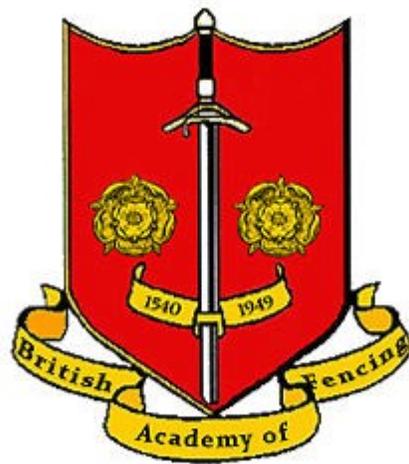


The British Academy of Fencing



Child Protection Policy And Procedures

2nd Edition 2014

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The British Academy of Fencing wishes to thank all those organisations from whom information was obtained for the formulation of this document.

These include:

- N.S.P.C.C. / Child Protection in Sport Unit
- The Criminal Records Bureau
- The Joint Angling Bodies
- The British Fencing Association

Our special thanks are extended to Anne Tiivas of the NSPCC Child Protection in Sport Unit. Without her expert advice our task would have been much greater.

NOTE

This document is NOT intended to take the place of a Child Protection Course. BAF members who work with children on a regular basis are urged to seek out appropriate training for working with children and/or vulnerable adults. Those who employ our members in schools and clubs are urged to consider the kind of training that may be appropriate to the kind of duties the coach is asked to undertake and provide opportunities for attending such courses.

BAF membership should not be taken as implying that a coach has received Child Protection training.

BAF members who undertake work with disabled or vulnerable adults are reminded that it is their responsibility to ensure they have had appropriate training in doing so.

This document has been drawn up in accordance with the NSPCC *Writing Organisational Child Protection Policies and Procedures* Guidelines 2013. Attention is drawn to the extensive welfare and child protection documentation and advice available from the NSPCC and from the BFA (<http://britishfencing.com>). All BAF members who work with children and or vulnerable adults are urged to familiarise themselves with the contents of these.

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The British Academy of Fencing

Child Protection Policy & Procedures, 2nd Edition January 2014

A person who does not have parental responsibility for a particular child; but has care of the child, may do what is reasonable in all the circumstances of the case for the purpose of safeguarding or promoting the child's welfare.

(The Children Act 2004)

1. Introduction

The British Academy of Fencing (BAF) believes that everyone has a responsibility to protect young people from all forms of abuse. This includes coaches, club officials, competition organisers, parents and friends.

The BAF is, of course, particularly concerned with the sport of fencing and believes that everyone involved in this sport has a moral and legal obligation to protect children and vulnerable adults.

All BAF members working in the sport of fencing, whether in a paid or voluntary capacity, have a responsibility to report concerns about the wellbeing of children and vulnerable adults to the appropriate officer. BAF members have a responsibility to act on any such concerns through contact with the appropriate authorities.

All reasonable steps must be undertaken to ensure that unsuitable people are prevented from acquiring membership of the BAF. Members of the BAF must also take similar care to ensure that unsuitable people do not assist them in their work with young people.

Any member of the BAF should feel confident that they will receive the full support of the BAF if they should, in good faith, report concerns about a child¹ or vulnerable adult's² emotional or physical wellbeing or suspicions of the actual or possible abuse of such an individual.

¹ See Section 2, 'Definitions'.

² See Section 2, 'Definitions'.

2. Definitions

The following definitions will apply throughout this document

- **Parent/s** is used as a generic term to represent parents, carers and guardians.
- **Child/Children** is used as a generic term to represent young people under the age of 18.
- **Vulnerable Adults** is used as a generic term to represent individuals who fall under the specific definition of ‘Adult at Risk’³
- **Members of the BAF** is a generic term used to represent members of the British Academy of Fencing.

3. Documentation

All members of the BAF should be aware of the BAF’s policy and procedures for the protection of children/vulnerable adults and know where to find access to them. Therefore:

3.1 The BAF Child Protection Policy and Procedures

- The BAF Child Protection Policy and Procedures document shall continue to be available on the BAF website: <http://www.baf-fencing.com>
- Written copies of the BAF Child Protection Policy and Procedures shall continue to be available on request from the Secretary of the BAF.

3.2 BAF Code of Ethics and Conduct

3.2.1 A copy of the BAF Code of Ethics and Conduct is issued to every new member. It is based on the codes of the British Fencing Association and the Sports Council of the United Kingdom. Any member requiring a replacement copy should contact the Secretary

3.2.2 The BAF Code of Ethics and Conduct details the moral and professional code of behaviour for all members, identifies poor practice, details the method of investigation of poor practice and explains how the disciplinary code may be implemented in such instances.⁴

3.2.3 Additional Documentation

³ For the purposes of this document, a person is a vulnerable adult if s/he has attained the age of 18 and any of the following apply:
He/she:

- (a) is in residential accommodation,
- (b) is in sheltered housing,
- (c) receives domiciliary care,
- (e) is detained in lawful custody,
- (f) is by virtue of an order of a court under supervision by a person exercising functions for the purposes of Part 1 of the Criminal Justice and Court Services Act 2000 (c. 43),
- (g) receives a welfare service of a prescribed description,
- (i) is in receipt of payments in pursuance of arrangements under section 57 of the Health and Social Care Act 2001(c. 15),
- (j) requires assistance in the conduct of his/her own affairs.

This definition is adapted from the *Safeguarding Vulnerable Groups Act* (56i). Although ‘vulnerable adult’ is used for convenience in this document, readers should be aware that this term has recently been wholly replaced by the term ‘adult at risk’ in relevant Government documentation.

⁴ Any member wishing to discuss the content of either Policy should contact the BAF Child Protection Officer. Contact details can be found via the BAF website <http://www.baf-fencing.com>

- 3.3.1 Additional documentation and guidance on Child Protection in the sport of fencing may be obtained from the British Fencing Association website. Further, extensive information on abuse and reporting guidelines may be found on the NSPCC website: www.nspcc.org.uk
- 3.3.2 *What to do if you're worried a child is being abused* (HM Government, 2006), the guidance to people working with children and families, recommended in the Victoria Climbié Inquiry report (TSO, 2003) is available from the UK Government website (DFES-04320-2006-ChildAbuse.pdf)
- 3.3.3 In emergencies, or for further advice, contact Social Services direct (or the NSPCC on 0808 800 5000, or ChildLine on 0800 1111)

4. Policy Aims

The aim of the BAF Child Protection Policy is to promote good practice by:

- 4.1 Providing Children/vulnerable adults with appropriate safety and protection whilst in the care of members of the BAF.
- 4.2 Enabling all members of the BAF to implement a duty of care to all young people and to make informed and confident responses to specific Child Protection issues.
- 4.3 Promoting and respecting the rights, wishes, feelings and welfare of young people.
- 4.4 Requiring all members to adhere to the *BAF Code of Ethics and Conduct* and the *BAF Child Protection Policy and Procedures*.

5. Policy Statement

- 5.1 The BAF has a duty of care to safeguard all children/vulnerable adults participating in the sport. The BAF believes that all children/vulnerable adults have a right to protection and their needs must always be taken into account.
- 5.2 The BAF will take all reasonable steps to ensure that unsuitable people are prevented from working with children. *See Section 6*
- 5.3 The BAF will endeavour to ensure the safety and protection of Children/vulnerable adults involved in fencing through adherence to the *Child Protection Policy and Procedures* adopted by the BAF. *See Section 7*
- 5.4 All allegations made by or against BAF members will be fully investigated following the procedures of the BAF Disciplinary Sub-Committee. *See Section 8*

6. Membership Application, Recruitment and Selection of Staff and Volunteers

The BAF recognises that that all reasonable steps must be taken to ensure that unsuitable people are prevented from working with children. Additionally, all reasonable steps must be taken to prevent unsuitable people from joining the BAF or working as a volunteer with any member.

When a person applies for membership the following checks will be carried out:

- 6.1 The applicant must complete an application form and personal declaration. The personal declaration requires applicants to agree to and abide by the BAF Code of Ethics and Conduct, the BAF Child Protection Policy and Procedures and the Guidance on Health and Safety.
- 6.2 The applicant must supply two confidential references including, where possible, one regarding previous work with young people are required. Referees may not be members of the applicant's family.
- 6.3 The name and home county of the applicant must be published on the BAF website www.baf-fencing.com in order that any other member may have the opportunity to bring to the attention of the BAF any reasons which would prevent the applicant being a suitable member of the BAF. All such communications will be kept in complete confidence and taken into consideration in granting membership.

7. Good Practice Guidelines

A coach, instructor, teacher, official or volunteer who has contact with children/vulnerable adults may be an important link in identifying cases where any of these need protection. All cases where abuse is suspected should be reported following the guidelines in *Appendix B* of this document.

All BAF members should be encouraged to follow these guidelines to promote the welfare of young people and reduce the likelihood of allegations being made:

8. Allegations made by or against BAF Members

8.1 Responding to suspicions or allegations

All members of the BAF are assured that if they, in good faith, report any situation where they have concerns concerning the physical or emotional wellbeing of a child/vulnerable adult in the sport or concerning suspicions of actual or potential abuse, then their concerns will be taken seriously and appropriate action taken. This does not supersede the legal/moral requirement to report situations where abuse of children is suspected.

Where the allegation of abuse is outside the direct area of sport, referral to the appropriate body will decide the action to be taken. In all cases, allegations made by or against BAF Members must be reported to the BAF Child Protection Officer.

8.2 The following action should be taken if there are concerns

8.2.1 BAF members receiving the allegation should;

- Take whatever is disclosed seriously
- Keep questions to a minimum
- Reassure, if possible, the person making the allegation without making promises concerning future actions or confidentiality

- Make a full report of what has been reported and any evidence seen as soon as possible
 - Refrain from offering a personal opinion
- 8.2.2 Notify the BAF Child Protection Officer immediately and in writing. This notification must include:
- Name of child/vulnerable adult concerned
 - Age and date of birth of the child/vulnerable adult
 - Home address and telephone number
 - Nature of the allegation, including dates, times, any special factors and other relevant information
 - Description of any physical evidence
 - Names of witnesses to the incidents
 - Details of any consultation with parents or others
 - Name of alleged abuser
- 8.2.3 If, following consideration, the allegation is clearly about poor practice by a member of the BAF in a club, it should, where appropriate, be brought to the attention of any relevant Child Protection Officer.

Any suspicion that a child/vulnerable adult has been abused by a member of the BAF should be reported in confidence to the BAF Child Protection Officer.

8.3 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 must, however, include the following people:

- 8.3.1 The BAF Child Protection Officer;
- 8.3.2 The BAF Committee
- 8.3.3 The Chairman of the Disciplinary Sub Committee

All information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

9. Internal Enquiries and Suspension

In conjunction with the Disciplinary Sub-Committee, the BAF Child Protection Officer will recommend further action to be taken.

This **does not** supersede any legal requirement for Social Services and/or the Police to be informed and the BAF Child Protection Officer may provide guidance in doing so⁵.

⁵ “There are no specific mandatory regulations in the UK requiring professionals to report suspicions about child abuse to the authorities. However, in Northern Ireland, it is an offence not to report an arrestable crime to the police, which by definition, includes crimes against children (Wallace and Bunting, 2007). In the rest of the UK, professionals who work with children report their concerns and are expected to co-operate and exchange information. Expectations with regard to reporting and information sharing are clearly set out in legislation and guidance”. Child Abuse Reporting Requirements for Professionals, Fact Sheet, November 2013 NSPCC.

In all cases, the welfare of the child/vulnerable adult concerned should always remain paramount.

10. Appeals Procedure

Any member of the BAF that is suspended or disqualified from membership has the right of appeal. This will fall in line with the guidelines for appeals as laid down in the BAF Disciplinary Code.

11. Allegations of Historical Abuse

Allegations of abuse may be made some time after the event, in which case the Disciplinary Sub-Committee will follow the procedures detailed above.

Appendix A : Recognising Abuse⁶

Abuse and Neglect

BAF members should be aware that abuse can take many forms. Below are examples of the most common recognised forms of abuse.

- **Neglect** - where adults fail to meet a young person's basic physical and/or psychological needs, likely to result in the serious impairment of the young person's health or development (e.g. failure to provide adequate food, shelter and clothing, failing to protect a young person from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment).
- **Physical abuse** - where someone physically hurts or injures a young person by hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, drowning or otherwise causing physical harm to a young person. Physical harm may also be caused when a parent feigns the symptoms of, or deliberately causes ill health to a young person whom they are looking after e.g. fictitious illness by proxy or Munchausen's syndrome by proxy.
- **Sexual abuse** - where girls and boys are abused by adults or other young people (both male and female) who use young people to meet their own sexual needs. Showing young people pornographic material (books, videos, pictures) is also a form of sexual abuse.
- **Emotional abuse** - is the persistent emotional ill treatment of a young person such, as to cause severe and persistent adverse effects on the young person's emotional development. It may involve conveying to young people that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

⁶ The above definitions are adapted from Department of Health (1999) *Working Together to Safeguard Children - A guide to inter-agency working to safeguard and promote the welfare of children.*

Appendix B : Good Practice Guidelines

In the context of this document, good practice includes but is not limited to:

- Avoiding, where possible, private and unobserved situations
- Treating all children/vulnerable adults equally and with respect and dignity
- Always putting the welfare of fencers first
- Maintaining a safe and appropriate distance with children/vulnerable adults
- Building balanced relationships based on mutual trust which empowers children/vulnerable adults to share in the decision-making process
- Making sport safe, enjoyable and promoting fair play
- Ensuring that if any form of manual/physical support or guidance is required, it should be provided openly and according to guidelines provided by the Coach Education Programme and the *BAF Code of Ethics and Conduct*
- Keeping up-to-date with the technical skills, qualifications and insurance in sport
- Ensuring that if mixed teams are taken away, they should always be accompanied by responsible adults of both sexes
- Avoiding, where practical, private situations with children/vulnerable adults
- Securing, in writing, parental consent to act *in loco parentis*, in case the need to give permission for the administration of emergency first aid and/or other medical treatment arises
- Keeping a written record of any injury that occurs, along with the details of any treatment given
- Requesting written parental consent if members and/or their assistants are required to transport young people in their cars

7.2 Practice never to be sanctioned

Except in emergencies, BAF members should avoid spending excessive amounts of time alone with young people or taking them home where they will be alone with them.

If cases arise where the above situations are unavoidable, they should only occur with the full knowledge and consent of someone in charge in the club or the parent of the young people

In addition, BAF members should never

- Engage in sexually provocative games, including horseplay
- Share a room with a young person
- Allow or engage in any form of inappropriate touching
- Allow young people to use inappropriate language unchallenged
- Make sexually suggestive comments to young people even in fun
- Allow allegations made by a young person to go unrecorded or not acted upon
- Do things of a personal nature for young people that they can do for themselves⁷

⁷ In the event (for example due to disability or young age) that a BAF member is required to do tasks of a personal nature for children/vulnerable adults, then appropriate training and guidance, preferably in writing, should be sought.

Appendix C: Photographic Policy

Guidelines for Use of Photographic Filming Equipment at Sporting Events

BAF members should be aware of the sensitivities that exist over the photographing of children without permission of the parents. Appropriate permission should be sought whenever photographs are taken at sporting events and where this is impractical on an individual basis, parents should be made aware that they have the right to ask that their child not be included in photographs. Where photographs are taken, parents should also be made aware of what use these photographs may be put to – advertising, websites, social media and so on. When publishing on the Internet, members should be cautious about identifying children by name without seeking parental permission. Members should be cautious about any individual who wishes to take photographs without having a legitimate reason to do so.

Videoing as a coaching aid:

Where video is used as a coaching aid, then consent should be obtained from parents and the young people involved before any filming/videoing takes place.

In any case, these tasks should only be carried out with the full understanding and consent of parents and the young people involved.



British Academy of Fencing

Filming/Photography/Videoing

Photographer Details

Please complete the form using black ink and block capital letters and return to the BAF member in charge

Full name of equipment user _____

Full home address of equipment user _____

_____ Post Code _____

Type of equipment to be used _____

Reasons for use _____

To what use will the film / photograph / video be put? _____

Appendix C part 2



British Academy of Fencing
Filming/Photography/Videoing

Parental/Carer Consent Form

Please complete the form using black ink and block capital letters and return to BAF member in charge.

Surname of Parent/Carer _____

Other Name(s) of Parent/Carer _____

Full name of Young Person _____

Address _____

_____ Post Code

--	--	--	--	--	--	--	--	--	--

Home Telephone number (include dialling code) _____

I consent to _____ (name of filmer/photographer)

photographing/filming my child _____ (name of young person)

I can confirm that I have read, or been made aware of, the BAF's *Guidelines for Use of Photographic Filming Equipment at Sporting Events*.

Any further comments

Signature of Parent/Carer _____

Full name of Parent/Carer (please print) _____

Date _____

APPENDIX D : Guidelines for dealing with allegations of misconduct
INVOLVING CHILDREN AND VULNERABLE PERSONS

When a complaint against a member of the BAF of *bad practice or breach of the BAF Code of Ethics and Conduct / Safety Guidelines*, is received and involving a child/vulnerable adult, it should be made in writing and forwarded to the chairman of the BAF Disciplinary Sub-Committee or the Secretary of the BAF. This will be dealt with in strictest confidence and according to the BAF disciplinary procedures.

Notes.

Please refer to the BAF website (<http://www.baf-fencing.com/contacts.html>) for the current contact details of the BAF Child Protection Officer and the Chair of the Disciplinary Sub-Committee.



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FORM APPENDIX D ALLEGATION REPORT

Please complete this form in black ink and using Block Capital Letters. Use additional sheets if necessary. Additional sheets should be signed, numbered and dated with references made to the relevant sections, and securely fastened to the original document. The whole document should be sent to the Chairman of the BAF Disciplinary Sub-Committee and/or the Secretary of the BAF

1. Name of the individual making the report

2. Date of report..... Time of report.....

Location of the report.....

3. Name(s) of the potential victim(s).....

.....

4. Date of incident(s)..... Time of the incident(s).....

5. Location(s) of the incident(s).....

6. Details of the incident(s).....

.....

.....

..... *use an additional sheet if necessary.*

7. Whether the victim has been spoken to: YES / NO (*delete as appropriate*) If YES complete all sections, if NO go to question 9.

8. Details of what was discussed.....

.....

.....

.....

..... *use an additional sheet if necessary.*

9. Who has been notified of the incident?

Date notified..... Time notified.....

10. Name(s) and address(es) of witness(es)

.....

..... *use additional sheet/s if necessary.*

11. Name of the person completing the form.....

12. Date..... Signature.....



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13. Name of the individual making the report

14. Date of report..... Time of report.....

Location of the report.....

15. Name(s) of the potential victim(s).....

.....

16. Date of incident(s)..... Time of the incident(s).....

17. Location(s) of the incident(s).....

18. Details of the incident(s).....

.....

.....

..... *use an additional sheet if necessary.*

19. Whether the victim has been spoken to: YES / NO (*delete as appropriate*) If YES complete all sections, if NO go to question 9.

20. Details of what was discussed.....

.....

.....

.....

..... *use an additional sheet if necessary.*

21. Who has been notified of the incident?

Date notified..... Time notified.....

22. Name(s) and address(es) of witness(es)

.....

..... *use additional sheet if necessary.*

23. Name of the person completing the form.....

24. Date..... Signature.....