



Isle of Man
Netball

ISLE OF MAN NETBALL

SAFEGUARDING

SAFEGUARDING IS EVERYONE'S RESPONSIBILITY

WHAT IS SAFEGUARDING?

- Preventing abuse (harm or neglect)
- Responding to allegations of abuse
- Everyone's responsibility

For further information please refer to the Isle of Man Government Safeguarding Together document, guidance for collective working to safeguard children and vulnerable adults in the Isle of Man.



SAFE SPACE

Safeguarding Policy

1.0 Background

Sport can and does have a very powerful and positive influence on people - especially young people. Not only can it provide opportunities for enjoyment and achievement, it can also develop valuable qualities such as self-esteem, leadership and teamwork. These positive effects can only take place if sport takes place in the right environment and those who place the welfare of all young people first and adopt practices that support, protect and empower them.

As a key provider of Netball activities a number of Isle of Man Netball Members are in a position where they have regular contact with Children, Young People and Vulnerable Adults. The word 'Child' or 'Children' and 'Young People' is used to refer to anyone under the age of 18. This safeguarding code of conduct links into the Isle of Man's Children and Young Persons Act 2001.

Children, Young People and Vulnerable Adults are able to attend netball in a variety of ways. This may include; clubs participation, organised netball activities or participation in netball events. Often such groups of people join in the activities without their parents, guardians or carers being present.

When Children, Young People or Vulnerable Adults come into contact with Isle of Man Netball volunteers they have the right to feel safe and enjoy using our sport.

Isle of Man Netball volunteers are in a position of trust when they come into contact with Children, Young People or Vulnerable Adults. Many could be seen as role models and must act in an appropriate manner at all times. To this end Isle of Man Netball is committed to ensuring that such groups of people are valued and respected and their views and concerns are listened to.

Isle of Man Netball has produced this document to ensure that netball on the Island is as safe as it can be for all children, young people and vulnerable adults. This policy is best practice for all employees, coaches, officials, and volunteers working for or on behalf of Isle of Man Netball.

Isle of Man Netball has the valued support of the Isle of Man Safeguarding Children Board (SCB) and recognises them as key partners in any future collaborations related to safeguarding young people involved in sport on the Island.

Whilst this policy is written specifically for the purposes of safeguarding young people, the principles which apply throughout the document will also apply to vulnerable adults.

2.0 Policy Statement

Isle of Man Netball is committed to creating and maintaining the safest possible environment for children, young people and vulnerable adults taking part in activities led by Isle of Man Netball. Promoting good practice and offering guidance and support to clubs across the Island.

3.0 Principles

The guidance offered in this policy and related procedures is based on the following principles:

- The welfare of young people, (IOM Children and Young Person's Act 2001 defines a young person as under 18 years of age) and vulnerable adults is the primary concern.
- All young people, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse.
- It is the responsibility of the child protection experts to determine whether or not abuse has taken place but it is everyone's responsibility to report any concerns.
- All incidents of suspicious poor practice and allegations should be taken seriously and responded to swiftly and appropriately.

4.0 Our commitment:

Isle of Man Netball will:

- 4.1 Ensure appropriate recruitment, selection and training of staff (including tutors, coaches, officials and voluntary helpers).
- 4.2 Undertake DBS checks for all tutors, coaches, officials and volunteers as required.
- 4.3 Ensure appropriate number of coaches/adults at Isle of Man Netball activities.
- 4.4 Have in place effective policies and procedures for dealing with issues relating to the protection of young people.
- 4.5 Ensure that all tutors, coaches and volunteers working with, young people on netball activities have attended a UK Coaching Safeguarding; Protecting Children workshop or equivalent approved course. (Level 1)
- 4.6 Have a minimum of two appropriately appointed Safeguarding Officers to deal with concerns or issues.
- 4.7 Promote Safeguarding Guidelines and Codes of Conduct for coaches, volunteers, parents and players involved in Isle of Man led initiatives.
- 4.8 Ensure good working and safer/playing practices on all Isle of Man Netball led activities.
- 4.9 Have procedures in place relating specifically to bullying.
- 4.10 Have an induction booklet for all coaches to assist in the delivery of netball sessions and follow best practice.
- 4.11 Adopt child centered and democratic coaching styles/teaching methods on Isle of Man Netball led activities.
- 4.12 Act immediately to concerns raised by coaches, volunteers, participants, parents in relation to the treatment of children when engaging in netball.
- 4.13 Review the safeguarding policy and procedures every two years (or following significant legislation or a major investigation) in close consultation with key agencies.
- 4.14 Encourage netball clubs to have a safeguarding policy in place and to adopt best practice.

5.0 Recruitment Selection

- 5.1 Isle of Man Netball will take all reasonable steps to ensure that unsuitable people are prevented from working with children and young people.

6.0 DBS Checks

All staff, coaches, officials and required volunteers are to undertake a Disclosure and Barring Service (DBS) check prior to undertaking their role within Isle of Man Netball.

Where a disclosure is received which includes details of previous convictions, cautions or formal warnings, a decision will be made by the Isle of Man Netball Board whether or not the role can start/continue.

7 Isle of Man Tutor, Coach, Official and Volunteer Safeguarding Code of Conduct

All tutors, coaches, officials and volunteers are required to agree with and sign the Isle of Man Netball Safeguarding Code of Conduct (which you will find included in this booklet on page 15)

Performance Coaches and Support Team

The role of a performance coach or member of support team requires regular close proximity to children and some of which could potentially be in a 1 to 1 situation (although this is discouraged where possible). As a result of this, in addition to the above checks, request the following additional qualifications from ALL performance coaches and support team members prior to them commencing the role

- Possess an up-to-date National Governing Body Qualification (min Level One)
- Possess an up-to-date UK Coaching Equity in Your Coaching Qualification
- Possess an up-to-date UK Coaching Safeguarding; Protecting Children Qualification
- Possess an up-to-date Emergency First Aid Qualification (min 3 hour course)
- Be a minimum of 16 years of age

All are requested to renew their Safeguarding qualification every 3 years.

7.0 Records & Information

Isle of Man Netball understands the importance that information passed to the Social Services or the Police in Safeguarding cases must be as helpful and accurate as possible. To aid this, the reporter is required to complete a Safeguarding Incident Form with the help and support of the Safeguarding Officer if required immediately after an incident to ensure a detailed record of the disclosure/concern is recorded.

Safeguarding Incident forms are to be reviewed by one of the Isle of Man Netball Safeguarding Officers at the earliest convenience to ensure all areas are covered.

Safeguarding Incident forms are held in the strictest of confidence and ONLY shared with the member of staff concerned and the designated Safeguarding Officers.

8.0 Photographs and Images of Children

8.1 When assessing the potential risks in the use of images of children engaging in activities in our sport, the most important factor is the potential use of inappropriate images of children and young people.

Isle of Man Netball understands that by increasing the awareness of the potential risks and taking appropriate steps, the potential for misuse of images can be reduced.

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8.2 For images required for media and marketing purposes, Isle of Man Netball will:

- Ask for parental permission to use an image of a young person. This is usually included in a tick box option on Go Membership.
- Only use images of children in suitable dress to reduce the risk of inappropriate use.
- Where faces of children can be seen in an image, Isle of Man Netball will limit their exposure to our website gallery (netball.im).
- Limited use of images on Facebook will be used in order for Isle of Man Netball to maintain greater control of that image (unless parents have provided specific permission for the photograph of their child to appear on Facebook (and other social media).
- Photographs obtained for specific media use (e.g. posters, flyers, newspaper) will require parental consent prior to being used.

8.3 Guidelines for use of photographic equipment at Isle of Man Netball led activities:

- Provide clear guidelines for clubs and individuals on what is acceptable during events organised by Isle of Man Netball.
- Isle of Man Netball may organise their own photographer for the event, who will wear identification at all times.

Children and parents will be informed that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs. Ask spectators, to register at the event if they wish to use photographic equipment and encourage them only to take photographs of their own children. Ask spectators to ensure no photographs of any other children are uploaded to social media.

9.0 Bullying

9.1 Isle of Man Netball operate a ZERO TOLERANCE policy on Bullying. If any child is found to be involved in bullying on any Isle of Man Netball lead activities, they may be excluded from attending future activities.

Bullying can include:

Physical pushing, kicking, hitting, pinching etc.

Name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation and the continual ignoring of individuals.

Sectarian/racial taunts, graffiti, gestures.

Sexual comments and /or suggestions.

Unwanted physical contact.

Isle of Man Netball encourages EVERYBODY to take the responsibility to work together to STOP bullying (including staff, children, parents, coaches, tutors, officials and volunteers).

9.2 Respect Every Individual:

Isle of Man Netball Members are encouraged to:

Respect every child's need for, and rights to, a play environment where safety, security, praise, recognition and opportunity for taking responsibility are available.

Respect every individual's feelings and views.

Recognise that everyone is important and that our differences make each of us special.

Show appreciation of others by acknowledging individual qualities, contributions and progress.

10.0 Review

This policy and its related procedures will be reviewed every 2 years or following significant legislation or a major investigation.

11.0 Designated Safeguarding Officers

The members with responsibility for safeguarding and protecting children Isle of Man Netball are as follows:

Claire Battye - Development Officer

Tel: 308893/ Email: safeguarding@netball.im

Pip Cross - President

Email: president@netball.im

Nina Moore - Chair

Email: chair@netball.im

12.0 Related Documents:

The following important documents support the Isle of Man Safeguarding; Protecting Children Policy:

Isle of Man Netball Safeguarding Procedures

Isle of Man Netball Managing Allegations Flowchart

Isle of Man Netball Safeguarding Record Form



Safeguarding Procedures

Contents:

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1.0 Recognising signs of abuse

As outlined in the Safeguarding & Protecting Children workshops attended by all Isle of Man Netball Coaches and club support, there are 4 types of abuse:

1. Neglect

Includes situations in which adults fail to meet a child's basic physical needs (e.g. for food, warm clothing), consistently leave children alone and unsupervised, fail or refuse to give children love, affection or attention.

Neglect in a sports situation might also occur if a teacher or coach fails to ensure children are safe or expose them to undue cold or risk of injury.

2. Physical Abuse

Includes situations in which adults physically hurt or injure children (e.g. by hitting, shaking, squeezing, biting or burning), giving them alcohol, inappropriate drugs or poison or attempting to suffocate or drown children.

In sports situations, physical abuse may also occur if performance enhancing drugs are used, or when the nature and intensity of training exceeds the capacity of the child's immature and growing body.

3. Sexual Abuse

Boys and girls are sexually abused when adults (male or female) use them to meet their own sexual needs.

This could include:

Full sexual intercourse, masturbation, oral sex, fondling, showing children pornographic books, photographs or videos, or taking pictures for pornographic purposes.

Sports situations which involve physical contact (e.g. supporting or guiding children) could potentially create situations where sexual abuse may go unnoticed. Abusive situations may also occur if adults misuse their power over young people.

4. Emotional Abuse

This can occur in a number of ways, for example where:

- There is persistent lack of love and affection
- There is constant over protection which prevents children from socialising
- Children are frequently being shouted at or taunted
- There is bullying, neglect, physical or sexual abuse.

Emotional abuse in sport may also include situations where parents or coaches subject children to constant criticism, bullying or unrealistic pressure to perform to high expectations.

Bullying is deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves.

Bullying can be verbal, written or physical – and increasingly includes online and social media activity.

Forms of bullying can include:

- Physical assaults
- Name-calling, sarcasm and racist taunts
- Threats and gestures
- Unwanted physical contact
- Graffiti
- Stealing or hiding personal items
- Being ostracised or ignored

1.1 Typical signs of abuse

Isle of Man Netball coaches and volunteers are encouraged not to ignore signs of abuse in children attending Isle of Man Netball lead activities;

Such signs are as follows:

- Unexplained bruising or injuries
- Sexually explicit language/actions
- Sudden changes in behaviour
- Something a child has said
- A change observed over a long period of time

Note: The above signs in isolation may not constitute abuse. You should be aware of specific behaviour changes in a child or for a cluster of the above signs.

If in doubt NOT passing on your concerns is NOT an option. Please contact the Isle of Man Netball Safeguarding Officer Claire Battye on safeguarding@netball.im or 07624 308893.

2.0 How to react to a safeguarding incident

There are a number of different reasons which may lead to a member of Isle of Man Netball being faced with a decision to report a Safeguarding incident. It is important to understand the differences and to recognise what needs to be done in each case. The 3 main scenarios are as follows:

- A child or young person makes a disclosure of abuse which is UNRELATED to Isle of Man Netball.
- You have concerns that a child or young person is being abused or you have witnessed an incident of abuse by a parent / carer / another child or young person or someone else NOT connected with Isle of Man Netball.
- An allegation of abuse is made against an employee or volunteer of Isle of Man Netball.

Isle of Man Netball coaches and volunteers are encouraged to take the following actions in each of the 3 scenarios of safeguarding incidents:

2.1 Disclosure of abuse unrelated to Isle of Man Netball, Actions that Isle of Man Netball coaches and volunteers SHOULD take:

- Listen carefully to what the child has to say and reassure the child they have done the right thing in telling. Undue and leading questions must be avoided as this could seriously prejudice any investigation. The child should never be asked to repeat their story to a colleague.
- The child is likely to have doubts and fears about what will happen and will need support. Be open and honest and explain to the child what is to happen next. This is essential if the child's trust is to be gained. Therefore, promises to keep information secret must not be made and the child must be told that the information will be passed on.
- There are particular issues with regard to gaining information from children with limited communication skills and care should be taken that appropriate means are used to understand what is being said without 'leading' the child.
- Contact one of the Isle of Man Netball Safeguarding Officers stating that you wish to discuss a referral of possible child abuse and complete the Safeguarding Incident form with designated officer.
- Record all that the child has said on the Safeguarding Incident Report form (example in this booklet and can be found on Go Membership in documents section), the exact questions asked and the answers given– using the same vocabulary as the child. New words should never be introduced in talking to the child or in recording. The recording should be completed as soon as possible and always on the same working day. It should be dated and signed.
- If the concern is about one of the Isle of Man Netball Safeguarding Officers contact the Isle of Man Sport Safeguarding Officer, Gianni Epifani 07624 482942 or other support networks found in this booklet.

Actions that Isle of Man Netball staff **SHOULD AVOID** taking:

- Panic
- Allow their shock or distaste to show
- Probe for more information than is offered (DO NOT investigate)
- Speculate or make assumptions
- Make negative comments about the alleged abuser
- Approach the alleged abuser
- Make promises or agree or agree to keep it a secret

Concerns/Suspicions of abuse NOT connected with Isle of Man Netball

It is not the responsibility of anyone working for Isle of Man Netball (in a paid or voluntary capacity), or those working in affiliated organisations, to take responsibility or to decide whether or not child abuse is taking place.

However, there is a responsibility to report concerns in order that appropriate agencies can make enquiries and take any necessary action to protect the young person.

Actions:

- Share your concerns as soon as possible with one of the designated Safeguarding Officers and complete a Safeguarding Record Form.
- When meeting with the Safeguarding Officer they will provide advice regarding which agencies should be contacted.
- If for any reason none of the Isle of Man Netball Safeguarding Officers are available, advice can be sought from Department Education Sport and Culture (DESC) Safeguarding Officer, Social Services, The Police or the NSPCC Helpline. The lead coach or safeguarding officer of the club at the session or event with you can support you in deciding which of these agencies are the most appropriate to contact.

2.3 Allegations of abuse against an Isle of Man Netball employee/volunteer

If the allegation is made by the child / young person themselves, the coach or volunteer dealing with the safeguarding incident should take the following actions:

- Listen carefully and record exactly what the child / young person says using their own words.
- Ensure that the child / young person is removed from the situation.
- Do not approach or tell the employee concerned about the allegation.
- Report the matter immediately to one of the designated Isle of Man Netball Safeguarding Officers.
- If for any reason none of the Isle of Man Netball Safeguarding Officers are available, report to one of the following:
 1. Club Safeguarding Officer
 2. Isle of Man Sport

If the allegation is made by a parent / carer / other adult, the coach or volunteer dealing with the safeguarding incident should take the following actions:

1. Where possible involve a Club Safeguarding Officer in dealing with the allegation, or ideally one of the Isle of Man Netball Safeguarding Officers to complete a Safeguarding Record Form.
2. Advise the person making the allegation that the matter will be dealt with promptly in accordance with the Isle of Man Netball Safeguarding Procedures and that a referral may have to be made to appropriate external agencies (see section 3.0).
3. Advise the person that they will be contacted by one of the designated Isle of Man Safeguarding Officers AS SOON AS POSSIBLE.

4. Do not allow the person to have contact with the employee against whom the allegation has been made.

5. Do not tell the employee who has had the allegation made against them about the incident (or indeed any other colleagues) In the event of an allegation against an Isle of Man Netball coach or volunteer the Isle of Man Netball Flowchart can be followed (see Managing Allegations Flowchart)

2.4 Important notes relating to ALL safeguarding incidents:

- Any issue relating to safeguarding must be dealt with sensitively and confidentially.
- Only discuss the matter with (and circulate information to) those people who NEED to know.
- If any other situation arises which is not detailed by one of the above 3 scenarios, please contact one of the Isle of Man Netball Safeguarding Officers for advice.

3.0 Appropriate Agencies

There are a number of 'appropriate agencies' that could be contacted in the event of a safeguarding incident. Advice should be sought from one of the designated Isle of Man Netball Safeguarding Officers regarding which agency to contact.

In the absence of being able to liaise with any of the designated Isle of Man Netball Safeguarding Officers, staff may seek advice from one of the contact numbers below (see section 5.0).

3.1 Social Services

To make a referral to Social Services during daytime hours please contact (01624) 686179. If a referral needs to be made out of hours, please contact the IOM Police on (01624) 631212 and ask to be put through to the Out of Hours Social Worker.

When a safeguarding referral is made, the Social Services staff have a legal responsibility to investigate. This may involve talking to the child and family, and gathering information from other people who know the child.

3.2 Police

Enquiries into a safeguarding incident may be carried out jointly between Social Services and the Police. If action needs to be taken urgently and out of office hours, then the police will deal with the enquiry sensitively and effectively.

3.3 Isle of Man Safeguarding Children Board

Isle of Man Netball has close links with the Isle of Man Safeguarding Children Board and ALL designated Safeguarding Officers have contacts of people that can be contacted for advice when required.

3.4 Parents/Carers

There is always a commitment to work in partnership with parents or carers where there are concerns about their children. Therefore, in most situations, it would be important to talk to parents or carers to help clarify any initial concerns. For example, if a child seems withdrawn, there may be a reasonable explanation. He/she may have experienced an upset in the family, such as parental separation, divorce or bereavement.

3.4.1 When it is NOT Appropriate to Share Concerns with Parents

There are circumstances in which the young person might be placed at even greater risk if concerns are shared (e.g. where a parent or carer may be responsible for the abuse or not able to respond to the situation appropriately). In these situations or where concerns still exist, any suspicion, allegation or incident of abuse must be reported to the Safeguarding Officer as soon as possible and recorded on a Safeguarding Incident form. Advice and guidance will be sought from the local Social Services officer with respect to consulting with parents by the Safeguarding Officer.

4.0 Accurate record keeping

Isle of Man Netball coaches and volunteers are required to complete accurate and thorough accounts of any safeguarding incident IMMEDIATELY after it has happened to ensure the highest quality of record keeping.

A Safeguarding Incident form should be completed as soon as possible with one of the Isle of Man Netball designated Safeguarding Officers.

Information in the report should include:

- The nature of the allegation/ the reasons for your concern.
- Full name and date of birth of the child.
- Home address /Parent or Carer address.
- The child's first language and any special needs.
- A description of any visible bruising or other injuries.
- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Any witness(es) to the incident(s).
- Any times, dates or other relevant information.
- A clear distinction between what is fact, opinion or hearsay.
- Information regarding the alleged or suspected abuser.

Reporting the matter to the Police or Social Services department by the designated Safeguarding Officer should not be delayed by attempts to obtain more information and should be the same working day where possible. Referrals made by telephone to the Social Services department should be confirmed in writing within 24 hours by the Safeguarding Officer, including accurate records of all actions.

5.0 Expert Advice

If you are not sure what to do in an incident of a safeguarding nature there are several support networks you can contact in the absence of support from the designated Isle of Man Netball Safeguarding Officer:

DESC Safeguarding Officer (01624) 686053

IOM Social Services (01624) 686179

IOM Police (request Out of Hours Duty Social Worker) (01624) 631212

NSPCC 24 hour helpline 0800 800 5000

COACHES, TEAM MANAGERS, CLUB ADMINISTRATORS AND VOLUNTEERS CODE OF CONDUCT

AS A KEY PROVIDER OF NETBALL ACTIVITIES ISLE OF MAN NETBALL COACHES AND VOLUNTEERS ARE IN A POSITION

WHERE THEY HAVE REGULAR CONTACT WITH CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. THE WORD 'CHILD' OR 'CHILDREN' AND 'YOUNG PEOPLE' IS USED TO REFER TO ANYONE UNDER THE AGE OF 18. THIS SAFEGUARDING CODE OF CONDUCT LINKS INTO THE ISLE OF MAN'S CHILDREN AND YOUNG PERSONS ACT 2001. CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS REGULARLY INVOLVED WITH ISLE OF MAN NETBALL IN A VARIETY OF WAYS. THIS MAY INCLUDE; CLUBS PARTICIPATION, ATTENDING ORGANISED ISLE OF MAN NETBALL ACTIVITIES OR PARTICIPATION IN NETBALL EVENTS. OFTEN SUCH GROUPS OF PEOPLE ATTEND OUR ACTIVITIES WITHOUT THEIR PARENTS, GUARDIANS OR CARERS BEING PRESENT. WHEN CHILDREN, YOUNG PEOPLE OR VULNERABLE ADULTS COME INTO CONTACT WITH US THEY HAVE THE RIGHT TO FEEL SAFE AND ENJOY THE SPORT. ISLE OF MAN NETBALL COACHES AND VOLUNTEERS ARE IN A POSITION OF TRUST WHEN THEY COME INTO CONTACT WITH CHILDREN, YOUNG PEOPLE OR VULNERABLE ADULTS. THEY COULD BE SEEN AS ROLE MODELS AND MUST ACT IN AN APPROPRIATE MANNER AT ALL TIMES. TO THIS END ISLE OF MAN NETBALL IS COMMITTED TO ENSURING THAT SUCH GROUPS OF PEOPLE ARE VALUED AND RESPECTED AND THEIR VIEWS AND CONCERNS ARE LISTENED TO.

THIS CODE OF CONDUCT NOT ONLY APPLIES TO HOW WE TREAT OUR WIDE RANGING MEMBERS IT ALSO APPLIES TO HOW ISLE OF MAN NETBALL MEMBERS TREAT ONE ANOTHER.

THE FOLLOWING LIST PROVIDES DETAILS OF WHAT ISLE OF MAN NETBALL CONSIDERS TO BE IMPORTANT AND APPROPRIATE IN RELATION TO SAFEGUARDING:

(PLEASE READ CAREFULLY)

1. ALL COACHES AND APPROPRIATE VOLUNTEERS MUST ATTEND A LEVEL 1 SAFEGUARD AWARENESS TRAINING.
2. COACHES, VOLUNTEERS (WHERE APPROPRIATE) AND OFFICIALS MUST HAVE A DBS CHECK PRIOR TO COMMENCING THEIR RESPECTIVE ROLE.
3. COACHES, VOLUNTEERS (WHERE APPROPRIATE) AND OFFICIALS MUST TAKE RESPONSIBILITY IN ENSURING THEY ARE RECHECKED EVERY 3 YEARS AFTER THE INITIAL CHECK.
4. ALL MEMBERS MUST SHOW RESPECT TO OTHER MEMBERS OF ISLE OF MAN NETBALL AT ALL TIMES TAKING INTO ACCOUNT GENDER, RELIGION, AGE AND SEXUALITY. THIS INCLUDES ANY PRACTICAL JOKES WHICH MAY BE PERCEIVED TO BE HARMLESS FUN TO SOME MEMBERS OF STAFF/CUSTOMERS, BUT MAY CAUSE EMBARRASSMENT AND/OR DISTRESS TO OTHERS.
5. COACHES AND VOLUNTEERS MUST NOT LEAVE THEMSELVES IN A VULNERABLE SITUATION WITH A CHILD, YOUNG PERSON OR VULNERABLE ADULT. AVOID ONE TO ONE CONTACT IN AN ENCLOSED ENVIRONMENT. FOR EXAMPLE: DO NOT TRANSPORT A CHILD, YOUNG PERSON OR VULNERABLE ADULT IN YOUR OWN VEHICLE IF NO OTHER ADULT IS PRESENT.
6. INAPPROPRIATE OR OFFENSIVE LANGUAGE MUST NOT BE DIRECTED TOWARDS ANY ISLE OF MAN NETBALL MEMBERS AND ANY FORM OF BULLYING WILL NOT BE TOLERATED.
7. DO NOT PATRONISE CHILDREN, YOUNG PEOPLE OR VULNERABLE ADULTS.

8. DO NOT DO THINGS OF A PERSONAL NATURE FOR A CHILD, YOUNG PERSON OR VULNERABLE ADULT THAT THEY CAN DO FOR THEMSELVES.
9. IN ACCORDANCE WITH THE DATA PROTECTION ACT 2002, ISLE OF MAN NETBALL IS COMMITTED TO STORING PERSONAL CONTACT DETAILS OF CUSTOMERS SAFELY AND SECURELY. STAFF SHOULD NOT DISCLOSE PERSONAL CONTACT INFORMATION TO ANYONE WHO IS NOT AUTHORISED TO SEE SUCH INFORMATION.
10. DO NOT GIVE CHILDREN, YOUNG PEOPLE OR VULNERABLE ADULTS YOUR OWN PERSONAL CONTACT DETAILS (MOBILE NUMBER OR ADDRESS) OR ENGAGE WITH THEM ON SOCIAL MEDIA.
11. DO NOT ACT IN A WAY THAT CAN BE PERCEIVED AS THREATENING OR INTRUSIVE.
12. DO NOT MAKE SARCASTIC, INSENSITIVE, DEROGATORY OR SEXUALLY SUGGESTIVE COMMENTS OR GESTURES TO, OR IN FRONT OF, ANY MEMBERS OF ISLE OF MAN NETBALL.
13. THE DISTRIBUTION/CIRCULATION OF IMAGES/VIDEOS OR INAPPROPRIATE MESSAGES TO OTHER COACHES OR VOLUNTEERS VIA SOCIAL MEDIA OR ANY OTHER MEANS IS UNACCEPTABLE.
14. COACHES AND VOLUNTEERS ARE IN A POSITION OF TRUST AND MUST NOT ENGAGE IN AN INAPPROPRIATE RELATIONSHIP, INCLUDING A SEXUAL RELATIONSHIP, WITH A CHILD, YOUNG PERSON OR VULNERABLE ADULT.
15. DO NOT MAKE INAPPROPRIATE PROMISES TO CHILDREN, YOUNG PEOPLE OR VULNERABLE ADULTS IN RELATION TO CONFIDENTIALITY. YOU MUST MAKE IT CLEAR THAT DISCLOSED INFORMATION WILL BE SHARED WITH THE APPROPRIATE INDIVIDUAL OR AGENCIES.
16. TAKE ALL SUSPICIONS OR ALLEGATIONS OF ABUSE OR RISK TO CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS SERIOUSLY AND RESPOND TO THESE SWIFTLY AND APPROPRIATELY BY CONTACTING THE RELEVANT ISLE OF MAN NETBALL WELFARE OFFICER:
CLAIRE BATTYE - SAFEGUARDING@NETBALL.IM - 308893
17. DO NOT MAKE ANY ASSUMPTIONS THAT OTHER PEOPLE HAVE REPORTED ALLEGED INCIDENTS.
18. EVERYONE THAT COACHES OR VOLUNTEERS HAS A DUTY OF CARE TO RAISE ANY CONCERNS ABOUT INAPPROPRIATE BEHAVIOUR OF COACHES, VOLUNTEERS OR OTHERS.
19. IF YOU ARE UNSURE ABOUT ANY ASPECT OF THIS CODE OF CONDUCT PLEASE ASK FOR CLARIFICATION.

PLEASE PRINT AND SIGN BELOW TO CONFIRM THAT YOU HAVE READ AND UNDERSTOOD THE COACHES, TEAM MANAGERS, CLUB ADMINISTRATORS AND VOLUNTEERS SAFEGUARDING CODE OF CONDUCT AND AGREE TO ABIDE BY IT.

THE SIGNATURE ALSO CONFIRMS THE COACH, TEAM MANAGER, CLUB ADMINISTRATOR OR VOLUNTEER HAS RECEIVED SAFEGUARDING AND PROTECTING CHILDREN TRAINING AND HAS RECEIVED AND UNDERSTOOD THE FOLLOWING DOCUMENTATION:

SAFEGUARDING POLICY
SAFEGUARDING PROCEDURES
SAFEGUARDING FLOWCHART
SAFEGUARDING INCIDENT FORM

PRINT NAME:

SIGNATURE:

DATE:

DATE ATTENDED SAFEGUARDING TRAINING:

UPLOADED TO GO MEMBERSHIP

ISLE OF MAN NETBALL SAFEGUARDING & PROTECTING CHILDREN FLOWCHART

WHAT TO DO IN THE EVENT OF A SAFEGUARDING INCIDENT?

REASON TO SUSPECT A CHILD HAS BEEN ABUSED



Contact the designated Safeguarding Officers immediately

to deal with the incident & record what has happened on a Safeguarding Incident form

Claire Battye – 07624 308893/ safeguarding@netball.im

If the Safeguarding Officer is not immediately available OR if an allegation has been made against the Safeguarding Officer themselves, liaise with the additional safeguarding officers to decide which of the following agencies should be contacted for advice:

Pip Cross - president@netball.im

Nina Moore - chair@netball.im

EXPERT AGENCIES TO CONTACT FOR ADVICE:

DESC SAFEGUARDING OFFICER - (01624) 686053

IOM SOCIAL SERVICES - (01624) 686179

IOM POLICE (REQUEST OUT OF HOURS DUTY SOCIAL WORKER)- (01624) 631212

NSPCC 24 HOUR HELPLINE - 0808 800 5000

REMEMBER

ANY ISSUE RELATING TO CHILD PROTECTION MUST BE DEALT WITH SENSITIVELY AND CONFIDENTIALLY.

ONLY DISCUSS THE MATTER WITH (AND CIRCULATE INFORMATION TO) THOSE PEOPLE WHO NEED TO KNOW.

AS SOON AS POSSIBLE AFTER THE INCIDENT RECORD WHAT HAS HAPPENED IN AS MUCH DETAIL AS POSSIBLE.

ISLE OF MAN NETBALL SAFEGUARDING INCIDENT RECORD FORM

Details of person reporting the incident

Name:

Position/ Role

Contact Number/s

Details of the child/ young person/ vulnerable Adult

Name:

Date of birth:

Address:

Parent/ Carer
name:

Parent/ Carer
address:

Details of the incident

Date and time
incident occurred:

Full details of what the child said/did and what you said/did:

Remember not to lead the child. Ensure you record actual details

Any other relevant information:

Any information around the alledged abuser:

Details of action taken so far:

External agencies contacted:

Include: which agency, who you spoke to, their contact details and any advise given

PRINT NAME:

SIGNATURE:

DATE:

Note: A copy of this form should be sent to social services after the telephone report

Remember to maintain confidentiality on a need to know basis – only if it will protect the child.

Do not discuss this incident with anyone other than those who need to know.

eCommunication with Children Top Tips

- Include parents in email or text messages sent to children
- Send group messages and include another club member/colleague (eg team manager, club welfare officer)
- Use the club social networking page (ie one-way communication)
- Avoid circulating your personal social networking details to children you coach
- Implement your governing body of sport/club social networking guidance where available
- Write clear club guidance regarding eCommunication with children and adults (eg add to your code of practice)
- State the likely sanctions for breaches of the code of practice



What to Do if You are Worried about a Child

- Stay calm
- Ensure the child is safe
- Listen carefully (if someone is reporting their concerns)
- Record your concerns and anything that has been said/done
- Report concerns following your organisational reporting procedures
- Where appropriate, involve parents
- For further advice and information, call your organisation's lead safeguarding officer
- Use discretion

Crucial Actions to Avoid

Do not:

- share information with those who do not need to know
- rush into actions – discreetly consult with others if you are not sure what to do next
- make promises you cannot keep (eg telling a child you will keep their disclosure secret)
- take sole responsibility – pass concerns on to the designated safeguarding officer

NSPCC

<https://learning.nspcc.org.uk>

IOM Safeguarding Board

<https://isleofman-safeguarding.itslearning.com>

UK Coaching

<https://www.ukcoaching.org/courses/workshops/safeguarding-protecting-children>

Open Learning

<https://www.open.edu/openlearn>

Isle of Man Sport

<https://www.isleofmansport.com/coaching>

**For further information on safeguarding children, visit
www.thecpsu.org.uk**

**For further information on the online protection of children, visit
<http://ceop.police.uk>**

**For further information on safeguarding of adults at risk, visit
www.anncrafttrust.org**

