

Buddy Guard

The BSAC Child Safeguarding Policy and Procedures



NSPCC 
Cruelty to children must stop. **FULL STOP.**

BSAC
Dive with us 

Foreword

An introduction from the BSAC Chairman

The British Sub Aqua Club welcomes everyone to the sports of diving and snorkelling, where the safety of everybody is always first in mind. We want all who participate in our sport to find it fun and enjoyable. Children and vulnerable adults have the right to be treated equally, and we aim to ensure that this always happens. We all have the responsibility to protect children and vulnerable adults from any harm. This policy sets out how we as an organisation seek to protect the safety of children and vulnerable adults. It is expected that every member will have an awareness of this policy and that all diving and snorkelling clubs will follow the policy and its guidance. All instructors working with children and vulnerable adults must be familiar with all aspects of this policy. If you have any doubts or queries in regards to the application of the policy you should contact the BSAC Safeguarding Officer at BSAC headquarters.

From Anne Tiivas - Director of the Child Protection in Sport Unit:

The NSPCC Child Protection in Sport Unit is delighted to endorse the British Sub-Aqua Club's updated safeguarding policy and procedures.

These should give confidence to everyone involved with the sport, including staff, volunteers and parents that it takes seriously its responsibility to provide a safe and enjoyable environment to all young participants.

The BSAC provides this document as part of its overall approach to putting in place policies, procedures and good practice guidance so that everyone can understand their roles and responsibilities in fulfilling BSAC's duty of care to young people.

The CPSU will continue to support the BSAC to achieve its goals and wish the organization and all involved with it well for the future. We will be working with the BSAC to achieve the Intermediate and Advanced levels of the Standards for Safeguarding and Protecting Children in Sport over the next couple of years.

Introduction

Buddy Guard is the British Sub Aqua Club (BSAC) Safeguarding and Protecting Children Policy and Procedures. **Buddy Guard** has been written in line with the current safeguarding legislation and guidance.

In this document “Club” will be used to refer as appropriate to BSAC or a Branch of BSAC or a BSAC Centre.

Buddy Guard highlights that no one person in our Clubs is solely responsible for the safeguarding of our young members. That responsibility lies with all those involved in our sport at all levels.

Buddy Guard has been written to provide information for all our Club Officers, paid or unpaid, instructors, members, and members’ parents. The Club Welfare Officer (CWO) will be the person who leads safeguarding of children within a BSAC club and will be the initial contact to which concerns should be raised and discussed. The CWO will be the person most likely to advise or act upon those concerns. The CWO will have the support of the governing body’s Lead Officer, the BSAC’s Safeguarding Officer as well as relevant outside agencies. The CWO will encourage and assist the Club in implementing the policies and procedures within **Buddy Guard**.

This document will be updated in 2018 but any relevant changes in legislation, policy or procedure will be incorporated as and when required.

All Clubs should adopt and implement **Buddy Guard** which replaces all prior child safeguarding/protecting and welfare documents of the BSAC.

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Section 1

1.1 Policy Statement and commitment by BSAC and affiliated Clubs.

1.2 Key Definitions

1.3 Acknowledgements

1.1 Policy Statement and commitment by BSAC and affiliated Clubs.

It is the belief of BSAC that all child members of our Clubs have a right to stay safe and have fun and to learn and develop the skills of our sport. To achieve this, BSAC are committed to ensuring that all children who take part in sub-aqua and snorkelling activities should be safeguarded from harm. A key theme in the Government document “Working Together to Safeguard Children 2013” is:

- safeguarding is everyone's responsibility: for services to be effective each professional and organisation should play their full part; and
- a child-centred approach: for services to be effective they should be based on a clear understanding of the needs and views of children.

BSAC acknowledges the need for all responsible adults in our sport to accept and acknowledge that responsibility.

“Every Child Matters” is the basis of Government strategy for children, supported by legislation, guidance and policies and recognises the need for voluntary agencies, including sport, to work alongside statutory agencies responsible for the wellbeing of children to achieve the best outcome for our children and to safeguard them from harm.

“Every Child Matters” defines the 5 key outcomes for children as follows:

Being healthy – enjoying good physical and mental health and living a healthy lifestyle.

Staying safe – being protected from harm and neglect.

Enjoying and achieving – getting the most out of life and developing the skills for adulthood.

Making a positive contribution – being involved with the community and society and not engaging in anti-social or offending behaviour.

Economic well-being – not being prevented by economic disadvantage from achieving their full potential.

“Every Child Matters” places the responsibility for the safeguarding of children under the age of 18 with all adults who play a role in their lives. In BSAC that includes those who work directly or indirectly with children including instructors, and Club Officers who are responsible for running and

managing the Club administration and activities. It also identifies the basic skills required by those responsible adults as:

- Effective communication and engagement with children, young people and families
- Child and young person development
- Safeguarding and promoting the welfare of the child or young person
- Supporting transitions
- Multi-agency and integrated working
- Information sharing

BSAC is committed to providing a safe environment for children through the development of policies, procedures and guidance, making relevant training available to volunteers and paid employers whose role requires it, and by developing a positive culture of listening to children in all our Clubs.

A framework is set up for Clubs to follow to achieve the required standard of care that our children and their parents have a right to expect.

BSAC is committed to working in partnership with the Police and Children's Social Care Services to enable them to carry out their statutory duties to investigate concerns and protect all children from harm. In order to achieve this BSAC will develop and adhere to such policies and procedures as are required to meet this commitment and through the professional links with other organisations including the Children Protection in Sport Unit (CPSU).

The key principles underlying Safeguarding in the BSAC.

- BSAC is committed to children in the sport having fun and enjoyment in an environment that keeps them safe from harm
- The welfare of the child is always paramount
- Every child has the right to be protected from abuse, irrespective of their age, sex, gender, culture, disability, racial origin, background, religious belief or sexual orientation.
- All allegations of abuse and poor practice will be taken seriously and acted upon in line with these procedures and best practice guidelines.
- BSAC is committed to complying with the statutory guidance in “Working together to Safeguard Children¹” and complying with the requirements in line with Local Safeguarding Children’s Board’s policies and procedures.
- In BSAC, confidentiality is paramount and that the welfare and safety of a child must be the overriding consideration when decision making on whether to share information about them.

(See Section 2 Page 32 Confidentiality and Information Sharing)

- BSAC will ensure, through appropriate training and support that all adults involved in the sport understand their roles and responsibilities for safeguarding and protecting child members and how to react and respond when such issues arise.
- BSAC expect members to comply with the appropriate Code of Conduct and behave in an acceptable and appropriate manner at all times.
- BSAC will ensure that parents, child members and all participants in the sport can access advice and guidance on welfare concerns.
- All BSAC Clubs must adopt this policy and ensure the policy is updated appropriately.

¹ "Working Together to safeguard Children 2013": Guidance setting out how organisations and individuals should work together to safeguard and promote the welfare of children.

<http://www.education.gov.uk/aboutdfe/statutory/g00213160/working-together-to-safeguard-children>

1.2 Key Definitions

Child/children and young person/student

A child/children and young person/student in this document is anyone who has not yet reached their 18th birthday.

Safeguarding and promoting the welfare of children

This is the process of protecting children from unacceptable and inappropriate treatment by others, which can impair both health and development, and ensuring they grow up in a safe and protective environment which gives them positive experiences that they can take into adulthood.

Child Protection

Child Protection is part of safeguarding and promoting welfare. This refers to the activity undertaken to protect specific children who are suffering, or at risk of suffering, significant harm as a result of maltreatment. Effective child protection is essential as part of the wider work to safeguard and promote the welfare of children. However, all agencies and individuals should proactively aim to safeguard and protect the welfare of children so that the need for action to protect children from harm is reduced.

Abuse

For definitions of the different types of abuse and common indicators of abuse see the relevant section in this document – Page 18

Responsible for safeguarding children

As stated earlier “Working Together to Safeguard Children 2013 places the responsibility for safeguarding children on the organisations and adults that work with them, be they voluntary or statutory.

Children Social Care Services

Formerly known as Social Services. The name may vary around the country.

Police Child Abuse Investigation Unit or Team

The County based police unit that deals with all child safeguarding/protection referrals. The name may vary around the country.

Glossary of terms

BSAC	British Sub Aqua Club
CPSU	Child Protection in Sport Unit
CRB	Criminal Records Bureau
CWO	Club Welfare Officer
DBS	Disclosure and Barring Service
LADO	Local Authority Designated Officer
LOCS	BSAC Lead Officer in Child Safeguarding
LSCB	Local Safeguarding Children Board
NSPCC	National Society for the Prevention of Cruelty to Children

1. 3 Acknowledgements

BSAC has drawn on the work of a number of organisations in the development of Buddy Guard and would like to both acknowledge and thank those sports for their kind permission to use and adapt their material.

Amateur Swimming Association

British Canoe Union

England and Wales Cricket Board

NSPCC Child Protection in Sport Unit

Sport and Recreation Alliance

Members of BSAC

Section 2

2.1 Introduction

2.2 Duty of Care to BSAC Junior Members

2.3 Definitions of Child Abuse

2.4 Indicators of Abuse

2.5 Managing Concerns

2.6 Flowchart of action to take if you are concerned for the welfare of a child inside the setting of a BSAC Club

2.7 Flowchart of action to take if you are concerned for the welfare of a child outside the BSAC Club setting

2.8 Confidentiality and Information Sharing

2.9 Role description of the Club Welfare Officer

2.1 Introduction

Section two is written to assist BSAC Officers, volunteers and members to meet their duty of care to safeguard all children and young persons in their Club. The Officers have the responsibility to develop and maintain good safeguarding policies and procedures. The Welfare Officer is the lead designated person in the Club who will help guide and assist the Club in developing safeguarding policies but is not solely responsible for safeguarding in the Club that responsibility lies with all the adults be they instructors, Club Officers or parents.

BSAC requires affiliated Clubs to adopt the following section on the duty of care which supersedes all previous safeguarding policies. Club Officers and all those who work directly with children in the Club should ensure they are acquainted with the policies, procedures and guidance so they can identify concerns and are aware of what actions to take.

The Club should make the policy known to its members and their parents and make them aware they can access the full Safeguarding Policy on the Club and/or BSAC website.

2.2 Duty of Care to BSAC Junior Members

BSAC Officers, instructors, adult members and parents have a duty of care to safeguard children in their Clubs. The CPSU² highlighted that *“a duty of care may be imposed by law, by contract or by the acceptance of the individual”*. The CWO does not have sole responsibility for safeguarding and promoting the welfare of children in a BSAC Club. That responsibility lies with all adults associated with the Club.

The CWO does have specific responsibilities in respect of safeguarding children and to ensure that all concerns raised are dealt with appropriately. Safeguarding requires that the welfare of children is put at the heart of all Club activities and that the duty of care to children is paramount. The Welfare Officer takes the lead in the Club in child safeguarding and is the person to whom others can go for advice and guidance on safeguarding and welfare issues. The CWO can in turn seek advice and support from the BSAC LOCS, the statutory agencies, NSPCC and CPSU.

Clubs should embed safeguarding into their practice to minimise and prevent actual harm and stop foreseeable harm arising. To demonstrate a Club is meeting a duty of care they must have in place policies and procedures to prevent, identify and action incidents of poor practice and harm to children in the Club. This document contains clear guidelines, policies and procedures to assist the Clubs in meeting that duty of care.

² Child Protection in Sport Unit " Duty of care (England) 2009"
<https://thecpsu.org.uk/resource-library/2013/duty-of-care/>

Action a Club must take to meet its duty of care.

- The adoption of **Buddy Guard** in full.
- Promote a safe environment as paramount.
- Identify failures to safeguard and take action to address those failures.
- Promote **Buddy Guard** to all Officers, instructors, adult members, parents and children in the Club.
- Adopt the **Buddy Guard** whistle blowing policy.
- Have a CWO in post that is appropriately trained – page 35.
- Provide a non-discriminatory environment.

The Club must

- Follow the safe recruitment policy - page 40.
- Have all appropriate adults in the Club sign up to **Buddy Guard**.
- Appoint a CWO and ensure appropriate and recommended training is given.
- Ensure all those whose role is deemed to require an enhanced DBS disclosure have one in place that is current and cleared by BSAC HQ - page 45.
- Ensure all those whose role is deemed to require completion of a Self- Disclosure form have one in place that is retained via the CWO within the Club - page 46.
- Have members comply with the Code of Conduct for all participants, helpers, instructors and Club Officers. - page 55.
- Have an Equal Opportunity policy.

Adopt good practice for parents and children

- Provide a welcome pack for parents and junior members on joining the Club - page 57.

- The Club should adopt the CPSU Good practice guidance³ in respect of deaf and disabled children.
- Communicate on a regular basis with parents.
- Follow BSAC guidance on staffing / supervision of children (4.3).
- Follow BSAC guidance on changing facilities.
- Follow BSAC anti-bullying policy (4.2).
- Follow BSAC mobile phone and social networking guidance (4.10).

Provide appropriate guidance and training for instructors and helpers and ensure all instructors and other helpers

- Have a clear understanding of the responsibilities of their role in the BSAC Club
- Fulfil their duty of care to children with whom they work, directly or indirectly.
- Are never alone with a child except in exceptional circumstances where to leave a child alone would potentially leave them at risk of harm.
- Have two appropriate adults at each session and ensure the ratio of staff to children and young people are adequate.
- Follow the BSAC guidance on transport policy and trips away guidance (4.6).
- Have knowledge of the BSAC missing child guidance (4.4).
- Have knowledge and adhere to the BSAC photographic, mobile phone and social networking guidance (4.7 and 4.10).

Take appropriate action when concerns are raised

- The Club must act on concerns raised in an appropriate and timely manner and comply with the requirements of confidentiality page 26.
- Keep a written record of concerns raised and action taken that is stored safely and securely - page 29.

³ The CPSU document on "Duty of Care" and Good Practice Guidance for Deaf and Disabled Children" can be accessed at <https://thecpsu.org.uk/>

- Seek out advice and guidance as required to enable the matter to be dealt with appropriately - page 29.
- Offer support to those raising the concern and if appropriate the victim of the concern.
- Use the services of the BSAC LOCS.
- Know when and how to refer matters to statutory agencies in line with this policy document.

2.3 Definitions of Child Abuse

Working Together 2013 defines abuse as:

“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. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.”

It commonly occurs within a relationship of trust or responsibility and is an abuse of power or a breach of trust. 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 often known to and trusted by the child and family.

The abuser may be a family member, or they may be someone the child encounters in a residential setting or in the community, including during sporting and leisure activities. An individual may abuse or neglect a child directly, or may be responsible for abuse because they fail to prevent another person harming that child.

The long term effects of abuse must never be underestimated.

Types of abuse

Physical abuse

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Examples of physical abuse in sport may be when a child is forced into training that exceeds the capacity of his or her immature and growing body; or where the child is given drugs to enhance performance or delay puberty.

Sexual abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

In sport, coaching techniques which involve physical contact with children could potentially create situations where sexual abuse may go unnoticed. The power of the coach over young performers, if misused, may also lead to abusive situations developing.

Emotional abuse

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.

It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction

It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

- It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- Examples of emotional abuse in sport include subjecting children to constant criticism, name-calling, sarcasm or bullying. Putting them under continuous pressure to perform to unrealistically high standards is also a form of emotional abuse.

Neglect

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. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Examples of neglect in sport could include: not ensuring children are safe; exposing them to undue cold or heat; or exposing them to unnecessary risk of injury.

Racism

Racism is when someone is discriminated against (singled out) because of their race, the colour of their skin, their nationality, their accent or first language, or their ethnic or national origin.

Children from black and minority ethnic groups (and their parents) may have experienced harassment, racial discrimination and institutional racism. Although racism causes significant harm

it is not, in itself, a category of abuse. All organisations working with children, including those operating where black and minority ethnic communities are numerically small, should address racism.

It is important to be:

Sensitive to differing family patterns and lifestyles and to child-rearing patterns that vary across different racial, ethnic and cultural groups. At the same time they must be clear that child abuse cannot be condoned for religious or cultural reasons.

Aware of the broader social factors that serve to discriminate against black and minority ethnic people.

Committed to equality in meeting the needs of all children and families, and to understand the effects of racial harassment, racial discrimination and institutional racism, as well as cultural misunderstanding or misinterpretation.

Careful to guard against myths and stereotypes – both positive and negative – of black and minority ethnic families. Anxiety about being accused of racist practice should not prevent the necessary action being taken to safeguard and promote a child's welfare.

All children, whatever their religious or cultural background, must receive the same care and safeguards with regard to abuse and neglect.

Bullying – please refer to “The BSAC Anti-Bullying Policy” (4.2)

Abuse of children and young people with a disability

The available UK evidence on the extent of abuse among deaf and disabled children suggests that they are at increased risk of abuse and that the presence of multiple impairments appears to increase the risk of both abuse and neglect.

Deaf and disabled children may be especially vulnerable to abuse due to:

- the increased likelihood of social isolation.
- having fewer outside contacts than non-disabled children, and perhaps having limited access to someone to disclose to.
- a dependency on others for practical assistance in daily living (including intimate care).
- an impaired capacity to resist, avoid or understand abuse.
- their speech and language communication needs may make it difficult to tell others what is happening.
- being viewed as a “safe target” for abusers.
- disabled children being less likely to be heard or listened to.

Disabled children also experience higher levels of bullying than their peers.

Further guidance can be found on the CPSU website “Safeguarding Deaf and Disabled Children and Young People” briefing paper. <https://thecpsu.org.uk/download/media/2352/safeguarding-deaf-and-disabled-children-april-2013.pdf>

2.4 Indicators of Abuse

Children do not necessarily find it easy to disclose abuse or poor practice. For children with disabilities or from an ethnic minority group, disclosure can be particularly difficult. It is therefore of paramount importance that those adults who work with or observe children should identify potential concerns. Club Officers, instructors, helpers and parents of members should know what to look out for to identify potential concerns.

Abuse is not always easy to identify. A child's behaviour may alter due to a change in circumstances e.g. new school, parents' divorce, new baby. Equally a mark on a child is not necessarily an indicator of abuse. Children can get bumps and bruises from normal everyday life.

However the following indicators MAY show possible abuse/reason for concern and should be acted upon.

- Unexplained bruises, cuts or burns in an area of a child's body not usually associated with injury through play.
- Repeated physical injuries or those with inconsistent explanations.
- A child's physical appearance becoming unkempt.
- A child discloses an issue of concern that may be an abusive act.
- Another person discloses an issue of concern regarding a child that may be an abusive act.
- The child is observed or reported to be acting in a sexualised manner.
- A child has a fear or distrust of some/all adults.
- A child has an excessive fear of "failure", or "making mistakes",
- A child has difficulties in making friends or is prevented by others from socialising.
- Weight and/or eating issues.
- Signs of self-harm; unexplained cuts usually to the arm or leg.

Self-harm

Self-harm is when a person hurts themselves intentionally. According to research, the majority are young women, although the percentage of young men seems to be on the increase.

Self-harm can include

- Cutting and scratching.
- Burns.
- Banging the head.
- Throwing their body against a hard object.
- Self-hitting and punching.
- Putting items into their body.
- Swallowing inappropriate objects.
- Taking tablets not required/in excessive quantity.

The majority, but not all, self-harmers are teenagers and some go on to self-harm in their late teens and twenties. Self-harm is almost entirely caused by a child feeling unhappy due to circumstances (parental separation) or the actions of others (e.g. bullying). In some cases the child requires medical treatment such is the severity of the self-harm injury.

The CPSU has produced a guidance document on self-harm –

www.nspcc.org.uk/inform/cpsu/resources/briefing/self-harm-in-sport_wdf86896.pdf

Advice for Children can also be sought from:

Barnardos: 020 9067 2366

Childline: www.childline.org.uk/selfharm

Advice for Parents/other Adults can be sought from

NSPCC: 0800 800 500

NHS: www.nhs.uk/conditions/selfinjury

NHS Direct: contact details in your local area, online and in the phone book

2.5 Managing Concerns

BSAC is committed to ensuring all concerns raised in respect of child safeguarding or welfare are considered and acted upon in a proper and appropriate manner.

BSAC accepts that the protection and safeguarding of children is paramount and should be based on prevention and best practice.

BSAC also accepts that all risk cannot be eliminated but through good practice, policy and procedures and a culture that allows those with concerns to raise them appropriately in the knowledge they will be dealt with properly, we can minimise those risks.

BSAC accepts that issues of concern will be raised from time to time. They should be dealt with in line with the following guidance. If a concern is observed, or raised with you by another person, you should:

- Discuss all safeguarding and welfare concerns raised with your CWO unless they are implicated in the matter.
- If the CWO is not available, speak to another Officer of the Club or contact BSAC LOCS.
- If you consider a child is being harmed, or at risk of being harmed contact the Children's Social Care Team and inform the CWO of the Club of action taken.
- If the concern is in respect of a person in a position of trust in the Club in England the CWO should contact the [Local Authority Designated Officer \(LADO\)](#) who will provide advice and guidance.
- Keep written records of any poor practice, child protection and/or welfare related incidents, allegations or concerns. Record details of any actions taken and the contact details of anyone who was either involved or a witness to the incident.
- When delivering activities in a school or directly under the supervision/management of school staff, the school's arrangements for child protection will apply. You must inform the designated teacher or person for that school, who will follow the [Local Safeguarding Children Board \(LSCB\)](#) procedures. You should also ensure that you inform your CWO who will make the NGB Child Protection Lead Officer aware of the situation.

- When delivering activities in partnership with a school but in your Club or out of school hours, you must follow your NGB/Club child protection procedures and communicate any concerns to the CWO. The CWO will refer the matter to the NGB Lead Officer who will take responsibility for liaising with the school.

Managing Concerns – the three stages

BSAC are committed to ensuring children and young people taking part in Club activities are safeguarded from harm. The outline below has been developed by sport to give guidance in a situation where a child or adult discloses actual or potential abuse. That abuse may be current or non-recent, in the sport or outside of it but the actions to follow remain the same.

React

If a concern is raised to you regarding a possible child safeguarding issue, you should **STAY CALM** and **DO NOT SHOW DISBELIEF, UPSET OR SHOCK** at what you are hearing.

The person disclosing the concern will be central to how you respond.

If the disclosure comes from a child you must:

- Ensure they are safe and feel safe
- Keep an open mind
- Only ask questions to clarify what is being said. Never use leading questions or make suggestions
- Do not make assumptions or judgements about what the child is telling you
- Take the concern raised seriously
- Be honest and make clear you cannot keep a secret. You may have to pass the information on to safeguard the child disclosing or others from harm or to prevent harm that is occurring now. But reassure them you will keep them informed of any action you are to take and when you will take it.
- If possible get another person to listen in to what is being said but only if to do so will not prevent the child disclosing what they intend to.

- Ensure you record what is said (as outlined later) as soon as you are able after the discussion.

If the disclosure comes from an adult

- Listen to what is being said and consider what action you need to take.
- Ask they write down, preferably on the BSAC referral form, all they have told you.
- Ensure they are aware of the need for confidentiality.

When you should share the concern raised

- Confidentiality must be strictly observed - Page 32
- You should share the information disclosed on a strictly “need to know basis”. Ensure any person you share the information with is aware of the need to keep the matter confidential.
- If you refer the matter to the statutory agency, be guided by them as to who you should share the information with.
- If the child’s parents are not implicated in the concern they should be informed of the concern at the earliest opportunity.
- If medical treatment is required ensure that is accessed.
- Ensure the child concerned and all other children for whom you are responsible at the time are safe and supervised while you act upon the disclosure.

But never:

- Promise to keep a secret.
- Confront the alleged abuser.
- Take action until you have considered what action needs to be taken and shared the information appropriately.
- Act alone – share as outlined within this document as to what action is required.

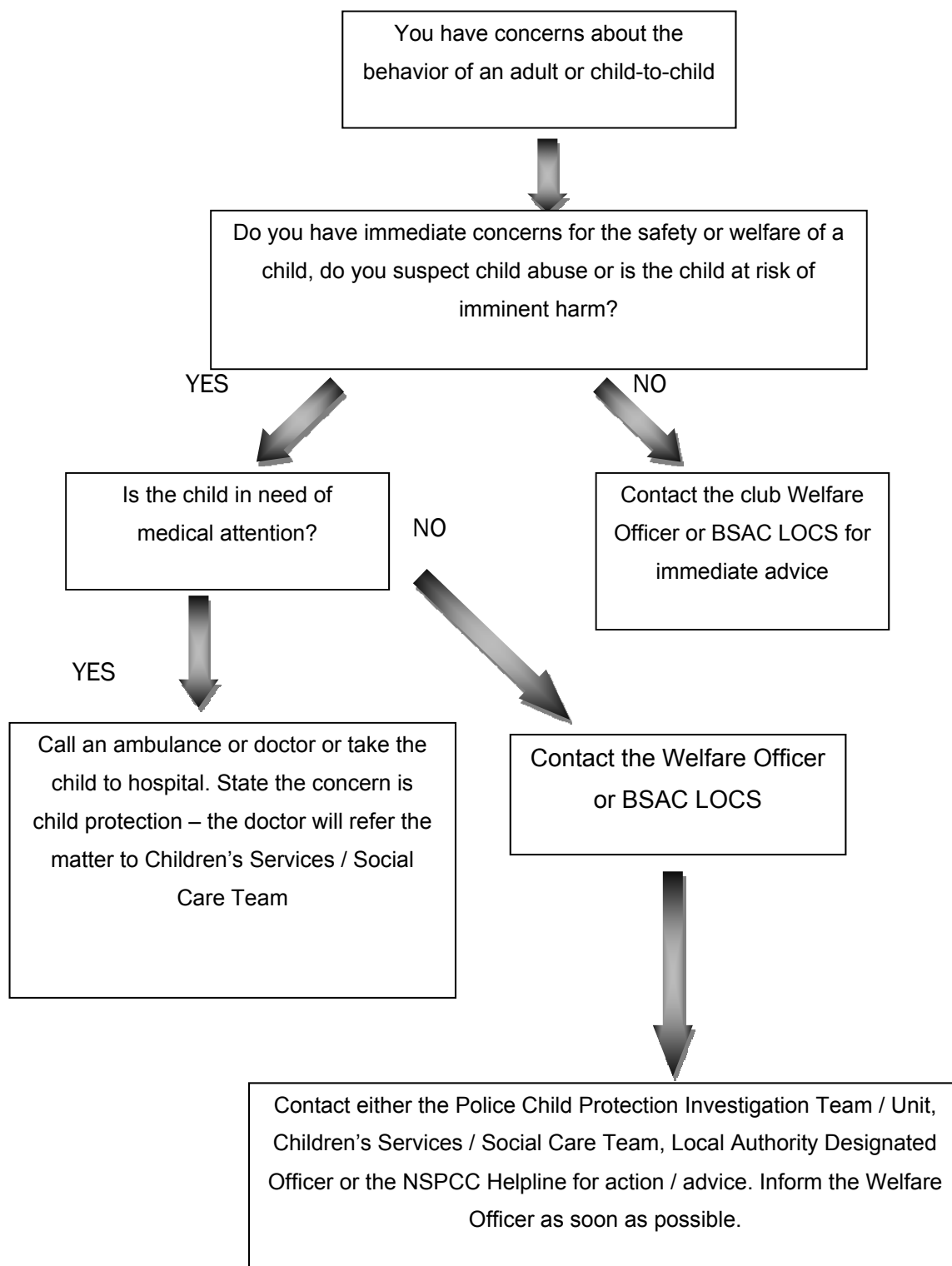
Record

- Your records may be required by the Children’s Social Care Team or Police and therefore must be factual. In any report, make clear which statements are facts, which are opinion and which are your interpretations of what was said.
- If available use The BSAC Child Safeguarding Referral Form (4.12)
- If it is not immediately to hand, make clear notes and include the following. Some details such as address can be completed later from Club records.
- Child’s name, date of birth, gender, race, ethnic origin and address/phone number.
- Parent/carer’s details
- Details of the alleged abuser
- Details of the concern raised. Note clearly and factually what you were told and by whom.
- Detail of any witnesses to the concern.
- Dates of the incident(s)
- Additional information shared with you that is hearsay – clearly note it is hearsay/second hand information and who has disclosed that to you.
- Who has been informed/had the information shared with.
- Details of any visible injuries and if possible do a drawing to show where they are visible.
- Sign and date your report and give your role and contact details.

Report

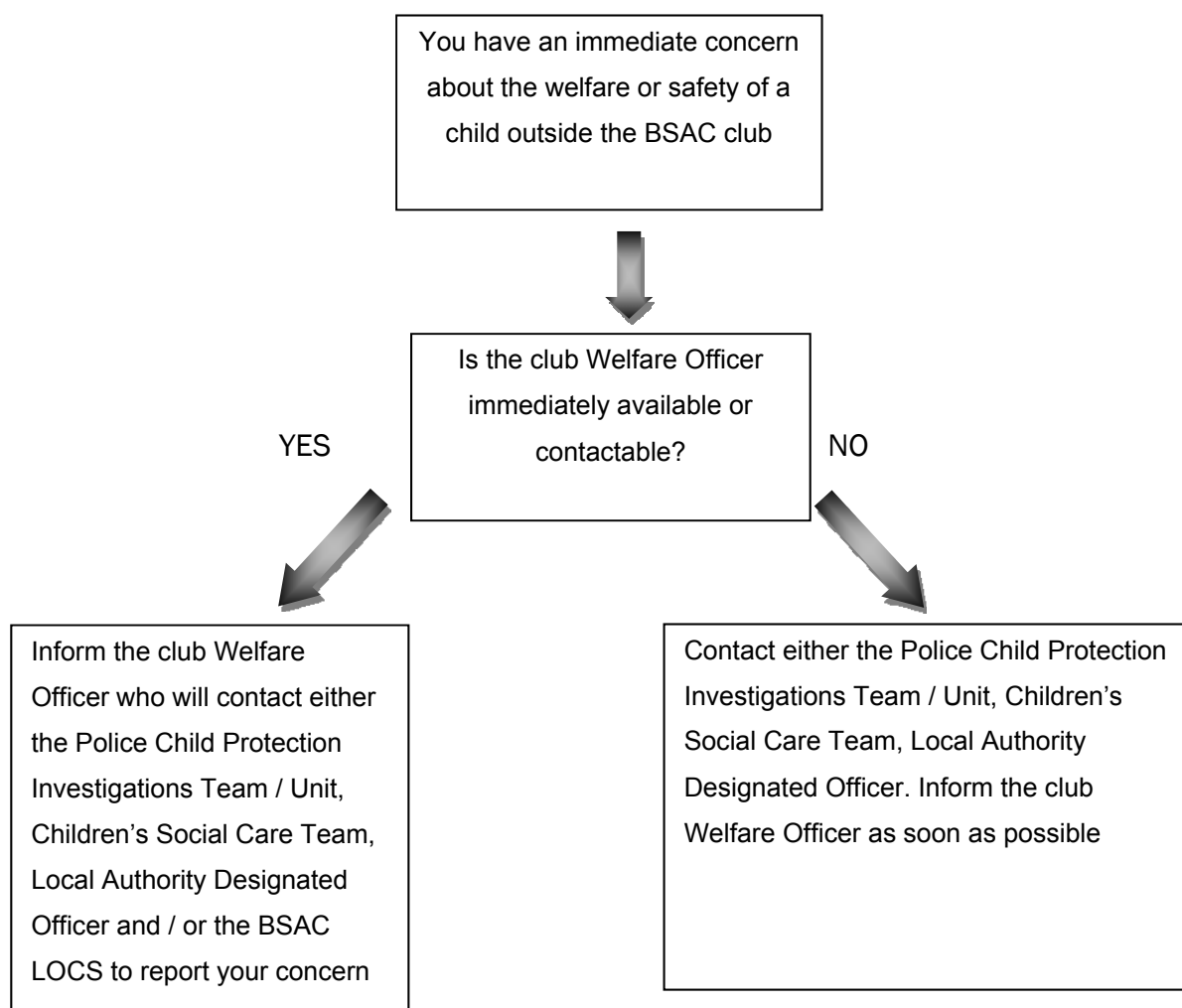
There should never be any delay in reporting a concern and it may be appropriate to report then record the information when there is a possible immediate risk of harm or potential harm to a child. Below are flow charts outlining action to take depending on whether the concern is within or outside of the sport. Further advice on action can be obtained from the BSAC LOCS

2.6 Flowchart of action to take if you are concerned for the welfare of a child inside the setting of a BSAC Club



2.7 Flowchart of action to take if you are concerned for the welfare of a child outside the BSAC Club setting

Outside the BSAC Club setting



2.8 Confidentiality and Information Sharing

The government guidance document on “Information Sharing for Practitioners” outlines seven golden rules

- Remember that the Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.
- Be open and honest with the person (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 if you are in any doubt, without disclosing the identity of the person where possible.
- Share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, that lack of consent can be overridden in the public interest. You will need to base your judgement on the facts of the case.
- Consider safety and well-being. Base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions.
- Necessary, proportionate, relevant, accurate, timely and secure. Ensure that the information you share is necessary for the purpose for which you are sharing it. It is shared only with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.
- 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.

The Government document “Every Child Matters”^{*} states that information sharing is important to:

- Enable early intervention to help children, young people and families who need additional services to achieve positive outcomes, thus reducing inequalities between disadvantaged children and others.
- Safeguard and promote the welfare of children and young people.

To achieve good safeguarding and proper information sharing it is imperative that confidentiality is maintained. That is persons who are told or made aware of the concerns affecting the wellbeing of a child are kept to a minimum on a strictly “need to know basis”. However it is important the Club members do share relevant information that lead to the concerns for a child with the relevant statutory organisations as soon as possible after the concerns is raised.

Remember: it is not for you to decide a child is or may be at risk of harm or abuse but it is for you to refer that information to the professional bodies that can assess risk and act as required.

The relevant bodies are:

- The Local Children’s Social Care Agency.
- The Police Child Protection Investigation Unit.
- The NSPCC

The information you have may seem minor but it is important to raise what you know with the relevant body as they may already hold information in respect of the child concerned that has come from other sources.

The decision on whether to disclose the information should be based on “proportionality”. That is the proposed disclosure is a proportionate response to the need to protect the child’s welfare. The amount of information disclosed and the number of people to whom it is disclosed should be no more than is necessary in protecting the health and wellbeing of the child.

^{*} <https://www.education.gov.uk/consultations/downloadableDocs/EveryChildMatters.pdf>

This approach should be followed whether the information being disclosed is regarding a concern within or external to the Club.

BSAC is committed to ensuring all children in BSAC Clubs are safe, are not put at risk of harm or disadvantaged by a failure to share information appropriately. If you are unsure on what action to take or who to share a concern with in respect of a child, contact the BSAC LOCS or ring the NSPCC for advice.

2.9 Role description of the Club Welfare Officer

Everyone in BSAC has a responsibility to safeguard and protect young people. The role of a CWO is primarily to promote good practice within your Club, to be a named point of contact for students, parents/carers, instructors and volunteers and to understand the BSAC reporting procedures in case a concern is raised.

The information below outlines the role, and skills and knowledge to look for in a CWO.

Role

- Be the first point of contact for staff, volunteers, parents/carers and young people where concerns about welfare, poor practice or child abuse are identified.
- Implement the Club's reporting and recording procedures.
- Promote the Club's best practice guidance/code of ethics and behaviour within the Club.
- Assist the Club to fulfil its responsibilities to safeguard young people.
- Assist the Club to implement its child welfare implementation plan.
- Assist volunteers in keeping their certificates and qualifications up to date.
- Advise and attend as required Club's management committee.
- Ensure confidentiality is maintained.
- Promote anti-discriminatory practice.
- Be the first point of contact with the BSAC LOCS.
- Maintain contact details for the Local Children's Social Care Department and police

Experience and knowledge

- Be knowledgeable of and work to the BSAC “Buddy Guard” safeguarding policy.
- Have a working knowledge of the BSAC and Club’s role and responsibilities to safeguard the welfare of members.
- Have basic knowledge of roles and responsibilities of local statutory agencies (Children’s Social Care Teams, Police and Local Safeguarding Children Board -LSCB).
- Know and work to the boundaries of the CWO role.
- Have basic knowledge of roles and responsibilities of local statutory agencies (Children’s Social Care Teams, Police and Local Safeguarding Children Board - LSCB).
- Have full contact details for the local child safeguarding agencies.
- Have an awareness of equality issues and child protection.
- Have a basic knowledge of core legislation, government guidance and national framework for child protection.

Skills

- Approachable
- Child-focused
- Basic administration
- Basic advice and support provision
- Communication
- Maintaining records
- Ability to promote organisation’s policy, procedures and resources
- Interpersonal

Training

It is highly recommended that CWO attend the Sports Coach UK 'Safeguarding and Protecting Children in Sport' workshop or equivalent and the CPSU "Time to Listen" training. Consult the BSAC Lead Officer in Child Safeguarding for more information.

For details of local workshops go to: www.sportscoachuk.org

Section 3

3.1 Introduction

3.2 Safe Recruitment

3.3 Disclosure and Barring Service (Formerly Criminal Records Bureau)

3.4 Information and guidance to Instructors and helpers

3.5 Code of Conduct for Instructors and other relevant Club Volunteers/Officers

3.6 Junior Membership **Checklist**

3.7 Welcome letter to Parents of Students aged 17 years and under

3.8 Welcome letter to students

3.9 Code of Conduct for junior members aged 17 and under

3.1 Introduction

The membership section refers to any member or parent of a member in your Club and includes paid or unpaid, instructor, helper or student.

Clubs should follow the guidance to aid safe recruitment of staff and volunteers and adhere to the on-going requirements on all staff, volunteers and Officers to meet the required high standard of practice and behaviour expected by BSAC.

This section also outlines BSAC's requirement on Clubs to provide full information to parents and students upon joining a BSAC Club for example to welcome them as members, make them aware of instruction available, that the Club has a safeguarding policy and where to find it and to give relevant Club officers' names and contact details.

3.2 Safe Recruitment

The majority of people who want to work or volunteer with children within sport are well motivated, and without them sports Clubs and organisations could not operate. Unfortunately some individuals will try to use sports organisations to gain access to children for inappropriate motives. Having safe recruitment and selection procedures in place will help deter and screen out unsuitable individuals from your Club.

Effective recruitment and selection procedures benefit everyone. They ensure that:

- Staff and volunteers will have clearly defined roles and responsibilities, which will have a positive impact on children. Parents will be assured that all possible measures are being taken to ensure only suitable people will be recruited to work with their child.
- Organisations will reduce the risk to their reputation.

References

BSAC acknowledge that many Clubs do not currently have members under the age of 18, or only those who attend and are in the care of their parents at all times. The BSAC and its Club have a duty to safeguard child members and as Clubs expand their membership to include under 18 year olds so that responsibility increases.

Currently those in recognised positions in BSAC Clubs are required to have to an enhanced DBS check to commence and continue in that role. It is the view of the BSAC that a robust recruitment process also requires those individuals to provide references of suitability as part of the Club recruitment process.

BSAC has consulted agencies and guidance developed to assist governing bodies in developing robust recruitment processes that will help identify such persons before appointment is made. Thankfully such individuals form a minority but as part of the process to prevent opportunity and access to children the requirement of references is seen as an important part of the recruitment process by BSAC.⁴

⁴ **CPSU Guidance update April 2013**

2020 Children and Young Persons Workforce Strategy www.education.gov.uk/publications
Child Protection in Sport Unit "Safe Recruitment and Selection Process" <https://thecpsu.org.uk/resource-library/2013/safe-recruitment-and-selection-procedures>

It is for this reason BSAC strongly recommends that upon recruitment of Branch Welfare Officers and Instructors they should provide a reference as outlined. If you already have child members, a reference will be a requirement for future recruitment to these roles.

Reference letter

Dear (Referee)

Your name has been given to us by (name of applicant) as a referee for the post of (post title) within the (name of club). The position is one that requires an enhanced DBS check as (name of applicant) will be working directly with children under the age of 18.

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the candidate's suitability for the post, if he/she is offered the position in question. We would appreciate you being extremely candid, open and honest in your evaluation of this person.

(club name)

Reference for: (name of applicant)

1. How long have you know this person?

2. In what capacity?

3. What attributes does this person have that would make them suited to this work?

4. Please rate this person on the following – please tick one box for each statement:	Poor	Average	Good	V Good	Excellent
Responsibility					
Maturity					
Self-motivation					
Can motivate others					
Energy					
Trustworthiness					
Reliability					
<p>This post involves substantial access to children. As an organisation committed to the welfare and protection of children we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children and young people. If you have answered YES we will contact you in confidence.</p>	<p>YES/NO – If yes details below please</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>				

Any comments you wish to make in addition to the above information?

Would you be happy for the (nominated person e.g. Chairman) of the (name of club) to contact you by phone to discuss your reference?

YES/NO

If YES, please give phone number and time when contact can be made with you.

Thank you for your assistance.

Print Name:

Signed:

Date:

.

3.3 Disclosure and Barring Service (Formerly Criminal Records Bureau)

The Government review of the Criminal Records Bureau (CRB) process and Independent Safeguarding Authority (ISA) and the introduction of the Protection of Freedoms Act 2012 has brought about the merger of the CRB and ISA to form the “Disclosure and Barring Service” (DBS). The act also made changes to those who can be DBS checked and a change in the disclosure system namely a check with or without reference to the barring list.

The DBS check undertaken by the BSAC is the DBS with barring list check commonly known as an enhanced DBS check. For the purpose of this document this check will be referred to as an enhanced DBS check. Some key aspects of the DBS remain as follows:

- An organisation that knowingly employs, paid or unpaid, a person who is barred to work with children or adults in a relevant position with either of these two groups will be breaking the law.
- When an organisation which works with children and/or vulnerable adults dismisses an employee or volunteer because they have harmed or posed a risk of harm to a child or vulnerable adult, or would have been dismissed. If the person had not already left or resigned from the organisation, the organisation must refer that person to the DBS for consideration of barring.

Disclosure and Barring Scheme

In December 2012 the CRB and ISA merged to become a single non-Departmental Public Body called “The Disclosure and Barring Service”.

Regulated Activity

There is a new definition now in place to define “regulated activity” which focuses on work that involves unsupervised contact with children or vulnerable adults. The new definition is expected to cut the number of people requiring a full disclosure which includes the barred list but those employees and volunteers who do not meet the new definition of regulated activity will be eligible to complete a Self-Disclosure form.

An individual eligible for the enhanced DBS check and deemed to be in a regulated activity will be required to meet the following requirements:

The activity must involve:

Teaching, training, caring or supervising children.

Or

Providing guidance/advice on wellbeing.

Or

Driving a vehicle only for children.

And

Happens frequently (once a week or more often)

Or

Happens intensively (on 4 or more days in a 30 day period or overnight)

And

The individual carrying out the activity of teaching, training or instructing is unsupervised.

In a BSAC Club you will be required to:

- Refer an individual removed from their Club as outlined above in to the governing body's LOCS and together refer that person to the DBS.
- Request an enhanced DBS check only for persons whose role meets the requirements outlined above.
- Identity checking – all DBS forms to be requested from LOCS by CWO. Identity of instructors will be checked by the Club Welfare Officer before the DBS form is sent into BSAC LOCS.

Within your Club that will mean

- If the individual working with children or vulnerable adults is supervised they will NOT be classed as being in a regulated activity. They are eligible for and should complete a Self-Disclosure form to be retained via the Club Welfare Officer within the club but the BSAC will not be allowed to have an enhanced DBS check on them.

- If the individual working with children or vulnerable adults is unsupervised they will be classed as being in a regulated activity and they will be eligible for an enhanced DBS check which incorporates a barred list check on them.
- **Single Disclosure**

From 17th June 2013, the DBS Enhanced Disclosure Certificate will be issued by the DBS to the applicant only. Prior to this the DBS/CRB check had been issued to both the applicant and the registered or umbrella body requesting that check.

As a consequence of this change the BSAC will require members, for whom an application is made through the Governing Body, to send the original DBS Enhanced Disclosure Certificate by post to:

British Sub-Aqua Club,
Telford's Quay,
South Pier Road,
Ellesmere Port,
Cheshire
CH65 4FL

The DBS Enhanced Disclosure Certificate will be returned to the applicant cleared unless information pertinent to the role applied for is disclosed. In such circumstances BSAC will consider what if any action should be taken prior to consideration being given to clearing the check at which stage the applicant will be informed.

If the Governing Body does not receive the cleared Certificate within four weeks of its receipt by the applicant, consideration will be given to suspension of that member until the Governing body is in receipt of the original copy of the Certificate and it has been cleared.

DBS Updating Service

Currently BSAC will not be part of the DBS updating service for its members. If any member has had an enhanced DBS check via another registered or umbrella body they should discuss with BSAC Welfare Officer if it is possible for the BSAC to consider gaining access to the updating service as opted into by that individual member.

Minimum age

The minimum age at which an enhanced DBS disclosure can be requested is now raised to 16.

List of persons eligible for an enhanced DBS check

- BSAC Lead Officer Child Safeguarding
- Club Welfare Officer
- Diving and Snorkelling Instructor
- Beachcomber Instructors
- Pool Manager

3.4 Information and guidance to Instructors and helpers

Introduction

BSAC recognise the commitment of all those who work directly with children, whether paid or unpaid.

Earlier in this document it has been stated that the responsibility to safeguard children in BSAC Clubs lies with all those who work directly with, or have responsibility for, children members. This section is to provide additional guidance or those who instruct, teach and help young people within a BSAC Club.

Safeguarding children who dive and snorkel

All those who work directly with children must ensure:

- The child is treated with dignity and respect.
- Good practice is promoted to reduce the possibility of abusive situations occurring.
- They continually reflect upon their own practice including the style, philosophy and practices used to ensure the safety and well-being of children at all times.
- They always work appropriately and openly with children in the Club.
- They are an excellent role model.
- They always put the welfare of each young person first.
- They build a balanced relationship based on mutual trust, which empowers young people to share in the decision-making process.
- They refer and deal with concerns regarding child safeguarding appropriately.

Instructors and Teachers must:

- Keep up-to-date with skills and qualifications.
- Complete an enhanced DBS check upon commencing in a new post and update that check every three years if they are teaching in a regulated activity, as defined on page 45.
- Maintain their membership of BSAC
- Know and understand the BSAC Child Safeguarding Policies and Procedures.
- Ensure parents and members obtain appropriate information regarding training.
- Work in partnership with Club Officers.
- Not exceed the level of their competence and qualifications.
- Have open and regular communication with those they instruct and their parent/carer.
- Ensure that activities are appropriate to the child's age, maturity, experience and ability.
- Report any concerns they may have in relation to any child in the Club following reporting procedures laid down in the BSAC Safeguarding Policy.

BSAC Instructors, Teachers and Helpers should not:

- Take children or young people to their home or other secluded places where they will be alone.
- Engage in rough, physical or sexually provocative games.
- Share a room with a child or young person on trips away from home base.
- Allow or engage in any form of inappropriate touching.
- Make sexually suggestive remarks to a child or young person.
- Reduce a child or young person to tears as a form of control.
- Allow children or young people to use inappropriate language or allow such behaviour to go unchallenged.

- Allow allegations made by a child or young person to go unchallenged, unrecorded or not acted upon.
- Leave the sports venue before all children or young people have been collected without ensuring they are to be supervised by appropriate Club Officers.
- Abuse their position of power or trust with children or young people or adults.
- Resort to bullying tactics or verbal abuse.
- Cause a child or young person to be embarrassed, humiliated or undermined.
- Spend excessive amounts of time with one child to the detriment of the other children or young people.
- Engage in a sexual relationship with a child or young person aged 17 or under.

NOTE: Engaging in sexual relations with a child aged under 16 years is a criminal offence.

Relationship with children or young people aged 17 and under

The relationship between instructor/teacher and BSAC child or young person, specifically those under 18 years of age but including those under the age of 25, over whom they hold a position of trust and responsibility must be professional and appropriate at all times. It must never be forgotten how important the relationship between an Instructor and child or young person is. In the case of a child, that relationship not only develops a child's sporting potential and self-esteem but it also allows them to develop an appropriate and trusting relationship with a responsible adult.

The instructor/child or young person relationship is a complex one for both parties. It is important that the instructor acknowledges that children and young adults can develop feelings for people in positions of trust, often identified as "a crush" or "hero worship". Should this happen to you always inform the CWO to note the matter and ensure that concerns are discussed and managed in an open and transparent manner as well as advising you on how to manage the issue and take action if required. You and the CWO will be able to deal with such situations ensuring you and the young people are safe from harm or allegation.

Relationship of trust

The Sexual Offences Act 2003 states:

“It is an offence for a person aged 18 years or over to involve a child under that age in sexual activity where he or she is in a specified position of trust in relation to that child. This includes those who care for, advise, supervise or train children and young people”.

This does not currently apply in law to sports teachers and instructors.

However BSAC adopts the Home Office and NSPCC guidelines which recommend the principle that people in positions of trust and authority do not have sexual relationships with 16/17 year olds in their care. (*Caring for young people and the vulnerable – Home Office*)

The power and influence an instructor has in a professional relationship with a young person must never be underestimated. It is vital for all instructors, as well as other volunteers, to recognise the responsibility they have and ensure that they do not abuse that position of power and trust.

It is therefore BSAC’s position that no sexual relationship should exist between any young person 16/17 years who is a student with their instructor or teacher and that the relationship between instructor and student must be appropriate at all times. Similarly the same applies to an instructor who is aged between 16 years and 18 years.

Please note that young people aged 16/17 years can legally consent to some types of sexual activity. However in some provisions of legislation (*under the Children’s Act 1989*) they are classified as children.

Grooming

Under the Sexual Offences Act 2003 the grooming of a child under 16 years of age for the purposes of developing that relationship into a sexual one is a criminal offence.

Grooming is when an abuser builds a relationship with a child or young person and tries to 'set up' and 'prepare' another person under the age of 16 in order to sexually abuse them. Not all sexual abuse is preceded by grooming, but it is a very common and may be used by strangers or by those known to the victim. It is a process of deceit, relying on the person appearing to be a helpful and generous person to the child or their parent/carer to get their trust in order to gain the opportunity to abuse. The grooming process can take weeks, months and years and can be very subtle. The adult and child victims of grooming often do not realise that they are being manipulated until after the sexual abuse has taken place. Some victims are never able to see how the grooming led to their or their child's abuse.

Grooming does not have to take place through one to-one-contact. Social networking sites are very popular on the internet and can be accessed by anyone from anywhere in the world. Combined with VOIP, which allows voice, video and text-based communication, has limitless potential for unrestricted communication with children in order to groom a child.

Useful information on grooming on the internet can be found at the Child Exploitation and Online Protection Agency Website: www.ceop.police.uk

Those who sexually abuse children use many techniques to prepare their victims, such as:

- Offering services and assistance that is inappropriate from someone in a position of trust.
- Paying inappropriate attention to certain children in a group situation.
- Giving gifts.
- Having an inappropriate and intrusive interest into children's physical and sexual development.
- Having inappropriate social boundaries (e.g. telling the potential victims about their own personal problems, etc.).
- Sexualising physical contact, such as inappropriate tickling and wrestling.

This can lead on to:

- Manipulating a child through threats or coercion.
- Gradually exposing the victim to nudity and/or sexual material in the form of imagery.

This is not an exhaustive list and other exploitative strategies can be used and adapted to the individual child that the potential abuser has targeted.

BSAC recognise the importance of the positive instructor/student relationship and has clear expectations that BSAC Branch Officers and Instructors have a responsibility to maintain that relationship of trust within the boundary of professionalism. Instructors who breach that professional relationship in a manner that may be considered as possible grooming, even without police action being taken, are placing themselves at risk of allegation and possible action under the BSAC Complaints Procedure

3.5 Code of Conduct for Instructors and other relevant Club Volunteers/Officers

- Never instruct above your level of training and expertise.
- Ensure you attend all relevant updating, access ongoing professional development training and maintain a current enhanced DBS check or if working in a non-regulated activity complete a Self-Disclosure form as required for your position. Never ridicule or shout at a young person for making a mistake – treat them with respect and you will receive respect.
- Be reasonable in your demands on the young person's activity according to his level of ability and experience
- Operate within the rules and safety codes of the BSAC
- Ensure equipment provided is suitable for purpose and has been regularly checked to ensure it is safe to use
- Display control and professionalism at all times to all parties including students, fellow instructor, parents and Club Officers.
- Show concern towards sick or injured students and ensure proper medical treatment is obtained.
- Refer any concerns raised by the student to the relevant Club Officer and ensure action is taken.
- Make yourself fully aware of the BSAC Safeguarding Policy and actions to take if you have a concern or a concern is raised to you.
- All physical contact with the student should be appropriate to the requirements of the sport.
- Ensure you are fully aware of all BSAC guidance on physical handling of students.
- Always respect the rights, dignity and worth of the student regardless of gender, ability, culture, background or religion.

3.6 Junior Membership Checklist

BSAC Checklist for new junior members

Members under 18 years of age and their parents require information when they join the Club to ensure they are fully aware of the Club's requirements of them and commitment to them.

The following is guidance and not a definitive list. Each Club may wish to give additional information to its new (and existing) members.

- Welcome letter to parents and students under 18 - See page 57.
- Emergency contact details
- BSAC Photography Consent Form (4.8)
- Copy of Codes of Conduct.

The CWO should

- Introduce themselves to the new student and parents/carers, explain her/his role, the Clubs safeguarding policy and give details of how he/she can be contacted.
- Signpost where the child safeguarding policy can be found – on line and hard copy.
- Ensure the student is introduced to the relevant instructor(s) and given details of training times, venues, equipment required etc.

3.7 Welcome letter to Parents of Students aged 17 years and under

The letter should include:

- CWO name and contact details.
- Relevant Club Officer's names and contact details.
- Instructors' name and contact details.
- Who to go to with questions or concerns in different scenarios i.e. welfare, instruction.
- State the Club has a Safeguarding Policy and where it can be found.
- Venue(s) where instruction will take place with details of training and changing facilities.
- Day(s) and time(s) to attend instruction.
- Equipment required and whether it is available for hire from the Club.

Note: this is not a definitive list.

Useful websites for parents

NSPCC Child protection in Sport Unit	tel: 0116 234 7278 email: cpsu@nspcc.org www.thecpsu.org.uk
NSPCC helpline	tel: 0808 800 5000 Website www.nspcc.org.uk
Childline	tel: 0800 1111 Website: www.childline.org.uk
Kidscape (anti bullying)	website: www.kidscape.org.uk

3.8 Welcome letter to students

- The letter should include details of:
- The Instructor's name.
- Training and venue they will be attending.
- What to do if they are unhappy about any aspect of the Club.
- Club Welfare Officer's name and contact details.
- The Club code of conduct and that they will be expected to act appropriately to fellow students, instructors and Club officers and treat all with respect – see page 55.
- And confirm you hope they will enjoy be a member of your Club and enjoy the activities provided.

Useful websites

NSPCC Child Protection in Sport Unit	tel: 0116 234 7278 email: cpsu@nspcc.org www.thecpsu.org.uk
Childline	tel: 0800 1111 Website: www.childline.org.uk
Kidscape (anti Bullying)	website: www.kidscape.org.uk

3.9 Code of Conduct for junior members aged 17 and under

General behaviour

- Treat all members of, and persons associated with BSAC with due dignity and respect.
- Treat everyone equally and never discriminate against another person associated with BSAC on any grounds including that of age, sexual orientation, ethnic origin or nationality.
- The use of inappropriate or abusive language, bullying, harassment, or physical violence will not be tolerated and could result in action being taken through the Club disciplinary or child welfare policy.
- Display a high standard of behaviour at all times and always reports any poor behaviour by others to an appropriate Club Officer.
- Recognise and celebrate the good performance and success of fellow Club members.

BSAC Instruction

- Treat your instructor and fellow students with respect.
- Make your instructor aware if you have difficulties in attending sessions.
- Arrive in good time before the sessions start to complete any warm up as directed by your instructor.
- If you arrive late report to your instructor before entering the water.
- Ensure you have all your equipment with you.
- If you need to leave the water for any reason during instruction inform your instructor and buddy before doing so.
- Listen to what your instructor is telling you at all times and obey instructions given.
- Think about what you are doing while under instruction and if you have any problems discuss them with your instructor at an appropriate time.
- If you have any problems with the behaviour of fellow Club members report them at the time to an appropriate adult.

Section 4 Appendixes

- 4.1 Introduction
- 4.2 The BSAC Whistle Blowing Policy
- 4.3 The BSAC Anti-Bullying Policy
- 4.4 Guidelines on Staffing/Supervision Ratios for Children/Young People
- 4.5 Missing Child Guidance
- 4.6 Changing Room Guidance
- 4.7 Transport Policy and Trips Away Guidance
- 4.8 Good Practice Guidance on Photography and Video
- 4.9 Photography Consent Form
- 4.10 Late Collection of Children Guidance
- 4.11 Guidance on Mobile Phones and Social Networking Sites
- 4.12 BSAC Club Safeguarding Policy Statement
- 4.13 BSAC Child Safeguarding Referral Form
- 4.14 Information Sheet for a Branch