

**Exeter Otters Wheelchair Basketball Club**

**Safe Guarding Children –**

**Safe Enviroment**

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**Duty of Care**

All clubs and Basketball activity providers have a responsibility for the safety and welfare of

Players, coaches, volunteers, officials, visitors and others. This responsibility applies to all

BWB registered clubs, regardless of their size or structure. There is a legal

Responsibility to ensure that participants are protected from harm whilst taking part in

Basketball. This is legally termed as the ‘duty of care’ and is particularly significant when dealing with children.

For the purpose of this document and all Safeguarding policies, Exeter Otters refers to children as any person under the age of 16 years and a Young Person as being over 16 but

under 18 years, irrespective of their role.

When working with children, an adult who carries out a supervisory role takes on certain

responsibilities while the child is in their care. This may include:

• Holding a responsibility for care and wellbeing during training.

• Safe dispersal after training.

• Providing first aid.

• Providing/consenting to emergency medical treatment.

• Supervision/chaperoning.

• Team managing.

In order to fulfil the ‘duty of care’, basketball activity providers must make sure that the following areas are properly covered:

• Safeguarding and Welfare.

• Safe Environment, including safe apparatus and equipment.

• Safe development of the individual through appropriate physical and psychological preparation and progressive skill development.

• Provision of suitable first aid support and emergency procedures.

• Exercising reasonable care at all times.

Those with an overall responsibility for running a club or providing Basketball activity must ensure that policies and procedures are in place and implemented as part of their duty of care, although it is impossible to establish detailed guidelines for every aspect of every situation that may arise. However, BWB Policy, training courses and resource materials are designed to provide

the prudent club, welfare officer, deputy welfare officer’s, coach’s, volunteers, official’s and parent’s with a sufficient basis of knowledge and guidance to enable them to meet their obligations in relation to safeguarding and the promotion of the welfare of children and young people in their care.

The direction in this section will assist basketball player providers to ensure an approach to

Safeguarding and the promotion of welfare that meets reasonable expectations in relation to

the standards required by organisations’ that provide services for children and young people.

Further information on appropriate standards in relation to coaching basketball is provided within British Wheel Chair Basketball Education resources. Any reports of failure to comply with the guidance in this section will be investigated as a breach of policy.

**Club Registration**

When players register with a club it is essential that the club (or BWB on the clubs behalf) obtains appropriate personal information about them. The type of information that should be collected at the point of registration would include:

• Name and address;

• Date of birth;

• Parent/Carer information;

• Emergency contacts;

• Medical details – allergies, existing conditions, including any specific actions to take;

• Information on any disability or special needs, including English not being the first language;

• Medical consent;

• Consent for participation in basketball;

• Consent for photography and filming or option to object;

• Equality profile.

Clubs should ensure that this information is collected at the earliest opportunity to enable any necessary risk assessments based on medical information and/or disability to be completed prior to participation.

Parental consent should always be sought prior to participation.

Data Protection law requires that you must have a lawful reason to use an individual’s personal information. Clubs need to explain clearly how the personal information being collected will be used and why and with whom it may be shared. This includes providing full details of any photography and filming that will take place during club activities (e.g. for coaching purposes or club promotion) and either requesting consent or providing the individual and the person with parental responsibility with the opportunity to object to photography or filming.

Any BWB registered clubs who publish images of children must comply with the guidance on photography and use of imagery included in this document.

**Welfare Officers**

Although the responsibility for safeguarding falls on everyone, a critical element in safeguarding is the designation of an individual who is responsible for safeguarding and promoting the welfare of children and young people. All BWB clubs and Basketball events are required to have an appointed Welfare Officer to be responsible for:

• Responding to safeguarding, child protection and poor practice concerns.

• Providing support and advice in the implementation of procedures that safeguard and promote the welfare of children.

• Assisting the club or event to be more child focused in its activities, e.g. involving children in decision making processes.

In order to avoid any potential conflicts of interest, the role must not be taken on by a key member of the coaching team or member of his/her immediate family, however an individual who has a more limited involvement in coaching can take on the role in the event that there is no other acceptable alternative.

**Exeter Otters Welfare Officers –**

**Head Welfare Officer – Hayleigh Ostler**

**Deputy 1 – Robert David Bright**

**Deputy 2 – Victoria Paul**

**Provision of Safe Environment**

Safeguarding is fundamental in the delivery of the sport and the conduct of those involved.

Everyone must place the protection of children and young people as the paramount consideration and ensure that the environment where the Basketball activity takes place is one where children and young people are safe and helps to reduce the risk of them being abused through their participation within the sport.

Clubs and organisations’ must address the following environmental factors:

• Provide open training environment.

• Ensure there is a clear policy for use of changing rooms and toilets.

• Maintain apparatus, equipment and other club property, e.g. minibus;\*

• Provision of first aid facilities;\*

• Storage of personal and sensitive information.

\* These areas are covered in detail in the BG Health & Safety Management System and Guidance.

Open Training Environment

It is essential that clubs work in partnership with parents/carers and are open about training sessions. Clubs should welcome parents who wish to observe and in the case of new or potential members, encourage them to view a session and remain with their child until the child is happy to be left.

In some facilities there may be logistical problems in providing a suitable area for viewing. Clubs without viewing areas should designate a small area of the court for viewing. This will need to be carefully managed and there may need to be limits on the number of spectators that can be safely accommodated. Clubs should also ensure that a viewing policy covering acceptable standards of conduct is in place.

There is no requirement to record images when using CCTV for viewing purposes. Clubs that wish to record CCTV images must contact the Information Commissioner for advice on with relevant data protection legislation. Exeter Otters do not have or use CCTV however, with the advance of modern technology, the use of Livestreaming to facilitate viewing remotely is possible. BWB Games can be live streamed, in the instance where a livestream is to be used, if a parent or carer is not comfortable with their child being on video, please contact the Exeter Otters.

**Supervision and Mixed Age Group Training**

It is essential that appropriate ratios for supervision are adopted and everyone is clear of their supervisory responsibilities. Ratios should be determined by considering age, the type of activity and where it is taking place. For 2nd team training, Exeter Otters recommends a minimum ratio of one adult to ten players. Where events are external to the regular club training venue, a minimum ratio of one adult to fifteen players is required, this would also be with an extra coach or volunteer present. This ratio should be increased for players aged under-eight years. In addition, there must always be a minimum of two responsible adults present. This ensures there is supervision in the event of an accident or incident that requires one of the adults to leave the group to accompany a child.

**Mixed Age Groups**

Exeter Otters does not prohibit adults from training alongside children. Clubs have a responsibility to ensure they consider the differences in needs based not only on age but also experience and stage of development for each of their participants. Where clubs have adults training with children, the club has a responsibility to create a safe environment for all its participants and where necessary, this includes putting safeguards in place to protect children and adults in our sport.

Provision of Personal Care

There may on occasion be circumstances where some players will need help with personal and intimate care such as going to the toilet, changing and washing. In the main this is most likely to arise for some players with severe learning or physical disabilities.

Children with Disabilities

Some children with disabilities, as a result of their need for practical assistance in daily living, may be more vulnerable to abuse and the risk may be greater where there are a number of carers. This may increase the likelihood of exposure to abusive behaviour and make it more difficult to set and maintain physical boundaries. It can be difficult, particularly for children with severe learning disabilities, to differentiate between different roles if carried out by the same person. This may lead to confusion and additional vulnerability.

Taking account of the above factors and the safeguarding concerns that can arise from coaches and others putting themselves in a position where they are alone with a child, Exeter Otters views as unacceptable the routine provision of personal care by coaches. Exeter Otters requires all intimate care to be carried out by someone other than the coach (except when the coach is also the parent) whose sole role in relation to the child or young person is to address their care needs. At Exeter Otters when there is a minor parents or carers stay at the session to watch and support. In the event where personal care would be required, with permission from parent or carer which would be documented, there are designated volunteers who are DBS checked and safeguard trained if this was to be required on occasion.

Although it is acknowledged that some disabled children who take part in events that require an overnight stay may require overnight support, considers that it is not acceptable for Exeter Otters coaches, or other Exeter Otter members in responsible positions, to share a room with an unrelated player in order to provide overnight support

Exeter Otters suggests that the parents or guardians together with the coach consider and agree:

• Whether to provide a paid or voluntary professional carer to be awake during the night to give overnight support; or

• Invite the player’s parent or guardian to provide the overnight support.

Exeter Otters have DBS covered coaches and volunteers, Coaches and welfare have also been safeguard trained. In the instance a minor comes on away trips, if the parent or guardian cannot attend, a permission form with be completed along with a medical form, this will be where the minor has their own room if they are aged 16 – 18 on the premier league team, this is only in the instance where a hotels policy allows this and the minor would be on the same floor as the team.

**Supporting Access for Children with Disabilities and Special Needs to Participate in Basketball**

It is the responsibility of every club to consider the needs of children; making reasonable adjustments to help provide for the inclusion of any child who wishes to participate. All BWB registered organisations should support young people and their parents to ensure the necessary support is in place for children with disabilities and other special needs to access Basketball activity.

Under Section 17 of the Children Act 1989, Local Authorities are required to provide services for any child who would be defined as a ‘Child in Need’. This may include children with significant disability and children with impaired health and development. Although the Local

Authority is responsible for ensuring appropriate needs are met, services may be provided by a voluntary organisation acting on behalf of the Local Authority.

Additional support may be required just for a temporary period until the child settles into the club; for a transition period (e.g. for the first half hour of the club) or for personal care.

Key Points to Consider

Consultation and Working in Partnership

• Consult with families, Children’s Social Care Services, Health and other relevant professionals and voluntary groups to determine a child’s needs and identify support. Start by asking parents and, if appropriate, the child about the specific needs and if other professionals should be approached so there is a clear understanding of the support required.

Exeter Otters take an approach and ensure that children and young people have an opportunity to be consulted and, where appropriate, be involved in decisions that relate to their involvement in the sport, as well as within the specific area of safeguarding policy and procedures.

Key principles when involving children and young people:

• The extent that a child or young people can be involved in decision making will depend on their age and level of maturity and understanding.

• Children and young people’s involvement and opinions must be acknowledged and appreciated.

• Children and young people should be treated honestly. Their expectations need to be managed and boundaries that may limit their involvement explained.

• Children and young people should be provided with timely feedback about how their involvement has shaped or influenced a policy or approach.

• All children and young people should be given the opportunity to be involved irrespective of race, religion, culture, disability, age, ethnic origin, language or the area in which they live.

• Children should always be provided with age-appropriate information to help them understand.

• Information for children and young people should be clear and accessible and in appropriate language and style of communication.

• Children and young people should be supported to enable them to make a positive and effective contribution, e.g. by the Welfare Officer.

Some ideas on involving children and young people include:

• Establishing a young person’s forum to seek the views of children in the club.

**Bullying**

Bullying by children or adults on children within Exeter Otters and other affiliated organisations’ must never be tolerated. All BWB clubs must put in place a robust bullying policy that ensures that all forms of bullying are taken seriously and responded to appropriately in accordance with the following minimum standards.

Bullying is behaviour, usually repeated over time, that intentionally hurts another individual or group; physically or emotionally. There is often a power imbalance that makes it hard for the victim/s to prevent or deal with the perpetrator’s actions. The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children and young people, to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self harm).

Bullying can occur between:

• An adult and child/young person.

• A child/young person and child/young person.

• A parent and their own child.

Bullying may take many forms and may be conducted in person or through the actions of another person/other people. These include:

• Emotional: Being unfriendly, excluding, tormenting (e.g. hiding belongings, threatening gestures), name-calling, sarcasm, spreading rumours, teasing/taunts, graffiti.

• Physical: Pushing, kicking, hitting, punching or any use of violence.

• Sexual: Unwanted physical contact or sexually offensive comment/s.

• Cyber: Email, Social Media and internet chat room misuse, mobile phone threats by text messaging and calls or misuse of technology (ie photographs/ video footage).

Bullying may also take the form of singling out individuals because they belong to a particular group or are different in some way from others (prejudice-based bullying) and may include:

• Racist and religious based bullying.

• Homophobic/ bi-phobic/ trans-phobic: Because of their sexual orientation, or perceived, or actual gender identity.

• Disablist: May focus on, or exploits, a particular aspect of the individual’s disability.

It is acknowledged that the competitive nature of sport can result in tensions that may lead to bullying but bullying cannot be condoned in any circumstance. Examples of bullying in basketball could be:

• A player who intimidates fellow player inappropriately.

• A coach who adopts a win-at-all costs philosophy.

• A parent who pushes too hard.

• An official who places unfair pressure on a person.

Strategies to Discourage Bullying

• Create an open environment and provide adequate supervision at all times.

• Encourage children to speak out and share any concerns with the person in charge, the Club

Welfare Officer or other responsible adults.

• Take all signs or allegations of possible bullying seriously.

Responding to Victims of Bullying

• Anyone becoming aware that a child or young person is being bullied, they should offer reassurance and try to gain their trust.

• Explain that someone in authority may need to be informed.

• Keep accurate records of what happened and what was said, together with names of those involved and any action taken.

• Report suspicions or concerns to the person in charge.

Confronting the Bully(ies)

• Talk to the bully, or bullies; explain the situation and try to get them to understand the consequences of their actions.

• Seek an apology from the bully (or bullies) to the victim.

• Inform the bully's parents.

• Insist that any borrowed items are returned to the victim.

• Impose sanctions or disciplinary action if necessary.

• Report and record all actions taken.

• Provide support for the victim and his/her coach.

• Encourage the bully (or bullies) to change his/her behaviour.

Supporting the Bullied

• Exeter Otters may consider holding a reconciliation meeting to help address the issues between the bully and the bullied person.

• Exeter Otters can advise the child, young person(s) or parent(s) to contact either:

• Kidscape (Email info@kidscape.org.uk or call 0207730 3300), a charity that offers support to bullied children, as well as day courses to help them deal with bullying and its after effects including how to avoid being bullied in future.

• Anti-Bullying Alliance. A coalition of organisations and individuals that are united against bullying.

**Communication**

-Communicating directly with under 16’s via social media, email, text message or any other digital source should only occur if the parent is copied in and the content of the communication should only be directly related to club activities.

-Communicating directly with 16 to 17 year olds via social media, email, text message or any other digital source should only occur if there is signed consent from a parent/ carer and the content of the communication should only be directly related to club activities.

• Subject to parental consent, coaches can communicate with young people over the age of sixteen years either by group e-mails/texts or by copying correspondence to either the Club

• It is inappropriate for adult members to communicate with basketball players under the age of 18 years without the guidelines stated above.

• Mobile phones should be turned off in the sports hall except in the case where a phone is used as a club contact number or for emergencies.

Welfare Officer or a senior official, as well as the parent(s).

• Coaches should limit communications to training related issues.

• In the event of a player showing a coach a text message, image or email that is considered to be inappropriate for a child to have, the coach must inform the Club Welfare Officer. As technology has developed, the internet and its range of services can increasingly be accessed through various devices including mobile phones, computers and game consoles. Although the internet has many positive uses, it provides the key method for the distribution of images of child abuse. In addition, networking sites and chat-rooms have increasingly been used by people for the purpose of ‘grooming’ children and young people for abuse, and by children as a means of bullying.

**Photography and Video**

* Photographs/images are not to be taken at matches or training without the prior permission of the parents/carers of the junior members. This permission can be given by proxy by the coach of each team, only after parental consent for this has been granted. Exeter Otters have written consent forms which parents fill out if they grant permission, these forms are also for all adult players also.
* • Care must be taken to ensure that images of children who are under a court order are not recorded or published without permission.

• Any instance of the use or publication of inappropriate images of gymnasts should be reported to BG who may then inform the appropriate authorities and/or consider any further action.

• Withdrawal of consent to use photographs/Images. In circumstances, where parental consent is withdrawn, Exeter Otters must adhere to existing Data Protection legislation and guidance provided by the Information Commissioners Office. The Act states that where consent has been removed, the relevant organisation must conform to such a request within a reasonable amount of time. Whilst this is not further defined in law, clubs must do so as soon as possible and provide confirmation to the parent(s) of such.

**Manual Support**

Supporting and shaping the Basketball player is an essential part of coaching Basketball in that it helps the player to understand chair skills, movement’s, game plays and complex skills, but also reduces the risk of injury due to a fall out of chair or injury on court.

The key points on safe spotting and manual support are:

• The coach must ensure that support is only used when necessary

• The coach must always be alert to the possibility of errors or anxiety, which may increase the risk of injury.

• Physical contact if needed to help a player transfer, falling or movement from the floor from the chair or out of the chair, coaches or volunteers should not be invasive of sensitive areas of the body, i.e. genital areas, buttocks or breasts.

Infrequent non-intentional physical contact can arise out of error on the volunteers or coach’s part. Such situations should not be ignored and need to be acknowledged through an apology to the player and reported to the Club Welfare Officer or head coach and parents. A written report should be made of any significant incident, which is to be reported to BWB safeguarding team.

**Late Collection of Children**

The following information provides guidance for Exeter Otters on how to respond where a parent, for whatever reason, does not arrive at the required time to collect their child. Usually at Exeter Otters parents stay or hang around. However if this was to occur, details below must be followed.

All parents must be advised that in the event that they are delayed for any reason, they must:

• Contact the club at the earliest opportunity.

• Provide clear guidance on what they wish the club to do, e.g. consent for another parent to transport their child home.

The Club must:

• Maintain a list of parent contact details and emergency numbers.

• Never leave a child or young person alone unless she/he is over 16 and then only with parent’s permission.

• Carry out appropriate assessments of situations as they arise, acknowledging that some young people aged 16 and over can go home alone if their parent is delayed.

The Club Officers’ must not:

• Take the child home or to another location.

• Ask the child to wait in a vehicle or the club with them alone.

• Send the child home with another person without permission.

If the parent is considered by the club as being unduly late, the Club Officers should:

• Attempt to contact the parent from the information sheet completed on joining/renewing membership.

• Attempt to contact the emergency contact person nominated.

• If there is no reply from the emergency contact, ask the child if there is another family member who may be contacted.

• Wait with the child at the club with at least one other official/coach/teacher/volunteer or parent.

• Respond to any instructions received from the parent.

• If no one can be reached, contact the local police or Children’s Social Care Services to enquire about the best course of action.

Persistent Failure to Collect a Child/Young Person on Time

Parents who persistently fail to collect a child on time or have not arrived after a reasonable period of time and have given no prior notice or informed the club they are delayed, may be failing to provide adequate care for their child.

If the parent makes no effort to contact the club or provide reasonable explanation for the delays, the

Club Welfare Officer and another club officer should arrange to meet with the parent to discuss the matter. It may be the parent/carer needs assistance to arrive on time.

If there is no change the Club Welfare Officer should either contact the children’s team at the local

Children’s Social Care Services or seek advice from the BWB Safeguarding Department.

If a parent arrives to collect a child and there is concern that the parent’s ability to take appropriate care of the child may be impaired (e.g. the parent is considered to be under the influence of alcohol or drugs to the extent that she/he is unfit to drive, and/or take care of the child) the club should seek advice from the Police or Children’s Social Care Service.

**Missing Children**

In the rare event that a child goes missing from a club, the following guidelines have been devised to outline the actions that should be taken. At the point that a child has been identified as missing the club should:

• Ensure that other children in the group are looked after appropriately while a search for the child concerned is conducted.

• Inform the child’s parents if they are present, or nominate an appropriate person to telephone them and advise them of the concern. Reassure them that everything is being done to locate the child.

• Organise all available responsible adults by areas to be searched. It is best to take a short time to organise the search properly so that all places are searched fully.

• Search the area in which the child has gone missing including changing rooms, toilets, public and private areas and the club grounds.

• Request all those searching to report back to a nominated adult at a specific point and time.

• Make a note of the circumstances in which the child has gone missing and where he/she was last seen.

• Prepare a detailed physical description of the child as this will be required by the Police. This should include:

• Approximate height.

• Build.

• Hair and eye colour.

• Ethnicity.

• Clothing he/she was wearing.

• Report the concern to the Police if the search is unsuccessful. This must happen no later than

30 minutes after the child or young person’s disappearance is noted, even if the search is incomplete.

• Follow Police guidance if further action is recommended and maintain close contact with the

Police.

• Ensure that you inform all adults involved including the parents, searchers and Police if at any stage the child is located.

• Refer the concern ASAP to the BWB Safeguarding team.