



BOLTON WOODS JUNIORS AFC

CONSULTATION DRAFT

CHILD PROTECTION POLICY AND PROCEDURES

With acknowledgements of the advice and sample policies, guidelines and information provided by the Football Association, Sport England, NSPCC and Irish Sports Council

BACKGROUND AND CONTEXT

Sport England state that::

“Sport offers young people a healthy lifestyle and opportunities for personal development, fun and friendship.

It is important that we give all young people the experience of enjoying the benefits of sport.

As we develop our programme of activities it is vital that we develop safety mechanisms that ensure young people enjoy sport without being exposed to abuse from others involved.”

Why is child protection important?

We are all increasingly aware that some individuals, who want to harm and abuse children will use sport as a medium to gain access to young people. In addition young people can suffer abuse through poor coaching or competitive practices. There is a duty of care to remove risks and eliminate bad practice of this nature.

New legislation and guidance recommends that sports organisations should have child protection procedures in place with training, working practices and codes of conduct to minimise potential opportunities within which the abuse of children might occur.

A new Criminal Records Bureau has been established which is to provide a new service for voluntary organisations that will assist in judging an individuals suitability for engaging in work with children and vulnerable adults.

Child protection principles

“Sport has a duty of care to safeguard all children from harm. All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account (The Children Act 1989 defines a child/young person as under 18).

All organisations, which provide sport for children should be able to demonstrate the existence, implementation and effectiveness of child protection policies. Public funding agencies should make this a condition of grant aid.” (Sport England)

The prevention and detection of child abuse depends on the collaborative effort of everyone concerned. The following factors are central to effective child protection in sport:

- Acceptance by all involved with children that abuse, whether physical, psychological or sexual is wrong, severely damages children and must be confronted
- Awareness of the behavioural and physical indicators of various forms of abuse
- Knowledge of the appropriate response and action to be taken where abuse is revealed or suspected
- Vigilance, and avoidance of situations conducive to risk
- Open, trusting and co-operative relationships within the club and with parents/guardians and others concerned with children's progress or welfare

- Willingness to co-operate with the Statutory Authorities (e.g. police, social services), in relation to sharing information about child protection concerns at any time

DEFINITIONS

A child is defined as under 18 The Children Act 1989.

Child Abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm.

It commonly occurs within a relationship of trust or responsibility and represents an abuse of power or a breach of trust.

Abuse can happen to a child regardless of their age, gender, race or ability.

The terms Sports Leader, Coach and Manager are used interchangeably throughout this document – they all apply to those people in our club who are in a position of authority, control or simply involved with children.

Abuse, Neglect and Bullying

Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children 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 – where adults fail to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development (e.g. failure to provide adequate food, shelter, clothing, failing to protect a child from physical harm or danger, or failure to ensure access to appropriate medical care or treatment). Neglect in sport could include a teacher or coach not ensuring children were safe, exposing them to undue cold, heat or to unnecessary risk of injury.

Physical abuse – where adults physically hurt or injure children by hitting, shaking, throwing, poisoning, burning, biting, or scalding, suffocating, drowning or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child 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 child's immature and growing body; where drugs are used to enhance performance or delay puberty.

Sexual abuse – where girls and boys are abused by adults (both male and female) who use children to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing children pornographic material (books, videos, pictures) or talking to children in a sexually explicit manner is also a form of sexual abuse. In sport, coaching techniques, which involve physical contact with children, could potentially create situations where sexual abuse may go unnoticed. The power of the coach over young performers, if misused, may also lead to abusive situations developing.

Emotional abuse – is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development? It may involve conveying to children 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 children. It may involve causing children to feel frightened or in danger by being constantly shouted at, threatened or taunted which may make the child very nervous and withdrawn. Some level of emotional abuse is involved in all types of ill treatment of a child. Emotional abuse in Sport may occur if children are subjected to constant criticism, name-calling, and sarcasm, bullying or unrealistic pressure to perform to high expectations consistently.

It is important to recognise the impact and extent of bullying and discrimination in the lives of young people. Some people may not regard bullying and discrimination as child abuse because of the settings in which this often takes place and also because it is often other young people who are responsible for the behaviour

What is bullying?

Bullying is often defined in terms of three components,

- It must occur over time, rather than being a single aggressive act;
- It involves an imbalance of power, the powerful attack the powerless;
- It can be psychological, verbal, or physical in nature.

An NSPCC study showed that the most common experiences of bullying and discrimination reported by young people was at the hands of other young people.

- Being called names, insulted or verbally abused;
- Being deliberately embarrassed and humiliated by other children;
- Being made to feel different or like an outsider;
- Being lied about;
- Being physically assaulted or threatened with violence;
- Being ignored.

Boys were most likely to experience physical bullying or threats, have property stolen or damaged. Girls were more likely to be ignored or not spoken to.

Bullying by adults was a less common experience but one in ten reported this. Of this form of bullying the most common experiences were:

- Being deliberately embarrassed or humiliated;
- Being unfairly treated or verbally abused;
- Being ignored or not spoken to.

CHILD PROTECTION POLICY

INTRODUCTION

All sporting organisations which make provision for children and young people must ensure that:

- The welfare of the child is paramount;
- All children, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse;
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately;
- All staff (paid /unpaid) working in *sport* have a responsibility to report concerns to the appropriate officer.

Staff/volunteers working in our organisation are not trained to deal with situations of abuse nor decide if abuse has occurred. It is important to note that the investigation of suspected child abuse is the responsibility of the Statutory Authorities and should not be undertaken by Children's Officers or other club/organisation Sports Leaders.

POLICY STATEMENT

Football has a duty of care to safeguard all children involved in the sport from harm. All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account. Football aims to ensure the safety and protection of all children involved in the sport through adherence to the Child Protection guidelines adopted by the FA and through the Policies and Guidance set out here.

POLICY AIMS

The aim of this Child Protection Policy is to promote good practice:

- Providing children and young people with appropriate safety and protection whilst in the care of Bolton Woods Juniors AFC
- Allow all staff /volunteers to make informed and confident responses to specific child protection issues.

BOLTON WOODS JUNIORS AFC

CHILD PROTECTION CODE OF CONDUCT

- Respect the dignity and spirit of all athletes: children and young adults.
- Treat all athletes fairly and equitably.
- Establish supportive, positive environments for the purpose of healthy competition, skill development, fun and achievement.
- Avoid contact or conduct that may be interpreted to have sexual connotations or which are defined as inappropriate by the organisation.
- Do not take part in or tolerate behaviour that frightens, embarrasses, demoralises or negatively affects an athletes self esteem.
- Do not tolerate acts of aggression.
- Work towards eliminating harassment and abuse from sports environments.
- Be prepared to intervene if a child or young person under the age of 18 is being abused or neglected.
- Engage in "fair play" both during and outside of all sports organisations activities. "Fair play" is defined as showing considerate regard for athletes, personnel, parents, spectators and officials; abiding by the rules of the sport; abiding by the officials decisions.
- Adhere to the constitutional objectives, policies, and guidelines of Bolton Woods Juniors AFC.

(Where 'athlete' means any participant in our club's activities)

THE COACHES CHARTER

The Charter below is promoted by the National Coaching Foundation (NCF). We as a club endorse this and will work towards ensuring its full implementation amongst all coaches.

1. Coaches must respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
2. Coaches must place the well-being and safety of the child above the development of performance. They should follow all guidelines laid down by the FA and hold appropriate insurance cover.
3. Coaches must develop an appropriate working relationship with children, based on mutual trust and respect. Coaches must not exert undue influence to obtain personal benefit or reward.
4. Coaches must encourage and guide children to accept responsibility for their own behaviour.
5. Coaches should hold up to date nationally recognised governing body coaching qualifications.
6. Coaches must ensure the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
7. Coaches should at the outset clarify with children, and where appropriate their parents, exactly what is expected of them and what children are entitled to expect from their coach.
8. Coaches should co-operate fully with other specialists (e.g. other coaches, officials, sport scientists, doctors, physiotherapists) in the best interest of the child.
9. Coaches should always promote the positive aspects of their sport (e.g. fair play) and never condone rule violations or the use of prohibited substances.
10. Coaches must consistently display high standards of behaviour and appearance.

GUIDELINES FOR PARENTS/GUARDIANS

Parents/guardians have the primary responsibility for the care and welfare of their children within sport. Parents/guardians should encourage their children to participate in sport for fun and enjoyment and should ensure that their child's experience of sport is a positive one. Lessons learned in children's sport will shape values and attitudes in adult life. They should always remember that children play sport for their own enjoyment not that of the parents/guardians.

Parents/guardians and Sports Leaders will ideally work in partnership to promote good practice in children's sport and to support all efforts to protect against verbal, physical or sexual abuse in sporting activities. To do so, parents/guardians should ensure that sports clubs treat their children with fairness, respect and understanding, and that the club is fulfilling its responsibility to safeguard children. They should encourage their children to tell them about anyone causing them harm. They should become aware of club procedures and policies, in particular where changes are made that affect them or their children, and be informed of all matters relating to ethics and good practice. They should check that the *Codes of Conduct and Good Practice Guidance enclosed here and ensure that they are being implemented in our club.*

Parents/guardians should remember that children learn best by example. To assist in the promotion of good practice with the club or organisation they should:

- Be aware of the relevant Sports Leaders and their role within the club
- Show appreciation of and respect for Sports Leaders and their decisions
- Encourage their child to play by the rules
- Behave responsibly on the sideline
- Focus on their child's efforts rather than performance
- Focus on the fun and participation of the child in the activity
- Liaise with the Sports Leaders in relation to the times/locations of training sessions, medical conditions of their children and any requirement for their child's safety

To promote the procedures of good practice parents/guardians should be:

- Encouraged to become members of the club, where feasible, and take an active interest in the running of the club or any sporting activities in which their children take part
- Willing to become the Club Children's Officer
- Informed of the training and/or competitive programmes and be satisfied with the general environment that is created for their children
- Informed if their child sustained an injury during sporting activities
- Informed of problems or concerns relating to their children.
- Informed in advance and have their consent sought in relation to matters regarding away trips, or specially organised activities

Comments and suggestions by parents/guardians should always be considered and their complaints acknowledged and dealt with as they arise through an effective and confidential complaints procedure.

Parents/guardians should not:

- Ignore or dismiss complaints or concerns expressed by a child which relate to his/her involvement in sport
- Ridicule or yell at a child for making a mistake or losing a game
- Put undue pressure on their child to please or perform well
- Take safety for granted
- Treat the club as a child-minding service

GUIDELINES FOR CHILDREN

Children have a great deal to gain from sport in terms of their personal development and enjoyment. The promotion of good practice in sport will depend on the co-operation of all involved, including child members of sports clubs/organisations. Children must be encouraged to realise that they also have responsibilities to treat other children and Sports Leaders with fairness and respect.

Children in sport are entitled to:

- Be safe
- Participate in sporting activities on an equal basis, appropriate to their ability and stage of development
- Be treated with dignity, sensitivity and respect
- Be happy, have fun and enjoy sport
- Experience competition and the desire to win as a positive and healthy outcome of striving for best performance
- Comment and make suggestions in a constructive manner
- Make a complaint in an appropriate way and have it dealt with through an effective complaints procedure
- Be afforded appropriate confidentiality
- Be represented at decision making bodies/meetings within their sports club/organisation
- Have a voice in the running of their club
- Be listened to
- Be believed

Children should undertake to:

- Play fairly, do their best and have fun
- Shake hands before and after the event, whoever wins -and mean it
- Respect officials and accept their decisions with grace not a grudge
- Respect fellow team members; give them full support both when they do well and when things go wrong
- Respect opponents, they are not enemies, they are partners in a sporting event
- Give opponents a hand if they are injured or have problems with equipment
- Accept apologies from opponents when they are offered
- Be modest in victory and be gracious in defeat
- Show appropriate loyalty to their sport and all its participants
- Make high standards of fair play the example others want to follow
- Approach the Children's Officer with any questions or concerns they may have

Children should not:

- Cheat
- Use violence, use physical contact only when it is allowed within the rules
- Shout at, or argue with, the referee, officials, team mates or opponents
- Take banned substances to improve performance
- Bully
- Tell lies about adults or other children
- Spread rumours

Keep secrets about any person who may have caused them harm

GOOD PRACTICE GUIDELINES

All personnel should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate within football:

Good practice means:

- 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/disabled adults equally, and with respect and dignity.
- Always put the welfare of each young person first, before winning or achieving goals.
- Maintain a safe and appropriate distance with players
- Build balanced relationships based on mutual trust which empowers children to share in the decision-making process;
- Make sport fun, enjoyable and promote fair play.
- Ensure that if any form of manual/physical support is required, it is provided openly and according to guidelines provided by the Coach Education Programme. Care is needed, as it is difficult to maintain hand positions when the child is constantly moving. Young people should always be consulted and their agreement gained. Some parents are becoming increasingly sensitive about manual support and their views should always be carefully considered.
- Keep up to date with the technical skills, qualifications and insurance in sport.
- Involve parents/carers wherever possible (e.g. for the responsibility of their children in the changing rooms). If groups have to be supervised in the changing rooms, always ensure parents/teachers/coaches/officials work in pairs.
- Ensure that if mixed teams are taken away, a male and female member of staff should always accompany them. (NB however, same gender abuse can also occur)
- Ensure that at tournaments or residential events, adults should not enter children's rooms or invite children into their rooms.
- be an excellent role model – this includes not smoking or drinking alcohol in the company of young people.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Recognise the developmental needs and capacity of young people and disabled adults – avoid excessive training or competition and do not push them against their will.
- Secure parental consent in writing to *act in loco parentis*, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment.
- Keep a written record of any injury that occurs, along with the details of any treatment given.
- Request written parental consent if club officials are required to transport young people in their cars.

PRACTICE TO BE AVOIDED

The following should be **avoided** except in emergencies. If cases arise where these situations are unavoidable they should only occur with the full knowledge and consent of someone in charge in the club or the child's parents. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session:

- Avoid spending excessive amounts of time alone with children away from others;
- Avoid taking children to your home where they will be alone with you.

Practice never to be sanctioned

The following should **never** be sanctioned. You should never:

- Engage in rough, physical or sexually provocative games, including horseplay;
- Share a room with a child;
- Allow or engage in any form of inappropriate touching;
- Allow children to use inappropriate language unchallenged;
- Make sexually suggestive comments to a child, even in fun;
- Reduce a child to tears as a form of *control*;
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon;
- Do things of a personal nature for children or disabled adults, that they can do for themselves;
- Invite or allow children to stay with you at your home unsupervised.

NB. It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, 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 players involved. There is a need to be responsive to a person's reactions. If a person is fully dependent 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 any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

If any of the following occur you should report this immediately to another colleague and record the incident. You should also ensure the parents of the child are informed.

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

ACTIONS

We will, following the Consultation procedure, seek to undertake the following recommended actions:

- Code of conducts as enclosed, reflecting a child centred ethos, to be implemented, widely disseminated and applied to all Sports Leaders and members
- Appoint a disciplinary committee with clearly defined procedures to resolve problems relating to the conduct of its members. This should include bullying. The committee should consist of a representative from the Management Committee and ordinary registered members of the club. Regular turnover of this committee should be encouraged
- The disciplinary committee should initiate an investigation following a complaint into any incident of suspected misconduct that does not relate to child abuse. It should, as soon as possible, inform the Management Committee of the progress of the disciplinary process
- Written confidential records of all complaints should be safely and confidentially kept and club procedures should be defined for the possession of such records in the event of election of new officers
- The disciplinary committee should furnish the individual with details of the complaint being made against him/her and afford him/her the opportunity of providing a response either verbally or in writing
- Where it is established that an incident of misconduct has taken place, the disciplinary committee should notify the member of any sanction being imposed. The notification should be made in writing, setting out the reasons for the sanction. If the member is under 18 years of age, correspondence should be addressed to the parents/guardians
- If the member against whom the complaint was made is unhappy with the decision of the disciplinary committee s/he should have the right to appeal the decision to an appeals committee (independent of a disciplinary committee). Any appeal should be made in writing within an agreed period after issue of the decision of the disciplinary committee. The chairperson of the appeals committee should be a member of the Management Committee or elected by the members at AGM
- The appeals committee should have the power to confirm, set aside or change any sanction imposed by the disciplinary committee
- If any party is not satisfied with the outcome the matter can be referred to the Governing Body. However efforts to resolve the issue at local level should be exhausted before the Governing Body is engaged in attempts to resolve the matter
- Make all vacancies openly available to interested and qualified applicants
- Create an application form that should be completed by each applicant. See 'Forms'
- References should be verified by the Club Management Committee and should be kept on file as a matter of record. See 'Forms'
- All recommendations for appointment should be ratified by the club's management committee. The decision to appoint Managers, Coaches etc is the responsibility of a sports club/organisation, and not of any one individual within it
- Once recruited into the sports club/organisation, all Leaders should be adequately managed and supported
- Any statutory guidelines should be adhered to

Recruitment and selecting staff and volunteers

Bolton Woods Juniors AFC recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children. When undertaking pre-selection checks the following should be included:

- All volunteers /staff should complete an application form. The application form will elect information about an applicant's past and a self disclosure about any criminal record.
- Consent should be obtained from an applicant to seek information from the Criminal Records Bureau
- Two confidential references, including one regarding previous work with children. These references must be taken up and confirmed through telephone contact.
- Evidence of identity (Passport or driving licence with Photo).

Responding to suspicions or allegations

It is not the responsibility of anyone working in our club, in a paid or unpaid capacity to take responsibility or to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns through contact with the appropriate authorities.

Bolton Woods Juniors AFC will assure all staff/volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child.

Where there is a complaint against a member of staff there may be three types of investigation

- A criminal investigation,
- A child protection investigation,
- A disciplinary or misconduct investigation.

Action if there are concerns

The following action should be taken if there are concerns

Poor Practice

- If, following consideration, the allegation is clearly about poor practice; the Club Child Protection Officer will deal with it as a misconduct issue.
- If the allegation is about poor practice by the Club Child Protection Officer, or if the matter has been handled inadequately and concerns remain, it should be reported to the relevant (*sport*) officer who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

Suspected Abuse

- Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to the Club Child Protection Officer, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.
- The Club Child Protection Officer will refer the allegation to the social services department who may involve the police, or go directly to the police if *out-of-hours*.
- The parents or carers of the child will be contacted as soon as possible following advice from the social services department.

- The Club Child Protection Officer should also notify the relevant (sport) officer who in turn will inform the (sport) Child Protection Officer who will deal with any media enquiries.
- If the Club Child Protection Officer is the subject of the suspicion/allegation, the report must be made to the appropriate Manager or in his/her absence the (*sport*) Child Protection Officer who will refer the allegation to Social Services.

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned.

Information should be handled and disseminated on a *need to know basis* only. This includes the following people:

- The Club Child Protection Officer;
- The parents of the person who is alleged to have been abused;
- The person making the allegation;
- Social services/police;
- The FA Child Protection Officer;
- The alleged abuser (and parents if the alleged abuser is a child). *

*Seek social services advice on who should approach alleged abuser.

Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

Internal Enquiries and Suspension

- The FA Child Protection Officer will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries.
- Irrespective of the findings of the social services or police inquiries the FA Disciplinary Committee 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 FA Disciplinary Committee must reach a decision based upon the available information which could suggest that on a balance of probability, it is more likely than not that the allegation is true. The welfare of children should always remain paramount.

Support to Deal with the Aftermath

- Consideration should be given about what support may be appropriate to children, 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 is available from The British Association for Counselling, 1 Regent Place, Rugby CV21 2PJ, Tel: 01788 550899, Fax: 01788 562189, E-mail: bac@bac.co.uk, Internet: www.bac.co.uk) may be a useful resource.
- Consideration should be given about what support may be appropriate to the alleged perpetrator of the abuse.

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 child or by a member of staff who is still currently working with children). Where such an allegation is made, the club should follow the procedures as detailed above and report the matter to the social services or the police. This is because other children, either within or outside sport, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.

Action if Bullying is Suspected

The same procedure as already outlined should be followed if bullying is suspected.

Action to Help the Victim and Prevent Bullying in Sport:

- Take all signs of bullying very seriously.
- Encourage all children to speak and share their concerns (It is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately). Help the victim to 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, although you cannot promise to tell no one else.
- Keep records of what is said (what happened, by whom, when).
- Report any concerns to the Club Child Protection Officer or the school (wherever the bullying is occurring).

Action Towards 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 to the victim(s).
- Inform the bully's parents.
- Insist on the return of *borrowed* items and that the bully(ies) compensate the victim.
- Provide support for the coach of the victim.
- Impose sanctions as necessary.
- Encourage and support the bully(ies) to change behaviour.
- Hold meetings with the families to report on progress.
- Inform all organisation members of action taken.
- Keep a written record of action taken.

TYPICAL INDICATIONS OF ABUSE, NEGLECT OR BULLYING

It is difficult to predict how any given child's behaviour will change as a result of their experience of abuse. The impact of abuse is likely to be affected by their age, the nature and extent of the abuse and the help and support they receive. There are some behaviours that are commonly seen in children who are abused but remember they may only give an indication and not confirmation.

- Unexplained or suspicious injuries such as bruising, bites or burns, particularly if situated on a part of the body not normally prone to such injuries.
- The child says that she or he is being abused, or another person says they believe (or know) that abuse is occurring
- The child has an injury for which the explanation seems inconsistent or which has not been adequately treated.
- The child's behaviour changes, either over time or quite suddenly, and he or she becomes quiet and withdrawn, or alternatively becomes aggressive.
- Refusal to remove clothing for normal activities or keeping covered up in warm weather.
- The child appears not to trust particular adults, a parent or coach with whom she or he would be expected to have, or once had, a close relationship.
- An inability to make close friends.
- A deterioration in physical appearance or rapid weight gain/loss.
- Pains or itching, bruising bleeding in or near genital area.
- Inappropriate sexual awareness or behaviour for the child's age.

Signs of abuse can be physical, behavioural or developmental. A cluster or pattern of signs is the most reliable indicator of abuse. The following indicators should be noted. It is important, however, to realise that all of these indicators can occur in other situations where abuse has not been a factor and that the list is not exhaustive.

PHYSICAL INDICATORS	BEHAVIOURAL INDICATORS
Unexplained bruising in soft tissue areas	Unexplained changes in behaviour - becoming withdrawn or aggressive
Repeated injury	Regressive behaviour
Black eye(s)	Difficulty in making friends
Injuries to mouth	Distrustful of adults or excessive attachment to adults
Torn or bloodstained clothing	Sudden drop in performance
Burns and scalds	Change in attendance pattern
Bites	Inappropriate sexual awareness, behaviour or language
Fractures	Unusual reluctance to remove clothing
Marks from implements	Reluctance to go home
	Inconsistent stories, excuses relating to injuries

LISTENING TO CHILDREN

Coaches and Team managers are in a powerful position to recognise or receive information about abuse but remember it is not your responsibility to decide if a child is being abused. Your role is to act on those concerns.

This guidance sets out how child protection concerns should be dealt with - you should make yourself aware of these and must follow them if you have concerns.

Children will express themselves verbally or non verbally and it is important to respond sensitively and carefully to what they are saying or in how they are behaving.

- If the child tells you about their abuse listen carefully to what they tell you.
- Don't ask direct questions – "Who, What Where or When".
- Do encourage them to talk – "Do you want to tell me about this?"
- Be honest with them about what you can and cannot do. Tell them you are not able to keep what they have told you secret and that you will try to find them the help they need.
- Keep calm and even if you find what they are saying difficult or painful keep listening.
- When they have finished make a detailed note of what they have said and pass that information onto someone in a position of authority within your sport – club secretary, chair, senior coach. Complete the relevant incident record form as provided here.
- If you have serious concerns about the immediate safety of that child contact the Police or Social Services. Record who you spoke to, completing the appropriate sections of the form including their advice. Tell our nominated club official what you have done.
- Do not contact or confront the individual who is alleged to be responsible.
- Find someone you trust to talk to about or to support you but remember not to name or identify those involved in the allegations.

Responding to non verbal concerns

Changes in a child's behaviour can be the result of a wide range of factors and this makes it difficult to identify if the changes are linked to abuse. Even signs such as bruising or other injuries cannot be taken as "proof" of abuse. However if you have concerns you have a responsibility to act on those concerns.

- Record carefully what you have observed and pass this information to our nominated official in the club.
- Talk to someone in the club.

ASPECTS FOR CONSIDERATION

Below are some of the areas that the club, our managers and all leaders/volunteers need to consider in relation to meeting our responsibility for the reasonable safety and well being of children and young people who attend club activities.

Staff ratios

Determining Staff ratios needs to take into account the age of the children involved (the lower the age the greater the need for supervision), any disability, and degree of risk involved in the activity. Where we offer mixed gender activity consideration must be given to having male/female staff available. We will seek further specific guidance on staff ratios from the FA.

Changing rooms

Adult staff should not change or shower at the same time using the same changing rooms as children.

For mixed gender activity separate changing rooms will be provided and clearly labelled.

If children are uncomfortable changing or showering in public no pressure should be placed on them to do so. In these circumstances Leaders and coaches should encourage them to do this at home.

For activities including people with disabilities they should be fully involved and consulted, along with their carers in deciding how they should be assisted. You should ensure that they are able to consent to the assistance that is offered. Specialist facilities are incorporated within the proposed buildings for both showering and changing.

Injuries and illness

Where leaders, coaches or volunteers witness an injury this must be reported to the parents at the first opportunity. The appropriate Bolton Woods Injury Report form should be completed at the time of the injury.

Transport

The Club has adopted the guidance published by the Irish Sports Council in relation to travel and transport. These are included within this document.

Collection

Our policy in regards to the collection of children and young people from sports activities is as follows:

- The team manager must receive permission from parents/carers for children/young people to participate in all games, competitions, and training or practice sessions.
- 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.
- Late collection can present managers with difficult situations. In relation to this problem there are a number of points to adhere to:
 - Firstly, a contact number for parents/carers should be provided so that they can inform the club of late collection.

- Parents should also be asked to provide an alternative contact name/number.
- Parents/carers should be informed it is not the responsibility of the club or team to transport children/young people in the event of them being detained.

Where late collection is inevitable all leaders/managers/volunteers should:

- Attempt to contact the parent/carer in the event of late collection;
- Check the club contact number for any information regarding the child/young person;
- Contact the alternative contact name/number;
- Wait with the child/young person at the sport facility with wherever possible other staff/volunteers or parents;
- Remind parents/carers of the policy relating to late collection.

Staff/volunteers should not:

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

Discipline

Discipline may be required on occasions due to the inappropriate behaviour of children/young people. When discipline is used it should be done so appropriately and with the clear intention of teaching or reinforcing appropriate behaviour. It must not be used impulsively, to gain power, or to embarrass or humiliate a child/young person.

Discipline should be used only to:

- Develop a sense of responsibility for behaviour;
- Develop respect for others and their property;
- Reinforce the rules or values of the sport;
- Reinforce positive behaviour or attitudes;
- Reinforce awareness of health and safety aspects of the activity.

Physical conduct

Football like many sports, by its nature, requires a degree of physical contact between adults and children/young people. Physical contact can be used appropriately to instruct, encourage, protect or comfort. The aims of guidelines relating to physical contact are to provide adults and children/young people with appropriate types and contexts for touching.

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

- Develop sports skills or techniques;
- To treat an injury;
- To prevent an injury;
- To meet the requirements of the particular sport.

All managers, leaders, coaches and volunteers should note that:

- Physical contact should not involve touching genital areas, buttocks or breasts.
- Physical contact should always meet the need of the child/young person and not the need of the adult.
- Physical contact should be fully explained to the child/young person and, with the exception of an emergency, permission should be sought.
- Physical contact should not take place in secret or out of sight of others.
- Records of all injuries should be fully recorded.

Sexual activity

Within sport, as within other activities, sexual relationships can and do occur. Where sexual activity does occur leaders/managers must be aware of the law relating to sexual behaviour.

Sports clubs are generally advised to develop and promote guidelines relating to sexual activity. The guidelines that follow are based on national guidance – as recommended they address sexual activity between children/young people and between adults and young people. Our guidelines are set out below:

- Sexual activity between children/young people involved in sport is prohibited during team events, in our sports facilities or during social activities organised by our club.
- Inappropriate or criminal sexual behaviour committed by a young person may lead to disciplinary action in accordance with FA guidance.
- Sexual activity between adults and children under the age of consent is regarded as a criminal act and action must be taken to report this if this occurs.
- Sexual interactions between adults and young people (16+) involved in sport raise serious issue given the power imbalance inherent in the relationship. Our club managers, leaders and volunteers should not become involved in sexual relationships with players and participants. This is because, where a young person is of the age of consent, the power of the adult over that young person may influence their ability to genuinely consent to sexual activity. A coach or other adult in a position of authority has significant power or influence over a young person's career.
- Sexual activity between adults and young people (16+) involved in our club is prohibited when the adult is in a position of trust or authority (leader, coach, trainer, official).
- Inappropriate or criminal sexual behaviour committed by an adult will lead to suspension and disciplinary action in accordance with FA guidance.

Disability

Children or young people with disabilities should have the same rights and opportunities as others involved in sport to have fun and be safe.

The nature and degree of the disability may require additional support or training methods. Their particular vulnerability to abuse or neglect requires sports clubs/organisations to take additional steps to safeguard the welfare of children/young people with disabilities.

Guidance within our club should be taken where necessary through the resources of our partner, the Bradford Sports Association for Disabled. This organisation has considerable experience of the issues, procedures and also provide/run training courses. Managers, leaders and volunteers should seek appropriate advice and guidance where children/young people with disabilities are involved or wish to become in our club and its activities. The club will run, in conjunction with BSAD, regular awareness courses.

Guidelines for Use of Photographic Filming Equipment at Sporting Events

Some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sports people in vulnerable positions. Our club will be vigilant in this regard and concerns will be reported to club official.

If commissioning professional photographers or inviting the press to an activity or event we will ensure they are clear about our expectations of them in relation to child protection. The responsibility for this will lie with the relevant team manager who invites the press. In the event that it is a 'general' club activity the responsibility for this coordination will lie with the club secretary.

To this end and to provide unambiguous guidelines, when inviting the press you should:

- Provide a clear brief for the press about what is considered appropriate in terms of content and behaviour
- Issue them with identification which must be worn at all times
- Inform participants and parents that a photographer will be in attendance at an event
- Ensure consent to both the taking and publication of films or photographs
- Not allow unsupervised access to participants nor permit one to one photo sessions at events
- Not approve photo sessions outside the events or at a participants/club members home.

Web site images

There have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs on sports web sites.

Photographs can be used as a means of identifying children when they are accompanied with personal information - this is X who likes to collect stamps - this can make a child vulnerable to an individual who may wish to start to "groom" that child for abuse.

You should be aware that the content of photos can be used, or adapted for inappropriate use.

Our policy in relation to the use of images of members on our web site is as follows:

- Avoid the use of the first name and surname of individuals in a photograph. If sports club members are named on the web site, avoid using their photograph.
- If the photograph is used, avoid naming the athlete.
- Parental permission must be sought prior to use an image of a young person. An appropriate consent form should be completed prior to uploading. The photograph/image must be shown to the parent to ensure that they have consented to the way their child is represented within the image.
- In addition the member/participants consent must also be sought and recorded in writing. The photograph/image must be shown to the member/participant to ensure that they have consented to the way they are represented within the image. An appropriate consent form should be completed prior to uploading

- Only images of member/participants in suitable dress should be used, to reduce the risk of inappropriate use.
- Consider why you are using the photograph or image and review its appropriateness in terms of activity, concentration on one individual, its content and potential for misuse.
- Remember that an image once upon a web site can be copied by anyone accessing the site.
- Age is also something that should be considered and this may affect what would be appropriate.
- Addresses should never be given except those of club officials, who are adult and have given written consent.
- New images and revised web site contents should be presented to the General Committee for approval wherever possible. In the absence of this, material should be reviewed by at least one other club official who is familiar with this guidance before uploading.

Videoing as a coaching aid

Club coaches and leaders using video may wish to use video equipment as a legitimate coaching aid. Participants, coaches, leaders and parents/carers should be aware that this is part of the coaching programme and care should be taken in the storing of such films. Club coaches should:

- Consider why you are using the equipment – be clear about its purpose in relation to coaching
- Obtain verbal consent from those being filmed
- Use the video only within the context of coaching
- Obtain written consent for any wider use of the film and comply with web site guidance given above for any such wider use.
- Store the video appropriately and securely. Wipe the film if no longer required for coaching purposes
- Never release the film to third parties

RESOURCES

Training courses

[Keeping children safe in sport - NSPCC/Educare Child Protection Awareness Programme](#)

This programme has been developed to help clubs safeguard the children in their care by enabling staff and volunteers to recognise and understand their role in child protection. This is an introductory training programme that will give staff and volunteers the knowledge and skills necessary to identify and respond appropriately to concerns about children's safety. The programme can be completed at home or at your club and is appropriate for anyone working with children in a sports club or sports setting.

Designed especially for sports and leisure organisations, it takes people through the basics of child protection helping everybody become aware of this important issue. It ensures that everyone involved knows about his or her own responsibilities in relation to child protection. It also helps people understand that if concerned about a child's welfare, they must follow the organisation's child protection policy.

Method

The process is ideal as all you need to do is spend a little time reading through each module, either at home or at work. you are guided through the programme with feedback at every stage.

Who is this programme aimed at?

If you work or help in a sports club, this programme is the right one for you to complete. As from 1 April 2001, every sports club must operate within their National Governing Body's child protection policy. That means that everybody now needs to know how to protect children whilst they are in their care

Sports coaches; Volunteers working at sports clubs; swimming pool attendants; club welfare offices; activity centre staff; parents involved in out-of-school clubs; PE staff in schools; grounds staff; medics.

Contents - Outline

This programme has been designed to provide you with introductory child protection awareness training, whatever your sport. It will help ensure that you understand child protection and the damaging effects of child abuse. This programme will help you understand what to do if you are concerned about the safety of a young club member and will show you that you must take action following your sport's own guidelines on child protection. It will help you to understand that you and your club has a responsibility to protect the children who take part in the activities

MODULE ONE Understanding the Basics	MODULE TWO What Happens If?	MODULE THREE Principles of Good Practice
What is child abuse?	Responding to a child who tells you about abuse	Think safety!
How would you recognise abuse?	What to do and what not to do	Recruitment and supervision
The effects of abuse	What happens next?	Handling allegations of abuse
Myths and facts	Handling inappropriate behaviour from colleagues	Think about these scenarios...what would you do?

Sportscoach UK provide a range of training programmes addressing issues relating to child protection practice.

- *Good Practice and Child Protection for coaches and volunteers in sport* – focuses on essential good practice to protect the child and the coach.
- *Protecting Disabled Children and Adults* (in conjunction with Disability Sport England) – deals with the specific protection issues in relation to work with disabled children and adults.
- *Child Protection Awareness Training* – offers awareness training to help sports personnel recognise and respond to child abuse.
- *Child Protection Policy* – guides the design and implementation of child protection policies and procedures.
- *Implementing Child Protection Policy* – examines the challenges for sports organisations in implementing child protection policy and procedures and gives practical guidance to participants.

Other related Sportscoach UK workshops include:

- *Coaching and the Law* – addresses the legal aspects of coaching in a non-alarmist way and provides practical solutions.
- *Responsible Sports Coach* – how to develop appropriate working relationships with performers based on mutual trust and respect.

Publications:

- *Protecting Children: a guide for sportspeople* – a training manual in home study format, written especially for coaches, sports leaders, sports governing bodies and local authorities.
- *Protecting Disabled Children and Adults in Sport* – specific information needed when working with disabled children and adults. (Available from Disability Sport England)
- *Code of Ethics and Conduct for Sports Coaches* – a booklet adopted by many governing bodies of sport as their professional ethical framework for coaches.
- *Are your young people safe? Is your coaching sound?* – a leaflet helping coaches create a safe sports environment for young people, adopting sound procedures, promoting young people's welfare and protecting coaches against false allegations. Can be tailored for specific sports. Bulk discounts available.
- *Guidelines for Governing Bodies and Local Authorities* – how to develop policy and implementation procedures.

For information on these Sportscoach UK resources contact:

Ian Smyth, Sports Coach UK, 114 Cardigan Road, Headingley, Leeds LS6 3BJ

Tel: 0113 274 4802, Fax: 0113 275 5019,

E-mail: ismyth@sportscoachuk.org, www.sportscoachuk.org

SUPERVISION OF AWAY TRIPS

Attention to the following factors will help to promote safety:

- Written permission of parents/guardians should be obtained for all overnight away trips. Parents/guardians should inform the club/Team Manager at the outset of any medical condition or special needs of their child
- All adults who travel on away trips with children should be carefully chosen
- Adults/Sports Leaders accompanying or participating in an away trip should make known any medical condition/special needs to the Governing Body/Sports Club in advance
- The roles and responsibilities of adults participating in away trips should be clearly defined
- The Governing Body of Sport/Sports Club should appoint a Team Manager/Head of Delegation for away trips. S/he should have overall responsibility for the children's well-being, behaviour and sleeping arrangements. S/he should be appointed as an official of the club for the duration of the trip
- On away trips, coaches should be accountable to the Team Manager in all non-performance related matters
- Where there are mixed teams there should be at least one female in the management/coaching structure
- The Team Manager should submit a report to the Governing Body/Sports Club as soon as possible after the end of the trip
- As a norm, adults should not share a room with a child. Where the presence of an adult is needed there should be more than one child in the room with the adult. If children are sharing a room, it should be with those of the same age and sex
- Adequate adult:child ratios should be observed
- Sports Leaders are discouraged from travelling alone in their cars with children
- Special care should be taken by both host and visiting clubs in the selection of homes for overnight stays and where practicable more than one child should be placed with each host family
- If a child suffers a significant injury or an accident the parents/guardians should be informed as soon as possible

SAFETY

All Governing Bodies of Sport and sports clubs should ensure that a clear statement of specific and potential risks attached to their particular sport is widely publicised to all members. They should also have specific procedures in place for safeguarding against such risks. The following practices should apply in order to promote safety:

- Activities being undertaken should be suitable for the ability, age, and experience of the participants
- Equipment and facilities should meet the highest possible standards and be appropriate to the maturity of the participants
- Where protective equipment is deemed necessary it should be used
- First Aid should be available for all training sessions and events. There should be a proper First Aid Kit. First Aid should be a basic element of a coaching leadership course
- Injuries should be recorded, with a note of the action taken in relation to each one. It is recommended that each club maintain an accident/incident book with a specific incident form for completion by Sports Leaders
- Parents/guardians should be notified, by the Sports Leader, of injuries/illness which their children incur while participating in a sporting activity
- All clubs should have a simple and widely known emergency plan to ensure safety procedures

- Referees should ensure that the conduct of the games conform to the standards set by the Governing Body of Sport
- Children should be taught the rules of the game at club level and be encouraged to abide by them, keeping in mind that many rules are there for safety
- It is important that before children participate in a sporting activity, they have learned and agreed personal safety rules. If Sports Leaders take children into potentially dangerous situations they should hold the appropriate qualification required by the Governing Body concerned
- Parents/guardians should know the starting and finishing times of sessions and events

INSURANCE COVER

All clubs and organisations should ensure that appropriate insurance cover is in place to cover the activities of the club, Sports Leaders and participants. Away trips should be included in such cover. For away trips parents/guardians should be made aware of the need for comprehensive insurance to cover their child, e.g. health/medical insurance etc. Adults transporting children in their cars should be aware of the extent and limits of their motor insurance cover, particularly in relation to acceptable numbers and liability

REGISTRATION, DROPOUT AND CLUB TRANSFERS

Loss of club members, including adult transfers, should be monitored. Any unusual or unexpected dropout or club transfer of children or Sports Leaders should be checked out by the Club Children's Officer. If any concerns regarding a child or children's welfare are raised the matter should be handled in accordance with procedures outlined in this Code

DISCIPLINE IN CHILDREN'S SPORT

Discipline in sport should always be positive in focus, providing the structure and rules that allow participants to learn to set their own goals and strive for them. It should encourage young people to become more responsible for themselves and therefore more independent.

- The main form of discipline should be positive reinforcement for effort. It should encourage the development of emotional and social skills as well as skills in sport
- Children should be helped to become responsible about the decisions and choices they make within sport, particularly when they are likely to make a difference between playing fairly and unfairly
- There should be no place for fighting, over-aggressive or dangerous behaviour in sport
- Participants should treat others in a respectful manner. They should not interfere with, bully or take unfair advantage of others

USE OF SANCTIONS

The use of sanctions is an important element in the maintenance of discipline. However, Sports Leaders should have a clear understanding of where and when particular sanctions are appropriate. It should be remembered that effectively controlled organisations and successful Sports Leaders are characterised by the sparing use of sanctions. The age and developmental stage of the child should be taken into consideration when using sanctions.

Recommended use of Sanctions:

Sanctions should be fair and consistent and in the case of persistent offence, should be progressively applied. The following steps are suggested:

- Rules should be stated clearly and agreed
- A warning should be given if a rule is broken
- A sanction (for example use of time out) should be applied if a rule is broken for a second time
- If a rule is broken three or more times, the child should be spoken to, and if necessary, the parents/guardians may be involved
- Sanctions should be used in a corrective way that is intended to help children improve now and in the future. They should never be used to retaliate or to make a Sports Leader feel better
- When violations of team rules or other misbehaviours occur, sanctions should be applied in an impartial way
- Sanctions should not be used as threats. If rules are broken sanctions should be implemented consistently, fairly and firmly
- Sanctions should not be applied if a Sports Leader is not comfortable with them. If an appropriate action cannot be devised right away, the child should be told that the matter will be dealt with later, at a specified time and as soon as possible
- Once sanctions have been imposed, it is important to make the child feel s/he is a valued member of the group again
- A child should be helped, if necessary, to understand why sanctions are imposed
- A child should not be sanctioned for making errors when s/he is playing
- Physical activity (e.g. running laps or doing push-ups) should not be used as a sanction. To do so only causes a child to resent physical activity, something that s/he should learn to enjoy throughout his/her life
- Sanctions should be used sparingly. Constant sanctioning and criticism can cause a child to turn away from sport

PROTECTION - AREAS OF RISK FOR CHILDREN IN SPORT

Awareness of risk to children's happiness and welfare in sport should be seen as central to protection against harm. Such risk could include the following:

- Children suffering significant harm by being deprived of proper supervision and safety
- Sports Leaders, parents/guardians subjecting children to constant criticism, sarcasm, rejection, threatening behaviour or pressure to perform at unrealistic levels
- The infliction of any form of non-accidental injury or other forms of child abuse

Substance abuse in sport

- The use of drugs, alcohol and tobacco should be actively discouraged as being incompatible with a healthy approach to sporting activity
- A Sports Leader should not smoke when taking a session or drink alcohol before taking a session
- Under-age clubs and teams should be encouraged to organise receptions and celebrations in a non-alcoholic environment and in a manner that is suitable for the age group concerned. Adults should act as role models for appropriate behaviour and refrain from drinking alcohol at such functions
- Sports Leaders should promote fair competition through the development of sound training practice and should actively discourage the use of any substance that is perceived to offer short cuts to improved performances or to by-pass the commitment and hard work required to achieve success
- It is the responsibility of all Sports Leaders to educate and inform those in their care as to the short and long-term effects of substances taken to enhance performances. Officials should also ensure that those in their charge are aware of the harmful side effects or the illegality of proscribed drugs or other banned performance-enhancing substances
- Sports Leaders in children's sport should refrain from seeking sponsorship from the alcohol and tobacco industries

Psychological stress, burnout and dropout of children in sport

Burnout may be defined as a process resulting from an activity that was once a source of fun and personal satisfaction but later becomes associated with progressive physical and psychological distress. There is a range of factors, which may cause this change, some of which are not associated with the child's sporting activities. Burnout itself may result from a combination of the number of hours involved in physical training with high expectations and pressure from Sports Leaders and parents/guardians. It represents a loss of energy and enthusiasm for sport and is characterised by anxiety and stress. The child no longer has fun and becomes overwhelmed by the demands of competition and training. S/he may wish to drop out of sport.

Within a sporting context the following practices are harmful to children's health and welfare:

- Pressuring a child to perform at a level which is beyond his/her capacity based on age or maturation level
- Over-training or the making of demands on a child that lead to burnout
- Knowingly permitting an injured child to participate in a sporting activity
- Failure to take adequate precautions to protect a child from environmental hazards
- Failure to take account of known ailments or relevant weaknesses of a child

Psychological stress within the sporting context can be caused by:

- Over-emphasis on winning
- Age-inappropriate expectations
- Excessive criticism
- Inappropriate use of sanctions/discipline
- Rejection
- Disapproval of skill/performance ability
- Failure to provide support and encouragement for effort and achievement
- Failure to involve a child/children as fully as possible in the activity
- The use of coarse, inappropriate language

Signs of psychological stress and burnout

- Sleep disturbance
- Irritability
- Tension
- Lack of energy
- Sadness/depression
- Frequent illness
- Loss of interest and enthusiasm
- Absenteeism, arriving late, leaving early
- No pleasurable anticipation of participation in sporting events

Combating psychological stress and burnout

Children who show an early aptitude for sport are very often asked to participate in a range of team sports or across a range of age groups. This can put them at risk of stress and burnout. Stress and burnout can be prevented and dropout rates reduced by measures such as:

- Listening to and respecting children's views about participation
- Parents/guardians and Sports Leaders de-emphasising the importance of winning and encouraging the development of individual skills and effort instead
- Attaining an appropriate match between the individual child's ability and the activity in which s/he is participating
- Ensuring that the physical or sporting abilities of the child are not viewed by the child as indications of his/her self worth
- Ensuring that children have fun and enjoy activities in which they are involved
- Encouraging younger children to play a variety of different sports both at individual and at team level. This promotes variety and encourages a range of different sport skills in participants
- Using modified games
- Maximising the involvement of children by using substitutions
- Ensuring that children are not participating in adverse climatic conditions

RESPONSE TO A CHILD REPORTING ANY FORM OF ABUSE

The following points should be taken into consideration:

1. It is important to deal with any allegation of abuse in a sensitive and competent way through listening to and facilitating the child to tell about the problem, rather than interviewing the child about details of what happened;
2. It is important to stay calm and not to show any extreme reaction to what the child is saying. Listen compassionately, and take what the child is saying seriously;
3. It should be understood that the child has decided to tell about something very important and has taken a risk to do so. The experience of telling should be a positive one so that the child will not mind talking to those involved in the investigation;
4. The child should understand that it is not possible that any information will be kept a secret;
5. No judgmental statement should be made against the person against whom the allegation is made;
6. The child should not be questioned unless the nature of what s/he is saying is unclear. Leading questions should be avoided. Open, non-specific questions should be used such as Can you explain to me what you mean by that;
7. The child should be given some indication of what would happen next, such as informing parents/guardians, health board or social services. It should be kept in mind that the child may have been threatened and may feel vulnerable at this stage.
8. S/he should be treated with respect and fairness

BOLTON WOODS JUNIORS AFC

FORMS

**BOLTON WOODS JUNIOR FOOTBALL CLUB
CHILD PROTECTION - INCIDENT RECORD FORM**

Club: Bolton Woods Juniors AFC
Your name:
Your position:
Child's name:
Child's address:
Parents/carers names and address:
Child's date of birth:
Date and time of any incident:
Your observations:
Exactly what the child said and what you said:
<i>(Remember, do not lead the child – record actual details. Continue on separate sheet if necessary)</i>
Action taken so far: <i>(For contact with Agencies see next sheet)</i>

EXTERNAL AGENCIES CONTACTED (date & time)	
Police	yes/no
If yes – which:	
Name and contact number:	
Details of advice received	
Social Services Bradford MDC	yes/no
If yes – which precise Section:	
Name and contact number:	
Details of advice received	
Football Assoc.	yes/no
Name and contact number:	
Details of advice received	
Local Authority Bradford MDC	yes/no
Name and contact number:	
Details of advice received:	
Other (e.g. NSPCC)	Which organisation/agency?
Name and contact number:	
Details of advice received:	
Signature:	
Print name:	
Date:	

NB A copy of this form should be sent to Social Services & to the FA Child Protection Officer after the telephone report
Remember to maintain confidentiality on a *need to know* basis – only if it will protect the child.
Do not discuss this incident with anyone other than those who need to know

APPLICATION FORM FOR NEWLY RECRUITED SPORTS LEADERS/MANAGERS/VOLUNTEERS

Application Form, to become: (Manager/Leader/Volunteer/Coach etc)	
Name of Club, Organisation, etc.	BOLTON WOODS JUNIORS AFC
Name:	
Address:	
Telephone No:	
Previous experience/involvement in sport? Please give details.	
Reason for applying:	
Have you ever been asked to leave a sporting organisation in the past?	Yes <input type="radio"/> No <input type="radio"/> <i>(if you have answered yes we will contact you in confidence)</i>
Have you been provided with a copy of policies and guidelines of this Club?	Yes <input type="radio"/> No <input type="radio"/>
Have you been read and understood the policies and guidelines of this Club?	Yes <input type="radio"/> No <input type="radio"/>
Do you agree to abide by the rules, policies and guidelines of the FA?	Yes <input type="radio"/> No <input type="radio"/>
REFERENCES: Please supply the names of two responsible people whom we can contact and who from personal knowledge is willing to endorse your application. If you have had a previous involvement in sport one of these names should be that of an administrator/leader of your last club/place of involvement	REFEREE 1: NAME: POSITION: ADDRESS: TEL NO:
	REFEREE 2: NAME: POSITION: ADDRESS: TEL NO:

HAVE YOU ANY RELEVANT QUALIFICATIONS? Please list and provide the original certificates for photocopying	QUALIFICATIONS 1. 2. 3.	EVIDENCE PROVIDED Yes <input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/>
SIGNATURE:	DATE:	

PRIVATE AND CONFIDENTIAL

COACH/VOLUNTEER REFERENCE FORM

NAME:	
<p>The above has expressed an interest in becoming a coach/volunteer and has given your name as a referee. This post involves substantial access to children.</p> <p>As an organisation committed to the welfare and happiness of children, we are anxious to know if you are satisfied that this person is suitable to work with children in a sporting capacity.</p>	
How long have you known this person?	
In what capacity do you know him/her?	
Are you satisfied that the above named is suitable to work with children in a sporting capacity?	Yes <input type="radio"/> No <input type="radio"/>
Any other information you would like to provide?	
SIGNED:	DATED:

CHECKLISTS FOR:

1. AWAY FIXTURES

2. DAY TRIPS OR OVERNIGHT STAYS

3. TRAVEL ABROAD AND/OR HOSTING

When taking children or young people on away fixtures it is important to plan appropriately

The following checklists will be provided to coaches, leaders and volunteers who take children on trips or away fixtures to ensure careful and relevant planning is undertaken.

Further information and advice is available from the NSPCC who also provide guidance through a programme called 'Safesport Away'. Contact them for a copy at cpsu@nspcc.org.uk.

CHECKLIST FOR AN AWAY FIXTURE

COMMUNICATION WITH PARENTS	RESPONSE
Pick up times	
Destination and venues	
Competition details	
Kit	
Other requirements	
TRANSPORT	RESPONSE
Journey times and stopping points	
Supervision	
Suitability, accessibility	
Drivers checked	
Insurance	
Seat belts	
SUPERVISION AND STAFFING	RESPONSE
Ratio of staff to athletes	
Male/female	
Specialist carers	
Responsibilities	
EMERGENCY PROCEDURES	RESPONSE
First aid	
Specific medical details	
Reporting procedures	
Home contact details	
Athlete information	
INSURANCE	RESPONSE
Liability	
Adequate cover	
COSTS	RESPONSE
Fares	
Meals and refreshments	
OTHER	RESPONSE

CHECKLIST FOR DAY TRIPS OR OVERNIGHT STAYS

PURPOSE OF THE TRIP	RESPONSE
Competition, training, social, combination	
PLANNING	RESPONSE
When	
Where	
Who	
Risk assessment of the activity	
COMMUNICATION WITH PARENTS	RESPONSE
Pick up times	
Destination and venue	
Competition details	
Kit and equipment list	
Emergency procedures, home contact	
Consent form	
Code of conduct	
ACCOMMODATION	RESPONSE
What type	
Catering special diets, allergies	
Suitability for group, accessibility	
Room lists	
TRANSPORT	RESPONSE
Journey times and stopping points	
Supervision	
Suitability and accessibility	
Drivers checked	
Insurance	
SUPERVISION AND STAFFING	RESPONSE
Ratio of staff to athletes	
Male/female	
Specialist carers	
Responsibilities	
EMERGENCY PROCEDURES	RESPONSE
First aid	
Specific medical details, allergies	
Reporting procedures	
Home contact details	
INSURANCE	RESPONSE
Liability	
Accident	
COSTS	RESPONSE
For travel	
Payment schedule – deposit, staged payment	
Extra meals, refreshments	
Spending money	
Security	

ARRIVAL	RESPONSE
Check rooms, meal times, phones, valuables	
Check sporting venue	
Collect in money, valuables	
Information on medications	
Arrange group meetings	
Confirm procedures with staff	
Rules, curfews	
OTHER	RESPONSE

CHECKLIST FOR TRAVEL ABROAD AND/OR HOSTING

PURPOSE OF TRIP	RESPONSE
Competition, training, social, combination	
Communication with parents	RESPONSE
Pick up times	
Destination and venue	
Competition details	
Kit and equipment list	
Emergency procedures, home contact	
Consent from	
Code of conduct	
ACCOMMODATION	RESPONSE
What type	
Catering, special diets, allergies	
Suitability for group, accessibility	
Room lists	
HOSTING OR BEING HOSTED	RESPONSE
Hosts vetted	
Hosts aware of special requirements	
Transport arrangements	
Telephone contact	
Local map and information	
TRANSPORT	RESPONSE
Journey time and stopping points	
Supervision	
Suitability and access	
Drivers checked	
Insurance	
SUPERVISION / STAFFING	RESPONSE
Ratio of staff to athletes	
Male/female	
Specialist carers	
Responsibilities	
EMERGENCY PROCEDURES	RESPONSE
First aid	
Special medical information	
Medications	
E111 form (EU visits)	
INSURANCE	RESPONSE
Liability	
Accident	
Travel	
Medical	

COSTS	RESPONSE
For trip	
Payment schedule deposit, staged payments	
Extra meals, refreshments	
Spending money	
Security	
DOCUMENTATION	RESPONSE
Travel tickets	
Passports, visas	
Check non EU nationals	
PREPARING ATHLETES	RESPONSE
Local culture, language	
Food and drink	
Currency	
Telephones	
Maps of area	
ARRIVAL	RESPONSE
Check rooms, meal times, phones, valuables	
Check sporting venue	
Collect money, valuables	
Information on medications	
Arrange group meeting(s)	
Confirm care and child protection procedures with group/staff	
Rules, curfews	
OTHER	RESPONSE