

Cambridge Dive Team

CHILD PROTECTION POLICY

Encompassing Gym, Trampolining, Learn to Dive and, Competitive Diving

1. POLICY STATEMENT

Cambridge Dive Team 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. 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. This policy therefore also applies to vulnerable adults. A child is defined as a person under the age of 18 (The Children Act 1989)

Policy Aims

The aim of the Cambridge Dive Team Child Protection Policy is to promote good safeguarding practice:

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

2. PROMOTING GOOD PRACTICE

Abuse can take the form of neglect, emotional abuse, physical abuse, sexual abuse, bullying and harassment. It can occur within many situations including the home, school and the sporting environment. The abuser may be an adult or a child; with peer abuse observed particularly in the area of bullying. 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. 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. When a child enters Cambridge Dive Team having been subjected to child abuse outside the sporting environment, sport can play a crucial role in improving the child's self esteem.

3. GOOD PRACTICE GUIDELINES

All Cambridge Dive Team personnel (contracted or voluntary) should demonstrate exemplary behaviour in order to keep children safe under their protection and to protect themselves from false allegations. Good practice means:

- Always work in an open environment (e.g. 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 put the welfare of each young person first, before winning or achieving goals.
- Maintain a safe and appropriate distance with children (e.g. it is not appropriate for staff . volunteers to have an intimate relationship with a child or to share a room with them).
- Make sport fun, enjoyable and promote fair play.
- Ensure that if any form of manual/physical support is required it should be provided openly, appropriately and according to guidelines provided on all Cambridge Dive Team 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.
- Parents should take responsibility for their children in the changing rooms. Under no circumstances should a member of Cambridge Dive Team 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 Dive Team staff. except where sessions/ competitions run with facility staff unavailable.

- If mixed teams are taken away, they should whenever possible 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 or go into another child's room alone (Safe Sport Away NSPCC)).
- On residential camps. All chaperone/parents/over 18s attending the venue should be DBS checked.
- Be an excellent role model. *Drinking alcohol or smoking whilst responsible for participants or performers is not permitted.*
- Give enthusiastic and constructive feedback, rather than negative criticism.
- Secure parental consent "in loco parentis" (on the Cambridge Dive Team 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 the CAMBRIDGE DIVE TEAM Office, at pool side. . 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 Dive Team Teacher, or with the parents consent. For example, a child sustains and 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 time alone with children away from others.
- Avoid taking or dropping off a child to or from an event, or training.

Practices that are not acceptable:

CAMBRIDGE DIVE TEAM Staff and volunteers 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 Dive Team staff should not undertake to carry out such tasks.*
- Invite or allow children to stay, or visit with you at your home unsupervised.

Accidents and Incidents

All accidents and incidents should be reported to a staff or committee member of CAMBRIDGE DIVE TEAM (e.g coach, welfare officer) and recorded in the CAMBRIDGE DIVE TEAM accident book. All accidents and incidents concerning GLL premises or staff need to be reported to GLL using GLL's accident and incident reporting procedures. When in doubt about whether an accident or incident is sufficiently serious to record, it is prudent to record. Record the names of those involved. However, note that the accident book is not a confidential document and therefore all confidential information should be safeguarded. Seek a second opinion when in doubt. CAMBRIDGE DIVE TEAM committee meetings should include a standing agenda item to review accidents and incidents', ensuring appropriate action has been taken and any trends identified.

Parents of the child should be informed as soon as possible of any accident or incident, concerning their child.

4. USE OF PHOTOGRAPHIC/FILMING EQUIPMENT & SPORTING EVENTS

Please refer to the separate "Photography & Publicity Policy"

5. RECRUITMENT AND TRAINING OF ALL STAFF AND VOLUNTEERS

Cambridge Dive Team places the highest priority on protection of children by careful selection of staff and volunteers. Selection policies will be chosen according to the nature of the contact.

Pre-selection checks include the following:

- All staff position applicants 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 or email contact.
- All volunteers with direct contact with children must consent to, complete, sign and submit a DBS 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 where their work brings them into direct contact with children.
- At the induction with employees:
 1. A check should be made that the application form has been completed in full (including sections on criminal records and self-disclosures).
 2. Their qualifications must be substantiated.
 3. The job requirements and responsibilities should be clarified
 4. They should sign up to the Cambridge Dive Team Code of Ethics and Conduct
 5. 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 Dive Team requires:

- Teaching/Coaching and selected voluntary staff (e.g welfare officers) 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.

Criminal convictions:

Membership to the Cambridge Dive Team 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 club. Any undesirable actions witnessed or reported will be investigated and appropriate action taken immediately. These actions could include all or any of the following:

1. The Officers of the Club will under take 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 Club activities during the investigation.
3. Attendance at future Club activities will only be permitted on the recommendation of the investigating committee.

6. RESPONDING TO ALLEGATIONS OR SUSPICIONS

It is not the responsibility of anyone working for Cambridge Dive Team, whether paid or unpaid, to decide whether or not child abuse has occurred. In all cases of suspected child abuse, it is the responsibility of those working for Cambridge Dive Team, to work through the following three stages in order to take appropriate action (Wavepower 2016-2019):

Stage 1: React to any disclosure / concern / poor practice allegation made

Stage 2: Report to the relevant person or persons following the guidelines laid down in this document

Stage 3 – Record the relevant information. In such instances, the Cambridge Dive Team must work with the appropriate agencies to ensure the child receives the required support.

The Cambridge Dive Team 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.

6.1. RESPONDING TO ALLEGATIONS OR SUSPICIONS AGAINST A MEMBER OF STAFF

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.

Concerns about poor practice:

- If, following consideration, the allegation is clearly about poor practice, Cambridge Dive Team will deal with it as a misconduct issue
- If the allegation is about poor practice by the Cambridge Dive Team, 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.

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 Dive Team's Welfare 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 in line with ASA Wavepower procedures.
- The Cambridge Dive Team's Welfare 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 Dive Team's Welfare Officer, will also notify the Welfare Officer from that sport's governing body, who will deal with any media enquiries.
- If the Cambridge Dive Team's Welfare Officer is the subject of the suspicion/allegation, the report must be made to the other Cambridge Dive Team Teachers, or in his/her absence the Welfare Officer within that sport's governing body who will refer the allegation to Social Services.

Internal Enquiries and Suspension

The Cambridge Dive Team's Welfare 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 Welfare Officer in consultation with two additional Cambridge Dive Team committee members 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 Welfare Officer 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 & Psychotherapy. www.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 Dive Team should follow the procedures as detailed in this document and Wavepower procedures 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.

6.2 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 Dive Team diary.
- Report any concerns to the Cambridge Dive Team’s, Welfare 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 Dive Team log book AND also make a note in the Cambridge Dive Team diary and your personal diary.

6.3 CONCERNS OUTSIDE THE IMMEDIATE SPORTING ENVIRONMENT (eg Parent or Carer)

- Report your concerns to the Cambridge Dive Team’s Welfare Officer who should contact social services or the police as soon as possible
- See Section 6.4 below for the information social services or the police will need.
- If the Cambridge Dive Team’s Welfare 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 Dive Team’s Welfare Officer will decide how to involve the parents/carers who will follow the ASA Wavepower procedures and act accordingly.
- Maintain confidentiality on a need to know basis only.

6.4. 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? (Consider seeking Social Services advice). 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 0800 8005000 or child line on 0800 1111.

6.5 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 Dive Team's Welfare Officer
- The Parents of the person who has allegedly been abused **
- The person making the allegation
- Social Services/police
- The other Cambridge Dive Team's Teachers
- The Sport's Governing Body, Welfare Officer
- The alleged abuser (and parents if the alleged abuser is a child)

** in instances where the parents are alleged abusers they may not be informed

In line with data protection laws, the information will be stored in the locked cabinet in the Cambridge Dive Team Office.

7 LEARN TO DIVE.

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

Any undesirable actions witnessed or reported will be investigated and appropriate action taken immediately according to this policy

Cambridge Dive Team: Child Protection Policy

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