

# Policy statement on Child Protection / Safeguarding

## Principles

- 1.0 Rochdale Snorkelling and Underwater Hockey Club takes seriously its responsibility to protect and safeguard the welfare of the children and young people entrusted to its care.
- 1.1 As part of the ethos of the Club, the adult members, volunteers and management committee are committed to:
- Encouraging and supporting parents/carers/guardians and working together in partnership with them
  - Listening to, relating effectively with and valuing each individual child or young person in our care
  - Adopting and abiding by the BSAC Safeguarding policy document. (<https://www.bsac.com/this-is-bsac/bsac-rules-and-policies/safeguarding-policy/> )
- 1.2 It is, of course, the right of any individual, as a citizen, to make direct referrals to the appropriate authorities. However, we strongly advise adult members to use the guidelines contained in this policy statement and Code of Behaviour.
- 1.3 As members of the British Octopush Association and affiliated to the British Sub Aqua Club which runs our Disclosure and Barring Service checks and is our National Governing we will refer our Adult members to their safeguarding checking process through the Membership Secretary.

## Working with other agencies

- 2.0 The Club recognises that it is an agent of referral and not of investigation. It fully accepts that the investigation of child abuse is the responsibility of the social services department and the police and will do everything possible to support and assist them in their task.
- 2.1 We will endeavour to build relationships with other agencies so that understanding, trust and confidence can be built which will help to secure effective co-operation in cases of actual or suspected abuse.

## Parental involvement

- 3.0 The Club is committed to helping parents understand its responsibility for the welfare and safeguarding of all children and young people.

## Review

- 4.0 This policy shall be reviewed at least annually.

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**CODE OF BEHAVIOUR** (Should this code differ in any respect from the BSAC Safeguarding Policy, that Policy will take precedence.

### GUIDELINES FOR ADULT MEMBERS & VOLUNTEERS

- Adult members and volunteers should not spend excessive amounts of time alone with children, away from others.
- Meetings with individual children or young people should take place as openly as possible.
- If privacy is needed, the door should be left open and other adult members or volunteers informed of the meeting.
- Adult members and volunteers are advised not to make unnecessary physical contact with children and young people.
- However, there may be occasions when physical contact is unavoidable, such as providing comfort and reassurance for a distressed child, or physical support, for example, in demonstrating lifesaving skills and playing sport of Octopush.
- Spontaneous greeting and farewell embraces are acceptable.
- In all cases, physical contact should only take place with the consent of the child or young person.
- It is not good practice to take children alone in a car on journeys, however short.
- Where this is unavoidable, it should be with the full knowledge and consent of the parents, and someone in charge of the Club.
- Volunteers should not meet with children outside organised activities, unless it is with the knowledge and consent of parents and the person in charge of the Club.
- Leaders who are involved in relationships with other leaders should ensure that their personal relationships do not affect their leadership role within the Club.
- Volunteers should never :
  - . Engage in sexually provocative or rough physical games, including Horseplay - notwithstanding our structured sports activity.
  - . Allow children to use inappropriate language unchallenged.
  - . Make sexually suggestive comments about, or to, a child, even in fun.
  - . Let allegations a child makes go without being addressed and recorded.
  - . Do things of a personal nature for children that they can do themselves.

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## Notes on DBS

What was formerly known as CRB checks is now the Disclosure and Barring Service (**DBS**).

To be included on the BOA authorised members list you must have an up to date disclosure.

To apply for disclosure contact the BOA at the BOA contact address or electronically [admin@gbuwh.co.uk](mailto:admin@gbuwh.co.uk) to request a numbered application form which will be posted to the member's address given in the email or letter.

1. The member applying for disclosure will follow the detailed instructions provided with the application form to fill in all relevant sections.
2. Carefully fill in the form with BLACK INK inside the boxes. If you make a mistake put a single line through the mistake and enter the correct details. Do not use tippex, scribble out or any other method to mask an error.
3. Once filled in the form must be presented to your club Chairman, Secretary or Treasurer, or a member of the executive committee to confirm the applicant's identity. Documents to be sighted are listed in the identification Checking Process on page 8 of this document. Only accept original documents.
4. Once the person checking the applicant's identity is satisfied they must enter their name in section W of the application form. (No signature is required).
5. Please ensure question 61 'Position Applied For' is answered with the words 'Child and Adult workforce'
6. The completed application form must be sent to BSAC at the address printed on the front of the application form.
7. Once the Disclosure and Barring Service has checked the applicant's record they will send the applicant a disclosure certificate. The BOA are not sent a copy.
8. It is the applicant's responsibility to show the disclosure certificate to BOA Administration by posting it to the BOA address, or to show it to a Committee member.
9. The disclosure certificate is the property of the applicant so if it is posted to BOA Admin it will be returned by post after sighting.
10. If the disclosure shows items contained in the police records detailing convictions, cautions, reprimands, final warning section or other relevant information the BOA Authorising Sub-Committee will write to the applicant asking for their comments.
11. The BOA Authorising Sub Committee will then decide if the disclosure on the certificate allows or does not allow the member to be added to the BOA Authorised Members list.

### Right of Appeal

Any person who is excluded from the BOA Authorised Members list may appeal to the BOA authorising sub-committee in writing to the BOA contact address or by electronic means to [crb@gbuwh.co.uk](mailto:crb@gbuwh.co.uk).

The BOA Authorising sub-committee will consider the appeal and will inform the applicant of their decision.

If the applicant is not satisfied with the sub-committee's decision they may appeal to the BOA Executive Committee, but in doing so must accept that disclosure information will then be made available to the members of the Executive Committee to allow them to make an informed decision.

The BOA Executive Committee's decision will be final.

You will be asked if you wish to join the update service. This is a system that allows any-one that you give permission to check if there has been any change to your disclosed situation. The Disclosure and Barring Service (DBS) update service lets applicants keep their certificates up to date online. We recommend that you [register online](#) as soon as you have your [application form reference number](#). You can ask for this number when you apply for your check, or you can wait and [register](#) with your certificate number when you receive your certificate. If so, don't delay, you must do so within 19 days of the certificate being issued. This service is FREE if you are a volunteer

BSAC will develop a computer system that checks all permitted disclosures on their database at regular intervals to ensure there has been no changes.

If there has been a change in your circumstances you will be asked to apply for a fresh disclosure, if no change the disclosure will last indefinitely.

There will now only be one disclosure certificate which will be sent to you, BOA will no longer be sent a copy.

On receiving your certificate you will need to send it to BOA Admin to be verified and then it will be returned to you.

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Adopted January 2012

Last review: 3.3.18

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You will be able to show your disclosure certificate to any other body that needs proof of disclosure. This means there is no longer a need to apply to every separate body you are involved with.

BOA will still ask for a fresh disclosure every 3 years. (The 2015 AGM agreed that the normal frequency for DBS checks (formerly CRB) is every 3 years and the BOA procedure has been changed from 2 to 3 years.)

The Authorised members list shows the date your authorisation expires due to you needing to re-apply for a new disclosure.

Details of the BSAC safeguarding policy for children and young adults can be found at :

[https://www.bsac.com/page.asp?](https://www.bsac.com/page.asp?section=1307&sectionTitle=Safeguarding+policy+for+children+and+vulnerable+adults&preview=1)

[section=1307&sectionTitle=Safeguarding+policy+for+children+and+vulnerable+adults&preview=1](https://www.bsac.com/page.asp?section=1307&sectionTitle=Safeguarding+policy+for+children+and+vulnerable+adults&preview=1)

Ends.