



Phoenix Korfball Club

Club policies

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Code of Conduct Policy

Introduction

Phoenix Korfball Club is fully committed to promoting and safeguarding the wellbeing of all members and visitor to the club. Phoenix Korfball Club believes it is important that members, coaches, administrators, parents/guardians and spectators associated with Phoenix should, at all times, show respect and understanding for the safety and welfare of others. Therefore, everyone is encouraged to be open at all times and to share any concerns or complaints they may have about any aspect of their club or association with any member of the Committee.

All members, parents/guardians (if under 18) and their spectators should abide by the following Code of Conduct which is intended to ensure that acceptable and consistent standards of behaviour are observed by all. Phoenix Korfball Club remains appreciative of all those who undertake roles, in whatever capacity, and whether up-front or behind the scenes, for the benefit of Phoenix.

Code of Conduct

- Phoenix encourages openness and transparency and so the expression of alternative views is welcomed to stimulate healthy discussion that could be beneficial to the club in the long run.

- Phoenix members should be aware of the club Welfare, Equality and Diversity and Child Protection Policies when using social media to share information or comments on the club
- Those in higher-profile roles must also understand that they can be seen as role models for korfballers, parents/carers of those under the age of eighteen years.
- Any volunteer working with anyone under the age of 18, must have read and understood the Child Protection Policy and must adhere to it. It is the duty of all to ensure the Policy is followed.
- Any volunteer must make sure they have read, and are working within, the Health and Safety Policy and Phoenix risk assessment the responsibilities contained therein.

Players

- All participants must play within the rules and respect officials and their decisions.
- The club shall be responsible for ensuring that its players, officials, representatives, spectators, and all persons purporting to be its supporters or followers, conduct themselves in an orderly fashion and refrain from violent, threatening, abusive, obscene or provocative behaviour, conduct or language whilst attending at, or taking part in, a match in which it is involved, whether at its own venue or elsewhere.
- All participants must respect opponents.
- All participants must respect their own team members.
- A participant shall not use violent, threatening, abusive, indecent, or insulting words or behaviour.
- All participants must abide by the Phoenix Health and Safety Policy at all times.
- All players should utilise sessions to improve and develop their Korfball performance.
- All players should maintain their fitness at the level to which they aspire to play.
- All players should take responsibility for their own development as players.

Players at training sessions are expected to:

- Arrive on time
- Assist in getting the resources being used out at the start of sessions and put away at the end of sessions in accordance with the risk assessment and health and safety policy (e.g. balls, posts)
- Take an active part in all sessions attended

- Attend the majority of training sessions
- Respect the coaches and not disrupt the session (e.g. talking when the coach is talking)
- Recognise the mixed abilities in the club
- Recognise that the coaches have to coach to all players; new, inexperienced, experienced, SERL, League 1, 2 and 3 players.

Coaches

Coaches at training sessions are expected to:

- Arrive on time
- Have sessions prepared
- Lead by example with their behaviour
- Recognise the different learning styles of players
- Recognise the mixed abilities in the club
- Be inclusive of all players at sessions
- Review regularly the coaching programme
- Report to the Phoenix Committee on the coaching programme
- Share session plans
- Continue to develop and broaden their knowledge of the game and coaching skills / knowledge
- Identify players for regional / representative teams.

Junior korfbal

As a club we are responsible for ensuring that all persons purporting to be our supporters or followers, including parents/guardians, comply with the following Code of Conduct.

Club officials and volunteers

- Consider the wellbeing and safety of participants before the development of performance.
- Never exert undue influence over performers to obtain personal benefit or reward.
- Develop an appropriate working relationship with participants, based on mutual trust and respect.
- Make sure all activities are appropriate to the age, ability and experience of those taking part.

- Display consistently high standards of behaviour and appearance.
- Promote the positive aspects of the sport (eg fair play).
- Follow all guidelines laid down by the national governing body.
- Hold appropriate valid qualifications and insurance cover.
- Never condone rule violations, rough play or the use of prohibited substances.
- Encourage participants to value their performances and not just results.
- Encourage and guide participants to accept responsibility for their own performance and behaviour.
- Never punish or belittle a child for losing or making mistakes.
- Publicly accept officials' judgements.
- Support every child's involvement and help him or her to enjoy their sport.
- Use correct and proper language at all times.
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Parents and carers

- Encourage your child to learn the rules and play within them.
- Discourage unfair play and arguing with officials.
- Help your child to recognise good performance, not just results.
- Never force your child to take part in sport.
- Set a good example by recognising fair play and applauding the good performances of all.
- Never punish or belittle a child for losing or making mistakes.
- Publicly accept officials' judgements.
- Support your child's involvement and help them to enjoy their sport.
- Use correct and proper language at all times.
- Encourage and guide performers to accept responsibility for their own performance and behaviour.

Adopted: March 2016

Reviewed: March 2016

Next review: August 2017

Signed Chair:DatePosition.....

Signed Committee Member:DatePosition.....

Health and Safety Policy

POLICY STATEMENT

Phoenix Korfball Club intends to ensure, as far as is reasonably practicable, that adequate measures are taken, on a proactive basis, to reduce to a minimum the risk of injury to players and spectators from Korfball activities within the UK. Our risk assessment is reviewed annually by the Phoenix Committee and is available via our website: <http://www.cambridgephoenixkorfball.co.uk>

ACTION

Phoenix Korfball Club will implement the Health and Safety Policy, issue instructions and offer advice, as appropriate, to all those associated with Phoenix Korfball Club. Everyone has a health and safety responsibility and this shared responsibility reduces the burden upon any one person or organisation to an acceptable level.

REVIEW

The Health and Safety policy will be reviewed at the end of each season (August) by the Committee. Any changes considered necessary will be introduced before the commencement of the following season.

Coaching

All those taking coaching sessions are at least at a BKA Level 1 standard.

Young players

All adults playing an active role in the coaching and managing of youngsters are DBS checked and that such checks are renewed upon expiry of the existing check. A DBS checked coach is always present at youth and senior training sessions. A complete record of DBS checks is maintained by Phoenix Korfball Club through our Child Protection Officer.

Facilities

In line with our risk assessment, prior to commencing training sessions or matches, a common-sense check of the pitch is undertaken to ensure it is safe for play and:

- (i) specifically delegate the inspection duties to responsible persons.
- (ii) set aside sufficient time before starting an activity to allow for a proper inspection of the facilities.
- (iii) not allow players, and particularly enthusiastic youngsters, to start practising on a pitch before it is considered safe to do so by the coach or manager.

Players' attire

As per the Korfball rules (at March 2016) 'no one is allowed to wear any object that could cause an injury during the game. All objects that might prove dangerous during the game are prohibited, e.g. rimless glasses, bracelets, necklaces, earrings,

wristwatches and rings. They must be either removed or taped in such a way that they are no longer dangerous.'

In addition:

'The players and officials must wear appropriate sports footwear.'

In the case of religious or medical bracelets, cover them with a sweatband if they cannot be removed. For both training sessions and matches, the coach or manager or referee must take the necessary action.

Chewing gum and eating sweets

A player must not have any items in his or her mouth. Anyone refusing to remove such items must not be allowed to take part in the activity until he or she does so.

Fingernails

All fingernails must be kept short and players must not be allowed to play whilst wearing sculptured fingernails. Players not adhering to this instruction must not be allowed to take part in the activity.

Long hair

Long hair must be tied back in such a way as not to cause a risk of injury.

Medical conditions

A player must have, or the parent or carer must ensure that the player has, the appropriate medications to hand (eg inhalers for asthma sufferers).

Medical attention

Adequate first aid facilities must be to hand at all times during matches and practice. If an injury is anything other than superficial, the player should be taken to hospital, or an ambulance called for potentially more serious injuries. For the less serious injuries, the injured player should be removed from the pitch within two minutes, unless this could worsen the injury, and treatment should be administered off the pitch as to apply, for example, water or an ice-pack on the pitch could make the floor slippery and risk further subsequent injuries.

Phoenix Korfbal Club will have least one first-aider within the club and as per the CKA rules, all match venues should have a first aid kit.

Players under the influence of alcohol, illegal drugs or other banned substances

A player must not be allowed to take part in a training session or a match if he or she is considered to be under the influence of alcohol, illegal drugs or other banned substances.

Equipment

In line with our risk assessment, prior to a match or training session, the coach or team manager shall:

- make sure the bases are stable;
- make sure the korfs/baskets are securely fixed to the posts;

- make sure the balls are in good condition;
- make sure that the posts and bases are only lifted and carried by adults;
- encourage those handling the equipment to bend their knees when lifting and putting down any items, and advise women and youths not to move the bases;
- make sure that at least two adults are present when handling these items;
- and make sure those not actually carrying these items are kept well clear of those that are.

Drinks

Only bring plastic or metal bottles to training sessions and matches and keep them well away from the playing surface at all times.

Prior notification of arrangements

Phoenix Korfball Club’s Health and Safety Policy must be drawn to the attention of all players, coaches, managers and others involved

Adopted: March 2016

Reviewed: March 2016

Next review: August 2017

Signed Chair:DatePosition.....

Signed Committee Member:DatePosition.....

Welfare Policy

Policy statement

Phoenix Korfball Club will:

- Adopt national welfare policies and procedures, adhere to the codes of conduct and respond to any suspected breaches in accordance with the Welfare Procedures
- Appoint a welfare officer and ensure that they are provided with appropriate training to act as a first point of contact for concerns about welfare issues
- Ensure that, where appropriate, all staff and volunteers operating within the club environment hold the appropriate qualifications and have undertaken the appropriate checks e.g. DBS
- Ensure that coaches, technical officials and club officers attend recommended training in welfare and safeguarding and protecting children as appropriate
- Liaise appropriately with parents/persons with parental responsibility, officials, coaches, sports scientists, national governing bodies and other relevant people/organisations to ensure that good practice is maintained
- Ensure that information is available at the club and to all club officers, team managers, coaches and officials regarding contact details for local social services, the police and the NSPCC
- Ensure that club officers and volunteers always act responsibly and set an example to others including younger members
- Respect the rights, dignity and worth of every club member and others involved in korfbal and treat everyone equally.
- Consistently promote positive aspects of the sport such as fair play and never condone rule violations or the use of prohibited or age-inappropriate substances
- Challenge inappropriate behaviour and language by others
- Place the welfare and safety of the athlete above other considerations including the development of performance
- Report any suspected misconduct by club officials, coaches, technical officials or other people involved in Korfball to the Club, Area, or National welfare officer as soon as possible.

Adopted: March 2016

Reviewed: March 2016

Next review: August 2017

Signed Chair:DatePosition.....

Signed Committee Member:DatePosition.....

Equality and Diversity Policy

MISSION STATEMENT

Phoenix Korfball Club is committed to making Korfball accessible and open to everyone who wants to be involved in the game. We recognise the importance of and are committed to equity, diversity, equal opportunities, fair treatment and respect to all involved in our club.

We will achieve this by upholding the principles of equal opportunity in the work we do. We support the development and implementation of practices that do not. This policy underpins the principles set out under the Equality Act 2010, Human Rights Act 1998, Race Relations Act 1976, Sex Discrimination Act 1975, the Disability Discrimination Act 1995, Age Discrimination Act 2006 and Rehabilitation of Offenders Act 1974 as well as any amendments to these acts and any new legislation.

The Committee at Phoenix Korfball Club fully support this policy and are responsible for its implementation and periodic review. Everyone involved in sport has a personal responsibility to meet its requirements.

POLICY STATEMENT

a, It is the aim of Phoenix Korfball Club through relationships with its members, non-members, visitors and associates that everyone will be treated fairly, with respect and on an equal and non-discriminatory basis.

b, We will not tolerate harassment, bullying, abuse or victimisation of any individual, including sexual or racially based harassment or other discriminatory behaviour (as defined below), whether verbal or physical and will work to ensure such behaviour is met with appropriate action in whatever context it occurs.

By becoming a member of Phoenix Korfball Club you are accepting the spirit and specifics outlined in this policy.

Terminologies and descriptors

Disability under the Equality act 2010 is defined as: 'a physical or mental impairment that has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities. 'Substantial' means more than minor or trivial. 'Impairment' covers, for example, long-term medical conditions such as asthma and diabetes, and fluctuating or progressive conditions such as rheumatoid arthritis or motor neurone disease. A mental impairment includes mental health conditions (such as bipolar disorder or depression), learning difficulties (such as dyslexia) and learning disabilities (such as autism and Down's syndrome). Some people, including those with cancer, multiple sclerosis and HIV/AIDS, are automatically protected as disabled people by the Act. People with severe disfigurement will be protected as disabled without needing to show that it has a substantial adverse effect on day-to-day activities.'

- Direct discrimination occurs when a person is treated less favourably than another person because of a protected characteristic. Direct discrimination also includes discrimination because a person is wrongly thought to have a particular protected characteristic or is treated as if they do.
- Indirect discrimination occurs where the effect of certain requirements, provision or practices imposed by an organisation has an adverse impact disproportionately on one group or other. Indirect discrimination generally occurs when a rule or condition, which is applied equally to everyone, can be met by a considerably smaller proportion of people from a particular group; the rule is to their advantage and it cannot be justified on other grounds.
- Discrimination arising from disability occurs when a disabled person is treated unfavourably because of something connected with their disability and this unfavourable treatment cannot be justified. Treatment can be justified if it can be shown that it is intended to meet a legitimate objective in a fair, balanced and reasonable way. If this can be shown then the treatment will be lawful. This form of discrimination can occur only if the service provider knows or can reasonably be expected to know that the disabled person is disabled.
- Positive discrimination is illegal under UK anti-discrimination law and shouldn't be confused with Positive Action. Positive discrimination generally means being favourable towards an individual or group for whatever reason outlined.
- Harassment can be described as inappropriate actions, behaviour, comments or physical contact, which may cause offence i.e. mental or physical anxiety or hurt to an individual: - It may be related to gender, gender reassignment, race, disability, sexuality, age, religion, nationality or any personal characteristic of an individual. Under the terms of the Criminal Justice Act 1994, harassment was made a criminal offence, punishable by a fine of up to £5,000 and/or a prison sentence of up to six months
- Positive action is legal and describes measures targeted at a particular group that are underrepresented in a particular programme or aspect of a sport. These measures are intended to redress past discrimination or to offset the disadvantages arising from existing attitudes, behaviours and structures. Lawful positive action measures can include: - Targeting job training at people of particular racial groups, or either gender, which have been under-represented in certain occupations or grades during the previous 12 months, or encouraging them to apply for such work. - Providing facilities to meet any specific educational, training or welfare needs identified for a specific racial group. - Special action being taken is the employment of a female coach to lead a session aimed at women, to specifically encourage uptake and participation by female players.
- Victimisation occurs when a service provider treats someone badly because they have made or supported a complaint about discrimination or harassment, or because the service provider thinks that they are doing or may do these things. It will also be victimisation if a service provider treats someone badly because they

support someone else who makes a discrimination claim. A person is not protected from victimisation if they have maliciously made or supported an untrue complaint.

- Prejudice is literally pre-judging someone. It is usually led by negative, irrational feelings, resulting from preconceived attitudes and opinions.
- Stereotyping is grouping or labelling people because they are members of a particular 'visible' group, and assuming that they have particular traits that are considered to be characteristics of that group.
- Dignity is about respectful, responsible, fair and humane behaviour, something that is reflected in the constitution.
- Disadvantage is where, as a result of discrimination, an individual or group is deprived of some or all resources and opportunities. This may affect people directly or indirectly.
- Social exclusion is when people or areas suffer from one or a combination of linked problems such as unemployment, poor skills, low income, high crime environments or lack of facilities.

Adopted: March 2016

Reviewed: March 2016

Next review: August 2017

Signed Chair:DatePosition.....

Signed Committee Member:DatePosition.....

Child Protection Policy

Mission statement

Phoenix Korfball Club is committed to making Korfball enjoyable and safe. Phoenix have a moral and legal obligation to ensure that, when given responsibility for young people, coaches and volunteers provide them with the highest possible standard of care.

Phoenix 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 training and playing with Phoenix and to allow volunteers to make informed and confident responses to specific child protection issues.

A child/young person is defined as a person under the age of 18 (Children's Act 1989)

Policy statement

Phoenix Korfball Club is committed to the following:

- the welfare of the child is paramount
- all children, whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity should be able to participate in korfball in a fun and safe environment
- taking all reasonable steps 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 volunteers who work with children will be confirmed by the CPO/Committee with regard to their suitability for that responsibility, and will be provided with guidance and/or training in good practice and child protection procedures if appropriate
- working in partnership with parents and children is essential for the protection of children

Monitor and review the policy and procedures

The implementation of procedures should be regularly monitored and reviewed. The CPO should regularly report any progress, challenges, difficulties, achievements gaps and areas where changes are required to the Committee.

The policy should be reviewed every year or whenever there is a major change in the organisation or in relevant legislation.

Promoting good practice

Introduction

To provide children with the best possible experience and opportunities in korfbal everyone must operate within an accepted ethical framework such as the Code of Conduct.

It is not always easy to distinguish poor practice from abuse. It is therefore NOT the responsibility of participants in korfbal 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.

Good practice

All those involved in working with young people at Phoenix 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 korfbal fun and enjoyable: promote fairness, confront and deal with bullying
- treat all young people equally and with respect and dignity
- always put the welfare of the young person 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 young people. Where any form of manual/physical support is required it should be provided openly and with the consent of the young person. Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the young person's consent has been given
- involve parents/cares wherever possible, e.g. where young people 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 young people in their cars
- gain written parental consent for any significant travel arrangements e.g. overnight stays
- ensure that if mixed teams are taken away, they should always be accompanied by a male and female member of staff
- ensure that at away events adults should not enter a young person's room or invite young people to their rooms

- be an excellent role model, this includes not smoking or drinking alcohol in the company of young people
- always give enthusiastic and constructive feedback rather than negative criticism
- recognising the developmental needs and capacity of the young person 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, 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

Poor practice

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

- unnecessarily spending excessive amounts of time alone with young people away from others
- taking young people alone in a car on journeys, however short
- taking young people to your home where they will be alone with you
- sharing a room with a young person
- engaging in rough, physical or sexually provocative games, including horseplay
- allow or engage in inappropriate touching of any form
- allowing young people to use inappropriate language unchallenged
- making sexually suggestive comments to a young person, even in fun
- reducing a young person to tears as a form of control
- allow allegations made by a young person to go unchallenged, unrecorded or not acted upon
- do things of a personal nature that the young person can do for themselves

When a case arises where it is impractical/impossible to avoid certain situation e.g. transporting a young person in your car, the tasks should only be carried out with the full understanding and consent of the parent/care and the young person involved.

If during your care you accidentally hurt a young person, the young person seems distressed in any manner, appears to be sexually aroused by your actions and/or if the young person misunderstands or misinterprets something you have done, report any such incidents as soon as possible to the CPO or a Committee member and make a written note of it. Parents should also be informed of the incident

Defining child abuse

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 young person 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 young person encounters in residential care or in the community, including sports and leisure activities. Any individual may abuse or neglect a young person directly, or may be responsible for abuse because they fail to prevent another person harming the young person.

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

Young people 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.

Types of abuse

Physical abuse: where adults physically hurt or injure a young person e.g. hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, drowning. Giving young people 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 deliberately causing ill health in a young person they are looking after. This is called Munchausen's syndrome by proxy.

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 young person, likely to cause severe and lasting adverse effects on the child's emotional development. It may involve telling a young person they are useless, worthless, unloved, inadequate or valued in terms of only meeting the needs of another person. It may feature expectations of young people that are not appropriate to their age or development. It may cause a young person to be frightened or 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 young person is constant 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 three main types of bullying.

It may be physical (e.g. hitting, kicking, slapping), verbal (e.g. racist or homophobic remarks, name calling, graffiti, threats, abusive text messages), emotional (e.g. tormenting, ridiculing, humiliating, ignoring, isolating from the group), or sexual (e.g. unwanted physical contact or abusive comments).

In sport bullying may arise when a parent or coach pushes the young person too hard to succeed, or a rival athlete or official uses bullying behaviour.

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

Refusal to give love, affection and attention can also be a form of neglect.

Neglect in sport could occur when a coach does not keep the young person 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 young people 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 young people 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.

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 young person describes what appears to be an abusive act involving them
- another young person or adult expresses concern about the welfare of a young person
- unexplained changes in a young person'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 adult's, 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 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 frequents 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 engaged in Phoenix Korfbal Club to decide that child abuse is occurring. It IS their responsibility to act on any concerns.

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 young people. All clubs should be vigilant and any concerns should be reported to the Child Protection Officer.

All parents and performers should be made aware when coaches use video equipment as a coaching aid.

Responding to suspicions and allegations

It is not the responsibility of anyone working in Phoenix 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/suspicions of abuse occurring within Phoenix and to allegations/suspicions that abuse is taking place elsewhere.

This section explains how to respond to allegations/suspicions.

Receiving evidence of possible abuse

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 above, 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 call the NSPCC 24 hour help line Tel No: 0808 800 5000 or visit www.nspcc.org.uk

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

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.

Phoenix Korfball Club expects it's members and volunteers 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 CPO 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 2. 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 Phoenix will be involved

As mentioned previously in this document Phoenix 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. (SEE APPENDIX 3 & 4)

Social services have a legal responsibility under The Children Act 1989 to investigate all child protection referrals by talking to the child and family (where appropriate), gathering information from other people who know the child and 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 that a child has been abused by a volunteer should be reported to Phoenix Korfball Club 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:

- Phoenix Korfball Club 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 chair person of your organisation should be notified to decide who will deal with any media inquiries and implement any immediate disciplinary proceedings
- the Club CPO should also notify England Korfball
- if the Club CPO 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.

Concerns outside the immediate sporting environment (e.g. a parent or carer)

Report your concerns to the Club CPO

If the Club CPO 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 will decide how to inform the parents/carers

The Club CPO should also report the incident to England Korfball. England Korfball 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

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 CPO
- The parents of the child
- The person making the allegation
- Social Services/police
- The Regional Development Manager and England Korfball Club Welfare Officer
- 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.

Internal inquiries and suspension

The Phoenix CPO 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 Phoenix Korfball Club Committee (or a sub-group) will assess all individual cases to decide whether a 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 cases Phoenix Korfball Club Committee 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.

Recruiting and selecting personnel working with children

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.

Controlling access to children

The Youth Development Officer, Lead Youth Coach and any other volunteers taking on leadership roles in relation to the youth section should complete an application form. The application form will elicit information about the applicants past and a self disclosure about any criminal record.

Consent should be obtained from the applicant to seek information from the Disclosure Barring Service.

Two confidential references, including one regarding previous work with children should be obtained. These references **MUST** be taken up and confirmed through telephone contact.

Evidence of identity (passport or driving licence with photo)

Interview and induction

All volunteers will be required to undertake an interview with a sub-group of the Committee (CPO, Chair and another Committee member) carried out to acceptable protocol and recommendations. All volunteers should receive formal or informal induction during which:

- A check should be made that the application form has been completed in full, including sections on criminal records and self disclosures
- Their qualifications should be substantiated

- The job requirements and responsibilities should be clarified
- They should sign up to the organisation’s Code of Conduct
- Child Protection Procedures are explained and training needs identified e.g. basic child protection awareness

Training

In addition to pre-selection checks, the safeguarding process includes training after recruitment, if required, to help 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

Phoenix Korfball Club requires:

- All club coaches, the CPO, Youth Development Officer, any volunteers who play a leadership role in training/coaching the youth, and ideally anyone else who is routinely assisting with the youth to undergo a DBS check [DBS check protocol]
- The CPO/Welfare Officer will maintain a record of DBS checks and numbers [DBS check register]
- The CPO/welfare officer and those who play a lead role in training/coaching children to undertake, where appropriate, relevant child protection training or home study, to ensure their practice is exemplary and to facilitate the development of positive culture towards good practice and child protection
- All 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
- The appointment of leaders/coaches of youth korfball activities to be recruited as per the guidelines above
- At least one member of Phoenix to be first aid trained, and that the clubs follows the CKA rules regarding first aid

Adopted: March 2016

Reviewed: March 2016

Next review: August 2017

Signed Chair:DatePosition.....

Signed Committee Member:DatePosition.....

