



Hylton Castle and Town End Farm Boxing Club
Child Protection Policy and Procedure



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1. Statement of Intent

Hylton Caslte and Town End Farm Boxing Club recognises that protecting and safeguarding children and young people is a shared responsibility and depends upon effective joint working between agencies and professionals that have different roles and expertise. The club has a responsibility to protect and safeguard the welfare of children and young people they come into contact with. The need for guidelines and procedures is important to ensure that this is done with understanding and clarity. Hylton Castle and Town End Farm Boxing Club will aim to protect and safeguard children and young people by;

- Ensuring that all staff / volunteers are carefully selected, trained and supervised, references are checked and DBS cleared.
- Having a Child Protection Policy and Procedure and regularly reviewing and updating this in line with national and local policy developments and holding regular meetings to address any changes to the policy.
- Ensuring that all staff and volunteers are familiar with the Child Protection Policy and Procedures.
- Ensuring that staff and volunteers attend appropriate Safeguarding Training.
- Ensuring that the club has a designated Child Welfare Officer and that all staff and volunteers are aware of the named person and process of reporting concerns to them.
- Assessing the risk that children and young people may encounter and taking steps to minimise and manage this by carrying out risk assessments before each session.
- Ensuring parents, carers, children and young people are aware of the reporting procedure so they know how to raise concerns about a child, young person, staff member or volunteer.

2. The Role of the Club Welfare Officer (CWO)

Where there are concerns about the welfare of any child or young person all staff and volunteers have a duty to share those concerns with the Club Welfare Officer (CWO)

The Club Welfare Officer is responsible for:

- Monitoring and recording concerns about the well being of a child or young person.
- Making referral to the Local Authority Children's Services.
- Liaising with other agencies.
- Arranging training for staff and volunteers.

If the CWO receives a referral, they will act on behalf of the Hylton Caslte and Town End Farm Boxing Club in referring concerns or allegations of harm, to the relevant Local Authority Children's Safeguarding Hub or the Police.

The name of the child and family will be kept confidential at this stage and will be requested if the enquiry proceeds to a referral.

The CWO may share limited information on a need to know basis amongst the staff and or management but will respect the need for confidentiality.

It is the role of the CWO not to undertake an investigation into the concerns or allegations made but to collate and clarify details of the concern or allegation and to provide this information to the appropriate Child Safeguarding Authorities.

3. Reporting Concerns or Allegations of Abuse

A member of staff or volunteer must report any concerns or allegation of harm immediately to the Club Welfare Officer (CWO). In the absence of the CWO the matter should be reported to the deputy CWO. In the event of neither of these individuals being available the matter should be reported to the Head Coach. In the unlikely event of the Head Coach not being available the matter should be reported directly to the appropriate Local Authority Early Help and

Safeguarding Team or Police. In the case of it being out of hours the Emergency Duty Team should be contacted (Contact details at end of policy)

4. Making a Referral

The Club Welfare Officer (CWO) should make the referral as appropriate.

Where possible, the following information must be provided;

- The nature of the concerns / allegation.
- Whether the child will need immediate action to ensure their safety.
- Whether or not the parents are aware of the concerns? Whether consent for the referral has been sought. If not, the reasons for this.
- Factual information about the child and family, including other siblings.
- The nature of your involvement with the family.
- Whether you are aware of other professional's involvement with the family.
- The source of your referral, is it based on your own assessment of the needs of the child, a reported allegation or disclosure, if so who?
- The child's current whereabouts and when they were last seen.
- If you consider the child is suffering or at risk of suffering significant harm, who is the source of that harm and their current whereabouts?

All referrals made by telephone need to be followed up in writing within 48 hours.

5. Allegations against a Staff or Volunteer Member

If a member of staff or volunteer has concerns about the behaviour or conduct towards a child by an individual working within the Hylton Castle and Town End Farm Boxing Club report the nature of your concern to the Club Welfare Officer (CWO) immediately. (Contact details at end of the policy)

The CWO will record your concerns and report the matter to the appropriate authorities and to the England Boxing Safeguarding National Lead (Contact details at end of policy)

If the concern or allegation relates to the CWO, then you must raise your concern with the Head Coach (Contact details at end of policy)

If the Head Coach is implicated in your concerns or allegations or the CWO is not available then you should report the matter directly to the England Boxing Safeguarding National Lead (Contact details at end of policy)

In cases where there is an immediate risk to any child or young person, the information must be passed to Local Authority Early Help and Safeguarding Hub or the Police, as soon as possible. (Contact details at end of policy)

6. Seeking Medical Attention

If Emergency medical attention is required then this should be sought immediately by phoning for an ambulance. The matter should then be referred to the Local Authority Early Help and Safeguarding Hub. (Contact details at end of policy)

7. Staff & Volunteer Self Protection

In order to prevent coaches, staff and volunteers from being placed into situations where potentially false allegations can be made against you the following guidance should be followed:

- In the event of an injury to a child, accidental or not, ensure that it is recorded and witnessed by another adult in the accident book.
- Keep written records of any allegations a child makes against coaches, staff and volunteers and report the matter.
- If a child or young person touches a coach, staff member or volunteer inappropriately record what happened immediately and inform the Child Welfare Officer.
- Adhere to Hylton Castle and Town End Farm Boxing Club “Code of conduct for coaches and volunteers”.

8. Staff and Volunteer Code of Conduct

Listed below are some examples of practice that coaches, staff, volunteers, and children should always adhere to:

- Take all allegations, suspicions or concerns about abuse that a child or young person makes seriously (including those made against coaches, staff, or volunteers) and report them through the above procedure.
- Provide an opportunity and environment for children and young people to talk to others about concerns they may have.
- Provide an environment that encourages children, young people and adults to feel comfortable and confident in challenging attitudes and behaviours that may discriminate against others.
- Treat everyone with dignity and respect.

Coaches/ staff / volunteers / children should not;

- Permit or accept abusive or discriminatory behaviour.
- Engage in inappropriate behaviour or contact.
- Use inappropriate or insulting language.
- Show favouritism to anyone.
- Undermine or criticise others.

For further advice read the Clubs “Code of conduct for coaches and volunteers” and/or speak to the Club Welfare Officer.

9. Recruitment & Selection Process

When recruiting coaches, staff and volunteers into the Club, the recruitment policy will always be adhered to. Thus ensuring potential coaches, staff and volunteers are screened for their suitability to work with children and young people. Therefore:

- Prior to appointment potential coaches, staff or volunteers will be interviewed for their suitability for the applied for post.
- All coaches, staff and volunteers with access to children or sensitive information relating to children will be required to undertake an enhanced DBS check.
- All coaches, staff and volunteers working directly with children or with access to sensitive information will be required to complete LSCB Child Protection Training.
- All coaches, staff and volunteers will be required to read the Child Protection Policy.

- All coaches, staff and volunteers will be subject to a three month probationary period during which time they will be supervised. Monthly meetings will take place with their direct report to identify any concerns, training and support needs.

10. Contacts

External Contact Numbers

Early Help and Safeguarding Hub (Children)..0191 561 4084

Police if not life threatening 101

Police if emergency 999

Hylton Castle and Town End Farm Boxing Club Contact Numbers

Club Welfare Officer (Frank Bagley) 07800583757

Head Coach (Scott Robson) 07788281668

Date: September 2019

Review Date: September 2020

APPENDIX ONE

Policy Regarding Photography and Video at Hylton Castle and Town End Farm Boxing

Hylton Castle and Town End Farm Boxing Club recognises that photography and video recording of children and young people participating in our sport is an essential element to the positive promotion of our sport, the following should be observed: [for the purposes of this section, photography will also mean video recording and telephone recording]

Hylton Castle and Town End Farm Boxing Club is committed to providing a safe environment for children and young people; to this end we shall ensure that all appropriate steps are taken to protect them from inappropriate use of their photographic or video images in the media, on the internet or elsewhere.

It should be borne in mind that photographic images can be a source of identifying children when they are accompanied with personal information for example, 'this is fifteen year old 'X' who is a member of the 'X' Club in the area of 'X'. He enjoys boxing, music and fishing'. This type of information is invaluable to a dedicated paedophile 'groomer'.

When assessing the risks of any situation where images are taken or intended to be taken, the primary factor is the potential for inappropriate use of such images.

All professional photographers (who charge a fee for any part of their operation around amateur boxing or use the images for reproduction in any form) must be correctly registered with the England Boxing DBS Umbrella Body and be in possession of a current England Boxing Photographic License.

- All children and young people must be appropriately dressed when they are subject to photography;
- Officials at Hylton Castle and Town End Farm Boxing Club will ensure that such photography focuses primarily on the sporting activity as opposed to a specific individual;
- No photography shall be permitted in dressing rooms within the clubs Gym or at weigh-ins where children are present;
- Photography of an event should represent a broad range of children and young people taking part which might include, boys and girls and ethnic minorities;
- Always seek to have captured the most positive areas of our sport where participants clearly enjoy the activity;

- If any child or young person or parent or guardian object to any form of photography at Hylton Castle and Town End Farm Boxing Club they will not be filmed or photographed;
- Video recording is acknowledged as a legitimate coaching aid. However, if it is to be used Hylton Castle and Town End Farm Boxing Club will ensure that written parental consent has been obtained via Hylton Castle and Town End Farm Boxing Club Consent Form.

These points are not intended to exclude appropriate photography by families and friends albeit, excludes these persons from photography in dressing rooms.

APPENDIX TWO

Policy Regarding Travel Arrangements at Hylton Castle and Town End Farm Boxing Club

Hylton Castle and Town End Farm Boxing Club confirms that it will adhere to the recommended levels of supervision for children; one adult per ten children. In smaller groups, the recommended minimum level shall be two adults.

Where there are female athletes then at least one female supervisor will be present and similarly, where there are male athletes then at least one male supervisor will be present.

Hylton Castle and Town End Farm Boxing Club will ensure the rules of England Boxing which demand that coaches and volunteers who have unsupervised contact with Children and Young People shall be suitably registered with the Disclosure and Barring Service (DBS) and appear on the EB DBS data-base. It therefore follows that all adults who travel away from home on behalf of the Academy will be 'currently' registered on the EB DBS data-base.

Before making any arrangements to take children and young people away, Hylton Castle and Town End Farm Boxing Club will seek and secure the authority of the parent or legal guardian.

At an early stage of planning, contact with parents or guardians will be made and agreement to the entire programme obtained.

Such contact will be made by the Head Coach.

When the tour has been finalised, the Head Coach or Welfare Officer shall contact the parent / guardian to inform them of the following:

- purpose of the trip [squad training, international competition etc];
- names and roles of all accompanying adults including the designated Child Protection lead in the party;
- name of the Team Manager and contact details whilst away;
- contact details of the senior home liaison member;
- details of travel documents required including visa and medical [injection] requirements;
- details of transport arrangements;
- details of accommodation and where possible, intended rooming arrangements;
- details of pocket monies required;
- details of personal sports kit required;

Details of all such contact with the parents / guardian and their comments shall be provided to the Leader / Team Manager prior to departure.

APPENDIX THREE

Disclosure of Disqualification from Driving a Motor Vehicle

Where any registered member of Hylton Castle and Town End Farm Boxing Club is engaged in driving a motor vehicle, containing members of the Club as passengers, [whether children or otherwise], such persons should immediately disclose to the Welfare Officer and or Head Coach, if they are the subject of a disqualification from driving a motor vehicle and the expiry date of such disqualification.

If a disqualification of a member comes to light during the process of DBS Disclosure, the EB Umbrella Body will bring this to the attention of the NCPEM who will immediately inform the appropriate EB Regional Registrar. The member's details will be appropriately highlighted on the Regional DBS Register.

It is the responsibility of the Regional Registrar to inform the appropriate Club Welfare Officer or Officer of the club of the details of the person, their disqualification and its expiry date.

It is both a criminal offence and a serious disciplinary offence within the codes of the EB Child Protection and Discipline Procedures if any member knowingly allows or condones another member of the EB, who is known to be disqualified from driving a motor vehicle, to drive a motor vehicle whilst carrying any member of the EB within that vehicle.

APPENDIX FOUR

Hylton Castle and Town End Farm Boxing Club Codes of Conduct for Coaches and volunteers

Hylton Castle and Town End Farm Boxing Club is committed to fair play and equality in sport. The essence of good ethical conduct and practice for coaches and volunteers is summarised below. This code of conduct has been produced to safeguard children and young people and to reduce the risk of an adult being accused of improper or unprofessional conduct.

All Coaches and volunteers must:

Respect the rights of children and young people.	Never spend excessive amounts of time alone with a child or young person away from others.
Promote enjoyment rather than winning at any cost.	Never take a child or young person alone in a car, no matter how short the journey except under exceptional circumstances e.g. where the child or young person requires transport in an emergency.
Treat all children and young people with dignity and respect.	Never take a child or young person to your home.
Make sure all activities are appropriate to the age, ability and experience of those taking part.	Always work within the Health and Safety Rules and Regulations.
Ensure all participants are suitably prepared physically and mentally when learning new skills.	If a child or young person has a disability or special education needs ensure you have appropriate knowledge and/or training provided and that you obtain the consent of the parents/guardian before undertaking care of an intimate nature.
Report any concerns about the welfare of a child or young person as per the Clubs Child Protection Policy and Procedure.	Never condone rule violations or the use of prohibited substances.
Always work in and be seen to work in an open and transparent way.	Always promote the positive aspects of sport e.g. fair play.
Never swear or shout at a child or young person, always use appropriate language.	Maintain reasonable levels of confidentiality at all times only sharing confidential information on a need to know basis.
Be a positive role model for children and young people at all times, by displaying consistently high standards of behaviour and appearance.	Encourage performers to value their performances and not just the results.
Never engage in rough, physical or sexually provocative games or horseplay.	Follow all guidelines laid down by the relevant governing body e.g. supervision ratios.

APPENDIX FIVE

Hylton Castle and Town End Farm Boxing Club Code of Conduct for Parents and Guardians

As a parent/guardian/carer of a member who is actively involved with the Hylton Castle and Town End Farm Boxing Club OR a parent/guardian/carer of a travelling boxer (on such occasions as evenings of boxing held in Hylton Castle and Town End Farm Boxing Clubs), it is expected that you appropriately follow the "Parental Code of Conduct" below:

- 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 good performances of all participants.
- Never punish or belittle a child for losing or making mistakes.
- Publicly accept officials' judgements/decisions.
- Always support your child's involvement and help them to enjoy their sport.
- Always use correct and proper language at all times.
- Encourage and guide your child to accept responsibility for their own performance and behaviour.

APPENDIX SIX

Hylton Castle and Town End Farm Boxing Club Children and Young Persons Charter

Hylton Castle and Town End Farm Boxing Club aims to ensure that all children and young people within our club are treated with respect, valued and at all times 'safe' from all forms of abuse.

We want you

- to feel welcomed into a safe, caring, sport with a happy and friendly atmosphere within our club;
- to be regarded as an individual, listened to, having your feelings respected and opinions valued;
- cared for by skilled, experienced staff and volunteers who understand the needs of children and young people;
- given praise and encouragement, opportunities to succeed and an environment where positive behaviour is promoted;
- encouraged to develop self-discipline and consideration for others;
- To be provided with opportunities to learn new skills, develop confidence and a positive self-image.

As a child or young person you are the future of our sport and we are determined that you will thrive and achieve your goals and full potential in a friendly and safe environment.

All within Amateur Boxing must be committed to your welfare and there will be no shortage of adults that will be ready to listen and address your concerns.

There may be times when you feel angry, unsafe, isolated, unhappy, uncomfortable or just worried. In these cases, you should always tell your parents or those who care for you. Please remember, there will always be someone who can help.

If you cannot or do not feel you want to speak to any of these people, you can contact any of the following people / organisations 24 hours a day who 'will' listen and do something to help you:

The Clubs Child Welfare Officer 07800583757

CHILD LINE: 0800 1111 **NSPCC HELP LINE:** 08088005000

Alternatively you'll find lots of practical information about feelings and problems here:

- If you are under 16 go to: <https://youngminds.org.uk>
- If you are over 16 go to : www.nhs.co.uk -> Moodzone