



## Club Mark



## Club Mark



## Club Mark

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### 1. CODE OF PRACTICE FOR COACHES

The coach's primary role is the development of their people so they can safely reach their maximum potential within the sport. Due regard must be given to the long-term health interests of the participants over short-term achievement. In order to deliver this, the Coach must adopt a professional manner in all that he or she does.

*Coaching is about developing an individual or group of individuals to attain their maximum potential. Each person is unique and different and has individual goals and aspirations.*

- Coaches must respect and work to the **Council's** Equal Opportunity Policy. Activity in our sport is actively encouraged, neither, race, age, sex, social and economic background or disability, should be a bar against active participation. It is the aim of our Coaching program to encourage and foster an ethos of providing an opportunity for all members to achieve their maximum potential, with the only constraints being their interest and ability.
- The Coach must respect the personal rights of freedom from physical or sexual harassment or abuse.
- Coaches must take into consideration the age, maturity and skill level of the athletes, particularly in the case of children or less developed young athletes.
- Coaches should ensure fairness in both training and competition, and to extend an equal opportunity for all to participate.
- Coaches must respect the dignity and recognise the individual's contribution to the sport, their club or association.
- Coaches must acknowledge and respect the Rules of Competition both National and International where appropriate. This respect should extend to the spirit of the rules as well as to the actual letter.
- Coaches must ensure that the venues and equipment are safe and appropriate for the activity.
- Coaches must positively discourage the use of prohibited drugs or other disallowed performance enhancing substances. They must be proactive in the education of their athletes, on the harmful effects of these prohibited substances.
- Coaches must encourage a respect for officials, without whom competitions can not take place, the Officials must discharge their responsibilities fairly and according to the rules of competition.
- Coaches should never openly or covertly solicit, athletes away from other Coaches, in order for them to join their Association.
- Coaches should hold recognised coaching qualifications and respect that the gaining of coaching qualifications is an on-going commitment to maintain up-to-date practices and procedures.
- Coaches have a responsibility to share the knowledge and practical experience with other coaches on request.
- Coaches must respect the image of the coach and continuously maintain the highest standard of personal conduct and professionalism. This should be reflected in their manner, appearance and behaviour.
- All coaches have an equal right to desire the success of the athletes they coach - competing within the rules. Coaches should extend respect to other Coaches and reserve criticisms, observations or recommendations of their coaching practice to the appropriate person outside the view or hearing of the public or athletes.
- Coaches should actively seek out and refer to other professional agencies that could play a role in the development of the athletes they coach. This includes working openly with other coaches, using the expertise of sports scientists and sports physicians, nutritionists and displaying an active support of their National Governing Body.



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### 2. REPORTING & RECORDING INCIDENCE/ACCIDENTS.

It is the duty of a coach to report all accidents to the appropriate responsible person (i.e. his chief instructor present or to the person in charge of the building), and to ensure that the accident is recorded accurately in the accident record book, (name of the injured person, date, time and cause of the incident/accident, nature of the incident/injury, what action/treatment was taken/given and by whom). Please record whether emergency services, doctor or paramedic were called and include any witness statements in the report. Where possible, the coach and the injured party should affirm the accident report at their earliest convenience.

#### Following emergency procedures

- Remember you have a 'Duty of Care' and are expected to deal with emergencies/incidence calmly and professionally at all times.
- Assess the incident and manage the situation quickly to prevent further incidents or injury.
- Ensure that any other participants are adequately supervised and or the session brought to a temporary halt.
- Do not move the injured party if the injury is considered 'SERIOUS' make sure the patient is warm and as comfortable as possible, use emergency first aid if appropriate to safeguard the injured person and wait for the Emergency Services.

#### 1. In case of a fire, flood or explosion:

- Ring fire alarm (if appropriate)
- Report to the coach and the person in charge of the hall.
- Delegate a senior member to ring for the fire brigade (if necessary).
- Calmly inform the students and lead them to safety.
- Delegate a senior member to take roll calls from the attendance book.
- If it is a small fire, tackle it with fire extinguisher without putting yourself in danger
- Record it in the incident/accident record book.

#### 2. Injury Procedures.

In the event of illness/injury during class or on the premises, only a suitably qualified emergency First Aider is allowed to give first aid treatment. First aid simply means keeping the injured person as comfortable as possible until the appropriate medical help arrives. Coaches must not attempt to treat the seriously injured student other than giving the appropriate first aid treatment unless he or she is medically qualified.

The British Council for Chinese Martial Arts recommends that coaches are fully trained in emergency First Aid, or guarantee that a suitably qualified emergency First Aider is always in attendance during the class sessions.

(a) If it is a MINOR INJURY (cut, bruising, fainting, nose bleed, punch in solar plexus or kick in the groin etc), only a suitably qualified first aider is allowed to treat the injury. For your own safety always wear surgical gloves when dealing with bleeding or bodily fluids.

(b) Any SERIOUS INJURY (dislocation, broken limb or concussion), must be referred to the professional bodies. Apply first aid accordingly, and then take the injured person to the nearest hospital or doctor depending on the seriousness of the injury or ring for the emergency service.

(c) If a child is involved always make sure that he/she is comfortable and give plenty of assurance. It is essential that you or one of your assistant coaches accompany the child to hospital. The Parent or guardian must be informed of the injury and which hospital he/she has been taken to.



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(d) Make sure to record the injury in the accident record book.



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### 3. ATTENDANCE REGISTER

Remember you have both a Duty of Care and a Duty to comply with the Data Protection Legislation.

You are legally required to keep an 'Attendance Register' to account for the number of people attending the session, if you allow visitors or friends and parents to watch you need to record them as GUEST as well, just in case an emergency evacuation is necessary. Any personal information recorded is subject to the requirements of the 'data protection act' and be particularly careful of recording telephone numbers or medical conditions if the register can be overlooked by a 3<sup>rd</sup> party.



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### 4. MEMBERSHIP FORM (SAMPLE TEMPLATE)

Name of Association/Club

*It is the responsibility of the participant to inform the Coach of any changes to your medical condition throughout the year.*

Please complete the Registration Form in BLACK INK and BLOCK letters

Personal Details			
Surname:			
First Name(s)			
Date of Birth	/	/	
Sex:	Male	<input type="checkbox"/>	Female <input type="checkbox"/>
Contact Details Participant or Next of Kin if under 18			
Address			
Telephone			
Weight			Kg
Height			Cm
Length of time Training			Months
Style or System Practised			

Medical Conditions	Yes / No	Comments
<i>Do you suffer from what have you ever suffered from, any of the following: (Please Tick appropriate box)</i>		
Circulatory problems		
High or low blood pressure		
Heart disease		
Asthma		
Diabetes		
Allergies		
Migraine		
Skin infection		
Immunodeficiency disorder (HIV AIDS)		
Blood Disorder ( Haemophilia, etc)		

Medical History	Yes / No	Comments
<i>Have you recently, or in the past 6 months had: (Please Tick appropriate box)</i>		
Bone fractures		
Joint dislocations		
Surgery		
Torn muscles or tendons		
Sprains or strains		
Back or neck pains		
Painful joints		
Rheumatism or arthritis		
<i>Have you recently, or in the past had:</i>		
Bone fractures		
Are you currently using or taking prescribed medication?		
Does your condition require having your medication with you whilst training?		

*I understand that participation in the above activities can be dangerous and that injury is possible. I will not hold the organisers, the venue owners, the BCCMA, the officials or other participants liable for any injuries received as a result of participating in the sport whether directly or indirectly received.*

Signature

Date

Parent or Guardian (if Participant is under 18 years of age)



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### 5. JOB DESCRIPTION: HEAD COACH

#### The Coach's Responsibility

- Coaching is about developing an individual or group of individuals to attain their maximum potential. Each person is unique and different and has individual goals and aspirations.
- The coach is responsible for managing the training sessions and instructing students in techniques competently and safely. It is the responsibility of the Head Coach to ensure that the training environment meets the safety requirements set by the National Governing Body.
- It is essential that as a coach, you have personal Professional Indemnity insurance cover.
- Always carry out a safety check in the training hall before a training session. "It is better to be safe than sorry".
- A qualified emergency First Aider must be present at every training session.
- Screen potential students and to ensure their health and behavior meet the health and safety requirements.
- Know how to deal with emergencies; know where the nearest doctor, hospital and fire brigade are, and most importantly where the nearest public telephone is if a personal mobile is not present.
- When supervising free sparring, due care must be taken to ensure any safety equipment used is fit for purpose and in good order. Beginners should not be allowed to participate in full contact sparring.
- It is essential that coaches take extra care with students who have certain medical conditions (asthma, diabetes, epilepsy etc), and do not push them or make them train too strenuously. Keep a watchful eye on them, and ensure they rest when necessary.
- It is essential that the Head Coach maintains high ethical standards and professionalism in coaching.
- It is incumbent upon the Coach to maintain their knowledge and skills and to keep up to date coaching and first aid qualifications.
- Teach children in accordance with the NGB guidance on Protecting Children from Abuse.
- To develop and nurture 'Junior / Assistant Coaches.

Encourage students to adopt safe training at all times and to maintain discipline and abide by the Association/Club rules at all times.

- i. Proper and clean uniform must be worn in class.
- ii. No jewelry must be worn in class
- iii. Behave in a respectful manner, and help each other in class.
- iv. Inform students of the danger of taking prescription drugs or banned performance-enhancing substances.
- v. Encourage students to adopt fair play and the spirit of the rules.
- vi. A high standard of personal hygiene must be maintained.

It is a great honor to be a coach in any sport. For parents to entrust their children to your care indicates their belief in you as a responsible and honorable person. Furthermore, to be able to control the sporting destinies of all of your students is a privilege. However, with such a position of trust, there is a great deal of responsibility to maintain both personal and coaching standards. The coach's duties are wide ranging and personally demanding. It is important that anyone considering taking up the challenge of becoming a coach must be fully aware of the full extent of the requirements.

A successful coach must be able to relate to the prospective student the skill and enjoyment he or she can get out of practicing Chinese martial arts.





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### 6. JOB DESCRIPTION: ASSISTANT COACH

- Assists Head Coach in organising, preparing and conducting elements of the practice session specified by the Head Coach (this may include warm up and cool down, individual or partner work but should not include sparring if unsupervised)
- To develop and maintain high ethical standards in coaching, commit to develop their coaching knowledge and skills, undertake appropriate training to this role e.g. child protection training, Level 2 and 3 awards.
- May perform administrative duties including ordering and maintaining equipment, monitoring budgets, and initiating correspondence.
- Assists as appropriate in the planning and arranging of training sessions.
- Receives instruction and developmental guidance from the head coach.

#### Working towards

- Assuming the Roles/Responsibilities of a Coach.
- Awareness of Child Protection Procedures.
- Ability to deal with accidents and emergencies calmly and in a professional manner.
- Ability to carry out a safety audit on the facility and Equipment to ensure the arrangements are safe and suitable for a coaching session.
- Ability to undertake a coaching session in a safe manner and deal with signs of injury and fatigue if necessary.



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### 7. RISKASSESSMENT

#### Prevention of accidents.

- Check floor to ensure no nails or splinters are protruding, and that it is not slippery.
- Know the position of radiator(s) and fire extinguishers.
- Fire escapes, exit passage and doors etc.
- Pillars
- Low ceiling and lighting.
- Low windows
- Swinging doors etc.
- Availability of floor space per student dependent on the activity undertaken.
- Accident record book
- First aid kit
- Nearest available Telephone.
- Training equipment.
- Nearest Hospital or Doctor.

#### Course of actions to be taken, after having identified and inspected potential hazards.

Unfortunately, we do not live in a perfect world, and there are limits to the things we can do. It is not always possible to get things done, especially when hiring a hall from the church, community or leisure centre, but you can point out the potential hazards and suggest ways and means of overcoming the problems.

(a) Promptly report issues to the coach present, then notify the person in charge of the building, either orally or in writing at the earliest opportunity.

(b) Take all precautionary measures to ensure the safety of all users, self and others.

#### CHECKLIST FOR VENUES ON HEALTH AND SAFETY

The venues should have the following::

Suitable ventilation, floor & heating.

Adequate changing, toilet and washing facilities, for Men/Women/Children, separately.

Sufficient floor space to allow the activity to proceed in a safe manner.

Adequate Ceiling height

Phone/Pay phone/ Mobile available.

First Aid box present.

First Aid qualified person present.

Accident Record Book.

Emergency procedures.

Emergency rules & procedures displayed and/or included in documentation.

Named person(s) responsible for taking charge.

The nearest fire point.

The nearest Hospital/Doctor.

Position of all fire escapes.

Register of Participants/Guests

It is recommended that you also hold a suitable checklist for any equipment/weapons that you bring to the class for general use. Weapons should be checked before and after use.



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### 9. EQUAL OPPORTUNITIES POLICY

The BCCMA are totally committed to providing equality of opportunities in the context of Chinese Martial Arts but recognizes that some Chinese Martial Arts activities may not be appropriate to everybody. However Chinese Martial Arts systems are sufficiently diverse and rich in content that it should be possible, with some provisos, to cater for most prospective members.

Activity in our sport is actively encouraged, neither, race, age, sex, social and economic background or disability, should be a bar against active participation. It is the aim of our Coaching program to encourage and foster an ethos of providing an opportunity for all members to achieve their maximum potential, with the only constraints being their interest and ability.

#### Administering the Policy

Due consideration must be given to one's personal skill and ability to professionally look after people with particular special needs. This must be judged on a case by case bases and an assessment of the would-be participant's individual needs. Willingness to comply with the legislation must not put the health or welfare of that individual at risk by inadvertent or misguided care. Also you need to remember that you have a Duty of Care to each and every student that is training with you and you must consider seriously whether the acceptance of special needs students' within the class structure, will take a disproportionate amount of time for that individual and prevent you exercising your Duty of Care to the remainder of your class.

However depending on the severity of the disability coaches and students are encouraged to integrate special needs students, into a normal class structure providing the above mentioned statements have been considered.

#### Serious Existing Medical Conditions & Blood Disorders

Students with heart disorders and chronic asthma can practice certain qiqong techniques and a soft system of martial arts (Taiqi or Wuqi etc ) which helps to improve their respiratory and cardiovascular system. Subsequently any strenuous exercise, which is prominent with other system of martial arts, is to be avoided.

- Students with severe Blood disorders (Haemophilia, HIV & Aids and Hepatitis). Haemophilia is an inherited disorder whereby the blood clots very slowly and in severe cases, spontaneous bleeding can occur. The danger is not necessarily from surface cuts or abrasions, but from the continuous hemorrhaging in joints and tissue caused by strenuous exercise. Aids and Hepatitis are contagious when in contact with sufferer's blood. In general martial arts is a contact sport and the acceptance of potential students with these blood disorders should be limited to non-contact tiji quan or wuqi or similar activities only.
- Where special access facilities are necessary to enable severe physical disability (wheelchair bound) special needs access, then there is a provision in the legislation that allows noncompliance with the act on the basis that it is unreasonably cost prohibitive for each individual club to provide such facilities.



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### 10. CODE OF PRACTICE FOR PARENTS/CARERS

#### **ADOPTED BY KIND PERMISSION OF CLUB ✓ MARK**

- ✓ Encourage your child to learn the rules and play within them.
- ✓ Discourage unfair play and arguing with officials.
- ✓ Help your child to recognise good performance, not just results.
- ✓ Never force your child to take part in sport.
- ✓ Set a good example by recognising fair play and applauding good performances of all.
- ✓ Never punish or belittle a child for losing or making mistakes.
- ✓ Publicly accept officials' judgements.
- ✓ Support your child's involvement and help them to enjoy their sport.
- ✓ Use correct and proper language at all times.
- ✓ Encourage and guide performers to accept responsibility for their own performance and behaviour.



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### 11. CODE OF PRACTICE FOR MEMBERS

The National Governing Body is fully committed to safeguarding and promoting the wellbeing of all its members and believes that it is important that members, coaches, administrators and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with their Head of Association.

- All members must abide by the Rules and Code of Practice set by their Associations.
- All members must comply with the spirit and letter of the NGB Equal Opportunities Policy.
- All members must respect the rights, dignity and worth of all participants and officials concerned with Chinese Martial Arts.
- All members should maintain good self discipline, and be punctual for all activities organised or arranged by their Association.
- Smoking, the consumption of alcohol or the taking of performance enhancing substances are not allowed.
- All members must abide by the dress code laid down by their Association, it is their responsibility to maintain and keep items clean prior to their next training session.



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### 12. INTRODUCTORY LETTER TO PARENTS/CARERS

#### **ADOPTED BY KIND PERMISSION OF CLUB ✓ MARK**

Dear NAME OF PARENT/CARER,

On behalf of NAME OF CLUB I would like to welcome your child to the club and provide you with some information about our activities. The club provides opportunities for young people between the ages of LOWEST AGE and HIGHEST AGE to receive coaching and competition in NAME(S) OF COMPETITION(S). All coaching is by qualified coaches who are trained and have been screened for their suitability for working with young people.

The club is [presently applying for/has been accredited with] Sport England's Clubmark, which is awarded to clubs by NGB when the club is able to demonstrate that it meets the NGBs criteria as to playing programme; safeguarding and protecting children; sports equity and ethics and club management. Clubmark is an acknowledgement that we take these issues seriously and that we are striving to provide a high quality and welcoming environment for young participants in the sport. Our club welfare officer, NAME OF CLUB WELFARE OFFICER, is responsible for ensuring that our child protection policy is implemented and can be contacted on TELEPHONE NUMBER should you have any concerns.

We welcome parents to all training and competitions and value your support. We are keen to try and involve parents in the club and would like to invite you to an open evening on DATE where you can meet club members and find out more about the club. Below is some information about training times and dates, and details regarding travel arrangements, kit and club registration.

Training sessions take place on DAY at TIME from START DATE to END DATE at NAME OF VENUE.

Arrangements should be made for your child to travel to and from training sessions and matches. We appreciate it if children can arrive promptly and are collected promptly at the end of the session, if they are not making their own way home. If you are going to be late picking your child up, please contact NAME OF JUNIOR COORDINATOR/HEAD COACH on TELEPHONE NUMBER(S) and let them know.

Club training kit consists of DETAILS OF KIT TO BE WORN. The cost of each training session is £COST and competition fees are £COMPETITION FEES. The club has a small membership fee of £MEMBERSHIP FEE and this should be paid by DUE DATE.

We would be grateful if you could complete the attached junior club membership form. For the safety of your child it is important that the club is informed of any medical condition or allergies that may be relevant, should your child fall ill or be involved in an accident while at the club.



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We would be grateful if you could complete the attached junior club membership form. For the safety of your child it is important that the club is informed of any medical condition or allergies that may be relevant, should your child fall ill or be involved in an accident while at the club.

If you would like to talk to someone at the club about this information or your child's involvement with the club, please contact the Junior Coordinator, NAME OF JUNIOR COORDINATOR on TELEPHONE NUMBER(S).

We thank you for your co-operation and look forward to meeting you at some point in the future.

Yours sincerely,

SIGNED:

DATE:

NAME:

POSITION: Junior Coordinator



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### 13. CLUB PARTNERSHIP AGREEMENT

#### **ADOPTED BY KIND PERMISSION OF CLUB ✓ MARK**

All partners main contact names and telephone numbers.

CONTACT NAME(S) AND ADDRESS(ES) OF PARTNER(S)

e.g. club, school, local authority, other(s)

#### **CONTEXT**

The agreement forms part of the NAME OF CLUB strategy in which the partners are NAME(S) OF PARTNER(S)

#### **OBJECTIVES**

- ✓ To promote junior participation in NAME OF SPORT within the NAME OF DISTRICT district.
- ✓ To promote links between the NAME OF PARTNER(S) and the club, providing appropriate opportunities for further development and participation to those young people who may be interested.
- ✓ To give the club the fullest possible opportunity to present its programmes to possible new members.
- ✓ To optimise the provision of coaching expertise and leadership in the sport of Chinese Martial Arts, at club level.

#### **CORE PRINCIPLES**

All activities will be conducted within the framework of a recognised Child Protection Policy and agreed minimum operating standards in relation to safeguarding and protecting children and young people.

All activities will be run in accordance with Chinese Martial Arts governing body guidelines, particularly relating to coaching and officiating qualifications and safe practices.

All activities will operate in accordance with a code of practice appropriate to Chinese Martial Arts, to be agreed between the partner(s) and the club, and in accordance with Chinese Martial Arts governing body best practice particularly relating to behaviour, clothing, warming-up and cooling-down, safe use of appropriate equipment, preparation and planning and the provision of positive feedback.

In the interests of equity, all activities will be accessible to all young people in the partnership and appropriate to their abilities. Particular attention should be made to promotion and charging policies, which should attract, encourage and accommodate young people:





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In the interests of equity, all activities will be accessible to all young people in the partnership and appropriate to their abilities. Particular attention should be made to promotion and charging policies, which should attract, encourage and accommodate young people:

- ✓ With physical, intellectual and sensory impairments and with multiple and profound impairments.
- ✓ From both genders.
- ✓ From ethnic minorities, and
- ✓ From disadvantaged communities.

### THE PARTNER'S COMMITMENT

Ensure that NAME OF SPORT is offered to all its performers.

To support the promotion and development of Chinese Martial Arts at NAME OF CLUB subject to the regulations of the club constitution.

Designate a member as liaison officer with responsibility for:

- ✓ All relevant press releases to the partner's 'publicity' officer for information.
- ✓ Give first consideration for the use of its facilities for Chinese Martial Arts activities to NAME OF CLUB.
- ✓ Collaborate with the club and the county association where appropriate to support programmes such as coach education.

### THE CLUB'S COMMITMENT

Appoint a named coach or official as the club's youth liaison officer, with responsibility for:

- ✓ Advising partner(s) about all relevant activities, particularly those aimed at attracting junior participation.
- ✓ Ensuring that all club members referred by its partner(s) are welcomed to the club and allocated to an appropriately qualified coach.
- ✓ Collaborating with its partners in developing its Chinese Martial Arts provision, particularly in respect of appropriate equipment and coaching.
- ✓ Keeping the partner's liaison officer advised of club members' progress.
- ✓ Assist NAME OF PARTNER in the development of its Chinese Martial Arts programme, copying all the relevant information for press releases to the partner's liaison officer the benefit of all club members by:
- ✓ Helping to run the partner's out-of-hours programme.



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- ✓ Helping to arrange competition officials for major partnership events.
- ✓ Arranging external visits to the club which may help to raise the profile of the sport, e.g., by inviting local and national sporting ambassadors to the club.
- ✓ Maintain the widest possible programme of coaching and competition, so that young people of all abilities have the opportunity to take part at their own level.
- ✓ Maintain a structure of charges designed to encourage junior participation regardless of economic circumstances.

## PROGRAMME

Weekly coaching between the months of MONTH and MONTH. Events during MONTHS. Other programme activity e.g. coach education, Adults Older than Teachers programme.

## TARGETS

NUMBER of children to become junior members of the club within 12 months of the start of the programme.

Number of partners representatives to become qualified as assistant coaches/coach level 1.

## RESOURCES

NAME OF PARTNER(S) will provide SPECIFIED facilities.

NAME OF CLUB will provide coaching expertise, with access to the county governing body support where required.

Additional finance for items LIST OF ITEMS will be sought through the NAME OF DISTRICT and the National Lottery 'Awards for All' programme.

## REVIEW

The working of the agreement will be reviewed on an annual basis through a meeting of the liaison officers of the partner(s) and the club, normally in June of each year. The agreement will be renewable from the 1st September each year.

SIGNED:

POSITION:

DATE:

For NAME OF PARTNER(S)

SIGNED:

POSITION:

DATE:

For NAME OF CLUB





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### 15. VOLUNTEER AGREEMENT FORM

**ADOPTED BY KIND PERMISSION OF CLUB ✓ MARK**

NAME OF VOLUNTEER (coach/team manager/official)

All coaches/team managers/officials working with NAME OF CLUB are encouraged to work to high standards and adopt recognised best practice where possible. In addition to their own standards of practice, all club coaches/team managers/officials should be aware of and adopt NAME OF CLUB club's own:

- ✓ Codes of practice for coaches/team managers/officials.
- ✓ Child protection policy and procedures. See Appendix 1
- ✓ Equity and safety policy statement and guidelines.

The club will ensure that its club coaches/team managers/officials have a copy of each policy and guidance note that is relevant to their work. The club will listen to and respond to matters that its officials bring to its attention in relation to their work and will support, where possible, their training needs.

I, NAME OF VOLUNTEER, am familiar with NAME OF CLUB's standards of practice named above and will adopt these in my work. I accept the responsibilities outlined in the attached task description.

SIGNED:

DATE:

NAME:

NB Before a volunteer signs and returns the agreement; you should provide him/her with copies of all/some of the following:

- ✓ Safety guidelines.
- ✓ Codes of practice.
- ✓ Equity policy statement.
- ✓ Child protection policy and procedures.



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16. SCHOOL - CLUB LINKS AGREEMENT

**ADOPTED BY KIND PERMISSION OF CLUB ✓ MARK**

School and club should tick the appropriate boxes of what they agree to provide.

**The School Agrees to...**

- Provide main point of contact
- Deliver (name of sport) in the curriculum
- Deliver the (name of sport) skills awards
- Deliver leadership awards in (name of sport) (Sport specific JSLA/CSLA programmes)
- Enter school teams in local festivals at local club
- Put up poster advertising club
- Advertise initiative in school newsletter to parents/assisting with volunteer recruitment

**If school agrees to outside coaches coming in, school is to...**

- Provide appropriate facilities
- Ensure teacher is present at all times
- Ensure teacher takes lead in one session
- Inform club early if sessions alter
- Provide a register (No. M/F/BEM/DISA)
- Agree to enter festival
- ANY OTHER

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**The Club agrees to...**

- Provide main point of contact
- Provide posters and flyers etc.
- Organise Curriculum Package
- Provide coaches for agreed sessions in:  
 CURRICULUM TIME   
 EXTRA CURRICULAR TIME
- Ensure all coaches are qualified and help mentor teachers to ensure sustainability
- Inform school early if sessions alter
- Help organise school festival
- Provide equipment for school to use
- Help arrange match officials for agreed fixtures
- Provide and assess (name of sport) skills awards (junior schools) or assist with schools teams
- ANY OTHER

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



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Both school and club should review the agreement annually to ensure

<b>Club Name</b>	<b>School name</b>
<b>Address</b>	<b>Address</b>
<b>Post code</b>	<b>Post code</b>
<b>Club representative</b>	<b>School representative</b>
<b>Signed/date</b>	

School : Please send copy to Partnership Development Manager and SSCo

Club : Please inform (name of sport) NGB and keep copy on file

**REFLECTION, CONTINUED PLANNING AND PROGRESSION THROUGH PARTNERSHIP!**



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### 17. PROTECTION OF CHILDREN & VULNERABLE ADULTS FROM ABUSE (APPENDIX 1)

#### The Protection of Children and Vulnerable Adults from Abuse.

##### Introduction

Every child or vulnerable adult deserves to be happy and secure in their activities. And their carers or parents need to feel sure that the people in charge of these activities are trustworthy, responsible and will do everything they can to keep the vulnerable adult or child safe from harm.

Unfortunately, sometimes people who work or volunteer with such organisations may pose a risk to children or vulnerable adults and may wish to harm them. It is therefore the duty of every voluntary organisation working in this sector to put in place safeguards to protect the children, young people or vulnerable adults with whom they work.

In addition, Clubs or Associations teaching children will want to consider how to avoid putting their coaches in positions where abuse might be alleged, and to ensure that all their coaches know exactly what to do should abuse be suspected. The emphasis has widened in recent years to not only protect the vulnerable from abuse and neglect but to actively promote the welfare of children and young people - not just to protect but to safeguard.

For all Clubs and Associations working with children, young people or vulnerable adults, it is essential to carefully consider safeguarding both vulnerable people and the coaches and helpers who have responsibility for them.

It is the responsibility of all Clubs or Associations who are members of the Governing Body to continually review and monitor their safeguarding policy and procedures, gaining further advice and information wherever possible. All coaches should be aware of the Governing Body's policy and procedures and any local Club or Association policy or procedures, in order to understand their individual responsibilities and help promote best practice.

##### The Main Legislation

**It is a legal requirement for all coaches working with children, young people or vulnerable adults to comply with this legislation.**

##### The Rehabilitation of Offenders Act (1974)

This act made any convictions 'spent' after a certain period and the convicted person would not normally have to reveal or admit the existence of a spent conviction. In most circumstances, an employer cannot refuse to employ someone, or dismiss them, on the basis of a 'spent' conviction. However under this act all applicants for positions which give them "substantial, unsupervised access on a sustained or regular basis" to children, must declare all previous convictions whether spent or unspent, and all pending cases against them.

##### The Children Act 1989

This act provided legislation to ensure that the welfare and developmental needs of children are met, including their need to be protected from harm. Under this act every child the right to protection from abuse and exploitation and the right to have enquires made to safeguard his or her welfare.



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### **The Police Act 1997**

This act contained the provision to set up the Criminal Records Bureau for England and Wales.

Under this act it is a criminal offence for an employer to not check an employee working with children or vulnerable adults give a job to someone who is inappropriate to work with children or vulnerable adults when they know this to be case.

### **The Protection of Children Act 1999**

Under this act, childcare organisations (defined as those that are ‘concerned with the provision of accommodation, social services or health care services to children or the supervision of children’) must make use of the Disclosure Service in their recruitment and reporting processes and urges other organisations working with children to also do so.

### **Criminal Justice and Court Services Act 2000**

This act covers Disclosures and child protection issues. It contains the list of convictions that bar offenders from working with children in ‘regulated positions’. These types of ‘regulated positions’ are defined in this act and include: any employment in schools, children’s homes, day care premises where children are present caring for, training, supervising, or being in sole charge of children unsupervised contact with children other positions which give the kind of access or influence which could put children at risk if held by a disqualified person (e.g. management committee members).

### **Care Standards Act 2000**

A CRB disclosure is required for most roles in organisations providing care or health services regulated under this act. This act also sets out the Protection of Vulnerable Adults scheme.

**The POVA or Protection of Vulnerable Adults scheme** was launched in 2004 by the Department of Health and the National Assembly for Wales. This includes the POVA list (see below in *definitions of terms*).

Legislation with regard to those working with vulnerable adults is less developed and more open to interpretation.

### **Every Child Matters and the Children Act 2004**

In September 2003 the Government set out in the Green Paper ‘Every Child Matters’ its proposals for a radical reorganisation of children’s services – from hospitals and schools, to police and voluntary groups. Subsequently ‘Every Child Matters: Change for Children’ was issued and the Children Act 2004 was passed. It sets out the Government’s approach to the well-being of children and young people from birth to age 19. Every local authority will lead on integrated delivery of services for children and young people through multi-agency children’s trusts. Local authorities are also required to set up statutory Local Safeguarding Children Boards which are replacing the non-statutory Area Child Protection Committees. The children’s trusts are a direct response to Lord Laming’s report of the inquiry into the death of Victoria Climbié, which highlighted the extent to which better working together and better communication was crucial. The Every Child Matters agenda has been further developed through publication of the *Children’s Plan* in December 2007, which aims to improve educational outcomes for children, improve children’s health, reduce offending rates among young people and eradicate child poverty by 2020. Further details from [www.everychildmatters.gov.uk](http://www.everychildmatters.gov.uk)

### **Safeguarding Vulnerable Groups Act 2006**

In response to recommendation 19 of the Bichard Inquiry Report into child protection procedures following the Soham murders, new arrangements for people whose jobs and voluntary work bring them into contact with children and vulnerable adults (previously referred to as the vetting and barring scheme) is due to be phased in from October 2009 under the Safeguarding Vulnerable Groups Act.

The aim of the scheme is to provide a more effective and streamlined vetting service for potential employees and volunteers. This means that the current vetting systems using List 99 and POCA (see below





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in *definitions of terms*) will be integrated to create a single list of people barred from working with children. In addition a separate, but aligned, list of people barred from working with vulnerable adults will be established, replacing POVA (see below in *definitions of terms*). In effect, there will just be two lists: **the children's barred list and the adult's barred list.**

The scheme also aims to ensure that unsuitable individuals are barred from working, or seeking to work with children and vulnerable adults and the earliest opportunity. Application process will be run by the Criminal Records Bureau and decision on who should be placed on the barred lists will lie with the new Independent Safeguarding Authority (previously referred to as the Independent Barring Board) which is an independent statutory body.

The Act covers regulated and controlled activity providers, so widening the scope particularly in relation to vulnerable adults as opposed to the existing POVA scheme.

**Regulated activity** includes work that involves

- any activity which involves close contact with children or vulnerable adults and is of a specified nature (e.g. teaching, training, care, supervision, advice, treatment or transport)
- any activity allowing contact with children or vulnerable adults and is in a specified place (e.g. schools, care homes, etc.)
- fostering and childcare
- certain defined positions of responsibility (e.g. school governor, director of social services, trustees of certain charities)
- and where the activity is 'frequent' (once a month or more) or takes place on three or more days in a 30 day period ('intensive').

**Controlled activity** includes

- support work in general health, NHS, Further Education settings (e.g. cleaner, caretaker, shop worker, catering staff, car park attendant, receptionist)
- those working for specified organisations (e.g. a local authority) with frequent access to sensitive records about children and vulnerable adults
- support work in adult social care settings (e.g. day centre cleaners, those with access to health records)
- and where the activity is 'frequent' (once a month or more) or takes place on more than three or more days in a 30 day period ('intensive').

The Act does not cover any employment which may occur in the context of private arrangements between family or friends, nor is it necessary for domestic employers (e.g. of a private tutor, nanny or care worker) to check individuals, but they will have the opportunity to check the status of the individual if they wish. But it will be an offence for a barred person to undertake regulated activity in a domestic circumstance.

All barred individuals must not engage in any regulated activity whether paid or unpaid.

It is a criminal offence for employers to employ someone in a regulated activity if they are not registered with the Independent Safeguarding Authority.



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Employers must check on potential employees before employing them in both a regulated activity and a controlled activity – they cannot take the individual’s word for it nor can they allow the person to start work, even if supervised, before they know the outcome of the check.

It will also be an offence for employers/providers to permit a barred individual to work for any length of time (no matter how infrequent) in a regulated activity. However, providing sufficient safeguards are put in place, a barred person can be allowed to work in a controlled activity.

Certain organisations:

- adult/child protection teams in local authorities;
- professional bodies and supervisory authorities named in the Act;
- employers and service providers of regulated and controlled activity; and personnel suppliers

must refer relevant information to the ISA, where there is a concern relating to the harm or risk of harm to children or vulnerable adults. This would include reporting on the dismissal or resignation of any employees because they have harmed or may harm a child or vulnerable adult.

All other employers of those working with children and/or vulnerable adults may refer relevant information to the ISA.

Once individuals have joined the new scheme, subsequent employers will be able simply to check their status in the scheme on-line free of charge (unless they are under a duty to apply for an Enhanced CRB check).

All applicants to the scheme, except those who are barred, will become “subject to monitoring”. This means that the Independent Safeguarding Authority would review its barring decision if relevant new police or referral information became available. Under the new scheme, employers and providers would be notified – where they have registered an interest - if the individual’s monitoring status changed. Unlike disclosures which only provide details about an individual at a specific time without any follow-up, checking will be continuous.

### **How will the new scheme work?**

To undertake regulated activity, an individual must be registered with the Independent Safeguarding Authority.

- Making an application:

Those who are working, or applying to work, with children or vulnerable adults will apply to the scheme via the Criminal Records Bureau (CRB). New employees and volunteers can apply from July 2010. (Arrangements for phasing applications from existing members of the workforce will be over a 5-year period from November 2010). There will be a one-off cost of registration of £64, free to volunteers – who pays will be up to the individual and the employer.

- How the vetting and barring decision is made:

The CRB will check whether there is any relevant information from the police or any referral information from other sources (e.g. employers, professional and regulatory bodies).

- If there is no relevant information, the CRB will inform the applicant that he/she has become “subject to monitoring” (see below). - If there is relevant information, the CRB will pass this to the Independent Safeguarding Authority for a barring decision. In all



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cases, except those involving the most serious offences, individuals will have the opportunity to make representations about why they should not be barred on the basis of this information. They will also have the right of appeal to the Care Standards Tribunal.

If the employer has also requested a CRB Enhanced Disclosure, the CRB will also confirm on the certificate any details relating to the barred status of the applicant – for instance whether the applicant is “subject to monitoring”.

- Subject to monitoring:

All applicants, except those who are barred, will become “subject to monitoring”. This means that the individual is not on a barred list and that the Independent Safeguarding Authority would review its barring decision if relevant new police or referral information became available. Under the new scheme, employers and providers would be notified – where they have registered an interest - if the individual’s monitoring status changed.

- Online checking:

Any subsequent employers or providers will be able to do an online check on an individual’s status, including parents and carers. In most cases, employers/providers will be entitled to seek an Enhanced Disclosure from the CRB, which will contain criminal records information (although parents, individuals, or their carers do not have this option). And some employers will continue to be required to obtain Enhanced Disclosures.

Further details from <http://www.everychildmatters.gov.uk/independentsafeguardingauthority> and [www.isa.gov.org](http://www.isa.gov.org).



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### National Governing Body Policy and Procedures.

The position of Coach is very privileged and powerful and no more so, than in the eyes of a child, a young person or vulnerable adult. From their perspective the teacher can do no wrong and anything he or she says or does must be right. It is essential therefore that Coach's ensure that their teaching practices are beyond reproach and that the practices of any colleagues or assistant coaches or helpers come up to the same high standards. Simply, because you are the Coach and a figure of trust, you may be the very person that the vulnerable person chooses to confide in.

Each and every student has a right to expect the high standards, courtesy and professionalism; if you do not provide for this you may be leaving the door open for complaint.

This policy and its procedures are about dealing safely and effectively with concerns about possible abuse and is aimed at anyone who is coaching vulnerable people. It is recommended that candidates make themselves familiar with their Associations/Organisation's procedures for dealing with suspected abuse where they differ for the procedures documented here.

### Child Protection Procedures

- All Associations/Organisations should adopt these procedures as the core requirements to their own procedures for handling suspected cases of abuse. Please note that it is **not** their responsibility for investigating such cases. The investigation lies with professional organisations, see appendix.
- It is advisable for Association Heads to appoint a designated member of their Association, or adopt the role themselves, to co-ordinate and liaise with other agencies as appropriate, on suspected cases of abuse. He or She must also ensure that the designated person receives the appropriate training and support.
- It is also the responsibility of the Association Head to ensure that all coaches or assistant coaches are alert to signs of possible abuse and know to whom to report any concerns or suspicions. In all cases a report should be sent to the BCCMA's Child Protection Officer at the earliest opportunity to enable a consistent and impartial and professional approach.
- In all cases where abuse is suspected or a sustainable allegation is made, coaches or any other club member should report the information to the BCCMA's Child and 'Vulnerable Adults' Protection Officer (C&VAPO) Mr Robert Simpson and reported to the 'designated person' or Association Head.
- Under guidance from the BCCMA's (C&VAPO) designated person should refer these cases to, or discuss them with the investigating agencies according to the procedures established by the local Area Child Protection Committee and the Association.
- If the designated person is unsure about whether a case should be formally referred or has a general concern about a child's health or development, he or she can seek advice and support from the local social services department or the NSPCC. Whether or not to make a referral, which could activate a child protection investigation, is a serious decision and will require careful judgement. Where the designated person is not the Association Head, they



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should agree the way in which the designated person will keep the Association Head informed of a case.

- When referring a suspected or alleged case of abuse, the designated person should ask to be informed of the outcome of the strategy discussion between the professional agencies which will decide whether and how to investigate. The designated person may wish to clarify with the investigating agencies when, how and by whom the parents and the child will be told that a referral has been made.
- Either the designated person or a responsible member of the Association, who knows the child best, should be prepared to contribute to the strategy discussion.

## Designated Person

The designated person has specific responsibility for the co-ordination of child protection procedures within the Association and for liaison with social services and other agencies.

All coaches need to be made aware who the designated person is within their Organisation. All cases of suspected abuse should be directed to him or her in the first instance.

The designated person needs to have appropriate training and should know:

- How to identify the signs and symptoms of abuse and when to make a referral.
- The local Area Child Protection Committee.
- The role and responsibilities of the investigating agencies and how to liaise with them.
- The requirements of record keeping
- The conduct of a child protection conference and how the designated person or another member of the Association can make an appropriate contribution to it.

## Types of abuse

The following categories of abuse are recognised for the purposes of the child protection register:

**Neglect:** The failure to provide for the child's basic needs. Neglect can be physical, educational, or emotional. Physical neglect can include not providing adequate food or clothing, appropriate medical care, supervision, or proper protection from heat or cold. It may include abandonment. Educational neglect includes failure to provide appropriate schooling or special educational needs, allowing excessive truancies. Psychological neglect includes the lack of any emotional support and love, never attending to the child, spousal abuse, drug and alcohol abuse including allowing the child to participate in drug and alcohol use. For coaches failure to provide a safe environment for the child to train allowing or enforcing inappropriate training practices or failure to adequately supervise the activities may provide a bases for a complaint.

**Physical Abuse:** The inflicting of physical injury upon a child. This may include, burning, hitting, punching, shaking, kicking, beating, or otherwise harming a child. The parent or caretaker may not have intended to hurt the child, the injury is not an accident. It may, however, been the result of over-discipline or physical punishment that is inappropriate to the child's age. Unintentional physical abuse may occur during training if the coach is not aware of the severity of the training regime inappropriate demands upon the child for improvement beyond their capacity to improve. Inappropriate exercises, tasks or training that exceed the capacity of the child's immature body.



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**Sexual Abuse:** The inappropriate sexual behaviour with a child. It includes fondling a child's genitals, making the child fondle the adult's genitals, intercourse, incest, rape, sodomy, exhibitionism and sexual exploitation. Coaches need to be aware of their teaching practices, tactile (hand on approach) with children may be misconstrued and may provide an opportunity for an allegation of abuse to be made.

**Emotional abuse:** actual or likely severe adverse effect on the emotional and behavioural development of a child caused by persistent or severe emotional ill treatment or rejection. Coaches need to be aware that constant criticism and bullying to perform at a level, which is beyond the student, may also be considered emotional abuse and could be prosecuted under this act.

### **Physical neglect: lack of physical care**

Serious lack of care is identified as lack of care, which carries a high risk of injury or long-term harmful effect.

- Frequently went without food as a young child.
- Frequently were not looked after or taken to the doctor when ill as a young child.
- Frequently went to school in dirty clothes as a young child.
- Regularly had to look after themselves because parents went away or had drug or alcohol problems.
- Were abandoned or deserted.
- Lived in a home with dangerous conditions.

### **Emotional or psychological maltreatment**

Emotional abuse is the 'most hidden and underestimated form of child maltreatment' – unlike other forms of abuse, it leaves no physical injuries. Emotional maltreatment is inextricably linked with all forms of abuse and neglect, all of which can create fear, guilt, loss of self-esteem and self-confidence, and isolation from the support of other people.

There is evidence that with all abuse and neglect it is often the psychological damage that lasts longest. But while other forms of maltreatment can show physical evidence, emotional maltreatment, when it occurs alone, is often not visible to others and is the hardest form to deal with through child protection procedures. This is why there has been so little research and so little evidence about it.

- Terrorising – threats to harm the child, someone or something the child loves, threatening with fear figures, threats to have the child sent away, making the child do something that frightens them.
- Proxy attacks by harming someone or something the child loves or values. This could include deliberate attacks on the child's possessions or pets, and also includes violence between carers.
- Psychological control and domination, including attempts to overly control the child's thinking, and isolation from other sources of support and development.
- Psycho/physical control and domination - physical acts which exert control and domination causing distress rather than pain or injury, such as washing out the mouth with soap.
- Humiliation and degradation – psychological attacks on the child's worth or self esteem, which could be verbal or non-verbal.
- Withdrawal – withholding of affection and care, exclusion from the family (including showing preference for siblings and excluding the child from benefits given to other children in the family).



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- Antipathy – showing marked dislike of the child by word or deed

### **Sexual abuse**

The following is extracted from the Home Office July 2000 review, it has been copied in full to give you some indication of the problem in society and to make you aware of the high chances of you having to face this problem at some time.

One per cent of the young people suffered sexual abuse by a parent or carer and three per cent by another relative. In England in the year to 31 March 2000, there were 30,300 children on protection registers, of which 5,600 were registered for sexual abuse, sometimes allied to other forms of abuse and neglect.

### **Sexual abuse within the family**

The laws on sexual offences against children are currently under review. In July 2000, a Home Office Review proposed replacing current sexual offences such as incest with a range of new offences including familial sexual abuse, adult sexual abuse of a child and sexual activities between minors. This study increases our understanding of the way that sexual offences affect children, whether committed inside and outside the family.

In the study, 18-24 year olds were asked whether they had ever experienced any from a list of sexual acts when they were under 16. Respondents were also asked whether these activities had taken place against their wishes or with their consent, at what age it had happened and how old the other person was. This information was used to assess whether they had experienced sexual abuse. Their answers were grouped as follows according to the nature and seriousness of the activities.

- Penetrative or oral acts involving sexual or anal intercourse, oral sex, or the insertion of finger, tongue or object into the vagina or anus.
  - Attempted penetrative or oral acts, as above.
  - Touching or fondling the respondents' sex organs or private parts, getting the respondent to touch a person's sex organs or sexually arouse them.
  - Sexual hugging or kissing.
  - Being videoed for pornographic purposes, shown pornographic videos, magazines, computer images or photos, or being made or encouraged to watch other people having intercourse or performing sex or pornographic acts
  - A person exposing sex organs to excite themselves or to shock the respondent
- Relatively small numbers of the young people had experienced sexual abuse by family members.

One per cent of the young people had been sexually abused by a parent or step-parent, nearly always the male parent. Nearly all involved sex acts involving genital or anal physical contact. Very few said they had been used by a parent to make pornography, made to watch sex acts or exposure. Male and female respondents were equally likely to have been abused by parents.

A relative other than a parent had sexually abused Three per cent of the young people. Three quarters of this group were young women. A wide range of relatives were involved - nearly all were male, with brothers and step-brothers mentioned most often. Again, most of this involved



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genital or anal physical contact, with one per cent being used to make pornography, or made to watch sex acts or exposure.

One in ten of the young people had experienced penetrative sex, oral sex or attempts at these against their will by people known but unrelated to them. A large number reported the use of physical force or threat.

### **Sexual abuse outside the family**

Far more of the respondents had experienced unwanted sexual behaviour with non-relatives than with family members. Nearly all occurred with people known to the child, the vast majority with 'boyfriends' and 'girlfriends'.

Penetrative or oral sex acts which occurred against the young people's wishes or with people at least 5 years older

- 70 per cent occurred with 'boyfriends' or 'girlfriends'
- 17 per cent occurred with 'someone recently met'
- 10 per cent occurred with a fellow student or pupil.
- 6 per cent occurred with a friend of parent or sibling.
- 4 per cent occurred with neighbours.
- 4 per cent occurred with a female stranger.
- 3 per cent occurred with a male stranger.
- 2 per cent occurred with babysitters

Very few respondents reported sexual activity involving professionals responsible for their care, and none involving care workers.

The only unwanted sexual activity experienced frequently from strangers was indecent exposure. But even among the seven per cent who reported this, respondents were twice as likely to experience it from a known person as from a stranger.

Up to 75 per cent of those reporting sexual acts against their wishes or with someone much older were female. More than nine out of ten of these young women reported that the other person concerned was male. For the young men who reported similar experiences, the picture was more mixed.

Sexual incidents most often took place either in the respondent's own home or in the home of the other person. Other locations were rarely mentioned, except for indecent exposure, where 30 per cent of incidents occurred in an open place such as woods or parks, or abandoned buildings.

Where respondents reported actual or attempted oral or penetrative sex against their wishes, physical force and blackmail had been commonly used. Force had been used in six out of ten attempts to coerce them into oral or penetrative sex attacks and blackmail in four out of ten attempts.

Most sexual behaviour, which is unwanted or involves a much older person, occurs in adolescence. Around three quarters of male and female respondents who experienced actual or attempted oral or penetrative acts against their wishes or with an older person were aged between 13-15 years when it first happened.





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Only 28 per cent of the young people who had experienced sexual acts which were unwanted or involving a much older person told anyone about at the time; 27 per cent told someone later, and 31 per cent had never told anyone. Of those who had told someone, most had told a friend, while a minority had told a parent or other relative. Hardly anyone had told police, social services or other professionals.

Six per cent of respondents reported having been involved in 'consensual' sexual behaviour when aged 13-15, with someone five or more years older than themselves.

### **Physical abuse**

Seven per cent of the young people suffered serious physical abuse by a parent or carer.

In England in the year to 31 March 2000, there were 30,300 children on child protection registers, of which 8,700 were registered for physical injury, sometimes allied to other forms of abuse and neglect.

The study attempts to distinguish seriously abusive treatment from more usual forms of physical chastisement.

The young people were asked whether they had ever as a child experienced being:

- Struck on the bottom with a hard implement such as a stick.
- Hit on another part of the body with a hard implement.
- Hit with a fist or kicked hard.
- Shaken.
- Thrown or knocked down.
- Beaten up, being hit over and over again.
- Grabbed around the neck and choked.
- Burned or scalded on purpose.
- Threatened with a knife or a gun

A quarter of respondents said they had experienced at least one of these violent acts either in the family, at school or in another situation.

The study found that seven per cent of the young people had suffered serious physical abuse at the hands of their parents or carers.

There was a strong link between the socio-economic status of the young person and serious physical abuse. Young people in semi-skilled or unskilled manual jobs were three times more likely to have suffered serious physical abuse than those in professional jobs.

### **Recognition of abuse**

Even professional social workers experienced in working with child abuse cases, do not always find it easy to recognize signs of abuse. You are not expected to be an expert yourself but should know where and who to refer the case.

Some general indications that a child may be being abused include the following:

- Unexplained or suspicious bruising cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.
- An injury for which the explanation given by the child seems inconsistent.



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- The child describes what appears to be an abusive act done to them.
- May show aggressive behaviour, or exhibit habitual signs of disturbed sleep.
- May appear depressed, withdrawn or suffering from physical ailments without any supporting medical explanation.
- Distrustful of adults, particularly those with whom a close relationship would normally be expected.
- Engaging in or displaying sexually explicit behaviour or use language previously not used by the child.
- Is prevented from mixing with or playing with other children.
- Has become a loner and has difficulty in making friends.
- Shows a marked loss in body weight for no apparent reason.
- Displays variations in eating patterns including overeating or loss of appetite.
- Shows signs of changes in appearance becoming increasingly dirty or unkempt
- Shows or has an inappropriate sexual awareness for their age.
- Someone else (a child or adult) expresses concern about the welfare of another child.
- Unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper).

## Responding to a child

If a child has approached you and has chosen you to confide in, please make time to listen. It has taken considerable courage on behalf of the child to approach you in the first place and an offhanded response from you at this critical time may put the child off completely. He or she may never feel able to approach the subject again with you or any other adult and you may inadvertently be sentencing that child to many more years of abuse.

- First and foremost, **listen** to the child.
- Be professional, say calm and talk with a quiet voice.
- Let the child know that it was not their fault and that they are not to blame.
- Let them know that they have done the right thing in telling you.
- The child needs to know that you believe what they are saying. It is not your prerogative to be judgemental.
- Allow the child the opportunity to talk but do not lead the conversation and keep questions to an absolute minimum.

At the end of the conversation do not make any promises that you know you won't be able to keep. Reassure the child and above all record as soon as possible what had been said.



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Lastly refer the case to the Association's Designated Person or Association Head as soon as possible. If these people are not available refer the case to one of the professional organisations listed in the appendix at the end of this module.

### **Responding to suspicions or allegations**

As with responding to a child, remember it is not up to you to decide whether or not abuse has actually taken place, this is the province of the professional. Your Duty of Care requires you to act upon the information received, professionally and dispassionately.

In all cases a similar procedure should be adopted as if the approach was from the child directly. At the end of the conversation do not make any promises that you know you won't be able to keep. Record the conversation as soon as possible and refer the case to the BCCMA's Child and 'Vulnerable Adults' Protection Officer (C&VAPO) Mr Robert Simpson. Telephone numbers for which can be obtained from the Secretary 02476 394642.

After reporting your concerns directly do not seek to confront the abuser yourself. It may be tempting to want to talk over your suspicions, or allegations directly with the parent or guardian but this might well place the child at even greater risk.

If you are unsure of what to do you can always talk through the options with the NSPCC Child Protection Helpline (0808 800 5000) before making a formal referral to the professional services.

The social services department has a statutory duty under The Children Act 1989 to ensure the welfare of a child. When a child protection referral is made, their staffs have a legal responsibility to investigate.

### **How to record information**

It is essential that the records you keep are absolutely accurate as professional services and or the police may well use them. See Appendix 1 for sample form.

Information recorded should include:

- Time date of the interview, observation or reported concern.
- Clearly state the nature of the allegation.
- Record a verbatim account of what the child said.
- Record any questions you asked and the responses the child gave.
- Give as full a description of any visible bruising or other injuries that you can see or have seen.
- Do not be obtrusive or ask to see anything, which has not been volunteered by the child.

### **Allegations against an Association Head.**

When the allegation is made against the designated person or against the association head in person, then the report should be forwarded to the B.C.C.M.A. Child and 'Vulnerable Adults' Protection Officer Robert Simpson. Telephone numbers for which can be obtained from the Secretary 02476 394642.



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It is the responsibility of the NGB to pursue these allegations in accordance with the **Procedures** outlined above. It is important that those involved in coaching vulnerable people are aware that all allegations are taken seriously and appropriate action will be taken in all cases.

Irrespective of the findings of the police or social services investigation, the NGB will in all cases assess individual cases under its misconduct/disciplinary procedures. Where allegations are not proven but on the balance of probability, it is more likely than not that the allegation is true the NGB will impose the maximum penalty under its disciplinary code as is appropriate. The Welfare of the vulnerable group will always be uppermost in any decision made.

The B.C.C.M.A. has the right to suspend membership of any Association not complying with the Procedures outlined above. Where a clear case of poor working practice has been identified the NGB will instruct the Association Head to comply with accepted good working practice principles and or direct mandatory attendance on its Coach Education Training Courses. In either situation it will monitor classes for a defined period, to be determined by the Executive Council.

Failure to comply with these instructions will result in dismissal from the NGB.

## Promotion of good working practice

It is important that a coach feels confident and comfortable when teaching vulnerable people and not worried or obsessed with the thoughts of false or wrongful allegations being made against them. Wrongful allegations are rare and a few simple relatively obvious precautions will ensure that it should not happen to you.

Martial arts are by their very nature are a physical contact sport and good coaching requires hands on approach at times.

However clear and concise instructions and demonstrations with appropriate physical corrections are unlikely to be misconstrued by either the participant or any person watching. All children, young people and vulnerable adults have the right to feel safe and train in a safe environment. They also have a right to be treated fairly with dignity, respect and in a professional manner.

## Coaching Children, young people and vulnerable adults

The following Governing Body recommendations for the promotion of good working practices have been drawn up to help prevent or reduce situations where abuse can take place. They are also there to help protect Coaches from wrongful allegations. These recommendations may seem obvious but can so easily be overlooked. It must also be remembered that in terms of the Legislation, children are not simply young adults, your coaching style and techniques must be adapted to suit the individual's age, build and physical and mental development.

When working with children all Member Organisations and Associations within the B.C.C.M.A should adopt the following guidelines.

- Think child protection before you construct your class plans.
- Always work publicly and openly, avoid situations where you are alone with a child unobserved.
- Where possible share the supervision and or coaching with another adult.



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- Where changing rooms and showers are provided and are used by children, if at all possible, try to keep their use by adults and children separated. Do not supervise alone; if supervision is required you may need to consider putting the showers out of bounds for those occasions when you do not have an assistant coach present.
- **DO NOT** favour one child or spend disproportionately more time with one child over another.
- **DO NOT** offer to give children a lift in your car on their own. In the case of an accident during training ring the parent or guardian and get permission first.
- **DO NOT** invite a child to stay at your home if you are going to be alone in the house. If in an unavoidable situation, **Always** gain permission from a parent or guardian or at the very least a senior colleague within your organisation.
- **DO NOT** participate in horseplay or physical contact games with a child.
- **NEVER** Share a room with a child.
- **DO NOT** allow or engage in any form of inappropriate touching.
- **NEVER** make sexually suggestive comments to a child whether in fun or not.
- **DO NOT** allow allegations made by a child to go unchallenged, unrecorded or not acted upon.

## Special Needs Students

Firstly, all of the above applies to children; young people and vulnerable adults with special needs but it must also be acknowledged that people under this category will require more specific hand on, (touching) than their able bodied friends. There is therefore far greater opportunity to give the wrong signals that may be misinterpreted. Greater care and understanding on behalf of the coach is necessary if they are to avoid misunderstandings.

Always tell the person what it is you are going to do and where it is that you will be touching them. Where possible, form a professional relationship with the parents and or guardians and let them know what is required in the sport and the way in which you will be trying to develop the child. Never offer to do for them what they can do for themselves and be mindful of their reactions towards your help.

**NEVER** do anything of a personal nature, take them to the toilet, undress them, lift them or assist them to carry out particular activities, if prior permission has not been sought from the parent or guardian.

***Important if you accidentally hurt a child, cause them distress in any manner or the child appears sexually aroused by your actions, or misunderstands or misinterprets something you have done, report the incident as soon as possible to the parent or guardian. It is also advisable to make a written note and advise a senior colleague within your Organisation.***



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### References and acknowledgements

The information in this Module has largely been extracted and compiled from the following publications. For a better insight to the understanding of the requirements of Child Protection please refer to the following articles or points of reference.

National Occupational Standards and S/NVQ Guide. SPRITO

The National Coaching Foundation, Child Protection Procedures June 1996

NSPCC's web sight, which has many very useful articles and publications available to purchase on the WWW.

Home Office Open Government WEB sight which again has many very useful articles and publications some of which are available to purchase on the WWW.