

# SAFEGUARDING

# CHILDREN

# POLICY



**HACKNEY WOLVES BASKETBALL CIC**

## 1. Introduction

- a. HACKNEY WOLVES BASKETBALL CIC is committed to providing a safe and nurturing environment for children aged 5 - 18+ participating in sports and related activities. Our comprehensive Safeguarding Children Policy applies to all staff, volunteers, and anyone representing the Company.
- b. The Company is based at The Urswick School, 1 Paragon Rd, London
- c. Company Number: 13456538
- d. HACKNEY WOLVES BASKETBALL CIC has adopted this Safeguarding Children Policy and expects every adult working or helping at the Company to support it and comply with it.
- e. Consequently, this policy shall apply to all staff, managers, directors, volunteers, children, or any individual acting as a representative of HACKNEY WOLVES BASKETBALL CIC.

## 2. Purpose of the Policy

- a. This policy is designed to protect children involved in our activities and services, ensuring their safety and well-being. It outlines our commitment to prevent abuse and harm and provides guidance to our representatives.

## 3. Risks to Children

- a. We recognize the various forms of abuse and harm children might face, such as physical, emotional and sexual abuse, neglect, bullying, and exploitation. We understand these risks can originate from various sources, including family and community members.
- b. physical or emotional abuse
- c. neglect
- d. sexual abuse
- e. female genital mutilation (FGM)
- f. grooming and exploitation
- g. trafficking and modern slavery
- h. exposure to or infliction of domestic abuse
- i. bullying or cyberbullying

- j. exposure to other inappropriate content or behaviour, such as violence or criminal behaviour
- k. self-harm
- l. physical harm when engaging in activities without adequate supervision.
- m. causal factors of any such harm and/or abuse can also be wide-ranging. For example, children can be placed at risk by family members or by members of the community.

## 4. Safeguarding Principles

- a. Our principle is to safeguard children proactively. Responsibilities include staying vigilant to risks, creating safe environments, reporting concerns promptly, and respecting the confidentiality and privacy of the children.
- b. Every person under this policy holds responsibility for:
  - i. remaining alert and aware of possible safeguarding risks to children
  - ii. Guarding children against harmful environments with appropriate actions (for example, adequate supervision or ensuring safe environments)
  - iii. taking positive steps to maintain the safety and well-being of children engaging with us as the Company
  - iv. reporting concerns expeditiously and appropriately, in line with child protection procedures
  - v. understanding the duty to report specific concerns (and understanding how these interplay with confidentiality)
  - vi. challenging any inappropriate or harmful behaviour of any other adult and reporting This
  - vii. acting appropriately in the presence of children
  - viii. taking any inappropriate risks
  - ix. not smoking, drinking or taking any form of illicit substances in the presence of children

## 5. Safeguarding Officer

- a. Any question, report, or concern about the safeguarding of children should be shared with our Safeguarding Officer:
  - **Name:** HELEN KRAMPOUTSA
  - **Email:** [secretary.hackney.wolves@gmail.com](mailto:secretary.hackney.wolves@gmail.com)
  - **Telephone:** 07984427885

## 6. Confidentiality and Data Protection

- a. All personal data of children will be handled by our Data Protection Privacy Policy, accessible on our COACHA app.

## 7. Responding to a Safeguarding Concern

- a. Immediate risks should be addressed by calling 999, followed by contacting the Safeguarding Officer. We encourage calm and supportive interaction with children disclosing abuse, avoiding leading questions, and ensuring the confidentiality of the information.

- b. Where any child makes a disclosure relating to harm or abuse to an adult, it is important for that adult to:
  - i. listen calmly and carefully, showing that their views are taken seriously
  - ii. provide an appropriate and honest level of reassurance
  - iii. avoid interrogating children and asking probing intrusive and/or leading questions
  - iv. avoid making false promises regarding secrets and confidentiality with the child
- c. (because any concern of abuse/harm must be shared with the Safeguarding Officer and any subsequent safeguarding referral)
  - i. make a confidential written record of the discussion either during the discussion or immediately afterwards. The record should include the key details of the disclosure together with any relevant times, dates, places and people concerned. Audio and video recordings of children making disclosures should be avoided
  - ii. refer all relevant information to the Safeguarding Officer as soon as practicable afterwards, and by no later than the end of the day

## 8. For coaches/volunteers

- a. Safeguarding concerns, barring immediate risk, should be recorded in COACHA and communicated to the Safeguarding Officer within the same day. We ensure prompt and appropriate action in coordination with relevant authorities.

## 9. For parents

- a. Where there is a safeguarding concern but no immediate risk of serious harm, the adult who has heard or witnessed this concern should consult with the Safeguarding Officer as soon as practicable and by no later than the end of that same day
- b. Upon receipt of any safeguarding concern, the Safeguarding Officer shall consult with any other relevant persons and will make any appropriate referrals to the relevant authorities, such as the applicable Local Authority Children's Services department

## 10. Reporting Concerns About Other Adults

- a. Where any person has a concern regarding the conduct of an adult connected to HACKNEY WOLVES BASKETBALL CIC which poses or may pose a safeguarding risk to children such as:
  - i. harming a child either physically or emotionally
  - ii. exposing a child to behaviour that may cause physical or emotional harm
  - iii. Engaging in criminal activity concerning a child must be raised in the first instance
- b. with the Safeguarding Officer (or where this is not appropriate, a different senior member of the organisation) so that the next appropriate steps may be agreed upon and actioned. We recognise that there could be circumstances where a person may need to report a matter that has taken place in a setting outside of the person's engagement with HACKNEY WOLVES BASKETBALL CIC.
- c. Usually, any appropriate steps following a safeguarding referral in respect of an individual connected to HACKNEY WOLVES BASKETBALL CIC will include either:
  - i. Further initial enquiries
  - ii. Escalation to the applicable Local Authority Children's Services department for assessment and/or the police for investigation

- iii. instigation of any appropriate disciplinary, formal investigation processes and suspension of any person concerned within HACKNEY WOLVES BASKETBALL CIC
- iv. a referral to the Disclosure and Barring Service, Disclosure Scotland Access Northern Ireland, or any other relevant regulatory bodies
- d. Any person within HACKNEY WOLVES BASKETBALL CIC who has allegations made against them shall be informed properly in a formal meeting of the particulars of the allegations and the relevant next steps which shall be taken. Such a meeting should ordinarily be held by the Safeguarding Officer. On certain occasions, such a meeting may not be convened until this has been approved by any authorities involved (such as the police or the relevant Authority)
- e. Any person from within HACKNEY WOLVES BASKETBALL CIC who has allegations made against them shall be treated fairly. All enquiries investigations and decisions taken shall be just and fair, with the safety of any child concerned at the heart of the process.
- f. Any person from within HACKNEY WOLVES BASKETBALL CIC who makes an allegation against another person from within the Company shall be listened to, taken seriously, and shall be treated fairly and justly throughout the process of enquiries, investigations and decision-making.

## 11. Disclosure and Barring Service(DBS) Checks

- a. Checks under the appropriate legislation should be undertaken wherever required. The groups of people we will usually undertake checks with the DBS, Access Northern Ireland, and Disclosure Scotland (whichever is applicable) about are:
- b. All employees who undertake activities with children all service volunteers, and all
- c. service providers who provide services accessed by children Wherever we deem it is necessary and appropriate to remove any individual from a position of work in an activity which is regulated under relevant legislation, we shall also be obliged to make a referral to the DBS, Access Northern Ireland and Disclosure Scotland.

## 12. Responsibilities and Planning

- a. Although the Safeguarding Officer holds hold ultimate responsibility for overseeing the safety of children present at HACKNEY WOLVES BASKETBALL CIC, all individuals under this policy must also play an active role in always ensuring the safety of children.
- b. Where a certain type of event, activity or trip is taking place, we may issue an additional code of conduct, policy, or some specific other requirements which is specific to that occasion. Any such additional documentation will be made available to all those concerned (staff members, parents, guardians etc.)in advance. They should be read carefully and adhered to.
- c. Appropriate background checking shall be undertaken wherever we are legally required to do so in respect of adults who are engaged by us (see the relevant section above)

## 13. Venues

- a. We are typically based at The Urswick School - 1 Paragon Rd, London

- b. We have carried out a health and safety risk assessment about the premises, about its safety and suitability for children. Where any events, activities or trips are to take place at other locations, we shall also carry out a further risk assessment.
- c. The safety procedure for the premises can be found in the following for all sports centres: In the main reception.

## 14. First Aid & Medical Treatment of Young People

- a. Any accident or injury concerning a child should be brought to the attention of the nearest First aider and should thereafter be formally reported to the Safeguarding Officer.
  - i. It is recommended that no young person should be treated in any situation where the young person is on his/her own in a treatment room with the door closed. It is Hackney Wolves policy that all treatment procedures should be 'open' i.e. the door remains open, parents are invited to observe treatment procedures and only undertaken by appropriately qualified members of staff.
  - ii. Before medical or health treatment is carried out on a young person, written consent from the parents must first have been obtained unless it is an emergency.
  - iii. It is recommended that all treatment procedures are explained fully to the young person and verbal consent is given before they are carried out.
  - iv. It is recommended that, if treating an area of the body which is potentially embarrassing to a young person (i.e. the groin), a suitable adult (ideally a parent), acting as a chaperone, must be present.
  - v. It is important to maintain medical confidentiality and patient dignity at all times.

## 15. Consent Forms

- a. We shall always obtain email consent from a parent or guardian in the following circumstances (1) Wherever a trip is to take place off-site (it doesn't apply to fixtures)
- b. (2) Where we are scheduling a performance with members of the public present
- c. (3) Activity outside the scope of sports
- d. Consent will be obtained via online forms through coacha sent by email. Alternatively, parents can send an email stating the details of the activity and giving the consent of the child to attend. Consent forms will include emergency contact details and will set out any specific safety needs/requirements for children. All consent forms will be kept secure and shall be stored by our data protection privacy policy.

## 16. Supervision

- a. For most activities and events, our procedure for supervision of children is as follows: For groups of children aged between 5-9, there shall be 1 adult present for every 12 children.
- b. For groups of children aged between 10-18, there shall be 1 adult present for every 35 children.
- c. Wherever a child attends our premises alongside their parent or guardian, parents and guardians should ensure that children are properly supervised.

## 17. Managing the Behaviour of Children Generally

- a. Managing the Behaviour of Children

- b. In managing the behaviour of children, HACKNEY WOLVES BASKETBALL CIC commits to an inclusive and anti-discriminatory approach, ensuring all children are treated with respect and dignity, regardless of their race, gender, religion, sexual orientation, or disability. The following guidelines are set to ensure this commitment:
- c. Fair and Equal Treatment: Treat each child fairly and equally. Recognize and respect the diverse backgrounds and needs of all children. Encourage children to celebrate diversity and discourage any form of discrimination.
- d. Calm and Neutral Approach: Approach challenging or inappropriate behaviour calmly and neutrally. Avoid making assumptions about behaviour based on stereotypes or biases.
- e. Physical Restraint/Intervention: Use physical restraint or intervention only as a last resort, primarily to protect the immediate safety of the child or others. Ensure that any physical intervention is non-discriminatory and respectful of the child's dignity.
- f. Minimum Force: In cases where physical restraint is necessary, use the minimum force required and ensure that actions are proportionate to the risk presented.
- g. Documentation and Reporting: Document all incidents of challenging behaviour and the measures taken to manage them. This documentation should be objective, fact-based, and devoid of any discriminatory language or assumptions.
- h. Training on Diversity and Inclusion: Provide regular training to all staff and volunteers on managing children's behaviour with a focus on inclusivity, anti-discrimination, and respect for diversity.
- i. Parental Involvement: Engage parents or guardians in discussions about their child's behaviour, especially if there are recurring issues. Approach these discussions with sensitivity, acknowledging cultural, linguistic, or other differences that might impact communication.
- j. Support for Children with Special Needs: Offer additional support and make reasonable adjustments for children with special educational needs or disabilities. Understand and accommodate the unique challenges they might face in group settings.
- k. Conflict Resolution: Teach and encourage children to resolve conflicts respectfully and peacefully. Provide them with the tools and language to express their feelings and concerns without resorting to discriminatory or harmful behaviour.
- l. Positive Reinforcement: Use positive reinforcement to encourage good behaviour. Recognize and celebrate positive interactions and respect for diversity among children.
- m. Inclusivity in Activities: Ensure that all activities and games promote inclusivity, allowing children of all backgrounds and abilities to participate equally.
- n. Anti-Bullying Policy: Enforce a strong anti-bullying policy that addresses all forms of bullying, including that which may be based on race, gender, religion, sexual orientation, or disability.
- o. Feedback Mechanism: Implement a feedback mechanism for children to express their feelings about the behaviour management strategies used, ensuring their voices are heard and considered in policy revisions.
- p. By adhering to these guidelines, HACKNEY WOLVES BASKETBALL CIC aims to create a safe, inclusive, and respectful environment for all children, promoting positive behaviour and a culture of diversity and inclusion.
  - i. Treat each child fairly and equally.
  - ii. Approach the situation calmly and neutrally.

- iii. Only ever use physical restraint/intervention to protect the immediate safety of a person, for example, to prevent an injury or harm either to the child or others.
- iv. Wherever it is justified to physically restrain a child or to physically intervene, the amount of force used should be kept to the absolute minimum taking into account the risk posed.
- v. Make a written record of the incident and ensure this is reported appropriately to the Safeguarding Officer

## 18. Information, references and good practice - Introduction to Types of Abuse and Determining Good Practice

- i. To provide young people with the best possible experience and opportunities at HACKNEYWOLVES BASKETBALL CIC everyone must operate within an accepted ethical framework which is set out in the HACKNEY WOLVES BASKETBALL CIC Code of Conduct for Staff and Volunteers. It is not always easy to distinguish poor practice from abuse. It is therefore NOT the responsibility of employees or members at HACKNEY WOLVES BASKETBALL CIC to make judgements about whether or not abuse is taking place. It is however their responsibility to identify poor practices and possible abuse and act if they have concerns about the welfare of the young person, as explained above.
- ii. This section will help to identify what is meant by child abuse, good practice and poor practice.

## 19. What is Child Abuse?

- a. Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. It commonly occurs within a relationship of trust or responsibility and is an abuse of power or a breach of trust. Abuse can happen to a young person regardless of their age, gender, sexual orientation, race, religion or ability.
- b. The main types of abuse: are physical abuse, sexual abuse, emotional abuse, neglect and bullying.
- c. The abuser may be a family member, someone the young person encounters in residential care or the community, including sports and physical activities. Any individual who abuse or neglects a young person directly may be responsible for abuse because they fail to prevent another person from harming the young person.
- d. Abuse in all of its forms can affect a young person at any age. The effects can be so damaging that, if not treated they may follow the individual into adulthood.
- e. Young people with disabilities may be at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation and powerlessness to protect themselves or adequately communicate that abuse has occurred.

## 20. Types of Abuse

- a. **Physical Abuse:** where adults physically hurt or injure a young person e.g. hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, and drowning. Giving young people alcohol or inappropriate drugs would also constitute child abuse.
- b. ***In sports, physical abuse may occur when the nature and intensity of training disregard the capacity of the young person's immature and growing body.***

- c. **Sexual abuse** occurs when adults (male and female) use young people to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing young people pornography or talking to them in a sexually explicit manner are also forms of sexual abuse.
- d. ***In sports, activities which might involve physical contact with young people could potentially create situations where sexual abuse may go unnoticed. Also, the power of the coach over young athletes, if misused, may lead to abusive situations.***
- e. **Emotional abuse:** the persistent emotional ill-treatment of a young person, likely to cause severe and lasting adverse effects on the young person's emotional development. It may involve telling a young person they are useless, worthless, unloved or inadequate. It may feature expectations of young people that are not appropriate for their age or development. It may cause a young person to be frightened or in danger by being constantly shouted at, threatened or taunted which may make the young person frightened or withdrawn.
- f. ***In sports, this may occur when the young person is constantly criticised, given negative***
- g. ***feedback, and expected to perform at levels that are above their capability. Other forms of***
- h. ***emotional abuse could take the form of name-calling and bullying.***
- i. **Neglect:** occurs when an adult fails to meet the young person's basic physical and/or
- j. **psychological needs, to an extent that is likely to result in serious impairment of the young person's health or development. Examples of this could be; failing to provide adequate food, shelter and clothing; failing to protect from physical harm or danger; or failing to ensure access to appropriate medical care or treatment.**
- k. ***In sports, this could occur when a coach does not keep the young person safe or exposes them to undue cold/heat or unnecessary risk of injury.***
- l. **Bullying** may come from another young person or an adult. Bullying is defined as deliberate, hurtful behaviour, usually repeated over a period, where it is difficult for those bullied to defend themselves. There are four main types of bullying. It may be physical (e.g. hitting, kicking, slapping), verbal (e.g. racist or homophobic remarks, name-calling, graffiti, threats, abusive text messages), emotional (e.g. tormenting, ridiculing, humiliating, ignoring, isolating from the group), or sexual (e.g. unwanted physical contact or abusive comments).
- m. ***In sports, bullying may arise when a parent or coach pushes the young person too hard to succeed or a rival athlete or official uses bullying behaviour.***
- n. **Additional forms of abuse exist** - See appendices for details of Female Genital Mutilation; 'Honour' violence; Forced marriage; Child sexual exploitation; Child criminal exploitation; peer-on-peer abuse including 'sexting'; radicalisation; homelessness; serious violence; private fostering; 'upskirting'; early help; child abduction and community safety incidents; modern slavery; cybercrime; and domestic.

## 21. Indicators of Abuse and Mental Health Issues

- a. Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. Most people are not experts in such recognition, but indications that a young person is being abused may include one or more of the following:
  - i. Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.
  - ii. An injury for which an explanation seems inconsistent.



- iii. The young person describes what appears to be an abusive act involving them.
- iv. Another young person or adult expresses concern about the welfare of a young person.
- v. Unexplained changes in a young person's behaviour e.g. becoming very upset, quiet, withdrawn or displaying sudden outbursts of temper.
- vi. Inappropriate sexual awareness or engaging in sexually explicit behaviour.
- vii. Distrust of adults, particularly those with whom a close relationship would normally be expected.
- viii. Difficulty in making friends.
- ix. Being prevented from socialising with others.
- x. Displaying variations in eating patterns including over-eating or loss of appetite.
- xi. Losing weight for no apparent reason.
- xii. Becoming increasingly dirty or unkempt. Over-tiredness.
- xiii. Suicidal threats or behaviours.
- xiv. Displaying frequent unexplained minor injuries.

## 22. Signs of bullying:

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

## 23. Signs of grooming behaviours

- a. being over-friendly with children
- b. having favourites
- c. taking photographs of children on a personal mobile phone
- d. engaging with a child on a one-to-one basis in a secluded area or behind a closed door
- e. using inappropriate sexualised, intimidating or offensive language(including, but not limited to, making comments on body shape and using terms such as babe and princess).

## 24. Mental health

- a. Mental health problems can, in some cases, be an indicator that a young person has suffered, or is at risk of suffering, abuse, neglect or exploitation. Staff will not attempt to make a diagnosis of mental health problems – HACKNEY WOLVESBASKETBALL CIC will ensure this is done by a trained mental health professional. Staff will, however, be encouraged to identify young people whose behaviour suggests they may be experiencing a mental health problem or may be at risk of developing one. Staff will also be aware of how young people's experiences can impact their mental health, behaviour, and education.

- b. Staff who have a mental health concern about a young person who is also a safeguarding concern will act in line with this policy and speak to the DSL or DDSL(s). HACKNEYWOLVES BASKETBALL CIC will access a range of advice to help staff identify young people in need of additional mental health support, including working with external agencies.
- c. It must be recognised that the above list is not exhaustive, but also that the presence of one or more of the indications is not proof that abuse is taking place.
- d. ***It is NOT the responsibility of those working at HACKNEY WOLVES BASKETBALL CIC to decide that child abuse is occurring, it is, however, their responsibility to act on any concerns by reporting any incident to either the WELFARE OFFICER, as well as completing an Incident Referral Report Form at Coacha.***

## 25. Good Practice

- a. By promoting good practice the occurrence of abuse of young people should be reduced and this should also protect HACKNEY WOLVES BASKETBALL CIC staff, thus reducing the likelihood of allegations arising. All personnel adhere to the following principles and actions:
- b. Always work in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- c. If involved in a 1:1 (mentoring) situation, give some thought before the meeting to the venue and environment where the meeting will take place. Avoid private, closed places; instead meet in an open, transparent space. If privacy is needed, make sure that the room/office has windows and is situated in a natural walkway. Always inform a colleague of your meeting.
- d. Make the experience of your sports programme or session fun: promote fairness, confront and deal positively and proactively with bullying, harassment or any other inappropriate behaviour.
- e. Treat all young people equally and with respect and dignity.
- f. Always put the welfare of the young person first.
- g. Always use the Coacha app to communicate with any player above 13 years old who has been given the authorization by parents to be contacted. For parents who want to allow children to be contacted by the coach must select it on their profile. Parents will be able to secure access to all the messages. Children below the age of 12 are not allowed to contact or be contacted by the coach.
- h. Maintain a safe and appropriate distance with members (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a young person or to share a room with them).
- i. Avoid unnecessary physical contact with young people. Where any form of manual/physical support is required it should be provided openly and with the consent of the young person. Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the young person's consent has been given.
- j. In extreme cases where a young person is becoming a danger either to themselves, to other young people or to you, physical contact/restraint may be required, however, to be judged lawful the force of restraint used must be proportionate to the consequences it is intended to prevent.
- k. If appropriate, involve parents/carers wherever possible, where young people need to be supervised in changing rooms, and encourage parents who have undertaken a DBS check to take responsibility for their child. If groups have to be supervised in changing rooms always ensure parents, coaches etc. work in pairs.

- l. - Keep up to date with the technical skills, qualifications and insurance in sports.
- m. - Never transport a young person unless in an emergency; in this case, it is the coach's responsibility to contact the young person's parents, carers their director of Coaching for permission BEFORE they transport the young person. In such circumstances, always transport the young person in the back seat of the car and ideally, there should be at least one additional adult to the driver acting as an escort.
- n. Be an excellent role model: This includes not smoking or drinking alcohol in the company of young people, as well as having an appropriate dress code and using the correct language.
- o. Always give enthusiastic/ constructive feedback rather than negative criticism.
- p. Recognise the developmental needs and capacity of the young person, and do not risk sacrificing welfare in the desire for team/personal achievements. Avoid excessive training or competition and pushing them against their will.
- q. Do not undertake any medical treatment on a young person, qualified to do so. HACKNEY WOLVES BASKETBALL CIC should secure written parental consent for qualified members of staff to act in loco parentis, to permit the administration of emergency first aid or other medical treatment.
- r. Keep a written record of any injury that occurs, along with details of any treatment given.
- s. All members (outside curricular sessions) must be registered using the Player Registration Form.
- t. All staff must seek clarification from their managers regarding the appropriate risk assessment documents they should use for each activity/site/venue (for further detail please refer to the Health & Safety policy available at Coacha.

## 26. Managing Risks Posed by Other Children

- a. It is important for all adults engaged by us to recognise that children can face harm from their peers. This can commonly take the form of bullying Bullying can be defined as any behaviour that is:
  - i. repeated; and
  - ii. has the intention of hurting somebody either physically or emotionally
  - iii. Bullying can sometimes be motivated by prejudices based on certain groups, for example gender. race, religion or sexual orientation. Bullying can often include:
    - iv. physical perpetrated against another child
    - v. name calling and threats
    - vi. Cyberbullying (threats and abusive comments made via technology)
- b. Instances of bullying or concern relating to possible bullying between children at any event or activities arranged by us will usually be dealt with by us in the first instance as follows:
- c. All children and any relevant staff shall be spoken to individually to ascertain the facts.
- d. Where appropriate, children will receive a first warning and relevant support/education. We may also ask parents to supervise their child during sessions for several sessions.
- e. Where any behaviour amounting to bullying continues following this, the following steps will be taken.
- f. The child or children who are responsible for persistent behaviour which amounts to bullying of another child shall be banned from attending the premises.

- g. All steps related to the prevention or management of bullying should be taken in consultation with the Safeguarding Officer.

## 27. Poor Practice

- a. The following should be avoided except in emergencies.
- b. Do not transport young people in your car unless in an emergency and even so, permission MUST WITHOUT FAIL be obtained from the young person's parents or carer AND your Director of Coaching beforehand. Ideally, there should be at least one additional adult to the driver acting as an escort.
- c. Avoids spending time alone with young people away from others.
- d. If cases arise where these situations are unavoidable, they should only occur with the full knowledge and consent of your Director of Coaching or the appropriate person from the school/activity/event and the young person's parents. For example, a young person sustains an injury and needs to go to the hospital, or a parent fails to arrive to pick a young person up at the end of a session. In all cases, such incidents should always be recorded.
- e. The following are regarded as poor practices and should be avoided by all personnel:
- f. Engaging in rough, physical or sexually provocative games, including any forms of inappropriate behaviour.
- g. Use of your mobile phone or tablet other than in extreme emergencies.
- h. Over-friendly behaviour/nature with members.
- i. Allowing or engaging in inappropriate touching of any form.
- j. Allowing young people to use inappropriate language unchallenged.
- k. Making sexually suggestive comments to a young person, even for fun.
- l. Reducing young people to tears as a form of control.
- m. Allowing allegations made by a young person to go unchallenged, unrecorded or not acted upon.
- n. Doing things of a personal nature that the young person can do themselves.
- o. Sharing a room with a young person.
- p. If during your care you accidentally hurt a young person, the young person seems distressed in any manner, appears to be sexually aroused by your actions and/or if the young person misunderstands or misinterprets something you have done, report any such incidents as soon as possible to the Director of Coaching (Nestor Diaz) or the Welfare officer(Helen Krampoutsas), as well as making a written note in Coacha. If appropriate they should then inform the young parents of the incident.

## 28. Changing Rooms

- a. If possible, young people should be supervised in the changing rooms by a member or members of the HACKNEY WOLVES BASKETBALL CIC staff. The member(s) of staff should be positioned by the door, with the door open(where appropriate) to supervise the young people by listening for concerning behaviours or incidents and entering the changing room if necessary.
- b. As far as possible, members of HACKNEY WOLVES BASKETBALL CIC staff will only supervise assist young people of the same gender.
- c. Young people will be made aware that a HACKNEY WOLVES BASKETBALL CIC staff member will enter the changing room if necessary - in response to a disturbance, for

- example. If there is a need for an adult to enter the room, they will alert the young people to this by announcing it to allow them to cover up if they want to.
- d. Adult staff should not change or shower at the same time using the same facility as young people.
  - e. If you are involved in a mixed-gender activity, separate facilities should be made available.
  - f. 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.
  - g. If your activity/event has members with disabilities, involve them and their carers in deciding how they should be assisted and ensure they can consent to the assistance that is offered.
  - h. No photographic equipment is to be used in the changing rooms. This includes cameras, video cameras and mobile phones with photographic capabilities.

## 29. Photography

### a. Our Photographs

- i. On some occasions, we may take photographs featuring children. We recognise that photography of children carries risks, such as:
  - ii. the potential for images to be re-used, shared or adapted in a damaging or inappropriate manner.
  - iii. the general risk of sharing images and the impact this could have on a child's public image as they grow older.
- iv. Given these risks, we will:
  - v. always ask for written permission from a child and their parent/guardian before taking and sharing any image of them.
  - vi. Always ensure that a child and their parent/guardian are properly informed of how an image will be used and shared.
  - vii. always ensure that a child's identity is protected as far as possible within any published material.
  - viii. ask that parents, guardians, children and any other person connected to them who may wish to share any of our published images which feature other children refrain from doing so unless they have the permission of the other children and their parent/guardian.
- ix. Always take photos by our data protection policy.

### b. Members of the Public

- i. We ask that any members of the public attending our premises, events or activities do not take photographs. Information is contained in our photography policy which can be found at [www.hackneywolvesbasketball.com/about](http://www.hackneywolvesbasketball.com/about)

## 30. Other Policies

- a. We have referred within this document to the following other important policies which should be read in conjunction with this policy.
  - i. Our data protection policy
  - ii. Our first aid policy
  - iii. Our photography policy

~~Helena Krampoutsas~~ This policy should also be read in conjunction with the following documents available on the website:

- i. Health Safety Policy
  - ii. Child protection code of conduct
  - iii. Safeguarding Adults Policy and Procedures.
  - iv. First aid policy Photography Policy
- c. This Policy is approved and robustly endorsed by HACKNEY WOLVES BASKETBALL CIC and is due for review every 1 YEAR

Signed:

A handwritten signature in black ink, appearing to read 'Krampoutsas', with a horizontal line underneath it.

**Date:** 12.11.2023

HELEN KRAMPOUTSA (Safeguarding Officer)

# Safeguarding and Child Protection Code of Conduct

## 1. Safeguarding and Child Protection Code of Conduct

- a. If a concern arises through a phone call, email, letter, conversation or observation, record the information on an Incident Referral Form then immediately tell either the Deputy Director of Coaching or the Safeguarding Lead Officer. Never just ignore it.
- b. All HACKNEY WOLVES BASKETBALL CIC staff, workers and volunteers must adhere to the following good practice guidelines:

## 2. Player Relationship

- a. Never engage in a personal relationship with a HACKNEY WOLVES BASKETBALL player or young person.
- b. Never engage in any behaviour that is seen as 'grooming'. The signs of grooming include o being over-friendly with children having favourites taking photographs of children on your mobile phone o engaging with a child on a one-to-one basis in a secluded area or behind a closed door using inappropriate sexualised, intimidating or offensive language (including, but not limited to, making comments on body shape and using terms such as babe and princess).
- c. Develop an appropriate working relationship with members, based on mutual trust and respect.
- d. Maintain a professional relationship at all times, including outside of working hours.

## 3. Communication

- a. When communicating with a young person via the Coacha app. Ensure that the conversation/text is only ever regarding your programme and never encourage the young person to reply, except when appropriate. In no circumstances should you use your personal mobile/iPad.
- b. Do not accept a young person as a friend on any social media site. If you currently have a player under the age of 18 as a friend on a social media site, please delete them immediately. All social media, including Twitter communication, must be undertaken through the official HACKNEY WOLVES BASKETBALL CIC channels.

## 4. Transportation

- a. Never transport a young person in your car unless in an emergency; in this case, it is your responsibility to contact the young person's parents, carers AND your Director of Coaching BEFORE you transport the young person. In such circumstances, always transport the young person in the back seat of the car and ideally, there should be at least one additional adult to the driver acting as an escort.

## 5. Health & Safety

- a. Ensure the safety of all children by providing effective supervision, proper preplanning of coaching sessions and using safe methods at all times.
- b. Consider the well-being and safety of members before the development of performance.
- c. Administer minor first aid in the presence of others and where required call the Emergency Services.
- d. Have access to a telephone for immediate contact with emergency services if required.
- e. Establish and address the additional needs of disabled members or other vulnerable groups.

## 6. Behaviour

- a. Encourage and guide members to accept responsibility for their performance and behaviour.
- b. Encourage all children not to discriminate on the grounds of religious beliefs, race, gender, social class or lack of ability.
- c. Do not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour.

## 7. Safeguarding Professional Conduct

- a. Treat all young people fairly and ensure they feel valued.
- b. Appreciate the efforts of all young people and do not over-train the young people. Never exert undue influence over performers to obtain personal benefit.
- c. Be positive, approachable offer praise to promote the objectives of the HACKNEY WOLVES BASKETBALL CIC at all times.
- d. Never use sanctions that humiliate or harm young people.
- e. Do not abuse members physically, emotionally or sexually.
- f. Maintain confidentiality about sensitive information.
- g. Respect and listen to the opinions of young people.
- h. Take time to explain rules and techniques to ensure they are clearly understood.
- i. Create an environment where every individual has the opportunity to participate in a sport in an environment free of fear and harassment.
- j. Recognise the rights of all members to be treated with respect and as individuals.
- k. Be a positive role model for members at all times and ensure that the environment is as safe as possible, taking into account and minimising any possible risks.

## 8. Sharing Concerns and Recording Incidents

- a. Do not let any allegations of abuse of any kind or poor practice go unchallenged or unrecorded. Incidents and accidents must be recorded in line with Hackney Wolves procedures.
- b. Report accidents or incidents of alleged abuse or poor practice to the designated safeguarding person.

"HACKNEY WOLVES BASKETBALL CIC is committed to providing a high quality, safe and child-friendly environment for staff, volunteers, workers and members and therefore operates a zero-tolerance policy in connection with the above."



I .....Helen Krampoutsas..... confirm that I have read Part One of Keeping Children Safe in Education (September 2023) together with the above statement. I agree to comply with the HACKNEY WOLVES BASKETBALL CIC Safeguarding & Child Protection policy and adhere to all the areas of good practice listed above. In addition, I confirm I will inform HACKNEY WOLVES BASKETBALL CIC of any personal/family relationship with a HACKNEY WOLVES BASKETBALL CIC player.



.....

Signed Dated 12/11/2023

## Further reading:

- HMGovernment (2018) Working together to safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/779401/Working\\_Together\\_to\\_Safeguard-Children.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard-Children.pdf)

- [Keeping Children in Education September 2023](#)

-Disclosure and Barring Service (DBS) checks (previously CRB checks)

<https://www.gov.uk/disclosure-barring-service-check/overview>

- DBS update Service <https://www.gov.uk/dbs-update-service>

-Protection of Freedoms Act (2012) – Chapter 5

<http://www.legislation.gov.uk/ukpga/2012/9/part/5/chapter/1/enacted>

## Contacts and Advice:

- Expert organisations
- Barnardo's
- LucyFaithfull Foundation
- NSPCC
- RapeCrisis
- University of Bedfordshire: Contextual Safeguarding
- UK SaferInternet Centre
- Support for victims
- anti-Bullying Alliance
- MoJVictim Support
- RapeCrisis
- TheSurvivor's Trust

- VictimSupport
- Toolkits
- Brook
- NSPCC safeguarding Unit, Farrer and Co, and Carlene Firmin, MBE, University of Bedfordshire

## Further information on confidentiality and information sharing

- Gillick Competency Fraser Guidelines
- eGovernment Information Sharing Advice
- Information Commissioner's Office: Education
- NSPCC: Things to Know and Consider

## Further information on sexting

- o UKCouncil for Child Internet Safety: Sexting Advice
- o LondonGrid for Learning – Collection of Advice

## Support for parents

- Parentzone
- Parentsafe
- LondonGrid for Learning
- CEOPThinkuknow – Challenging Harmful Sexual Attitudes and Their Impact
- CEOPThinkuknow – Supporting Positive Sexual Behaviour.