

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

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

England Netball has a summary guide on 'Away Trips' available on the England Netball webpages: [www.Englandnetball.co.uk/safeguarding](http://www.Englandnetball.co.uk/safeguarding)



## Taking and Use of Photographic and Recorded Images of Young People

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

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

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

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

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

### These guidelines cover the following key areas:

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

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

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

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

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

### Use of Photographic or Recorded Image Equipment at Netball Events

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

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

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

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

#### If using a professional photographer or inviting the press:

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

#### Do not:

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

#### If someone is taking photos or recording images without permission:

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

### Use of Photographic or Recorded Image Equipment as a Coaching Aid

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

### Useful References

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

## Safe Recruitment

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

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

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

## Implementing Good Practice Guidance on Safe Recruitment

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

### 1. Planning

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

### 2. Advertising

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

#### Essential inclusions within any advertising are:

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

### 3. Applications

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

## Useful References

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

**Template 6:** Club/Association Self-disclosure Form.

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

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

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

### Shortlisting

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

#### 4. Meeting/Interview

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

It is also recommended that:

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

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

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

#### 5. Checks and References

Before an appointment offer is made:

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

#### CRB Disclosures

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

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

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

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

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

## Position of Trust in Relation to Children

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

Examples of such roles are:

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

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

Further information on England Netball's CRB Service is available from England Netball's website [www.Englandnetball.co.uk/safeguarding/CRB.php](http://www.Englandnetball.co.uk/safeguarding/CRB.php) or from:

CRB Administrator, England Netball  
Netball House, 9 Paynes Park, Hitchin,  
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## 6. Appointment

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

## 7. Induction

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

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

## 8. Training

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

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

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

## 9. Monitoring and Appraisal

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

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

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

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

## Safeguarding and Protecting Young People at your Club Level

### Awareness

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

### Appoint a Safeguarding Officer

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

### Policy

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

### Procedure

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

### Training

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

### Put Young People First

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

## Implementing Anti-bullying Procedures at Local Level

### Raise Awareness

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

### Policy

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

### Code of Good Practice

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

### Management of Bullying

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

### Report Concerns

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

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

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

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

### The following action may be taken:

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

### Review, Monitor and Evaluate

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

\*Documents available online at [www.englandnetball.co.uk/safeguarding](http://www.englandnetball.co.uk/safeguarding)