



**WALES** NETBALL  
PÊL-RWYD **CYMRU**

# Safeguarding Policy and Procedures for Children and Adults at Risk

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# 1 Safeguarding Policy for Children and Adults at Risk

## 1.1 Introduction

Everyone who participates in Wales Netball activities is entitled to do so in an enjoyable and safe environment. Wales Netball and its clubs have a moral and legal obligation to ensure that, when given responsibility for children, and in working with adults at risk, coaches, other employed staff and volunteers provide them with the highest possible standard of care.

Wales Netball is committed to devising and implementing policies that support and assist everyone in the sport, to accept their legal responsibility to safeguard children and adults at risk from harm and abuse. This means following procedures to protect children and adults at risk and to report any concerns about their welfare to appropriate authorities. The Welsh Netball Association's Designated Safeguarding Lead is Laura Milford (**Head of Operations**).

The aim of the policy is to promote good practice, providing children and adults at risk with appropriate safety/protection whilst in the care of Wales Netball and to allow staff and volunteers to make informed and confident responses to specific safeguarding issues.

A child is defined as a person under the age of 18 (Children Act 1989, 2004) therefore the term child encompasses young people.

An adult at risk, is defined as an adult who:- (Social Services and Wellbeing Act (Wales) 2014)

- a) Is experiencing or is at risk of abuse or neglect
- b) Has needs for care and support (whether or not the authority is meeting any of these needs) and
- c) As a result of these needs is unable to protect himself or herself against the abuse or neglect, or the risk of it

## 1.2 Policy Statement

Wales Netball is committed to the following:

- the welfare of the child is paramount.
- all children, whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity should be able to participate in Netball in a fun and safe environment.
- taking all reasonable steps to protect children from harm. This category includes, but is not limited to, physical, sexual, psychological or emotional ill treatment, neglect, bullying or discriminatory abuse. The child should have a voice that is heard and their rights, wishes and feelings, should be considered with respect.
- all suspicions and allegations of poor practice or abuse shall be taken seriously and responded to swiftly and appropriately.
- all Wales Netball employees and other volunteers who work with children shall be recruited in line with the Safe Recruitment Process. In legal terms (SS & WB (Wales) Act 2014) they shall be regarded as Practitioners with a legal obligation to report suspicions of abuse, to the relevant authority. They shall be provided with guidance and training in good practice and child protection procedures; and working in partnership with parents (if appropriate\*) and children is essential for the protection of children.

\*An inappropriate instance of where the parent is not involved is where the abuse has allegedly been directed against the child by the parent – in this case, the Children Services Department of the Local Authority shall be involved immediately.

This Safeguarding Policy and Procedures shall be reviewed every 3 years or whenever there is a major change in the organisation or in relevant legislation. The policy is reviewed by a qualified external safeguarding consultant, and approved by our Legal and Governance Group.

### 1.2.1 Adult at Risk Safeguarding Policy Statement

Wales Netball is committed to the following:

- Accepting their duty of care to enable adults, who may be at risk of harm (as defined by Section 126 (1) of the SS & WB (Wales) Act 2014) to take part in sport free from neglect or abuse.
- To accept their duty to respond to concerns, within or outside of the sport, that an adult is at risk of or is suffering abuse or other harm.
- All adults, whatever their age, culture, ability, gender, language, racial origin, religious belief and / or sexual identity, should be able to participate in netball in a fun and safe environment.
- To ensure that all staff (employed or voluntary) receive training in the recognition of the signs of abuse or neglect. Staff shall be trained and supported in the appropriate responses and shall know how to access advice and support.
- Adult at risk abuse can be physical, psychological, sexual, emotional, financial or neglect.
- To recognise that one important difference between safeguarding children and adults, is the latter's right to self-determination. This means that adults, may choose not to act, to protect themselves (Anne Craft Trust 2017).

### 1.3 Legal and Procedural Framework

The practices and procedures within this policy are based on principles contained within Welsh, UK and International legislation and Government guidance (**See Appendix 14**).

- The Children Act 1989 & 2004
- The UN Convention on the Rights of the Child (1989)
- Human Rights Act (1998)
- The Data Protection Act (1998)
- Sexual Offences Act (2003)
- Safeguarding Children: Working Together Under the Children Act (2004)
- Safeguarding Vulnerable Groups Act (2006)
- Protection of Freedoms Act (2012)
- Social Services and Wellbeing (Wales) Act (2014) & Code of Safeguarding Practice 2022
- Wales Safeguarding Procedures (2019)
- Wellbeing of Future Generations Act (2015)
- Safeguarding Adults in Sport (Anne Craft Trust 2017)
- Childrens Rights in Wales (2019, 2022)

## 2 Promoting Good Practice

### 2.1 Introduction

To provide children with the best possible experience and opportunities within the sport, Wales Netball operates within an agreed framework such as The Codes of Conduct (**See Appendix 1**) and operates a Safe Recruitment Policy.

It is not always easy to distinguish poor practice from abuse. It is therefore NOT the responsibility of employees, volunteers or participants in Netball to make judgments about whether or not abuse is taking place. It is, however, their legal responsibility to identify poor practice and possible abuse and act if they have concerns about the welfare of the child, as explained in section 4.

This section shall help you identify what is meant by good practice and poor practice.

### 2.2 Good Practice

All personnel should adhere to the following principles and action:

- always work in an open environment (e.g., avoiding private or unobserved; situations and encouraging open communication with no secrets).
- make the experience of Netball fun and enjoyable: promote fairness, confront, and deal with any potentially abusive behavior, e.g., bullying, or demeaning behaviour.
- treat everyone equally and with respect and dignity.
- always put the welfare of the child or adult at risk first, before winning.
- maintain a safe and appropriate distance with players e.g., it is unlawful for staff or volunteers to have an intimate relationship with a child and inappropriate (poor practice at least) for them to share a room with them. In 2022, the Sexual Offences Act 2003 was extended to include two additional categories of Positions of Trust. The relevant category that relates to Wales Netball is that Sports Coaches were included as a legal Position of Trust. This in

essences means that a sports coach cannot legally engage in sexual activity with a child (under 18 years). Despite the fact that in the UK, the legal age of consent is 16 years.

- With regard to adults at risk, the Sexual Offences Act 2003 makes it an offence for those engaged in providing care / services or assistance to a person with learning disability or psychiatric disorder to engage in sex with them. This legal requirement applies whether or not the person has the capacity to give consent.
- avoid unnecessary physical contact with children. Where any form of manual / physical support is required, it should be provided openly and with the consent of the child and parent or adult at risk (if appropriate). Physical contact can be appropriate so long as it is neither intrusive nor disturbing and consent has been given.
- Involve parents/carers wherever possible, e.g., where children need to be supervised in changing rooms, encourage parents to take responsibility for their own child. If groups have to be supervised in changing rooms always ensure parents, coaches etc. work in pairs request written parental consent if club officials are required to transport children in their cars (**see Appendix 2 and Appendix 16**).
- gain written parental consent for any significant travel arrangements e.g.
- overnight stays or transporting a child by car.
- ensure that if mixed teams are taken away, they should always be accompanied by a male and female member of staff.
- ensure that at away events adults should not enter a child's room or invite any children to their rooms.
- be an excellent role model, this includes not smoking or drinking alcohol in the company of children.
- always give enthusiastic and constructive feedback rather than negative criticism.
- recognising the developmental needs and capacity of the child and do not risk sacrificing welfare in a desire for club or personal achievements. This means



avoiding excessive training, training or competition on injury and not pushing them against their will, developmental status or ability;

- secure written parental consent for the club to act in loco parentis, to give permission for the administration of emergency first aid or other medical treatment if the need arises (**Appendix 16**).
- keep a written record of any injury that occurs, along with details of any treatment given.

## 2.3 Poor Practice

There are some behaviours or practices that would be considered poor practice and although highly unacceptable within the sport, would not be fully encapsulated by the definitions of abuse. Nevertheless, they must always be reported, addressed and action taken to prevent reoccurrence.

In some cases, there is a fine line between poor practice and abuse, and it may be important to seek guidance from Social Services and/or the Police before a concern is treated as poor practice. If, following consultation with senior management, in particular the Designated Safeguarding Lead and, if appropriate, after seeking guidance from statutory agencies, poor practice is identified then a suitable course of remedial action should be agreed. Although it is often possible to resolve poor practice through guidance, mentoring and additional training, particularly where the individual is willing to accept their conduct was inappropriate, in some instances, poor practice concerns need to be managed as a disciplinary matter by invoking the appropriate policy and procedures.

The following are regarded as poor practice and should be avoided by all personnel. It is also important to note, depending on factors such as frequency of occurrence, context and consistency of behavior, these practices could be abusive:

- unnecessarily spending excessive amounts of time alone with children away from others taking children alone in a car on journeys, however short.
- taking children to your home where they shall be alone with you.
- sharing a room with a child.

- engaging in rough, physical, or sexually provocative games, including horseplay.
- allowing or engaging in inappropriate touching of any form allowing children to use inappropriate language unchallenged.
- making sexually suggestive comments to a child, even in fun reducing a child to tears as a form of control.
- allowing allegations made by a child to go unchallenged/unrecorded/not acted upon.
- doing things of a personal nature that the child can do for themselves.

Where instances arise where it is impractical or impossible to avoid certain situations (e.g., transporting a child in your car) the tasks should only be carried out with the full understanding and consent of the parent/carer and the child involved (**See Appendix 16**).

If during your care you accidentally hurt a child, whether or not the child appears to be distressed in any manner, appears to be sexually aroused by your actions and/or if the child misunderstands or misinterprets something you have done, report any such incidents as soon as possible to the Club Safeguarding Officer, or in their absence, the Head Coach, and make a written note of it. In the case both of these roles are not present, get in touch with Wales Netball's Designated Safeguarding Lead. Parents should also be informed of the incident as soon as possible.

## 2.4 Physical Contact in Sport

Many sports, by their nature, require a degree of physical contact between adults and children. Physical contact can be used appropriately to instruct, encourage, protect or comfort. The aims of guidelines relating to physical contact are to provide adults and children with appropriate types and contexts for touching.

Physical contact between adults and children should only be used when the aim is to:

- Develop sports skills or techniques.
- Treat an injury.
- Prevent an injury.
- Meet the requirements of the particular sport.

Physical contact should:

- Not involve touching genital areas, buttocks, or breasts.
- Meet the need of the child and not the need of the adult.
- Be fully explained to the child and with the exception of an emergency permission should be sought.
- Not take place in secret or out of sight of others.
- Details of injuries should be fully recorded (**See Appendix 8**).

## 3 Defining Child Abuse

### 3.1 Introduction

Child abuse is any form of physical, emotional, psychological, or sexual mistreatment or lack of care that leads to injury or harm, it commonly occurs within a relationship of trust or responsibility and is an abuse of power or a breach of trust. Abuse can happen to a child regardless of their age, gender, race, or ability.

There are four main types of abuse: **physical abuse, sexual abuse, emotional abuse, and neglect**. The abuser may be a family member, someone the child encounters in residential care or in the community, including sports and leisure activities. Any individual may abuse or neglect a child directly or may be responsible for abuse because they fail to prevent another person harming the child.

Abuse in all its forms can affect a child at any age. The effects can be so damaging that if not treated may follow the individual into adulthood.

Children with disabilities may be at increased risk of abuse through various factors, such as stereotyping, prejudice, discrimination, isolation and maybe powerless to protect themselves or adequately communicate that abuse has occurred.

### 3.2 Types of Abuse

**Physical Abuse:** where adults physically hurt or injure a child e.g., hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, and drowning. Giving children alcohol or inappropriate drugs would also constitute child abuse.

This category of abuse can also include when a parent/carer reports non-existent symptoms or illness or, deliberately causes ill health in a child they are looking after.

In a sports situation, physical abuse may occur when the nature and intensity of training disregards the capacity of the child's immature and growing body.

**Emotional Abuse:** the persistent emotional ill treatment of a child, likely to cause severe and lasting adverse effects on the child's emotional development. It may

involve telling a child they are useless, worthless, unloved, and inadequate or valued in terms of only meeting the needs of another person. It may feature expectations of children that are inappropriate to their age or development. It may cause a child to be frightened or in danger by being constantly shouted at, threatened, or taunted which may make the child frightened or withdrawn. Ill-treatment of children, whatever form it takes, shall always feature a degree of emotional abuse.

Emotional abuse in sport may occur when the child is constantly criticised, given negative feedback, expected to perform at levels that are above their capability. Other forms of emotional abuse could take the form of name calling and bullying.

**Bullying** may come from another child or an adult. Bullying is defined as deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. There are four main types of bullying: it may be physical (e.g., hitting, kicking, slapping); verbal (e.g., racist or homophobic remarks, name calling, graffiti, threats, abusive text messages); emotional (e.g., tormenting, ridiculing, humiliating, ignoring, isolating from the group); or sexual (e.g., unwanted physical contact or abusive comments). Bullying may also take place online as well as in the real world.

In sport bullying may arise when a parent or coach pushes the child too hard to succeed, or a rival athlete or official uses bullying behaviour (**See Appendix 4**).

**Neglect** occurs when an adult fails to meet the child's basic physical and/or psychological needs to an extent that is likely to result in serious impairment of the child's health or development. **For example, failing to provide adequate food, shelter, and clothing, failing to protect from physical harm or danger, or failing to ensure access to appropriate medical care or treatment.**

Refusal to give love, affection and attention can also be a form of neglect. Neglect in sport could occur when a coach does not keep the child safe, insisting they train when injured, demanding performance that is beyond their developmental, physical, or psychological, capability or exposing them to inappropriate environmental conditions or situations or unnecessary risk of injury.

**Sexual Abuse** occurs when adults (male and female) use children to meet their own

sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse, and fondling. Showing children pornography or talking to them in a sexually explicit manner are also forms of sexual abuse.

In sport, activities, which might involve physical contact with children, could potentially create situations where sexual abuse may go unnoticed. Also, the power of the coach over young athletes, if misused, may lead to coercive and abusive situations developing.

Coaches should ensure they maintain healthy, positive, and professional relationships with all athletes. Coaches and others in positions of authority and trust in relation to athletes aged 16 and 17 years must not engage in sexual relationships with them. It is an offence (Sexual Offences Act 2003) for a sports coach to engage in a sexual relationship with a child under the age of 18 years.

### **3.3 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. Most people are not experts in such recognition but 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 injury.
- an injury for which an explanation seems inconsistent.
- the child describes what appears to be an abusive act involving them. Another child or adult expresses concern about the welfare of a child.
- unexplained changes in a child's behaviour, e.g., becoming very upset, quiet, withdrawn, or displaying sudden outbursts of temper.
- inappropriate sexual awareness engaging in or displaying sexually explicit behaviour.
- distrust of adults, or specifically distrusting either men or women, especially those with whom a close relationship would normally be expected.

- difficulty in making friends.
- being prevented from socialising with others.
- displaying variations in eating patterns including overeating or loss of appetite.
- losing weight for no apparent reason.
- becoming increasingly dirty or unkempt.
- Reverting to chronologically immature behaviour e.g., bed wetting.
- Losing interest in previously enjoyable pursuits.
- Depression, self-harm or self-isolation.

Signs of bullying include:

- behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go to training or competitions.
- an unexplained drop off in performance.
- physical signs such as stomach aches, headaches, difficulty in sleeping, bed wetting, scratching, and bruising, damaged clothes, bingeing e.g., on food, alcohol or cigarettes.
- a shortage of money or frequent loss of possessions.

It must be recognised that the above list is not exhaustive, but also that the presence of one or more of the indications is not proof that abuse is taking place.

It is **NOT** the responsibility of those working in Wales Netball to decide that child abuse is occurring. It IS their responsibility to act on any concerns.

### 3.4 Use of Photographic/Filming Equipment at Sporting Events

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of children.

All clubs should be vigilant, and any concerns should be reported to the Club Safeguarding Officer.

All parents and performers should be made aware when coaches use video equipment as a coaching aid **(See Appendix 5 & 6)**.



## 4 Responding to Concerns & Allegations

### 4.1 Introduction

It is not the responsibility of anyone working in Wales Netball in a paid or unpaid capacity to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities so that they can then make inquiries and take necessary action to protect the child and / or adult at risk.

This applies BOTH to allegations/suspicions of abuse occurring within Wales Netball and to allegations/suspicions that abuse is taking place elsewhere. **(See Appendix 7).**

This section explains how to respond to allegations/suspicions.

### 4.2 Responding to concerns/allegations

We may become aware of possible abuse in various ways. We may see it happening, we may suspect it happening because of signs such as those listed in section 3 of this booklet, or it may be reported to us by someone else or directly by the child affected.

In the last of these cases, it is particularly important to respond appropriately. If a child says or indicates that they are being abused, you should:

- **stay calm** so as not to frighten the child.
- **reassure** the child that they are not to blame and that it was right to tell.
- **listen to the child**, showing that you are taking them seriously.
- **keep questions to a minimum** so that there is a clear and accurate understanding of what has been said. The law is very strict and child abuse cases have been dismissed where it is felt that the child has been led or words and ideas have been suggested during questioning. Only ask questions to clarify.
- **inform the child** that you have to inform other people about what they have told you. Tell the child this is to help stop the abuse continuing.

- remember that 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** the incident to the Club Safeguarding Officer.

In all cases if you are not sure what to do you can gain help from NSPCC 24-hour help line Tel No: 0808 800 5000.

### 4.3 Recording Information

To ensure that information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern. In recording such information, you should confine yourself to the facts and distinguish between what is your personal knowledge and what others have told you. Do not include your own opinions. This can be recorded using the Concern Reporting and Responding Procedure (**See Appendix 7**).

Information should include the following:

- the child's/adult at risk's name, age, and date of birth
- the child's/adult at risk's home address and telephone number
- whether or not the person making the report is expressing their concern or someone else's
- the nature of the allegation, including dates, times and any other relevant information
- a description of any visible bruising or injury, location, size etc. Also, any indirect signs, such as behavioural changes
- details of witnesses to the incidents
- the child's/adult at risk's account, if it can be given, of what has happened and how any bruising/injuries occurred?
- have the parents been contacted? If so, what has been said? If parents are the alleged abusers, seek advice from Social Services before contacting them.
- has anyone else been consulted? If so, record details
- has anyone been alleged to be the abuser? Record detail

## 4.4 Reporting the Concern

All suspicions and allegations **MUST** be reported appropriately. It is recognised that strong emotions can be aroused, particularly in cases where sexual abuse is suspected or where there is misplaced loyalty to a colleague. It is important to understand these feelings but not allow them to interfere with your judgment about any action to take.

Wales Netball expects its members and staff to discuss any concerns they may have about the welfare of a child immediately with the person in charge of safeguarding and subsequently to check that appropriate action has been taken.

Examples of the correct person to report to:

- The organiser of the event is to assign and have the contact details of the safeguarding officer readily available at their event
- At a club event, the Club Safeguarding Officer;
- League event, the League Safeguarding Officer
- National Academy, Team Manager
- Age Groups, Team Manager

If the nominated safeguarding officer is not available you should take responsibility and seek advice from the NSPCC Helpline, the duty officer at your local social services department or the police. Telephone numbers can be found in your local directory and each club should have their relevant local contact numbers readily available.

A summary of reporting procedures is provided in **Appendix 7**. Where there is a complaint against an employee or volunteer, there may be three types of investigation:

- **Criminal** in which case the police conduct the investigation.
- **Child protection** in which case social services (and possibly the police) shall conduct an investigation.
- **Disciplinary or misconduct** in which case Wales Netball shall conduct the investigation on conclusion of statutory investigations.

As mentioned previously in this document Wales Netball are not child protection experts and it is not their responsibility to determine whether abuse has taken place or not. All suspicions and allegations must be shared with professional agencies that are responsible for child protection.

Social services have a legal responsibility under The Children Act 1989 to investigate all child protection referrals by talking to the child and family (where appropriate), gathering information from other people who know the child and, if appropriate, make inquiries jointly with the police.

**NB: If there is any doubt, you must report the incident. It may be just one of a series of other incidences which together cause concern.**

Any suspicion that a child has been abused by an employee or a volunteer should be reported to the Wales Netball Designated Safeguarding Lead, who shall take appropriate steps to ensure the safety of the child in question and any other child who may be at risk. This shall include the following:

- Wales Netball shall refer the matter to social services department.
- the parent/carer of the child shall be contacted as soon as possible following advice from the social services department.
- the Chief Executive should be notified to decide who shall deal with any media inquiries and implement any immediate disciplinary proceedings
- the Designated Safeguarding Lead should also notify any other relevant sporting governing body.
- if the Club Safeguarding Officer is the subject of the suspicion/allegation the report must be made to the appropriate manager who shall refer the matter to social services

Allegations of abuse are sometimes made some time after the event. Where such an allegation is made you should follow the same procedures and have the matter reported to social services. This is because other children in the sport, or outside it, may be at risk from the alleged abuser.

## 4.5 Whistle Blowing

It is important that the organisation has well understood procedures for enabling staff and volunteers to share, in confidence, with the CEO, concerns they may have about a colleague's behaviour.

This may be behaviour linked to child abuse or behaviour that pushes boundaries beyond acceptable limits. If this is consistently ignored a culture may develop within an organisation whereby staff and young people are "silenced".

Wales Netball is fully supportive of "whistle blowing" for the sake of the child and shall provide support and protect those who "whistle blow". Whilst it is difficult to express concerns about colleagues, it is important that these concerns are communicated to the CEO. All staff and volunteers shall be encouraged to talk to the CEO if they become aware of anything that makes them feel uncomfortable.

## 4.6 Concerns outside the immediate Sporting Environment (e.g., a parent or carer)

- Report your concerns to the Club Safeguarding Officer (**See Appendix 7**)
- If the Club Safeguarding Officer is unavailable, the person being told or discovering the abuse should contact their local social services department or the police immediately.
- Social Services shall decide how and when to inform the parents/carers.
- The Club Safeguarding Officer should also report the incident to Wales Netball as the official governing body. The governing body should ascertain whether or not the person/s involved in the incident play a role in the organisation, and act accordingly.
- Maintain confidentiality on a need-to-know basis.

## 4.7 Confidentiality

All records of concern must be kept confidential.

Information should be handled and disseminated on a need-to-know basis only. This includes the following people:

- The Club Safeguarding Officer
- The parents of the child, based on advice from Social Services Department (SSD)
- The person making the allegation
- Social Services/Police
- The Welsh Netball Association Designated Safeguarding Lead
- The alleged abuser (and parents if the alleged abuser is a child), based on advice from SSD

Seek Social Services' advice on who should approach the alleged abuser.

All information should be stored in a secure place with limited access to designated people in line with data protection laws.

## 4.8 Internal Inquiries and Suspension

- The Wales Netball's Designated Safeguarding Lead shall make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries.
- Irrespective of the findings of the social services or police inquiries, the Wales Netball's disciplinary processes shall examine all individual cases to determine whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision, especially where there is insufficient evidence to uphold any action by the police. In such a case Wales Netball must reach a decision based upon the available information which could suggest that, on the balance of probability, it is more likely than not that the allegation is true.
- The welfare of the child should remain of paramount importance throughout.

## 4.9 Working with the Aftermath

After a suspicion or allegation about a child protection concern has been investigated, there are likely to be strong feelings amongst staff, parents, and children and possibly among the wider community, which shall need to be addressed.

There are likely to be issues of:

- Communication - if rumour or fact
- Guilt and blame - if suspicions had been around for some time
- Impact - on individuals, or the nature of what occurred and to whom
- Gaps in the organisation in terms of roles and post held

Careful thought shall need to be given to the sharing of information and the provision of appropriate support.

## 5 Recruiting & Selecting

### 5.1 Introduction

This applies equally to paid staff and volunteers, both full and part time. To ensure unsuitable people are prevented from working with children the following steps should be taken when recruiting.

### 5.2 Controlling Access to Children

It is important that all reasonable steps are taken to prevent unsuitable people from working with children.

- All staff and volunteers who undertake regulated activity, as defined by the Disclosure & Barring Service (DBS), should complete a self-disclosure form (**See Appendix 12**).
- All staff and volunteers should complete an application form. The application form shall elicit information about the applicants past and a self-disclosure about any criminal record (**See Appendix 11**).
- Consent should be obtained from the applicant to seek information from the DBS (**See Appendix 12**).
- Two confidential references, including one regarding previous work with children should be obtained. These references **MUST** be taken up and confirmed through telephone contact (**See Appendix 13**).
- Evidence of identity (passport or photo driving license).

### 5.3 Interview and Induction

All employees and volunteers shall be required to undertake an interview carried out to acceptable protocol and recommendations. All employees and volunteers should receive formal or informal induction during which:



- A check should be made that the application form has been completed in full, including sections on criminal records and self-disclosures
- Their qualifications should be substantiated
- The job requirements and responsibilities should be clarified
- They should sign up to the organisation's Code of Ethics and Conduct
- Safeguarding Procedures are explained, and training needs identified as appropriate to the role they shall hold. A minimum requirement will be basic child protection awareness.

## 5.4 Training

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

- Analyse their own practice against what is deemed good practice, and to ensure their practice is likely to protect them from false allegations
- Recognise their responsibilities and report any concerns about suspected poor practice and/or abuse
- Respond to concerns expressed by a child
- Work safely and effectively with children

Wales Netball requires:

- All staff and volunteers who undertake regulated activity, as defined by the Disclosure & Barring Service (DBS), must undergo a DBS check  
[Safeguarding Overview - Wales Netball](#)
- All employees, volunteers, coaches, safeguarding officers and team managers to undertake relevant child protection training (e.g., UK Coaching's 'Safeguarding & Protecting Children' or Ann Craft Trust's 'Adults at Risk' equivalent), to ensure their practice is exemplary and to facilitate the development of positive culture towards good practice and child protection

To know which level of training is relevant to your role, visit Training via the below link: [Safeguarding Overview - Wales Netball](#)

CPSU – [Sport safeguarding training | CPSU \(thecpsu.org.uk\)](#)

Ann Craft Trust - [Choosing the Right Safeguarding Adults in Sport & Activity Training - ACT \(anncrafttrust.org\)](#)

- All staff and volunteers to receive advisory information outlining good/bad practice and informing them what to do if they have concerns about the behaviour of an adult towards a young person
- All coaches, trainee coaches and leaders should have up to date qualifications for:
  - Safeguarding
  - Coaching
  - First aid

## 6 Useful Contacts

### Childline UK

Post 1111 London N1 OBR  
Tel - 0800 1111

### Safeguarding Wales

[www.safeguarding.wales/en](http://www.safeguarding.wales/en)

### Disclosure and Baring Services (DBS)

DBS customer services  
PO Box 3961  
Wootton Bassett  
SN4 4HF

Email: [customerservices@db.s.gsi.gov.uk](mailto:customerservices@db.s.gsi.gov.uk)

DBS helpline 03000 200 190

Welsh 03000 200 191

### NSPCC Child Protection Helpline

National Helpline 0808 800 5000  
[www.nspcc.org.uk](http://www.nspcc.org.uk)

### NSPCC Child Protection in Sport Unit (Wales)

Sport Wales National Centre  
Sophia Gardens  
Cardiff  
CF11 9SW

### Regional Safeguarding Boards

Cardiff & Vale [www.cardiffandvalersb.co.uk](http://www.cardiffandvalersb.co.uk)

Cwm Taf Morgannwg [www.cwmtafmorgannwgsafeguardingboard.co.uk](http://www.cwmtafmorgannwgsafeguardingboard.co.uk)

Gwent [www.gwentsafeguarding.org.uk](http://www.gwentsafeguarding.org.uk)

Mid & West Wales [cysur.wales](http://cysur.wales)

North Wales [www.northwalessafeguardingboard.wales](http://www.northwalessafeguardingboard.wales)

Western Bay [www.wbsb.co.uk](http://www.wbsb.co.uk)

### Police and Social Services

Consult your telephone directory for the most relevant local numbers

**Appendices provided separately.**

**APPENDIX 1 – Codes of Conduct**

**APPENDIX 2 – Transport Guidelines**

**APPENDIX 3 – Supervision Recommendations**

**APPENDIX 4 – Anti-Bullying Policy**

**APPENDIX 5 – Photographic / Recorded Images Guidance**

**APPENDIX 6 – Photography & Filming Permission Form**

**APPENDIX 7 – Concern Reporting Procedure**

**APPENDIX 8 – Injury/Accident Report Form**

**APPENDIX 9 – Wales Netball Designated Safeguarding Lead**

**APPENDIX 10 – Self Declaration and Disclosure Form**

**APPENDIX 11 – Application Form**

**APPENDIX 12 – Disclosure and Barring Services (DBS)**

**APPENDIX 13 – Reference Form**

**APPENDIX 14 – Recommended Legislation/Guidance & Publications**

**APPENDIX 15 – Club/League Safeguarding Officer – Role Description**

**APPENDIX 16 – Parental Consent Form**