



Safeguarding & Wellbeing Policy

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A General Policy Statement

1. Tornadoes Korfball Club & Academy (TKCA) has a moral duty to ensure that it functions with a view to safeguarding and promoting the welfare of children & Adults.

Throughout these policies and procedures, reference is made to “children and young people”. This term is used to mean “those under the age of 18”. Tornadoes Korfball Club & Academy recognise that some adults are also vulnerable to abuse, accordingly, the procedures may be applied (with appropriate adaptations) to allegations of abuse and the protection of vulnerable adults & adults in general.

TKCA is committed to ensuring that the organisation:

- Provides a safe environment for children & adults
- Identifies children and adults who are suffering
- Takes appropriate action to see that such children and adults are kept safe from harm

In pursuit of these aims, TKCA will approve and annually review policies and procedures with the aim of:

- Raising awareness of issues relating to the welfare of children and adults and the promotion of a safe environment for the children and adults
 - providing procedures for reporting concerns
 - Establishing procedures for reporting and dealing with allegations of abuse against members/officers of the club
 - The safe recruitment of volunteers
2. TKCA has nominated **Sarah Cornwell** as lead person with special responsibility for any Safeguarding for children & adult’s issues until further notice. She will undertake appropriate training. This person is likely to be a club committee Member.
 3. Officers and volunteers working with children will receive training adequate to familiarise them with any safeguarding issues, responsibilities and the club’s procedures and policies, with refresher training at least every 3 years. If appropriate there will be also be a member of the management team or volunteer who may through their employment background have particular expertise in safeguarding issues. They may be delegated by the Exco committee.
 4. The Club will receive from the designated person who has the lead responsibility for safeguarding an annual report which reviews how the duties have been discharged.

5. TKCA recognises the following as definitions of abuse:

1. Physical Abuse

Physical abuse causes harm to a child's person. It may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning or suffocating. It may be done deliberately or recklessly, or be the result of a deliberate failure to prevent injury occurring.

2. Neglect

Neglect is the persistent or severe failure to meet a child or young person's basic physical and/or psychological need. It will result in serious impairment of the child's health or development.

3. Sexual Abuse

Sexual abuse involves a child or young person being forced or coerced into participating in or watching sexual activity. It is not necessary for the child to be aware that the activity is sexual and the apparent consent of the child is irrelevant. Any Sexual Abuse must be reported to the police immediately.

4. Emotional Abuse

Emotional abuse occurs where there is persistent emotional ill treatment or rejection. It causes severe and adverse effects on the child's or young person's behaviour and emotional development, resulting in low self worth. Some level of emotional abuse is present in all forms of abuse.

5. Bullying

"Bullying is deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves." Bullying can be: Emotional, Being unfriendly, excluding (emotionally and physically), sending hurtful text messages, tormenting, (e.g. hiding kit or equipment, threatening gestures)

- Physical Pushing, kicking, hitting, punching or any use of violence
- Racist Racial taunts, graffiti or gestures
- Sexual Unwanted physical contact or sexually abusive comments
- Homophobic Because of, or focusing on, the issue of sexuality
- Verbal Name-calling, sarcasm, spreading rumours, teasing.

Tornadoes Korfbal Club & Academy - Anti-bullying policy

TKCA is committed to fostering a caring, friendly and safe environment for everyone involved in korfbal so they can participate in a relaxed and secure atmosphere. Bullying of any kind is unacceptable in korfbal. If bullying does occur, all players, coaches, volunteers or parents should be able to tell and know that incidents will be dealt with promptly, effectively and in absolute confidence.

Bullies come from all walks of life. They bully for a variety of reasons and may even have been bullied or abused themselves. Typically, bullies can have low self-esteem, be excitable, aggressive or jealous. Bullies can be boys or girls, men or women. Although bullying often takes place in schools, research shows it can and does occur anywhere where there is inadequate supervision and competitive environments, such as korfbal, are an ideal environment for a bully.

The bully in korfbal can be a:

- Parent who pushes too hard
- Coach who adopts a 'win at all costs' philosophy
- Player who intimidates or ridicules a peer
- Club official who places unfair pressure on a person
- Spectator who constantly shouts abuse.

Prevent and anti-radicalisation

As part of England Korfbal's safeguarding and child protection duties we are fully behind the government's Prevent Strategy.

England Korfbal will support the prevent strategy by responding to the ideological challenge of terrorism and the threat from those who promote it. In doing so, we must be clear: the ideology of extremism and terrorism is the problem; legitimate religious belief emphatically is not. We will aim to prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support. We will therefore support the building of prevent training into safeguarding practice and training.

B. Designated person with Responsibility for Safeguarding & Wellbeing i.e. CPO officer with Lead Responsibility

1. The designated person with lead responsibility for Safeguarding & Wellbeing issues is

Sarah Cornwell - *sarahreflex@yahoo.co.uk*.
2. She has a key duty to take lead responsibility for raising awareness within the Club of issues relating to the welfare of children and adults, and the promotion of a safe environment for the children and adults
3. She is responsible for ensuring that exempted (Criminal History) questions are asked on relevant volunteer appointments
4. She has received appropriate training and should keep up to date with developments in safeguarding issues. She will also have responsibility for making new officers and volunteers aware of the existing safeguarding policy.
5. She will be the main contact point for any safeguarding issues and will have contact details for relevant organisations available for volunteers. This list will usually include contact details of relevant individuals and provisions such as the NSPCC Helpline 0800 800 5000 and the local police unit: Medway Police Station, Purser Way, Gillingham, Kent, ME7 1NE

C Dealing with Disclosure of Abuse and Procedure for Reporting Concerns

If a child or adult tells a member of TKCA about possible abuse:

- Listen carefully and stay calm.
- Do not interview the person, but question normally and without pressure, in order to be sure that you understand what the person is telling you.
- Do not put words into the persons mouth.
- Reassure the person that by telling you, they have done the right thing.
- Inform the person that you must pass the information on, but that only those that need to know about it will be told. Inform them of to whom you will report the matter.
- Note the main points carefully.
- Make a detailed note of the date, time, place, what the person said, did and your questions etc.
- Members should not investigate concerns or allegations themselves, but should report them immediately to the Designated Person (**Sarah Cornwell**)

D. Regulated Activity and obtaining Enhanced Disclosure and Barring Service checks

1. Under the Safeguarding of Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012, an individual working unsupervised with children is considered to be engaged in regulated Activity and must have an enhanced Disclosure and Barring Service (DBS) check which will involve a check of the children's barred list, in order to perform their duties.
2. However, an individual working in a directly and permanently supervised position is not considered to be engaged in regulated activity but should still have an enhanced DBS disclosure check. However because they are working in a supervised role the enhanced check will not include a check of the children's barred list.
3. Note that applications for a DBS enhanced check can only be submitted where the applicant is aged 16 or over at the time of making the application.

E. Duty to refer to the DBS (Now Disclosure and Barring Service (DBS))

1. The Safeguarding of Vulnerable Groups Act 2006 and Protection of Freedoms Act 2012 both make it mandatory to refer anyone known to pose a threat of harm to a child or vulnerable people to the Disclosure and Barring Service (DBS). This means that the designated member of staff responsible for safeguarding must not knowingly employ anyone who poses a risk of harm to children or vulnerable adults, this includes anyone who is believed to have committed a relevant conduct while on the job or who has a record of such conduct.
2. TKCA has a legal duty to refer a member or volunteer who poses a risk of harm to children or vulnerable adults to the DBS, failure to do so can result in a fine and/or up to 5 years imprisonment. There must be sufficient and solid evidence that the member or volunteer poses a risk of harm before they can be referred to the DBS. The DBS will not consider evidence based on rumour or unsubstantiated reports. TKCA should also inform the police and other relevant authorities if they believe a relevant conduct has occurred.
3. Referral forms can be downloaded from the DBS's website www.homeoffice.gov.uk/dbs.

F. The DBS's barring process

1. Whenever new relevant information (such as a conviction or caution) becomes known, the information will be sent to the DBS. The DBS will consider this information, together with other information known on the individual, and decide whether it indicates that the individual poses a risk of harm to vulnerable groups. If so, the DBS will commence its barring process and the DBS will issue a disclosure certificate to the applicant with the barring information.
2. The applicant should be advised by the designated safeguarding officer to make a representation to the DBS regarding the barring information. The DBS will assess the barring information and representation and decide whether to bar the applicant. If there is sufficient barring evidence, the applicant will be placed on either the **Children's Barred List** or the **Vulnerable Adults Barred List** or both depending on the offence. The applicant must then be removed from regulated activity.

3. The applicant has the right of appeal to a tribunal and must be advised of this right. Serious offences committed against vulnerable people will lead to automatic barring and the applicant will have no right to make representations or to appeal against a barring decision.

G. Reporting and Dealing with Allegations of Abuse against Members of Staff.

The procedures apply to all club officers, Volunteers & Members. The word “Officer” is used for ease of description.

1. Because of their frequent contact with children and adults, officers may have allegations of child & adults abuse made against them. TKCA recognises that an allegation of child & adult abuse made against a member of TKCA may be made for a variety of reasons and that the facts of the allegation may or may not be true. It is imperative that those dealing with an allegation maintain an open mind and that investigations are thorough and not subject to delay.
2. TKCA recognises that the Children Act 1989 states that the welfare of the child & adult is the paramount concern. It is also recognised that hasty or ill-informed decisions in connection with an officer or member of TKCA can irreparably damage an individual’s reputation, confidence and career. Therefore, those dealing with such allegations within the club will do so with sensitivity and will act in a careful, measured way.

H. Safer Recruitment and Selection Procedure

TKCA already have recruitment and selection procedures. These should be reviewed in order to ensure that they take account of the following:

- They should apply to Officers and volunteers who may work with children & adults
- The post or role should be clearly defined
- The key selection criteria for the post or role should be identified
- Obtain professional and character references if relevant
- Verify previous experience in this field
- Disclosure and Barring Service disclosure (DBS) checks (maintain sensitive and confidential use of the applicant’s disclosure).
- Selection criteria (e.g. qualifications, previous experience, interview, reference checks).

I. Use of Social Networking and Child Protection

Outline

As an organisation working with young people & adults we acknowledge the impact and involvement that social networking & messenger sites/apps such as Facebook, Twitter, Instagram and WhatsApp have on the lives of young people and their role in the ways which young people & adults interact with each other. There is huge potential for these tools to be used by youth workers to communicate activities with young people, to encourage them in their faith and to play a part in the discipleship of young people beyond face-to-face groups.

At the same time, we acknowledge the dangers and potential risks that these sites can pose to both young people and adults, and officers and have the potential to be abusing as ways of interacting with young people. Therefore, as an organisation any officer using social networking as part of their ongoing work with young people & adults must abide by the following guidelines to safeguard both officers and young people involved.

Guidelines for Using Social Networking with Young People & Adults

Use of Messages & Communication with Individuals

All social networks allow private messaging to take place between 'friends'. There are times when one-to-one communication is appropriate however we would strongly advise that any one-to-one communication using social media is kept to a minimum and that it is done via a platform that keeps a record of these messages (i.e. Facebook messenger) and is ideally done using a specific work account.

When using social networks to communicate with young people we highly recommend that you:

- Use a separate, designated Facebook account for the purposes of the child-based organisation. This account may be examined by any of the designated safeguarding officer and should be used for communication purposes only
- Any communication using this Facebook account should be kept public or kept logged. Messages should be saved and kept (both incoming and outgoing).
- All contact with young people & adults using Facebook should be kept appropriate and not use abbreviations/language that could be misunderstood by a parent or guardian (e.g. LOL, IDK (I don't know) and Emojis).
- It is recommended that officers do not use this account after 10pm in order to maintain a safe boundary between normal working hours and personal life hours.
- All communication with young people & adults on social media should be done with parental consent.

Specific Social Media Site Guidelines

Facebook

We highly recommend that young people & adults are only added to the specific TKCA Facebook account with parental consent. This can be done by adding a tick box to your regular consent form. Facebook has a function that allows you to download an archive of your profile. We recommend doing this periodically to enable you to have a local copy.

Messaging on Facebook is typically logged which means a record of individual and group messages are automatically kept. When using group messages we recommend that another adult is also part of this message.

In all communication with young people & adults using social networking sites it is advisable to not use abbreviations (for example: lol, emojis) as these can often be misinterpreted by parents.

If you are concerned about a young person & adult from their posts on a social media network then you should seek further advice from the designated safeguarding officer or consult your safeguarding policy.

WhatsApp

WhatsApp can be a great tool for creating group messages between young people & adults, however when doing this make sure you have sought parental permission first.

We recommend that at least 2 adults are part of a WhatsApp group chat.

When using WhatsApp group chats you should be aware that adding people to the group discloses their mobile number to the rest of the group. WhatsApp allows you to backup your chats and we highly recommend doing this.

Twitter

The public nature of the majority of twitter profiles means that young people & adults can freely choose to 'follow' you on the platform. It also means you can freely choose to 'follow' them back. If you use a public twitter account or one specifically for your youth work you should make sure that your content is appropriate (i.e. a good witness) and only reply to young people when absolutely necessary.

If you use Twitter we recommend using public communication as much as possible as the direct message feature isn't easy to back up or keep a log of.

Instagram

We recommend using Instagram for the purpose of sharing photos only rather than using messaging features as these are difficult to keep a back up of. If you have a youth Club account then please make sure you have permission from parents before sharing photos of young people.

Snapchat

The nature of Snapchat makes it completely inappropriate for use with young people as messages disappear after a designated amount of time. If you use Snapchat as an individual please ensure that you have to give permission for people to follow you and that you do not add any young people

J. Parental Guidelines

1. Transporting teams to either games or training must have a chaperone and not just a single adult. A player over 18ys old is not classed as an adult, even if they are a sibling of an U16 in the same vehicle
2. Message confirmation from a parent giving permission to transport their child
3. If a child is waiting to be picked up by a parent, the coach must wait for a message approval from the parent/guardian to transport the child. This is the only authority that is acceptable.
4. No messaging to U16s

K. Check the CPSU website for taking children abroad

An essential safety checklist for sports organisations from the Child Protection in Sport Unit. It covers travel within the UK as well as overseas, international travel.

This comprehensive checklist is broken down into the following topics:

- trip details
 - planning
 - communication with parents
 - transport
 - accommodation
 - preparing athletes
 - supervision and staffing
 - documentation
 - insurance
 - hosting or being hosted
 - emergency procedures
 - costs and cash
 - arrival
- *A more detailed checklist is available

L. Useful contacts



NSPCC GILLINGHAM

68 West Street , Pear Tree House
ME7 1EF Gillingham
Kent England
01634 564688
01634 564685

TKCA Contact Details

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