

Version No: 5
Reason: **Update**
Approved By: Board
Approval Date: 28/01/15
Review Date: 27/01/17
Reviewer: Ethics and Compliance Manager



SAFEGUARDING AND PROTECTING YOUNG PEOPLE IN BADMINTON POLICY

1. Introduction

- 1.1 Badminton England is committed to creating and maintaining a safe and positive environment for all young people to play badminton. It accepts its responsibility to safeguard the welfare of all young people¹ and protect them from poor practice, abuse and bullying.
- 1.2 Badminton England Safeguarding and Protecting Young People in Badminton policy and procedures apply to all individuals involved, whether paid or in a voluntary capacity. Everyone in badminton has a responsibility to safeguard and protect young people within the sport, to act appropriately, and to report concerns.

2. Principles

- 2.1 The guidance given in the procedures is based on the following principles:
- 2.1.1 All young people, regardless of age, ability or disability, gender, race, religion, ethnic origin, social status, transgender status and sexual orientation have the right to be protected from abuse and to enjoy all aspects of badminton in an enjoyable and safe environment, this includes whilst playing, volunteering and in leadership or coaching roles.
- 2.1.2 The safety and welfare of young people is paramount
- 2.1.3 The rights, dignity and worth of all young people should always be respected
- 2.1.4 All allegations will be taken seriously and responded to quickly in line with Badminton England's Safeguarding and Protecting Young People Policy and Procedures
- 2.1.5 It is the responsibility of safeguarding and child protection experts to determine whether or not abuse has taken place but it is everyone's responsibility to act appropriately and report concerns
- 2.1.6 Badminton England recognises the role and responsibilities of the statutory agencies in safeguarding young people and is committed to complying with the procedures of the Local Safeguarding Children Boards²

¹ Young people are those aged under 18 years.

² Local Safeguarding Children's Boards (LSCBs) are the key statutory mechanism for agreeing how the relevant organisations in each local area will co-operate to safeguard and promote the welfare of children in the locality. The core membership of LSCBs is set out in the

- 2.1.7 Working in partnership with parents, carers and the young people themselves is essential for the safeguarding and protection of young people
- 2.2 Badminton England Safeguarding and Protecting Young People Policy and Procedures are mandatory and all County Badminton Associations and affiliated clubs are required to appoint an appropriate Welfare Officer³ to ensure that best practice is promoted and that implementation of this policy, procedures and guidance is supported at each level of the sport.

3. Guidance and Legislation

3.1 The practices and procedures within this policy and documentation are based on the principles contained within UK and International legislation and Government Guidance and have been developed to complement Local Safeguarding Children Boards' procedures and take the following into consideration:

- Every Child Matters 2003
- The Children Acts 1989 and 2004
- The Protection of Children Act 1999
- The Police Act 1997
- Criminal Justice and Court Services Act 2000
- The Data Protection Act 1994 and 1998
- "Caring for the Young and Vulnerable" - Home Office guidance for preventing the Abuse of Trust 1999
- 'What to do if you are worried a child is being abused' – Department Of Health 2006
- Working Together to Safeguard Children - HM Government 2013
- The United Nations Convention on the Rights of the Child
- The Human Rights Act 1998
- The Safeguarding Vulnerable Groups Act 2006
- The Equality Act 2010
- The Protection of Freedoms Act 2012

4. Roles and Responsibilities

- 4.1 Badminton England is required to have:
- 4.1.1 A national Safeguarding and Protecting Young People in Badminton Policy and Procedures and to produce and disseminate guidance and resources to support the Policy and procedures.
- 4.1.2 Clear priorities for safeguarding and promoting the welfare of children and young people explicitly stated in strategic policy documents.
- 4.1.3 A clear commitment by senior management to the importance of safeguarding and promoting children's welfare.
- 4.1.4 A clear line of accountability within the organisation for work on safeguarding and promoting the welfare of children and young people.

Children Act 2004, and includes local authorities, health bodies, the police and others. The objective of LSCBs is to coordinate and to ensure the effectiveness of their member agencies in safeguarding and promoting the welfare of children

³ It is best practice for all clubs regardless of status to appoint a Welfare Officer.

- 4.1.5 Recruitment and human resources management procedures that take account of the need to safeguard and promote the welfare of children and young people including arrangements for appropriate checks on new staff and volunteers
 - 4.1.6 Procedures for dealing with allegations of abuse against members of staff and volunteers
 - 4.1.7 A Case Management Group that effectively deals with issues, manages concerns and refers to a disciplinary panel where necessary.
 - 4.1.8 Arrangements to ensure that all staff undertake appropriate training to equip them to carry out their responsibilities effectively, and keep this up to date by refresher training at regular intervals; and that all staff, including temporary staff and volunteers who work with children, are made aware of Badminton England's arrangements for safeguarding and promoting the welfare of children and their responsibilities for that.
 - 4.1.9 Have arrangements in place to work effectively with other organisations to safeguard and promote the welfare of children, including arrangements for sharing information.
 - 4.1.10 A culture of listening to and engaging in dialogue with young people– seeking their views in ways appropriate to their age and understanding, and taking account of those both in individual decisions and the establishment or development of services; and
 - 4.1.11 Appropriate whistle blowing procedures and a culture that enables issues about safeguarding and promoting the welfare of children to be addressed.
- 4.2 Badminton England County Associations are required to:
- 4.2.1 Adopt and implement the Badminton England Safeguarding and Protecting Young People Policy and Procedures and Guidelines.
 - 4.2.2 Appoint a County Welfare Officer in line with the Badminton England Safeguarding Guidelines and Role Description.
 - 4.2.3 Provide access to appropriate training and support for those who have responsibility in relation to children.
 - 4.2.4 Ensure that all county committee members, coaches and relevant personnel are aware of their responsibility for Safeguarding and Protecting Young People in Badminton.
 - 4.2.5 Implement a policy of Best Practice and adhere to the Badminton England Codes of Conduct (See Safeguarding Guidelines)
 - 4.2.6 Ensure that all staff/ volunteers working with young people are recruited according to the Badminton England Recruitment Guidelines, this includes ensuring those working in regulated activity⁴ with young people complete an enhanced DBS disclosure application with Badminton England and all coaches are on the Badminton England coaching register.
 - 4.2.7 Ensure that all concerns and reported cases are managed in line with Badminton England policy and procedures, this includes effective reporting to national level when appropriate.
 - 4.2.8 Ensure that all affiliated clubs within the county adopt the Badminton England Safeguarding and Protecting Young People Policy and Procedures.
 - 4.2.9 Support Club Welfare Officers to fulfil their role and responsibility.
- 4.3 All Badminton England affiliated clubs are required to:

⁴ For Badminton England DBS eligibility see: www.badmintonengland.co.uk/DBS . All coaches are required to have a DBS check with Badminton England.

- 4.3.1 Adopt and implement the Badminton England Safeguarding and Protecting Young People Policy and procedures and guidelines.
- 4.3.2 Appoint a club Welfare Officer in line with the Badminton England guidelines and role description⁵
- 4.3.3 Provide access to appropriate training and support for those who have responsibility in relation to children
- 4.3.4 Ensure that all committee members and club members are aware of their responsibility for safeguarding and protecting young people in badminton.
- 4.3.5 Implement a policy of best practice and adhere to the Badminton England codes of conduct (See 'Safeguarding Guidelines for Clubs and County Badminton Associations' document)
- 4.3.6 Work in partnership with parents/carers and young people within the club.
- 4.3.7 Ensure that all staff/ volunteers working with young people are recruited according to the/ Badminton England recruitment guidelines⁶ this includes ensuring those working in regulated activity⁷ with young people complete an enhanced DBS disclosure application with Badminton England and all coaches are on the Badminton England coaching register.
- 4.3.8 Ensure that all concerns and reported cases are managed in line with Badminton England Policy and procedures, this includes reporting to county or national level as appropriate.

5. Practice never to be sanctioned.

- 5.1 Best practice with young people must be observed by all adults working with young people in both a paid and voluntary capacity, the following practice must be avoided:
 - 5.1.1 Spending time alone with young people away from others.
 - 5.1.2 Taking young people to your home where they will be alone with you.
 - 5.1.3 Inviting or allowing young people to stay with you at your home.
 - 5.1.4 Transporting young people in your car alone.
 - 5.1.5 Engaging in rough, physical or sexually provocative games with young people.
 - 5.1.6 Sharing a room with a young person.
 - 5.1.7 Allowing or engaging in any form of inappropriate physical touching or sexual contact or behaviour.
 - 5.1.8 Using or allowing young people to use inappropriate language unchallenged.
 - 5.1.9 Making sexually suggestive comments to a young person, even in fun.
 - 5.1.10 Allowing allegations made by a young person to go unchallenged, unrecorded or not acted upon
 - 5.1.11 Doing things of a personal nature for young people that they can do for themselves, unless you have been requested to do so by the parents/carer. (It is recognised that some young

⁵ It is a mandatory requirement for affiliated clubs who have members under the age of 18 to appoint a Welfare Officer. It is good practice for all clubs regardless of status to nominate a Welfare Officer. These posts should be appointed in line with Badminton England guidelines and the role description.

⁶ Recruitment guidelines are found in the 'Safeguarding and Protecting Young People Guidelines for Club and County Associations' document.

⁷ Regulated Activity in badminton includes roles that regularly involve: coaching, training, instructing, giving advice or guidance. Regular means once a week or more or 4 times in a month, or overnight. For more information see the Badminton England website:

www.badmintonengland.co.uk/DBS

people will always need help with things such as lace tying and it is also recognised that this does not preclude anyone attending to an injured/ill young person or rendering first aid)

- 5.1.12 Departing from the Badminton club or agreed rendezvous point before the safe dispersal of all young people is complete.
- 5.1.13 Causing an individual to lose self esteem by embarrassing, humiliating or undermining the individual.
- 5.1.14 Treating some young people more favourably than others.
- 5.1.15 Creating a dependent relationship between yourself and a young person, appropriate boundaries must be maintained, see Section 8. Positions of Trust.
- 5.1.16 'Private texts, social network messages, emails without parental consent or knowledge'⁸
- 5.2 This list is not exhaustive, see section 9 regarding relevant convictions.

6. Consequences of Inappropriate Behaviour with young people

- 6.1 Adults who do not observe best practice with young people will be in breach of the Badminton England Safeguarding and Protecting Young People Policy and / or the Badminton England Codes of Conduct and may find that they are investigated by Badminton England. Where appropriate they will have disciplinary action taken against them.

7. Whistle blowing

- 7.1 All suspicions and allegations must be taken seriously and appropriately reported. It is recognised that strong emotions can be aroused particularly in cases where any form of abuse or poor practice is suspected or where there is loyalty, sometimes misplaced, to a colleague or someone who is known to you.
- 7.2 Individuals may not express concerns because they fear harassment or victimisation. In these circumstances it is important to understand these feelings but not to allow them to interfere with the need to ensure that concerns are reported appropriately. Not acting is not an option and in extreme circumstances non reporting of a concern may be considered a disciplinary issue.
- 7.3 Badminton England is committed to the highest possible standards of openness, honesty and accountability. In line with that commitment, all members are encouraged to come forward and voice any concerns. It is recognised that certain cases will have to proceed on a confidential basis.
- 7.4 Badminton England will support any individual who reports any concerns relating to the welfare of a child(ren), poor practice or possible abuse in good faith but who feels unable to communicate those concerns to their welfare officer (County or Club) or follow normal procedures for any reason.
- 7.5 If there is a concern about the welfare of a child, or with regard to the behaviour of an adult towards a young person or young person to young person, it is important that you share your concerns with the Badminton England Lead Child Protection Officer (contact

⁸ See additional notes on positive communication with young people contained within the 'Safeguarding and Protecting Young People Guidelines for Club and County Associations' document.

details can be found in the Safeguarding and Protecting Young People Guidelines on the BE website: www.badmintonengland.co.uk/safeguarding)

- 7.6 All information received will be treated in confidence and only shared on a 'need to know' basis with those individuals who will be able to manage and resolve the situation. On occasion it may be necessary to seek advice, or inform the statutory agencies e.g. The Police or Children's Social Care.
- 7.7 All concerns will be taken seriously and managed accordingly within the Safeguarding and Protecting Young People in Badminton Policy and Badminton England Child Protection Disciplinary Procedures.
- 7.8 Where an individual feels unable to report concerns internally they should contact the NSPCC Helpline [0808 800 5000], the Police or Children's Social Care.

8. Positions of Trust

- 8.1 All adults who work with children and young people are in a position of trust which has been invested in them by the parents, the sport and the young person. This relationship can be described as one in which the adult is in a position of power and influence by virtue of their position.
- 8.2 Sexual activity or touching by an adult with a child under the age of 16 years is unlawful, even where there is apparent consent from the child. Any sexual relationship between an adult in a position of trust within the badminton setting and a child over 16 years of age [consensual or otherwise] is contrary to the Policy and Procedures for Safeguarding and Protecting Young People in Badminton and will result in child protection disciplinary action being taken.
- 8.3 In the sport of badminton it is recognised that there are certain boundaries between the coach / official / volunteer and the young player which must not be crossed. The relationship, in essence, is no different to that between a teacher and the young people in their care, in relation to the position of trust.
- 8.4 Adults must not encourage a physical or emotionally dependant relationship to develop between the person in a position of trust and the young person in their care.

9. Relevant conduct / convictions

- 9.1 It shall be a ground for action to be taken under this Policy and the child protection disciplinary procedures where an organisation / person over whom Badminton England has jurisdiction is found to have harmed the safety and/or welfare of a young person or young people in badminton, or whose conduct (whether in badminton or not) is deemed to pose an actual or potential risk of harm to the safety and/or welfare of a young person or young people in badminton.
- 9.2 In reaching a decision as to whether there are grounds for action, account will be taken of any failure to comply with Badminton England's Safeguarding and Protecting Young People Policy including Badminton England's reporting procedures; and Badminton England's Codes of Ethics and Conduct.

10. Further Information

10.1 Policies, procedures and supporting information relating to this Policy are available on the Badminton England website: www.badmintonengland.co.uk/safeguarding

11. Implementation

11.1 The implementation of the Safeguarding and Protecting Young People in Badminton Policy will be supported by a Safeguarding Implementation Plan.

12. Read this policy in conjunction with the following Safeguarding Documents:

Badminton England safeguarding guidelines for clubs and counties

Badminton England child protection disciplinary procedures

Badminton England secure storage, handling, use, retention & disposal of disclosures and disclosure information policy

Badminton England Codes of Ethics and Conduct

Badminton England confidentiality & information sharing policy

Badminton England safeguarding flowchart for reporting concerns and taking action.

Available from the safeguarding pages of the Badminton England website or by emailing safeguarding@badmintonengland.co.uk