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Association**



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British Paralympic Association

BRITISH PARALYMPIC ASSOCIATION Safeguarding and Protecting Children Policy and Procedures

Table of Contents

Glossary	3
1 Safeguarding and Protecting Children Policy	
1.1 Introduction	7
1.2 Scope	8
1.3 Why these policies are needed	8
1.4 Policy statement	8
2 Symptoms of abuse and the promotion of good practice	
2.1 Introduction	10
2.2 Good practice	10
3 Responding to concerns and allegations of poor practice and abuse	
3.1 Introduction	12
3.2 Receiving evidence of possible poor practice and abuse happening either inside or outside of sport	12
3.3 Recording information: confidentiality and information sharing	12
3.4 Reporting the concern	13
3.4.1 Involving Parents or carers	14
3.4.2 Involving the BPA & NGB	15
3.4.3 Involving Statutory Agencies	15
3.4.4 Escalating a child safeguarding concern	16
3.5 Allegations of non-recent abuse	16
3.6 Support to deal with the aftermath of abuse	17
4 Designated Persons with responsibility for safeguarding children	
4.1 Lead Safeguarding Officer (LSO)	18
4.1.1 Responsibilities	18
4.1.2 Role	18
4.2 Designated Safeguarding Officer (DSO)	18
4.2.1 Responsibilities	18
4.2.2 Role	18
4.3 Board Safeguarding Champion	19
4.4 BPA Athletes' Commission	19
5 Recruiting and selecting people to work with children	20

5.1	Safe Recruitment Practice	21
6	Awareness and training	22
7	Complaints and disciplinary procedures	23
8	Relevant policies	25
Appendix 1		
	Symptoms of abuse and the promotion of good practice	26
Appendix 2		
	Welfare planning for BPA camps or events	34
Appendix 3		
	Criminal records checks	37
Appendix 4		
	BPA safeguarding procedure for concerns arising within a BPA setting	39
Appendix 5		
	BPA safeguarding procedure for concerns about the behaviour of a BPA member of staff/volunteer towards a child/young person	40
Appendix 6		
	BPA safeguarding procedure for concerns about the behaviour of a staff member/volunteer from an NGB or another organisation towards a child/young person	41
Appendix 7		
	BPA safeguarding procedure for concerns arising from outside sport (e.g. at home, school or in the community)	42
Appendix 8		
	Child Protection Incident Report Form	43

GLOSSARY

Term	Definition/explanation
Abuse	See Appendix 1.
British Paralympic Association (BPA)	The National Paralympic Committee recognised by the International Paralympic Committee and responsible for the selection and organisation of the Great Britain and Northern Ireland Team for the summer and winter Paralympic Games (ParalympicsGB).
Child(ren)	Anyone under the age of 18.
Child Protection in Sport Unit (CPSU)	The CPSU team is sited within the National Society for the Prevention of Cruelty to Children (NSPCC)
Children's Social Care Services	The Local Authority statutory agency with responsibility for safeguarding and protecting children and families, formerly known as Social Services. (the name may vary around the country)
Criminal records checks	A service carried by a government agency that checks the criminal record history of a potential employee or volunteer who will be working in a Regulated Activity that includes close or regular contact with children or vulnerable adults, on behalf of organisations and recruiters throughout the United Kingdom. In England and Wales this agency is the Disclosure and Barring Service in Scotland it is called Disclosure Scotland, and in Northern Ireland checks are made through AccessNI.
Disclosure	The information contained on a certificate, or otherwise, issued by one of the Criminal Records Checking agencies (see above). The word is sometimes used when a child has said something concerning or made an allegation or shown concerning behaviours.
Duty of Care	The duty that rests upon an individual or organisation to ensure that all reasonable steps are taken to ensure the safety of any person involved in an activity for which that individual or organisation is responsible.
Disclosure and Barring Service (DBS)	In England and Wales. Primary role to help employers make safer recruitment decisions and prevent unsuitable people from working

	<p>with vulnerable groups including children. The DBS was established under the protection of Freedoms Act 2012 and merges the functions previously carried out by the Criminal Records Bureau and Independent Safeguarding Authority</p>
<p>Designated Officer (DO)</p>	<p>The Designated Officer (previously Local Authority Designated Officer, LADO) works within Children’s Services and should be alerted to all cases in which it is alleged that a person who works with children has behaved in a way that has harmed, or may have harmed, a child, possibly committed a criminal offence against children, or related to a child or behaved towards a child or children in a way that indicates s/he is unsuitable to work with children. They will provide advice, guidance and help to determine whether the allegation sits within the scope of the procedures. The DO helps co-ordinate information-sharing with the right people and will also monitor and track any investigation, with the aim to resolve it as quickly as possible</p>
<p><i>In Loco Parentis</i></p>	<p>The additional obligation on a coach, or other individual with responsibility for children, to act as a ‘reasonable parent’ would be expected to act.</p>
<p>Multi- Agency Safeguarding Arrangements (Formerly Local Safeguarding Children Boards LSCBs)</p>	<p>Local Safeguarding Children Boards (LSCBs) have been replaced by “safeguarding partners”</p>
	<p>Under the new legislation, three safeguarding partners (local authorities, chief officers of police, and clinical commissioning groups) must make arrangements to work together with relevant agencies (as they consider appropriate) to safeguard and protect the welfare of children in the area. Sports organisations may be called upon to join safeguarding partners in their formal arrangements, and if so are required to comply.</p>
<p>ParalympicsGB</p>	<p>The British Team at the Summer and Winter Paralympics Games, selected by BPA and signed a Team Members or Associate Team Members Agreement.</p>
<p>Parent</p>	<p>A generic term that includes parents, carers</p>

Personnel	<p>and guardians.</p> <p>Employees, volunteers and anyone acting on behalf of and consultants to the British Paralympic Association and its members, or those employed by facilities used for BPA events and camps as well as volunteers and all participants in the Paralympic sports.</p>
Position of Trust	<p>Position of trust' is a legal term that refers to certain roles and settings where an adult has regular and direct contact with children. Examples include: teachers, care workers and social workers. It's against the law for someone in a position of trust to engage in sexual activity with a child in their care, even if that child is over the age of consent (16 or over). There are many roles which are not currently legally defined as being positions of trust, however the BPA (along with NGBs) have code of conducts and linked disciplinary processes that supports the maintenance of healthy and positive relationships between sports personnel and young people. The code of conduct references the definition of roles that constitute positions of trust and bans any sexual relationships/activity between adults in those roles and 16 - 17 year olds for whom they are in a position of authority.</p>
National Governing Body (NGB)	<p>The organisation recognised by the International Federation for each sport as the body that selects British or UK teams for international competition.</p>
Regulated Activity	<p>Activity which involves: Teaching, training, instructing, caring for or supervising children; OR Providing guidance/advice on well-being; OR Driving a vehicle only for children AND Happens frequently (once a week or more often) OR Happens intensively (on 4 or more days in a 30-day period, or overnight) AND The individual carrying out the activity of teaching, training or instructing is</p>

unsupervised

Regulated Activity Provider

The person or organisation responsible for employing or deploying workers to facilitate an activity, whether these workers are paid or unpaid.

Risk Assessment

A procedure to help identify possible sources of harm and take appropriate action to minimise these risks taking into account the age, number, the nature of the activity and competence of participants.

Safeguarding Officer (LSO or DSO)

The BPA has appointed a Lead Safeguarding Officer (LSO) from its staff whose responsibilities are set out in section 4.1. At each BPA event a designated officer(s) (DSO) will be appointed for the period of that event, their responsibilities are set out in section 4.2

Welfare of the Child is paramount

Key principle of the *Children Act 1989*. It is to the principle that the safety and welfare of children must be the primary consideration in any proceedings involving children.

1 Safeguarding and Protecting Children Policy

1.1 Introduction

Every organisation that provides services for children and young people (anyone under the age of 18) has a part to play in safeguarding and promoting their welfare. The key elements to safeguarding include:

- The protection of children from abuse and neglect;
- The promotion of practices that contribute to children's safety, health and wellbeing; and
- Ensuring a safe and effective environment for young people.

The British Paralympic Association (BPA) is the National Paralympic Committee for Great Britain and Northern Ireland. It has the sole mandate in this country from the International Paralympic Committee to select and enter a team for the Summer and Winter Paralympic Games.

The BPA is a membership body, through the National Paralympic Committee, which currently comprises of representatives from National Governing Bodies of Sport, the Home Country Disability Sport Federations and National Disability Sport Organisations, as well as various individuals.

The primary focus of the BPA is to deliver the best prepared ParalympicsGB team to the Summer and Winter Paralympic Games. The secondary foci include; supporting the development of disability sport opportunities across the UK, the inspirational impact of British athletes, influencing thinking and advocating policy on behalf of the Paralympic Movement, engaging decision makers in the UK and internationally and finally, ensuring the BPA is a high performance and robust organisation for all future Paralympic Games.

In order to fulfil these strategic objectives some of the core responsibilities include, but are not limited to the selection, management and delivery of the ParalympicsGB team for each Paralympic Games, the provision of world class performance services and advice in support of NGB led programmes, including consideration of Games preparation strategies, multi-sport camps and sport events as well as engagement in targeted programmes for athlete identification and pathway development, in support of NGB and other partner activity as appropriate.

The strategic objectives can only be widely achieved where children are safe and protected from harm. BPA acknowledges that its membership, and those accessing services include young people with disabilities, and that these young people can be additionally vulnerable, and may be targeted by those wishing to abuse. Communication difficulties, isolation, a dependency on others and other factors may contribute to increasing risks to a disabled child's safety and welfare, and impact on their ability to access help and support. Care will be taken to ensure that individual needs are recognised and assessed, and appropriate additional safeguards are put in place.

Although the majority of children have a fulfilling experience in sport, some young people may experience abuse and/or poor practice linked to their participation. While experience of harm occurs at every level of sport, research shows that vulnerability to abuse and poor practice increases as young athletes make progress through the competitive ranks.¹

It is vital that anyone involved in sports provision for children is alert to:

- Possible indicators of abuse and neglect
- Risks that individual abusers or potential abusers, may pose to children; and

¹ The experience of children participating in organised sport in the UK (Kate Alexander Anne Stratford, Ruth Lewis, 2011)

- Understanding what actions, they should take should concerns arise

This is particularly important in light of BPA's unique remit to select and enter athletes at elite level. In addition, the membership may have direct contact with children through the programmes delivered by BPA.

The BPA safeguarding and protecting children policy applies to all individuals involved in the BPA. The BPA will encourage and support partner organisations, including clubs, counties, suppliers, and sponsors to adopt and demonstrate their commitment to the principles and practice of equality as set out in this safeguarding and protecting children policy.

The aim of this policy is to set context, commitment, principles, scope and core practice guidelines for any BPA work or events that may have children in attendance. (A separate policy has been written to safeguard adults that the BPA may come into contact with and can be found on our website www.paralympics.org.uk). These events include but are not limited to Paralympic Potential Days, Preparation Camps, Paralympic Inspiration Programme and the Great Britain and Northern Ireland team at the Paralympic Games.

At all BPA events a welfare plan will be written that shows how this policy is translated into practical action specifically for that event or context. Welfare plans will show how every aspect of the welfare plan will be implemented. All staff/volunteers/participants will be required to read the Welfare Plan carefully and fulfil their respective responsibilities. Individuals will be required to sign up to codes of conduct/behaviour/team agreement.

The BPA recognises its responsibility to work in partnership with other partners and statutory bodies in the event of a concern arising relating to a child. The BPA expects that all NGBs will have their own policies covering safeguarding and welfare and whilst this policy does not seek to replace the policies and procedures for individual sports, BPA expects participating sports to operate within the guidelines contained within this policy, and the specific event welfare plan, during BPA events and camps and whilst competing under the ParalympicsGB team.

1.2 Scope

These policies apply to all athletes, personnel, assistants, coaches and anyone involved in a BPA organised activity, event or team. All these people have a duty of care to safeguard the welfare of children and prevent abuse.

1.3 Why these policies are needed

Abuse can occur in many situations including the home, school and the sporting environment. We know that some individuals will actively seek access to children through sport in order to harm them.

1.4 Policy statement

The BPA acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and UK Sport requirements.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children

- have a positive and enjoyable experience of sport at the BPA in a safe and child centred environment
- are protected from abuse whilst participating in Paralympic sport or outside of the activity.

The BPA acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our safeguarding policy the BPA will

- promote and prioritise the safety and wellbeing of children and young people
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- prevent the employment/deployment of unsuitable individuals
- ensure robust safeguarding arrangements and procedures are in operation.

The policy and procedures will be widely promoted and are mandatory for everyone involved in the BPA. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

Monitoring

The policy will be reviewed a year after development and then every three years, or in the following circumstances:

- changes in legislation and/or government guidance
- as required by the Multi Agency Safeguarding Arrangements (formerly LSCBs), UK Sport and the CPSU
- as a result of any other significant change or event.

2. Symptoms of abuse and the promotion of good practice

2.1 Introduction

Although abuse often takes place in the home environment, the abuse of children occurs in a wide range of settings. Children are most commonly abused by an adult who is well known to them, and who holds a position of trust (see Appendix 1 for definition and further information), though rarely abuse may be carried out by individuals with no prior relationship with the child.

The consequences for a child who is subjected to abuse can be devastating and life-long, especially if the individual has felt unable to disclose the abuse, their disclosure was ignored, or they were unable to access support.

There are four main types of abuse, namely physical, sexual, emotional and neglect (see Appendix 1 for definitions.) A recent study of the experiences of children participating in organised sport in the UK highlighted that peers were the most common perpetrators of all forms of harm reported. Coaches were identified as the second most common perpetrators of harm. This increased as young athletes advanced through the competitive ranks and in the case of physical abuse, at elite level, coaches overtook peers as the main perpetrators.²

Anyone in regular contact with young people has the potential to play an important role in identifying cases where a child may be at risk. Although, not always easy to recognise, in some cases there may be signs and symptoms that children or young person has or is being abused (see Appendix 1 for information on indicators of abuse).

There are some behaviours or practices beyond these definitions of abuse that can significantly harm children. These include bullying, including cyber bullying and poor practice. There is also considerable evidence to suggest that some children may be additionally vulnerable to abuse and face extra barriers to getting help, because of their disability, race, gender, age, religion, sexual orientation, social background or culture (see Appendix 1 for additional information).

2.2 Good practice

By promoting and adopting good practice at all times, it is possible to reduce situations where abuse of children and poor practice may occur. All BPA staff, members and volunteers are required to apply the following guidance when working with children:

- Treat everyone fairly and with respect and dignity;
- Do not discriminate against or show favouritism towards a specific child;
- Be open and transparent in working practices;
- Maintain high standards of conduct, providing a positive example for children;
- Establish and maintain clear and appropriate professional boundaries – re abuse of position of trust;
- Accurately represent professional status and do not abuse your position;
- Avoid physical contact unless it is as part of accepted professional practice or is necessary and reasonable to ensure the safety and/or wellbeing of a child;
- Comply with the BPA safeguarding children and young people policy and the appropriate NGB policy and codes of conduct relevant to the activity; and
- Ensure safeguarding concerns are reported in line with the BPA policy.

² The experience of children participating in organised sport in the UK (Kate Alexander, Anne Stafford, Ruth Lewis 2011).

See Appendix 1 for more information on good and poor practice when working with children.

3. Responding to concerns and allegations of poor practice & abuse

3.1 Introduction

Although most cases of child abuse take place within the family setting, abuse can and does occur in sport.

- It is essential that all concerns are taken seriously and appropriate action is taken.
- It is not your responsibility to decide if child abuse is taking place.
- It is your responsibility to report your concerns to the appropriate agencies (see below).
- You should seek help by either contacting the LSO at the BPA, your NGB or the CPSU
- Not acting is not an option.

3.2 Receiving evidence of possible abuse/poor practice happening either inside or outside of sport

You may have concerns about abuse or poor practice because:

- you see it happening
- you recognise signs such as those listed in Appendix 1
- someone reports it to you
- a child approaches you directly.

If a child says or indicates that they are being abused, or you have concerns about their welfare you should:

- react calmly so as not to frighten them
- tell them they are not to blame and that it was right to speak up
- take what they say seriously
- recognise that there may be inherent difficulties in interpreting what is said by someone who has a speech disability and/or differences in language
- keep questions to the absolute minimum necessary so that there is a clear and accurate understanding of what has been said
- reassure them, but do not promise to keep the matter secret – explain that to resolve the problem it will be necessary to inform other people as appropriate
- the safety of the child is paramount - if the child needs urgent medical attention call an ambulance, inform the doctors of the concern and ensure they are made aware that this is a child protection issue
- record all information
- report in accordance with the BPA's procedures as set out in the flowcharts in Appendices 4 to 7.

3.3 Recording information: confidentiality and information sharing

It is critical that where you have reasonable cause to believe that a child or young person may be suffering or may be at risk of suffering significant harm, you should refer your concerns to children's social care or the police, in line with your Multi Agency Safeguarding Arrangements (formerly LSCBs) procedures. The concern must not be ignored. You should refer the concern to the LSO who will be able to advise on appropriate action, whilst maintaining confidentiality and only sharing information on a need to know basis.

All concerns that you may have or receive should be recorded, ideally using the BPA incident report

form. (refer to Appendix 8)

You are recording this information for:

- yourself, so you have a record of what happened
- the BPA Lead Safeguarding Officer (LSO) so that they can advise you
- the BPA Designated Safeguarding Officer (DSO) if at an event who will co-ordinate any action that needs to be taken
- the Police/Children's Social Care Services if appropriate.

It is not appropriate to share sensitive and confidential information with other people, e.g:

- colleagues
- your fellow team members
- other acquaintances outside the sport or organisation.

Any information relating to child protection should be held under secure conditions and made available on a need-to-know basis.

When completing the form you should:

- confine yourself to the facts – what you have observed/seen, heard or had reported to you
- distinguish between what is your own personal knowledge and what you have been told by other people
- not include your own opinions on the matter. Be clear where you are giving either your own or others' interpretation of events and the reasons for this (e.g. context, individual's response to challenge).

General Data Protection Regulation (GDPR) is not a barrier to sharing information but provides a framework to ensure that personal information is shared appropriately. It helps us strike a balance between the many benefits of public organisations sharing information and maintaining and strengthening safeguards and privacy of the individual.

3.4 Reporting the concern

The discovery that someone you know may be abusing a child will raise feelings and concerns. Although it can be difficult to report such matters, you must remember that:

- the welfare of the child is paramount
- being vigilant helps to protect children
- everyone has a duty of care to report any concerns they have immediately
- a good reporting structure ensures that concerns are dealt with fairly.

Reporting concerns arising within a BPA setting (at the Paralympic Games and BPA Camps)

All concerns should be passed to the BPA LSO or DSO in the specific camp or Paralympic Games setting, in accordance with the camp or Games welfare plan. If however the LSO/DSOs are not contactable and it is urgent, or you are concerned that a child may be in immediate danger then you should report your concerns to a statutory agency and ensure that you follow this up in writing and forward a copy of the BPA report form to the LSO as soon as possible or within 24 hours. Contact details will be provided in the Paralympic Games/Camps welfare plan. If outside the UK at the time, concerns of suspected abuse should be reported to the Foreign and Commonwealth Office (FCO)

who will inform relevant local authorities and then Children's Social Care and the police should be informed on return to the UK.

The BPA's Whistleblowing Policy assures all members, staff, and volunteers that it will fully support and protect anyone who, in good faith, reports a concern that a colleague is or may be abusing a child. This policy is available on the BPA website.

A flowchart for reporting concerns within a BPA setting (at the Paralympic Games and camps) can be found in Appendix 4.

Reporting concerns about the behaviour of a BPA member of staff/volunteer outside a BPA setting

All concerns should be recorded on the Child and Vulnerable Person Protection Form (Appendix 8) and the concern passed to the BPA LSO or DSO. If the concern is urgent and neither the LSO or DSO are available, then you should refer immediately to Children's Social Care/Police and inform the LSO/DSO at the earliest opportunity.

The BPA's Whistleblowing Policy assures all members, staff, and volunteers that it will fully support and protect anyone who, in good faith, reports a concern that a colleague is or may be abusing a child. This policy is available on the BPA website.

A flowchart for reporting concerns about the behaviour of a BPA member of staff/volunteer outside a BPA setting can be found in Appendix 5.

Reporting concerns about the behaviour of a staff member /volunteer from an NGB or another organisation outside a BPA setting

All concerns should be recorded on the Child and Vulnerable Person Protection Form (Appendix 8) and the concern passed to the BPA LSO or DSO. If the concern is urgent and neither the LSO or DSO are available, then you should refer immediately to Children's Social Care/Police and inform the LSO/DSO at the earliest opportunity.

A flowchart for reporting concerns about the behaviour of a staff member /volunteer from an NGB or another organisation outside a BPA setting can be found in Appendix 6.

Reporting concerns arising from outside of sport (e.g. at home, school or in the community)

All concerns should be recorded on the Child and Vulnerable Person Protection Form (Appendix 8) and the concern passed to the BPA LSO or DSO. If the concern is urgent and neither the LSO or DSO are available, then you should refer immediately to Children's Social Care/Police and inform the LSO/DSO at the earliest opportunity.

A flowchart for reporting concerns arising from outside sport can be found in Appendix 7.

3.4.1 Involving Parents or carers

The BPA is committed to working in partnership with Parents. In most situations, it is important that the DSO or LSO involves parents to clarify any initial concerns e.g. if a child seems withdrawn, they may have experienced a recent bereavement.

Where a parent or carer may be responsible for the abuse or may not be able to respond to the situation appropriately, they should not be involved, as it may place the child at greater risk.

3.4.2 Involving the BPA and NGB

The LSO must be informed of all allegations of abuse and poor practice as soon as possible. The BPA Case Management Group has been established so that if a concern is reported, responsibility for identifying the appropriate course of action does not lie with one individual (the LSO) but is properly discussed, considered and recorded by a group. The BPA Case Management Group will consist of the following roles for concerns reported outside a BPA setting:

- Lead Safeguarding Officer;
- Deputy Safeguarding Officer;
- Director of Sport;
- Director of Finance and Corporate Services; and
- Governance Manager.

If a concern is raised during the Paralympic Games or a BPA Camp, the Case Management Group will consist of the following roles:

- Lead/Deputy Safeguarding Officer for the Games/Camp;
- Chef de Mission;
- Chief Medical Officer;
- Head of Security; and
- Director of the London Hub.

The BPA Case Management Group will be responsible for the following:

- What further action should be taken by the BPA or the sport's NGB
- Whether further action, advice or investigation is needed by/from the Police or Children's Social Care Services
- The Designated Officer (formerly LADO), who manages concerns about people in positions of trust who work with children (England only), is the point of contact for advice and information.

Passing on this information is important because the matter may be just one of a series of other instances which together cause concern. It enables the BPA to work with the National Governing Bodies to analyse trends and improve existing policy and guidance.

To contact the BPA LSO e-mail safeguarding@paralympics.org.uk.

3.4.3 Involving Statutory Agencies

In any case of physical or sexual abuse or where the child's immediate safety is believed to be at risk, you should contact one of the following statutory agencies immediately:

- Your local Police Child Protection Team or in an emergency dial **999**.

The police should be involved if the apparent abuse is of a criminal nature or if the incident involves a person outside the child's family. A record should be made of the crime reference number.

- Local Authority Children's Social Care Services (formerly known as Social Services).

This body has a statutory duty to make enquires where a child who is living or found in their area may be at risk of significant harm. This may involve talking to the child and family and gathering information from other people who know the child.

NSPCC helpline support. Contact trained helpline counsellors 24 hours a day by email or via the online reporting form at help@nspcc.org.uk. You can also call the Helpline Monday to Friday 8am – 10pm or 9am – 6pm at the weekends on 0808 800 5000

All telephone referrals to any of the above bodies should be confirmed in writing within 24 hours. You should record the following:

- name and job title of the member of staff to whom the concerns were passed
- the time and date of the call
- a summary of the information shared and the response received.

3.4.4 Escalating a child safeguarding concern

Effective working together depends on an open approach and honest relationships between agencies. Problem resolution is an integral part of professional co-operation and joint working to safeguard children.

Occasionally situations arise when workers within one agency feel that the actions, inaction or decisions of another agency do not adequately safeguard a child. This inter-agency policy defines the process for resolving such professional difference

If a child safeguarding concern has been reported to but has not been addressed by the LSO within the BPA, then the concern should be escalated to the CEO of the BPA.

If a child safeguarding concern has been reported to the NGB but has not been addressed satisfactorily by the NGB, then, in cases of suspected abuse, the BPA will report directly to the statutory agency and escalate to UK Sport/Sport England as appropriate. In cases of suspected poor practice, the BPA will escalate to UK Sport/Sport England as appropriate and consult with the NSPCC CPSU as to the best way forward.

If a child safeguarding concern has been reported to but has not been addressed by a statutory agency, then the statutory agency should be contacted again, providing the recorded information set out in 3.4.3 above.

See Appendix 6 for reporting flowchart and appropriate escalation of concerns.

3.5 Allegations of non-recent abuse

Non-recent abuse (also known as historical abuse) is an allegation of neglect, physical, sexual or emotional abuse made by or on behalf of someone who is now 18 years or over, relating to an incident which took place when the alleged victim was under 18 years old. In countless circumstances children are too young to fully understand or articulate what is happening to them. Some spoke out at the time but were not believed. Others were too embarrassed to tell anyone or did not know who to turn to. For many, the abuse may have been too difficult to process and they may only remember aspects of what happened as they get older. It is never too late to report the abuse. Adults often report non-recent abuse to stop the offender abusing other children.

All allegations of non recent abuse should be reported to the statutory authorities, you should follow the procedures given above and report to the police and/or Local Authority Children's Social Care Services and the LSO. This is because other children, either within the Paralympic family or outside it, may be at risk from the offender.

When receiving information about non-recent historic abuse, staff or volunteers should seek to obtain where possible the following:

- Name and contact details of the person making the allegation, taking into account if the individual wishes to remain anonymous;
- Name of the individual who the allegation is about and any other identifying information, including location;
- Name of any children or other victims involved;
- Date and time of when the abuse occurred;
- Key information about the nature of the non-recent historic abuse allegation;
- Establish, where possible, if the alleged perpetrator is still working with or caring for children; and
- Establish whether or not other agencies are involved.

Support to victims of non-recent abuse is available from the National Association for People Abused in Childhood (NAPAC) on 0808 801 0331.

3.6 Support to deal with the aftermath of abuse

Consideration should be given to the kind of support that children, parents and members of staff may need in the aftermath of an abuse case. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process. The British Association for Counselling Directory is available from The British Association for Counselling, 1 Regent Place, Rugby CV21 2PJ, Tel: 01788 550899, Fax: 01788 562189, E-mail: bac@bacp.co.uk, Internet: <http://www.bacp.co.uk>.

Consideration should be given to what kind of support may be appropriate for the alleged perpetrator. Whilst the investigation is on-going the alleged perpetrator will be given the detail of the process to be followed and BPA will provide details of a single point of contact within the organisation.

They can also be directed towards The British Association for Counselling Directory (details above) or The Samaritans who provide, non-religious, non-political, 24-hour confidential support line: 08457 90 9090 www.samaritans.org.uk

4 Designated Persons with responsibility for safeguarding children

4.1 Lead Safeguarding Officer (LSO)

The LSO has a child-focused approach and communicates and provides advice and support at all levels. They have influencing skills and an ability to work with conflict and with emotionally distressing matters. The LSO has knowledge of relevant legislation, government guidance, the BPA *Safeguarding and Protecting Children Policy* and procedures and will promote and demonstrate anti-discriminatory practice.

4.1.1 Responsibilities

The LSO has overall responsibility for the development and establishment of BPA's approach to safeguarding children and adults at risk.

4.1.2 Role

- To coordinate BPA's action in any safeguarding case and convene a case management group as appropriate to decide on the course of action that the BPA should take in any particular concern.
- To act as a first point of contact for Safeguarding matters outside of a BPA event or Paralympic Games time.
- To liaise with the DSOs over individual cases, proposed policy and guidance.
- To take a lead role in maintaining and reviewing BPA's Welfare Plans
- To co-ordinate the dissemination of policy, procedures and resources throughout the BPA and with relevant stakeholders
- To ensure appropriate whistle blowing procedures are followed and promote an open and inclusive culture that enables safeguarding and equality and diversity issues to be addressed.
- To represent the BPA at external meetings related to safeguarding
- To keep up to date with own knowledge and skills.

The LSO should undergo the safe recruitment procedure outlined in this policy and the BPA's recruitment policy.

4.2 Designated Safeguarding Officer (DSO)

4.2.1 Responsibilities

DSOs will be appointed for each event or competition organised by the BPA in line with the Event Welfare Plan. (see Appendix 2). The DSO is responsible for co-ordinating action at an event on receipt of any concerns or referrals. The DSO will have read and understood BPA's *Safeguarding & Protecting Children Policy* and have an appropriate level of training in order to respond to concerns. It is essential that the DSO understands and can act in line with the Welfare Plan for the event.

4.2.2 Role

- To provide information and advice on child protection at the event
- To promote the safeguarding policies at the event
- Receive information from staff, volunteers, young people or parents who have child protection concerns, and to record it.
- Assess the information promptly and carefully, clarifying or obtaining more information about the matter as appropriate.
- Making the decision whether to immediately exclude the individual from the event pending

investigation

- Make a formal referral to a statutory child protection agency if appropriate.
- Report any referrals or concerns to the BPA LSO as soon as possible in line with BPA procedures.
- To ensure appropriate whistle blowing procedures are followed and promote an open and inclusive culture that enables safeguarding and equality and diversity issues to be addressed.
- Ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing, under confidential cover, using BPA referral form.

The DSO should undergo the safe recruitment? vetting procedure outlined in this policy

4.3 Board safeguarding champion

The BPA has appoint a Board safeguarding champion with the required knowledge, skills and expertise who will ensure that safeguarding remains a central principle of the operations and development of the BPA.

Responsibilities will include:

- Ensure safeguarding is embedded as appropriate within the work, discussions and decisions of the Board.
- Ensure that the Board receives safeguarding training at least every 3 years.
- Ensure that the BPA has identified a Lead Safeguarding Officer and Designated Safeguarding Officer.
- Provide support, check and challenge to the BPA Lead Safeguarding Officer.
- Drive and ensure the development and implementation of the safeguarding action plan.
- Help to represent the BPA's approach to safeguarding.

4.4 BPA Athletes' Commission

The BPA Athletes' Commission acts as an advisory group to the BPA, representing the views of athletes to the BPA Board, Executive Team and the Games Planning Group. The BPA Athletes' Commission will be consulted for advice and input on any matters concerning athlete safeguarding and welfare, including children. Such matters will include changes to BPA safeguarding policies and procedures, which directly impact on the athletes, and Games-time welfare plans.

5 Recruiting and Selecting People to work with Children

The BPA will ensure that all reasonable steps are taken to prevent unsuitable people from working with children.

The BPA will ensure effective recruitment and selection for core staff and will follow these steps:

1. Advertise all posts via appropriate outlets
A job advertisement should be designed to attract the best people, but also deter anyone who might present a risk to children's safety. It should describe what the role entails and the sort of person you are looking for. If the post meets the eligibility for a criminal records check, this should be stated.
2. In every job advertisement, give a clear role description, explaining the full range of duties the job will involve. Also include a person specification that describes the skills and attributes the post-holder must have.
3. Shortlist the most suitable applicants and interview them accordingly.
In order to develop a shortlist, particularly paid roles, applications should be scored against the specifications of the role. Interview questions should relate to these specifications and be used to establish whether the candidate:
 - Understands the needs of the children
 - Understands the boundaries when working with children
 - Considers the views and perspectives of young people and parents
4. Obtain references, identification and originals of any necessary qualifications from candidates
5. Ask Applicants to complete a self-disclosure form where they are asked if they have ever been known to any Children's Services department as being a risk or potential risk to children and if they have been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about their behaviour towards children.
6. Carry out Disclosure and Barring Service checks, or other vetting procedures where post is eligible
7. Provide a thorough induction for new staff to ensure they are familiar with responsibilities of the post. The induction process should include their signing up to the codes of conduct.
8. Appoint staff for an initial probationary/trial period, with a review before they are confirmed in the post.

Those working and selected as part of ParalympicsGB for the Paralympic Games, signing a Team Members Agreement or Associate Team Members Agreement, who are employed by a NGB or other partner will be assessed for suitability by that employer or partner. The BPA will ask for the NGB or partner to provide a statement for suitability and proof of vetting and barring checks undertaken or other procedures where post is eligible and may ask for evidence that an appropriate safe recruitment procedure has been followed.

Those working and selected to work with BPA on other events (e.g. Paralympic Inspiration Programme), who are employed by an NGB or other partner will be assessed for suitability by that employer or partner. The BPA will ask for the NGB or partner to provide a statement for suitability and proof of having undergone safe recruitment process including criminal records checks where eligible. This applies to anyone whether voluntary or paid positions who are working with children. The steps that should be taken are the same for volunteers or paid employees.

5.1 Safe Recruitment Practice

All appointments to roles requiring DBS Enhanced Disclosures must be expressed to be conditional upon the Individual complying with the vetting requirements and receipt of satisfactory DBS clearance.

This applies equally to paid staff and volunteers.

All volunteers and employees working in a role that involves significant access to children, or where they hold a Position of Trust, or existing volunteers or employees who change their role to work with children, are required to complete the following vetting process:

- All volunteers/staff should complete an application form. The application form will help to assess an applicant's suitability to work with children based on their skills and competencies as well as eliciting information about an applicant's past and providing a self disclosure about any matter that might influence their suitability to work with children.
- provide two appropriate referees
- provide full details of previous volunteering experience or relevant employment.
- provide evidence of their identity (such as a driving licence or passport with photo).

In addition, those working in a Regulated Activity must also comply with legal requirements of the *Safeguarding Vulnerable Groups Act 2006* and *Protection of Freedoms Act 2012*, as these are implemented:

In addition to an enhanced DBS check, individuals must be checked against the barred list prior to commencing a role in Regulated Activity.

- On establishing that a DBS Enhanced Disclosure has been issued, the BPA requests that the Individual sends the original DBS Enhanced Disclosure to the BPA within **21** days of the request.
- pending receipt of the DBS Enhanced Disclosure, the Individual shall not be permitted to undertake a role in Regulated Activity but may remain in a supervised role for a maximum of 3 months.

The self-declaration form asks prospective volunteers and employees if they have ever been known to any Children's Services department as being a risk or potential risk to children and if they have been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about their behaviour towards children.

The recruiting officer should make it clear that a failure to disclose relevant information will result in disciplinary action and possible dismissal or exclusion. It should also be made clear that having a criminal record is not necessarily a barrier to working in sport. Individuals being asked to complete a self declaration and a Disclosure application should be made aware of BPA's policy on the recruitment of ex-offenders.

For more information on DBS checks see Appendix 3 and for more information on the BPA's recruitment process please see the BPA Recruitment Policy.

6 Awareness and training

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers for BPA and ParalympicsGB to:

- Analyse their own practice against established good practice, and to ensure their practice is not likely to result in allegations being made.
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Respond to concerns expressed by a child.
- Work safely and effectively with children.

BPA requires:

- Coaching staff, with regular responsibility for children, to attend a recognised face to face safeguarding awareness workshop, to ensure they have an understanding of what is considered to be good practice and to facilitate the development of a positive culture towards safeguarding children and vulnerable adults.
- Relevant personnel (eg Games time staff) to receive advisory information outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult, or a child, towards a child or vulnerable adult. Information received via the event specific welfare plan.
- BPA and ParalympicsGB staff should attend updated training where relevant. It is advised that this is undertaken every three years. Information about meeting training needs can be obtained from sportscoach UK (<http://www.sportscoachuk.org>), the National Society for the Prevention of Cruelty to Children – Child Protection in Sport Unit (<https://thecpsu.org.uk/>), and the Home Country Sport Councils.
- For events and competitions, the Designated Safeguarding Officers and the Chef de Mission should attend the appropriate NSPCC CPSU training workshop.

7 Complaints & Disciplinary Procedures

The BPA has its own complaints & disciplinary procedure for dealing with breaches of the *Safeguarding & Protecting Children Policy* and procedures.

- If the reported concern is alleged to have arisen in the course of a person's employment or deployment by BPA, he or she will be subject to the BPA complaints procedures and sanctions stated in the staff handbook. Following any investigations this may lead to disciplinary process being instituted. If the person is employed by a partner organisation the BPA may decide to await the outcome of the employers' procedures before starting its own investigation.
- If a case is being investigated by a statutory agency, the BPA may suspend / de-select the individual concerned whilst this investigation is taking place. This is a neutral act and is not intended to prejudge the outcome of the investigation, but simply to remove the individual from contact with children until the investigation is concluded. Once the statutory agency's investigation is completed, BPA's decision will be informed by the findings and it will assess the case following its own disciplinary procedures.
- The Designated Officer (DO) (previously LADO) will provide advice and guidance to the BPA, liaising with the police and other agencies and monitoring the progress to ensure that the case is dealt with as quickly as possible, consistent with a thorough and fair process. The O should also be informed within one working day of all allegations that come to an employer's attention or that are made directly to the police
- Irrespective of the findings of any Children's Social Care or police inquiries, the case management group will assess all individual cases to decide whether a member of staff, volunteer or athlete should be reinstated and how this can be sensitively handled. This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the police. In such cases, the case management group must reach a decision based upon the available information which could suggest that on a balance of probability, it is more likely than not that the allegation is true. The welfare of the child(ren) must remain of paramount importance throughout.
- If the alleged perpetrator is a member of an NGB then BPA fully expects that NGB to enact its own procedures for dealing with allegations of abuse, bullying and poor practice. At all stages of this process BPA should be kept informed of the status of the investigation and the NGB's actions.
- BPA has a statutory responsibility to make a referral to the DBS (England and Wales) where there have been allegations made against a member of staff or volunteer that have resulted in them being removed, or having resigned themselves, from their duties with vulnerable groups. The removal decision is based on actual or likely harm to children and young people. In England this will be done in consultation with the Designated Officer (previously LADO).
- Every effort will be made to maintain confidentiality for all concerned, and consideration will be given to what support may be appropriate to children, parents, members of staff and volunteers.
- It is not always possible to determine exact timescales for when cases will be resolved, however the BPA will always try to ensure that all parties know what procedure will be followed and what the expected time scales are. If there is a delay they will endeavour to inform all parties why there is a delay and when any development is expected. There should not be any period without communication of more than 28 days with involved persons. Ideally case management processes should not extend over more than three months, only in

exceptional circumstances should they extend up to six months.

8 Relevant Policies

This policy should be read in conjunction with the following BPA policies:

- Safeguarding Adults Policy and Procedures;
- Investigation of Public Interest Disclosure (Whistleblowing) Policy;
- Recruitment Policy;
- Equality and Diversity Statement and Policy.

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Appendix 1

Symptoms of abuse and the promotion of good practice

Upon recruitment, BPA staff members sign a Code of Conduct as part of their contract and staff handbook, requiring them to behave in the appropriate manner. As part of the memorandum and articles (M&As), voted Board members and the NPC membership commit to the BPA policies as well as the BPA culture and values upon commencement. Volunteers and young people also sign up to the code of conduct.

All members selected as part of ParalympicsGB for the Paralympic Summer/Winter Games as an associate team member or full team member (athletes and support staff) are required to sign a Team Members Agreement outlining expected behaviour as well as broader aspects relating to participation at the Paralympic Games.

For other events, BPA will have a Code of Conduct/event plans in place that all participants will be expected to adhere to, outlining the expected behaviours for different roles.

Failure to behave in the appropriate manner as outlined in the Team Members Agreement/Code of Conduct and M&As can result in de-selection from the team/removal from BPA and will be subject to disciplinary procedures.

The Code of Conduct is available upon request from the BPA

Those working directly with children should:

- respect the developmental stage of each child and not risk sacrificing their welfare in a desire for club, national or personal achievement
- ensure that the training intensity is appropriate to the physical, social and emotional stage of the development of the child
- work with parents and children to develop training and competition schedules which are suited to the needs and the lifestyle of the child, not the ambitions of the parents, coaches or team managers
- build relationships based on mutual trust and respect, encouraging children to take responsibility for their own development and decision-making
- always be publicly open when working with children:
 - avoid coaching sessions or meetings where a coach and an individual athlete are completely unobserved
 - ensure parents are aware of the content and nature of any communications the coach has directly with their children, including emails and text messages
 - try to avoid one on one situations in changing rooms. If a child needs to be supervised/helped try to involve parents or helpers
- maintain an appropriate and open environment, with no secrets
- avoid unnecessary physical contact with young people. Physical contact (touching) can be appropriate so long as:

- it is neither intrusive nor disturbing
 - the reason that it is necessary has been fully explained
 - the child's permission has been openly given
 - it is delivered in an open environment
- maintain a safe and appropriate relationship with children. It is inappropriate for coaches and others in Positions of Trust to have a sexual relationship with a child under 18 years. This could be a criminal offence, an 'abuse of trust' as defined by the *Sexual Offences (Amendment) Act 2003*
 - be an excellent role model by maintaining appropriate standards of behaviour at social events and competitions
 - gain written parental consent through the NGB , to act *In Loco Parentis* for the administration of emergency first aid or other medical treatment if the need arises
 - be aware of any medical conditions, existing injuries and medicines being taken. Keep a written record of any injury or accident that occurs, together with details of any treatment given
 - arrange that someone with appropriate training in and current knowledge of emergency first aid is available at training

Poor practice

The following are regarded as poor practice and should be avoided:

- communicating directly to a child without the parents' knowledge, this includes phoning, texting and emailing
- spending excessive amounts of time alone with a child away from others
- engaging in rough, physical or sexually provocative games
- allowing or engaging in inappropriate touching of any form
- using inappropriate language to a child or allowing children to use inappropriate language unchallenged
- making sexually suggestive comments to a child, even in jest
- reducing a child to tears as a form of control
- letting allegations made by a child go uninvestigated, unrecorded, or not acted upon
- doing things of a personal nature that children can do for themselves
- taking children alone in a car on journeys, however short (see note below)
- inviting or taking children to your home or office where they will be alone with you (see note below)
- sharing a room with a child (unless you are the carer).

Note: *In exceptional circumstances it may be impractical to avoid some of these particular examples of poor practice. In which case, to protect both the child and yourself, you must seek parental consent and also make sure that the relevant Safeguarding Officer is aware of the situation and gives approval.*

If whilst in your care a child is accidentally hurt, the child seems distressed in any way, appears to be sexually aroused by your actions, or misunderstands or misinterprets something you have done, report any such incidents as soon as possible to another adult involved in the organisation of the activity / event and make a brief written note of it. Parents should also be informed of the incident

Abuse

Abuse in all its forms can affect a child at any age. The effects can be so damaging that without appropriate intervention, they may continue to have a very negative impact upon an individual into adulthood.

An individual who has been abused may:

- find it difficult, or impossible to maintain a stable, trusting relationship
- become involved with drugs or prostitution
- attempt suicide or self-harm
- go on to abuse another child.

Children with disabilities may be at increased risk of abuse through various factors such as:

- stereotyping
- prejudice
- discrimination, including minority group backgrounds
- isolation
- powerlessness to protect themselves
- inability to communicate that abuse has occurred.

Indicators of abuse

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. It is not the responsibility of those working with or for the BPA to decide that child abuse is occurring, but it is their responsibility to act on any concerns.

Indications that a child is being abused may include one or more of the following:

- 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 or an injury for which an explanation seems inconsistent
- the child describes what appears to be an abusive act involving him/her

- someone else, a child or adult, expresses concern about the welfare of a child
- unexplained changes in a child's behaviour, e.g. becoming very quiet, withdrawn, displaying sudden outbursts of temper or behaviour changing over time
- inappropriate sexual awareness
- engaging in sexually explicit behaviour
- distrust of adults, particularly those with whom a close relationship would normally be expected
- difficulty in making friends
- being prevented from socialising with other children
- displaying variations in eating patterns including overeating or loss of appetite
- losing weight for no apparent reason
- becoming increasingly dirty or unkempt.

Abuse may take a number of forms, and may be classified under the following headings:

Neglect

“Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.”

In a sports situation this could include:

- a coach not keeping Children safe by exposing them to undue cold, heat or the unnecessary risk of injury e.g. allowing Children under their supervision to train or race inappropriately clothed for the prevailing conditions
- a Parent consistently leaving a Child without adequate provisions e.g. food, water, clothing, sun protection.

Physical Abuse

“Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of or induces illness in a child.”

In a sports situation this could include a coach disregarding the individual requirements of each child's impairment, growing body or needs when setting a training programme e.g. in adaptive rowing allowing 14 year olds to undertake hour-long, continuous ergos

Sexual Abuse

“Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of, or consents to, what is happening. The activities may involve physical contact, including penetrative acts such as rape, buggery or oral sex or non-penetrative acts such as fondling. It may also include non-contact activities such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to

behave in sexually inappropriate ways.”

In a sport situation, indicators could include:

- a coach engaging in unnecessary and inappropriate physical contact e.g. massaging the shoulders of the child suggestively
- a coach making suggestive comments to their junior athletes
- an inappropriately close relationship developing between a young athlete and a coach
- an individual spending an unnecessary amount of time in the changing area when children are present.

Child Sexual Exploitation

“Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability.”

Child Trafficking

“The recruitment, transportation, transfer, harbouring or receipt of a child for the purpose of exploitation shall be considered 'trafficking in human beings.’”

Emotional Abuse

“Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel or believe that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing children to frequently feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.”

In a sports situation this could include:

- a parent or coach subjecting a child to constant criticism, name-calling, sarcasm, bullying or racism
- a parent or coach putting a child under unrealistic pressure in order to perform to high expectations.

Bullying

“Bullying is deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult

for those being bullied to defend themselves”

Bullying can be:

- **Emotional** being unfriendly, excluding (emotionally and physically), sending hurtful text messages, tormenting, (e.g. hiding kit or equipment, threatening gestures)
- **Physical** pushing, kicking, hitting, punching or any use of violence
- **Racist** racial taunts, graffiti or gestures
- **Sexual** unwanted physical contact or sexually abusive comments
- **Homophobic** because of, or focussing on, the issue of sexuality
- **Verbal** name-calling, sarcasm, spreading rumours, teasing.

Anti-Bullying Policy

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

Bullies come from all walks of life. They bully for a variety of reasons and may even have been bullied or abused themselves. Typically, bullies can have low self-esteem, be excitable, aggressive or jealous. Bullies can be boys or girls, men or women. Although bullying often takes place in schools, research shows it can and does occur anywhere where there is inadequate supervision – on the way to and from school, at a sporting event, in the playground or changing rooms. Competitive sports are an ideal environment for the bully.

The bully in sport can be a:

- Parent who pushes too hard
- coach who adopts a ‘win at all costs’ philosophy
- athlete who intimidates or ridicules a peer
- team official who places unfair pressure on a person
- spectator who constantly shouts abuse.

Why is it important to respond to bullying?

Bullying results in pain and distress to the victim. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Athletes and Personnel who are bullying need to learn different ways of behaving. Everyone involved with the Paralympic family has a responsibility to respond promptly and effectively to issues of bullying.

Signs and indicators

The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children. A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- says they are being bullied
- is unwilling to go to training sessions
- becomes withdrawn, anxious or lacking in confidence
- feels ill before training sessions
- has clothes torn or possessions damaged
- has possessions go 'missing'
- asks for money or starts stealing money (to pay bully)
- has unexplained cuts or bruises
- is frightened to say what's wrong
- gives improbable excuses for any of the above.

In more extreme cases:

- starts stammering
- cries themselves to sleep at night, has nightmares or wets the bed
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- self harms
- attempts or threatens suicide or runs away.

These signs and behaviours may indicate other problems, but bullying should be considered a possibility and be investigated.

Procedures for reporting bullying

1. Report bullying incidents to the Safeguarding Officer or a member of BPA staff.
2. In cases of serious bullying, the incidents will be referred to the Lead Safeguarding Officer for advice and appropriate action (see flowchart Appendices 4-7).
3. If the bullying persists / cannot be resolved, parents may be informed and may be asked to come to a meeting to discuss the problem.
4. If necessary and appropriate, police will be consulted.
5. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly.
6. An attempt will be made to help the bully (bullies) change their behaviour.
7. If mediation fails and the bullying is seen to continue the BPA will initiate disciplinary action

appropriate to the specific circumstance.

Appendix 2

Welfare planning for BPA events and camps

The following elements will be considered in the welfare plans: Camps & Games, Paralympic Inspiration Programme and other BPA lead events:

Designated Safeguarding Officer(s)

At all events where children or vulnerable adults will be participating the BPA will designate a member(s) of staff as the Designated Safeguarding Officer(s). The size and complexity of the event and the associated risks will be reflected the number of DSOs and the communication and reporting structure between them. Each DSO will undergo appropriate training to handle safeguarding concerns prior to their appointment. The roles and responsibilities of the DSO are set out in section 5.1.

At a Paralympic Games the Chef de Mission has ultimate authority for deciding what action should be taken on reported cases and is responsible for taking concerns forward to the statutory agencies if appropriate.

The ParalympicsGB safeguarding team will be clearly identified and communicated to all athletes and support staff prior to their arrival and will be reinforced on arrival and during the course of their stay.

Team Member Agreement /Codes of Conduct

All members selected as part of ParalympicsGB for the Paralympic Summer/Winter Games as an associate team member or full member (athletes and support staff) are required to sign a Team Member Agreement outlining expected behaviour as well as broader aspects relating to participation at the Paralympic Games. Failure to behave in the appropriate manner as outlined in the Team Members Agreement can result in de-selection from the team.

For other events, BPA will have a Code of Conduct/event plans in place that all participants will be expected to adhere to, outlining the expected behaviours for different roles.

The Team Member Agreement covers areas around media, alcohol, drugs, sexual behaviour and anti-social behaviour. For further detail, please review the relevant Code of Conduct and/or Team Member Agreement for the specific event.

Changing rooms and facilities

Where required children should be supervised in changing rooms by two adults

- Adult coaches or volunteers should not shower or change at the same time as the children they have been working with.
- No staff or volunteers, medical or otherwise should be present when Children of the opposite sex are showering or changing (for example a male coach working with a female crew).
- Separate changing facilities should be available for each gender
- If a child is uncomfortable showering or changing in public no pressure should be put on them to do so, they should be encouraged to change and shower at home.
- Where assistance is needed, carers should be involved in deciding how best the child can be assisted. Always ensure the children consent to the assistance that is offered.
- No photographic equipment should be used in the changing room environment. This includes

cameras, video cameras, camera phones etc.

Staff ratios

Although there is government guidance for people working with groups of Children, it is essential that **a separate risk** assessment is taken for each group of children and that this is reviewed for each session. Participants under the age of 18, even those qualified as coaches, should be supervised at all times.

In line with the national guidance, the level of supervision should take account of the:

- age, ability and impairment of the children
- type of session/nature of the activity being undertaken
- the child's growing independence
- environment that the session is taking place in
- risk assessment.

If there is an accident or incident you should ensure there is always someone available to supervise the remaining Children. Coaches working with children should ensure that they do not work in isolation.

Supervision and Communication with parents, coaches and NGBs

For all BPA camps and events the Welfare Plan will consider the specific circumstances of the event and who the most appropriate first point of contact is if a safeguarding concern is raised.

In general during the Paralympic Games or at a Pre-Games holding camp the BPA Safeguarding Policy will take precedence. During camps and other events where athletes are attending on behalf of or through a NGB, that NGB's safeguarding lead officer will be contacted should a Safeguarding concern arise. The BPA DSO should hold details of the NGB Safeguarding Officer.

If a child is attending an event as an independent athlete, for example at a talent ID or Paralympic Potential Day the Statutory agency or parents will be the first point of contact and any disciplinary matters will be dealt with under the BPA's safeguarding procedures. The DSO should hold emergency contact details for the parent whether or not they are present.

A parent, coach or carer who can act *In Loco Parentis* must accompany any child attending a BPA event. Anyone acting in this position would be expected to be aware of details of transport, pick up and return points and times, competition or venue details, team leader or coach contact details, emergency contact details for parents, costs, dietary requirements (if relevant) and any other special requirements or medical details. Strict instructions should be given to parents regarding the drop off and return locations and times.

Transport

If transporting children as part of the event or camp points to consider include vehicle type (public transport, minibus, coach or private car), accessibility, length of journey, competence of driver, journey time, distance, stopping points, supervision during journey and legislation regarding seat belts.

Emergency Procedures

The team leader or coach should know how to contact emergency services and have access to at least a basic First Aid box. Those in charge of children have a duty to ensure that they are kept safe and healthy and should not hesitate to act in an emergency and to take life saving action in an extreme situation.

Photography

The use of photography and film is an excellent way of capturing sporting moments for use in the promotion of the sport and/or to celebrate individual success. There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young athletes and athletes with a disability in vulnerable positions. With this in mind BPA will only use appropriate imagery of its athletes on its website and in its promotional documents. Consent to use this imagery will always be sought.

All staff should be vigilant and any concerns over the misuse of photography or images of BPA athletes should be reported to a DSO or the LSO.

Videoing as a coaching aid: there is no intention to prevent coaches using video equipment as a legitimate coaching aid. However, athletes and their parents should be made aware that this is part of the coaching programme, their consent obtained, and such films should be stored safely.

Case Management Group

At major events it may be appropriate to form a case management group to provide support for the DSO or LSO and to help investigate or manage any cases or referrals.

This group must work within the policies and procedures of BPA to ensure that all decisions relating to safeguarding children are reached following a fair, open and transparent process. The group will comprise of the LSO and two other suitably qualified persons. It may call upon whatever professional input is required on an advisory capacity for each case.

Responsibilities

- To recommend, where appropriate, that a person is referred to DBS (England and Wales)
- To recommend to the appropriate member of BPA's senior management team where appropriate, that a person is temporarily suspended or banned from some or all activities at the event
- To identify who should be informed, for example refer to statutory agencies and/or NGB

Role

- To support the LSO to make decisions on the initial approach to all reported cases related to the welfare and protection of children. That is, to the 'route' a case will take either internally or via external referral to statutory agencies.

Appendix 3

Criminal records checks

All volunteers and employees working in a role that involves Significant Access to children, or where they hold a Position of Trust, or existing volunteers or employees who change their role to work with children, are required to complete a vetting process as outlined in the safeguarding policy in 5.1 Safe Recruitment Practice.

Disclosure information for core staff will be assessed by the BPA LSO and the Director of Finance and Corporate Services, who is responsible for Human Resources at the BPA and has undertaken appropriate training in safe recruitment in line with BPA's policy on the recruitment of ex-offenders and the DBS (or equivalent agency's) Code of Practice (available on website). Completing a criminal records Disclosure form is a confidential and sensitive matter for some people and care should be taken to explain how the information contained on the certificate will be treated.

Disclosure certificates must be renewed at least every three years if a person remains in post or more regularly if, for example, there is a concern raised, if the person changes their role or moves to a new role, or if the person has been absent from the BPA for a significant period.

Note: Completing the above process does not guarantee that an individual is safe to work with children. The BPA will use information from the Disclosure certificate and any additional information from the Disclosure agency as part of an overall recruitment and selection process to assess any potential risk. The Line Manager will also assess for the individual's suitability by taking up references, interviewing and supervision.

Who should be considered for eligibility to check criminal records history?

- medical staff
- sport science staff,
- DSOs,
- those with sole access to children
- overnight staff supporting children

It is not enough to meet the Disclosure Agency eligibility criteria, to state that an individual may come into contact with children or vulnerable adults. Eligibility to apply for a Disclosure check depends on the specific role a person will perform whilst conducting their duties within an organisation. A risk assessment should be undertaken to assess the role and duties they are expected to fulfil whilst carrying out their role and Disclosure applications should be made accordingly.

All appointments to roles requiring DBS Enhanced Disclosures must be expressed to be conditional upon the Individual complying with BPA's vetting requirements and receipt of satisfactory DBS clearance. Individuals must be checked against the barred list prior to commencing a role in Regulated Activity.

Regulated Activity working with children involves Activity which involves:

Teaching, training, instructing, caring for or supervising children; or providing guidance/advice on well-being; or driving a vehicle only for children and happens frequently (once a week or more often) or happens intensively (on 4 or more days in a 30-day period, or overnight) and the individual carrying out the activity of teaching, training or instructing is unsupervised.

More information can be found here:

http://www.safenetwork.org.uk/help_and_advice/employing_the_right_people/Pages/regulated-activity-supervision-guidance.aspx

Information about the different Disclosure services in England, Wales, Scotland and Northern Ireland is available from:

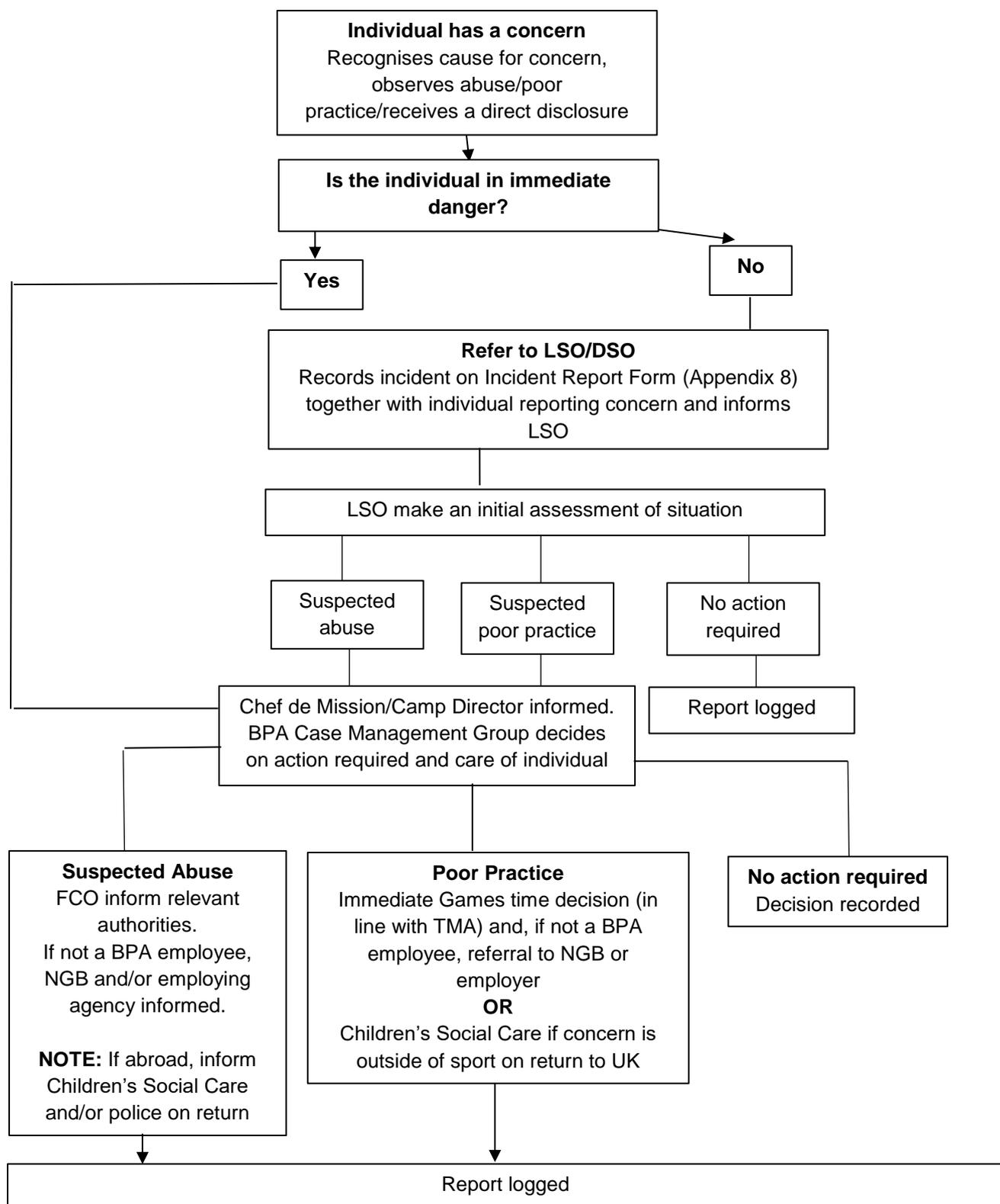
England and Wales: www.direct.gov.uk/crb

Scotland: www.disclosurescotland.co.uk

Northern Ireland: www.nidirect.gov.uk/criminal-record-checks-an-introduction

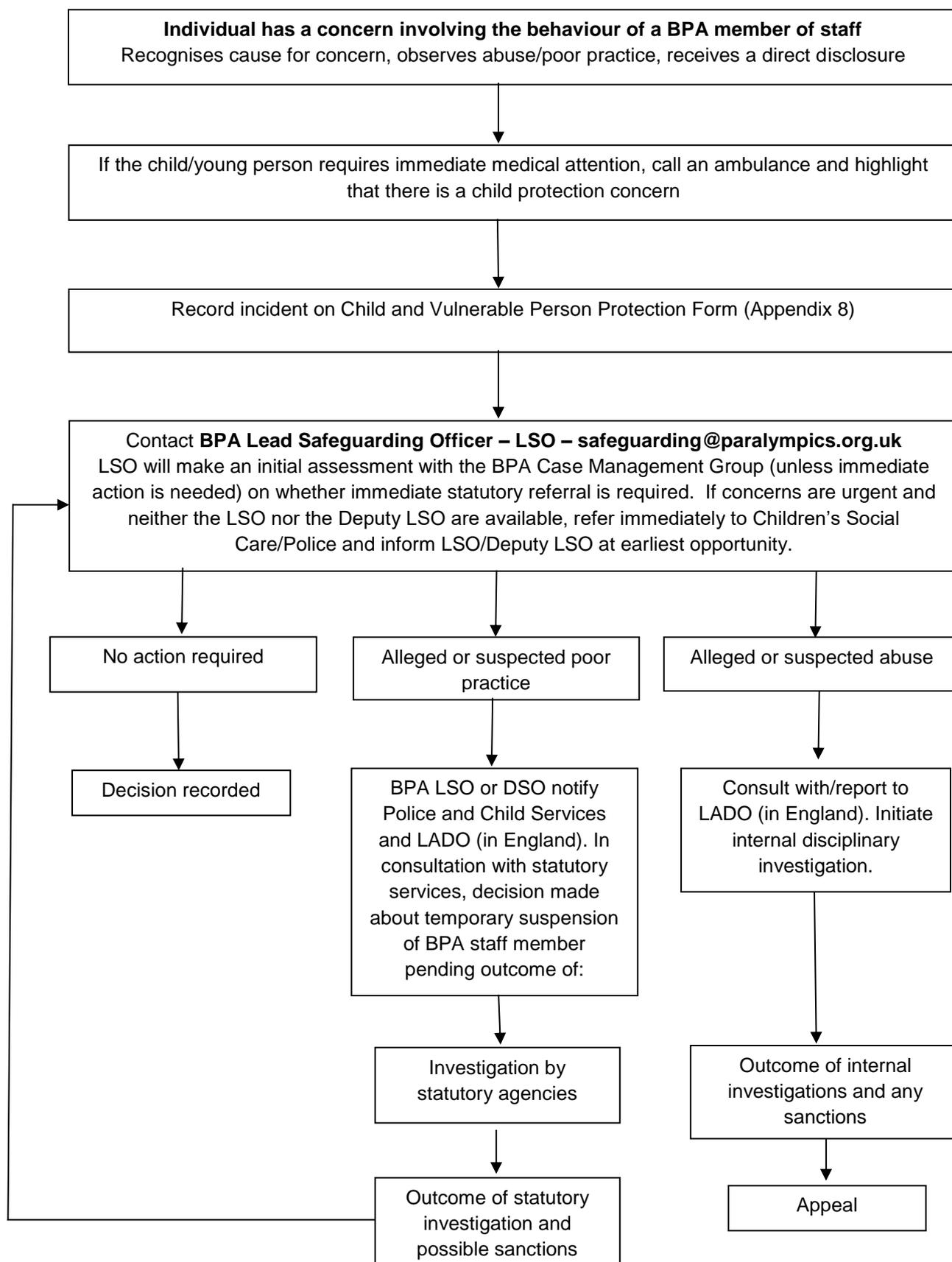
Appendix 4

BPA safeguarding procedure for concerns arising within a BPA setting.



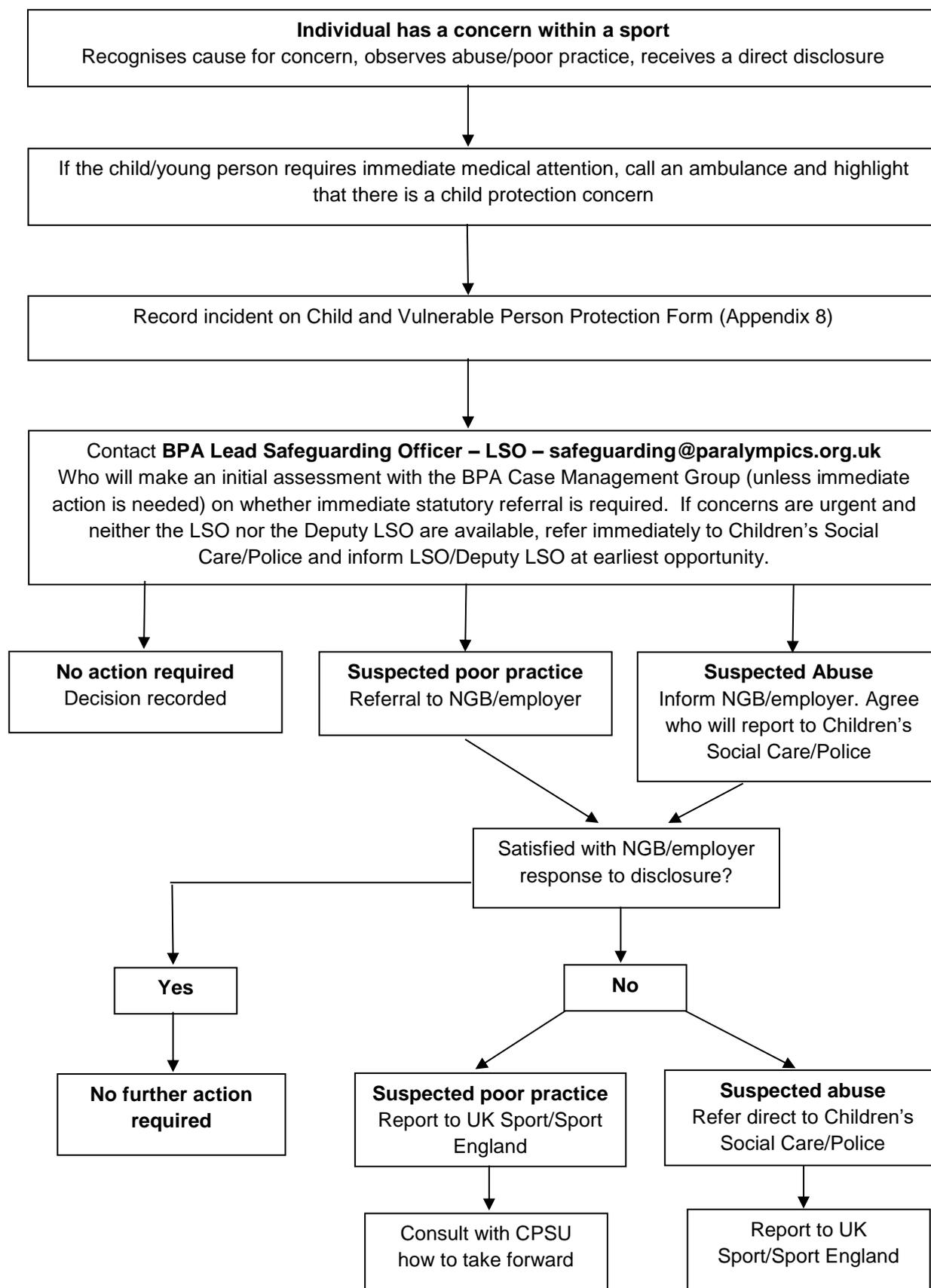
Appendix 5

BPA safeguarding procedure for concerns about the behaviour of a BPA member of staff/volunteer, towards a child/young person



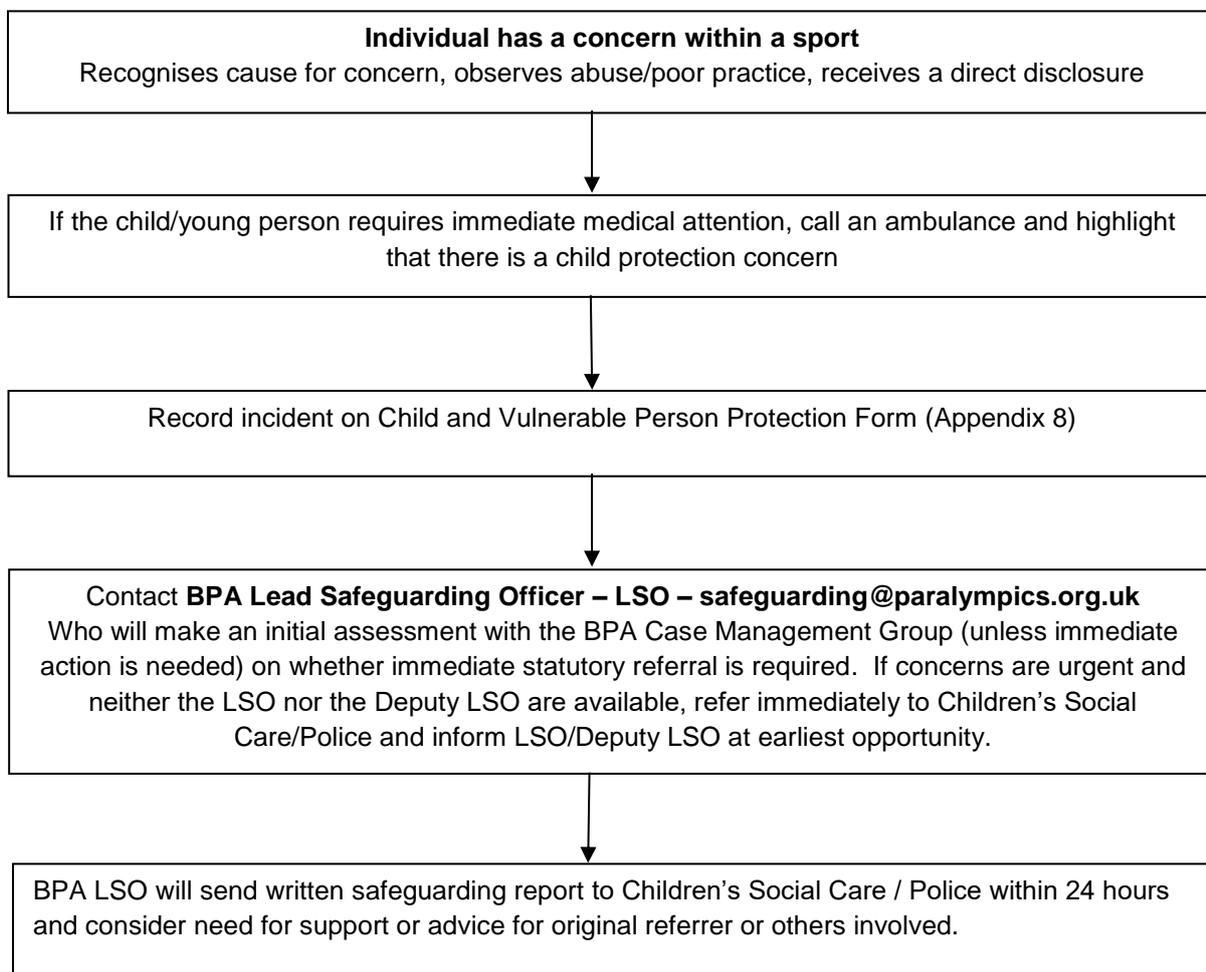
Appendix 6

BPA safeguarding procedure for concerns about the behaviour of a staff member/ volunteer from an NGB or another organisation, towards a child/young person



Appendix 7

BPA safeguarding procedure for concerns arising from outside of sport. (e.g. at home, school or in the community)



Appendix 8

Child Protection Incident Report Form

Your name:	Your position:
Your address:	Your phone number/s:
Child's name:	Child's address:
Date of birth:	
Contact number:	
Child's race/ethnic origin:	
Any special needs/disability:	
Parents/carers names and address:	
Contact number:	
Date and time of any incident:	
Your observations:	

Exactly what the child said and what you said:

Action taken so far:

Alleged / suspected abusers':

Name:

Address:

Role/position:

Contact number:

External agencies contacted (date & time)

Police

yes/no

If yes – which:

Name and contact number:

Details of advice received:

<p>Statutory Agencies (Children’s Social services or relevant home country agencies)</p> <p>yes/ no</p>	<p>If yes – which:</p> <p>Name and contact number:</p> <p>Details of advice received:</p>
<p>NGB</p> <p>yes/no</p>	<p>Name and contact number:</p> <p>Details of advice received:</p>
<p>Local authority</p> <p>yes/no</p>	<p>If yes – which:</p> <p>Name and contact number:</p> <p>Details of advice received:</p>
<p>Other</p> <p>(e.g. NSPCC)</p>	<p>Which:</p> <p>Name and contact number:</p> <p>Details of advice received:</p>

Signature:	Print name:
Date:	

NB This form should be received by the LSO who may forward it to social services if appropriate within 24 hrs –immediately after completing the form, telephone the Lead Safeguarding Officer to report the incident.