



## Safeguarding Policies

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## Safeguarding Policies

### SECTION 1 - INTRODUCTION

#### 1. Policies Statement

All individuals, including children, young people and vulnerable adults, have the right to be cared for, protected from harm and abuse, and to participate in a sporting environment which is safe, and in which their rights are respected, and their needs met. Children, young people and vulnerable adults should get the help they need, when they need it, and their safety is paramount. This policy has been adopted by the Board as safeguarding is a top priority within the sport. British Dodgeball accepts our legal and moral duty to care for all children, young people and vulnerable adults who are involved in the sport of dodgeball in any capacity. This policy and the associated procedures and guidelines establish our collective commitment to protect all children, young people and vulnerable adults from poor practice, abuse and exploitation. It is intended to operate in conjunction with the relevant government policies and legislation regulating the protection of children and young people in the four Home Nations, and we will work with the appropriate external partners to ensure best practice is implemented and maintained.

There are three policies included within the British Dodgeball Safeguarding Policies:

- **Safeguarding Policy** - Information pertaining to the safeguarding of everyone;
- **Safeguarding Children Policy** - Information pertaining to the safeguarding of children and young people; and
- **Safeguarding Adults At Risk Policy** - Information pertaining to the safeguarding of adults at risk.

#### 2. Objectives

We aim to ensure dodgeball is one of the most accessible sports in the UK. All individuals who take part in dodgeball are entitled to participate in a fun and safe environment, and we believe that everyone involved in our sport can play a part to safeguard and protect children, young people and adults at risk from harm. The purpose of these policies is to demonstrate the commitment of British Dodgeball to build a safer future in dodgeball for children, young people and adults at risk, and our responsibility to:

- Keep children, young people and adults at risk safe by valuing, listening to and respecting them;
- Promote the wellbeing of children, young people and adults at risk through opportunities to take part in Dodgeball safely;
- Put in place policies & procedures to promote the protection of children, young people & adults at risk; and
- Recruit, train and support all our staff, volunteers and members to prioritise the safety of children, young people and adults at risk who take part in our activities.

#### 3. Scope

These policies apply to:

- British Dodgeball, including its board members, directors, officers, and those of its employees who are involved in any aspect of interacting with young people or adults at risk in any capacity;
- All members of British Dodgeball (including any National teams, clubs, teams, associations or leagues) or otherwise under the jurisdiction of British Dodgeball;
- All players and spectators and those otherwise involved in Events, Competitions, and other activities organised, convened, authorised or recognised by British Dodgeball or any of its members (including any clubs, teams, associations or leagues), wherever held;
- Any other Athlete (including International-Level Athletes) or Athlete Support Person or other person who, by virtue of a contractual arrangement or otherwise, is subject to the authority of British Dodgeball; and
- Any other person which British Dodgeball has authority over; whether or not such person is a citizen of or resident in the United Kingdom.

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### 4. Monitoring & Evaluation

We are committed to implementing, monitoring and evaluating this strategy so that successive generations of players can enjoy playing dodgeball in a safe environment. Implementation plans will be reviewed by British Dodgeball on a regular basis to monitor and evaluate progress against the strategy. Where appropriate, we will make adjustments in line with updated legislation.

Last Review Date: 16th August 2025

## SECTION 2 - SAFEGUARDING POLICY

### 5. Terminology & Descriptors

- **Abuse & Neglect:** 'Child abuse and neglect' are forms of maltreatment of a child. These terms include physical and sexual assaults as well as cases where the standard of care does not adequately support the child's health or development. Children may be abused or neglected through the infliction of harm, or through the failure to act to prevent harm.
- **Bullying:** Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical, verbal and emotional.
- **Child:** Anyone who has not yet reached their 18th birthday, as per the Children Acts 1989 and 2004.
- **Child Abuse:** Child abuse is any form of mistreatment or lack of care that leads to injury or harm of a person under 18 years of age. Abuse can happen to a child regardless of their age, gender, race or ability. Abusers can be adults (male or female) and other young people and are usually known to and trusted by the child and family. There are four main types of child abuse: physical, sexual, emotional and neglect.
- **Child Protection:** Process of protecting individual children identified as either suffering, or likely to suffer, significant harm as a result of abuse or neglect.
- **Club Welfare Officer (CWO):** The club welfare officer is the person appointed at club level and provides the essential point of contact for welfare within the club. A Club Welfare Officer should be selected for their skills and knowledge, such as being able to handle matters of a safeguarding nature in an appropriate and confidential manner. They should be approachable for any concerns regarding safeguarding to be reported and be appropriately supported by other members of the club. They should meet the minimum deployment requirements outlined on our [Safeguarding page](#).
- **Disclosure & Barring Service (DBS) - England & Wales, Disclosure Scotland - Scotland, AccessNI - Northern Ireland:** The [Disclosure and Barring Service \(DBS\)](#), [Disclosures Scotland](#) and [AccessNI](#) help employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children.
- **Designated Safeguarding Officer (DSO):** Staff member with responsibility for overseeing British Dodgeball's approach to safeguarding, including dealing with concerns about the protection of children. This is undertaken by our safeguarding and disciplinary committee.
- **Local Authority Designated Officer (LADO):** The LADO works within Children's Services and will be involved in coordinating information sharing in cases in which it is alleged that a person who works with children (including as a volunteer) has:
  - behaved in a way that has harmed, or may have harmed a child;
  - possibly committed a criminal offence against children, or related to a child; or
  - behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

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- **Parent:** The term 'parents' also refers to carers or guardians, or people with parental responsibilities.
- **Poor Practice:** Poor practice includes any behaviour that contravenes the Code of Conduct which is based around:
  - Rights of the player, the parent, the coach, the official;
  - Responsibilities for the welfare of the players, the sport, the profession of coaching, and their own development; or
  - Respect for other players, officials and their decisions, coaches, the rules
- **Safeguarding:** Safeguarding refers to measures taken to protect an individual's health, wellbeing, and human rights, ensuring they can live free from harm, abuse, and neglect. It encompasses steps taken to prevent and respond to situations where someone is at risk of harm, particularly children and adults at risk.
- **Staff:** Any person acting in an official role for a club/organisation whether this is paid or voluntary
- **Adult at Risk:** The Care Act (2014), defines an adult at risk is someone over 18 years old who:
  - has care and support needs;
  - is experiencing, or is at risk of, abuse or neglect; or
  - as a result of their care and support needs is unable to protect himself or herself against the abuse or neglect or the risk of it.
- **Wellbeing:**
  - The Social Services and Wellbeing Act (Wales) 2014 defines wellbeing as:
    - physical and mental health and emotional well-being;
    - protection from abuse and neglect;
    - education, training and recreation;
    - domestic, family and personal relationships;
    - contribution made to society;
    - securing rights and entitlements;
    - social and economic well-being; or
    - suitability of living accommodation.
  - In relation to a child, "well-being" also includes—
    - physical, intellectual, emotional, social and behavioural development.
    - "welfare" as that word is interpreted for the purposes of the Children Act 1989.
  - In relation to an adult, "well-being" also includes—
    - control over day to day life.
    - participation in work.
  - The Working Together to Safeguard Children statute (2023) lists the following priorities to support well-being:
    - children's welfare is paramount;
    - children's wishes and feelings are sought, heard, and responded to;
    - children's social care works in partnership with whole families;
    - children are raised by their families, with their family networks or in family environments wherever possible;
    - local authorities work with other agencies to effectively identify and meet the needs of children, young people, and families; and
    - local authorities consider the economic and social circumstances impacting children, young people, and families.
- **Young Person:** Reference to 'children' and 'young people' throughout this document apply interchangeably.



## Safeguarding Policies

### 6. What is Safeguarding?

Safeguarding refers to measures taken to protect an individual's health, wellbeing, and human rights, ensuring they can live free from harm, abuse, and neglect. It encompasses steps taken to prevent and respond to situations where someone is at risk of harm, particularly children and adults at risk. British Dodgeball recognises that it is always unacceptable for any individual to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all individuals, by a commitment to practice which protects them.

#### We Recognise that:

- The welfare of all children, young people, adults at risk and other adults is paramount;
- All individuals, regardless of age, disability, gender, racial heritage, nationality, religious beliefs, sexual orientation or identity, have the right to equal protection from all types of harm or abuse; and
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

### 7. Rights & Responsibilities

First and foremost, everyone has a responsibility to adhere to and promote good safeguarding practice, irrespective of role.

- To ensure volunteers are aware of a child, young person or adult at risk's need for protection;
- To notify the appropriate agencies if abuse is identified or suspected;
- To support and where possible secure the safety of individuals and ensure that all referrals to services have full information in relation to identified risk and vulnerability;
- To check volunteers that have access to or work with children, young person or adult at risk through the Disclosure and Barring Service;
- To take appropriate action in line with this Policy; and
- To declare any existing or subsequent convictions.

#### Support for those who Report Abuse

All those making a complaint or allegation or expressing concern should be reassured that:

- Their concerns will be taken seriously.
- Their comments will usually be treated confidentially, but their concerns may be shared with the appropriate authorities if they or others are at significant risk of harm.

### 8. Key Principles

The guidance given in the procedures is based on the following principles:

- British Dodgeball are committed to ensuring that all individuals who take part in British Dodgeball activities can have fun and participate in an environment that keeps them safe from any form of harm or abuse;
- All individuals, regardless of any protected characteristic including their age, gender, ability, any disability they may have, culture, racial origin, religious belief and sexual identity have the right to protection from abuse;
- A child is recognised as being under the age of 18 years (Children's Act 1989 definition);
- An adult has a moral and statutory duty for the care, custody and control of any person under the age of 18 under their supervision;
- An Adult at risk is defined as such under the Care Act (2014), as being an adult over 18 years old who: has care and support needs, is experiencing, or is at risk of, abuse or neglect, as a result of their care and support needs is unable to protect himself or herself against the abuse or neglect or the risk of it;

## **Safeguarding Policies**

- All incidents of poor practice or suspicions of poor practice and allegations of neglect or abuse will be taken seriously and responded to swiftly and appropriately. Confidentiality will always be maintained appropriately, and the child's safety and welfare must be the overriding consideration when making decisions on whether to share information about them or not; and
- All safeguarding concerns reported will be conducted fairly and investigations and the subsequent outcomes will be fair and proportionate. Individuals including children, young people and adults at risk should be given the opportunity to attend and contribute to meetings where appropriate. Should they not attend or not wish to attend, their wishes, thoughts and feelings should still be shared where appropriate.

**All those involved in the management of young participants and adults at risk in dodgeball have a duty to ensure they are:**

- Allowed access to the game in a way that is appropriate for their age and ability;
- Coached and trained by appropriately qualified people;
- Not required to play in so many games, or to attend training sessions, as to become a threat to their well-being;
- Not subjected to verbal or racial abuse from any source, especially from the bench and spectator gallery, including references to height, weight etc.;
- Not subjected to bullying, threats or undue pressure from any source;
- Encouraged to achieve their full potential at all levels; and
- Instructed on how to behave, both on and off the court.

**All British Dodgeball members & affiliates will seek to safeguard all individuals by:**

- Accepting the moral and legal responsibility to provide a duty of care to protect and safeguard the wellbeing of all individuals engaged in any activity which it has control over;
- Respecting and promoting the rights, wishes and feelings of all individuals by valuing and listening to them;
- Adopting protection guidelines through procedures and a code of conduct for staff and volunteers;
- Recruiting staff and volunteers using procedures outlined in our [Safer Recruitment Policy](#), ensuring all necessary checks are made;
- Sharing information about child protection and good practice with children, parents, carers, staff and volunteers;
- Sharing information about concerns with agencies who need to know, and involving only the appropriate parties;
- Providing effective management for staff and volunteers through supervision, support and training;
- Recognise that some individuals could face additional barriers to getting help because of additional vulnerabilities which could include their ethnicity, gender, age, religion, disability, sexual orientation, social background or culture; and
- Respond appropriately to any complaints about poor practice, neglect or allegations of abuse.

### **9. Equality**

All individuals have the same rights to be safeguarded from abuse, but it should be recognised that some individuals may face additional vulnerabilities and extra barriers to getting help. This could be because of their personal characteristics such as race, gender, age, religion, disability, sexual orientation, social background or culture. There should be awareness that these characteristics may mean that they are at greater risk of abuse because of factors such as prejudice, discrimination, reduced ability to resist or report abuse, communication barriers or myths based on stereotypes.

## 10. Promoting Good Practice

Abuse, particularly sexual abuse, can generate strong emotions in those having to deal with such an allegation. It is important to understand these feelings and not allow them to interfere with your judgement about what action to take. Neglect or abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them.

A teacher, coach or club volunteer may have regular contact with young people and be an important link in identifying cases where protection is needed. All suspected cases of poor practice, neglect or alleged abuse should be reported following the guidelines in this document. All personnel should be encouraged to demonstrate exemplary behaviour in order to protect young people and to protect themselves from allegations.

The following are common sense examples of good practice and how to create a positive culture when working in dodgeball:

- Always putting the welfare of each young person first and making sport fun, enjoyable and promoting fair play;
- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment with no secrets);
- Building balanced relationships based on mutual trust which empowers young people to share in the decision-making process;
- Giving enthusiastic and constructive feedback rather than negative criticism;
- Treating all young people equally and with respect and dignity;
- Maintaining a safe and appropriate distance both emotionally and physically (e.g. it is not appropriate for an adult to have an intimate relationship with a young person or adult at risk or to share a room with them);
- Keeping up to date with the technical skills, qualifications and insurance in sport;
- Being an excellent role model - this includes not smoking or drinking alcohol whilst supervising children and promoting a healthy diet;
- Recognising the developmental needs and capacity of children – avoiding excessive training or competition and not pushing them against their will;
- Securing parental consent in writing to act in loco parentis, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment; and
- Keeping a written record of any injury that occurs, along with the details of any treatment given, which is then reported to the parents at the first opportunity.

## 11. Data Protection

The DSL at British Dodgeball assesses what information needs to be shared in accordance with the Government guidance, which describes the '7 Golden Rules' of information sharing:

- Remember that the General Data Protection Regulation (GDPR), Data Protection Act 2018 and Human Rights Law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately;
- Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so;
- Seek advice from other practitioners, or your information governance lead, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible;



- Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.
- Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
- Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely (see principles).
- Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

In conjunction with the '7 Golden Rules', the following should be used to handle data:

- Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely (see principles).
- Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.
- When we receive information that raises concerns about a child, decisions need to be made about information sharing. The safeguarding and disciplinary committee will assess what action needs to be taken to address the concerns raised in a quick and appropriate manner. Part of this process will include consideration about what information needs to be shared and who this information needs to be shared with. This could include:
- Statutory organisations – the Police and/or Children's Services must be informed about child protection concerns. British Dodgeball should be consulted where there are concerns about someone in a position of trust or a concern about a child.
- Disclosure & Barring Service – must be informed of any concerns about someone who is working with children or adults at risk who is suspended or expelled from the organisation.
- Other clubs and other sports organisations – informing other organisations need to be considered according to the principles below in order that they can safeguard children in their care who may be at risk of harm.
- Individuals within the organisation – this will be decided on the basis of who needs to know what information in order to keep children safe.

See our [Data Protection Policy](#) for more information.

### **Photography, Video & Livestreaming**

British Dodgeball is committed to ensuring that all individuals, children and young people are protected from the inappropriate use of their images. British Dodgeball's photographer may take photographs and videos of players at British Dodgeball events and leagues whilst competing in dodgeball matches. These photos and videos will be used for promotional purposes only. If you have any junior players whose parents do not wish them to appear in any photographs or videos, please follow the process indicated in the [British Dodgeball Regulations](#). Parents and coaches are not permitted to film matches or take photographs of children other than their own.



## **12. Positions of Trust**

A position of trust usually involves an adult in a position of authority over another person or group of people. There is a need to protect young people aged 16 and 17 who, despite reaching the age of consent for sexual activity, are considered to be vulnerable to sexual abuse and exploitation, in defined circumstances. This includes sexual activity and relationships with adults who hold a position of trust, responsibility or authority in relation to them and, as a result, have a considerable amount of power and influence in their lives. Coaches and everyone involved in supervising children and adults at risk should be careful to ensure that the appropriate boundaries remain in their working relationships between themselves and participants.

British Dodgeball considers it a breach of the Code of Conduct for someone in a position of trust to engage in sexual activity with a child in their care, even if that child is over the age of consent (16 or over). Even where there is no alleged criminal offence, Disciplinary Procedures will be instigated if it comes to British Dodgeball's attention that an inappropriate relationship, inappropriate communication or other perceived 'grooming' behaviour has been demonstrated by a volunteer or staff member in a supervisory capacity with Under 18s.

British Dodgeball will refer to statutory agencies including the LADO and Police, and proceed with a referral to the DBS Barred List when necessary. Relationships with children should always be supportive, positive and aimed at improving the young person's skill and progress.

Regarding adults at risk, there is a similar allegation process in place as young people, which is aligned to local authorities whereby partners review all risks and determine actions needed.

## **13. National Academies**

British Dodgeball directly manages four National Academies: Northern Ireland, Scotland, Wales & England (and from time to time may also manage a fifth Great Britain National Academy depending on competition eligibility). It is the responsibility of each National Academy Manager to ensure there is a National Team Safeguarding Officer who has been recruited using safer recruitment practices and inducted properly in place at all times. It is the role of each National Academy Manager and National Academy Safeguarding Officer to ensure that the procedures outlined in this policy are followed at all times by National Academy volunteers, players and parents.

For more information about national team safeguarding procedures, please refer to the [National Academies Guidelines 3 - Processes document](#).

## **14. Staff & Volunteer Qualification & Vetting**

It is essential that all people working or volunteering in regulated activity are appropriately recruited. Clubs have an obligation to follow safe recruitment processes that includes procedures such as checking documents to confirm the person's identity, obtaining references and conducting an interview if possible. All individuals fulfilling eligible roles (e.g., safeguarding officers, coaches) must meet the [British Dodgeball Minimum Deployment Requirements](#). Safe Recruitment Practices can be found in our [Recruitment & Disclosure Policy](#).

It is essential that those working in regulated activity are appropriately experienced or mentored/supervised until they have gained experience. People in any role at a club which involves working/volunteering with young people or adults at risk should undertake regular safeguarding training to refresh and update their knowledge. It is mandatory for all coaches and supervising personnel of junior teams to be proactive in safeguarding by taking responsibility for familiarising themselves with any relevant guidance, policies or procedures.

### 15. Managing Challenging Behaviour

Staff/volunteers who deliver sports activities may, on occasions, be required to deal with challenging behaviour. These guidelines aim to promote good practice and to encourage a proactive response to supporting individuals to manage their own behaviour. They suggest some strategies and sanctions which can be used and also identify unacceptable sanctions or interventions which must never be used by staff or volunteers.

These guidelines are based on the following principles:

- The welfare of the individuals is the paramount consideration;
- All those involved in activities (including children, coaches/volunteers and parents/carers) should be provided with clear guidelines about required standards of conduct, and the organisation/club's process for responding to behaviour that is deemed unacceptable; and
- Individuals (including children and young people) must never be subject to any treatment that is harmful, abusive, humiliating or degrading.

Some individuals exhibit challenging behaviour as a result of specific circumstances, e.g. a medical or psychological condition, and coaches may therefore require specific or additional guidance. These and any other specific needs the individual may have should be discussed with the individual or the parents/carers along with the child or individual in planning for the activity, to ensure that an appropriate approach is agreed and, where necessary, additional support provided e.g. from external agencies.

Sport can make a significant contribution to improving the life experience and outcomes for all children and young people. Every child or individual should be supported to participate and, only in exceptional circumstances where the safety of a child/individual or of other children cannot be maintained, should a child or individual be excluded from club activities.

### 16. Online Safety

Children, young people and adults at risk may expose themselves to danger, whether knowingly or unknowingly when using the internet and other technologies. Additionally, some may find themselves involved in activities which are inappropriate, or possibly illegal through social networking sites etc. including 'cyber-bullying'. Young people who send naked or inappropriate photos of themselves to other people are actually sending indecent images of children and therefore committing a criminal offence. Although a lot of people may see taking, sharing or receiving images as harmless, this can have a long-term lasting effect including blackmail, bullying, emotional distress and presents an opportunity for grooming and non-contact abuse to take place.

Where possible we should educate young people and adults at risk in the appropriate behaviours to enable them to remain both safe and legal when using the internet and related technologies. Staff must ensure they adhere to the guidance outlined in the British Dodgeball [Social Media Policy](#). The guidance is in place to protect children and adults at risk, and those working with them.

Links to further support:

- <https://www.net-aware.org.uk/>
- <https://www.ceop.police.uk/safety-centre/>

### **17. Recognition of Poor Practice & Possible Abuse**

Staff and volunteers in dodgeball are not expected to be experts at recognition of child and / or adult abuse or neglect. However, they do have a responsibility to act if they have any concerns about the behaviour of someone (an adult or young person) towards an individual and to follow the reporting procedures in this document.

#### **Poor Practice**

Allegations may relate to poor practice where an adult's or another young person's behaviour is inappropriate and may be causing concern/harm to others. In the application of this policy, poor practice includes any behaviour bringing the game into disrepute of a child protection nature or contravening any British Dodgeball policy or guidance, infringing an individuals' rights and/or is a failure to fulfil the highest standards of care.

#### **Examples of poor practice:**

- Failure to act when you witness possible abuse or bullying;
- Unaccompanied or unobserved interactions with children - (holding a private talk with a player outside the line of sight of others, communicating directly with a player by phone, sms or mms, communicating with a player via social media) - it is recommended that parental inclusion is included in this process;
- Being unaware of or breaching any British Dodgeball policy such as the Code of Conduct;
- Spending excessive amounts of time alone with young people away from others;
- Inviting or allowing young people into your home where they will be alone with you;
- Allowing individuals to use inappropriate language unchallenged;
- Making sexually suggestive comments even in fun;
- Allowing allegations made by a young person to go unchallenged, unrecorded or not acted upon;
- Doing things of a personal nature for young people that they can do for themselves; and
- Failing to meet the basic needs of individuals such as not allowing them to hydrate or not adhering to risk assessments put in place for their safety.

***N.B.** We would usually recommend that personal care for very young or disabled children is not undertaken by coaches or other team staff. If a child is disabled to the extent that they need assistance with personal care, this should be carried out by their parent or carer.*

**If any of the following incidents occur, you should report them immediately to another colleague and make a written note of the event. Parents should also be informed of the incident:**

- Sharing a bedroom with a young person you are not related to, even with parental permission;
- If you accidentally hurt a player;
- If he/she seems distressed in any manner; and
- If a player misunderstands or misinterprets something you have said or done.

Please refer to the [Template Accident Form](#) and [Incident Reporting Form](#).

### **18. Record Keeping and Administration**

When an incident occurs it is important to keep a record of the information gathered including who is involved, who has been spoken to, dates, actions taken, guidance shared and if any referrals have been made. A template Member Safeguarding Log can be found below and on our website. All Safeguarding concerns should be raised with our DSL to keep a central record. British Dodgeball holds a central record of any Safeguarding concerns raised to our DSL. These records are stored and kept securely and are only available to British Dodgeball members of staff and the Board of Directors. The purpose of these records will be used to ensure British Dodgeball members are able to follow best practice for recruitment references and British Dodgeball can make members aware of any historical incidents if necessary.

### **19. Confidentiality**

Where a child or individual is considered to be at risk of harm, consent to share concerns with appropriate agencies is not required. It is considered good practice to discuss any actions with the parent/carer/legal guardian but should not be done when this may place the child or individual at risk of further harm or there are suspicions of Fabricated Induced Illness. If in doubt contact the Designated Safeguarding Officer at British Dodgeball. Information should be stored in a secure place with limited access to designated people. Every effort should be made to ensure that confidentiality is maintained with information shared on a 'need to know' basis only within organisations.

### **20. Suspension**

If a case is judged to be potentially serious poor practice, neglect or abuse, the decision may be made to take the neutral act of temporarily suspending the individual, without prejudice pending further investigations.

Following a Children's Social Care or Police investigation, British Dodgeball will assess the available information to decide whether the individual can be reinstated to their role in dodgeball. This may be a difficult decision; particularly where there is insufficient evidence for the Police to take further action. Following a social care or police investigation, British Dodgeball may undertake a separate investigation and apply a sanction available to it as outlined in the [Disciplinary Policy](#).

### **21. Appeals**

The appeals procedure is available to anyone under investigation as part of natural justice. Anyone wishing to appeal against decisions by British Dodgeball must follow the Appeals process outlined in the [Disciplinary Policy](#).

### **22. Review**

A review is to be conducted at the close of the case to see if changes need to be made to policies/ procedures or lessons can be learnt. All involved in a case are able to offer feedback so procedures can be continually improved.

### **23. Ongoing Support**

Consideration should be given as to whether any support may be appropriate to children, young people or adults at risk and others affected such as parents, carers and members of staff. Use of helplines, support groups and meetings will maintain an open culture and help the healing process. Thought should also be given to what support may be appropriate for the person under consideration. See the list of essential contacts for expert organisations.

## SECTION 3 - SAFEGUARDING CHILDREN POLICY

### 24. Types of Abuse

Somebody may abuse an individual by inflicting harm, or by failing to act to prevent harm. People may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger. The effects of abuse can be extremely damaging and if untreated, they may follow a person into adulthood.

#### Different forms of abuse and the signs

Evidence of any one indicator from the following lists should not be taken on its own as proof that abuse is occurring. However, it should alert staff to make further assessments and to consider other associated factors. The lists of possible indicators and examples of behaviour are not exhaustive and people may be subject to a number of abuse types at the same time.

#### Types of Abuse

The Children Act 1989 defines four categories of abuse; Physical, Emotional, Sexual Abuse and Neglect. In addition, there are other less common types of abuse, and issues which are important to be aware of in the context of the sport. The following definitions have been adapted from the [NSPCC website](https://www.nspcc.org.uk). Abuse can take place in any setting, public or private, and can be perpetuated by anyone.

<b>Physical</b>	A form of abuse which involves someone hurting or harming a child or individual on purpose. It includes but is not limited to: hitting with hands or objects, slapping and punching, kicking, shaking, throwing, poisoning, burning and scalding, biting and scratching, breaking bones, drowning. Physical abuse is any way of intentionally causing physical harm to a child or individual. It also includes making up the symptoms of an illness or causing a child or individual to become unwell.
<b>Emotional</b>	A form of abuse that involves the continual emotional mistreatment of a child or individual. It's sometimes called psychological abuse. Emotional abuse can involve deliberately trying to scare, humiliate, isolate or ignore a child or individual. Emotional abuse includes but is not limited to: humiliating or constantly criticising, threatening, shouting at or calling them names, making the child or individual the subject of jokes, or using sarcasm to hurt a child, blaming and scapegoating, making a child perform degrading acts, not recognising a child's own individuality or trying to control their lives, pushing a child too hard or not recognising their limitations, exposing a child to upsetting events or situations, like domestic abuse or drug taking, not allowing them to have friends, persistently ignoring them, manipulating a child, never saying anything kind, expressing positive feelings or congratulating a child on successes, never showing any emotions in interactions with a child (also known as emotional neglect).

## Safeguarding Policies

<b>Sexual</b>	<p>When an individual is sexually abused, they're forced or tricked into sexual activities. They might not understand that what's happening is abuse or that it's wrong. Sexual abuse can happen anywhere – and it can happen in person or online. Contact abuse is where an abuser makes physical contact with an individual or child. This includes but is not limited to: sexual touching of any part of a child's body, whether they're clothed or not, using a body part or object to rape or penetrate, forcing an individual to take part in sexual activities, making a child undress or touch someone else. Contact abuse can include touching, kissing and oral sex – sexual abuse isn't just penetrative. Non-contact abuse is where an individual or child is abused without being touched by the abuser. This can be in person or online and can include but is not limited to: exposing or flashing, showing pornography, exposing a child to sexual acts, making them masturbate, forcing a child to make, view or share child abuse images or videos, making, viewing or distributing child abuse images or videos, forcing a child to take part in sexual activities or conversations online or through a smartphone.</p>
<b>Child Sexual Exploitation</b>	<p>Child sexual exploitation is a form of child sexual abuse. When a child or young person under the age of 18, is exploited they're given things, like gifts, drugs, money, status and affection, in exchange for performing sexual activities. Children and young people are often tricked into believing they're in a loving and consensual relationship. This is called <u>grooming</u>. They may trust their abuser and not understand that they're being abused. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.</p>
<b>Extremism</b>	<p>Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society. Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist.</p>
<b>Neglect</b>	<p>Neglect is the ongoing failure to meet a child's basic needs and the most common form of child abuse. A child might be left hungry or dirty, without proper clothing, shelter, supervision or health care. This can put children and young people in danger, and it can have long term effects on their physical and mental wellbeing. Neglect can be a lot of different things, which can make it hard to spot, but broadly speaking, there are 4 types of neglect:</p> <ul style="list-style-type: none"> <li>• Physical neglect- A child's basic needs, such as food, clothing or shelter, are not met or they aren't properly supervised or kept safe.</li> <li>• Educational neglect -A parent doesn't ensure their child is given an education.</li> <li>• Emotional neglect- A child doesn't get the nurture and stimulation they need. This could be through ignoring, humiliating, intimidating or isolating them.</li> <li>• Medical neglect- A child isn't given proper health care. This includes dental care and refusing or ignoring medical recommendations.</li> </ul>

## Safeguarding Policies

<b>Bullying &amp; Cyberbullying</b>	Bullying is behaviour that hurts someone else. It includes name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere – at school, at home or online. It's usually repeated over a long period of time.
<b>Female Genital Mutilation (FGM)</b>	FGM is when a female's genitals are deliberately altered or removed for non-medical reasons. It's also known as 'female circumcision' or 'cutting', but has many other names. FGM is a form of child abuse. It's dangerous and a criminal offence in the UK.

### Indicators of Abuse

Indications that a young person may be being abused can include 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 the explanation seems inconsistent
- The young person describes what appears to be an abusive act involving him/her
- Someone else (a young person or adult) expresses concern about the welfare of another
- Unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- Inappropriate sexual awareness
- Engaging in sexually explicit behaviour
- Distrust of adults, particularly those with whom a close relationship would normally be expected
- Has difficulty in making friends
- Is prevented from socialising with other young people
- Displays variations in eating patterns including overeating or loss of appetite
- Sudden weight change
- Becomes increasingly dirty or unkempt.

A good working relationship with parent/guardians will help to identify any concerns that a young person may be experiencing, e.g. family bereavement which could cause some of the changes listed above. However, you must be aware that in some cases, informing the person with parental responsibility may put the child or individual at risk of harm and in many instances, referral to the club welfare officer is the most appropriate course of action. The club welfare officer can then contact British Dodgeball where required.

Remember it is not the responsibility of those working in dodgeball to decide if child abuse is occurring but it is their responsibility to act on any concerns by reporting them.

### 25. Supervision & Staff Ratios

It is important to ensure that, in planning and running training sessions, fixtures or events for all individuals, including children and young people, consideration is given to providing an appropriate staffing/supervision ratio of adults to participants. This ensure that risk to participants is minimised, participants can receive enhanced benefits from the activities/fixtures, parents/carers feel reassured, and it provides protection for those responsible for providing, funding or commissioning the activity in the event of concerns or incidents arising.





## Safeguarding Policies

### Key Considerations

It is not possible to recommend 'one size fits all' guidance to cover all the potential variables for dodgeball activities, especially those for children or young people. There are, however, a number of key considerations that are recommended as good practice which are outlined below.

### What makes an individual suitable to supervise children or adults at risk?

It is important that those in charge of planning or providing dodgeball sessions/activities ensure that those coaching and assisting with the coaching are suitable to do so. This includes:

- Being appropriately qualified for their role and the activity (e.g. has a [British Dodgeball Coaching Qualification](#))
- Being subject to a safe recruitment process, including criminal records checks for eligible roles (an [Enhanced Voluntary DBS check](#) can be completed through our website).
- Having insurance appropriate to their activity (a [British Dodgeball Premium Club Membership](#) offers clubs Public Liability insurance for their sessions).
- Adhering to the National Governing Bodies [Code of Conduct](#)
- Understanding their responsibility to safeguard children and the process of doing so

### What factors inform appropriate supervision levels?

We recommend that each session has a minimum of two adults present, regardless of the recommended ratio of adult to children. This ensures at least basic cover in the event of something impacting on the availability of one of the adults during the activity (e.g. in the event of one participant requiring the attention of an adult during the activity following an accident). Supervision levels or the ratio of adults to children should be included in the risk assessment for the activity.

Key factors to assess and include:

- Ages of children
- Additional supervision/support needs of some or all participants (for example due to disability or age)
- Competence/experience of participants for the specific activity
- Nature of the venue - whether closed (e.g. sports hall) or open (e.g. outdoor games areas); private and exclusive to the group or open and accessible to the public; and what types of equipment children may have access to.

### Recommended Minimum Supervision Ratios

While the risk assessment may well indicate the need for an enhanced level of supervision and staffing for a particular event, the table on the next page shows recommended adult to child ratios, based on NSPCC and Ofsted guidelines.

Child/Young person's age	Number of Adults	Number of Children
0-2	1	3
2-3	1	4
4-8	1	6
9 - 12	1	8
13 - 18	1	10



## Safeguarding Policies

### Under 18s as Supervisors/Coaches

Participants aged under 17 should not be included in adult to child ratios even if they have coaching qualifications. Young people can become involved in coaching but they should be assisting qualified coaches and not delivering sessions until they are appropriately qualified. A person cannot become a qualified Level 1 coach until they are 14+ years old, and it is expected that the person leading the session will be at least Level 2 qualified (for which you have to be 16 years old). In this case 2 adults would need to be present to supervise.

### Parents as Supervisors

Parents should be encouraged to accompany their children to activities, but they should not be included in supervision calculations unless they are members of the club and acting in a volunteering role or other capacity during the activity. In these circumstances, they should meet all appropriate requirements in terms of; appropriate background checks and minimum deployment requirements; clarity about their role and responsibilities; who has overall responsibility for the group; what is acceptable practice. They should also be listed as a coach on the teamsheet at British Dodgeball Events.

### 26. Changing Rooms

At junior events, adults should not use the same changing facilities as children under the age of 18 unless there are separate cubicles or they are parents helping their child. At community events where there are a range of ages, British Dodgeball will attempt to secure over 18's and under 18's changing rooms or one changing room with separate cubicles, but this may not always be possible. If there are no separate cubicles, over 18's should change in the specified changing room at adult events whilst under 18's should arrive changed and ready to play or change in a toilet cubicle. Conversely, under 18's should change in the specified changing room at junior events whilst adults should not enter unless there is an urgent safety issue. If a young person is uncomfortable changing or showering in public, no pressure should be placed on them to do so and they should be encouraged to do this at home. If the club has children with disabilities, involve them and their parents in deciding how they should be assisted and ensure they are able to consent to the assistance that is offered but club members should avoid taking on the responsibility for tasks for which they are not appropriately trained. All players and staff should be aware that no photographic equipment (including but not limited to cameras, video cameras, mobile phones) should be used in the changing room environment.

### 27. Missing Participants

Team staff are responsible for supervision of players in their team. If a player is found to be missing, the procedure below should be followed. A description of the player should be completed and circulated to those involved in searching. Particular times can give rise to increased risk, namely arrival time and time for leaving. Team staff should ensure good communication with players and families to ensure everyone is aware of changes in arrival/collection plans (e.g. a child being collected by parents or going home with another team member).

## Safeguarding Policies

### Procedure for Missing Participants



### 28. Collection

#### Late Collection

Every club is advised to develop their own policy on the late collection of children. Clubs should make clear that it is not their responsibility to transport children home on behalf of parents who have been delayed. Clubs are advised to follow a procedure such as:

- Promoting a staff contact number for parents to phone if there is any likelihood of late collection;
- Coaches may not be able to answer their phone during training/games but it should be possible to leave a message;
- Parents should be asked to provide an alternative contact name and number to be used if they can't be reached on their usual numbers; and
- Coaches/volunteers should ensure good communication with players and families to ensure everyone is aware of changes in arrival/collection plans.

## Safeguarding Policies

### In cases of late collection, staff should:

- Attempt to contact the child's parent on their contact numbers;
- Use the alternative contact name/number if possible;
- Wait with the child at the sport facility, with other staff or parents present if possible;
- If the child is not collected within 30 minutes of the end of the session, the staff member should speak to the Club Welfare Officer to decide whether it is necessary to contact Children's Social Care, for example, where the staff member has not been able to make contact with a parent/guardian; and
- Remind parents of the policy relating to late collection.

### In cases of late collection, staff should not:

- Take the child home or to any other location without speaking to their parents;
- Send the child home with another person without permission from a parent;
- Leave the child on their own; and
- Ask the child to wait in a vehicle or sport facility with you alone (hence the need for two adults per session)

### Event & Session Collection

All teams competing in junior events and Leagues should have one coach/manager over the age of 18 to accompany each team competing. At the end of any event or league meet this coach or manager should not leave the venue until all players have been collected by a parent or guardian for their designated team. As this is a safeguarding concern, should this coach or manager leave the event before all of their players have been collected and left the premises, they could face disciplinary action.

### 29. Reporting Procedures

Two procedures are explained in this policy, one for reporting concerns in dodgeball and another for concerns outside of dodgeball. If you are unsure which applies, please contact British Dodgeball for advice. It is acknowledged that the suggestion that an individual or child has been/is being abused can evoke strong emotions.

It can be very difficult to hear suspicions or allegations, but it is important that concerns are acted on. It is not for you to decide if abuse has taken place but to report the concerns. It is helpful if an incident referral form is completed as this sets out the sort of information which is useful. You should be careful to report as much detail as possible but avoid hearsay or assumptions.

### How to Respond to a Concern of Allegation Raised by a Child

If you witness or become concerned about someone's behaviour, or someone tells you they or another person is being or has been abused you should:

- Take the concerns seriously and act without delay;
- Stop and listen;
- React calmly so as not to frighten or deter the child or adult reporting the concern;
- Do not promise confidentiality ;
- Listen carefully and take what they say seriously;
- Keep the questioning to a minimum- you can ask clarifying open questions to gather important information that will assist you in assessing the immediate risk to a child. By using TED (Tell, Explain, Describe) questions you will not contaminate possible evidence;
- Tell them they are not to blame and that they are right to speak to you;

## Safeguarding Policies

- Reassure them and explain you must share what they have said. Clarify what you will do next and who you will need to share this information with. This could include the police or statutory agencies, if you are concerned about their immediate safety, or the Club Welfare Officer and British Dodgeball;
- It is not for you to decide if abuse has taken place but to report the concerns;
- Write down everything said (in their words as far as possible) and what was done – accuracy and detail is important. Where appropriate, record on a body map the location of any bruises, cuts or abrasions;
- Be aware that that medical or criminal evidence might be required;
- Act to immediately safeguard the child/children or individual. This may include seeking medical attention, contacting Children's Social Care or the Police. You must contact your Club Welfare Officer, who in turn must contact British Dodgeball who will provide further advice. If they are not immediately available, then you should contact your local Children's Social Care, LADO or Police without delay. If you are concerned about the immediate safety of someone, call 999. Expert advice can also be provided by the NSPCC Helpline on 0808 800 5000. You must clarify whether the person, or a staff member or volunteer has contacted a relevant outside agency using the Incident Report Form; and
- Referrals to police and / or social care must be made without delay via telephone and written referral (if indicated) must be sent within 24 hours and no later than 48 hours.

### Actions to Avoid

The person receiving the disclosure should not:

- panic or allow their shock to show;
- ask questions other than to clarify that you have enough information to act;
- speculate or make assumptions;
- make promises or agree to keep secrets;
- make negative comments about the alleged abuser;
- approach the alleged abuser;
- discuss the allegations with anyone who does not have a need to know;
- take sole responsibility; or
- delay in reporting the concerns

*It should be noted that not all children, young people and adults at risk are able to express themselves verbally. Communication difficulties may mean that it is hard for them to explain or be understood. Sometimes it is difficult to distinguish the signs of abuse from the symptoms of some disabilities or conditions, in relation to the nature of an individual's impairment. However, the welfare of the child or individual is paramount and where there are concerns about the safety of a young person, record what has been observed in detail and follow the procedures to report these concerns.*

### Records & Information

Information passed to the Adults Social Care, Children's Social Care or the Police must be as helpful and comprehensive as possible, hence the necessity for making a detailed record at the time of the disclosure/concern. Ideally this information should be compiled utilising the Safeguarding Incident Referral Form.

### Information which may be Required at the Referrals Stage:

- **Child/Young Person Complainant:** Name/age/gender/disabilities/ethnicity/address/details of parents/agencies already working with the family/relationship between them and the person under consideration.
- **Person under Consideration:** Name/Date of Birth/gender/address/position in sport and occupation etc;
- Any other allegations/previous incidents.
- If known, it is useful to advise statutory agencies about whether the person has their own children and when the person under consideration will next be at a club/event.



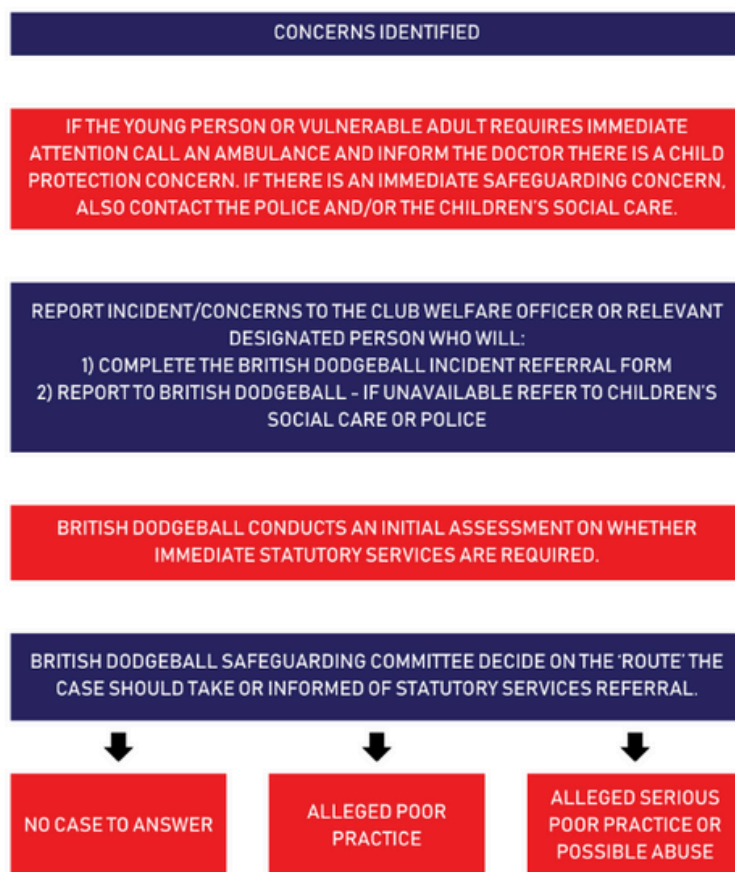
## Safeguarding Policies

- **Primary Evidence:**

- Facts from the person making the allegation including dates/times/venue/witness details;
- Records with dates, including any documents such as emails; and
- Has anyone else been informed or is anyone else already involved in the investigation.

Reporting the matter to the Police or Children's Social Care department should not be delayed by attempts to obtain more information. Wherever possible, referrals telephoned to Children's Social Care should be confirmed in writing within 24 hours. A record should also be made of the name and designation of the Children's Social Care member of staff or Police officer to whom the concerns were passed, together with the time and date of the call, in case any follow up is needed. A copy of this information should also be sent directly to British Dodgeball, within 24 hours and a copy should be retained by the Club Welfare Officer and stored in a secure place.

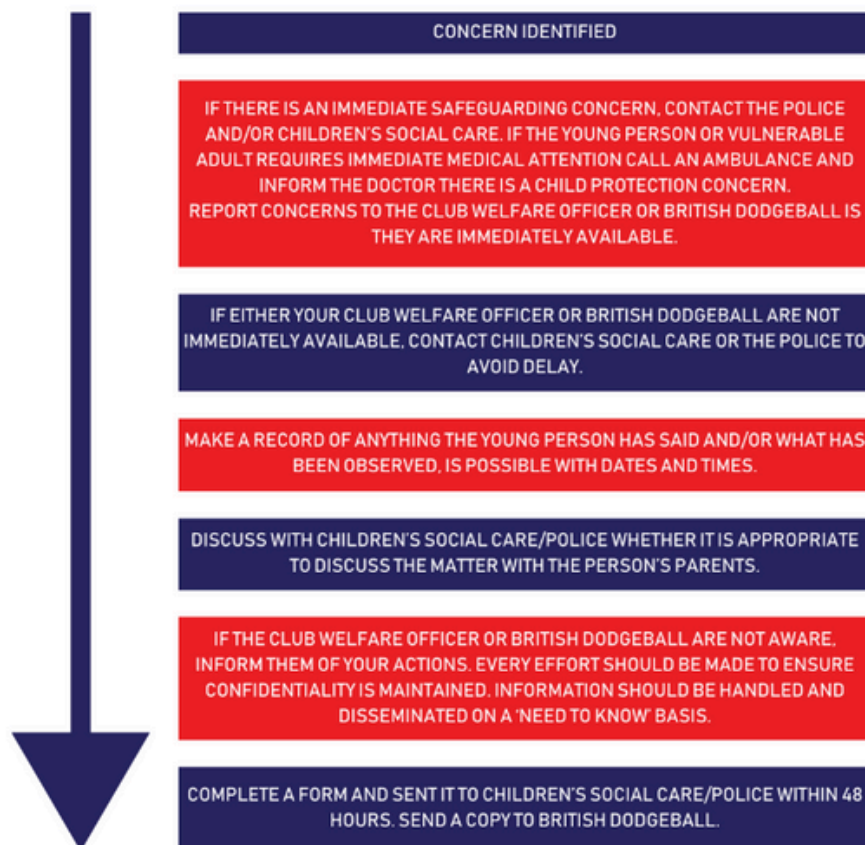
### Reporting Procedure For Allegations Within Dodgeball





## Safeguarding Policies

### Reporting Procedure For Allegations Outside of Dodgeball



### Action to Take Regarding Allegations Outside Dodgeball

If a young person informs you directly that he/she is being abused or describes abusive behaviour outside the dodgeball environment (i.e. at home or some other setting outside of dodgeball) OR through your own observations OR through a third party you become aware of possible abuse outside the dodgeball environment you must REACT IMMEDIATELY.

If you have an immediate safeguarding concern such as if a crime has been committed or believe a child or individual to be at risk of immediate harm, contact the Police and/or Children's Social Care. Ensure the safety of the young person - if they need immediate medical treatment, take them to hospital or call an ambulance, inform doctors of concerns and ensure they are aware it is a child protection issue. If possible, contact the Club Welfare Officer or British Dodgeball immediately who will follow the reporting procedures detailed below.

### Reporting Procedures

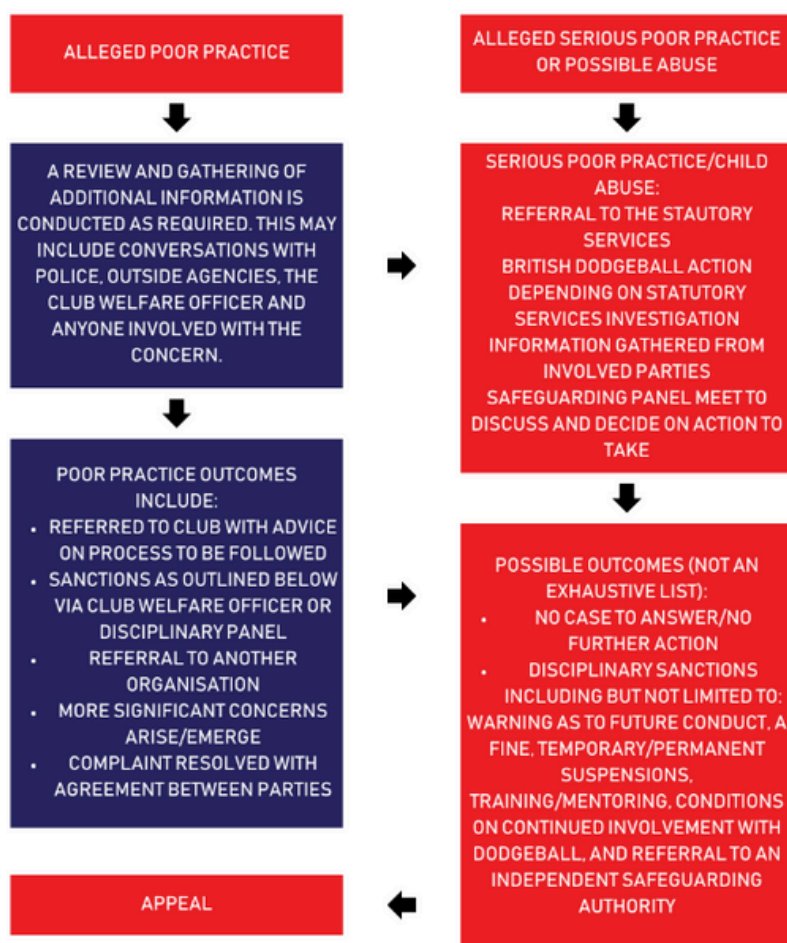
Seek advice immediately from the local Children's Social Care or the police who will advise on the action to be taken, including advice on discussing with parents. Expert advice can also be provided by the NSPCC Helpline on 0808 800 5000 or Childline on 0800 1111.



## Safeguarding Policies

Make a full and factual record of events utilising the Incident Referral Form and forward a copy of the recorded information, as directed by the Children's Social Care and/or Police, and also to British Dodgeball. If not already involved, contact the Club Welfare Officer as soon as immediately. You can contact British Dodgeball via text on 07824 798858 or email [james@britishdodgeball.com](mailto:james@britishdodgeball.com).

### 30. Process For Managing Alleged Poor Practice



### 31. Essential Contacts

- **British Dodgeball Safeguarding:** 07824 798858 (text-only)
- **British Dodgeball Designated Safeguarding Lead:** [james@britishdodgeball.com](mailto:james@britishdodgeball.com)
- **Childline:** 0800 1111
- **NSPCC:** 0808 800 5000
- **NSPCC Child Protection in Sport Unit:**
  - 0116 366 5580 (England)
  - 028 9035 1135 (Northern Ireland)
  - 029 2033 4975 (Wales)
- **Child 1st Parentline** - 08000 28 22 33 (Scotland)



## Safeguarding Policies

### SECTION 3 - SAFEGUARDING ADULTS AT RISK POLICY

#### 32. Protecting Adults at Risk

British Dodgeball is committed to ensuring that vulnerable people who use our services are not abused and that working practices minimise the risk of such abuse. All members have a duty to identify abuse and report it to British Dodgeball.

##### Definition of adults at risk

Under the Care Act (2014), an adult at risk is someone over 18 years old who: has care and support needs, is experiencing, or is at risk of, abuse or neglect. As a result of their care and support needs is unable to protect himself or herself against abuse, neglect, exploitation or the risk of it. **Adults at risk have the right:**

- To be made aware of this policy;
- To have alleged incidents recognised and taken seriously;
- To receive fair and respectful treatment throughout;
- To be involved in any process as appropriate; and
- To receive information about the outcome.

#### 33. Principles of Adult Safeguarding

The Care Act (2014) sets out the following principles that should underpin the safeguarding of adults.

- **Empowerment:** People are supported and encouraged to make their own decisions and informed consent;
- **Prevention:** It is better to take action before harm occurs;
- **Proportionality:** The least intrusive response appropriate to the risk presented;
- **Protection:** Support and representation for those in greatest need;
- **Partnership:** Services offer local solutions through working closely with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse; and
- **Accountability:** Accountability and transparency in delivering safeguarding.

#### 34. Self Determination

One important difference between safeguarding adults and safeguarding children is an adult's right to self-determination. Adults may choose not to act at all to protect themselves, and it is only in extreme circumstances that the law intervenes. This will often only happen when an adult is assessed to lack capacity in that area, or where the concerns may extend to children, such as when they are living in the same household.

An important phrase to consider is "Nothing about me without me.". The safeguarding process used to involve gathering a detailed account of what happened, and determining who did what to whom. The outcomes should then be defined by the person at the centre of the safeguarding process, meaning their views, wishes, feelings and beliefs must be taken into account when decisions are made.

## Safeguarding Policies

### 35. Types of Abuse

The Care and support statutory guidance identifies ten types of abuse, these are:

<b>Physical</b>	This includes hitting, slapping, pushing, kicking, restraint, and misuse of medication. It can also include inappropriate sanctions.
<b>Domestic Violence</b>	This includes psychological, physical, sexual, financial, and emotional abuse perpetrated by anyone within a person's family. It also includes so-called "honour" based violence.
<b>Sexual</b>	This includes rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault, or sexual acts to which the adult has not consented, or was pressured into consenting.
<b>Psychological or Emotional</b>	This includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation, or withdrawal from services or supportive networks.
<b>Financial or Material</b>	This includes theft, fraud, internet scamming, and coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions. It can also include the misuse or misappropriation of property, possessions, or benefits.
<b>Modern Slavery</b>	This encompasses slavery, human trafficking, forced labour, and domestic servitude.
<b>Discrimination</b>	Discrimination is abuse that centres on a difference or perceived difference, particularly with respect to race, gender, disability, or any of the protected characteristics of the Equality Act.
<b>Organisational or Institutional</b>	This includes neglect and poor care practice within an institution or specific care setting, such as a hospital or care home, or in relation to care provided in one's own home. Organisational abuse can range from one off incidents to ongoing ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
<b>Neglect</b>	This includes ignoring medical or physical care needs and failing to provide access to appropriate health social care or educational services. It also includes the withdrawing of the necessities of life, including medication, adequate nutrition, and heating.
<b>Self-Neglect</b>	This covers a wide range of behaviour, but it can be broadly defined as neglecting to care for one's personal hygiene, health, or surroundings. An example of self-neglect is behaviour such as hoarding.

## Safeguarding Policies

Four additional types of harm are:

<b>Psychological</b>	Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.
<b>Financial or Material</b>	Including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
<b>Neglect</b>	Including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
<b>Discrimination</b>	Including racist, sexist, that based on a person's disability or other protected personal characteristic as defined in the Equality Act 2010, as well as other forms of harassment, slurs or similar unfair treatment.

### People with Disabilities

In respect of disabled people, additional forms of abuse can occur:

<b>Cyber Bullying</b>	Cyber bullying occurs when someone repeatedly makes fun of another person online, or repeatedly picks on another person through emails or text messages. It can also involve using online forums with the intention of harming, damaging, humiliating, or isolating another person. It includes various different types of bullying, including racist bullying, homophobic bullying, or bullying related to special education needs and disabilities. The main difference is that, instead of the perpetrator carrying out the bullying face-to-face, they use technology as a means to do it.
<b>Forced Marriage</b>	This is a term used to describe a marriage in which one or both of the parties are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties consent to the assistance of a third party in identifying a spouse. The Anti-Social Behaviour, Crime and Policing Act 2014 make it a criminal offence to force someone to marry.
<b>Mate Crime</b>	A "mate crime" is when "vulnerable people are befriended by members of the community who go on to exploit and take advantage of them" (Safety Network Project, ARC). It may not be an illegal act, but it still has a negative effect on the individual. A mate crime is carried out by someone the adult knows, and it often happens in private. In recent years there have been a number of Serious Care Reviews relating to people with a learning disability who were seriously harmed, or even murdered, by people who purported to be their friend.
<b>Radicalisation</b>	The aim of radicalisation is to inspire new recruits, embed extreme views and persuade vulnerable individuals to the legitimacy of a cause. This may be direct through a relationship, or through social media.



## Safeguarding Policies

### 36. Supervision Ratios

The ratios for adults at risk vary according to need. In all cases, a minimum of two responsible adults should be present to supervise the activity, with one being qualified to coach. Where possible, any care needs, learning needs or SEN needs should form part of an agreed action plan. Any roles that meet the definition of regulated activity also require an enhanced criminal records check. In the case of adults at risk, the standard adult ratios should be adjusted to meet the needs of the participants.

### 37. Reporting Procedures

#### Reporting Concerns About Yourself

If you are in immediate danger or need immediate medical assistance contact the emergency services 999. Please contact your club Safeguarding Officer or the British Dodgeball safeguarding designated safeguarding lead [james@britishdodgeball.com](mailto:james@britishdodgeball.com). If the Designated Safeguarding Lead is implicated or you think has a conflict of interest, then report to the British Dodgeball Chief Executive Officer [ben@britishdodgeball.com](mailto:ben@britishdodgeball.com).

You can also contact the Police, Social Services, your doctor or other organisations that can provide information and give help and support. At all stages you are welcome to have someone who you trust support you and help you to explain what happened and what you want to happen. It is of utmost importance to British Dodgeball that you can take part in our activities safely and we will take every step to support you to do that.

#### Reporting Concerns About Others

You may be concerned about harm to another person because of something you have seen or heard, information you have been told by others or because someone has confided in you about things that are happening or have happened to them.

You should not keep safeguarding concerns to yourself. If you have concerns and/ or you are told about possible or alleged abuse, poor practice or wider welfare issues you must contact your club Safeguarding Officer or the British Dodgeball Designated Safeguarding Lead as soon as you can [james@britishdodgeball.com](mailto:james@britishdodgeball.com). If the Designated Safeguarding Lead is implicated or you think has a conflict of interest, then report to the British Dodgeball Chief Executive Officer [ben@britishdodgeball.com](mailto:ben@britishdodgeball.com).

If you are concerned about harm being caused to someone else, please follow the guidance below.

- It is not your responsibility to prove or decide whether an adult has been harmed or abused. It is however, everyone's responsibility to respond to and report concerns they have.
- If someone has a need for immediate medical attention call an ambulance on 999.
- If you are concerned someone is in immediate danger or a serious crime is being committed contact the police on 999 straight away. Where you suspect that a crime is being committed, you must involve the police.
- Remember to be person centred/make safeguarding personal. If it will not put them or you at further risk, discuss your safeguarding concerns with the adult and ask them what they would like to happen next. Inform them that you have to pass on your concerns to your Safeguarding Lead or Welfare Officer. Do not contact the adult before talking to your Safeguarding Lead or Welfare Officer if the person allegedly causing the harm is likely to find out.
- Remember not to confront the person thought to be causing the harm.

## Safeguarding Policies

### 38. Responding to a Direct Disclosure

If an adult indicates that they are being harmed or abused, or information is received which gives rise to concern, the person receiving the information should:

- Take it seriously;
- Stay calm;
- Listen carefully to what is said, allowing the adult to continue at their own pace;
- Keep questions to a minimum, only ask questions if you need to identify/ clarify what the person is telling you;
- Reassure the person that they have done the right thing in revealing the information;
- Ask them what they would like to happen next;
- Explain what you would like to do next;
- Explain that you will have to share the information with your club Safeguarding Officer or the DSL;
- Ask for their consent for the information to be shared outside the organisation;
- Make an arrangement as to how you/the Safeguarding Officer or DSL can contact them safely;
- Help them to contact other organisations for advice and support (e.g. Police, Domestic Abuse helpline, Victim Support).
- Act swiftly to report and carry out any relevant actions; and
- Record in writing what was said using the adult's own words as soon as possible.

#### It is important not to:

- Dismiss or ignore the concern;
- Panic or allow shock or distaste to show;
- Make negative comments about the alleged perpetrator;
- Make assumptions or speculate;
- Probe for more information than is offered;
- Promise to keep the information secret;
- Make promises that cannot be kept;
- Conduct an investigation of the case;
- Confront the person thought to be causing harm;
- Take sole responsibility; or
- Tell everyone.

### 39. Case Management

The Safeguarding Officer or DSL will keep clear records of decision making, actions taken, and the outcomes achieved. They will also collect feedback from the adult. The Safeguarding Officer or DSL, where appropriate, in consultation with the Case Management Group, will take the following actions:

#### Immediate Response

- **Ensure any immediate actions necessary to safeguard anyone at risk have been taken:** If the risk is said to be due to the behaviour of an employee or other person involved in the organisation/activities use the relevant procedures (e.g. breach of code of conduct, breach of contract, disciplinary or grievance procedures) to prevent that person making contact with the adult being harmed.
- **If you have been sent a Safeguarding Adults Report Form check that you can understand what is written and that all the necessary parts have been completed:** If you are being contacted directly by a member of staff or a volunteer, request that they complete a Safeguarding Adults Report Form if they have not already done so as soon as possible. If the report is being made by the adult themselves or a member of the public fill in the safeguarding report form yourself gaining the details with the person contacting you.



## Safeguarding Policies

- **Inform, reassure, and advise the person making the report e.g. what to do/what not to do:** Explain what will happen next. Reinforce the need for confidentiality.
- **Consider what is known about the situation, what the risks are, what is known of the views of the adult, whether they have given their consent to the report being made and whether they might be considered to be an 'adult at risk':** Find out whether the person making the report believes the adult has the mental capacity to make decisions about what safeguarding actions they want to be taken (they are not expected to assess this, only provide their opinion). Decide if you need to contact the adult to get more information, determine their wishes, or explain what actions you need to take.
- **Ensure that the adult has been given information about the process and what will happen next. Ensure that they have been provided with information about other organisations that can support them:** ONLY do this if you have a known safe way of contacting them.

### Taking Action

In all situations you should ensure those in your organisation who can act (within their remit) to prevent further harm have the information to do so. This includes supporting the person at risk. Depending on the situation you may need to pass information to and work together with other organisations such as the Police and the Local Authority safeguarding team.

- **Consult and Decide:** If necessary, consult with Case Management Group/Chair and with the Local Authority/the Police and decide which of the following actions need to be taken.
- **Contact the police (where the crime took place) if:**
  - a serious crime has been committed.
  - a crime has been committed against someone without the mental capacity to contact the police themselves.
  - the adult has asked you to make a report to the Police on their behalf because they are unable to themselves.
- **Make a referral/report to the Local Authority Safeguarding Adults Team or Multi-Agency Safeguarding Hub (MASH) (where the adult lives) if you believe they may be an adult at risk AND:**
  - the adult appears not to have the mental capacity to make decisions about their own safety and well-being.
  - the risk is from a person employed or volunteering in work with adults with care and support needs (including within a sports organisations).
  - there are other 'adults at risk' (e.g. another family member, another club member or other people using a service).
  - the adult at risk lives in Wales or Northern Ireland (no consent required).
  - the adult at risk lives in England or Scotland and they have asked you to make a report or have given their informed consent to you making it.
- If a child is at risk you must also make a child safeguarding referral to the Local Authority. If you are unsure whether or not to make a referral, you can ask for advice by contacting the Local Authority Safeguarding Adults Team/Multi-agency Safeguarding Hub and discuss the situation with them without disclosing the identity of the adult or the person who may be causing harm.
- **Use policy and procedures to stop harm within the organisation:** If the person who may be causing harm is a person involved in the club or British Dodgeball in whatever capacity inform the club chair and British Dodgeball DSL. Decide what policy and procedures the organisation will use to decide which actions will be taken e.g. breach of code of conduct, disciplinary procedures, breach of contract. Agree what short term arrangements can be put in place to enable the adult, who may be being harmed, to be able to continue participating in the organisation/their sport. The arrangements made must respect the rights of the person who may be causing harm and must be consistent with the relevant policy and procedures.



## Safeguarding Policies

- **Attend and contribute to any safeguarding adults strategy or case meetings that are called by the Local Authority:** If statutory agencies say that they will not be taking any action in relation to a referral this should not stop the club or British Dodgeball taking internal steps to safeguard the adult. E.g. the Police may decide not to pursue a criminal investigation where there is an allegation against an employee, but the organisation should still follow its disciplinary procedure.
- **Decide who in the organisation will maintain contact with the adult to consult with them, keep them informed and make sure they are receiving the support they need:** Unless advised not to by the Police or Local Authority, and only if there is a safe way to do so, contact the adult to let them know about the actions you have taken and the outcomes so far. Find out if the actions taken are working, what matters to them, what they would like to happen next and what outcomes they want to achieve.
- **Convene a Case Management Group meeting to coordinate actions internally to your organisation:**
  - share information about what has happened with those within the club or British Dodgeball who have a role in safeguarding the adult.
  - share the views of the adult.
  - share any actions being taken by the Police/Local Authority.
  - agree who will coordinate between the club or British Dodgeball and other agencies.
  - decide what actions will be taken. These can include:
    - Use of internal procedures such as breach of code of conduct/disciplinary procedures to address any behaviour that may have caused harm.
    - Reporting any employee or volunteer found to have caused harm to the Disclosure and Barring Service / PVG Scheme / NI Access.
    - Communication with the adult about the safeguarding process, offering support to the adult and making any arrangements needed for them to continue their involvement with the organisation/sport.
    - Offering support to staff, volunteers and members affected by the circumstances.
    - Ensuring senior managers are updated as needed.
- **Coordinate action by the club or British Dodgeball:** Case Management Group meeting must be recorded so that decision making is transparent, and actions agreed are followed. Follow up meetings should be held as necessary until the actions needed are complete.
- **Ensure records are complete and stored securely:** Collate monitoring information, including feedback from the person who was at risk of harm and report to British Dodgeball senior management team or the Board as requested.

### 40. Essential Contacts

- **British Dodgeball Safeguarding:** 07824 798858 (text-only)
- **British Dodgeball Designated Safeguarding Lead:** [james@britishdodgeball.com](mailto:james@britishdodgeball.com)
- **Thirtyone:eight** - 0303 003 1111
- **Social Care Institute for Excellence (SCIE)** - 020 3840 4040
- **Age Concern** - 0800 055 6112
- **ourglass** - 0808 808 8141
- **National Association for People Abused in Childhood (NAPAC)** - 0808 801 0331
- **Action fraud** - 0300 123 2040
- **Rape crisis** - 0808 500 2222
- **Mind Mental Health Support** - 0300 123 3393
- **Refuge Domestic Abuse Helpline** - 0808 2000 247
- **Domestic & Sexual Abuse Helpline (Northern Ireland)** - 0808 802 1414
- **Scotland's Domestic Abuse and Forced Marriage Helpline** - 0800 027 1234