

Cambridge Diving Development Centre – CHILD PROTECTION POLICY
Encompassing Gym, Trampolining, Learn to Dive Scheme, Competitive Diving Programme (Cambridge Dive Team).

1. POLICY STATEMENT

Cambridge Diving Development Centre has a duty of care to safeguard all children involved in all of its activities.

All children have a right to protection and the needs of disabled children and others who may be particularly vulnerable must be taken into account.

Cambridge Diving Development Centre will ensure the safety and protection of all children involved in its programme of activities, through adherence to this Child Protection Policy, adopted in May 2003.

A child is defined as a person under the age of 18 (The Children Act 1989)

Policy Aims

The aim of the Cambridge Diving Development Centre Child Protection Policy, is to promote good practices:

- Providing children and young people with appropriate safety and protection whilst in the care of the Cambridge Diving Development Centre.
- Allow all staff/volunteers to make informed and confident responses to specific child protection issues.

2. PROMOTING GOOD PRACTICE

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take.

Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, instructor, teacher, official or volunteer will have regular contact with young people and be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported following the guidelines laid down in this document.

When a child enters Cambridge Diving Development Centre having been subjected to child abuse outside the sporting environment, sport can play a crucial role in improving the child's self esteem. In such instances, the Cambridge Diving Development Centre must work with the appropriate agencies to ensure the child receives the required support.

3. GOOD PRACTICE GUIDELINES

All Cambridge Diving Development Centre personnel (employed or voluntary) should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate.

Good practice means:

- Always work in an open environment (eg avoiding private or unobserved situations and encourage open communication with no secrets).
- Treat all young people/disabled adults equally and with respect and dignity.
- Always putting the welfare of each young person first, before winning or achieving goals.
- Maintain a safe and appropriate distance with children (eg it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them).
- Build balanced relationships based on mutual trust which empowers the children to share in the decision making process

- Make sport fun, enjoyable and promote fair play
- Ensure that if any form of manual/physical support is required it should be provided openly and according to guidelines provided on all Cambridge Diving Development Centre leaflets and enrolment forms. Care is needed as it is difficult to maintain hand positions when the child is constantly moving. *On enrolling for a course, Participants and Parents are informed of our "hands on" teaching technique and are asked to sign to confirm they are happy for this method of teaching to be used. The wording of the statement has been sanctioned by the NSPCC.*
- Keep up to date with technical skills, qualifications and insurance in sport.
- Ensure Parents take responsibility for their children in the changing rooms. Under no circumstances should a member of Cambridge Diving Development Centre staff (employed or voluntary), supervise any children in the changing rooms. This is the Parents responsibility. Any injury or illness sustained by the Participant outside of the teaching area, should be dealt with by a member of facility staff, not a member of Cambridge Diving Development Centre staff.
- If mixed teams are taken away, they should always be accompanied by male and female staff.
- At tournaments or on residential camps team staff should never invite a child into their room alone.
- At tournaments or on residential camps designated team staff (chaperones) should keep visits to the children's rooms to a minimum. (See Appendix 1, Guidelines for Chaperoning).
- Be an excellent role model. That includes refraining from smoking or drinking whilst in the company of Participants or Performers.
- Give enthusiastic and constructive feedback, rather than negative criticism.
- Recognise the developmental needs and capacity of young people and disabled adults. Avoid excessive training or competition and avoid pushing them against their will.
- Secure parental consent "in loco parentis" (on the Cambridge Diving Development Centre consent forms) if the need arises for you to make a decision on emergency medical treatment where the Parent is not present and where a delay whilst trying to contact them could be detrimental to the health of the child.
- Keep a written record of any injury that occurs along with details of any treatment given. The accident book is in the Parkside Pools Lifeguard office. The accident book for trips away is in the Chaperone bag. (See Appendix 1).

Practices to be avoided

The following should be avoided, except in emergencies. If cases arise where these situations are unavoidable, it should be with the full knowledge and consent of a Cambridge Diving Development Centre Teacher, or with the parents consent.. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick up a child at the end of a session.

- Avoid spending excessive amounts of time alone with children away from others
- Avoid taking or dropping off a child to or from an event, or training.

Practices that will never be sanctioned by the Cambridge Diving Development Centre - people involved with Cambridge Diving Development Centre should never:

- Engage in rough, physical or sexually provocative games, including horseplay
- Share a room with a child
- Allow or engage in any form of inappropriate touching
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child, even in fun
- Reduce a child to tears as a form of control
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- Do things of a personal nature for children or disabled adults that they can do for themselves.

Note – it may sometimes be necessary to do things of a personal nature for children, particularly if they are very young or disabled. If this is the case, the Parent or Carer of that person must stay during the class, or must accompany the team away. Cambridge Diving Development Centre staff should not undertake to carry out such tasks.

- Invite or allow children to stay, or visit with you at your home unsupervised.

Incidents that must be reported/recorded

If any of the following occur, you should report this immediately to another colleague and record the incident in your personal diary or log book, AND in the relevant Cambridge Diving Development Centre log book.

You should also ensure the parents of the child are informed:

- If you accidentally hurt a Participant
- If he/she seems distressed in any manner
- If a Participant appears to be sexually aroused by your actions
- If a Participant misunderstands or misinterprets something you have done
- If a Participant does something they have been instructed not to do and acts in a way which could cause them harm (for example, leaving the lesson before they have been picked up, or walking away without permission).

4. USE OF PHOTOGRAPHIC/FILMING EQUIPMENT & SPORTING EVENTS

There is evidence that some people have used sporting events and or activities as an opportunity to take inappropriate photographs or video footage of young sportspeople in vulnerable positions. All staff should be vigilant and any concerns reported to a member of the facility staff and Cambridge Diving Development Centre staff.

Videoring as a coaching aid

Parents and Performers should be made aware that this can be part of the coaching process and any footage from such filming should be stored safely.

5. RECRUITMENT AND TRAINING OF ALL STAFF AND VOLUNTEERS

The Cambridge Diving Development Centre recognises that anyone may have the potential to abuse children in some way and that all reasonable steps must be taken to ensure unsuitable people are prevented from working with children.

Pre-selection checks include the following:

- All volunteers/staff should submit a CV, containing contact details for two referees (where applicable, one referee should be relating to any previous work with children).
- These references must be taken up and confirmed through telephone contact.
- All volunteers/staff should consent to, complete, sign and submit a CRB Disclosure form and a purple Child Protection Register form for the Amateur Swimming Association.

Interview and induction

All employees are required to undergo an interview. All volunteers may not necessarily undergo a formal interview but MUST go through an informal interview and receive an induction.

At the induction with employees:

- A check should be made that the application form has been completed in full (including sections on criminal records and self-disclosures).
- Their qualifications must be substantiated
- The job requirements and responsibilities should be clarified
- They should sign up to the Cambridge Diving Development Centre Code of Ethics and Conduct
- Child protection procedures must be explained and training needs identified.

At the induction with volunteers:

- Their qualifications must be substantiated (although it is not essential to have child care qualifications to chaperone as full training is given)
- The job requirements and responsibilities should be clarified
- They should sign up to the Cambridge Diving Development Centre Code of Ethics and Conduct
- Child protection procedures must be explained and training needs identified.

Training

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

- Analyse their own practice against established good practice and to ensure their practice is likely to protect them from false allegations
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Respond to concerns expressed by a child or young person
- Work safely and effectively with children.

Cambridge Diving Development Centre requires:

- Teaching/Coaching and voluntary staff to attend a recognised 3-hour good practice and child protection awareness training workshop, to ensure their practice is exemplary and to facilitate the development of a positive culture towards good practice and child protection.
- Relevant personnel to receive advisory information outlining good practice and inform them about what to do if they have concerns about the behaviour of an adult towards a young person
- Relevant personnel to gain a nationally recognised first aid (or life guarding) qualification.
- Attend update training when necessary.

6. RESPONDING TO ALLEGATIONS OR SUSPICIONS

It is not the responsibility of anyone working for Cambridge Diving Development Centre, whether paid or unpaid, to decide whether or not child abuse has occurred. However, there is a responsibility to act on any concerns through contact with the appropriate authorities.

The Cambridge Diving Development Centre will assure all staff/volunteers that it will fully support and protect anyone who in good faith, reports his or her concern that a colleague is, or may be abusing a child, or that a child is, or may be being abused.

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

- A criminal investigation
- A child protection investigation
- A disciplinary or misconduct investigation

The results of the police and child protection investigation may well influence the disciplinary investigation, but not necessarily.

Action if there are concerns:

A. Concerns about poor practice:

- If, following consideration, the allegation is clearly about poor practice, Cambridge Diving Development Centre will deal with it as a misconduct issue
- If the allegation is about poor practice by the Cambridge Diving Development Centre, or the matter has been handled inadequately and concerns remain, it should be reported to the relevant officer for the Sport's governing body, who will decide how to deal with the allegations and whether or not to initiate disciplinary proceedings.

B. Concerns about suspected abuse

- Any suspicion that a child has been abused either by a member of staff, or a volunteer should be reported to the Cambridge Diving Development Centres Child Protection Officer who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.
- The Cambridge Diving Development Centres Child Protection Officer, will refer the allegation to the social services department who may involve the police or go directly to the police out of hours.
- The parents or carers of the child will be contacted as soon as possible following advice from the Social Services dept.
- The Cambridge Diving Development Centres Child Protection Officer, will also notify the Child Protection Officer from that sport's governing body, who will deal with any media enquiries.
- If the Cambridge Diving Development Centres Child Protection Officer is the subject of the suspicion/allegation, the report must be made to the other Cambridge Diving Development Centre Teachers, or in his/her absence the Child Protection Officer within that sport's governing body who will refer the allegation to Social Services.

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis. only. This includes the following:

- The Cambridge Diving Development Centre, Child Protection officer
- The Parents of the person who has allegedly been abused
- The person making the allegation
- Social Services/police
- The other Cambridge Diving Development Centre Teachers
- The Sport's Governing Body, Child Protection Officer
- The alleged abuser (and parents if the alleged abuser is a child)

Seek Social Services advice on exactly who should approach the alleged abuser.

In line with data protection laws, the information will be stored in the locked cabinet in the Cambridge Diving Development Centre Office.

Internal Enquiries and Suspension

The Cambridge Diving Development Centre Child Protection Officer will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social service inquiries.

Irrespective of the findings of the Social Services or police inquiries, the Cambridge Diving Development Centre will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police.

In such cases, the Cambridge Diving Development Centre must reach a decision based upon the available information which could suggest that on a balance of probability, it is more likely than not that the allegation is true.

The welfare of the child should remain of paramount importance throughout.

Support to deal with the aftermath of abuse:

Consideration should be given to the kind of support that children, parents and members of staff may need. Use of help lines, support groups and open meetings will maintain an open culture and help the healing process. The British Association for Counselling Directory is available from the British Association for Counselling. 1 Regent Place, Rugby, CV21 2PJ, Tel 01788 550899. E-mail bac@bacp.co.uk

Consideration should be given to what kind of support may be appropriate for the alleged perpetrator.

Allegations of previous abuse

Allegations of abuse may be made some time after the event (eg by an adult who was abused as a child or by a member of staff who is still currently working with children).

Where such an allegation is made, Cambridge Diving Development Centre should follow the procedures as detailed in this document and report the matter onto the social services or the police. This is because other children, either within or outside sport may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children act 1999.

Action if bullying is suspected

If bullying is suspected, the same procedure should be followed as set out in “Responding to suspicions or allegations” earlier in this document.

Action to help the victim and prevent bullying in sport:

- Take all signs of bullying very seriously
- Encourage all children to speak and share their concerns. (It is believed that up to 12 children a year commit suicide as a result of bullying. If anyone talks about or threatens suicide, seek professional help immediately). Help the victim to speak out and tell the person in charge or someone in authority.
- Create an open environment.
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately.
- Reassure the victim that you can be trusted and will help them although you cannot promise you will not tell anyone else.
- Keep records of what is said (what happened, by whom, when etc), in your personal log book or personal diary AND Cambridge Diving Development Centre diary.
- Report any concerns to the Cambridge Diving Development Centres, Child Protection Officer.

Action towards the bully(ies)

- Talk with the bully(ies), explain the situation and try to get the bully(ies) to understand the consequences of their behaviour.
- Seek an apology to the victim(s)
- Inform the bully's Parents
- Insist on the return of “borrowed” items and that the bully(ies) compensate the victim
- Provide support for the victim's coach
- Impose sanctions as necessary
- Encourage and support the bully(ies) to change behaviour
- Hold meetings with the families to report on progress
- Inform all Programme members of action taken
- Keep a written record of action taken in the Cambridge Diving Development Centre log book AND also make a note in the Cambridge Diving Development Centre diary and your personal diary.

**C. Concerns outside the immediate sporting environment
(eg a Parent or Carer)**

- Report your concerns to the Cambridge Diving Development Centre, Child Protection Officer who should contact social services or the police as soon as possible
- See D below for the information social services or the police will need.
- If the Cambridge Diving Development Centre, Child Protection officer is not available, the person being told of or discovering the abuse should contact social services or the police direct.

- Social Services and the Cambridge Diving Development Centre Child Protection Officer will decide how to involve the parents/carers.
- Maintain confidentiality on a need to know basis only.
- See below regarding information needed for social services.

D. Information for social services or the police about suspected abuse

To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern. It should include the following:

- The child's name, age and date of birth of the child.
- The child's home address and telephone number.
- Whether or not the person making the report is expressing their own concerns or those of someone else.
- The nature of the allegation. Include dates, times, any special factors and relevant information.
- Make a clear distinction between what is fact, opinion or hearsay.
- A description of any visible bruising, or other injuries. Also any indirect signs, such as behavioural changes.
- Details of witnesses to the incidents.
- The child's own account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Have the Parents been contacted?
- If so what has been said?
- Has anyone else been consulted? If so record details.
- If the child was not the person who reported the incident, has the child been spoken to? If so what was said?
- Has anyone spoken to the alleged abuser? If so record details.
- Where possible, referral to police or Social Services should be confirmed in writing within 24 hrs and the name of the contact who took the referral should be recorded.

If you are worried about sharing your concerns with a senior colleague, or your concerns are about a senior colleague, you can contact social services or the police direct, or the NSPCC child protection helpline on 0808 8005000 or child line on 0800 1111.

Policy of the Diving Centre

Criminal convictions:

Membership to the Cambridge Diving Development Centre requires declaration of any criminal conviction within the previous 10 years.

The Management Committee will decide acceptance of membership for any such convicted criminal. The nature of the offence will be critical.

In most cases convictions for sexual misconduct will deem the application unacceptable both in the interests of the person concerned and other members of the centre.

Any undesirable actions witnessed or reported will be investigated and appropriate action taken immediately. These actions would include all or any of the following:

1. The Officers of the Centre will undertake an investigation into the allegations. They will produce a full written report of the alleged incident with names of all parties concerned and notify the police if necessary.
2. The cited person will be precluded from Centre activities during the investigation.
3. Attendance at future Centre activities will only be permitted on the recommendation of the investigating committee

Learn to Dive Classes.

These are short-term pre-paid courses that require no personal declarations.

Children and adults are segregated into different sessions.

Any undesirable actions witnessed or reported will be investigated and appropriate action taken immediately as outlined in 1 – 3 above.