

Safeguarding and Protecting Young People Guidelines

For Clubs and County Associations

Revised Feb 2010

Safeguarding and Protecting Young People Guidelines



Contents

1. Recruitment of Staff and Volunteers who will work with Young or Vulnerable People	5
Guidelines for Good Practice.....	5
Planning and Advertising.....	5
Applications.....	5
Screening and Checking	6
Interview	6
Induction	6
Training.....	7
Monitoring and Appraisal.....	7
Template 1 - Application Form.....	8
Template 2: Self Disclosure Form.....	10
Template 3: Volunteer Reference Form.....	11
2. Good Practice in Badminton.....	12
Principles of Good Practice	12
Implementing Good Practice.....	12
Good Practice - Supervision of and communication with Young People.....	13
Good Practice – Changing	13
Good Practice – Transportation	14
Additional Vulnerabilities Statement	14
Template 4 Parental Consent Form	15
3. Codes of Conduct	17
Code of Conduct for Players.....	18
Code of Conduct for Parents/Carers	19
Code of Conduct for Coaches.....	20
Code of Conduct for Officials	21
Code of Conduct for Junior Players	22
4. Guidelines for the Use of Photographic Equipment	23
Definition.....	23
Introduction.....	23
Adopting Best Practice	23
Implementation.....	25
Template 5. Photography and Video Recording Registration Form	26
Template 6. Parental and Young Person Consent Form for the use of Photographs and Recorded Images	27
5. Recognising Poor Practice, Abuse and Bullying.....	28

Safeguarding and Protecting Young People Guidelines

- Introduction..... 28
- Poor Practice 28
- Abuse and Bullying 28
- The Four Main Types of Abuse and Bullying 29

- 6. Taking Appropriate Action..... 30
 - Reporting Procedures..... 30
 - Reporting and Managing Possible Abuse Outside of Badminton 31
 - Reporting and Managing Poor Practice or Possible Abuse in Badminton **Error! Bookmark not defined.**
 - What Happens Next? **Error! Bookmark not defined.**
 - Confidentiality 33
 - Impact if Confidentiality if breached..... 33
 - Whistle blowing..... 33

- Template 7 Child Protection Incident/Concern Referral Form 35

- 7. Managing Player Behaviour Guidelines..... 37

- 8. Child Welfare Officers 42
 - Introduction..... 42
 - The Role of the Child Welfare Officer 42

- 9. Useful Contacts..... 44

- 10. Child Protection Guidance for Taking Junior Players Away and Organising Junior Events..... 46



1. Recruitment of Staff and Volunteers who will work with Young or Vulnerable People Guidelines for Good Practice

The following procedures provide regions, counties and clubs with a framework of best practice to adopt when recruiting new staff or volunteers

Planning and Advertising

- Ensure there are clear roles and responsibilities for all paid and voluntary positions you are recruiting for i.e. a job description
- Identify the skills and experience that are needed i.e. a person specification
- When any role is vacant, it is important to ensure that the role is advertised, this could be on notice boards at the facility that you use, or through club newsletters or contacting the local volunteer bureaux can help to attract new volunteers to your club.
- Ask for proof of identification of any applicant i.e. passport or driving licences
- Ensure that there are at least two officials from the regions/county/club who look at the application forms
- Put together a pack for applicants to include:
 - Aims of the region/county/club or organisation
 - Job Description/role
 - Experience and skills required
 - Safeguarding Policy and Procedures
 - Codes of Conduct
 - Application form

Applications

Key information you require through the application form;

- Name, address and the right to work e.g. through a national insurance number
- Confirmation of identity
- Relevant experience, qualifications and training undertaken
- Listing of past career or involvement in sport/Badminton (to confirm experience and identify any gaps)
- The names of at least two people (not relatives) willing to provide written references that comment on the applicant's previous experience of, and suitability for, working with young people (previous employer)
- Self Disclosure – detailing any action taken against them in relation to child abuse, sexual offences or violence or if they are know to Children's Social Care Services
- The applicant's commitment (A signed agreement) to abide by Badminton England's Code of Conduct and Safeguarding and Protecting Young People Policies and Procedures.

A small group of officials from the regions/county/club need to shortlist the applicants and invite them to an interview.

Screening and Checking

- At least two references must be provided, one of which relates to the applicants experience of working with young people and children
- All references must be in writing and can be followed up by telephone
- If there are concerns which arise from the references, you should contact Badminton England Welfare Manager for further support and guidance
- If an applicant has no experience of working with young people, consideration must be given to training and support which may be provided through Badminton
- CRB checks should be conducted. BADMINTON England offer this service to all its affiliated organisations (there is no cost for volunteers)
- Badminton England has jurisdiction to manage information received and matters arising through a CRB check
- If the position is a coaching one, you should check that the coach is qualified and on the BADMINTON England Coaching Register. You should ask to see their up to date Coaching Register Cards (Part A and B). All coaches on the register have been CRB checked by BADMINTON England

Interview

- Meet with applicants before making recruitment decisions (perhaps using the same group as for short-listing)
- The meeting/interview provides an opportunity to explore in greater details information gathered on the application form

It is also recommended that:

- Applicants are asked to bring official photographic proof of identity such as a passport or driving licence
- prepare questions in advance that will give the applicant an opportunity to demonstrate their relevant experience

As well as considering an applicants ability to fulfil a position, it is also important to assess their attitudes and commitment to child welfare. Examples of questions that might be asked are:

- tell us about any previous experience you have working with young people
- give a child-related scenario and ask what they would do e.g. 'it is a winter evening and the training session has finished. A parent has not arrived – what would you do?' The applicant would be expected to say that they would stay with the child and contact parents to find out where they were
- is there anything that we should know that would affect your suitability to work with children or young people?

All offers should be subject to two satisfactory references and a check on relevant qualifications. Where relevant, a satisfactory CRB and/or approval of a work permit may also be required. References will be requested once applicants have indicated acceptance. If, subject to offer, the references or CRB checks are not satisfactory, the offer may be revoked.

Induction

All staff paid or voluntary must undergo an induction (formal or informal) to include:

- signing up to the BADMINTON England safeguarding policy and procedures, best practice guidelines and any codes of conduct that are appropriate
- confirming and agreeing roles and responsibilities

- training needs analysis and personal development planning
- an initial period of supervision or mentoring could be introduced to support the volunteer

Training

Ongoing training will be provided to support the individual to fulfil their role. Appropriate Safeguarding and Child Protection training will enable an individual to recognise their responsibilities with regard to good practice and reporting poor practice or concerns regarding children

Badminton England recommend all adults working with children and young people attend sports coach UK's Safeguarding and Protecting Children three hour awareness course. All Welfare Officers should attend a 'Time to Listen' course (offered by BADMINTON England)

Monitoring and Appraisal

Appraisals/supervision meetings should be offered at regular intervals and more informal mentoring opportunities can support the individual on an ongoing basis. All staff or volunteers should be given the opportunity to:

- receive feedback
- identify training needs
- set new goals
- highlight any concerns about inappropriate behavior



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Template 1 - Application Form

[Insert Job Title]

IMPORTANT INFORMATION
Please be advised that this position is considered to involve contact with children, and therefore you are required to complete both Part 1 and Part 2 of this application

APPLICATION FORM - PART 1

Position applied for:	
PERSONAL DETAILS	
Title (Mr/Mrs/Ms/Miss):	
Surname:	First name(s):
Any first name, surname or maiden name previously known by:	
Date of Birth:	Place of Birth:
National Insurance Number:	
Address:	
Postcode:	
Telephone Number(s):	
Email address:	
EMPLOYMENT DETAILS	
Current occupation:	Name of organisation:
Job title:	Start Date:
Address:	
Postcode:	
Telephone Number(s):	
Nature of duties	
PREVIOUS VOLUNTEER EXPERIENCE	
Name of organisation:	
Start Date:	Finish Date:
Relevant Experience: (Please use an additional sheet of paper if necessary)	

QUALIFICATIONS			
Academic/school:			
Sporting qualifications or training courses attended (please include dates):			
OTHER INFORMATION			
Reason for applying:			
REFERENCES			
Please provide the names and addresses of two people who we can contact for a reference who know you well (but are not related). One must have knowledge of your employed work and one must have first-hand experience of your work with children. You must have known these people for a minimum of 2 years.			
Name: Address: Postcode: Telephone Number(s):	Name: Address: Postcode: Telephone Number(s):		
IMPORTANT INFORMATION			
Please be advised that this position is considered to involve contact with children, and therefore you are required to complete Part 2 of this application			
APPLICANT DECLARATION			
I agree to accept and work to Badminton England Code of Conduct and Safeguarding and Protecting Young people Policy and Procedures			
Signed:	Date:		
Print name:			
I confirm the information I have provided in support of my application is a complete and true record.			
Signed:	Date:		
Print name:			
FOR CLUB USE ONLY			
APPLICANT SUCCESSFUL?	YES / NO	REFERENCES RECEIVED?	YES / NO
DISCLOSURE CHECK OBTAINED	YES/NO		
DETAILS OF ANYONE WITH WHOM DISCLOSURE INFORMATION HAS BEEN SHARED:			

[ADD RETURN ADDRESS HERE]



Template 2: Self Disclosure Form

To be completed by those people applying for a role that involves working with young people or vulnerable adults in badminton. **You have the right of access to information held on you and other rights under the Data Protection Act 1984.**

Part A

Surname and title (Mr/Mrs/Ms/Miss)		Previous name(s)	
First name (s)			
Present address			
Postcode		Date of Birth	
Telephone No.		Mobile	
E-mail address			

Part B

Have you ever been convicted of any criminal offences? YES / NO

If YES, please supply details of any criminal offences:

--

NOTE: You are advised under the provisions of the Rehabilitation of Offenders Act 1974 (exceptions) 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 an actual or potential risk to children?

YES / NO

If YES, please supply details:

--

Have you had a disciplinary sanction (from a sports or other organisations governing body) relating to child abuse? YES / NO

If YES, please supply details:

--

IMPORTANT

I confirm that the information supplied is complete and accurate and I understand that failure to disclose information on a self-disclosure form may result in formal disciplinary proceedings. I undertake to inform BADMINTON England if I am subsequently arrested, investigated or convicted for any matter in relation to child protection.

I have read and understood the BADMINTON England Child Protection Policy and Procedures and the Code of Ethics and Conduct (found on www.badmintonengland.co.uk) and as such agree to fully recognise and adhere to the principles of the BADMINTON England Child Protection Policy

Signed		Date	
Print name:			



Template 3: Volunteer Reference Form

_____ has expressed an interest in being a badminton coach/volunteer (*please delete*) and has given your name as a referee.

This post involves substantial access to children and as an organisation committed to safeguarding and protecting children and young people, we are keen to know whether you would have any reason at all about the applicant being in contact with children or young people.

Would you consider that the above named person poses any risk to the welfare of children or young people?
 Yes / No (If answered Yes, we will contact you in confidence)

If you are happy to complete this reference, any information will be treated in the strictest confidence and in accordance with relevant legislation and guidance and will only be shared with the person conducting the assessment of a candidate's suitability for a post, if he/she is offered the position in question. We would appreciate you being extremely candid, open and honest in your evaluation of this person.

1. How long have you known this person?

2. In what capacity?

3. What attributes does this person have that would make them a suitable coach/volunteer?

4. How would you describe their personality?

5. Please rate this person on the following (please tick one box for each statement).

	Poor	Good	Excellent
Responsibility			
Maturity			
Self Motivation			
Can Motivate Others			
Trustworthy			
Reliable			
Coaching / Administration Ability			

6. Is there anything else you feel that we should know about this person?

Referee Name:			
Position:		Organisation:	
Signed:		Date:	

Please complete and return to:

2. Good Practice in Badminton

Principles of Good Practice

- Promote a culture in which all children are listened to and respected as individuals
- Put the welfare of the child/young person first
- Ensure that badminton is fun and that fair play is promoted
- Challenge unacceptable behaviour
- Report all concerns regarding unacceptable behaviour
- Report all allegations/suspensions of abuse
- Avoid one to one situations with players unsupervised

Implementing Good Practice

To ensure that your club (region or county) works within the principle of good practice you need to:

ACTION

To minimise the risk to children and young people the region/county/club should:

- Ensure you have a child/young person approach
- Consult and listen to children and young people in their badminton environment
- Follow the BADMINTON England policy and guidelines on recruitment and ensure that all individuals working with children and young people are screened and are suitable and fit for purpose
- Ensure there are appropriate induction process is in place for new staff and volunteers
- Ensure all members of the Club (county/region) have access to appropriate and relevant education and training
- Adopt the BADMINTON England Safeguarding and Protecting Young People in Badminton Policy and Procedures
- Appoint and publicise the name of a Welfare Officer, who will be able to support and guide members, player and parents on the issues and implementation of safeguarding, welfare and good practice
- Adopt the BADMINTON England Anti Bullying and Harassment Policy, ensuring that this is publicised and all members, players and parents are clear on the policy
- Have clear guidelines on managing players away from the club situation, ensuring these are published to parents, staff and volunteers
- Ensure that all members, players and parents comply with the BADMINTON England Code of Ethics and Codes of Conduct
- Adopt good practice policies and processes for
 - Supervision of Young People
 - Communication with Young People
 - Changing
 - Transportation of young people
 - Competition and Tournaments
 - Photography and use of images
 - Transporting young people

Good Practice - Supervision of and communication with Young People

Supervision

- Coaches and Club staff will be responsible for young people in their care
- For young people over the age of 8 – the ratio of adults to children is a minimum 1:10
- For young people under the age of 8 government guidance outlined in the Care Standards Act 2000 should be followed
- The Club will provide the parents/carers with a contact number which may be used if the parent/carer will be late to collect their child/children
- The club will ask parents/carer to complete a form providing contact details, information about their child/children i.e. medical details etc
- All clubs should have First Aid provision by ensuring
 - there is a qualified First Aider on site
 - First Aid boxes are up to date and accessible
 - There is access to a phone to be able to contact the emergency services if required

Communication

- When communicating with young people it is recommended that you:
 - Contact players only when necessary
 - If players need to be contacted urgently ie a change in training arrangement, set up a grape vine system
 - Copy parents into written communication (ie letters or emails)
 - Speak with a player and their parents if there is a need to communicate information in relation to playing, training or competition
 - Clearly state the club's policy on communication with players and parents
- You should avoid
 - Contacting a young person unnecessarily
 - Using text as a medium of contact with a young person
 - Emailing one young person without copying in parents, other players or club members

Good Practice – Changing

- Players aged 10 and under must be supervised at all times in changing rooms by two members of staff, of the same gender as the players
- Adults, working with young teams, including volunteers, coaches, umpires or staff, should not change or shower at the same time using the same facility as young players (defined as Under 18)
- If young players play for adult teams they and their parents must be informed of the Club's policy on changing arrangements
- If adults and young people need to share a changing facility, the Club must have consent from the parents that their child/children can share a changing room with adults in the club
- If young people need to share changing facilities with adults, their parents should be allowed to supervise them whilst they are changing
- If young people are uncomfortable changing or showering in public no pressure should be placed on them to do so. Encourage them to do this at home.
- If your Club has disabled players involve them and their carers in deciding how, if applicable, they wish to be assisted to change and ensure they provide full consent to any support or assistance required

Good Practice – Transportation

(Dropping off and collecting young players at the club/training session and to events)

- It is the responsibility of parent/carer to transport their child/children to and from the Club and to matches
- It is not the coach's or volunteer's responsibility to transport the young people to and from the Club
- The Club must receive permission from parents/carers for young people to participate in all competitions and away fixtures/events
- If the club arranges transport for young people to and from matches/events, the person(s) transporting the children will be recruited in accordance with the 'safe recruitment' guidelines
- The Club will provide a timetable of activities at the beginning of a season and notify parents/carers of any changes to this timetable in writing where practically possible
- The Club will require emergency contact numbers for parents/carers
- The Club adopts and publicises a late collection policy (see below)

Good Practice - Late Collection

If a parent /carer is late the Club will:

- Attempt to contact the parent/carer
- Check the Club contact number for any information regarding the young person
- Wait with the young person at the Club with, wherever possible, other staff/Volunteers or parents
- Remind parents/carers of the policy relating to late collection
- If parents/carers remain un-contactable staff will need to report the situation to Children's Social Care or the Police

Staff/Volunteers should avoid:

- Taking the child home or to any other location;
- Asking the child to wait in a vehicle or the Club with you alone
- Sending the child home with another person without permission.

Additional Vulnerabilities Statement

"Children with disabilities are particularly vulnerable and at greater risk of all forms of abuse. The presence of multiple disabilities increases the risk of both abuse and neglect. Some of the common factors that can lead to increased vulnerability include social isolation, communication and learning difficulties, lack of understanding of boundaries, need for assistance with personal care and more likely target for bullying and abuse. Children with disabilities have the same rights to protection as any other child and clubs working with these children need to be especially alert to the signs and symptoms of abuse and have strategies in place to ensure all children are able to raise concerns."



Template 4 Parental Consent Form

1. Details of Badminton Activity:

Name of coaching programme, event, Travel details			
From (Date/Time)		To (Date/Time)	

2. Personal Details of Child (Under 18)

Name		Date of Birth	
Home Address			
Home Phone Number		Mobile Phone Number	

3. Emergency contacts:

Please provide details of 2 people we can contact in an emergency (one should be the parent/guardian)

Name		Relationship to child	
Home Address (if different from above)			
Home Phone No		Mobile Phone No.	
Work Phone No		Work Mobile Phone No	

Name		Relationship to child	
Home Address (if different from above)			
Home Phone No		Mobile Phone No	
Work Phone No		Work Mobile Phone No	

4. Medical information about your child

a. Any conditions requiring medical treatment, including medication?	YES / NO
If YES, please give brief details:	
b. Please outline any special dietary requirements or allergies for your child and the type of pain/flu relief medication that your child may be given if necessary	

I agree to my child (named above) taking part in this activity. I agree to their participation in the activities described in the itinerary and the procedures and rules. I acknowledge the need for them to behave responsibly

Signed (Parent/Guardian)		Date	
--------------------------	--	------	--

For Residential Visits and Exchanges Only

c. To the best of your knowledge, has your son/daughter been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious?	YES / NO
If YES, please give brief details:	
d. Is your son/daughter allergic to any medication?	YES / NO
If YES, please specify:	
e. When did your son/daughter last have a tetanus injection?	

I will inform the person in charge as soon as possible of any changes in medical or other circumstances between now and the commencement of the activity.

5. Details of family doctor:

Name	
Address	
Phone Number	

6. Declaration

I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

Signed (Parent/Guardian)		Date	
Print Name			

**THIS FORM OR A COPY MUST BE TAKEN BY THE PERSON IN CHARGE TO THE ACTIVITY
A COPY SHOULD BE RETAINED BY THE SECRETARY OF THE ORGANISATION**



3. Codes of Conduct

Adoption of the the Badminton England Safeguarding and Protecting Young People Policy is mandatory for all members (staff and volunteers) of BADMINTON England. All members must note that there are clear prohibited practices, which must not be breached. If there is a breach of the prohibited practice or codes of conduct, this should be reported.

All incidents reported will be taken seriously and managed within the Complaints and Disciplinary Procedures in accordance with BADMINTON England regulations.

(See section on 'Taking Appropriate Action' in the 'Safeguarding and Protecting Young People Guidelines')

Prohibited Practice

- 1 Spending time alone with young people away from others
- 2 Taking young people to your home where they will be alone with you
- 3 Inviting or allowing young people to stay with you at your home
- 4 Transporting young people in your car alone
- 5 Engaging in rough, physical or sexually provocative games with young people
- 6 Sharing a room with a young person
- 7 Allowing or engaging in any form of inappropriate physical touching or sexual contact or behaviour
- 8 Using or allowing young people to use inappropriate language unchallenged
- 9 Making sexually suggestive comments to a young person, even in fun
- 10 Allowing allegations made by a young person to go unchallenged, unrecorded or not acted upon
- 11 Doing things of a personal nature for young people that they can do for themselves, unless you have been requested to do so by the parents/carer. (It is recognised that some young people will always need help with things such as lace tying and it is also recognised that this does not preclude anyone attending to an injured/ill young person or rendering first aid)
- 12 Departing from the Badminton club or agreed rendezvous point before the safe dispersal of all young people is complete
- 13 Causing an individual to lose self esteem by embarrassing, humiliating or undermining the individual
- 14 Treating some young people more favourably than others
- 15 Agreeing to meet a young person on their own on a one to one basis



Code of Conduct for Players

Who does this apply to?

The Players Code of Conduct applies to all individuals participating in badminton as a player at every level.

If the code is breached and reported, all complaints and allegations will be acted upon according to the BADMINTON England Disciplinary Procedures

Players will:

- Show respect for and treat everyone equally regardless of age, ability, gender, race, religion, ethnic origin, social status or sexual orientation has the right to be protected from abuse
- Respect the rights, dignity and worth of every person within the context of badminton
- Play within the laws of the game and respect all officials and their decisions
- Accept the referees decision without question or complaint (let your captain or coach ask the necessary questions)
- Help injured players and opponents
- Take personal responsibility to ensure that they are suitably insured for their activities
- Wear appropriate clothing for playing badminton during training and competition
- Applaud good performance and efforts and from all individuals and teams.
- Congratulate all participants on their performance regardless of the game's outcome.
- Keep to agreed times for training and competitions, and inform the appropriate person if the need to withdraw or cannot avoid being late

Players will NOT

- Smoke
- Consume alcohol or illegal substances
- Use foul, sexist or racist language or gestures at any time
- Condone behaviour that contravenes the codes of conduct or prohibited practice
- Use illegal or dangerous tactics
- Ridicule or shout at other players for making a mistake or losing a game



Code of Conduct for Parents/Carers

Who does this apply to?

The Parents Code of Conduct applies to all parents/carers at any badminton match/tournament or training session at every level of the game

If the code is breached and reported, all complaints and allegations will be acted upon according to the BADMINTON England Disciplinary Procedures

Parents will:

- Focus on the child's efforts and enjoyment rather than winning or losing
- Provide positive verbal feedback in both training and matches
- Encourage players to participate within the rules and regulations of the game
- Applaud good performance and efforts and from all individuals and teams
- Congratulate all participants on their performance regardless of the game's outcome
- Leave the coach to communicate with individual players on court
- Respect the decisions of officials and teach children to do the same
- Respect umpires, officials, coaches, players and spectators
- Inform the team coach or manager of any injury, health or welfare issue that you feel it is appropriate for them to know
- Ensure that their child/children arrive and are collected promptly for training and competitions
- Remember that children participate in sport for their enjoyment, not yours
- Treat everyone equally regardless of age, ability, gender, race, religion, ethnic origin, social status or sexual orientation has the right to be protected from abuse
- Respect the rights, dignity and worth of every person within the context of badminton
- Report any concerns you may have in relation to a young person, follow reporting procedures laid down by BADMINTON England
- Challenge and/or report discriminatory behaviour

Parents will NOT

- Force their child/children to participate in badminton
- Ridicule or shout at your child/children or other players for making a mistake or losing a game
- Question publicly the referee, coach, official or players' decisions within a game, match or training situation
- Enter the court of play
- Use foul, sexist or racist language or gestures at any time
- Condone behaviour that contravenes the codes of conduct/prohibited practice
- Give young people alcohol or cigarettes when they are under the care of the Region/County or Club

Code of Conduct for Coaches

The Coaches Code of Conduct applies to all coaches in badminton at every level of the game

If the code is breached and reported, all complaints and allegations will be acted upon according to the BADMINTON England Disciplinary Procedures.

Coaches Will:

- Treat everyone equally regardless of age, ability, gender, race, religion, ethnic origin, social status or sexual orientation has the right to be protected from abuse
- Respect the rights, dignity and worth of every person within the context of badminton
- Obtain appropriate qualifications and keep up to date with the latest coaching practices and developments and maintain appropriate insurance
- Ensure that equipment, facilities and activities meet safety standards and are appropriate to the age, ability and experience of the players taking part
- Ensure there is appropriate and correct supervision of players on and off the court
- Be aware of and abide by BADMINTON England Safeguarding and Protecting Young People Policy, Procedures and Guidelines
- Remember that players participate for pleasure and winning is part of the fun
- Operate within the rules and spirit of badminton and teach your players to do the same
- Ensure that the player's best interests are placed first, before those of the club, team or him/herself
- Display high standards of behaviour and appearance
- Provide positive feedback to all players during training and matches
- Respect all referee decisions and ensure players do the same
- Report any concerns you may have in relation to a young person, follow reporting procedures laid down by BADMINTON England
- Challenge and/or report discriminatory behaviour
- Applaud good performance and efforts and from all individuals and teams
- Congratulate all participants on their performance regardless of the game's outcome

Coaches Will NOT:

- Ridicule or shout at a player/team for making a mistake or not winning
- Expose players to extreme heat or cold or unacceptable risk of injury
- Smoke while working/participating in a badminton environment
- Consume alcohol or illegal substances while working/participating in a badminton environment
- Use foul, sexist or racist language or gestures at any time
- Condone behaviour that contravenes the codes of conduct/prohibited practice
- Engage in any form of sexually related contact with a young player¹. This is strictly forbidden as is sexual innuendo, flirting or inappropriate gestures and terms
- Give young people alcohol or cigarettes or drugs when they are under the care of the Region/County or Club

¹ In accordance with the Positions of Trust within the Sexual Offences Act and BADMINTON England Safeguarding and Protecting Young People in Badminton Policy



Code of Conduct for Officials

The Officials' Code of Conduct applies to all referees, umpires, line judges and tournament organisers in badminton at every level of the game

If the code is breached and reported, all complaints and allegations will be acted upon according to BADMINTON England Disciplinary Procedures

Officials will:

- Treat everyone equally regardless of age, ability, gender, race, religion, ethnic origin, social status or sexual orientation has the right to be protected from abuse
- Respect the rights, dignity and worth of every person within the context of badminton
- Compliment and encourage all participants
- Be consistent, objective and courteous when making decisions
- Emphasise the spirit of the game rather than the errors
- Keep up to date with the latest officiating developments
- Remember that you set an example. Your behavior and comments should be positive and supportive
- Place the safety and welfare of the participants above all else
- Report any concerns you may have in relation to a young person, follow reporting procedures laid down by BADMINTON England
- Challenge and/or report discriminatory behaviour

Officials will NOT:

- Ridicule or shout at a player/team for making a mistake or not winning.
- Expose players to extreme heat or cold or unacceptable risk of injury
- Smoke while working/participating in a badminton environment
- Consume alcohol or illegal substances while working/participating in a badminton environment
- Use foul, sexist or racist language or gestures at any time
- Condone behaviour that contravenes the codes of conduct/prohibited practice
- Use illegal or dangerous tactics

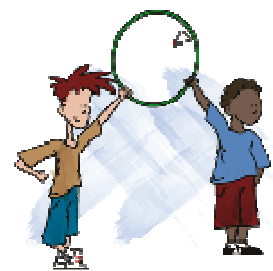


Code of Conduct for Junior Players

- ✓ I will have fun, act in a safe manner and encourage those around me to do the same
- ✓ I will always respect those around me including team-mates, opponents, coaches and officials
- ✓ I will be honest and play fairly in everything I do and never deliberately cheat or be dishonest
- ✓ I will accept officials' decisions without question or complaint
- ✓ I will arrive for training and competition on time and will inform someone if I am unable to attend or will be late
- ✓ I will listen carefully when spoken to and act as directed where appropriate
- ✓ I will use the correct equipment for the sport and will look after it to the best of my ability
- ✓ I will never upset those around me or keep quiet if someone else is being upset
- ✓ I will congratulate all participants on their performance regardless of the game's outcome
- ✓ I will give my opponents a hand if they need it and accept apologies from them when they are offered
- ✓ I will always do my best and give 100% effort in whatever I do
- ✓ As a young person taking part in sporting activities I recognise that I am an ambassador for my sport and others taking part in sport

We are committed to your enjoyment when you are playing badminton. If anything or anyone worries or upsets you then you should tell someone about it so that they can help you.

To find out more people who can help go to www.badmintonengland.co.uk/keepingkidssafe





4. Guidelines for the Use of Photographic Equipment

Definition

Photographic Images and Video Images includes the use of cameras, digital cameras, video recorders, mobile phones and PDAs

Introduction

Badminton England is committed to providing a safe environment for children/young people under the age of 18. Essential to this commitment, is to ensure that all necessary steps are taken to protect children/young people from the inappropriate use of their images in resource and media publications, on the internet, and elsewhere.

Photographs can be used as a means of identifying children and young people when they are accompanied with personal information, for example, - *this is X who is a member of Hometown Badminton Club who likes Westlife and supports Manchester United*. This information can make a child vulnerable to an individual who may wish to start to "groom" that child for abuse.

Secondly, the content of the photo can be used or adapted for inappropriate use. While this is rare, there is evidence of adapted material finding its way onto websites contacting images of child abuse. Badminton England will therefore work to implement a clear policy in relation to the use of images of children/young people on their websites and in other publications.

Adopting Best Practice

By adopting the points highlighted in these guidelines, Badminton England and its regions, counties and clubs will be putting into place the best possible practice to protect children/young people wherever and whenever photographs and recorded images are taken and stored.

These guidelines focus on the following **key areas**:

- The publishing of photographic and/or recorded images of children/young people
- The use of photographic filming equipment
- The use of video equipment as a promotional material/coaching aid

And adopt the following **key principles**:

- The interests and welfare of children taking part are paramount
- Parents/carers and children have a right to decide whether children's images are to be taken, and how those images may be used
- Parents/carers and children must provide written consent for children's images to be taken and used
- Images should convey the best principles and aspects of Badminton, such as fairness and fun
- Care should be taken to ensure that images are not sexual or exploitative in nature, nor open to obvious misinterpretation and misuse

Safeguarding and Protecting Young People Guidelines

- Images should only be taken by authorised persons, as agreed in the protocol for a particular event/ programme
- All images of children should be securely stored
- In the case of images used on web-sites, particular care must be taken to ensure that no identifying details facilitate contact with a child by a potential abuser

Publishing Images - Easy Rules to Remember:

- Ask for written permission from the player and parent/carer to take and use their image. This ensures that they are aware of the way the image is intended to be used to represent the sport/programme. The Consent Form is one way of achieving this.
- If the player is named, avoid using their photograph
- If a photograph is used, avoid naming the player, and NEVER publish personal details (e.g. email addresses, telephone numbers, addresses etc) of a child/young person
- Only use images of players in suitable dress to reduce the risk of inappropriate use. Try to focus on the activity rather than a particular child and where possible
- Use photographs that represent the broad range of children/young people taking part in Badminton.
- Ensure that images reflect positive aspects of children's involvement Badminton (enjoyment/competition etc)

Use of Photographic Filming Equipment

Badminton England does not want to prevent parents, carers or other spectators being able to take legitimate photographs or video footage of players/participants. However, there is evidence that certain individuals will visit sporting events to take inappropriate photographs or video footage of children/young people. All staff and volunteers should be vigilant about this possibility. Any concerns during a programme should be reported to the Welfare Officer.

ACTION and IMPLEMENTATION

When planning a programme the following steps should be taken:

Accreditation procedure:

- Develop a system to record individual's name and address
- Professionals are required to register prior to the event and their identification details are recorded
- Ideally identification details should be checked with the issuing authority prior to the programme
- On registering, organisers of programmes should issue an identification label on the day, which can serve to highlight those who have accreditation.
- Where regular programmes occur, the identifying label should be changed to prevent unofficial replication
- Professional photographers/ filming / video operators wishing to record the programme should seek accreditation with the programme organiser by producing their professional identification for the details to be recorded
- Ideally they should request this at least 5 working days before the programme
- Students or amateur photographers / film / video operators wishing to record the programme should seek accreditation with the programme organiser by producing their student or club registration card and a letter from their organisation / educational establishment outlining their motive for attending the programme

- All other spectators wishing to use photographic / film / video equipment with a telescopic or zoom lens should register their intent with the organiser of the programme

Use of Video as a Promotional/Coaching Aid

Implementation

- Players and their parents should be aware that this is part of the coaching programme and clear of the purpose of filming as a coaching aid
- Care should be taken in the storing of coaching films to avoid inappropriate use
- Seek written permission from the player and parent for the use of photography and video analysis
- When filming, ensure that there is an appropriate approved adult



Template 5. Photography and Video Recording Registration Form

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

Personal Details			
Name			
Address			
Post Code			
Home Phone		Mobile Phone	

Details about the Event/Programme 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			
<p>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 England and confirm that the photographs or recorded images will only be used in an appropriate manner:</p> <p>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 in the future and that the incident may be reported to the Safeguarding Manager Badminton England and managed within the Safeguarding Policies and procedures</p>			
Signature of Applicant		Date	



BADMINTON
ENGLAND
Play it. Love it. Live it.

Template 6. Parental and Young Person Consent Form for the use of Photographs and Recorded Images

This form should be completed by the young person and their parent to confirm that they are aware that photographs and video footage may be taken at the event/activity detailed below and that they give permission for such footage to include the young person. A separate form should be completed for each young person involved in the event/activity.

Organisation Seeking Consent to take photographs or video			
Organisation Name			
Lead Person			
Home Phone		Mobile Phone	
Details about the Event/Programme/Activity for which consent to take photos/video is sought			
Description of Event/ Programme/ Activity			
Venue (s)			
Date(s)			
Describe how the images will be used			

The above named organisation:

- Recognises the need to ensure the welfare and safety of all young people. As part of our commitment to ensure the safety of young people we will not permit photographs, recorded images or other images of young people to be taken or used without the consent of the parents and the young person.
- Will follow the guidance for the use of images and video of young people as detailed in the BADMINTON England guidelines to ensure these images are used solely for the purposes they were intended for.

If you become aware that images are being used inappropriately you should inform the Welfare Officer immediately

Declaration by Parent/Guardian			
I give my consent for photographs or video footage to be taken of the young person names below under the above stated rules and conditions. I confirm that I have legal parental responsibility for this young person and am entitled to give this consent. I also confirm that there are no restrictions ² related to taking photos			
Signature of Parent/Guardian		Date	
Parent/Guardian Name			

Declaration by Young Person			
I give my consent for photographs or video footage to be taken of me under the above stated rules and conditions.			
Signature of Young Person		Date	
Young Person Name			

² E.g. your child is on any register or is in care



5. Recognising Poor Practice, Abuse and Bullying

Introduction

All adults working in Badminton have a duty of care and responsibility to act if they have any concerns about the behaviour of someone (an adult or another child) towards a young person and to follow the procedures in this document. Badminton organisations should therefore encourage and expect staff to discuss any concern they may have about the welfare of a person immediately with the designated person - this might be the Welfare Officer, chairperson, president, team manager, official or coach.

Designated Persons have been recruited within the counties and clubs and are known as Welfare Officers. They are there to support you and will enable concerns to be expressed and acted upon in confidence.

It is NOT your responsibility to decide if a situation is poor practice, abuse or bullying BUT IT IS YOUR RESPONSIBILITY TO REPORT YOUR CONCERNS TO THE WELFARE OFFICER

Poor Practice

Poor practice may be defined as any action or behaviour that contravenes the following:

- the BADMINTON England Safeguarding and Protecting Young people Policy and Procedures
- the BADMINTON England's Anti Bullying Policy
- the BADMINTON England Code of Conduct
- the BADMINTON England Equity Policy
- the accepted roles and responsibilities of a coach
- the BADMINTON England Health, Safety and Policy
- best coaching practice as advocated through the BADMINTON England coach education programme or resource materials

Abuse and Bullying

Abuse can and does occur in a wide range of settings, including sport and can happen wherever there are young people. The effects of abuse can be so damaging and if untreated, they may impact upon a person into adulthood. Abuse is a description of ways in which individuals harm children and young people, often by those who they know and trust.

It is generally acknowledged that there are four types of abuse as defined on the following pages. Bullying is defined clearly within the BADMINTON England's Anti Bullying Policy

Abuse can occur outside of the badminton setting or within the badminton setting. It is important that any feelings about abuse are recognised but that we all take responsibility to act if we have a concern about a child or young person.

It is therefore crucial that all allegations and suspicions are treated seriously and appropriate actions taken. An environment that explicitly attempts to identify and report possible abuse or poor practice helps create a safer culture for children and young people.

It is NOT your responsibility to decide if a situation is poor practice, abuse or bullying BUT IT IS YOUR RESPONSIBILITY TO REPORT YOUR CONCERNS TO THE WELFARE OFFICER

The Four Main Types of Abuse and Bullying

Neglect

Neglect occurs where adults fail to meet a young person's basic physical and/or psychological needs likely to result in the serious impairment of the young person's health or development. (e.g. failure to provide adequate food, shelter and clothing, failing to protect a young person from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment.) It may also include refusal to give young people love, affection and attention.

Neglect in Badminton could include a teacher or coach not ensuring young people were safe, exposing them to undue cold or to unnecessary risk of injury.

Physical abuse

This occurs when individuals including other young people, deliberately inflict injuries on a child or young person, or knowingly do not prevent such injuries. It includes injuries caused by hitting, shaking, squeezing, biting or using excessive force. It also occurs when young people are given alcohol, or inappropriate drugs, or there is a failure to supervise their access to these substances.

Physical abuse in Badminton may be when the nature and intensity of training and competition exceeds the capacity of the young person's immature and growing body, where drugs are used to enhance performance

Sexual abuse

Girls or boys can be abused by adults, (both male and female), or other young people. This may include encouraging or forcing a child or young person to take part in sexual activity, inappropriate touching of a young person or the taking of inappropriate photographs.

In Badminton, coaching techniques that involve physical contact with young people could potentially create situations where sexual abuse may go unnoticed. The power of the coach over young performers, if misused, may also lead to abusive situations developing.

Emotional abuse

This occurs when individuals persistently fail to show young people due care with regard to their emotional welfare, when a young person may be constantly shouted at, threatened or taunted, or be subjected to sarcasm and unrealistic pressures. There may also be over protection, preventing young people from socialising, or bullying to perform to high expectations. The young person may lose self-confidence and may become withdrawn and nervous.

Emotional abuse in Badminton may occur if children are subjected to constant criticism, name calling, and sarcasm, bullying or unrealistic pressure to perform to high expectations consistently.

Bullying

Bullying may be deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves. Bullying results in pain and distress to the victim.

Bullying can be:

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

6. Taking Appropriate Action

NO ACTION IS NOT AN OPTION

If you find yourself in the following situations YOU MUST FOLLOW THE BADMINTON ENGLAND REPORTING PROCEDURES:

- concerned about poor practice in a badminton situation
- concerned about possible abuse within a badminton situation
- a young person (or another party) tells you that they are concerned about the behaviour of another towards them/child or young person in a badminton situation
- you are aware of or concerned about the possible abuse of a child/young person outside of the badminton situation

Reporting Procedures

As a volunteer, coach, parent or member of Badminton England the following guidelines should be followed where there is a concern relating to the welfare of a young person.

- If the young person is in immediate danger or has been physically injured ensure they are safe and contact police or children's social care (social services)
 - If the young person is not in immediate danger but you have concerns either:
 - Discuss the concerns with the relevant welfare officer who will advise on the correct procedure for referring your concern appropriately
- OR**
- Contact the Badminton England Safeguarding Lead Officer
 - Make a note of what you have seen or heard but do not delay in passing on the information. Complete a Badminton England Incident Record Form (appendix xxxx) as soon as possible.

It is NOT your responsibility to decide if a situation is poor practice, abuse or bullying BUT IT IS YOUR RESPONSIBILITY TO REPORT YOUR CONCERNS TO THE WELFARE OFFICER

Working in an Affiliated Club

- you must report your concerns or any information received to the Club Welfare Officer, who will refer the matter to the BADMINTON England Safeguarding Lead Officer

Working on behalf of the County

- you must inform the County Welfare Officer, who will refer the matter to the BADMINTON England Safeguarding Lead Officer

Working in a school

- you must inform the designated teacher, who will follow their reporting procedures

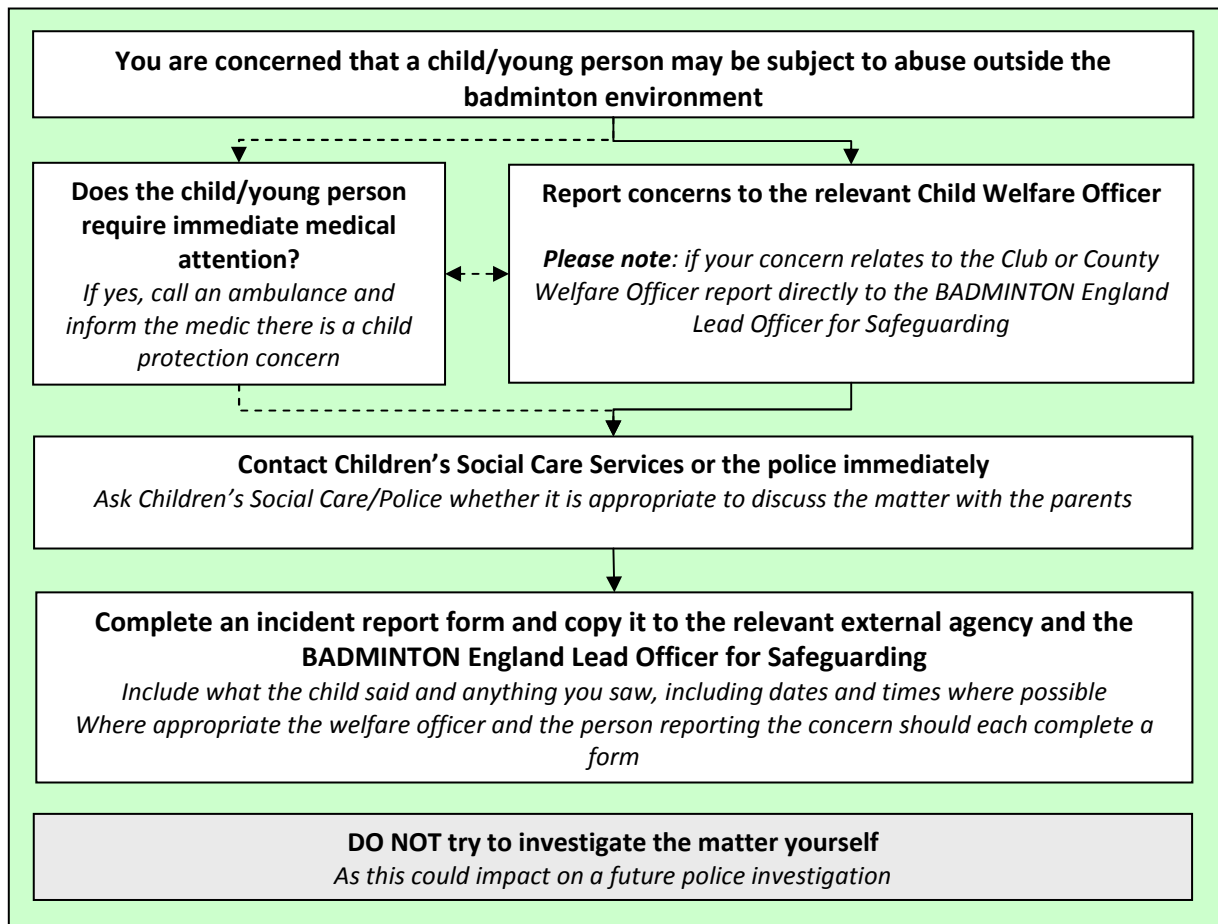
Working on a local authority programme

- you must inform the designated person, who will follow their reporting procedures

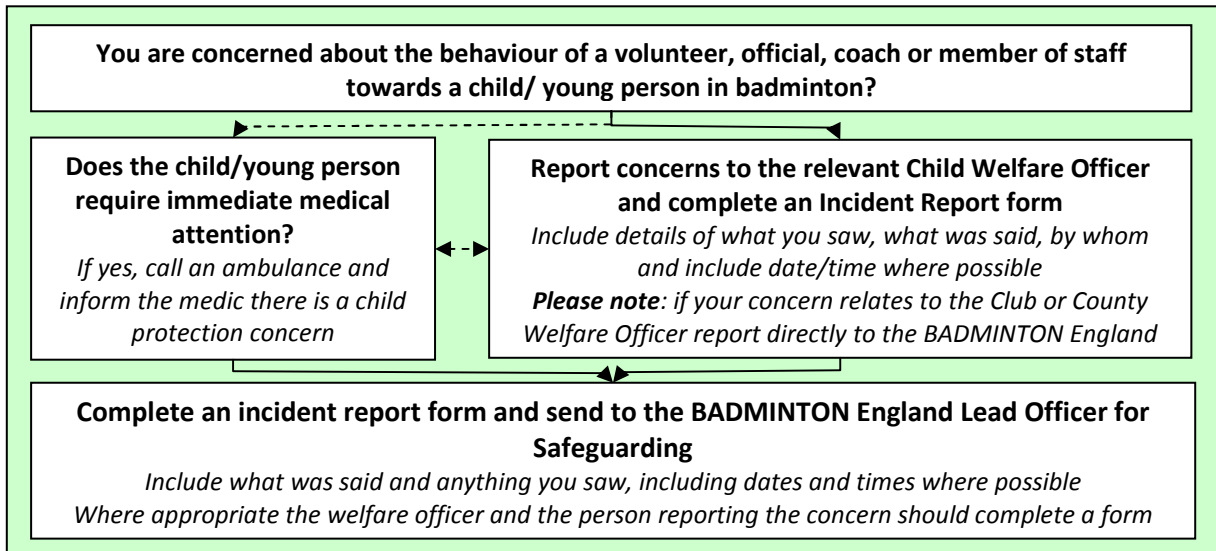
Working in a Local Authority Facility

- you must inform the nominated officer and the BADMINTON England Safeguarding Lead Officer who will follow their reporting procedures

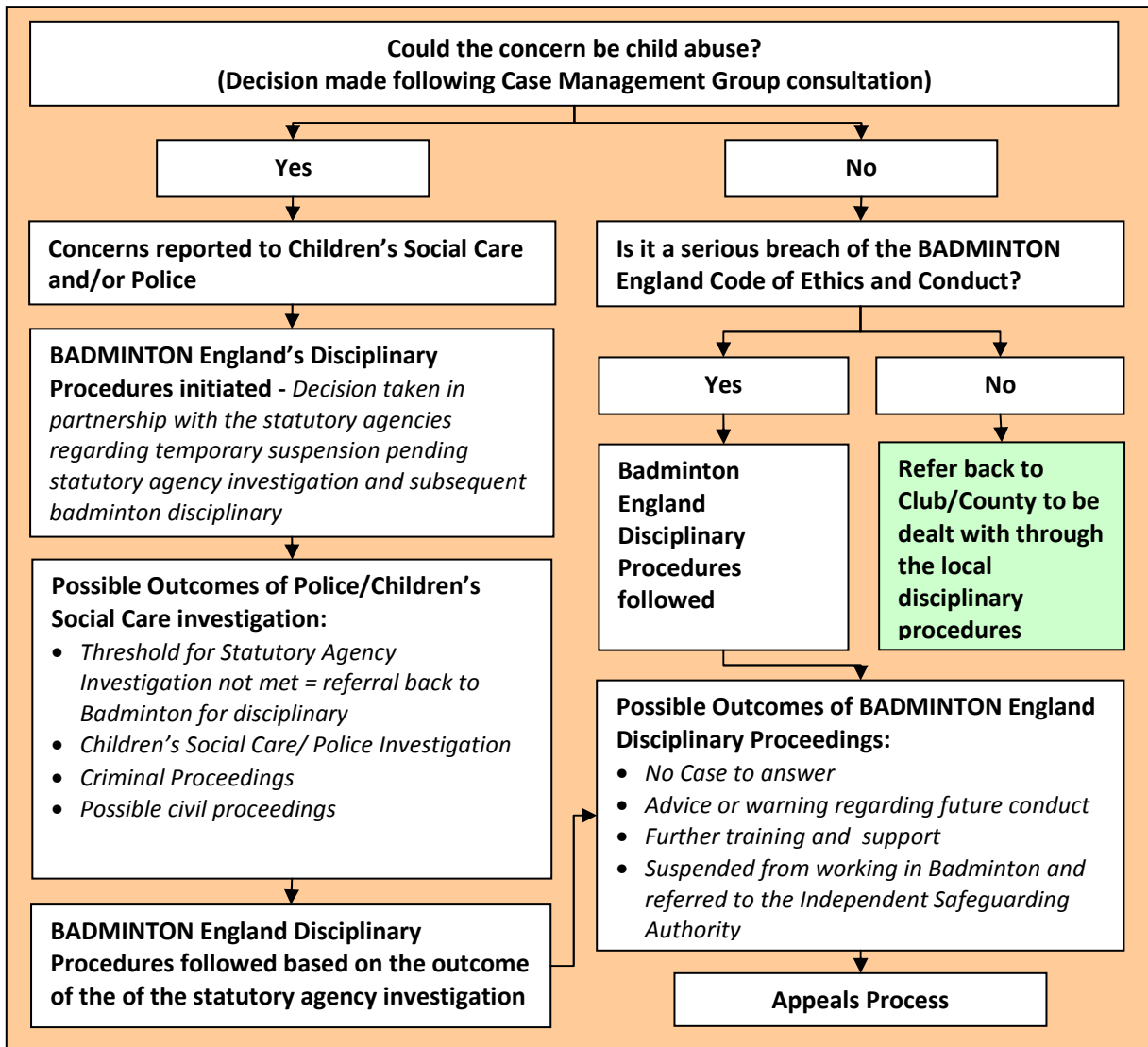
Reporting and Managing Possible Abuse Outside of Badminton



Reporting and Managing Poor Practice or Possible Abuse in Badminton



What happens next?



Confidentiality

- Every effort must be made to ensure that confidentiality is maintained when an allegation has been made and is being investigated
- Only tell individuals who need to know and can help to manage the concern

Confidentiality is essential and if maintained will ensure:

- the safety of the child involved
- that action is taken to protect the child
- that individuals involved in any complaint are protected from gossip and assumptions
- individuals who have a complaint against them receive fair treatment, without prejudice or pre judgment
- All policies, procedures and systems can work to manage any situation quickly, professionally and effectively

Impact if Confidentiality if breached

If Confidentiality is breached the following can happen:

- the child is put in danger either by
 - further inappropriate action of any adult involved or
 - other individuals who hear about any concern through rumours
 - through lack of action
- any investigation by either Badminton England or the statutory agencies may be invalidated by misinformation or rumours
- individuals with a complaint against them may be victim to inappropriate behaviour from club members
- the policies, procedures and systems in place will not support or uphold any complaint or concern

Whistle blowing

(taken from BADMINTON England Safeguarding and Protecting Young People Policy)

- All suspicions and allegations must be taken seriously and appropriately reported. It is recognised that strong emotions can be aroused particularly in cases where any form of abuse or poor practice is suspected or where there is loyalty, sometimes misplaced, to a colleague or someone who you is known to you. Individuals may not express concerns because they fear harassment or victimisation. In these circumstances it is important to understand these feelings but not to allow them to interfere with the need to ensure that concerns are reported appropriately. Not acting is not an option.
- BADMINTON England is committed to the highest possible standards of openness, honesty and accountability. In line with that commitment, all members are encouraged to come forward and voice any concerns. It is recognised that certain cases will have to proceed on a confidential basis.
- BADMINTON England will support any individual who reports any concerns relating to the welfare of a child(ren), poor practice or possible abuse in good faith but who feels unable to communicate those concerns to their welfare officer (County or Club) or follow normal procedures for any reason.
- If there is a concern about the welfare of a child, or with regard to the behaviour of an adult towards a young person or young person to young person, it is important that you share your concerns with the BADMINTON England Safeguarding Manager (contact details for whom can be found in the Safeguarding and Protecting Young People Guidelines at www.badmintonengland.co.uk/safeguarding)
- All information received will be treated in confidence and only shared on a 'need to know' basis with those individuals who will be able to manage and resolve the situation. On occasion it may

Safeguarding and Protecting Young People Guidelines

be necessary to seek advice, or inform the statutory agencies e.g. The Police or Children's Service Authority

- All concerns will be taken seriously and managed accordingly within the Safeguarding and Protecting Young People in Badminton Policies and Procedures.
- Where an individual feels unable to report concerns internally they are encouraged to contact the NSPCC Helpline [0808 800 5000], the Police or Children's Social Care.



Template 7 Child Protection Incident/Concern Referral Form

Badminton Club or County: _____

Your name: _____

Your position/role: _____

Your contact telephone number(s) _____

Your email address _____

Child's name: _____

Child's address: _____

Child's date of birth: _____

Child's disability (if any): _____

Child's ethnic origin: _____

White	British	<input type="checkbox"/>	Irish	<input type="checkbox"/>	White - other	<input type="checkbox"/>
Mixed	White & Black Caribbean	<input type="checkbox"/>	White & Black African	<input type="checkbox"/>	White & Asian	<input type="checkbox"/>
Asian/Asian British	Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
Black/Black British	Caribbean	<input type="checkbox"/>				
Chinese		<input type="checkbox"/>				
Other		<input type="checkbox"/>				

Parents / Guardians names, addresses & contact numbers:

Date and time of incident/concern:

Your observations (if concerns have been communicated to you record what was said and give the name, role & contact details of the individual(s) who have communicated the information. All concerns should be recorded and referred to the Badminton England Child Protection Lead Officer even if anonymously referred, overheard etc));

Safeguarding and Protecting Young People Guidelines

Exactly what the child said and what you (or the individuals involved if not you) said. Remember, do not lead the child – record actual details. Continue on separate sheet if necessary):

Action taken so far:

Who have you informed (please include names and contact details e.g. phone and email if known):

Date	Name	Position	Contact Details

Other information (e.g.: child’s demeanour, any previous concerns relating to individual(s) involved or allegedly involved in incident or cause for concern, names & contact details of witnesses etc)

Signature _____ Time/Date _____

PLEASE CONTINUE ON A SEPARATE SHEET IF NECESSARY

**Completed forms should be sent to the club or county child welfare officer and also to
Child Protection Officer, BADMINTON England, Milton Keynes, MK8 9LA**

7. Managing Player Behaviour Guidelines (developed by the CPSU and Children 1st)



Staff/volunteers who deliver sports activities to children may, on occasions, be required to deal with a child's challenging behaviour.

These guidelines aim to promote good practice and to encourage a proactive response to supporting children to manage their own behaviour. They suggest some strategies and sanctions which can be used and also identify unacceptable sanctions or interventions which must never be used by staff or volunteers.

The guidelines will also include the views and suggestions of children.

These guidelines are based on the following principles:

- The welfare of the child is the paramount consideration
- All those involved in activities (including children, coaches/volunteers and parents/carers) should be provided with clear guidelines about required standards of conduct, and the organisation/club's process for responding to behaviour that is deemed unacceptable
- Children must never be subject to any form of treatment that is harmful, abusive, humiliating or degrading
- Some children exhibit challenging behaviour as a result of specific circumstances, eg a medical or psychological condition, and coaches may therefore require specific or additional guidance. These and any other specific needs the child may have should be discussed with parents/carers and the child in planning for the activity, to ensure that an appropriate approach is agreed and, where necessary, additional support provided e.g. from external agencies, Children's Social Care services etc
- Sport can make a significant contribution to improving the life experience and outcomes for all children and young people³. Every child should be supported to participate and, only in exceptional circumstances where the safety of a child or of other children cannot be maintained, should a child be excluded from club activities

Planning Activities

Good coaching practice requires planning sessions around the group as a whole but also involves taking into consideration the needs of each individual athlete within that group. As part of session planning, coaches should consider whether any members of the group have presented in the past or are likely to present any difficulties in relation to the tasks involved, the other participants or the environment.

Where staff/volunteers identify potential risks, strategies to manage those risks should be agreed in advance of the session, event or activity. The planning should also identify the appropriate number

³ Go to www.evrychildmatters.gov.uk for more information about the government's strategy for achieving improved outcomes for all children

of adults required to safely manage and support the session including being able to adequately respond to any challenging behaviour and to safeguard other members of the group and the staff/volunteers involved.

When children are identified as having additional needs or behaviours that are likely to require additional supervision, specialist expertise or support, this should be discussed with parents/carers and where appropriate young people. The club should seek to work in partnership with parents/carers, and where necessary external agencies, to ensure that a child or young person can be supported to participate safely.

Agreeing Acceptable and Unacceptable Behaviours

Staff, volunteers, children, young people and parents/carers should be involved in developing an agreed statement of what constitutes acceptable and unacceptable behaviour (code of conduct) and the range of sanctions which may be applied in response to unacceptable behaviour. This can be done at the start of the season, in advance of a trip away from home or as part of a welcome session at a residential camp.

Issues of behaviour and control should regularly be discussed with staff, volunteers, parents and children in the context of rights and responsibilities. When children are specifically asked, as a group, to draw up a code of conduct that will govern their participation in club activities, experience indicates that they tend to arrive at a very sensible and working set of 'rules' with greater 'buy-in' from participants than those simply imposed by adults within the club. If and when such a code is compiled, every member of the group can be asked to sign it, as can new members as they join.

Managing Challenging Behaviour

In responding to challenging behaviour the response should always be proportionate to the actions, be imposed as soon as is practicable and be fully explained to the child and their parents/carers. In dealing with children who display negative or challenging behaviours, staff and volunteers might consider the following options:

- Time out - from the activity, group or individual work
- Reparation - the act or process of making amends
- Restitution - the act of giving something back
- Behavioural reinforcement - rewards for good behaviour, consequences for negative behaviour
- De-escalation of the situation - talking through with the child
- Increased supervision by staff/volunteers
- Use of individual 'contracts' or agreements for their future or continued participation
- Sanctions or consequences e.g. missing an outing
- Seeking additional/specialist support through working in partnership with other agencies to ensure a child's needs are met appropriately e.g. referral for support to Children's Social Care, discussion with the child's key worker if they have one, speaking to the child's school about management strategies (all require parental consent unless the child is felt to be 'at risk' or 'in need of protection')

- Temporary or permanent exclusion

The following should never be permitted as a means of managing a child's behaviour:

- Physical punishment or the threat of such
- Refusal to speak to or interact with the child
- Being deprived of food, water, access to changing facilities or toilets or other essential facilities
- Verbal intimidation, ridicule or humiliation

Staff and volunteers should review the needs of any child for whom sanctions are frequently necessary. This review should involve the child, parents/carers and in some cases others involved in supporting or providing services for the child and his/her family, to ensure an informed decision is made about the child's future or continued participation. As a last resort, if a child continues to present a high level of risk or danger to him or herself, or others, he or she may have to be suspended or barred from the group or club activities.

Physical Intervention

The use of physical intervention should always be avoided unless it is absolutely necessary to prevent a child injuring themselves or others, or causing serious damage to property. All forms of physical intervention should form part of a broader approach to the management of challenging behaviour.

Physical contact to prevent something happening should always be the result of conscious decision-making and not a reaction. Before physically intervening, the member of staff or volunteer should ask themselves, 'Is this the only option in order to manage the situation and ensure safety?' It is good practice to ensure that if you have to physically intervene in a situation with a child/young person, it is in the least restrictive way necessary to prevent them from getting hurt, and used only after all other strategies have been exhausted.. Studies have shown that, where this is the case, children and young people understand and accept the reasons for the intervention.

The following must always be considered:

- Contact should be avoided with buttocks, genitals and breasts. Staff/volunteers should never behave in a way which could be interpreted as sexual
- Any form of physical intervention should achieve an outcome that is in the best interests of the child whose behaviour is of immediate concern
- Staff/ volunteers should consider the circumstances, the risks associated with employing physical intervention compared with the risks of not employing physical intervention
- The scale and nature of physical intervention must always be proportionate to the behaviour of the young person and the nature of harm/ damage they might cause
- All forms of physical intervention should employ only a reasonable amount of force -ie the minimum force needed to avert injury to a person or serious damage to property - applied for the shortest period of time

- Staff/volunteers should never employ physical interventions which are deemed to present an unreasonable risk to children or staff/volunteers
- Staff/volunteers shall never use physical intervention as a form of punishment
- Physical intervention should NOT involve inflicting pain
- Where children are identified as having additional needs or behaviours that are likely to require physical intervention this should be discussed with parents/carers and where necessary the club will seek advice from or to work in partnership with external agencies (e.g. Children's Social Care) to ensure that a child or young person can be supported to participate safely. This may include asking for the provision of a suitably trained support worker/volunteer or accessing staff/volunteer training in physical intervention

Any physical intervention used should be recorded as soon as possible after the incident by the staff/volunteers involved using the Incident Report Form and passed to the Club Welfare/Child Protection Officer as soon as possible.

Views of the child

It is clear from the accounts of children and young people that physical intervention provokes strong feelings. Children may be left physically or emotionally hurt. Even a child who hasn't directly been involved in the situation may be fearful that it will happen to them in future or have been upset by seeing what has happened to others.

A timely debrief for staff/volunteers, the child and parents should always take place following an incident where physical intervention has been used. This should include ensuring that the physical and emotional well-being of those involved has been addressed and ongoing support offered where necessary.

Staff/ volunteers, children and parents should be given an opportunity to talk about what happened in a calm and safe environment.

There should also be a discussion with the child and parents about the child's needs and continued safe participation in the group or activity.

It is important that staff and volunteers are made aware of and understand the organisation/club's guidance about managing challenging behaviour to ensure that they are aware of ways in which they may need to intervene and are clear about the practice guidance in this area.

A policy for managing challenging behaviour

In conclusion, all organisations that have a duty of care to children and young people should develop and implement a policy and procedures on managing challenging behaviour or consider incorporating this into their child protection policy. It should clearly set out the following:

- The standard of conduct expected from staff/volunteers and participants.
- How the organisation will respond to unacceptable behaviours.
- How your organisation will respond to 'high risk' behaviours'. This will give children and young people a clear message about when staff may need to get involved to stop a particular form of behaviour, and describe options to avoid confrontation through for example, time out.
- The circumstances in which children will be restrained. A decision to restrain a child should be firmly based on the safety of the child and must **NEVER** be made as a punishment or to get children to comply with instructions.

- The guidance, information or any support and/or training available to staff/volunteers, particularly where they are supporting a child with recognised challenging behaviour to access club activities.
- The circumstances where external agencies will be contacted for support or in response to concerns e.g. – Children’s Social Care services, the Police.
- What will happen after an incident? Your organisation must have in place arrangements to check on the physical and emotional wellbeing of the child and staff, guidance on recording, who should be informed and a system for recording and monitoring.

This briefing has been developed from “Creating a Safe Environment in Sport, Scottish Governing Bodies Child Protection Guidelines” (sportscotland/ Children 1st)

8. Child Welfare Officers

Introduction

The **Child Welfare Officer** is a key role within Badminton within the club and within the county. BADMINTON England has a vision of a Child Welfare Officer in every county and junior club to ensure that child welfare is central to the philosophy of the club. By designating someone to this role, we move a step closer to achieving this and ensuring that safeguarding and protecting young people, is managed proactively across the sport.

The Role of the Child Welfare Officer

The Club/County must use a fair and open recruitment process to identify the best person to fulfill this role

The Child Welfare Officer is responsible for:

Implementation of the Safeguarding Policy and Procedures

- Ensure the club/county adopts and promotes BADMINTON England Safeguarding and Protecting Young People In Badminton policy, procedures and guidelines
- Ensure the club/county has an implementation plan and monitoring systems for safeguarding and Protecting Young People In Badminton
- Ensure that all club members are aware of and adhere to Codes of Conduct
- Ensure that parents and young people are aware of the club/county safeguarding policies and procedures and how they can voice their any concerns or issues they may have
- Ensure that CRB checks are fulfilled for all club members who require a check (see BE Safeguarding and Protecting Young People in Badminton Policy)
- Sit on the committee within the club/county to advise and promote safeguarding

Managing Concerns

- Be the first point of contact for parents, volunteers, children / young people where concerns about children's welfare, poor practice or potential child abuse are identified.
- Report incidents / concerns to BADMINTON England Child Welfare manager
- Ensure that all concerns and incidents are recorded using an BE Incident Form
- Work with and be guided by BADMINTON England Child Welfare manager to support the management of any reported concerns
- Ensure confidentiality is maintained
- Promote anti discriminatory practice
- Be aware of local Children's Services, Police Protection Units and Local Safeguarding Children's Boards

Training

- Ensure that all club/county members attend safeguarding awareness training
- Ensure that all club/county members with responsibility for young people and children access training to support them to fulfil their role

Skills

- Child centred approach
- Listening
- Basic administration – maintain records
- Basic advice and support provision
- Communication skills
- Recording skills

Knowledge and Training

BADMINTON England requires all Club/County Welfare Officers to have the working knowledge as detailed below. ALL club/county welfare officers will be expected to gain and develop this through attending:

- scUK Safeguarding and Protecting Children in sport
- Time To Listen

Knowledge.....

- Define and apply BADMINTON England Safeguarding and Protecting Young People in Badminton Policy, Procedures and Guidelines
- Clearly define their role within Safeguarding and Protecting Young People In Badminton
- Recognise poor practice and potential abuse – behaviour which is harmful to young people
- Describe the role of the statutory agencies in Safeguarding and Protecting Children and Young People
- Use core values and principles underpinning good practice
- Awareness of equalities issues and child / vulnerable adult protection.



9. Useful Contacts

BADMINTON England

National Badminton Centre
Milton Keynes
MK8 9LA

National Lead for Safeguarding
Katherine Taylor
01908 268400 / 07738 890309

Website: www.badmintonengland.co.uk

Tel: 01908 268400

safeguarding@badmintonengland.co.uk

Safeguarding Administrator
Heidi Thomas
01908 268400

NATIONAL CONTACTS

The NSPCC

National Centre,
42 Curtain Road,
London EC2A 3NH.

Website: www.nspcc.org.uk

Tel: 020 7825 2500

Free phone 24 hour helpline: 0808 800 5000

Child Protection in Sport Unit

NSPCC National Training Centre,
3 Gilmour Close,
Beaumont Leys,
Leicester LE4 1EZ.

Website: www.thecpsu.org.uk

Tel: 0116 234 7278 / 7217 / 7224

Fax: 0116 234 7251

Email: cpsu@nspcc.org.uk

Childline UK

Freepost 1111, London N1 0BR.

Tel: 0800 11 11

Northern Ireland Childline

1st Floor, Queens House, 14 Queen Street
Belfast, BT1 6ED

Tel: 0800 11 11

Tel: 0870 336 2945

Criminal Records Bureau

PO Box 91,
Liverpool, L69 2UH

Website: www.crb.gov.uk

Tel: 0870 90 90 811

Sports Coach UK

114 Cardigan Road,
Headingley, Leeds LS6 3BJ

Website: www.sportscoachuk.org

Tel: 0113 274 4802

LOCAL CONTACTS – To be inserted as appropriate

INSERT CONTACT DETAILS

Local Safeguarding Children Boards (LSCB)

(please note your LSCB, which can be contacted via your local authority, will be able to provide details of all local contacts for Child Protection)

Local Children's Social Care (Social Services)

(including out of office hours contact)

N.B. In an emergency, the Samaritans will hold the Social Services Duty Officer's contact number

Local Police child protection teams (Child Abuse Investigation Team)

In an emergency phone 999.

**Template 8 : Safeguarding and Protecting Children and Young People
Information
[INSERT BADMINTON CLUB NAME]**



HOW TO REPORT A CONCERN

The Club's Welfare and Protection Officer is:

[INSERT WELFARE OFFICER NAME]

[INSERT PHONE NUMBER]

[INSERT EMAIL ADDRESS]

[INSERT ADDRESS]

What to do if you have a concern

- If your concern is regarding a specific incident please make a note of the date and time it occurred and report it as soon as possible. Please also make a note of the key facts relating to the incident
- If you have a general concern please make a note of the main points of your concern and report them to NAME
- If you are not sure about whether to report a concern or not we advise that you do report it, it is important that the club is aware of your concerns even if you are unsure about them. The club's employees are bound by their codes of conduct to treat all reports with the utmost discretion and confidentiality.
- If for any reason you do not wish to raise your concern with NAME, please
- contact Alternative Name (head coach) or Another Name (committee person??)

Ways of making contact

- You can raise your concerns in person by speaking to the above named Welfare Officers either at training or at a competition
- You can phone them or send them an email or letter if you prefer
- You can send a letter anonymously highlighting your concerns – however, please be aware that it is much more difficult to address the problem if we cannot contact the person who has noticed it. We do have a 'whistleblowing policy' that protects those who report concerns

Please remember that these guidelines are for children as well as parents. It doesn't matter who makes the report, or how old they are, everyone's concerns are equally important and will be treated seriously

10. Child Protection Guidance for Taking Junior Players Away and Organising Junior Events



BADMINTON England is developing separate guidance in these areas. These guidance documents will be made available to download from www.badmintonengland.co.uk/safeguarding