



Badminton Wales
Sport Wales National Centre
Sophia Gardens
Cardiff
CF11 9SW

Child Protection Policy

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1.0 Child Protection Policy

1.1 Introduction

Everyone who participates in Badminton Wales is entitled to do so in an enjoyable and safe environment. Badminton Wales have a moral and legal obligation to ensure that, when given responsibility for children, coaches and volunteers provide them with the highest possible standard of care.

Badminton Wales is committed to devising and implementing policies so that everyone in sport accepts their responsibilities to safeguard children from harm and abuse. This means to follow procedures to protect children and report any concerns about their welfare to appropriate authorities.

The aim of the policy is to promote good practice, providing children and young people with appropriate safety/protection whilst in the care of Badminton Wales and to allow staff and volunteers to make informed and confident responses to specific child protection issues. **A child is defined as a person under the age of 18 (Children's Act 1989 & 2004).**

1.2 Policy Statement

Badminton Wales fully accepts it's legal (Children's Act) and moral obligation to provide a duty of care to protect all children. BADMINTON WALES is committed to ensuring that:

- The welfare of the child is paramount
- All children, whatever their age, sex, gender identity, disability, marital or civil partnership status, pregnancy or maternity, religion or religious belief, race, ethnic origin, nationality, socioeconomic status or sexual orientation should be able to participate in Badminton in a fun and safe environment
- All reasonable steps are taken to protect children from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings
- All suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately
- All BADMINTON WALES employees who work with children will be recruited with regard to their suitability for that responsibility and will be provided with guidance and/or training in good practice and child protection procedures.
- Essential working partnership with parents and children are formed for the protection of Children.

Child Protection Policies should be reviewed every 3 years or whenever there is a major change in the organisation or in relevant legislation.

1.3 Legal and Procedural Framework

The practices and procedures within this policy are based on principles contained within UK and International legislation and Government guidance. **(See Appendix 22)**

- The Children Act 1989 & 2004
- The Protection of Children Act 1999
- Safeguarding children: working together under The Children Act 2004 (2006)
- All Wales Child Protection procedures (2008)
- Caring for the young and vulnerable' Home Office guidance for preventing the abuse of trust (1999)
- Criminal Justice and Court Services Act (2000)
- The UN Convention on the Rights of the Child (1989)
- Human Rights Act (1998)
- The Data Protection Act (1998)
- Protection of Freedoms Act (2012)

2.0 Promoting Good Practice

2.1 Introduction

To provide children with the best possible experience and opportunities in Badminton everyone must operate within an accepted ethical framework such as the 'Code of Ethics and Behaviours' and the 'Equality Policy' **(See Appendix 1 & 2)**.

It is not always easy to distinguish poor practice from abuse. It is therefore **NOT** the responsibility of employees or participants in Badminton to make judgements about whether or not abuse is taking place. It is however their 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 will 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 Badminton fun and enjoyable: promote fairness and confront and deal with bullying
- Treat all children equally and with respect and dignity
- Always put the welfare of the child first before winning

- Maintain a safe and appropriate distance with players (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them)
- 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. Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the child's 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
- Gain written parental consent for any significant travel arrangements e.g. overnight stays
- Ensure that if mixed teams are taken away that they are always to be accompanied by a male and female member of staff
- Ensure that at away events, adults do not enter a child's room or invite child to their room/s
- 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
- Recognise 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 or competition and not pushing them against their will
- Secure written parental consent for the club to act in loco parentis in order to give permission for the administration of emergency first aid or other medical treatment if the need arises
- Keep a written record of any injury that occurs, along with details of any treatment given

2.3 Poor Practice

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

- 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 will be alone with you
- Sharing a room with a child
- Engaging in rough, physical or sexually provocative games, including horseplay
- Allow or engage 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

- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- Do things of a personal nature that the child can do for themselves

Where cases arise where it is impractical/impossible to avoid certain situation 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 3 & 4).**

If during your care you accidentally hurt a child, the child seems 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 **(Appendix 12)** as soon as possible to another colleague and make a written note of it. Parents should also be informed of the incident.

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

Records of injuries should be fully recorded.

3.0 Defining Child Abuse

3.1 Introduction

Child abuse is any form of physical, emotional 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 of 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 a powerlessness to protect themselves or adequately communicate that abuse had 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 disregard 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 not appropriate to their age or development. It may cause a child to be frightened or feel in danger by being constantly shouted at, threatened or taunted which may make the young person frightened or withdrawn. Ill treatment of children, whatever form it takes, will 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 young person 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 which can happen in reality and/or online. 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). 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 5).**

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, e.g. 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 or exposing them to undue cold/heat 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 abusive situations developing.

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 injuries
- 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 sexually explicit behaviour
- Distrust of adults, particularly those whom a close relationship would normally be expected
- Difficulty in making friends
- Being prevented from socialising with others
- Displaying variations in eating patterns including over eating or loss of appetite
- Losing weight for no apparent reason
- Becoming increasingly dirty or unkempt

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 BADMINTON WALES 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 Welfare Officer (in the event that there is no Club Welfare Officer, your concern should be sent to the Chair person and /or Club Secretary).

All parents and performers should be made aware when coaches use video equipment as a coaching aid. **(See Appendix 8 & 9).**

4.0 Responding to Concerns and Allegations

4.1 Introduction

It is not the responsibility of anyone working in Badminton Wales 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 young person. This applies **BOTH** to allegations/suspensions of abuse occurring within Badminton Wales and to allegations/suspensions that abuse is taking place elsewhere **(See Appendix 10 & 11)**. This section explains how to respond to allegations/suspensions.

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 document and/or it may be reported to us by someone else or directly by the young person affected.

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

- **Stay calm** so as not to frighten the young person
- **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.

- **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/welfare officer

In all cases if you are not sure what to do you can gain help from the 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 you should confine yourself to the facts and distinguish what is your personal knowledge and what others have told you. Do not include your own opinions. Information should include the following:

- The child's name, age and date of birth
- The child'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 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?
- 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 judgement about any action to take. BADMINTON WALES expects its members and staff to discuss any concerns they may have about the welfare of a child immediately with the person in charge and subsequently to check that appropriate action has been taken.

If the nominated Club Welfare Officer (in the event that there is no Club Welfare Officer, your concern should be sent to the Chair person and/or Club Secretary) 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.

A summary of reporting procedures is provided in **Appendix 13**. Where there is a complaint against an employee or volunteer, there may be three types of investigation.

- **Criminal** in which case the police are immediately involved

- **Child protection** in which case the social services (and possibly) the police will be involved
- **Disciplinary or misconduct** in which case BADMINTON WALES will be involved

As mentioned previously in this document, BADMINTON WALES are not child protection experts and it is not their responsibility to determine whether or not abuse has taken place. 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 & 2004 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 making 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/concern that a child has been abused by an employee or a volunteer should be reported to the Badminton Wales Lead Officer who will take appropriate steps to ensure the safety of the child in question and any other child who may be at risk. This will include the following:

- Badminton Wales will refer the matter to social services department
- The parent/carer of the child will be contacted as soon as possible following advice from the social services department
- The chief executive of your organisation should be notified to decide who will deal with any media inquiries and implement any immediate disciplinary proceedings
- The Club Welfare Officer should also notify the relevant sport governing body
- If the Club Welfare Officer is the subject of the suspicion/allegation the report must be made to the appropriate manager who will refer the matter to social services

Allegations of abuse are sometimes made sometime after the event. Where such 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.

Anyone who has a previous conviction for offences related to abuse against children is automatically excluded from working with children.

4.5 Whistle Blowing

It is important that the organisation has well known procedures for enabling staff and volunteers to share, in confidence with a designated person, 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'. Badminton Wales is fully supportive of 'whistle blowing' for the sake of the child and will provide support and protect those who 'whistle blow'. While it is difficult to express concerns about colleagues, it is important that these concerns are communicated to the designated person. All staff and volunteers will be encouraged to talk to the designated person 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 Welfare Officer (in the event that there is no Club Welfare Officer, your concern should be sent to the Chair person and/or Club Secretary). **(See Appendix 14)**
- If the Club Welfare Officer is not available, the person being told or discovering the abuse should contact their local social services department or the police immediately
- Social Services and the Club Welfare Officer (in the event that there is no Club Welfare Officer, your concern should be sent to the Chair person and/or Club Secretary) will decide how to inform the parents/carers
- The Club Welfare Officer (in the event that there is no Club Welfare Officer, your concern should be sent to the Chair person and/or Club Secretary) should also report the incident to the Badminton Wales. 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

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people:

- The Club Welfare Officer (in the event that there is no Club Welfare Officer, your concern should be sent to the Chair person and/or Club Secretary).
- The parents of the child
- The person making the allegation
- Social Services/police
- Badminton Wales Lead Officer, Board member and CEO
- The alleged abuser (and parents if the alleged abuser is a child)

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

Badminton Wales will 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 Badminton Wales Case Management Team will assess all individual cases to decide 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 case Badminton Wales Case Management Team 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 is likely to be strong feelings amongst staff, parents and children and possibly among the wider community, which will 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 will need to be given to the sharing of information and the provision of appropriate support.

5.0 Recruiting and Selecting

5.1 Introduction

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

- All staff and volunteers should complete a self-disclosure form. **(See Appendix 15)**
- All staff and volunteers should complete an application form. The application form will elicit information about the applicants past and a self-disclosure about any criminal record **(See Appendix 16)**
- Consent should be obtained from the applicant to seek information from the Disclosure and Barring Service (DBS) **(See Appendix 17)**
- 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 20)**
- Evidence of identity (passport or driving licence with photo)
- The DBS must come back and be seen/viewed by Badminton Wales prior to commencement of work

5.3 Interview and Induction

All employees and volunteers will 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:

- Checks are carried out to ensure application forms are completed in full.
- 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 Behaviours

- Child Protection Procedures are explained and training needs identified e.g. 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

Badminton Wales requires:

- All staff and volunteers who have access to children to undergo a DBS check
- All employees, volunteers, coaches, welfare officers and team managers to undertake relevant child protection training or undertake a form of home study, to ensure their practice is exemplary and to facilitate the development of positive culture towards good practice and child protection
- 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 an up to date first aid qualification

The information in this section is summarised in the Recruitment Process (**See Appendix 21**)

6.0 Implementation and Monitoring Procedures

6.1 Introduction

If Badminton Wales Child Protection Policy and procedures are to be effective, they need to be integrated into current practice and implemented in a planned and staged way. This will involve the:

- Design and dissemination of information
- Piloting of procedures
- Execution of recruitment strategies for volunteers as well as employees
- Identification of a Safeguarding Lead Officer
- Identification of Club Welfare Officers (in the event that there is no Club Welfare Officer, your concern should be sent to the Chair person and/or Club Secretary).
- Provision of training and review of existing training

6.2 Monitoring Strategy

It will be the responsibility of Safeguarding Lead Officer/policy group to establish and implement the strategy. This might include monitoring:

- The number of leaflets distributed
- The number of allegations made and breakdown of 'no case', 'poor practice' and 'abuse' incidence
- The number of child welfare officers in place
- Feedback from clubs on the implementation of the policy
- Reports from the disciplinary and appeals panel
- The number of personnel trained in child protection awareness
- The number of enhanced DBS checks made

Useful Contacts

Childline UK

Post 1111
London N1 0BR
Tel - 0800 1111

Disclosure and Barring Service

PO Box 181
Darlington
DL1 9FA
www.gov.uk/disclosure-barring-service-check

NSPCC Child Protection Helpline

National Helpline 0808 800 5000
Deaf User's Text phone 0800 056 0686
www.nspcc.org.uk

NSPCC Child Protection in Sport Unit (Wales)

Sports Wales National Centre
Sophia Gardens
Cardiff
CF11 9SW
www.thecpsu.org.uk

BADMINTON WALES

Sports Wales National Centre
Sophia Gardens
Cardiff
CF11 9SW
0845 045 4301
wbu@welshbadminton.net
www.welshbadminton.net

Police and Social Services

Consult your telephone directory for the most relevant local numbers.

APPENDIX 1 – Code of Ethics and Behaviours

Introduction

Badminton Wales' Code of Ethics and Behaviour is the ethical philosophy under which the sport operates. It describes the behaviour expected of all within the badminton family in Wales.

Badminton Wales is responsible for setting standards and values to apply throughout the sport at every level.

Badminton Wales' Code of Ethics and Behaviour encapsulates all the sporting, moral and ethical principles that badminton represents. The Code is intended for all participants and disciplines within the sport. Everyone involved in the sport should promote equality of access and opportunity, fairness and respect. All those involved within badminton have a responsibility to act according to the highest standards of integrity and to ensure that the reputation of the sport is, and remains, high.

The purpose of the Code of Ethics and Behaviour is to:

1. Establish the Code of Behaviour (expected minimum standards of behaviour and conduct) for all people involved within the sport, and
2. Provide information on reporting and disciplinary procedures.

Terminology

For the purpose of clarification some specific terms are explained here:

- The badminton family incorporates everyone involved with the sport of Badminton in Wales, and includes all individuals, affiliated bodies, clubs, associations, and other organisations involved in any capacity in the game of badminton, and whether or not members of Badminton Wales. For the avoidance of doubt, this includes all players and anyone working within badminton (in a paid or voluntary capacity, and whether as an employee or on a self-employed or other work basis) including all coaches, umpires and other officials.
- Conflicts and declarations of interest – If you have several interests, you are advised to declare such interests when accepting appointments and then to conduct yourself professionally, never allowing such interests to cause a conflict in the role in hand.
- Young People – There are many references to young people within this document and we define young people as persons under the age of 18. It is important to recognise that while some of the codes give guidance for activity that is exclusively for young people, many senior badminton teams/clubs also include young people.
- Suitably Insured – Badminton Wales' affiliated members, clubs, leagues, counties, umpires, referees and coaches who are on the coaches register are covered by civil liability and personal accident insurance (the policies of which are on the Badminton Wales website www.badmintonwales.net). Please note that **non-affiliated**

members, clubs, leagues, counties, umpires, referees and coaches who are not on the coaches' register **are not covered by Badminton Wales' insurance.**

- Expected minimum standards of behaviour and conduct – the examples given under the main headings are not exhaustive but are examples of behaviour that is or is not acceptable.

HOW TO USE THE CODE OF ETHICS AND BEHAVIOUR

The Code of Ethics and Behaviour has a generic element which relates to all within the sport. If you have a voluntary, paid or participant role which is not specifically referred to or you do not have a specific role within badminton, then the **Generic Code of Behaviour (next page) applies to you.**

Some specific roles have added guidance.

- **Your Role:** to find the specific Code of Behaviour that relates to your role please see section 2.
- **Multiple Roles:** if you have multiple roles you should use the respective Codes of Behaviour for each role.

GENERIC CODE OF BEHAVIOUR

Terms of reference

The content of this Code of Behaviour applies to all involved with the sport of badminton in Wales.

In order to protect the reputation of badminton in Wales, the Code also applies to all those associated with Badminton Wales who are involved in badminton whilst outside Wales.

Expected Minimum Standards of Behaviour and Conduct

All individuals involved in badminton will, at all times:

- Respect the spirit of fair play in badminton. This is more than playing within the rules – it also incorporates the concepts of friendship, respect for others and always participating with the right spirit.
- Respect the rights, dignity and worth of others.
- Conduct themselves in a manner that takes all reasonable measures to protect their own safety and the safety of others.
- Promote the reputation of the sport and take all possible steps to prevent it from being brought into disrepute.
- Protect themselves and others involved in the game from verbal or physical abuse and threatening or intimidating behaviour.
- Never use inappropriate language or gestures.
- Abide by Badminton Wales' Child Protection Policy and Procedures and Good Practice Guidelines.
- Abide by Badminton Wales' Equality Policy.
- Abide by Badminton Wales' Anti-Doping Rules and Regulations.(BW has adopted the UK Anti-Doping Rules)
- Take personal responsibility to ensure that they are suitably insured for their activities.

PLAYERS

Terms of reference

The content of this Code of Behaviour applies to all **Players** involved in badminton in Wales. Clauses in **bold** are from the Generic Code of Behaviour.

In order to protect the reputation of badminton in Wales, the code also applies to all those associated with Badminton Wales' who are involved in badminton whilst outside Wales.

Expected Minimum Standards of Behaviour and Conduct

All such individuals involved in badminton will, at all times:

- **Respect the spirit of fair play in badminton. This is more than playing within the rules. It also incorporates the concepts of friendship, respect for others and always participating with the right spirit.**
 - Avoid employing time wasting and/or off-putting tactics
 - Bad line calls and purposely fault serving are unacceptable. Make sure you are scrupulously fair.
 - Shake hands with your opponent at the end of a match
- **Respect the rights, dignity and worth of others.**
 - Respect umpires, officials, coaches, players and spectators.
 - Should you be faulted by an umpire or service judge always ask politely for the reason why
- **Conduct themselves in a manner that takes all reasonable measures to protect their own safety and the safety of others.**
 - Never participate when under the influence of alcohol or drugs.
- **Promote the reputation of the sport and take all possible steps to prevent it from being brought into disrepute.**
 - Accept success and failure, victory and defeat, with dignity.
 - Set a positive example for others, particularly young participants and spectators.
- **Protect others involved in the game from verbal or physical abuse and threatening or intimidating behaviour.**
- Wear appropriate clothing and suitable footwear.
- **Never use inappropriate language or gestures.**
- **Abide by Badminton Wales' Child Protection Policy and Procedures and Good Practice Guidelines.**
- **Abide by Badminton Wales' Equality Policy.**

- **Abide by Badminton Wales' Anti-Doping Rules and Regulations. (BW has adopted the UK Anti-Doping Rules).**
- **Take personal responsibility to ensure that they are suitably insured for their activities.**

NB- HPC and DG players also should adopt the players' dress code and HPC Players code which is found in the players' handbook and given to every player on admission to the centres/groups.

COACHES, MANAGERS, TEACHERS, LEADERS AND ADULT HELPERS

Terms of reference

The content of this Code of Behaviour applies to all **Coaches, Managers, Teachers, Leaders and Adult Helpers** involved in badminton in Wales including mentors, coaches and official educators, umpires' coaches and managers. Clauses in **bold** are from the Generic Code of Behaviour.

In order to protect the reputation of badminton in Wales, the code also applies to all those associated with Badminton Wales' who are involved in badminton whilst outside Wales.

Expected Minimum Standards of Behaviour and Conduct

All such individuals involved in badminton will, at all times:

- **Respect the spirit of fair play in badminton. This is more than playing within the rules. It also incorporates the concepts of friendship, respect for others and always participating with the right spirit.**
- **Respect the rights, dignity and worth of others.**
 - *Respect:* umpires, officials, coaches, players and spectators.
 - *Relationships:* Ensure a sensible balance between performance and the emotional, physical, social and developmental needs of the performers.
 - *Relationships:* Respect confidentiality of participants and any related data at all times.
 - *Personal Standards:* Have the participants' best interests at heart at all times and recognise when it is in the participants' best interests to be passed to other organisations.
 - *Personal Standards:* Maintain previous levels of interest and support for an athlete when they are sick or injured
 - *Personal Standards:* Clarify at the outset with performers (and where appropriate their parents) exactly what is expected of them and what performers are entitled to expect from the coach
- **Conduct themselves in a manner that takes all reasonable measures to protect their own safety and the safety of others.**
 - Never participate when under the influence of alcohol or drugs.
 - *Competency:* Have a Badminton Wales qualification / award / accreditation appropriate to the nature of the activity and the role being undertaken.
 - *Competency:* Have a valid First Aid – Emergency Aid Certificate, or ensure that appropriate first aid provision is available.
 - *Personal Standards:* Show commitment to on-going training/professional development
 - *Personal Standards:* Ensure that activities carried out by participants are suitable for their age, strength, maturity and the ability of each individual participant.
 - *Safety:* Cooperate fully with other specialists (e.g. other coaches, officials, sport scientists, doctors and physiotherapists) in the best interests of the performer

- *Safety:* Ensure the wellbeing and safety of each participant above all other considerations, including the development of performance.
 - *Safety:* For any facilities used, have a working knowledge of:
 - Normal Operating Procedures (NOPs);
 - Emergency Operating Procedures (EOPs);
 - Facility risk assessments for badminton.
 - *Under 18 year olds:* Should only work with a suitably qualified and insured adult and refer to the Young Persons Code of Conduct.
- **Promote the reputation of the sport and take all possible steps to prevent it from being brought into disrepute.**
 - Accept success and failure, victory and defeat, with dignity.
 - Ensure that all participants are aware of their responsibilities under the Code of Ethics.
 - Realise their responsibilities as role models and set positive examples for others, particularly young participants and spectators.
 - *Personal Standards:* Project an image of health, cleanliness and appropriate appearance for any activity they are involved in.
 - *Personal Standards:* Never smoke whilst participating in any badminton activity.
 - *Relationships:* Ensure that when in a position of authority this privilege will not be used to exert influence over participants to gain personal benefit for themselves, their clubs or their schools.
 - *Relationships:* Set and uphold the boundaries between a working relationship and friendship between themselves and participants when in a position of trust. This is essential when the participant is a young person.
 - *Relationships:* Never engage in any form of inappropriate personal or sexual relationship with a participant ('inappropriate' – as defined within a position of trust within Sexual Offences Act).
 - **Protect others involved in the game from verbal or physical abuse and threatening or intimidating behaviour.**
 - Encourage and guide performers to accept responsibility for their behaviour.
 - Wear appropriate clothing and suitable footwear.
 - **Never use inappropriate language or gestures.**
 - Never use foul, sexist, abusive, racist or any prejudicial language or tolerate it from players and/or team officials.
 - **Abide by Badminton Wales' Child Protection Policy and Procedures and Good Practice Guidelines.**
 - **Abide by Badminton Wales' Equality Policy.**
 - **Abide by Badminton Wales' Anti-Doping Rules and Regulations. (BW has adopted the UK Anti-Doping Rules).**
 - **Take personal responsibility to ensure that they are suitably insured for their activities.**

SPECTATORS AND PARENTS

Terms of reference

The content of this Code of Behaviour applies to all **Spectators and Parents** involved in badminton in Wales. Clauses in **bold** are from the Generic Code of Behaviour.

In order to protect the reputation of badminton in Wales, the code also applies to all those associated with Badminton Wales' who are involved in badminton whilst outside Wales.

Although the emphasis of this code is on young people, this is not exclusive to young people's activity and it is recognised that parents and spectators will also be present at senior games.

Expected Minimum Standards of Behaviour and Conduct

All such individuals involved in badminton will, at all times:

- **Respect the spirit of fair play in badminton. This is more than playing within the rules. It also incorporates the concepts of friendship, respect for others and always participating with the right spirit.**
 - Focus on the young people's efforts and enjoyment rather than winning or losing.
 - Teach young people that honest effort and teamwork are as important as victory, so the result of each game is accepted without undue disappointment.
 - Remember that people learn best by example. Appreciate good performances and skilful play by all participants.
 - Encourage people always to settle disagreements amicably without resorting to hostility or violence.
- **Respect the rights, dignity and worth of others.**
 - Respect umpires, officials, coaches, players and spectators.
 - Respect the decisions of officials and teach young people to do the same.
 - Leave the coach to communicate with individual players whilst on court.
 - Show an appreciation for volunteer coaches and administrators – their efforts contribute hugely to young people being able to participate.
- **Conduct themselves in a manner that takes all reasonable measures to protect their own safety and the safety of others.**
 - Inform the team coach, manager, captain or, if there is one, another member of a management team of any new or changed injury, health or welfare issue which they consider is appropriate for them to know.
- **Promote the reputation of the sport and take all possible steps to prevent it from being brought into disrepute.**
 - Remember that young people participate in sport for their enjoyment, not yours.

- **Protect others involved in the game from verbal or physical abuse and threatening or intimidating behaviour.**
 - Never ridicule or admonish a young person for making a mistake or losing a competition.
- **Never use inappropriate language and gestures.**
 - Support all efforts to remove bad or abusive language and unsporting behaviour.
- **Abide by Badminton Wales' Child Protection Policy and Procedures and Good Practice Guidelines.**
- **Abide by Badminton Wales' Equality Policy.**

UMPIRES AND OFFICIALS

Terms of reference

The content of this Code of Behaviour applies to all **Umpires and Officials** involved in badminton in Wales. Clauses in **bold** are from the Generic Code of Behaviour.

In order to protect the reputation of badminton in Wales, the code also applies to all those associated with Badminton Wales' who are involved in badminton whilst outside Wales.

Expected Minimum Standards of Behaviour and Conduct

All such individuals involved in badminton will, at all times:

- **Respect the spirit of fair play in badminton. This is more than playing within the rules. It also incorporates the concepts of friendship, respect for others and always participating with the right spirit.**
 - Encourage both teams to play within the Rules and the spirit of the game.
 - Be honest, consistent, objective, impartial and courteous when applying the Rules of the game.
 - Never request inappropriate hospitality of any kind, or accept any hospitality offered that could be considered to be excessive.
 - In completing reports, set out the true facts and not attempt to justify or embellish any decisions.
- **Respect the rights, dignity and worth of others.**
 - Respect umpires, officials, coaches, players and spectators.
 - Show patience and understanding towards those who may be learning the game.
 - Never publicly express any criticism of umpires or officials such as match officials and technical officers.
- **Conduct themselves in a manner that takes all reasonable measures to protect their own safety and the safety of others.**
 - Have regard to protecting the players through the application of the Rules of the game.
 - Never participate when under the influence of alcohol or drugs.
 - *Competency:* Have a current Badminton Wales accreditation or registration appropriate to the nature of the activity.
 - *Under 18 year olds:* Should only work with or under the guidance of a suitably qualified and insured adult.
- **Promote the reputation of the sport and take all possible steps to prevent it from being brought into disrepute.**
 - Ensure that all participants are aware of their responsibilities under the Code of Ethics and Behaviour.
- **Protect others involved in the game from verbal or physical abuse and threatening or intimidating behaviour.**

- Wear appropriate clothing and suitable footwear.
- **Never use inappropriate language or gestures.**
 - Never use foul, sexist, abusive, racist or any prejudicial language or tolerate it from players, team officials, spectators or parents.
- **Abide by Badminton Wales' Child Protection Policy and Procedures and Good Practice Guidelines.**
- **Abide by Badminton Wales' Equality Policy.**
- **Abide by Badminton Wales' Anti-Doping Rules and Regulations. (BW has adopted the UK Anti-Doping Rules).**
- **Take personal responsibility to ensure that they are suitably insured for their activities.**

MEDICAL PRACTITIONERS AND ALLIED HEALTH PROFESSIONALS

All Medical Practitioners and Allied Health Professionals are expected to have all necessary professional qualifications relevant to their roles and to abide by their respective **Professional Codes of Conduct or Practice** as well as by Badminton Wales' Generic Code of Behaviour and the additional clauses below.

Terms of reference

The content of this Code of Conduct applies to all **Medical Practitioners and Allied Health Professionals** involved in badminton in Wales. Clauses in **bold** are from the Generic Code of Conduct and Behaviour.

In order to protect the reputation of badminton in Wales, the code also applies to all such individuals associated with Badminton Wales who are involved in badminton whilst outside Wales.

Expected Minimum Standards of Behaviour and Conduct

All such individuals involved in badminton will, at all times:

- **Respect the spirit of fair play in badminton. This is more than playing within the rules. It also incorporates the concepts of friendship, respect for others and always participating with the right spirit.**
- **Respect the rights, dignity and worth of others.**
 - Respect umpires, officials, coaches, players and spectators.
 - Leave the coach to communicate with individual players whilst on court unless treating an injury.
 - Never publicly express any criticism of umpires or officials such as match officials or technical officers.
 - *Relationships:* Ensure a sensible balance between performance and the emotional, physical, social and developmental needs of the performers.
 - *Relationships:* Respect confidentiality of participants and any related data at all times.
- **Conduct themselves in a manner that takes all reasonable measures to protect their own safety and the safety of others.**
 - Inform the team coach or manager of any injury, health or welfare issue which it is appropriate for them to know, within established confidentiality boundaries.
- **Promote the reputation of the sport and take all possible steps to prevent it from being brought into disrepute.**
 - Set a positive example for others, particularly young participants and spectators.
 - *Personal Standards:* Project an image of health, cleanliness and functional efficiency.
 - *Relationships:* Set and uphold the boundaries between a working relationship and friendship between themselves, when in a position of trust, and

participants. This is particularly essential when the participant is a young person.

- *Relationships:* Ensure that no action could be regarded as inappropriate particularly where physical contact with participants is required.
- *Relationships:* Never engage in any form of inappropriate personal or sexual relationship with a participant ('inappropriate' – as defined as in a position of trust within Sexual Offences Act).
- **Protect others involved in the game from verbal or physical abuse and threatening or intimidating behaviour.**
- **Never use inappropriate language or gestures.**
- **Abide by Badminton Wales' Child Protection Policy and Procedures and Good Practice Guidelines.**
- **Abide by Badminton Wales' Equality Policy.**
- **Abide by Badminton Wales' Anti-Doping Rules and Regulations. (BW has adopted the UK Anti-Doping Rules)**
- **Take personal responsibility to ensure that they are suitably insured for their activities.**

YOUNG PEOPLE

The promotion of **FUN, POSITIVE ATTITUDES** and **GOOD SPORTSMANSHIP** should be the main dynamic of Youth Badminton.

The Young People's Code of Behaviour therefore applies to all young people to encourage the safety and enjoyment of all participants involved in the sport.

Expected Minimum Standards of Behaviour and Conduct

All such individuals involved in badminton will, at all times show:

- **Respect for the game**

This is more than playing within the rules of Badminton. It is about friendship, enjoyment and always participating with the right spirit.

- Be on time for training and competitions.
- Give maximum effort and strive for the best possible performance.
- Always thank your opposition, coaches, umpires and officials after every game or training session.
- Accept success and failure, victory and defeat, with dignity and set a positive example to others.

- **Respect for others**

Umpires, officials, coaches, opponents and spectators should be valued.

- Respect the decisions of umpires and officials.
- Protect others involved in the game from verbal or physical abuse and other forms of threatening or intimidating behaviour such as bullying.

- **Self Respect**

Young people should take responsibility for their actions on and off the court.

- Do not smoke, drink or take drugs of any kind (other than prescription) or supply these to others.
- Never use inappropriate language or gestures.
- Wear suitable clothing and footwear for the activity in which they are taking part
- Respect the facilities where they play and the equipment that they use
- Tell someone they trust if the behaviour of others makes them feel uncomfortable in any way.

CLUBS, ASSOCIATIONS, LEAGUES, STAFF AND THE EDUCATION SECTOR

All Clubs, Associations, Leagues, Staff and the organisations in the Education Sector have an essential role in upholding and implementing Badminton Wales' Code of Ethics and Behaviour.

These individuals and organisations should aim to be:

- Advocates of equality, fair play and safety in the practice and the administration of badminton.
- Supporters of Badminton Wales' Code of Ethics and Behaviour and communicators of the Code to their members.
- Influential in driving badminton forward as a sport.
- Open in the recruitment of individuals to work within their organisations (either paid or unpaid).

Terms of reference

The content of this Code of Conduct applies to all **Clubs, Associations, Leagues, Staff (and establishments in the Education Sector)** involved in badminton in Wales. Clauses in **bold** are from the Generic Code of Behaviour.

In order to protect the reputation of badminton in Wales, the code also applies to all those associated with Badminton Wales' who are involved in badminton whilst outside Wales.

Expected Minimum Standards of Behaviour and Conduct

All such individuals and bodies involved in badminton will, at all times:

- **Respect the spirit of fair play in badminton. This is more than playing within the rules. It also incorporates the concepts of friendship, respect for others and always participating with the right spirit.**
 - Participate within the rules and regulations of the game.
 - Be honest, consistent, objective, impartial and courteous when applying the rules of the game.
- **Respect the rights, dignity and worth of others.**
 - Show patience and understanding towards players who may be learning the game.
 - Never publicly express any criticism of umpires or officials such as match officials, technical officers or reserve umpires.
 - Show an appreciation for volunteer coaches and administrators – their efforts contribute hugely to people being able to participate.
 - *Relationships:* Ensure a sensible balance between performance and the emotional, physical, social and developmental needs of the performers.
 - *Relationships:* Respect confidentiality of participants and any related data at all times.
 - *Personal Standards:* Maintain previous levels of interest and support for an athlete when they are sick or injured

- *Personal Standards:* Have the participants' best interests at heart at all times – recognise when it is in the participants' best interests to be passed to other organisations.
- **Conduct themselves in a manner that takes all reasonable measures to protect their own safety and the safety of others.**
 - *Personal Standards:* Ensure that activities carried out by participants are suitable for their age, strength, maturity and the ability of each individual participant.
 - *Safety:* Ensure the wellbeing and safety of each participant above all other considerations, including the development of performance.
 - *Safety:* Have working knowledge of:
 - Normal Operating Procedures (NOPs);
 - Emergency Operating Procedures (EOPs);
 - Facility risk assessments for badminton.
- **Promote the reputation of the sport and take all possible steps to prevent it from being brought into disrepute.**
 - Accept success and failure, victory and defeat, with dignity.
 - Ensure that all participants are aware of their responsibilities under the Code of Ethics.
 - Remember that young people participate in sport for their enjoyment, not yours.
 - *Personal Standards:* Project an image of health, cleanliness and functional efficiency.
 - *Relationships:* Ensure that when in a position of authority this privilege will not be used to exert influence over participants to gain personal benefit for themselves, their clubs or their schools.
 - *Relationships:* Set and uphold the boundaries between a working relationship and friendship
 - between themselves and participants. This is especially important when the participant is a young person
- **Protect others involved in the game from verbal or physical abuse and threatening or intimidating behaviour.**
- **Never use inappropriate language or gestures.**
 - Never use foul, sexist, abusive, racist or any prejudicial language or tolerate it from players and/or team officials.
 - Support all efforts to remove bad or abusive language and unsporting behaviour.
- **Abide by Badminton Wales' Safeguarding and Protecting Young People Policy and Procedures and Good Practice Guidelines.**
 - Promote and encourage their clubs, associations or organisations to act in accordance with Badminton Wales' Child Protection Policy, Procedures and Good Practice Guidance.
- **Abide by Badminton Wales' Equality Policy.**

- **Abide by Badminton Wales' Anti-Doping Rules and Regulations. (BW has adopted the UK Anti-Doping Rules)**
- **Take personal responsibility to ensure that they are suitably insured for their activities.**

BREACHES OF BADMINTON WALES' REGULATIONS

The process below is to be followed in the event of a breach of Badminton Wales' regulations.

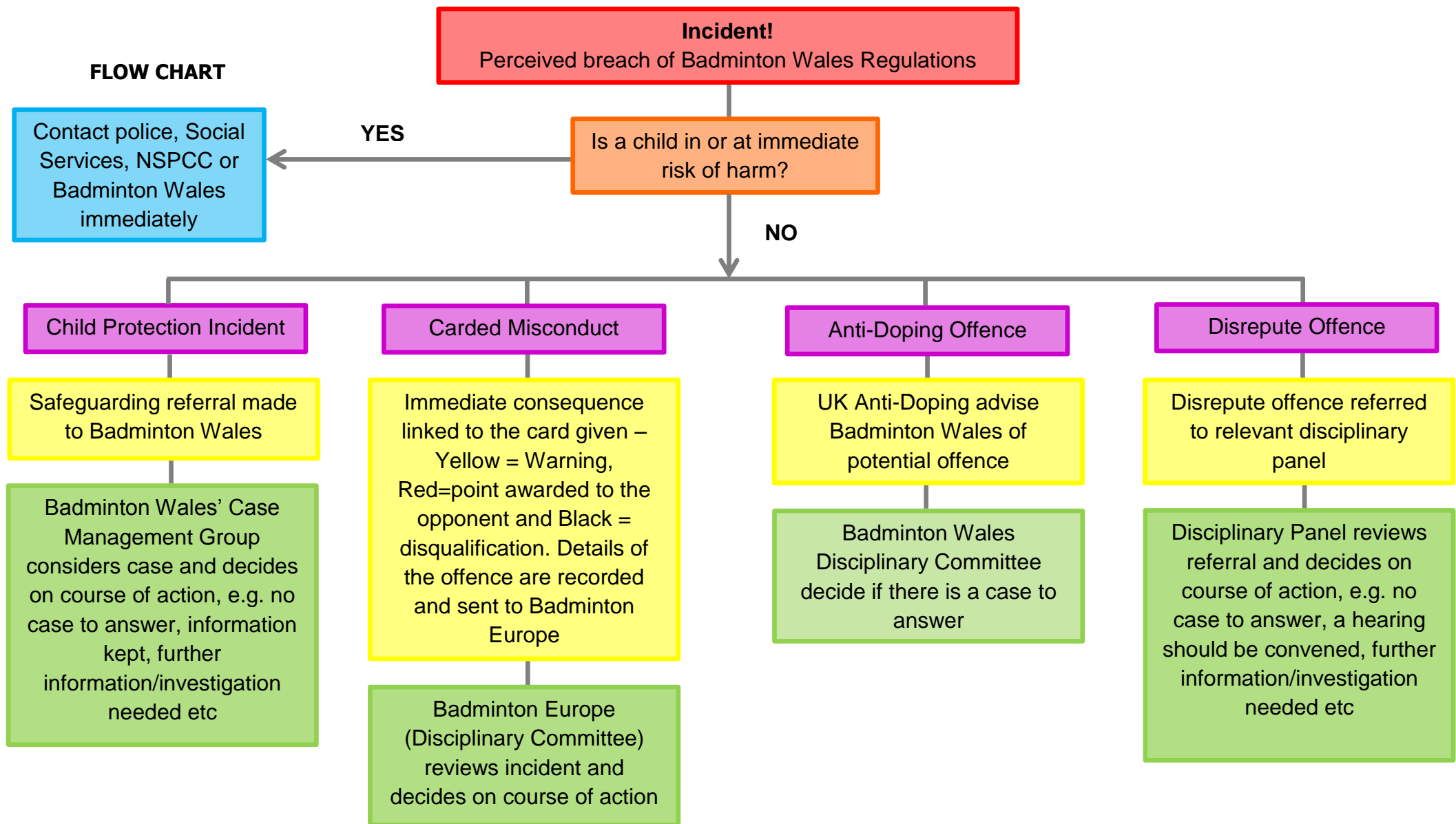
All breaches fall under 1 of 4 categories:

- Safeguarding and Protecting Children – Covered by Badminton Wales' Child Protection Policy, Process and Procedures.
- Carded misconduct – cards issued by umpires/referees at events have various consequences depending on the card given/severity of the misconduct
- Anti-Doping – Badminton Wales Anti-Doping Rules and Regulations
- Disrepute- Any breach which is not covered by the other 3 categories.

How to report?

A simple outline of the reporting process is set out overleaf. For full details see the relevant policy/procedure on the Policies & Procedures page of the Badminton Wales website.

FLOW CHART



APPENDIX 2 - Equality Policy

1.0 Statement of Intent

- 1.1 Badminton Wales endorses the principle of sports equality and will strive to ensure that everyone who wishes to be involved in badminton whether as members, squad members, volunteers, coaches, office-bearers in clubs or staff members working within Badminton Wales:
- has a genuine and equal opportunity to participate to the full extent of their own ambitions and abilities, without regard to their age, sex, gender identity, disability, marital or civil partnership status, pregnancy or maternity, religion or religious belief, race, ethnic origin, nationality, socioeconomic status or sexual orientation; and
 - can be assured of an environment in which their rights, dignity and individual worth are respected, and in particular that they are able to enjoy their sport without the threat of intimidation, victimisation, harassment or abuse.

2.0 Purpose of the Policy

- 2.1 Badminton Wales recognises that certain sections of the community have been affected by past discrimination and may be denied the opportunity to participate equally and fully in sport at all levels.
- 2.2 This policy has been produced to prevent/tackle any potential/current discrimination or other unfair treatment, whether intentional or unintentional, direct or indirect, against its members, squad members, volunteers, coaches, office-bearers in clubs or staff members.

3.0 Actions

- 3.1 The principle of Sports Equality goes further than simply complying with legislation. It entails taking positive steps to counteract the effects of physical or cultural barriers – whether real or perceived – that restrict the opportunity for all sections of the community to participate equally and fully.
- 3.2 Badminton Wales recognises that, in some cases, to achieve the principle of equality, unequal effort is required and, if appropriate, will consider positive action. Badminton Wales will therefore seek to institute, support or contribute to appropriate measures or initiatives that enable access to badminton and participation in associated activities by people from any group that is under-represented in the sport or has difficulty accessing it.

4.0 Legal Requirements

- 4.1 Badminton Wales is committed to avoiding and eliminating unfair discrimination of any kind in badminton and will under no circumstances condone unlawful discriminatory practices.
- 4.2 Badminton Wales is required by law not to discriminate against its employees and recognises its legal obligations under, and will abide by the requirements of the following:
 - Equality Act 2010
 - Any later amendments to the above Acts/regulations, or future Acts/regulations that are relevant to Badminton Wales.
- 4.3 Badminton Wales will seek legal advice each time the Equality Policy is reviewed to ensure it continues to comply with all legislation requirements.

5.0 Discrimination, harassment and victimisation

- 5.1 Discrimination can take the following forms:

5.1.1 **Direct Discrimination** - Direct discrimination can be described as less favourable treatment on the grounds of one of the protected characteristics.

5.1.2 **Indirect Discrimination** - Indirect discrimination occurs when a provision, criterion or practice is applied to an individual or group that would put persons of a particular characteristic at a particular disadvantage compared with other persons.

5.1.3 **Discrimination arising from disability** - When a disabled person is treated unfavourably because of something connected with their disability and this unfavourable treatment cannot be justified, this is unlawful. This type of discrimination only relates to disability.

5.1.4 When decisions are made about an individual, the only personal characteristics taken into account will be those which, as well as being consistent with relevant legislation, are necessary to the proper performance of the work involved.

- 5.2 **Harassment** - Harassment is defined as unwanted conduct relating to a protected characteristic that has the purpose or effect of violating a person's dignity, or which creates an intimidating or hostile, degrading, humiliating or offensive environment for that person. Badminton Wales is committed to ensuring that its employees, members, participants and volunteers are able to conduct their activities free from harassment or intimidation.
- 5.3 **Victimisation** - It is unlawful to treat a person less favourably because he or she has made allegations or brought proceedings under the anti-discrimination legislation, or because they have helped another person to do so. To do so would constitute victimisation.

5.4 **Bullying** - Bullying is defined as a form of personal harassment involving the misuse of power, influence or position to persistently criticise, humiliate or undermine an individual.

5.5 Badminton Wales regards discrimination, harassment, victimisation or bullying as described above, as serious misconduct and any employee, volunteer or member who discriminates against, harasses or victimises any other person will be liable to appropriate disciplinary action.

6.0 Responsibility, implementation and communication

6.1 The following responsibilities will apply:

6.1.1 The Board is responsible for ensuring that this Equality Policy is followed and to deal with any actual or potential breaches.

6.1.2 The Chairman in consultation with the Director of Equality, has the overall responsibility for the implementation of the Equality Policy, whilst the CEO is responsible for ensuring the Policy is delivered on a day to day basis

6.1.3 All employees, volunteers and members have responsibilities to respect, act in accordance with and thereby support and promote the spirit and intentions of the policy and, where appropriate, individual work programmes will be amended to include equality related tasks.

6.2 This Equality Policy has been will be implemented immediately following Board agreement and, at a corporate level, will result in the following:

6.2.1 A copy of this document will be available to all staff (both permanent and contract), members and volunteers of Badminton Wales.

6.2.2 Badminton Wales will take all necessary measures to ensure that its employment practices are non-discriminatory.

6.2.3 No job applicant will be placed at a disadvantage by requirements or conditions which are not necessary to the performance of the job or which constitute unfair discrimination.

6.2.4 A planned approach will be adopted to eliminate barriers which discriminate.

6.2.5 Ensure that consultants and advisers used by Badminton Wales can demonstrate their commitment to the principles and practice of equity and that they abide by this policy.

6.3 This Equality Policy will be communicated in the following ways:

6.3.1 It will be part of the staff handbook and reference will be made to it in any codes of conduct.

6.3.2 It will be covered in all staff and volunteer induction training.

6.3.3 All members will be made aware of the policy's existence when they join.

6.3.4 It will be available on the website.

6.3.5 At time of review, a mechanism will be put in place to allow all staff, members and volunteers to be part of the process.

7.0 Monitoring and Evaluation

7.1 Once approved, the policy will apply for 1 year before a formal review takes place, unless any proposal to the Board, or legislation change, requires an interim review and/or amendment.

7.2 The Board will review all Badminton Wales activities and initiatives against the aims of the policy on an annual basis, and the Chairman will report formally on this issue at the AGM.

7.3 On an annual basis, statistical information will be produced by the Chairman for the Board, and will be published internally and externally, to show the impact of this policy.

8.0 Disciplinary and Grievance Procedures

8.1 To safeguard individual rights under the policy, an employee, volunteer or member who believes he/she has suffered inequitable treatment within the scope of the policy may raise the matter through the appropriate grievance procedure.

8.2 Appropriate disciplinary action will be taken against any employee, volunteer or member who violates Badminton Wales Equality Policy.

8.3 An individual may raise any grievance and no employee, volunteer or member will be penalised for doing so unless it is untrue and not made in good faith.

8.4 As with all grievance procedures, the final point of appeal relating to this policy is the Board appeals committee.

APPENDIX 3 – Guidelines for Transporting Children & Young People

It is important to ensure that all steps are taken to ensure the safe transport of children and young people. If children are to be transported by coach the following should be considered:

- Use a reputable company providing transport and necessary insurance
- Ensure sufficient supervisors are on each coach
- All participants have a seat and seat belt regulations are adhered to
- Parents/carers are issued with detailed information of pick up and drop off points and times
- All supervisory staff are issued with all relevant information of passengers e.g. name/contact number, pick up/drop off point, name of parent/carer to collect, emergency telephone number.
- Participants are not to be left unsupervised i.e. dropped off and a parent/carer is not there
- If private cars are used for transport, you should ensure parental consent has been obtained

APPENDIX 4 - Supervision of Children and Young People

Prevention is the most important aspect of supervision of children and young people. From the moment the child arrives at the event, staff and volunteers are acting in loco parentis and have a duty of care towards them.

Appropriate supervision ratios and systems for monitoring the whereabouts of children are essential. It must be clear at all times, who in the team is responsible for supervision. This is particularly important where events are held on large sites and at residential venues.

For events involving children under the age of 8, the supervision ratios are set out in **Out of School Care** (available to download on www.ofsted.gov.uk). For children over the age of 8, experience has shown that a ratio of one adult to 10 participants is the minimum required.

The supervisor must ensure that there is clear guidance on reporting missing participants. As a general rule where a child is reported missing there should be a maximum of 20 minutes before the police are called. This may need to be reduced where a young child is involved.

For residential events, it is recommended that the event coordinator has access of photos of children/young people (attached to their consent form) in the event of then having to report a participant missing to the police.

APPENDIX 5 – Anti Bullying Policy

The club or organisation will:

- Recognise its duty of care and responsibility to safeguard all participants from harm
- Promote and implement this anti-bullying policy in addition to our safeguarding policy and procedures
- Seek to ensure that bullying behaviour is not accepted or condoned
- Require all members of the club/organisation to be given information about, and sign up to, this policy
- Take action to investigate and respond to any alleged incidents of bullying
- Encourage and facilitate children and young people to play an active part in developing and adopting a code of conduct to address bullying
- Ensure that coaches are given access to information, guidance and/or training on bullying.

Each participant, coach, volunteer or official will:

- Respect every child's need for, and rights to, a play environment where safety, security, praise, recognition and opportunity for taking responsibility are available
- Respect the feelings and views of others
- Recognise that everyone is important and that our differences make each of us special and should be valued
- Show appreciation of others by acknowledging individual qualities, contributions and progress
- Be committed to the early identification of bullying, and prompt and collective action to deal with it
- Ensure safety by having rules and practices carefully explained and displayed for all to see
- Report incidents of bullying they see – by doing nothing you are condoning bullying.

Bullying

- All forms of bullying will be addressed
- Everybody in the club/organisation has a responsibility to work together to stop bullying
- Bullying can include online as well as offline behaviour
- Bullying can include:
 - physical pushing, kicking, hitting, pinching etc
 - name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation or the continual ignoring of individuals
 - posting of derogatory or abusive comments, videos or images on social network sites
 - racial taunts, graffiti, gestures, sectarianism
 - sexual comments, suggestions or behaviour
 - unwanted physical contact
- Children with a disability, from ethnic minorities, young people who are gay or lesbian, or those with learning difficulties are more vulnerable to this form of abuse and are more likely to be targeted.

Support to the child

- Children should know who will listen to and support them
- Systems should be established to open the door to children wishing to talk about bullying or any other issue that affects them
- Potential barriers to talking (including those associated with a child's disability or impairment) need to be identified and addressed at the outset to enable children to approach adults for help
- Children should have access to Helpline numbers
- Anyone who reports an incident of bullying will be listened to carefully and be supported
- Any reported incident of bullying will be investigated objectively and will involve listening carefully to all those involved
- Children being bullied will be supported and assistance given to uphold their right to play and live in a safe environment which allows their healthy development
- Those who bully will be supported and encouraged to stop bullying
- Sanctions for those bullying others that involve long periods of isolation, or which diminish and make individuals look or feel foolish in front of others, will be avoided.

Support to the parents/guardians

- Parents/guardians should be advised on the club/organisation's bullying policy and practice
- Any incident of bullying will be discussed with the child's parent(s)/guardians
- Parents will be consulted on action to be taken (for both victim and bully) and agreements made as to what action should be taken
- Information and advice on coping with bullying will be made available
- Support should be offered to the parent(s) including information on other agencies or support lines.

APPENDIX 6 - Photographic/ Recorded Images Policy

While Badminton Wales recognises that publicity and pictures/recordings of young people enjoying Badminton are essential to promote the sport and a healthy lifestyle, the following rules should be observed:

- Ensure parents/guardian/young person have granted their consent for the taking and publication of photographic images and have signed and returned the Parent/Guardian and Young Person Permission Form. (Appendix 1)
- All young people must be appropriately dressed for the activity taking place.
- Photography or recording should focus on the activity rather than a particular young person and personal details which might make the young person vulnerable, such as their exact address should never be revealed.
- Anyone taking photographs or recording must have a valid reason for doing so and seek permission from the organisers/person in charge. Ideally, a Photography and Video Recording Registration form should be completed and submitted into the organisers/person in charge. (Appendix 2)
- They should make themselves known to the event organiser/person in charge and be able to identify themselves if requested during the course of the event. Ideally, event organisers should provide a badge/identification that can be displayed by any photographer.
- Clubs' or organisations' coaches should be allowed to use video equipment as a legitimate coaching aid and means of recording special occasions however care should be taken in the dissemination and storage of the material.
- Participants and parents must be informed that a photographer/camera person will be in attendance at an event and ensure consent to both taking and publishing is given. The wishes of any participant or parent objecting to photography must be respected and photographs may not be taken of anybody refusing permission. (Appendix 3)
- Do not allow unsupervised access to players with photographers/camera people or one to one photo sessions at events.
- Parents and spectators taking photographs/recordings should be prepared to identify themselves if requested and state their purpose for photography/filming.

Parents and children should be informed that if they have any concerns they should report them to the event organiser or official and recorded in the same manner as any other child protection concern.

APPENDIX 7 - Parent/Guardian and Young Person /Vulnerable Adults Permission Form for the use of Photographs and Recorded Images

In accordance with our Photographic/Recorded Images Policy we will not permit photographs, video or other images of young people to be taken without the consent of the parents/carers and the child.

Badminton Wales will follow this guidance for the use of photographs and videos which is available on our website or a copy can be obtained by contacting the office (Tel - 0845 045 4301, email – wbu@badmintonwales.net).

Badminton Wales will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform Badminton Wales immediately.

Photographs/videos will be taken at activities run by/organised through Badminton Wales including (but not restricted to) training sessions, events, tournaments, squad sessions, camps, squad trips/tournaments away and will be used for purposes including (but not restricted to) news items (both online and newspaper), marketing materials/outlets, education and training, player analysis, performance, development, selection and event promotion.

Please complete the consent fields below. Please note you can withdraw your consent in writing to Badminton Wales at any time.

Consent Information:	
To be completed by the parent/carer:	
<ul style="list-style-type: none">○ I consent to Badminton Wales photographing or videoing my child _____ (child's name)○ I confirm I am legally entitled to give this consent○ I confirm that _____ (child's name) is not under a court order○ I can confirm that I have read, or been made aware of, Badminton Wales Photography/Recorded Images Policy○ I can confirm that I have read or been made aware of how Badminton Wales will use these images or videos in future and how these images or videos will be stored within the organisation.	
To be completed by the child:	
<ul style="list-style-type: none">○ I _____ (child's name) consent to Badminton Wales photographing or videoing my involvement in sporting activities.○ I can confirm that I have read, or been made aware of, Badminton Wales Photography/Recorded Images Policy.	
Signature of child/young person:	
Print name child/young person:	
Date:	
Signature of parent/carer:	
Print name parent/carer:	
Date:	

Please return this form to: Badminton Wales, Sport Wales National Centre, Sophia Gardens, Cardiff, CF11 9SW.

APPENDIX 8 - Photography and Video Recording Registration Form

This form should be completed by anyone wishing to take photographs or recording images at a badminton event.

Personal Details

Name: _____

Address: _____

Postcode: _____ **Telephone/Mobile:** _____

Email: _____

Details about the event which you are registering to take photographs at

Programme/Event name: _____

Venue: _____

Date/s: _____

Please describe how the photographs or recorded images will be used

Declaration

I wish to take photographs or record images during the course of the above programme/event. I have read and agree to abide by the guidelines laid down by Badminton Wales in their Photographic/Recorded Images Policy and confirm that the photographs or recorded images will only be used in an appropriate manner.

I acknowledge that if it is deemed that I have used the photographs or recorded images inappropriately, this may result in me being unable to use photographic equipment at badminton programmes/events in the future and that the incident may be reported to the safeguarding lead officer at Badminton Wales.

Signature _____ individual/parent/guardian/coach (delete as appropriate)

Print Name _____ **Date** ____ / ____ / ____

APPENDIX 9 - Photography/Video Refusal of Consent Form

To eliminate the possibility of miscommunication, Badminton Wales advises that the Photography/Video Refusal of Consent Form should be filled in per activity (training sessions, events, tournaments, squad sessions, camp/squad trips, tournaments away, etc) due to there being different organisers/managers/staff running the various BW activities.

Name: _____ **DOB:** _____

I refuse permission for the taking and/or publication of images of my child in respect of the

(name of training sessions/events/tournaments/squad sessions/camp/squad trips/tournaments away).

Signature _____ parent/guardian/carer (delete as appropriate)

Print Name _____

Date __ __ / __ __ / __ __

APPENDIX 10 – Responding to Concerns about a Parent/Carer

This guide is designed to inform the most appropriate action in relation to concerns about a parent or carer.

ARE YOU CONCERNED ABOUT THE BEHAVIOUR OF A PARENT/CARER?

YES

- **Report your concerns to the designated person**
- **Record what the child has said**
- **Include times, dates and if possible send a copy to Social Services**
- **If the person in charge is not available, refer your concerns to Social Services or Police immediately**

Remember:

- Maintain confidentiality
- Ensure the person in charge follows up with social services

APPENDIX 11 - Responding to Concerns about a Member of Staff or Volunteer

This guide is designed to inform the most appropriate action in relation to concerns about a member of staff or volunteer within sport.

ARE YOU CONCERNED ABOUT A MEMBER OF STAFF OR VOLUNTEER?

IS IT SERIOUS POOR PRACTICE OR AN ALLEGED BREACH OF CODE OF ETHICS CONCERNED IT COULD ALSO BE CHILD ABUSE?

YES

Your club child protection officer will deal with it as a misconduct issue. If concerns remain, refer to appropriate Lead Officer who will decide how to handle the issue through a Case Management Team Investigation. Ensure the immediate safety of the child. Report concerns to the Child Protection Officer (unless concerns relate to that person). If the allegation or concern relates to the CPO, refer to the appropriate Lead Officer, who will refer concerns to social services or the police.

Possible Outcomes

No case to answer to the concern, warrants advice or warning, further training or support needed, Disciplinary Appeals Committee.

Possible Outcomes

- Police inquiry
- Criminal proceedings
- Civil proceedings
- Referral back to governing body
- Child Protection Disciplinary Committee

APPENDIX 12 - Incident Report Form

Name of child _____ Age/DOB _____

Parent/Carer's name _____

Home address _____

Telephone number _____

Are you reporting your own concerns or passing on those of someone else? Give details of witnesses.

Brief description of the concerns: include date, time, location etc of specific incidents

Any physical signs? Behavioural Signs?

Have you spoken to the child? If so what was said?

Have you spoken to the parent(s)? If so, what was said?

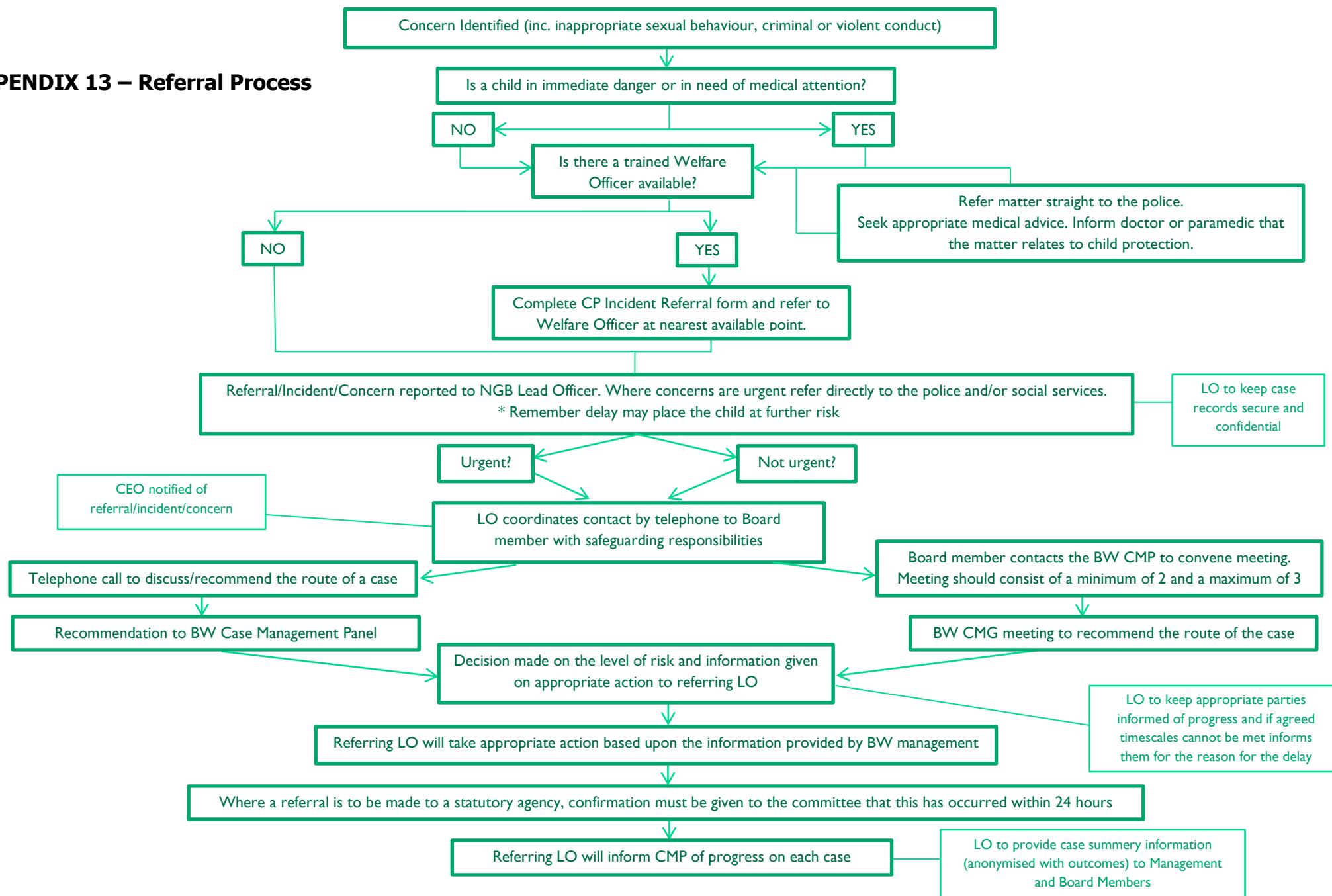
Has anyone been alleged to be the abuser? If so give details, including the relationship with the child. Have you consulted with anyone else? Give details.

Your name/position _____

To who reported and date of reporting? Give contact information for future reference

Signature _____ Date _____

APPENDIX 13 – Referral Process



APPENDIX 14 - Designated Person/People

Every organisation should designate a person or persons to be responsible for dealing with any concerns about the protection of children. The sports organisation's Child Protection Policy should include the name of this person, their role/responsibilities and how they can be contacted. The person designated should ensure they are knowledgeable about child protection and that they undertake any training considered necessary to keep them updated on new developments.

Role of Club Welfare Officer

Knowledge

- Basic knowledge of core legislation, government guidance and national framework for safeguarding and promoting the welfare of children and young people
- Basic knowledge of the roles and responsibilities of statutory agencies (children's social care, the police, the NSPCC) and local safeguarding children boards
- Local arrangements for managing safeguarding children and reporting procedures
- Poor practice and abuse-behaviour which is harmful to children
- Own organisation's role and responsibilities to safeguard the welfare of children and young people- boundaries of the club welfare officer role
- Own organisation's policy and procedures relating to safeguarding children and young people
- Core values and principles underpinning practice
- Awareness of equalities issues and protecting children from abuse.

Recommended

- Basic knowledge of how abusers target and groom individuals and organisations to abuse children. Best practice in prevention

Skills

- Basic administration
- Basic advice and support provision
- Child-focused approach
- Communication skills
- Maintenance of records
- Ability to provide information about local resources
- Ability to promote organisation's policy, procedures and resources

Tasks

- Assist the organisation to fulfil its responsibilities to safeguard children at club level
- Assist the organisation to implement its safeguarding children plan at club level
- The first point of contact for staff, volunteers, parents children/young people where concerns about a children's welfare, poor practice or abuse are identified
- The first point of contact with the lead officer for safeguarding children
- Implement the organisation's reporting and recording procedures
- Maintain contact details for the local children's social care department, the police and local safeguarding children board
- Promote the organisation's best practice guidance/code of conduct within the club
- Sit on the club's management committee
- Ensure adherence to the organisations safeguarding children training
- Ensure appropriate confidentiality is maintained
- Promote anti-discriminatory practice

Role of the Regional Welfare Officer

Knowledge to be acquired through training Skills Tasks

- Core legislation, government guidance. National framework for safeguarding children
- Roles and responsibilities of statutory agencies and Local Safeguarding Children Boards
- Local arrangements for managing child protection and reporting procedures
- Poor practice and abuse – behaviour which is harmful to children
- Own organisation's role and responsibilities to safeguard and promote the welfare of children and young people
- Organisation's policy and procedures related to safeguarding children and young people
- Core values and principles underpinning good practice
- Awareness of equalities issues and safeguarding.

Recommended

- Basic knowledge of how abusers 'target and groom' organisations to abuse children. Best practice in prevention.

Skills

- Administration
- Advice and support provision
- Child - focused approach
- Communication skills
- Recording skills
- Ability to take responsibility for providing information about local resources such as written material
- Promote organisation's policies, procedures and resources.

Recommended

- Ability to provide basic training on safeguarding at club level where supported and suitably trained by the organisation.

Tasks

- Assist the organisation to fulfil its responsibilities to safeguard children and young people at local level
- Assist the organisation to implement its child protection plan at local level
- Maintain contact details for local statutory agencies
- Make links with local statutory agencies (Police and Children's Social Care) and Local Safeguarding Children Boards
- Liaise with statutory agencies on individual cases in an urgent situation and/or where this is not done by the national organisation or where it is an operational role at county/regional level
- Provide advice and support to local clubs regarding concerns about poor practice/abuse
- Maintain locally held records related to poor practice/child abuse cases, where these are not held nationally
- Ensure confidentiality is maintained
- Advise their national organisation regarding local contacts/procedures during child protection investigation
- Provide support networks for local Club Welfare Officers
- Provide resources and (where appropriate) relevant training for local clubs, coaches and people working with children and sport

Role of National Lead Child Protection Officer

Knowledge

- Legislation, government guidance. National framework for safeguarding children
- Role and responsibilities of statutory agencies including Local Safeguarding Children Boards
- Planning processes – children 'in need' – child protection enquiries/investigations
- Behaviour which is harmful to children – thresholds of 'poor practice' – 'abusive behaviour'
- Own organisation's role and responsibilities. Boundaries of the Lead Officer role
- Organisation's policy and procedures related to safeguarding and protecting children
- Core values/principles of work with children
- Equalities issues and safeguarding
- How abusers target and groom organisations in order to abuse children
- Best practice in prevention.

Skills

- Child-focused approach
- Administration and systems (records) management
- Ability to promote and demonstrate anti-discriminatory practice
- Advice and support provision – all levels within the organisation
- Communication skills
- Ability to develop and produce national level guidance and resources
- Influencing skills and ability to work with conflict and with emotionally distressing matters.

Recommended

- Ability to deliver core training through different levels within the organisation.

Tasks

- Lead role in development and establishment of the organisation's approach to safeguarding children and young people. Key role within organisation
- Management of cases of poor practice/abuse reported to the organisation – including records system
- Management of referrals to Children's Social Care services and Police
- Central point of contact for internal and external individuals/agencies
- Represent the organisation at external meetings related to child protection
- Coordinate dissemination of policy, procedures and resources throughout the organisation
- Provide advice and support to Regional/County Welfare Officers and a lead role in their recruitment, selection and training
- Advise on the organisation's training needs and development of its training strategy. Provision of training where appropriate
- Lead role in maintaining and reviewing the organisations' Implementation Plan for safeguarding and protecting children
- Ensure 'Standards' are met
- Keep up to date with own knowledge and skills.

APPENDIX 15 - Sample Declaration Form

Confidential: Declaration from all staff and volunteers working with children and young people

Have you ever been convicted of a criminal offence or been the subject of a caution or a Bound over Order?

YES ☐ NO ☐

If yes, please state below the date(s) and nature of Offence(s)

NOTE: You are advised under the provision of the Rehabilitation of Offenders Act 1974 (Exception) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions Amendment) Order 1986 you should declare all convictions including 'spent' convictions.

Are you a person known to any social services department as being actual or potential risk to children?

YES ☐ NO ☐

If yes please supply details

Have you had a disciplinary sanction (from a sport, or other organisation's governing body) related to child abuse?

YES ☐ NO ☐

If yes, please supply details

Signed: _____ **Date:** _____

Mr/Mrs/Miss/Ms First Name: _____ Surname: _____

Any surname previously known by: _____

Address: _____

_____ Post Code _____

Tel No: _____ Date of Birth: _____

Place of Birth: _____

APPENDIX 16 - Application Form

Part A

Surname: _____ First Name: _____

Title: _____ Sex: Male ☐ Female ☐

National Insurance Number: _____

Any previous names by which you may have been known:

Address: _____

Postcode: _____ Tel No: _____

Date of Birth: _____ Place of Birth: _____

Post for which applying: _____

Relevant experience, qualifications and training:

Career/involvement in sport (with dates):

I confirm that I have read and agree to abide by the club's code of conduct

Signature: _____ Date: _____

Please supply the names and addresses of two people (not relatives) who will provide references regarding your experience of, and suitability for, working with children and young people (e.g. previous employers):

REFERENCE ONE

Name: _____

Address: _____

Position: _____

Tel No: _____

REFERENCE TWO

Name: _____

Address: _____

Position: _____

Tel No: _____

APPENDIX 17 – Disclosure and Barring Service (DBS)

The Disclosure and Barring Service (DBS) enables employers of private paid and voluntary organisations in England and Wales to do checks related to the applicant's suitability to work with children. Access to the DBS is available to all organisations working with children and young people, either directly as registered bodies or through 'umbrella' organisations. All individuals working with/having regular contact with children should undertake an **enhanced disclosure** DBS check.

For more information on DBS checks:

Disclosure and Barring Service

DBS customer services

PO Box 110

Liverpool

L69 3JD

Disclosure helpline: 0870 90 90 811

Minicom: 0870 90 90 344

In Welsh: 0870 90 90 223

Email: customerservices@db.s.gsi.gov.uk

Website: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Criminal Records Unit (WCVA)

Morfa Hall

Bath Street

Rhyl

LI18 3EB

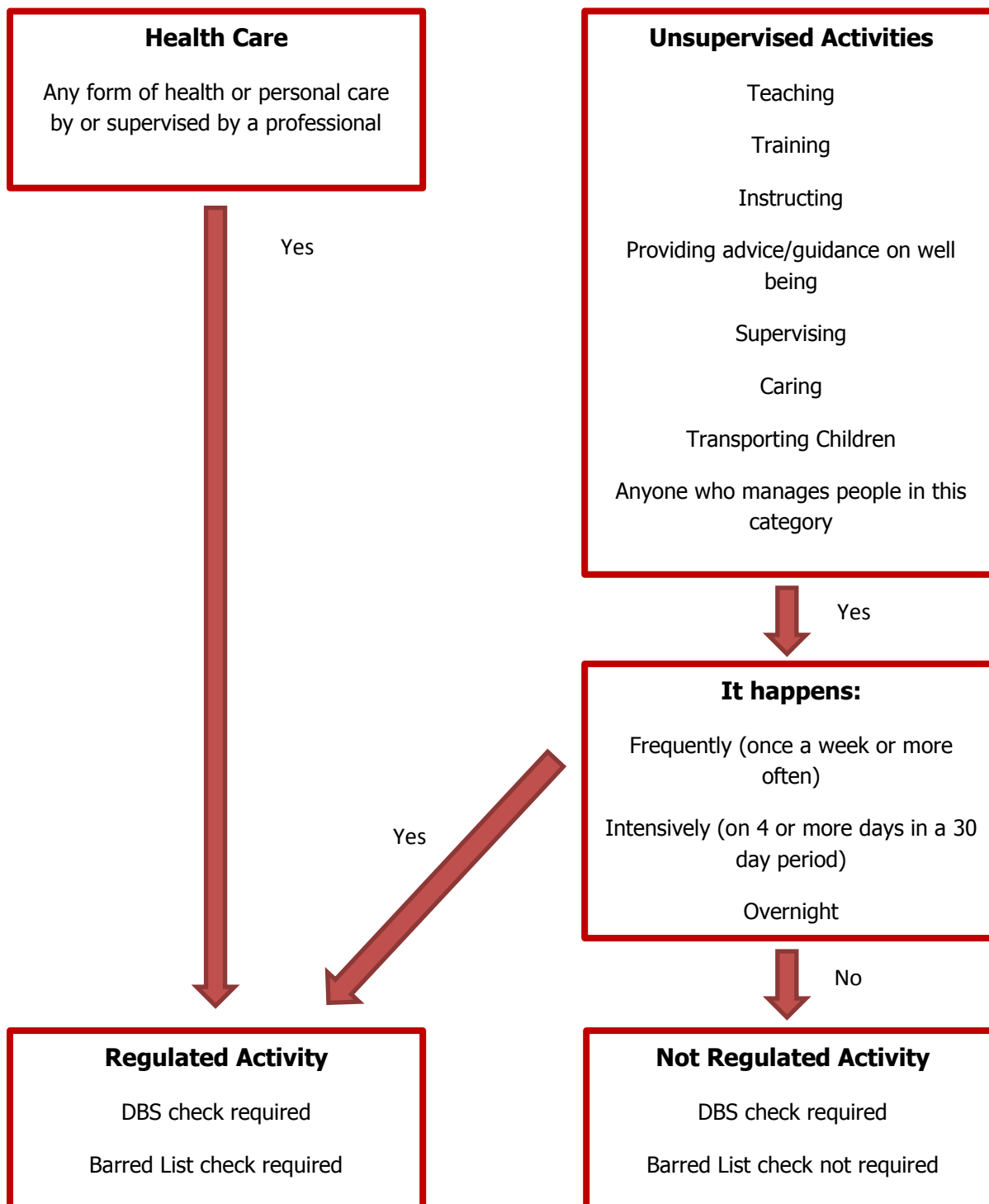
Tel: 0800 0197 391

APPENDIX 18 - Roles Eligible for DBS/Barred list checks

Roles within badminton	Enhances DBS required	Barred List required
Coach	YES	YES
Assistant Coach	YES	YES
Club Welfare Officer	YES	YES
County/Regional Welfare Officer	YES	YES
Chaperone	YES	YES
Team Manager	YES	YES
Physiotherapist	YES	YES
Membership Secretary	NO	NO
Chairperson	NO	NO
Club Secretary	NO	NO
Website Officer/Administrator	NO	NO
Photographer or filming children	NO	NO

Please note that this list may be subject to change in accordance with Government legislation or further guidance.

APPENDIX 19 - What is Regulated Activity?



APPENDIX 20 - Reference Form

_____ (Name of staff/volunteer) has as expressed an interest in working for Badminton Wales and has given your name as a referee. If you are happy to provide this reference all information contained on the form will remain absolutely confidential and will only be shared with the applicant's immediate supervisor should they be offered a position.

How long have you known this person? _____

In what capacity? _____

Would this person be suitable to work with children/young people? _____

Further Information (where applicable) _____

Signed _____ Date _____

Position _____

Address _____

_____ Post Code _____

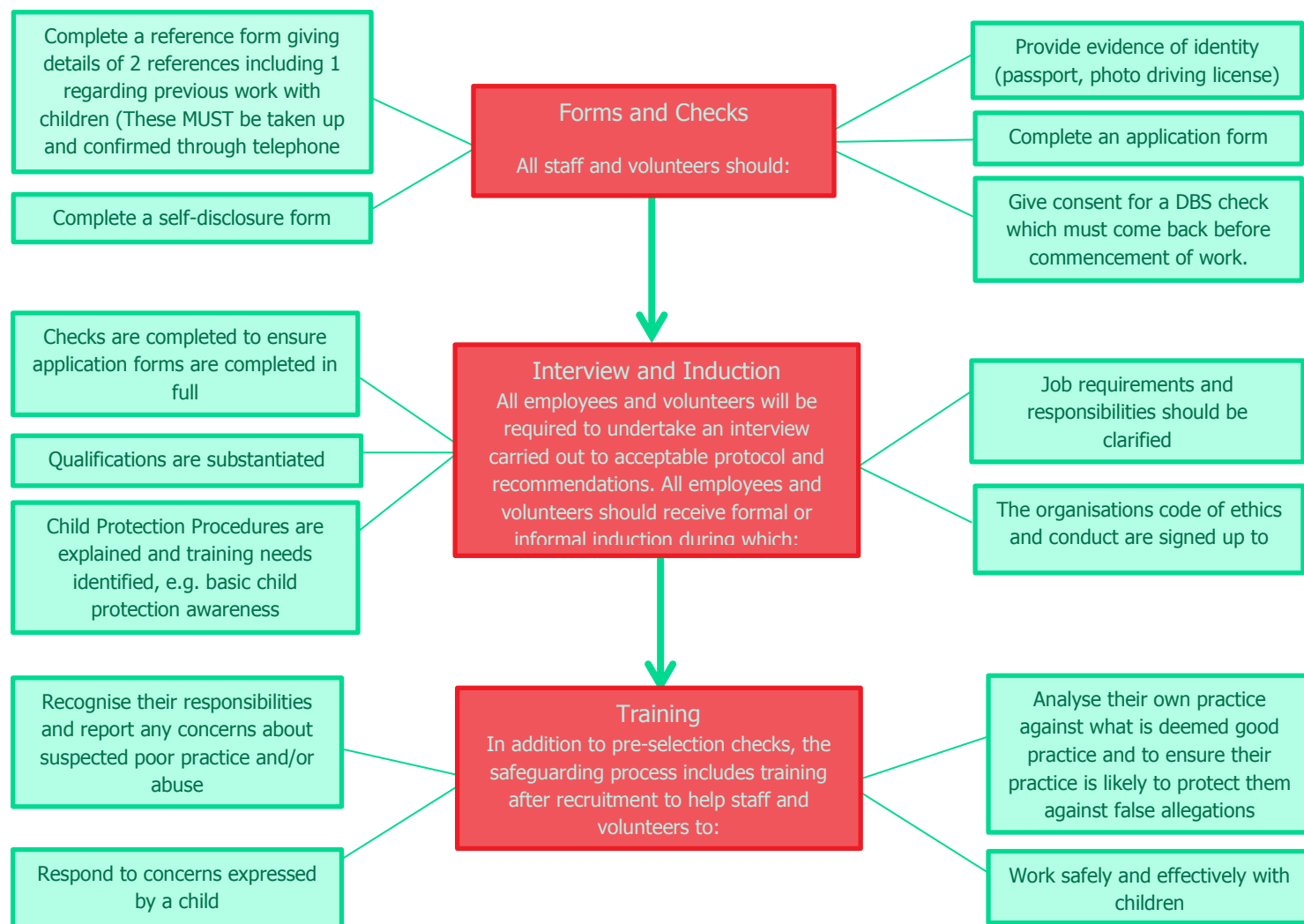
Telephone Number _____

The above should be regarded only as the minimum information that must be obtained in relation to Child Protection. In practice, requests for references are likely to include further questions relevant to the particular circumstances.

NB: Give full contact details of the person to whom the reference is to be sent, including name, address, telephone number and any other relevant details.

APPENDIX 21 – Recruitment Process

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



Badminton Wales requires:

- All staff and volunteers who have access to children to undergo a DBS check
- All employees, volunteers, coaches, welfare officers and team managers to undertake relevant child protection training and undertake any form of home study to ensure their practice is exemplary and to facilitate the development of positive culture towards good practice and child protection
- 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 an up to date first aid qualification

APPENDIX 22 - Recommended Legislation/Guidance & Publications. The Children Act 1989. (England and Wales)

Criminal Justice and Court Services Act 2000

www.hmsso.gov.uk

The Data Protection Act 1984 and 1998

www.legislation.hmsso.gov.uk/acts/acts1998/19980029.htm (the Act)

www.homeoffice.gov.uk/ccpd/dpu98news.htm (the overview)

The Human Rights Act 1998

www.homeoffice.gov.uk/hract/hramenu.htm

The Protection of Children Act 1999

www.doh.gov.uk/scg/childprotect

Sexual Offences (Amendments) Act 2000

www.hmsso.gov.uk/acts/en/2000en44.htm

The United Nations Convention on the Rights of the Child

www.un.org

Our Duty to Care

www.volunteering-ni.org

Working Together to Safeguard Children

www.the-stationary-office.co.uk/doh/worktog.htm

Publications

SafeSport Away: a guide to planning

Available from the NSPCC Child Protection in Sport Unit. Now available online to download

Tel: 0116 234 7278 Email: cpsu@nspcc.org.uk

Code of ethics and conduct for sports coaches

Sports Coach UK - www.brianmac.demon.co.uk/ethics.htm

Sportscheck: a step by step guide for sports organisations to safeguard children

E mail: cpsu@nspcc.org.uk

Safe Sports Events

E Mail: cpsu@nspcc.org.uk

Time to Listen

E Mail: cpsu@nspcc.org.uk