



British Council for Chinese Martial Arts

# Safeguarding Policy

*Safeguarding Children and Adults  
Participating in Chinese Martial Arts*

Dec 2024

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## Introduction

- 1.1 The British Council for Chinese Martial Arts (BCCMA) the Sport England recognised National Governing Body (NGB) for Chinese martial arts in Great Britain. The BCCMA is a non-political, non-profit making organisation formally constituted to promote Safe Training Practice and the promotion Chinese martial arts in the UK and Northern Ireland.
- 1.2 Although self-governing, the BCCMA work with other Sport England NGBs to promote child protection and safeguarding, working with the NSPCC's Child Protection in Sport Unit and other organisations working to safeguard children and vulnerable adults in sport.
- 1.3 Since its inception, the BCCMA has remained committed to safeguarding and ensuring the welfare of children and vulnerable people who participate in Chinese martial arts under the instruction and supervision of BCCMA Coaches.
- 1.4 The government frequently revisits safeguarding legislation and statutory guidance documents, with the aim of strengthening safeguarding procedures and making guidance as clear as possible. As a result, it can be challenging to keep track of new requirements and how they impact your role in the provision of martial arts recruitment, management and coaching.
- 1.5 If you work with or around children, safeguarding is an important responsibility that you must take seriously. In order to properly fulfil your safeguarding duties, you need to understand what the law requires and keep up to date with any amendments or changes to it. There are a number of policies, legislation, and statutory guidance documents that the Department for Education (the governing body for safeguarding children) have created and updated over time. These apply to all local authorities and organisations who are responsible for children's safety. The main pieces of legislation and guidance documents that you should be aware of include:
  - The Children Act 1989 (as amended).
  - The Children and Social Work Act 2017
  - The Safeguarding Vulnerable Groups Act 2006
  - Working Together to Safeguard Children 2018
  - Keeping Children Safe in Education 2018
- 1.6 Working Together to Safeguard Children is the statutory guidance document sets out the responsibilities that all organisations in England must fulfil to safeguard children and young people (which applies to anyone under the age of 18). It explains the need for local authorities (including the police and health services) and other relevant agencies to coordinate with each other, so they can appropriately respond to safeguarding concerns and promote children's welfare.
- 1.7 There are also other regulations to note, which have prompted changes to safeguarding requirements over time:
  - GDPR and the Data Protection Act 2018
  - Information Sharing: Advice for Practitioners 2018
  - Sexual Violence and Sexual Harassment Between Children in Schools and Colleges (guidance document) 2018
  - Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018

- Childcare Act 2006 (as amended in 2018)
- 1.8 The BCCMA believes that ‘Safeguarding children - the action we take to promote the welfare of children and protect them from harm - is everyone’s responsibility’. Everyone who comes into contact with children and families has a role to play.
- 1.9 The legislative requirements and expectations on individual services to safeguard and promote the welfare of children. Safeguarding and promoting the welfare of children is defined as:
- protecting children from maltreatment.
  - preventing impairment of children's health or development.
  - ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
  - taking action to enable all children to have the best outcomes.
- 1.10 The BCCMA considers the welfare of children and vulnerable people participating in Chinese martial arts to be of primary importance. It is a key objective of the Executive Board to regularly review the latest good practice in child protection and to report annually to the BCCMA Annual General Meeting (AGM).
- 1.11 The BCCMA, through its directives and training programme, communicates and implements protocol to ensure that the BCCMA coaches adopt best practice in: the management of its classes and training; the recruitment of its Coaches, staff and volunteers; and dealing with accusations of abuse involving staff or other participants in its classes.
- 1.12 The BCCMA is aware of the importance of child protection and safeguarding vulnerable people in sport, specifically in the practice of Chinese martial arts. It is a corporate responsibility of the BCCMA to ensure that children and vulnerable people placed in the care of its Coaches, staff and volunteers are appropriately protected - as a minimum, in accordance with the guidance issued by Sport England. The BCCMA is open to working with other organisations and sharing information (as appropriate) to promote the safeguarding of children and vulnerable people in the wider community.

## **2. Policy Position**

2.1 The BCCMA believes that:

- Children and young people have the right to protection from neglect, physical, emotional and sexual abuse.
- BCCMA members have a responsibility for the protection of young people and for reporting concerns about a young person’s welfare or safety.
- A child or young person’s welfare is the paramount consideration.
- If any conflict between the needs of the child or young person and those of the parents or carers, the needs of the young person are put first.
- Child protection must take account of the racial, linguistic, cultural and religious needs and differences of young people and families.
- Children and young people are listened to and taken seriously, whatever their level of development or communication.

- Children and young people's wishes and feelings are taken into account and they are involved in decisions about their future in ways appropriate to their age and understanding.
- Work with the children and young person is sensitive to their particular needs and circumstances.
- All children and young people are treated with respect and accorded full civil and legal rights.

### **3. Safeguarding and Child Protection**

- 3.1 Any adult working in the provision of Chinese martial arts for young people and vulnerable adults, in either a paid or voluntary capacity, has a duty of care to the young people, vulnerable adults and themselves to provide a safe and caring environment. It is vital that any coach, Instructor, official or any other person assisting with young people and vulnerable adults' activities has the ability to provide patience, understanding and encouragement.
- 3.2 Understanding of individuals' development and the ability to communicate with them is more important than knowledge of Chinese martial arts. Children and young people and vulnerable adults have a right to protection from the potential threat of abuse. They must be protected from all forms of discrimination and abuse and treated equally, regardless of age, gender, race, culture, religion, language, sexual orientation or ability. Public or private facility providers that engage the services of BCCMA members on a paid or voluntary basis, and the employee themselves must be aware of the dangers of abuse, the forms it can take and its recognition, and demonstrate good practice within their Chinese martial arts training sessions.

### **4. Definition of Abuse**

- 4.1 The definitions of abuse have become more sophisticated as the legal and medical systems have increasingly recognised events and behaviours that infringe on individuals' rights and/or do harm. For the purposes of this document, we will refer to the definitions used by the Department of Health in their guidance and the statutory regulations. The BCCMA recognise the definition of abuse to be:

*A violation of an individual's human and civil rights by any other person or persons.*

and that:

*Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented to or cannot consent. Abuse can happen in any relationship and may result in significant harm to, or exploitation of, the person subjected to it.*

- 4.2 A review of the literature shows a high level of agreement among governmental and other agencies about the characterisation of abuse. Currently the Department of Health identifies six categories of abuse: physical; sexual; psychological/emotional; financial or material; neglect and acts of omission; and discriminatory. These have become better known in the further education system in recent years. Definitions of these follow:

- 4.2.1 Neglect: Where adults fail to meet a young person or vulnerable adult's basic needs like food or warm clothing or fail or refuse to give young people and vulnerable adults love, affection and attention. Young people and vulnerable adults might also be constantly left alone or unsupervised. Neglect in a sporting situation could include an instructor not ensuring that young people and vulnerable adults were safe, exposing them to undue heat or cold, or to unnecessary risk of injury.
- 4.2.2 Physical: Where adults or other young people physically hurt or injure young people and vulnerable adults, for example by hitting, slapping, pushing, kicking, shaking, squeezing, burning, biting, restraint, inappropriate sanctions or by giving young people and vulnerable adults alcohol, inappropriate drugs or poisonous substances. In sports situations, physical abuse might occur when the nature and intensity of training exceeds the capacity of the immature and growing body of the child.
- 4.2.3 Sexual: Girls and boys are abused when they are used by adults or other young people (both male and female) to meet the adult's own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse, and fondling. The display of pornographic material (books, videos or pictures) to young people and vulnerable adults is also a form of abuse. Coaching or activities which involve physical contact with young people and vulnerable adults could create potential situations where sexual abuse could go unnoticed. The power of the instructor over young people and vulnerable adults, if misused, could also lead to the development of situations in which abuse may occur.
- 4.2.4 Emotional: Persistent lack of love and affection, where a child or vulnerable adult may be constantly shouted at, threatened or taunted and become very nervous and withdrawn, would constitute emotional abuse. Emotional abuse could also occur when there is constant overprotection (which prevents a child or vulnerable adult from socialising), or there is neglect, physical or sexual abuse. Emotional abuse might occur in sport sessions if young people and vulnerable adults are subjected to constant criticism, bullying or unrealistic pressure to perform to high expectations.
- 4.2.5 Bullying: It is important to recognise that in some cases of abuse, it may not always be an adult abusing a young person or vulnerable adult. It could be that the abuser is a young person or vulnerable adult themselves and this is recognised as bullying. It is important to be aware that adults can bully too. Bullying may be seen as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves.
- 4.2.6 Although anyone can be the target of bullying, victims are often shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons – being overweight, physically small, having a disability or belonging to a different race, faith or culture.
- 4.2.7 Bullying often takes place in schools or other environments where children meet, and research shows it can and does occur where there is inadequate supervision – on the way to and from school, at a sporting event, in the playground and changing rooms.

## **5. Indicators of Abuse**

- 5.1 Some indications that a child or vulnerable adult has been abused may include:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.
- An injury for which the explanation seems inconsistent or for which multiple explanations are given.
- The child or vulnerable adult describes what appears to be an abusive act involving him/her.
- Someone else (a child or adult) expressing concern about the welfare of another child or vulnerable adult.
- Unexplained changes in behaviour over time e.g., becoming very quiet, withdrawn, or displaying sudden bursts of temper.
- Inappropriate sexual awareness.
- Engaging in explicit sexual behaviour.
- Distrust of adults, particularly those with whom a close relationship would normally be expected.
- An apparent difficulty in making friends.
- The prevention by an adult from socialising with other young people or adults.
- Displaying variations in eating patterns including overeating or loss of appetite.
- Weight loss for no apparent reason.
- An increasingly dirty or unkempt appearance.

5.2 This list is not exhaustive and the presence of one or more indicators is not proof that abuse has actually taken place. It is not the responsibility of those working with young people and vulnerable adults to decide that child abuse has occurred, but it is their responsibility to recognise and act on any concerns by reporting any incident to the BCCMA's Safeguarding Lead by completing an Incident Referral Report Form for referral to the appropriate authority.

## 6. Referral of Allegations

6.1 To improve coordination and make sure that those who deal with allegations are qualified to do so. The BCCMA safeguarding lead will ensure a more standardised and consistent approach to reporting and managing any allegations made against people who work with children.

## 7. Definition of Serious Harm

7.1 To help Local Safeguarding Partners (previously known as Local Safeguarding Children Boards) make better-informed decisions about whether a case is notifiable (i.e. whether they should report it to the authorities), the updated edition of Working Together included a definition of 'seriously harmed'. It stated that serious harm includes, but is not limited to, cases, where the child has sustained, as a result of abuse or neglect, (a) potentially life-threatening injury or (b) serious or likely long-term impairment of physical/mental health or physical, intellectual, emotional, social, or behavioural development.

## 8. Notifiable Incidents Involving the Care of a Child

8.1 To clarify what constitutes a 'notifiable incident', the government added a new section on notifiable incidents to statutory regulations. The section has since been made redundant however, as Child Safeguarding Practice Review Panels have replaced the Serious Case Review Panels and new requirements are in place.

## **9. Whistleblowing**

- 9.1 The BCCMA's safeguarding duties include internal whistleblowing policy. We have integrated the policy and procedures into our online training provision. We want to ensure that anyone in the BCCMA that has a safeguarding concern is aware of the guidelines. Our policy reflects the principles of Sir Robert Francis' 'Freedom to Speak Up Review'.

## **10. Preventable Child Deaths**

- 10.1 The update to statutory regulations included a new definition of preventable child deaths: "those in which modifiable factors may have contributed to the death. These are factors defined as those, where, if actions could be taken through national or local interventions, the risk of future child deaths could be reduced." Requirements for reviewing child deaths has since been amended, but this definition is still relevant.

## **11. Positions of Trust within Martial Arts**

- 11.1 The BCCMA recognise that martial arts coaches, in particular, are in a position of trust. As an organization at the forefront of safeguarding in martial arts, the BCCMA recognise as our members may work with children and their families must have sufficient policies in place, primarily those for dealing with allegations against people working with children. We recognise that an allegation may relate to someone who works with children and has a) behaved in a way that has harmed, or may have harmed, a child, b) potentially committed a criminal offence against, or related to, a child, or c) behaved towards a child (or children) in a manner that indicates they may pose a risk of harming them.

## **12. Membership and License Requirement**

- 12.1 Anyone working regularly with children, whether on a voluntary or employed basis, needs to have an enhanced DBS (Disclosure and Barring Service) check — formerly known as an enhanced CRB check. New members of staff must not be allowed to work unsupervised with children until a satisfactory enhanced DBS check has been received.
- 12.2 In martial arts coaching, the definition of regularly is a range: from once a week or more to one day in one month or more. Overnight (between 12 midnight and 6am) supervision would require special permission from the Child Protection and Safeguarding Officer, approved by the Executive Board, in advance.

## **13. Definition of Volunteer**

- 13.1 The DBS definition of a volunteer is defined in the Police Act 1997 (criminal records) Regulations 2002 as:

"Any person engaged in an activity which involves spending, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party and not a close relative."

To qualify for a free-of-charge criminal record check, the applicant must not benefit directly from the position the DBS application is being submitted for. The applicant must not:

- benefit directly from the position for which the DBS application is being submitted.



- receive any payment (except for travel and other approved out-of-pocket expenses);
- be on a work placement.
- be on a course that requires them to do this job role; and
- be in a trainee position that will lead to a full-time role/qualification.

#### **14. Coaches' Responsibilities**

- 14.1 Anyone working in regulated activity whether on a voluntary or employed basis, needs to have a Basic DBS check if working with adults and an Enhanced check if working with children or young people under 18. New members of staff must not be allowed to work in regulated activity un-supervised with children until a satisfactory enhanced DBS check has been received, with the only exception that an Assistant (Junior) Coach does not require a DBS check at this time. *Caveat, if working with vulnerable adults in a class specifically convened for vulnerable adults only, then an Enhanced DBS check would be required.*
- 14.2 BCCMA Assistant (Junior) Coaches (by definition aged 16 to 17 years of age) do not require a DBS check but may only teach when supervised by a BCCMA Coach.
- 14.3 It is the responsibility of a BCCMA Coaches to ensure that the child and vulnerable persons' experience of Chinese martial arts is high quality, enjoyable and safe. The class structure is designed to help participants grow in terms of physical ability (skills and competence in the martial arts) but also to allow personal, social and emotional development.

#### **15. Children and Vulnerable People in Chinese Martial Arts**

- 15.1 The BCCMA ensure that all Coaches, staff and volunteers who are responsible for the instruction and/or supervision of children and vulnerable people are aware of the these policies and procedures on safeguarding and promoting the welfare of children and vulnerable people. Emphasis has been placed on the importance of listening to children and vulnerable people, particularly when they are expressing concerns about their welfare whilst practicing Chinese martial arts.
- 15.2 The BCCMA recommend that each BCCMA club or association appoint a Welfare Officer, as the designated person to whom individuals or groups should report their child protection concerns initially. The Welfare Officer should be identified to new participants and their parents on arrival.
- 15.3 In each BCCMA club or association, the Welfare Officer should ensure that effective systems are in place for children, vulnerable people, staff and other people to make a complaint where there are concerns that action to safeguard and promote a child's welfare has not been taken in accordance with the BCCMA's procedures. It is also the responsibility of the BCCMA club or association Welfare Officer to address accusations of abuse and/or bullying between participants (non-staff related); and to investigate these accusations and to take the necessary action which may include excluding perpetrators, and informing the authorities, where appropriate.

## **16. Safe Participation in Chinese Martial Arts**

- 16.1 Chinese martial arts have a history dating back thousands of years. In comparison to other sports, the benefits of participation in Chinese martial arts have been shown to be wide ranging for young and old alike. Chinese martial arts have been described as an art form and a sport - one which you can practice from childhood to old age. Participation in Chinese martial arts have a track record for improving concentration, coordination, flexibility, endurance, stamina and strength - it is a comprehensive sporting activity.
- 16.2 Chinese martial arts have undisputed long-term health benefits, these include: managing obesity and improved physical fitness which may lead to a reduction in the risk of some health problems. The child's experience of these benefits has been proven to be more significant as BCCMA classes are regarded as high quality, enjoyable and safe, which has motivated participants to adopt a healthy lifestyle, and to continue to participate in Chinese martial arts into adulthood.

## **17. Tackling Bullying in Martial Arts**

- 17.1 The BCCMA recognises that bullying can have a profound impact on emotional and mental health, leading to depression, self-harming and even suicide. We have an anti-bullying policy setting out the respective rights and responsibilities of the young people and their carers in preventing and dealing with bullying.
- 17.2 The BCCMA encourages members to raise awareness of bullying through developing a culture in which respect and consideration for others is fundamental. We encourage young people to report bullying in the knowledge that it will be taken seriously.
- 17.3 BCCMA Coaches should seek to eliminate bullying behaviour. They should aim to boost a young person's self-esteem and create a positive environment both of which we recognise as important factors in preventing young people from being bullied and/or becoming bullies.
- 17.4 The BCCMA encourage attention to promoting a high level of awareness or risk and high stands of practice and to strengthen the capacity for young people to help themselves.

## **18. Implementation**

- 18.1 Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about any action to take. Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people and vulnerable adults in order to harm them. A coach, instructor, official or volunteer may have regular contact with young people and vulnerable adults and be an important link in identifying cases where a young person needs protection. All cases of suspected poor practice and abuse should be reported following the guidelines in this document. When a young person participates in Chinese martial arts having been subjected to abuse outside the sporting environment, Chinese martial arts can play a crucial role in identifying and reporting concerns. In such

instances, BCCMA members must work with the appropriate agencies to ensure the young person receives the required support following disclosure and investigation.

- 18.2 There have been several studies which suggest that young people and vulnerable adults with disabilities are at an increased risk of abuse due to various factors such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves, or to adequately communicate that abuse has occurred. Young people and vulnerable adults from ethnic minorities, who may also be experiencing racial discrimination, are also more vulnerable.

## **19. Guidance on Effective Practice**

- 19.1 All BCCMA members are required to demonstrate exemplary behaviour in order to promote young people and vulnerable adults' welfare and reduce the likelihood of allegations being made. The following are common sense examples of how to create a positive culture and climate within sporting activities/events.

- 19.2 Effective practice can be demonstrated by:

- Always working in an open environment (e.g., avoiding private or unobserved situations and encouraging an open environment (e.g., no secrets).
- Treating all young people and vulnerable adults equally, and with respect and dignity.
- Always putting the welfare of each young person first, before winning or achieving goals.
- Maintaining a safe and appropriate distance with young people and vulnerable adults (e.g. it is not appropriate to have an intimate relationship with a young person or to share a room with them).
- Building balanced relationships based on mutual trust which empowers young people and vulnerable adults to share in the decision-making process.
- Making sport fun, enjoyable and promoting fair play.
- Ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the BCCMA. Care is needed, as it is difficult to maintain hand positions when the young person is constantly moving. Young people and vulnerable adults and carers should always be consulted, and their agreement gained.
- Keeping up to date with the technical skills, qualifications, and insurance in sport
- Involving parents wherever possible (e.g., for the responsibility of their young people and vulnerable adults in the changing rooms). If groups must be supervised in the changing rooms, always ensure parents/coaches/coaches/officials work in pairs.
- Ensuring that if mixed gender participants are taken away, they should always be accompanied by a male and female member of staff. (NB: however, same gender abuse can also occur).
- Ensuring that at competitions or residential events, adults should not enter young people and vulnerable adult's rooms or invite young people and vulnerable adults into their rooms.
- Being an excellent role model - this includes not smoking or drinking alcohol in the company of young people and vulnerable adults and promoting a healthy diet.
- Giving enthusiastic and constructive feedback rather than negative criticism.

- Recognising the developmental needs and capacity of young people and vulnerable adults - avoiding excessive training or competition and not pushing them against their will.
- Securing parental consent in writing to act in loco parentis (Appendix R), if the need arises to give permission for the administration of emergency first aid and/or other medical treatment.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.
- Where an instructor (or Coach) witnesses an injury, this must be reported to the parents at the first opportunity.
- Requesting written parental consent if young people and vulnerable adults are required to be transported in coaches/coaches/officials/volunteers' etc, cars.

## 20. Instructor (Coach) to Student (Athlete) Ratio

20.1 Chinese martial arts are practised by both male and female students of all ages and abilities. It is the registered instructor's responsibility to ensure that they have undertaken a risk assessment for the session and that there is enough supervision to carry out the planned activities in a safe and open environment.

20.2 A general guideline would be:

Participant Age Group	Competitive Programs One coach to:	Recreational classes One coach to:
3-5 years old	Not Applicable	6-8 participants
6-11 years old	6-8 participants	8-10 participants
12-16 years old	6-8 participants	8-10 participants
17 + years old	8-10 participants	20 participants

20.3 However, it is never appropriate to have one responsible adult on their own – there should be a minimum of two adults in charge irrespective of the number of children.

20.4 In classes for students aged 13 years of age or older, the numbers attending may be more, but it is usually the case that there are sufficient senior students or assistant coaches to work with smaller groups under the supervision of the instructor.

## 21. Appropriate Behaviour in Changing Rooms

21.1 Young people and vulnerable adults should always be supervised in the changing rooms by their parent/carer. Adult members should not change or shower at the same time using the same facility as young people and vulnerable adults. If you are involved in a mixed gender activity, separate facilities should be made available.

21.2 If young people and vulnerable adults are uncomfortable changing or showering in public, no pressure should be placed on them to do so. Encourage them to do this at home.

- 21.3 If your activity/event has participants with disabilities involve them and their carers in deciding how they should be assisted and ensure they are able to consent to the assistance that is offered.
- 21.4 No photographic equipment should be used in the changing room environment. This includes cameras, video cameras, mobile phones with photographic capabilities, etc.

## **22. Appropriate Behaviour when Providing First Aid Treatment**

- 22.1 It is recommended that no young person or vulnerable adult should be treated in any way in a situation where the young person/vulnerable adult is on his/her own in a treatment room with the door closed. Prior to medical treatment being carried out on a young person/vulnerable adult, parental/carer consent in the written form must be sought where appropriate.
- 22.2 It is recommended that all treatment procedures are explained fully to the young person/ vulnerable adult and verbal consent is given before they are carried out.
- 22.3 It is strongly recommended that all treatment procedures should be 'open', ie the door remains open, parents/carers are invited to observe treatment procedures. Where strict medical confidentiality is to be observed then the parents/carers of the young person/ vulnerable adult should be invited to attend.
- 22.4 It is recommended that if treating an area of the body which is potentially embarrassing to a young person/vulnerable adult (ie the groin), a suitable adult (ideally a parent/carer) acting as a chaperone should be present.

## **23. Practice to Avoid**

- 23.1 The following should be avoided except in emergencies. If cases arise where these situations are unavoidable, they should only occur with the full knowledge and consent of someone in charge at the activity/event or the young person's parent or vulnerable adult's carer. For example, a young person sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a young person up at the end of a session:
- Avoid transporting young people and vulnerable adults in your car unless in a medical emergency.
  - Avoid spending time alone with young people and vulnerable adults away from others.

## **24. Inappropriate Practice**

- 24.1 The following should never be sanctioned. BCCMA members in a position of trust as an instructor or Coach should never:
- Take young people and vulnerable adults to your home where they will be alone with you.
  - Engage in rough, physical or sexually provocative games, including horseplay.
  - Share a room with a young person.

- Allow or engage in any form of inappropriate touching.
- Allow young people and vulnerable adults to use inappropriate language unchallenged.
- Make sexually suggestive comments to a young person, even in fun.
- Reduce a young person to tears as a form of control.
- Allow allegations made by a young person to go unrecorded or not acted upon
- Do things of a personal nature for young people or disabled adults that they can do for themselves.
- Invite or allow young people and vulnerable adults to stay with you at your home unsupervised

24.2 It may sometimes be necessary for staff or volunteers to do things of a personal nature for young people and vulnerable adults, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and written consent of parents/carers and the young people or vulnerable adults involved. There is a need to be responsive to a person's reactions.

24.3 If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a young person to carry out activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

24.4 If any of the following incidents should occur, they should be reported immediately to another colleague and make a written record of the event. Parents/carers should also be informed of the incident:

- If you accidentally hurt a young person/vulnerable adult; • If he/she seems distressed in any manner; and/or
- If a young person/vulnerable.

## **25. Concerned About a Child**

25.1 If a young person chooses to share information with a BCCMA member about an abusive incident, the matter should be reported to the club Welfare Officer who should ensure that the young person feels supported and that they have done the right thing. The Welfare Officer role will be one of listening as opposed to questioning, in order to not impede any subsequent investigation undertaken in line with achieving best evidence confidentially. The matter should then be reported to the appropriate authorities and escalated.

25.2 If you are concerned about a child or are under 18 and concerned for yourself then you should report it. You can do this anonymously, and your confidentiality will be respected. Contact ChildLine on 0800 1111 or visit their website: <http://www.childline.org.uk>.

25.3 If you are concerned that a child is at risk of immediate injury, death, then phone 999 NOW and report it.

## **26. Help and Advice**

- 26.1 The NSPCC operates a free 24-hour helpline (0808 800 5000) to provide advice and support to anyone with concerns about the welfare or safety of a child. In addition, the Child Protection in Sport Unit (CPSU) has been established to assist sports organisations and individuals in developing and implementing effective safeguarding policies and procedures. The CPSU website is a valuable source of information and advice: [www.thecpsu.org.uk](http://www.thecpsu.org.uk).

## 27. Making a Safeguarding Referral

### 27.1 How do you make the referral?

If the Dedicated Safeguarding Lead (DSL) decides to make a referral it should be done as soon as possible with as much information as you can safely gather. Do not delay making a referral if you do not have all the information you might need.

### 27.2 Information you can gather

- Relevant details of the person you're concerned about.
- Your involvement with the person(s) you're concerned about.
- The nature of the concern, expressed in a clear and concise way.
- If there is an alleged perpetrator (someone accused of being responsible for the abuse or harm), any identifiable information including their name, known location or employment details.
- Whether anyone has spoken to the person, family members or others about the concern.
- Details of other services that are already involved with the person (if known).

Once you have reported the concern, they will decide if the referral meets their criteria to act. You should be informed within 48 hours. You must follow up if you are not informed within 48 hours.

### 27.3 You are not Alone

- Multi-Agency Safeguarding Hub (MASH). A local authority led organisation which brings these organisations together to manage concerns.
- Social services. Local authorities are the lead organisation for safeguarding children and adults. They have a legal duty to follow up any complaint or concern about harm or abuse.
- Child Protection in Sport Unit (CPSU) has been established to assist sports organisations and individuals in developing and implementing effective safeguarding policies and procedures. The CPSU website is a valuable source of information and advice: [www.thecpsu.org.uk](http://www.thecpsu.org.uk).
- Local Authority Designated Officer (LADO) The role of the LADO is set out in HM Government guidance Working Together to Safeguard Children (2018) Chapter 2 Paragraph 4 and is governed by the Authorities duties under Section 11 of the Children Act 2004 and MKSCB Inter-Agency Policy and Procedures (Ch 2.8). This guidance outlines procedures for managing allegations against people who work with children who are paid, unpaid, volunteers, casual, agency or anyone self-employed.
- Police. The police will take the lead for investigations where criminal offences are suspected. In serious cases, the police can take a child away for 72 hours to keep the child safe. This is called police protection.
- NHS bodies, mental health services or private hospitals. Health organisations take the lead when a person needs help or support connected to their physical or mental health, or if a person was harmed in a health setting.

### Your continuing role as DSL

You must check you understand what your continuing role will be. This may include providing evidence or removing the person from any further activity while an investigation is carried out. Agree your continuing role and the frequency of any updates and communication.

In some situations, you may be asked to work with the agencies to manage the situation. For example, they may ask you to introduce person with whom there is a concern to a social worker and be present at initial meetings to help build trust.

Depending on the nature of your work and relationship with the person with whom there is a concern, you may be asked to attend a multi-agency Initial Action/Strategy Meeting. This brings together information and evidence to plan any further investigation. You should seek advice from the statutory agencies as to what level of involvement they may want your organisation to have.

Your role is not to take the place of Social Services or the police. Say no if you are asked to manage a situation beyond what you feel comfortable with. You should not be investigating or talking to people you don't have a current relationship with. This can open your organisation up to significant risk and lead to further harm.

## **28. Allegations**

Any allegation made against a Head of a 'member group' must be directed to the BCCMA's DSL. Contact details can be found on the BCCMA web pages.

The NGB will pursue these allegations in accordance with its procedures, if it is considered appropriate to suspend them from membership, written confirmation should be set by recorded delivery as soon as possible and certainly not longer than 24 hours. The recipient has a right to be informed for the reason for suspension but must NOT be given the details of the allegation.

It is incumbent upon the governing body to support the suspended association head, he or she should be given contact details of a support officer within the BCCMA.

### **28.1 Allegation assessment**

Possible criminal investigation

In the case of a child, is there an immediate risk of further abuse or harm.

Allegation has no foundation and may be malicious.

### **28.2 Investigation outcomes**

Once the draft report is complete and you have recorded whether you have found any evidence or not you will need to reach an outcome. Safeguarding investigation outcomes are as follows.

Substantiated — There is sufficient evidence to prove the allegation that a child has been harmed or there is a risk of harm.



**Malicious** — There is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive. The police should be asked to consider what action may be appropriate in these circumstances.

**False allegation** — There is sufficient evidence to disprove the allegation, however, there is no evidence to suggest that there was a deliberate intention to deceive.

**Unsubstantiated allegation** — There is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.

**Unfounded** — The additional definition of “unfounded” can be used to reflect cases where there is no evidence or proper basis which supports the allegation being made. It might also indicate that the person making the allegation misinterpreted the incident or was mistaken about what they saw. Alternatively, they may not have been aware of all the circumstances.

Cases in which an allegation was proven to be false, unsubstantiated, or malicious should not be included in employer references. A history of repeated concerns or allegations which have all been found to be false, unsubstantiated, or malicious should also not be included in any reference.

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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 children and vulnerable adults will always be uppermost in any decision made.