

# Unicorn Badminton Club

## Child Welfare and Safeguarding Policy

### 1. Introduction

Unicorn Badminton Club warmly encourages the participation of all young players. We aim to promote their enjoyment of a game that we adults love too and wish to share. We aim to aid their development as players and their growth into adulthood. At all times their enjoyment and their well-being are of the utmost importance – it is the rightful concern and the responsibility of every adult club member to be aware, to be observant, and to be an active promoter of the highest standards with regard to all young people\*.

\* Young people and children in this context is taken to mean anyone under the age of 18 years (irrespective of their apparent independence, self-reliance and maturity).

### 2. Framework

The Club will use the materials and guidance provided by Badminton England as the authoritative source on which to base its Child Welfare and Safeguarding procedures. It will strive to achieve at least those standards interpreting and enacting them in the light of widespread good practice and the knowledge of those in the Club who are experienced in child welfare and safeguarding from their professional or other volunteer roles in their lives.

Anyone wishing to read further should start with the Safeguarding pages at the Badminton England website:

<http://www.badmintonengland.co.uk/text.asp?section=728&sectionTitle=Safeguarding+and+Protecting+Children#.UmE6tX1wbDc>

While emphasising that all adults have personal responsibility towards safeguarding children and young people, the Club will have a key role of 'Child Welfare Officer'. This person shall:

- serve (ex-officio) on the Club Committee
- act as a source of information and guidance for the club and its members
- take a key role if a safeguarding concern is raised
- be the main point of contact with Badminton England should it be felt necessary to report matters further

This document, '*Child Welfare and Safeguarding Policy*' and its appendices shall be the Club's principal guidance and authority for promoting best practice in its work with children and young people.

The Club's website ([www.unicornbadminton.club](http://www.unicornbadminton.club)) will be its principal means of disseminating the name and contact details of the Child Welfare Officer and of this and any other documents the Club wishes to use to promote good practice.

### **3. Disclosure and Baring Service (DBS)**

The club will ensure that at least one person who has a current, satisfactory DBS check will be present at Junior and Senior Clubs whenever children and young people are present. However, there may be circumstances in which the checked person's arrival is delayed, in which case parents are urged to stay with their children until the situation is resolved.

Badminton England has strict eligibility criteria about who the Club can and cannot put through for DBS checking; this is not within the Club's control and we therefore have to rely on only a small number of checked persons for one of them always to be present at Junior and Senior Club nights. Parents who do not stay with their child are asked to be aware of whose care they are passing their child into and to satisfy themselves that their child is in appropriate, safe hands.

The Club cannot undertake to ensure that a DBS-checked adult will be present when a young person is playing in a match for the club, especially in an away match. It is the responsibility of parents to assure themselves that their child is in safe hands, particularly in regard to transport: more is said about this in Section 7 below.

Details of the Badminton England DBS Checking Eligibility Criteria can be found at:

<http://www.badmintonengland.co.uk/text.asp?section=729&sectionTitle=DBS+%28CRB%29+Checks#.UmE7z31wbDc>

Most volunteer helpers and adult club members are not eligible for DBS checking. The Club welcomes and encourages their involvement in junior development very strongly. For all practical purposes their roles with children and young people are supervised by those present who have DBS checks.

Parents and their children, and club members should understand that DBS checking does not guarantee any level of protection in itself; it is simply a background check on whether someone has been found guilty of anything relevant to child safety and welfare. Parents are strongly urged to meet and get to know the adults they are leaving their child with, or better to stay and observe what we are doing – and even help as well. While policies and background checks have their (important) place, the Club believes that actual protection comes from absolute transparency about our work with children and young people, and openness at all times to parental involvement.

### **4. What Children and Young People Can Expect**

Children and young people can expect an experience which will enable them to feel that they are:-

- treated equitably and with fairness
- met with friendly warmth and encouragement
- accorded respect
- safe to develop their potential for and enjoyment of the game of badminton

These characteristics are supported by the Codes of Conduct (Appendix 1) and Anti-Bullying Statement (Appendix 2) attached to this policy. It is incumbent upon every adult, helper and volunteer to contribute positively towards maintaining this as the fundamental ethos of the club: more is said on this in 5, below.

## 5. What is Expected of Adult Members, Coaches and Helpers

All adults are expected to display the positive behaviours described in the Codes of Conduct (Appendix 1) and Anti-Bullying Statement (Appendix 2) attached to this policy whenever they are with or around young people.

In addition, adults must understand that their own responsibilities with regard to child welfare and safeguarding extend beyond just that of their own personal actions. As such, all adults are also required to:-

- be aware of the state of well-being of children and young people
- be aware of the behaviour of children and young people towards other children and young people
- be aware of the behaviour of other adults towards children and young people
- take appropriate action if they observe any matter of concern

It is not acceptable for an adult to *'leave it for someone else to deal with'* when a child is being treated in a manner inconsistent with the characteristics described in Section 4. Adults must also be aware that *behaviours they walk on past without comment or action become behaviours they condone*. If you are not sure, there are invariably other adults with whom you can confer over a matter of concern – in particular, you must take any concern to the Child Welfare Officer or the Chairman or any other member of the Club Committee. (See Section 9)

There are particular issues to do with teams, matches and travel. More is said about this in Section 7.

## 6. What is Expected of Parents

Your children are your responsibility. The Club undertakes to do the absolute best it can for them and on their behalf so that they will enjoy playing badminton, learn skills and develop mature, healthy attitudes. Nevertheless it is your responsibility as parent to assure yourself that your child is in good hands. We recommend that you:-

- talk to other parents and find out about their and their children's experiences
- talk to coaches and helpers and get to know them
- talk to your child about how they are enjoying their badminton
- come and watch the coaches and children at work

The Club aims to be completely open and transparent; parents are always welcome at all times.

Assuring yourself is particularly important with those young people selected to play in teams. Match-play can be a great way for them to progress their standard of play. However, the Club cannot undertake to ensure that a DBS-checked adult will be present at all times during the match or during travel to and from the match. There is general guidance for our adult club members on this issue below (Section 7) but in addition we recommend (particularly if your child is not being accompanied by an adult family member) that you:-

- meet and get to know the team captain and/or other adults in the team
- meet and get to know the driver if transport is being provided for your child
- ensure your child has a mobile phone (charged up and in credit) in case of unforeseen circumstances

If you have any concerns about the well-being of your child while they are at the Club, without delay please take that up with any of the Junior Club coaches, the Child Welfare Officer, the Club Chairman or any member of the Club Committee – if you cannot see the person you want at Club at the time, use the contact details listed in Section 9.

## **7. Teams, Matches and Travel**

By the time young people get to the playing standard and maturity to benefit from playing in matches, they often have such a degree of self-assurance and confidence that it is easy to forget that they are still children. Nevertheless, if they are under the age of 18 then they are. They still require our particular care and attention to their needs.

- Their experience in matches should be characterized by the description in Section 4.

If not accompanied by an adult family member, the young person

- should always remain accompanied by one or more adults (for example when waiting for their lift to arrive)
- should always have at least two adults in the car with them if they are being given a lift to and from the match

The Club recognises that the latter bullet may present considerable practical difficulties where strict adherence is impractical. In those circumstances, it is essential that the driver has

- introduced themselves and met with the parents prior to or on collecting the player
- given the parents an approximate return time
- given the parents a useable contact mobile telephone number

## **8. Junior Club Coaches**

All our coaches are volunteers: there are no paid positions.

The club warmly welcomes interest from

- any qualified badminton coach who would like to make a contribution to the development of our junior players and Junior Club
- any player or parent who wishes to learn more about coaching by taking an active role in working with our young players

Where any such interest comes from a person already personally well-known to (and recommended by) at least two of the Club Committee and/or current Junior Club coaches, no formal recruitment procedures will be necessary other than the completion of the self-declaration form in Appendix 3. In all other circumstances, the Club will require photo-proof of identity and two satisfactory character references (Appendix 4) in addition to a completed self-declaration form in Appendix 3. The Junior Club coaches together with the Child Welfare Officer will determine whether and when the role the new recruit meets the eligibility criteria for a formal DBS check. Until then the new recruit's role with children and young people will be under supervision as detailed in Section 3.

Completed recruitment forms will be retained and held confidential by the Child Welfare officer.

## **9. Contact Names**

*Child Welfare Officer:* Steve Harrison

*Club Chairman:*

*Junior Club Coaches:* Janet Coates, Steve Harrison, Mark Tunstall

*Other Members of the Club Committee:* Richard Hardiman

## Appendix 1: Codes of Conduct for Working with Children and Young People

### (a) Ethical Basis

Adults must respect the rights, feelings and well-being of all children and young people. They owe to children and young people a duty of care. They are bound to behave in ways which are kindly and put the young person at ease; they must have the best interests of the young person at heart at all times; they must not discriminate unfairly on any grounds.

In the relationship between children/young people and adults, the adult is always in a position of trust; adults must recognise that their behaviours cannot (and also cannot be seen by others) to take advantage of that position for any personal reasons.

### (b) Principles of Good Practice

- Promoting a culture in which all children are listened to and respected as individuals
- Putting the welfare of the child/young person first
- Ensuring that badminton is fun and that fair play is promoted
- Challenging unacceptable behaviour
- Reporting all concerns regarding unacceptable behaviour
- Reporting all allegations/suspensions of abuse
- Avoiding one-to-one situations with players unsupervised

### (c) Specific Actions

- *Supervision*
  - All adults have a duty of care towards children and young people, and are required to put the best interests of young people first.
  - Coaches (and any other DBS-checked adults) have a supervisory role with regard to other helpers and volunteers; their approach should be supportive, providing guidance and advice as necessary to ensure good practice is followed.
  - The ratio of adults to children at Junior Club nights should be a minimum of 1:10.
  - The Club will provide the parents with a contact number which may be used if they will be late to collect their child on a club night.
  - The Club will ensure that there is a qualified First Aider on site during Junior Club sessions and that First Aid boxes are up to date and accessible to First Aiders; First Aiders must have access to a telephone to be able to contact emergency services if required.
- *Communication Outside Junior Club Sessions*
  - In general, communication to young players should be directed through their parents.
  - Direct communication with young players should only be used where the need is urgent - for example, if there is a late change in training, match or travel arrangements.
  - Other than urgent need, adults (other than if a family member) should not contact a young player directly – media such as SMS text messaging, e-mail and social media should not be used unless parents or, other adult club members are also copied into the communication.

- *Changing*
  - The Club recommends that young players (in particular under-10s) arrive for Junior Club sessions already changed into playing kit – the Club is not able to ensure that there are sufficient DBS-checked coaches/helpers to staff changing rooms with two adults of the same gender as the players whilst also supervising activities in the sports hall.
  - Similarly, the Club recommends that after Junior Club sessions players shower and/or change at home.
  - In the case of young players playing for Club teams in matches, parents should discuss changing/showering arrangements with their child and advise them accordingly; the club cannot undertake to ensure that young people will not have to share a changing facility with adults if they choose to shower or change at the match venue.
  
- *Collection and Travel*
  - Where appropriate to the age of the young person, parents should ensure their child has a mobile phone (charged up and in credit) in case of unforeseen circumstances such as late collection; please ask your child to inform the Junior Club coaches of the situation if you are going to be late. We can also provide contact numbers for use on Junior Club nights if you will be late collecting your child.
  - Parents should ensure there are similar arrangements in place for young players playing in matches (see also Section 7 of this Policy)
  - Adults present at Junior Club/matches should ensure they are aware of collection arrangements for young players and to remain with them until they are collected: adults should wait with the young person in a public space rather than, for example, alone with them in a vehicle.
  - Adults (other than family members) providing lifts to young players should
    - introduced themselves and meet with the parents prior to or on collecting the player
    - give the parents an approximate return time
    - give the parents a useable contact mobile telephone number
    - try to ensure that at least two adults are present with the young person in the vehicle

Parents should

  - meet and get to know the driver if transport is being provided for your child
  
- *In General*
  - Adults should
    - treat all equitably and fairly
    - challenge the use of inappropriate or suggestive language to or by young people even if used in fun
    - listen to and report any allegation made by a young person about inappropriate behaviour towards them
    - intervene to stop and report any inappropriate behaviour you see by or towards a young person

- With regard to young people, adults should not
  - cause a young person to lose self-esteem by embarrassing or humiliating them
  - do things of a personal nature for young people that they can do for themselves, unless you have been requested to do so by the parents/carer. (It is recognised that some young people will always need help with things such as lace tying and it is also recognised that this does not preclude anyone attending to an injured/ill young person or rendering First Aid)
  - spend time alone with young people (unless a family member) away from others
  - agree to meet socially (unless a family member) with a young person on their own

Further detail about the Codes of Ethics which apply to Coaches can be found from the Badminton England Safeguarding web pages:

<http://www.badmintonengland.co.uk/text.asp?section=570&sectionTitle=Code+of+Ethics+%26+Code+of+Conduct+for+Coaches#1.Ethics>

Also further detail in the Badminton England Codes of Conduct can be found in “*Safeguarding and Protecting Young People Guidelines*” available from:

<http://www.badmintonengland.co.uk/text.asp?section=733&sectionTitle=Safeguarding+Policy+and+Implementation+Guidance#.UmZ2xX1wbDc>

## **Appendix 2: Anti-Bullying Statement**

### **(a) What is Bullying?**

Bullying is the perception of the recipient irrespective of the intentions of the bully.

Bullying is unwelcome behaviour which is perceived by the recipient to be offensive, repeatedly unfair, intimidating, malicious, insulting, undermining, humiliating, denigrating or belittling. Bullying may not always be face-to-face; it may result from spreading malicious rumours among others; it may involve SMS texts or social media as well as ordinary verbal communication

### **(b) Signs of Bullying**

Adults and parents must be particularly aware of behaviours of children and young people which may indicate they are being bullied. These include:-

- unexpected/unexplained reluctance to come to Club nights
- returning from club night withdrawn and/or with possessions 'lost' or damaged
- returning from club night behaving aggressively and unreasonably
- improbable explanations for the above

### **(c) The Club's Intent**

We are committed to providing a caring, friendly and safe environment for all of our children and young players so they can learn and develop their game of badminton in a secure atmosphere. Bullying of any kind is unacceptable at our Club.

If any young person feels bullied, they (and/or their parents) should know that the situation will be dealt with promptly and effectively by the Club. Anyone who knows or suspects that bullying is happening is expected to tell a responsible adult – if you are unsure exactly who, we suggest any of the Junior Club coaches, the Club's Child Welfare Officer or the Club Chairman.

**Appendix 3: Self Declaration Form**

To be completed by those people seeking a role that involves working with children or young people at Unicorn Badminton Club. When completed, this form will be held confidentially by the Club’s Child Welfare Officer. You have the right of access to information held on you and other rights under the Data Protection Act 1984.

**Part A**

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

**Part B**

(a) Have you ever been convicted of any criminal offences relating to children or young people? YES / NO  
 If YES, please supply details of any such criminal offences:

**NOTE:** You are advised under the provisions of the Rehabilitation of Offenders Act 1974 (exceptions) order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions Amendment) Order 1986 you should declare all convictions including ‘spent convictions’.

(b) Are you a person known to any Social Services department as being an actual or potential risk to children? YES / NO  
 If YES, please supply details:

(c) Have you had a disciplinary sanction (from a sports or another organisation's governing body) relating to child abuse? YES / NO

If YES, please supply details:

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**IMPORTANT**

I confirm that the information supplied is complete and accurate and I understand that failure to disclose relevant information may result in the Club declining your further involvement with children and young people, and reporting the matter to Badminton England.

I undertake to inform Unicorn Badminton Club if I am subsequently arrested, investigated or convicted for any matter in relation to child protection.

I have read and understood the Club's Child Welfare and Safeguarding documents and agree to act consistently with those standards at all times.

I undertake to keep up to date with good practice in child welfare and safeguarding, in particular to read and be aware of the policies, procedures and codes relating to safeguarding published on the Badminton England website ([www.badmintonengland.co.uk](http://www.badmintonengland.co.uk))

Signed		Date	
Print name			

Please return this form in an envelope marked 'Confidential' to the Unicorn Badminton Club, Child Welfare Officer.

**Appendix 4: Recruitment – Reference Request Form**

**Unicorn Badminton Club**

Name of the person for whom a reference is sought

**Re:**

The above named has expressed an interest in being a badminton coach/volunteer at *Unicorn Badminton Club* and has given your name as a referee.

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

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

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

1. How long have you known this person?			
2. In what capacity?			
3. What attributes does this person have that would make them a suitable coach/volunteer?			
4. How would you describe their personality?			
5. Please rate this person on the following (please tick one box for each statement).			
(a) Responsibility	Poor	Good	Excellent
(b) Maturity			
(c) Self-Motivation			
(d) Ability to motivate others			
(e) Trustworthiness			
(f) Reliability			
6. Is there anything else you feel that we should know about this person?			

Referee's Name:	
Position (or how you know the person):	Organisation (or address if a personal friend):
Signed:	Date:

Please complete this form and return it to: Child Welfare Officer, Unicorn Badminton Club,