



## **Child Protection Policy**

### **Introduction:**

As an Amateur sports club working with children and young people, The Bognor Regis Baseball Club CIO recognises it has a duty of care to safeguard and promote the welfare of children and it is committed to ensuring safeguarding practices reflects statutory responsibilities, government guidelines, the guidelines set out by **Baseball Softball UK** (the Governing body responsible for safeguarding for Baseball and Softball) and complies with best practise and local authority requirements.

The policy recognises that the welfare of the child(ren) is paramount in all circumstances to ensure that regardless of age, ability, or disability, gender reassignment, race religion or belief, sexual orientation, socio-economic background, all children have a positive and enjoyable experience in a safe environment.

All children are protected by staff and volunteers of The Bognor Regis Baseball Club while taking part in activities for the Baseball club. They are also protected outside of activities by the appropriate sharing of information.

### **Definition of a child**

A child/young person is defined as a person under the age of 18 yrs (Children's Act 1989) However our policies and procedures also support working with all children regardless of age, disability, gender, sexual orientation or identity, racial heritage, religious belief or social status.

### **Policy Statement**

This policy applies to all staff, including coaches, volunteers, team managers, umpires, scorers, and senior management team.

The purpose of this policy is:

- To protect all children who are involved in The Bognor Baseball Club CIO
- To provide staff and volunteers with the overarching principles that guide our approach to Safeguarding and ensure they know their responsibility for Safeguarding, how to recognise potential abuse and how to report it.

This policy has been drawn up based on legislation and guidance that seeks to protect children and young people including:



- Children's act 1989
- Children's act 2004
- United convention of the Right of the Child 1991
- Sexual Offences act 2003
- Working together to safeguard children (2018)
- The Safeguarding and child protection policies of the BBF and Softball & Baseball

**Policy aims:**

This policy will not override the policy set out by the Governing bodies for Baseball in the UK, this shall act as a relevant guide for anyone at the Bognor Baseball Club who is working with children, young people to provide guidance specific to the club in order to promote good practise:

- Providing children and young people with appropriate safety and protection while in the care of the Club
- Allow all staff, directors, and volunteers to make informed and confident responses to specific child protection issues.

As an organisation, The Bognor Regis baseball club, will endeavour to safeguard children and young people through:

- Adopting a code of behaviour for all staff, paid or unpaid.
- Providing adequate up to date training around child protection issues.
- Ensuring that enhanced DBS checks are in place for all staff and volunteers and are renewed every 3 years unless on the update service.
- Ensuring all sports coaches for the club are appropriately qualified through relevant training and hold their coaching license and as such all helpers, completing training for safeguarding and child protection awareness.
- Appointing designated people to enable any concerns to be reported in accordance with policies and procedures.
- Reviewing policies and good practise on a regular basis



- Adopting a social media and Photography policy and requesting appropriate permissions from a responsible parent/guardian of a child so that they can attend events and take have photos taken with permission of the child and post photos of the child on Social media for events, promotions and publicity.

### **Child Protection officer**

<b>Name and Role</b>	<b>Contact Phone</b>	<b>Email</b>
<b>Andrew Clackett</b>	<b>07428640740</b>	<a href="mailto:Andrew.clackett@thebognorbaseballclub.org.uk">Andrew.clackett@thebognorbaseballclub.org.uk</a>
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### **Recruitment and Training of staff and volunteers**

The Bognor Regis Baseball Club CIO recognises that anyone may have the potential to abuse children in some way and that all responsible steps are taken to ensure unsuitable people are prevented from working with children. Pre-selection checks must include:

- All volunteers/staff should complete an application form. The application form will elicit information about an applicant's past and a self-disclosure about any criminal record.
- Two confidential references, including one regarding previous work with children. These references must be taken up and confirmed.
- All new staff and volunteers at The Bognor Baseball Club CIO are subject to enhanced DBS checks.
- Coaching staff must have completed the BSUK Coaching qualification within 1 year of joining this also includes a safeguarding/child protection course.

### **Rehabilitation of offenders**

All applicants are subject to enhanced disclosures, whilst there are a number of situations preventing applicants from working with children, The Bognor Baseball Club will review individual circumstances and may, on occasion, and without precedent employ former offenders providing they are not on the sex offenders register, have a schedule one conviction, or subject to license or court orders preventing them from working with children.



## **Training**

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

- Analyse their own practise against established good practise, and to ensure their practise is not likely to result in allegations being made.
- Recognise their responsibility and report any concerns about suspected poor practise or possible abuse.
- Respond to concerns expressed by a child or young person.
- Work safely and effectively with children.

## **Reporting an incident**

All staff will adhere to the following guidelines:

- All incidents of direct disclosure must immediately be reported to the club manager.
- All incidents of concern where there is a significant suspicion of abuse made must be reported directly to your immediate Line Manager.
- All incidents of concern where there is reasonable doubt as to a child's wellbeing must be reported to the club manager or if the concerns raise are regarding the conduct of the manager the management committee or the Welfare team of the BBF/BaseballsoftballUK
- Incidents must be recorded, signed, and dated using the Safeguarding incident form (appendix 1) by the person reporting the incident. Information must be countersigned by the Club manager or member of the management committee to indicate that the concerns have been expressed and received by the management.
- The Club Manager is to report all concerns to the CPO.
- The CPO will take all reasonable steps to report the concerns/incident directly to Social Services and ask to be updated on any developments.
- All information will be dealt with in the strictest confidence and will remain the sole knowledge of the CPO and those reporting any incident/concerns/



## **What is Child Abuse**

Child Abuse occurs when a child is intentionally harmed by an adult or another child- it can be over a period but can also be a one-off action.

Child Abuse can be defined in four categories-

### **Physical Abuse**

Most Children suffer accidents from time to time, which result in physical injury. When faced with an injured child the worker must decide whether the accident is of accidental origin or not.

Some injuries may seem insignificant in themselves but repeated injuries, even of a minor nature, may be symptomatic child abuse and if no action is taken the child may be injured more seriously.

Physical injuries of children can take many forms, including: Bruises, fractures, scalds/burns, weal's, scars, brain injuries, eye Injuries, internal injuries, poisoning, bites, grip marks.

Common sites for accidental injuries are: forehead, crown, bony spine, elbow, hip, knee and shin.

### **Sexual Abuse**

The nature of sexual abuse covers a broad spectrum from caressing to intercourse. Sometimes there are physical signs and symptoms which may indicate sexual abuse, including:

- Injury to the genitals or anal areas, e.g. tearing or bruising.
- Infection or abnormal discharge in genital, anal or oral area
- Pregnancy (real or imagined)

Sometimes there are behavioural signs or symptoms which may indicate sexual abuse, including:

- Sexualised behaviour
- Sexualised drawing or play.
- Sudden decline in school performance
- Regression i.e. soiling or wetting.



- Low self esteem
- Suicidal acts or threats
- Sexual victimisation of others
- Promiscuity or promiscuous behaviour
- Eating disorders
- Sleep disturbance or nightmares
- Depression
- Running away

### **Emotional abuse**

Emotional abuse can exist on its own. Emotionally abused children find their needs met with indifference, hostility, or an inconsistent manner.

Abuse may include- Verbal hostility, ridicules, sarcasm, shaming, belittling, threatening, tantalising.

It may go on to cruel treatment, e.g.: locking children or child in their bedrooms or cupboards; making unrealistic domestic demands on them; withholding basic needs such as food, warmth, clothing, as punishment.

These conditions may lead to physical, emotional and intellectual delay or stunting.

Young people may require protection as a result of their own action. These may include:

- Inappropriate use of computers
- Ill-judged relationships
- Inappropriate social behaviour such as bullying
- Misuse of drugs or alcohol
- Sexually explicit language or behaviour
- Eating disorders
- Self-harming
- Running away



## **Neglect**

Parents are responsible for giving love, care and protection and for providing adequate food, shelter, clothing, medical care, supervision and protection, education and social and moral guidance.

If aspects of these are missing, it is likely that a child is being neglected.

Neglect is often difficult to detect, as it is usually a slow, ongoing process.

Indicators might be:

- A child who is underweight for their age
- Cold Mottled skin or poor skin conditions
- Swollen limbs or sores which are slow to heal
- Diarrhoea (due to poor/inappropriate diet, (irregular meals and tension)
- Abnormal Voracious appetite
- Patchy hair or bald spots.

NB: This is not an exhaustive or exclusive.

**Disability:** Is defined as: A major physical impairment, severe illness and/or a moderate to severe learning difficulty; an ongoing high level of dependency on others for personal care and the meeting of other basic needs.

**Bullying:** Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period, where it is difficult for those bullied to defend themselves. It can take many forms, but the main types are physical (e.g., hitting, kicking and theft), Verbal (e.g. racist or homophobic remarks, threats, name calling) and emotional (e.g. isolating an individual from the activities and social acceptance of their peer group). There is increasing use of new technologies used as a tool for bullying and such incidents should be taken seriously.

**Self-Harm:** Children, young people, and adults at risk who harm or attempt to harm themselves should be taken seriously. The self-harming behaviour may cause impairment of their health or development and in some circumstances present significant harm or the risk of significant harm.



**Female Genital Mutilation**: Female Genital Mutilation is a collective term for procedures that include the removal of all the external female genitalia for cultural or other non-therapeutic reasons.

The practise is medically unnecessary, extremely painful and has serious physical and has mental health consequences both at the time and later in life.

The procedure is typically performed on girls aged 4-13 yrs. but may be performed on new born babies or on young women.

FGM can result in death. FGM is a criminal offence (Prohibition of female circumcision act 2003) and subsequent amendments by the serious crime act 2015).

Under the act, it is an offence to arrange, procure, aid. Or abet FGM. Parents/carers may be liable under this act. It is also an offence to allow the procedure to be undertaken in another country. Where agencies become aware that a girl is at risk of FGM a referral should be made to Children's Social Care.

**Forced Marriage**: A forced marriage is one that is conducted without the full consent of both parties and where duress is a factor. Forced marriage can amount to sexual and emotional abuse and put children, young people, or adults at risk, susceptible to physical abuse. In circumstances where there are concerns that someone is at imminent risk of a forced marriage urgent referrals should be made to Children's Adults' Social Care. In the case of a child, young person, or adult at risk, in danger of forced marriage it is likely that an initial discussion with the parent, carer or other community member may significantly increase the level of risk to the person.

**Internet Harm (digital abuse):**

Sexual exploitation (see above) also includes non-contact activities, such as involving children, young people, or adults at risk in seeing or receiving or sending sexually suggestive emails or text-messages, or inappropriate behaviour on the Internet, involving them looking at, or in the production of, pornographic material of watching sexual activities, or encouraging them to behave in sexually inappropriate.

**Radicalisation** is defined as the process by which people come to support terrorism and extremism and, in some cases, to then participate in terrorist groups. Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. Also included in the definition of extremism is calls for death of members of armed forces whether in this country or overseas. See:



**Prevent duty guidance** - GOV.UK ([www.gov.uk](http://www.gov.uk)) Trafficking: Children, young people and adults at risk can be trafficked into, within and out of the UK for many reasons and all different types of exploitation.

Trafficking is a form of child abuse and needs an appropriate safeguarding response. Any child, young person or adult at risk who is recruited, transported, transferred, harboured, or received for exploitative reasons is a victim of trafficking, whether they have been forced or deceived.

This is because it is not considered possible for children, young people, or adults at risk in this situation to give informed consent.

Even when they understand what has happened, they may still appear to submit willingly to what they believe to be the will of their parents or accompanying adult. It is important these children, young people and adults at risk are protected too.

Children, young people, and adults at risk are trafficked for many reasons, including sexual exploitation, domestic servitude, labour, benefit fraud, forced marriage, begging and involvement in criminal activity such as pick pocketing, theft and working on cannabis farms. They are likely to be subjected to other forms of abuse, as a means of coercing and controlling them.

Trafficking is carried out by individual adults and organised crime groups.

Consensual sexual activity involving a young person under 18 years is not abusive, but it may be, and a child or young person's ability to consent can be impaired due to lack of freedom, capacity or choice; for example, because of an age/power imbalance; because it is leading into sexual exploitation, because one person is in a position of trust with the other (e.g. a teacher); where one person is vulnerable because of disability or capacity, where the child/young person is in the care of another away from home.

No child under the age of 13 or under can consent to any sexual activity according to the Sexual Offences Act (2003).

We have a separate policy on drug and substance misuse and drug related activity during the youth training session. When drug trafficking and drug related activities are concerned, the Safeguarding policy and drug and alcohol policy will be applicable.



### **Responding to concerns of abuse**

If a child is in immediate danger If there is an immediate concern about a child or their family any member of staff can phone the local safeguarding children board (LSCB) (Please see appendix 2 for contact information) Or if it is an emergency, they can phone the police on 999, after they have alerted the authorities it is then vital to phone either the Designated Safeguarding Lead or the deputy DSL to alert them on what has happened and that police are involved.

If you are unsure, you can contact the Local Safeguarding Children Board for advice and guidance. When contacting the LSCB or making a referral Ensure that you have information about the child as possible when phoning including:

- Full Name
- D.O.B
- Address
- Family composition details
- Any key professionals working with Sussex Against Bullying
- Factual Information about the concerns you have Trustees, Coaches and volunteers may become aware of possible abuse in a variety of ways. They may see it happening, they may suspect it happening because of signs of abuse (as detailed in Appendix 1 & 4) or it may be disclosed by someone else or directly by the child or young person affected. In the event of a disclosure by a young person (who is not deemed to be in immediate danger), it is particularly important to respond in a specific way. 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, show 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 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 tell other people about what they have told you. Tell the child this is to help keep them safe.
- Safety of the child is paramount. If the child needs urgent medical attention call an ambulance, inform the doctors of your concern and ensure they are made aware that this is a child protection issue.
- Write down exactly what the child has said without adding any interpretation.
- Report the incident to the deputy safeguarding officer as soon as possible.

Asking questions is fine to help understand the issue is BUT you must ensure the questions are open and give the child the ability to clarify.

### **Safeguarding Children & Risk Assessment**

The following guidelines are used to attempt to minimise abuse within the workplace. They are not in specific order and are neither exclusive nor exhaustive.

- Ensure children have a safe place to talk or report an incident
- Ensure all children's concerns are taken seriously and reported in the correct manner.
- Ensure staff work in pairs whenever possible, but certainly do not encourage one-to-one work as the 'norm'.
- Place your child protection policy in a place where it can be seen by children and offer children an opportunity to sit with you if they have any questions.
- Wherever possible do not work in an enclosed or unobserved area.
- Ensure all staff are familiar with Child Protection procedures and offer appropriate training whenever possible.
- Ensure there is a named person who will deal with any Child Protection enquiries.
- Find the contact's name of your local Child Protection Officer in Social Services and contact them.
- Follow usual and appropriate Health & Safety and Risk Assessment Guidelines (personal care, first aid etc).



- It is deemed as good practice to have two adults of the same gender as the child when children are being changed, washed or using the toilets.
- NEVER attempt to physically harm a child nor use any demeaning putative measures to deal with specific behaviours.
- Ensure all staff are vetted, police checked, reference taken up etc and probationary periods are set in place.
- Ensure supervision can be used to address any concerns and to involve 'whistle-blowing'.
- Ensure staff and children are not placed in any vulnerable positions and follow DFES guidance on staff/child ratios:

1:6 under eights (increasing if under 5's)

1:10/15 eight to eleven years 1:15/20 over elevens

however, due care must be given to specific children who may require a higher ratio of support.

- Do not transport children alone; always ensure there is an escort.
- Do not physically push or harm children.
- Do not use any putative measures when working with children.

### **Away games**

Ensure:

- You have parental consent forms from ALL children, which are clearly signed and dated by the parent/carer.
- You have undertaken a risk assessment at the place you are visiting.
- Parent/carer know which staff are responsible for children.
- First-aider present.
- All specific requirements of the child are detailed and held by a responsible adult (medication, allergies etc).
- Parental consent forms are received to enable staff to administer medication.
- Adequate transport provision – are seat belts fitted.



- You are correctly insured.
- You always have an emergency contact number.
- All equipment has been checked.
- You have an agreed 'lost' procedure (for children and staff).
- All staff have the phone number of the organisation.
- All know who the nominated person in charge is.
- Staff are clear about their responsibilities.
- Children are aware of their responsibilities and understand the boundaries.
- Always retain a list of children's details at all times.
- Don't take children home early unless you are sure their parent/carer will be there to take care of them.

### **Social media for staff and volunteers**

Staff and volunteers at the youth team, must not add young people or have contact with young people on social media sites i.e. Facebook, Instagram, and Twitter. This is to safeguard both the young people who attend the club, and the staff and volunteers who work with the organisation to protect and minimise any potential allegations against staff or incidents between young person and volunteer/staff.

The only person who may have young people on their social media are the youth workers in charge. This is to be used with the sole purpose of professional youth work activities and to contact young people about events regarding the baseball club, collecting feedback and chatting to young people for support. The coach's social media profile must not contain information which can be used to connect to a personal social media profile.

### **Photography Policy**

Baseball is a sport which during the season is mainly played outdoors, this means that from time to time, there will be parents/guardians of young people who wish to take photos of their child/ren, however it is vitally important for the club to take measures in order to safeguard images of children and to ensure they are not misused.

Prior to each game, Parents/Guardians will be required to sign a photo consent form allowing photos to be taken of their child during the activities of the club. If consent is not given, then images may not be taken. Parents and guardians will need to be mindful of the wishes of other parents to protect their children from harm.

Parents will also have a code of conduct policy to follow during events run by the club.



From time to time, the club may also wish to take photos of games which contain children/young people to be used in our promotional materials and website. Equally, a parent consent form must be signed by the parent/guardian prior to the event.

## **Appendix 1**

### **Parental/Guardian Under 18's Consent Form**

#### **Child's Details**

Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

#### **Parent / Guardian Details**

Full Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

#### **Emergency Contact (if different)**

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Contact Number: \_\_\_\_\_

#### **Medical Information**

Please provide details of any medical conditions, allergies, or additional needs:

GP Name: \_\_\_\_\_

GP Contact Number: \_\_\_\_\_

#### **Consent for Participation**

I confirm that I give permission for my child to participate in baseball activities organised by The Bognor Regis Baseball Club.

I understand that:



- Participation may involve physical activity and risk of injury
- Qualified coaches and volunteers will supervise activities
- I must inform the club of any changes to my child's medical condition

### **Emergency Treatment Consent**

I give permission for the club to seek emergency medical treatment for my child if necessary.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

### **Photography & Media Consent**

Please tick one:

I give permission for my child to be photographed/filmed for club promotion (e.g. website, social media)

I do NOT give permission

### **Data Protection**

The club will process personal data in accordance with UK GDPR and the Data Protection Act 2018. Information will be used only for club administration, safety, and communication purposes.

### **Declaration**

I confirm that the information provided is accurate and complete.

Parent/Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Appendix 2**

**THE BOGNOR REGIS BASEBALL CLUB**

**SAFEGUARDING / CHILD PROTECTION INCIDENT REPORT FORM**

**1. Details of Person Completing This Form**

**Full Name:** \_\_\_\_\_

**Role in Club:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Date of Report:** \_\_\_\_\_

**2. Details of Child / Young Person**

**Full Name:** \_\_\_\_\_

**Date of Birth (if known):** \_\_\_\_\_

**Address (if known):** \_\_\_\_\_

**3. Details of Incident / Concern**

**Date of Incident:** \_\_\_\_\_

**Time of Incident:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Please describe the concern or incident in detail (include what was seen, heard, or disclosed):**

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**4. Nature of Concern**

**(Please tick all that apply)**

**Physical abuse**

**Emotional abuse**



- Sexual abuse
- Neglect
- Bullying
- Poor practice
- Other (please specify): \_\_\_\_\_

**5. Details of Alleged Individual(s) (if applicable)**

Name: \_\_\_\_\_

Role/Relationship to Child: \_\_\_\_\_

**6. Immediate Action Taken**

Please detail any action taken at the time of the incident:

Was emergency action required?

Yes  No

If yes, provide details:

**7. Reporting**

Has this concern been reported to:

Safeguarding Officer:  Yes  No

Date: \_\_\_\_\_

Police:  Yes  No

Date: \_\_\_\_\_

Local Authority / Social Services:  Yes  No

Date: \_\_\_\_\_

If not reported, please explain why:



### 8. Witnesses (if any)

Name: \_\_\_\_\_

Contact Details: \_\_\_\_\_

(Attach additional sheets if required)

### 9. Additional Information

Any further relevant information:

### 10. Declaration

I confirm that the information provided is accurate and based on my knowledge.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Confidentiality Notice

This document contains sensitive information and must be handled in accordance with safeguarding procedures and data protection law, including UK GDPR and the Data Protection Act 2018.



## Appendix 3

### Contact Information

<b>Andrew Clackett</b>	<b>07428640740</b>	<a href="mailto:Andrew.clackett@thebognorbaseballclub.org.uk">Andrew.clackett@thebognorbaseballclub.org.uk</a>
<b>Claire George</b>	<b>07985 924760</b>	<a href="mailto:secretary@thebognorbaseballclub.org.uk">secretary@thebognorbaseballclub.org.uk</a>

Local Safeguarding Children's Board

01403 229900	03302 226664
LADO	01403 229900
<a href="https://www.baseballsoftballuk.com/safeguarding">https://www.baseballsoftballuk.com/safeguarding</a>	