



Safeguarding & Protecting Children & Young People Policy & Procedures

Introduction

Olympia Boxing CIC acknowledges the duty of care to safeguard and promote the welfare of children and young people and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance, and guidance provided by the Kent and Medway Safeguarding Children Partnerships and England Boxing.

This policy has been developed from relevant law, regulation and statutory and non-statutory government guidance including Children's Act (1989 & 2004) and Working Together to Safeguard Children (2018), the Kent and Medway Safeguarding Children Procedures, and current best practice as identified by England Boxing and the NSPCC Child Protection in Sport Unit.

Principles

The policy recognises that the welfare and interests of children and young people are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children and young people:

- have a positive and enjoyable experience of sport with Olympia Boxing CIC in a safe environment
- are protected from abuse whilst participating in our Boxing sessions or outside of the activity.

Olympia Boxing CIC acknowledges that some children and young people, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

Olympia Boxing CIC also recognises and seeks to embody the England Boxing Safeguarding Principles (see Appendix A): Needs of the child; integrity of relationships; preserving childhood; sportsmanship; and fair play, and the England Boxing Children and Young People's Charter (see Appendix B).

Policy Statement

As part of our safeguarding policy Olympia Boxing CIC will:

- promote and prioritise the safety and wellbeing of children and young people
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people.
- ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern.
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored.
- prevent the employment/deployment of unsuitable individuals.
- ensure robust safeguarding arrangements and procedures are in operation.

Last reviewed March 2020



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The policy and procedures will be widely promoted and are mandatory for everyone involved in Olympia Boxing CIC. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

Monitoring

The policy will be reviewed a year after development and then every three years, or in the following circumstances:

- changes in legislation and/or government guidance
- as required by the Local Safeguarding Children Partnership, Sport England, or England Boxing
- as a result of any other significant change or event.

Terminology

A glossary of terms which are significant, and which are used throughout this document can be found in Appendix C.

Supporting Policies and Documents

This policy is supported by the following documents:

- Health & Safety Policy and Accident/Incident Guidelines
- Data Protection Policy
- Equity Policy Statement (see Appendix D)
- Lesson Risk Assessment (see Appendix E) and Consent Form
- Codes of Conduct (see Appendix F)
- Recruitment Procedures (see 'Prevention and Precaution – page 4)
- England Boxing Safeguarding Policy
- England Boxing Safeguarding Procedures
- England Boxing: What to do if you have concerns about a child's safety

For copies of these documents, please contact:

Olympia Boxing CIC Welfare Officer: **Wayne Smith 07525346159** wayne@olympiaboxing.co.uk

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Good Practice

Information about good practice in coaching boxing with children and young people across a variety of topics is available from England Boxing, including:

- [Guidance on dealing with bullying](#)
- [Changing room guidelines for clubs](#)
- [Transporting children or young persons in a private car](#)
- [Positions and breaches of trust](#)
- [Managing challenging behaviour](#)
- [Appropriate communication guidance](#)
- [Video and photography at events](#)

Additional risks

Information about the circumstances of children who may be particularly vulnerable to Significant Harm is available from the [Kent and Medway Safeguarding Children Procedures](#), and includes:

- Children with disabilities
- Adoption
- Online safety
- Child Sexual Exploitation
- Children living away from home
- Fabricated illness
- Female Genital Mutilation
- Gang Activity, Youth Violence and Criminal Exploitation Affecting Children
- Historical abuse
- Honour Based Violence
- Self-harming and suicidal behaviour
- Young carers
- Radicalisation and violent extremism

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Prevention and precaution

This policy seeks to assist those working with children in the boxing environment to identify areas of risk. The policy cannot cover all types of risks but outlines some of the key areas members, staff and volunteers should be aware of. In terms of identifying individuals who may pose a risk to children Olympia Boxing CIC conducts rigorous recruitment procedures.

Recruitment and training of staff and volunteers

Olympia Boxing CIC recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children. Preselection checks include the following:

- All volunteers/staff should complete an application form. The application form will elicit information about an applicant's past and a self-disclosure (see Appendix G) about any criminal record.
- Consent should be obtained from an applicant to seek information from the Disclosure & Barring Service.
- Confidential references, including one regarding previous work with children if possible. These references must be taken up and confirmed through telephone contact.
- Evidence of identity (passport or driving licence with photo).

Interview and induction

All employees (and volunteers) will be required to undergo an interview carried out to acceptable protocol and recommendations. All employees and volunteers will receive an induction, during which:

- A check should be made that the application form has been completed in full (including sections on criminal records and self-disclosures).
- Their qualifications should be substantiated.
- The job requirements and responsibilities should be clarified.
- Safeguarding and child protection procedures are explained and training needs are identified.
- They sign up to the Code of Conduct (see Appendix F) and safeguarding children policy.

Training

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

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

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- Work safely and effectively with children.

Olympia Boxing CIC requires:

- Coaching staff to attend a recognised 3-hour good practice and child protection awareness training workshop, to ensure their practice is exemplary and to facilitate the development of a positive culture towards good practice and child protection.
- Non-coaching staff and volunteers to complete a recognised awareness training on child protection.
- Relevant personnel to receive advisory information outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a young person.
- Relevant personnel to gain a national first aid training (where necessary).
- Attend update training when necessary. Information about meeting training needs can be obtained from the [NSPCC Child Protection in Sport Unit](#).

Definitions of abuse and neglect

All Olympia Boxing CIC staff and volunteers should have an understanding of abuse and neglect and know how and when to take action. The following categories of abuse are set out in Working Together 2018:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

Definitions of these terms can be found in Appendix C.

Identifying risks in boxing (England Boxing Safeguarding Policy):

It is not possible to identify all risks to children and young people within the Boxing environment, however, below is a non-exhaustive list of specific issues which England Boxing is concerned to identify and eradicate:

- Bullying
- Favouritism
- Inappropriate training
- Mismatching opponents
- Placing unrealistic expectations of success on a child or young person
- Children with disabilities being at increased risk

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- Drugs and doping
- Unauthorised use of video and film

The over-riding principle is that any behaviour that threatens the welfare of a child or young person is prohibited and requires reporting and possible action. The participation of children and young people in the sport of boxing should be enjoyable and safe. Any behaviour that affects these goals amounts to a safeguarding issue.

As well as identifying and eliminating safeguarding threats arising from a child's participation in the sport, all responsible adults should be aware of indicators of abuse that may be taking place away from the sport, for instance at home or school. As with all the examples, they are a guide only and highlight to all responsible adults the areas of risk that give rise to concern.

Recognising abuse and neglect

Factors described below are frequently found in cases of abuse and/or neglect. Their presence is not proof that abuse has occurred, but must be regarded as indicators of possible significant harm. Such indications justify the need for careful assessment and discussion with the Welfare Officer, and may require consultation with and/or referral to Children's Services (see Appendix J for reporting procedures and Appendix I for contacts).

Indications that a child may be experiencing abuse include (but are not limited to) the following:

- the child appears frightened of the parent(s)
- the child acts in a way that is inappropriate to her/his age
- 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
- unexplained changes in behaviour
- inappropriate sexual awareness
- engaging in sexually explicit behaviour
- distrust of adults, particularly when a close relationship is expected
- has difficulty in making friends
- is prevented from socialising with other children
- displays variations in eating patterns including overeating or loss of appetite
- loses weight for no apparent reason
- becomes increasingly dirty or unkempt

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Further information on the potential indicators of significant harm are available from the [Kent & Medway Safeguarding Children Procedures](#).

It is not the responsibility of those working in sport to decide whether child abuse is occurring, but it is our responsibility to act on any concerns.

Disclosure by a child

Children who are being abused will only tell people they trust and with whom they feel safe. By listening to and taking seriously what a child is telling you, you will already be helping to protect them.

If a child starts to disclose abuse, use the following guidelines to complete the Incident Report Form (see Appendix H). The most important thing is to let children know you're listening and focusing on showing you care, taking your time and demonstrating that you understand.

- **STAY CALM:** React calmly so as not to frighten the child.
- **REASSURE:** Let the child know s/he is right to tell you and is not to blame.
- **DON'T PROMISE CONFIDENTIALITY:** Explain that you must make sure s/he is safe, and that you may need other adults to help you to do this.
- **TAKE THEM SERIOUSLY:** Recognise difficulties inherent in interpreting what is said by a child who has a speech disability or differences in language.
- **NO LEADING QUESTIONS:** Keep questions to a minimum to get a clear and accurate understanding of what they said. Who/What/When/Where?
- **STOP WHEN THEY WANT TO STOP:** Let them tell you what they want to tell you and no more. Too much detail may affect later investigations.
- **EXPLAIN:** When the child has finished, make sure s/he feels secure, and explain what you will do next.
- **RECORD:** Make a full written record of what has been said or observed, using the child's own words, including the date and time, and sign them.

Any suspicion or disclosure that a child has been abused should be reported to the Welfare Officer, who will take the necessary steps to ensure the safety of the child and any other child who may be at risk. The Welfare Officer will seek advice from Children's Services (see Appendix I for Contacts) who may involve the police and invoke the Kent and Medway Safeguarding Children Procedures.

The parents or carers of the child will be contacted as soon as possible following advice from Children's Services.

See Appendix H for Incident Report Form

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See Appendix J for Reporting Procedures Flowchart

Allegations against staff

Any concerns for the welfare of the child, arising from abuse or poor practice by a member of Olympia Boxing CIC staff or volunteer, must be reported immediately to the Welfare Officer, who will record the details and inform the LADO (see Appendix I).

The LADO will decide whether a Referral is required, will consult with Children's Social Care and/or the Police as appropriate, and will also decide who will deal with any media enquiries. If the allegation is about the Welfare Officer, the report should be made to the Olympia Boxing CIC Directors.

Where there is a complaint of abuse against a member of staff or volunteer, there may be three types of investigation:

- Criminal
- Child protection
- Disciplinary or misconduct.

Civil proceedings could also be initiated by the person/family of the person who alleged the abuse.

Referral to England Boxing

It is vital that everyone working with children and young people throughout England Boxing knows how to recognise the safeguarding issues and when there is evidence of a breach of this policy in respect of a child. The first and immediate step to take is to refer the matter to your Welfare Officer (see Appendix J – Reporting Procedures Flowcharts) who will refer to England Boxing as appropriate.

Olympia Boxing CIC will follow England Boxing disciplinary procedures with regards to the suspension of any member of paid or voluntary staff accused of abuse, pending further police and Children's Services inquiries.

England Boxing ("EB") has jurisdiction to deal with any member of EB as well as any others actively involved in Olympic (formerly amateur) boxing in England (including but not limited to boxers, coaches, officials, EB Officers, volunteers and parents or guardians of members) in relation to breaches of EB's Safeguarding Policy and/or any safeguarding concerns (see [England Boxing Safeguarding Procedures](#)). This includes decisions by the Safeguarding Review Panel to:

- Issue or endorse Interim Suspensions
- Impose Permanent and Fixed Term Bar
- Make relevant determinations in relation to DBS applications
- Suspend or remove EB Membership or Licences



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- Direct that a matter be dealt with via disciplinary action
- Impose conditions, including but not limited to supervision requirements; or the requirement to attend courses or training

Supervision & Support for Staff and Volunteers involved in Whistle Blowing – England Boxing Guidance

England Boxing assures all athletes, coaches, volunteers, helpers, staff or officials that it will fully support and protect anyone who, in good faith, reports their concerns that someone has demonstrated poor practice or has abused, or may be, abusing a child.

We will also ensure that supervision and support is available both during & following an incident or allegation.

The first person within a club to consider for support is the Club Welfare Officer (see Appendix I for Contacts). This officer should whenever possible be on hand to offer help and advice at this difficult time. The Club Welfare Officer may draw on the assistance of either the Divisional or Regional Welfare Officer or the National Child Protection and Equity Manager whose role is to provide help and assistance in this difficult area. All these officers form a team who, through working together will support you.

In the most serious and appropriate cases, it may be possible to access counselling from the statutory agencies particularly the Children's Social Care Services who will have links to other branches of Social Service and specialties.

In any event, you will not be expected to deal with this alone and you should always seek help and advice from the network of Welfare Officers within England Boxing – Do not forget that the National Child Protection and Equity Manager is available to advise and help at any time.

Working Together to Safeguard Children 2018

The statutory guidance on inter-agency working to safeguard and promote the welfare of children was revised in 2018, and for the first time listed sports organisations as relevant agencies. This means the lead safeguarding partners locally may request a sports organisation to become part of their formal arrangements. This could be via the Medway Safeguarding Children Partnership Leadership Group or the Kent Safeguarding Children Business Development Team.

Olympia Boxing CIC will duly cooperate with any requests made by the local safeguarding partnerships to assist them in their duty to ensure that adequate arrangements are in place to safeguard children across the full range of sectors and settings, including in sport and leisure. All information will be shared in line with [England Boxing Information Sharing principles](#).



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APPENDIX A – ENGLAND BOXING SAFEGUARDING PRINCIPLES

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SAFEGUARDING PRINCIPLES

NEEDS OF THE CHILD

Every child is unique and child and young persons boxing experience should be tailored to their individual need

INTEGRITY OF RELATIONSHIPS

Children should be treated with integrity and respect. The relationship between coach and child athlete must at all times be one of openness and respect.

PRESERVING CHILDHOOD

The importance of preserving childhood should be understood and embraced at all levels within boxing.

SPORTSMANSHIP

Boxing for children and young people should be conducted in a safe, positive and encouraging atmosphere. Children and young people should be taught the principle of sportsmanship.

FAIR PLAY

This incorporates not only playing within the rules of the sport but also encompasses the concepts of friendship, respect for others and always playing within the right spirit.

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APPENDIX B – CHILDREN & YOUNG PEOPLE’S CHARTER



CHILDREN & YOUNG PEOPLE’S CHARTER

England Boxing aims to ensure that all children and young people within the sport of boxing are treated with respect, valued and at all times ‘safe’ from all forms of abuse.]

We want you:

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



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

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

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

England Boxing is committed to the welfare of its members and in particular to children and young persons. All England Boxing members and clubs should be responsive to concerns.

Each club has a welfare officer and the details of these officers are in prominent positions within gyms. These persons are appointed for their abilities to address any concerns; they have the appropriate training and/or experience. If a person has a welfare concern this would be a suitable person to speak to.

Consideration may also be given to contacting the Regional Welfare Officer. The details of that person can be found in the Compliance section of the England Boxing website, where the National Compliance Manager's details are also available.

Childline: 0800 1111

NSPCC helpline: 0808 800 5000

You can also find valuable information at: www.worriedneed2talk.org.uk

APPENDIX C – GLOSSARY OF TERMS

Definition of terms used in this document

Abuse	<p>A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Types of abuse include:</p> <ul style="list-style-type: none"> • Physical abuse • Emotional abuse • Sexual abuse • Neglect 	<p>Working Together to Safeguard Children (2018)</p> <p>Kent and Medway Safeguarding Children Procedures (2018)</p>
Bullying	<p>Bullying may be defined as deliberately hurtful behaviour, usually repeated over time, and often aimed at certain groups, e.g. because of race, religion, gender or sexual orientation.</p> <p>Bullying is not defined as a form of abuse in statutory guidance but will include at least one of the defined categories of abuse. Bullying is a type of behaviour which is defined by the impact on the child being bullied rather than by the intention of the perpetrator.</p>	<p>Bullying UK</p> <p>Kent and Medway Safeguarding Children Procedures (2018)</p>

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Child	Anyone who has not yet reached their 18 th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change his/her status or entitlements to services or protection.	Working Together to Safeguard Children (2018)
Child Protection	Part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.	Working Together to Safeguard Children (2018)
Code of Conduct	An important tool for defining and communicating acceptable standards of behaviour. Different groups of people covered by a Code of Conduct should include: <ul style="list-style-type: none"> • Adult members • Junior Members • Club Officials and volunteers • Parents and Carers 	Club Matters See Appendix F
Duty of Care	A legal obligation on an individual requiring adherence to a standard of reasonable care while performing any acts that could foreseeably harm others.	

Emotional abuse	Emotional abuse is a form of Significant Harm which involves the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.	See <i>Abuse</i>
Neglect	Neglect is a form of Significant Harm which involves the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.	See <i>Abuse</i>
Parent	The term 'parents' also refers to carers or guardians, or people with parental responsibilities.	
Physical abuse	Physical Abuse is a form of Significant Harm which may involve including hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.	See <i>Abuse</i>
Poor practice	Poor practice includes any behaviour that contravenes a sport's Code of Conduct.	See <i>Code of Conduct</i>

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Safeguarding children	The process of protecting children from maltreatment, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully.	Working Together to Safeguard Children (2018)
Sexual abuse	Sexual abuse is a form of Significant Harm which involves forcing or enticing a child or young person to take part in sexual activities.	See Abuse
Welfare Officer	Member of Olympia Boxing CIC staff with responsibility for overseeing the club's approach to safeguarding children, including dealing with concerns about the protection of children.	See Appendix I for Contacts
Working Together to Safeguard Children 2018	Government guidance that sets out how organisations and individuals should work together to safeguard and promote the welfare of children and how practitioners should conduct the assessment of children. The guidelines set out core legal requirements, making it clear what individuals and organisations should do to keep children safe and promote their welfare.	Working Together to Safeguard Children (2018)
Young people	Reference to 'children' and 'young people' throughout this document apply interchangeably.	See <i>Child</i>

APPENDIX D – EQUITY POLICY STATEMENT

- Olympia Boxing CIC adopts the England Boxing Equity Policy and is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:
- Sports equity is about fairness in sport, equality of access, recognizing inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.
- Olympia Boxing CIC respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- Olympia Boxing CIC is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- All members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.



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- Olympia Boxing CIC will deal with any incidence of discriminatory behaviour seriously, according to the organisation's disciplinary procedures.

APPENDIX E – RISK ASSESSMENT



(Non Contact) Lesson Risk Assessment



Date:
Number of Participants:

Assessed by:
Approved by:

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Potential Effect	Existing Controls in Place	Score	Further Controls Required	Target Date
Student deliberately punches another student in the lesson to cause harm.	The offending student has to sit out of the lesson and may not partake in the lesson the following week.	Low	If a student re offends they will not be able to attend the lesson for a month or maybe at all.	1 Week 1 Month/Banned
While delivering the lesson the gym gets very hot and stuffy.	Open all windows whilst teaching.	Low		
With a large group of students there is not enough room to train safely.	Keeping the session number small and splitting the students into different groups. Which train different times or days.	Low		
Gloves, wraps or ropes could be left lying around and could be a potential trip hazard.	Ensuring that all equipment is put away and that none are left lying around when not required.	Medium		
If you fall on the gym floor, you could hurt yourself.	If there is a potential to fall over then soft matting will be placed on the floor.	Low		
The training is of a physical nature and the incorrect execution of a manoeuvre could result in harm.	An England Boxing Tutor or Boxing Coach will be present at all times to ensure the correct techniques are executed.	Low		
Certain medical conditions could cause injury to the student when training.	Students are encouraged to tell the Boxing Coach any conditions or injuries that they might be worried about during training. Students	Medium		

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	who are struggling with any part of the session would be advised to rest.			
If a student does not know the punch technique and how to hold pads he/she may harm themselves or harm others.	All students are taught correct punch technique at 50% speed.	Low		
Aggressive or bad behaviour could be used in the lesson by the students and against each other.	Aggressive or abusive behaviour is not acceptable in the Boxing Lessons and any student seen to be disrupting the lesson or trying to hurt any other students will be suspended or banned.	Low		
There may be students who are experienced in amateur boxing, which may lead to injury.	Any advanced or experienced boxers will be paired off with a beginner and encouraged to develop their partner whilst at the same time work at bettering their skills.	Low		
Due to the intensity of the sport of Boxing, students may feel that they are not able to take part.	The Olympia Boxing Legacy Awards is a fun recreational activity delivered in an educational environment for all students at all levels from age of 5 years.	Low		
What will the students do in event of an emergency/Health and Safety.	A Health and Safety brief and emergency drill will be explained prior to the commencement of the class. Fire Exits, Muster Points, Toilets, First Aid.	Low		

APPENDIX F – CODE OF CONDUCT COACHES

- Always work in an open environment for example avoiding secretive or unobserved situations and encourage open communication;

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- Always ensure that you do not spend excessive amounts of time alone with a child[ren] away from others;
- Always challenge injustice;
- Always treat Children and Young People equally, affording respect and dignity;
- Always put the welfare of each Child or Young Person first.
- Always recognise the developmental capacity of the child and do not push them against their will or train them excessively;
- Always maintain a safe and appropriate distance with athletes for example, it is not appropriate for adults to have an intimate relationship with a Child or Young Person or to share a room with them in cases of emergency where you must enter their room, always have another adult present leaving the room door open;
- Always seek to build balanced relationships based on mutual trust which empowers Children and Young People to share in the decision making process;
- Always make sport fun, enjoyable and promote fair play;
- Always ensure that if any form of manual physical support is required, it is provided openly and according to guidelines provided by the Coach Education Programme. Care is needed, as it is difficult to maintain hand positions when a Child or Young Person is constantly moving in training. Where physical contact is practiced in sport on a frequent basis [for instance gymnasium exercises] the parents should always be consulted and their agreement gained;
- Always keep up to date with technical skills, qualifications and insurance in sport;
- When supervising children and young people in changing rooms, always work in pairs and in these circumstances never supervise children and young people of the opposite gender;
- Always ensure that you have details of a child's medical needs if any, whilst the child or young person is under your supervision [see Parental Consent Form – A linked Document];
- Always remember that you are a 'role model' and never condone the use of any performance enhancing drugs;
- Always ensure that appropriate seat restraints are used when traveling with children and young people;
- Never invite a child or young person to your home without a parent, guardian or appropriate adult present;
- Always ensure that if mixed teams are taken away, they should always be accompanied by a male and female member of staff. However, remember that same gender abuse can also occur;
- Always be an excellent role model, this includes not smoking or drinking alcohol or use foul or inappropriate language in the company of Children and Young People;
- Always give enthusiastic and constructive feedback rather than negative criticism;
- Always secure parental consent in writing to act *in loco parentis*, if the need arises to administer emergency first aid and or other medical treatment;
- Always keep a written record of any injury that occurs, along with the details of any treatment given;

[Coach / Athlete Ratios](#)

The following are the recommended ratios

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For groups including children under 11 years of age : 1 : 16
For groups comprising of children over 10 years of age : 1 : 16

Always ensure arrangements for adequate supervision of children in case of one member of staff is suddenly unavailable or required to leave a session – e.g. due to emergency, illness, or injury. This could be a partnership arrangement with another organisation with whom a Safeguarding Agreement is in place (see Appendix K – Safeguarding Agreement Checklist).

Practices never to be sanctioned

The following should never be sanctioned. You should never:

- Engage in rough, physical or sexually provocative games, including horseplay with a Child or Young Person;
- Share a room with a Child or Young Person;
- Allow or engage in any form of inappropriate touching;
- Allow children to use inappropriate language unchallenged;
- Make sexually suggestive comments to a Child or Young Person, even in fun;
- Upset or reduce a Child or Young Person to tears as a form of control;
- Fail to act upon and record any allegations made by a Child or Young Person;
- Do things of a personal nature for Children, Young Persons whether disabled or not or whether an adult or not, that they can do for themselves;

APPENDIX G – Employment self-declaration and disclosure form



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Private and Confidential

For roles involving contact with children (under 18 year olds).

All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 2018.

Part One

<i>For completion by the organisation:</i>	
Name:	
Address and Postcode:	
Telephone/Mobile No:	
Date of Birth:	
Gender:	Male / Female
Identification (<i>tick box below</i>):	
<input type="checkbox"/>	I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate.
Either	
UK Passport Number and Issuing Office	
UK Driving Licence Number (<i>with picture</i>)	
Plus	
National Insurance Card or current Work Permit Number	
Signature of authorised Employing Officer:	
Print name:	
Date:	

Part Two



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NOTE:

If the role you have applied for involves frequent or regular contact with or responsibility for children you will also be required to provide a valid DBS (Disclosure and Barring Service) certificate which will provide details of criminal convictions; this may also include a Barring List check depending on the nature of the role (see organisational guidance about eligibility for DBS checks).

<i>For completion by the individual (named in Part one):</i>	
Have you ever been known to any Children’s Services department as being a risk or potential risk to children?	YES / NO <i>(if Yes, please provide further information below):</i>
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?	YES / NO <i>(if Yes, please provide further information)</i>
Confirmation of Declaration <i>(tick box below)</i>	
	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or dismissal may result if information is not disclosed by me and subsequently come to the organisation’s attention.
	In accordance with the organisation’s procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.
	I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.
	I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard other children.
Signature:	
Print name:	
Date:	



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APPENDIX H - INCIDENT REPORT FORM

Your name:	Name of organisation:
Your role:	
Contact information (you):	
<i>Address:</i> <i>Postcode:</i> <i>Telephone numbers:</i> <i>Email address:</i>	
Child's name:	Child's date of birth:
Child's ethnic origin: <i>Please state</i>	Does child have a disability: <i>Please state</i>
Child's gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Parent's / carer's name(s):	
Contact information (parents/carers):	
<i>Address:</i> <i>Postcode:</i> <i>Telephone numbers:</i> <i>Email address:</i>	
Have parent's / carer's been notify of this incident? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES please provide details of what was said/action agreed:	
Are you reporting your own concerns or responding to concerns raised by someone else: <input type="checkbox"/> Responding to my own concerns <input type="checkbox"/> Responding to concerns raised by someone else	
If responding to concerns raised by someone else: <i>Please provide further information below</i>	
<i>Name:</i> <i>Position within the sport or relationship to the child:</i> <i>Telephone numbers:</i> <i>Email address:</i>	
Date and times of incident:	
Details of the incident or concerns: <i>Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.</i>	
Child's account of the incident:	



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Please provide any witness accounts of the incident:	
Please provide details of any witnesses to the incident: <i>Name:</i> <i>Position within the club or relationship to the child:</i> <i>Date of birth (if child):</i> <i>Address:</i> <i>Postcode:</i> <i>Telephone number:</i> <i>Email address:</i>	
Please provide details of any person involved in this incident or alleged to have caused the incident / injury: <i>Name:</i> <i>Position within the club or relationship to the child:</i> <i>Date of birth (if child):</i> <i>Address:</i> <i>Postcode:</i> <i>Telephone number:</i> <i>Email address:</i>	
Please provide details of action taken to date:	
Has the incident been reported to any external agencies? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If YES please provide further details: <i>Name of organisation / agency:</i> <i>Contact person:</i> <i>Telephone numbers:</i> <i>Email address:</i> <i>Agreed action or advice given:</i>	

Your Signature:		Print name:	
Date:			



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Contact your Welfare Officer in line with Olympia Boxing CIC reporting procedures.
APPENDIX I – ESSENTIAL CONTACTS

Olympia Boxing CIC Welfare Officer is : Wayne Smith wayne@olympiaboxing.co.uk

Contact Telephone numbers : 07525 346159

The Regional Welfare Officer is : Tracy Davies t.davies747@ntlworld.com

Contact telephone numbers : 07714 252870

The National Compliance Manager is : Gordon Valentine

Contact telephone numbers : Office: 0114 223 5639 Mobile: 07590 600001

In cases of EMERGENCY the telephone number of the Children's Social Care Services is :

03000 41 11 11 (Kent)
01634 33 44 66 (Medway)

Children's Social Care Services 'Out of hours' Telephone number :

03000 41 91 91 (Kent and Medway)

The telephone number of the Police Child Protection team is :

101

The telephone number for the LADO service to report an allegation against a professional working with children:

03000 41 08 88 (Kent)
01634 33 10 65 (Medway)

Police, Ambulance and Fire Service Emergency Telephone Number : 999

Your nearest Accident and Emergency Department is located at : Tunbridge Wells Hospital, Tonbridge Road,
Tunbridge Wells, Kent, TN2 4QJ

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Telephone number : 01622729000

EMERGENCY ADVICE CAN BE OBTAINED FROM :

The NSPCC HELP LINE [24 hours] : 0808 800 5000

CHILDLINE: 0800.1111

The ENGLAND BOXING 'BOX LINE' : 0114 223 5639

Alternatively you can find invaluable help by visiting www.worriedneed2talk.org.uk

A message to all Children and Young people within this club

If you are, or believe you are being abused in any way and this includes harassment or bullying, you should speak to your coach, welfare officer or any adult you feel comfortable speaking to.

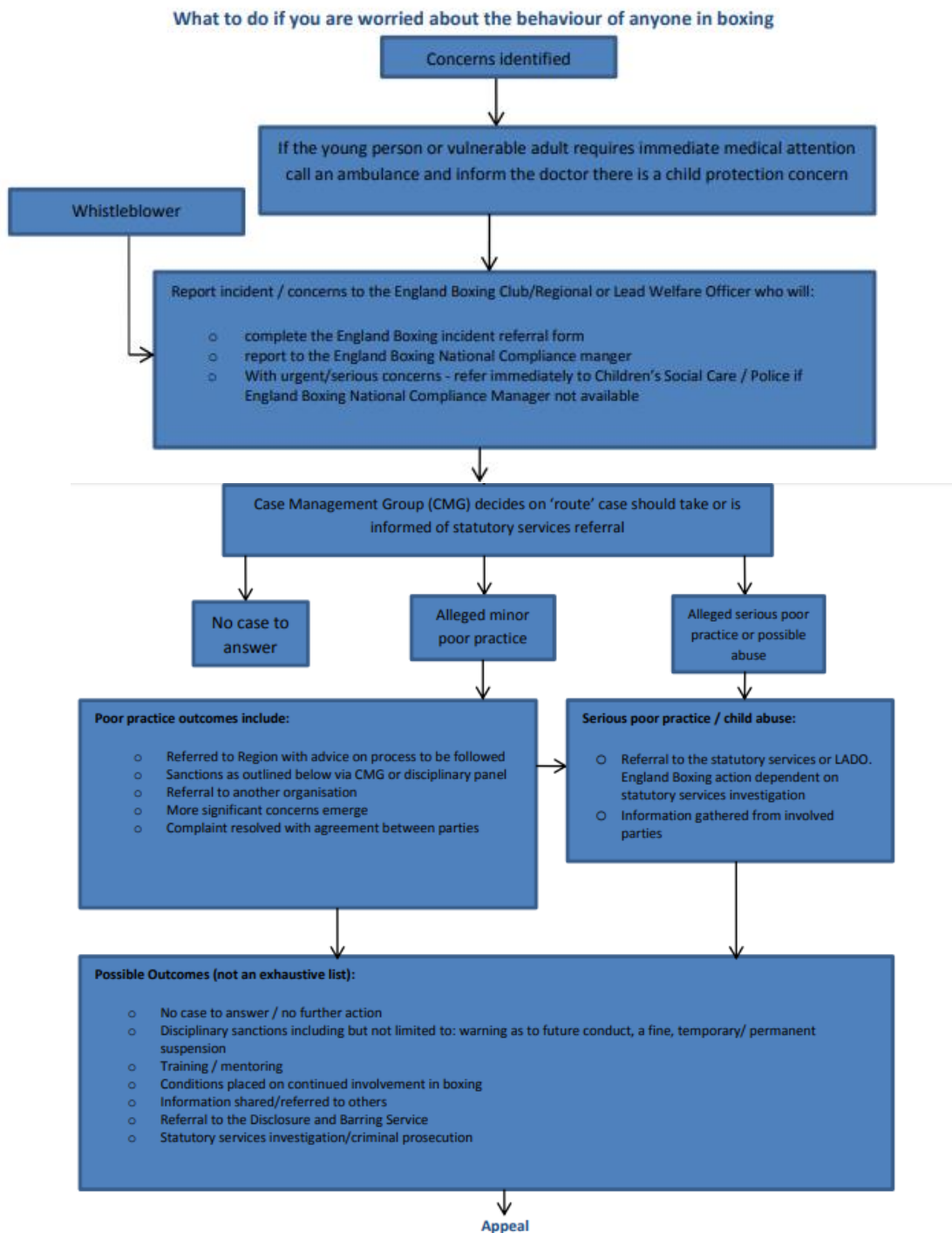
If you feel you cannot speak to anyone within this club regarding this matter, you should contact any of the Welfare Officers at Divisional, Regional or National level their contact details are shown above and you will not be criticised for doing so.

Alternatively – please contact the NSPCC Help Line also shown above.

Do not allow any type of abuse to go unreported or to continue against you

'Speak up' you will be supported'.

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What to do if you are worried that a child is being abused outside of the boxing environment (but concern is identified through the child's involvement in boxing)



See Appendix I for Contact Details



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APPENDIX K – SAFEGUARDING AGREEMENT CHECKLIST

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Safeguarding Agreement Checklist



Keeping children safe is everyone's responsibility

Children and young people have the right to be safe and enjoy the sports activities that they take part in, and parents and others have a right to believe that organisations provide a safe environment.

How to use this document

This checklist is provided as a framework for identifying and implementing best practice and ensuring that all partners agree about key elements of the project that will safeguard children and young people. It is designed to be a working document, and there will need to be discussion and agreement about what actions need to be taken to meet the criteria.

Please complete all the yellow boxes and please use the final column to identify any actions, including what needs to be done, who will do it, and by when. The criteria are listed as either Red [R], Amber [A], or Green [G]:

[R] – an essential that must be in place at the time of returning your offer letter to agree to the conditions of funding.

[A] – an element that must be in place by the start of delivery, and an agreed action point should be detailed in the appropriate column.

[G] – an element that is desirable

Please note:

- You may be required to submit additional documents in support to this document, on request
- Audits may be undertaken by Kent Sport to find out how the criteria are being met

Project/Club Name:

This checklist has been completed by:	Name of organisation	Name of lead contact
Partner A – usually the facility provider		
Partner B – usually the activity deliverer		

Safeguarding Agreement Checklist



Criteria	Guidance Notes	Is this in place and agreed?	Which organisation is responsible for this?	Please note here any actions: - What will be done? - Who will do it? - When will it be done by?
Policy				
[R] There is a safeguarding policy that all partners adhere to, and all are aware of their responsibilities.	Where all partners have a policy, you should identify and communicate to all which policy is being used.			
[R] The policy is publicised, promoted and available to all, including participants and parents/carers.	Participants and parents/carers will know what should be in place and can raise concerns in the right way.			
[G] The policy has been endorsed by the relevant governing body.	This shows that the organisations are meeting current legislation and industry good practice.			
Procedures				
[R] There are clear instructions on what to do in the event of an allegation, incident, suspicion of abuse or poor practice, or concern about a young person's welfare.	This makes it clear who an incident or concern should be reported to and how this is recorded and managed. How Do I Report a Concern? Useful Contacts			
[R] There are procedures to manage concerns about the behaviour of staff, coaches and volunteers.	Everyone should be aware of how to raise a concern about those who are delivering the activity.			
[R] Staff, coaches and volunteers are aware of the correct processes to record/report attendance & absence.	Partners should agree on when it is appropriate to report absence or patterns of lateness to parents and communicate how this will be done.			
[G] There is information about support available following an incident, including arrangements to support whistle-blowers	This shows that the organisations are committed to ensuring that concerns about adults are reported.			

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Safeguarding Agreement Checklist



Criteria	Guidance Notes	Is this in place and agreed?	Which organisation is responsible for this?	Please note here any actions: - What will be done? - Who will do it? - When will it be done by?
Prevention				
[R] There are identified staff within each partner organisation, with designated responsibility for safeguarding.	The policy and procedures should make it clear when and how information will be shared.		Please provide contact names for both Partners in the next column.	Partner A: Partner B:
[R] There are procedures for safe recruitment of staff, coaches and volunteers including criminal record checks (e.g. DBS) where appropriate.	This will ensure that there are clearly defined roles and responsibilities, which will have a positive impact on the participants. Safe Recruitment & Selection			
[R] Staff, coaches and volunteers are appropriately skilled and qualified to deliver the activity. There is appropriate supervision for coaches who are under 18.	This will help to safeguard coaches and participants and ensure coaches can get the right level of insurance. Minimum Standards for Coaches			
[R] The activity provider has valid public liability insurance, coaches are appropriately insured to deliver activity	Partners should be clear about which organisation's insurance covers the activity and about any limitations.			
[R] There are Emergency First Aid and accident procedures in place.	There must be a trained first aider attending all sessions.			
[R] Regular Risk Assessments should be completed which consider the activity, facilities and equipment, age and ability of participants, and supervision ratios.	These should be completed by the appropriate organisation and revised in the event of any changes. Find templates			

Safeguarding Agreement Checklist



Criteria	Guidance Notes	Is this in place and agreed?	Which organisation is responsible for this?	Please note here any actions: - What will be done? - Who will do it? - When will it be done by?
[A] All those with responsibility for delivering activities are provided with opportunities to learn about safeguarding and protecting children and young people.	This can be delivered in a variety of ways depending on the role. For more information please visit our safeguarding training webpage.			
[A] Staff, coaches and volunteers receive adequate induction which covers facilities, health & safety, supervision and responsibilities.	Different organisations may be responsible for delivering different parts of the induction.			
[A] There are codes of conduct for staff, coaches, volunteers and participants, which everyone is aware of.	This ensures everyone knows what is expected of them and what will happen if they do not meet expected standards of behaviour.			
Review & Monitoring				
[R] A privacy policy is in place and GDPR is complied with by all parties involved.	Processes for storing consent forms with any personal details or medical information must be agreed.			
[A] There are processes for seeking, holding and sharing information, including participant registration, medical and photography consent where applicable	Explicit consent must be sought that is related to the activity and identifies what the personal data (including photographs) will be used for. Photographs of Children			
[G] There is an agreement in place that clarifies the ownership and use of any equipment purchased for the project.	Consideration should be made as to the future sustainability of the project and of the participants' best interests.			

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Safeguarding Agreement Checklist

Once all policies and procedures are in place and agreed, we recommend you review this document after four sessions to ensure that the processes are working in an efficient way that is appropriate for the project, and that all partners feel confident in their understanding and implementation.

Both partner organisations must sign the relevant boxes below to confirm they have agreed to the details set out above (this can be typed/electronically entered).

Partner A	Partner B
Signed:	Signed:
Name:	Name:
Organisation:	Organisation:
Date:	Date:

Review date:

NB: We strongly recommend that this agreement is reviewed after at most three months from the commencement of the project or in the event of a welfare incident. Please make Kent Sport aware of any changes to this agreement as a result of the review process.