

# Duty of Care Guidelines *for Netball Clubs and Associations*



Including Child Protection Guidelines

England Netball



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- i.) For ease of reading, this publication uses the word ‘Club/Association’ to represent Netball clubs, leagues, counties and/or associations and groups organising Netball activities.
- ii.) Glossary of terms/abbreviations used:

- EN = England Netball  
 ACPC = Area Child Protection Committee  
 NSPCC = National Society for the Prevention of Cruelty to Children  
 DHSS = Department of Health and Social Security  
 PECS = Pre-Employment Consultancy Service
- ✓ = Good idea, if possible try to do  
 ✗ = Try not to do, not a good idea  
 ⚠ = Indication, caution  
 ✍ = Write & record  
 ⚡ = Dangerous, never do  
 \* = See example in the appendices

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# 1. DUTY OF CARE

## Introduction

Children and young people are the future of Netball. Every child who participates in Netball should be able to do so in a fun, safe environment, and be protected from harm.

England Netball (EN) places the highest priority on their safety and enjoyment, and recognises that they have a duty towards children within the sport, and any club or association providing Netball opportunities must do so with the highest possible standard of care.

The aim of this Guide is to highlight the importance of our Duty of Care and how to ensure this duty is fulfilled within your Netball Club/Association.

The objectives are that by the end of this Guide your Club/Association will:

- a) have a clear understanding of what Duty of Care is
- b) appreciate why the paperwork is necessary for your Netball Club/Association
- c) be able to complete the necessary paperwork.

## What is Duty of Care?

There is no definitive answer, but a good definition is:

*“The duty which rests upon an individual or organisation to ensure that all reasonable steps are taken to ensure the safety of any person involved in any activity for which that individual or organisation is responsible.”*

## Why is it relevant to your Netball Club/Association?

As the organisers of the Club/Association activity, there is a possibility of someone being harmed. In a small percentage of cases action may be taken against you if the person decides to make a claim. This action may result in financial losses but can also harm the reputation of your Club/Association

## Filling in the forms!

The forms included in the appendices can be adopted or adapted for use by your Club/Association.

*The most important thing to note is that the purpose of these forms is not to prevent you doing the activities you would like to do, but to provide a means of recording information that will assist the safe running of your Club/Association.*

### a) Constitutions & Disciplinary Advisory Notes

This is the basis of the existence of your Netball Club/Association. All activities of the Club/Association must fall within the stated aims and objectives (except social events). You should make a point of checking that the information is still true and alter if necessary each year. Should you need any guidance EN provides a sample Constitution for Clubs/Associations.

### b) Register of Netball Club/Association Volunteers & Members

All members should be on this list (and must have signed to say that they have read and agree to abide by the Club/Association’s code/s of conduct.)

### c) Code/s of Conduct

The code/s will be slightly different for each Netball Club/Association and examples are given in Section 4 & 5. If a member breaches the Club/Association code/s of conduct and injures themselves, it is strong evidence that the injury may not have been the Club/Association’s responsibility.

### d) Club Risk Assessment Form

The game of Netball, in common with all competitive team games that involve attackers and defenders and passing a ball within a defined playing area, contains an element of risk for players, officials and spectators, of both causing and receiving physical injury. Risk Assessment is a process designed to minimise such risks and achieve an acceptable balance between safety and competitiveness. *Safety is about minimising risk.*

The principal risks are:

- i) the court and its surroundings,
- ii) the quality of control exercised by those in charge be they trainers, coaches, schoolteachers, umpires, tournament referees or administrators and,
- iii) the level of personal and team responsibility exercised by the players i.e. the ‘duty of care’.

The risk assessment form, Appendix J, should be used as an introduction to identifying the types of risks your members may be exposed to. If anything occurs which had not been anticipated, it may be held that it was an unforeseeable incident, and was something the Club/Association could not have been prepared for.

### e) Tour Registration Forms

A tour registration form should be completed when the main activity of the tour is something different to the stated aims and objectives of the Club/Association and when the tour is overnight and/or involves young people.

- *Tour organiser:* They should complete the tour organiser registration form and have it signed by the Chair/President of the Club/Association. A coach or additional adult may be needed to exercise a higher degree of care than usual to satisfy the Duty of Care. For example, if the trip involves a significant number of younger people, if the trip is overseas or if the tour involves young people participating at different venues/split sites. EN recommends an adult to child ratio of 1:8 for players aged 8 and under, and 1:12 for players aged over the age of 8. (See Appendix L.)

- *Private cars:* These should be registered with the Club/Association so that you can make sure that the owner has checked with the insurance company that their insurance will be valid and that appropriate breakdown cover is available should this be required. (See Appendix M.)
- *Participants:* A comprehensive list must be completed for both the tour organiser and the Club/Association Chair/President, a copy of which should be left with a responsible Club/Association member not going on the tour. The list should include any medical conditions the participants have for example allergies to food or drugs. This information can be taken from the Player Registration Form. This is extremely important in case an accident does occur. Next of kin details are also needed on this form. (See Appendix H.)

A contact name, address and telephone number at your destination is required in case of emergency. If participants are under the age of 18 this should be given in advance to all parents/carers. The tour organiser signs to certify that all the information on the form is true. Making a false statement could have serious implications if legal action were to be taken.

#### *f) Accident Form*

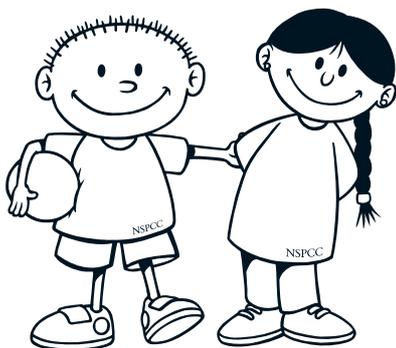
You should complete this form as soon as possible after the accident and preferably within 24 hours. The form needs to be completed whether medical attention was needed or not. The reason for completing the form is in case further steps need to be taken.

#### *g) Player Registration Forms*

You should complete this for all members of your Club/Association at the start of the season, but also as new members join the Club/Association. This will enable you to contact members in an emergency and will also provide medical information should you require it. (See Appendix H.)

#### ***Feedback, questions or problems.***

EN is always striving to offer the highest standard of care possible. If you have any feedback as to how our Duty of Care could be improved or made more efficient then please contact EN. If you would like further information in this area Sports Coach UK provides further guidance through the 'Coaching and the Law Course'. (See inside back cover).



## 2. CHILD PROTECTION - PROTECTING ALL YOUR CLUB/ASSOCIATION MEMBERS

### Why does your Club/Association need guidance?

- Everyone involved in a Netball Club/Association has a duty of care towards young people, and a responsibility to protect them from harm. Guidance is needed to ensure that concerns are acted upon in a consistent way and that children are not left unprotected.
- There have been a number of studies, which suggest young people (or adults) with disabilities, are at an increased risk. A summary of the reasons why disabled sports people may be more vulnerable to abuse is included in Appendix A.
- Parliament is currently looking at legislation which will make it law for organisers of sport to police check all volunteers in the future.

### What should your Club/Association do with this guide?

- Work in partnership with young people and their parents/carers to implement the recommendations from this guide.
- Liaise with the Social Services Department, the local Area Child Protection Committee (ACPC) and the NSPCC to comply with their procedures.
- Discuss with your facility provider the procedures they have for the letting. They may be slightly different to the following guidelines and it is important to clarify these prior to using the facilities.

### 2.a. Introduction to Child Protection

The following section will help your Club/Association to:

#### 2a i) identify responsibilities with regard to Duty of Care and the protection of young people by:

- ✓ safeguarding and promoting the interests and well-being of young people with whom you are working
- ✓ taking all reasonable practical steps to protect young people from harm, discrimination or degrading treatment
- ✓ respecting young people's rights, wishes and feelings.

#### 2a ii) draw up, review or amend policies which:

- ✓ offer safeguards to young people, coaches, competition officials, additional volunteers and players
- ✓ help to maintain high standards of professionalism and practice.

#### 2a iii) devise implementation and monitoring procedures which demonstrate a commitment to:

- ✓ sound recruitment procedures for paid and voluntary staff
- ✓ the provision of support, appropriate training and adequate supervision to all members, to enable them to work together with parents/carers and other organisations to ensure the welfare and needs of young people are paramount.

## 2a iv) provide appropriate guidance to your Netball Club/Association volunteers, coaches, umpires and players, including young players:

- ✓ disseminate code/s of conduct
- ✓ involve young people in club/association decisions.



## 2. b. EN Guidelines on Child Protection

*“Organisations have a duty of care for young people and a responsibility to protect them from harm.”*

*(A child is defined as being under 18 years of age.)  
The Children Act 1989.*

England Netball (EN) recognises its responsibilities under the terms of the Race Relations Act 1976, Sex Discrimination Act 1975, the Children Act 1989 and the Disability Discrimination Act 1996. Every child who participates in Netball should be able to do so in a fun, safe environment, and be protected from harm. EN places the highest priority on their safety and enjoyment, and recognises that they have a duty towards children within the sport, and any club or association providing Netball opportunities must do so with the highest possible standard of care.

EN has based its guidelines on the following core values and principles:

### Core Values

- All young people’s Netball experiences must be guided by what is best for that young person.
- Adults interacting with young people in Netball should do so with integrity and respect for the child.
- All young people’s Netball should be conducted in an atmosphere of fair play.
- Young people’s Netball should be conducted in a safe, positive and encouraging atmosphere.
- Adults who take a responsibility for young people in Netball have a duty to ensure that they are competent to provide safe and rewarding experiences for those in their care, through appropriate training and education.

### Principles

- The welfare of young people is paramount.
- All people, but especially young people, whatever their culture, disability, gender, language, racial origin, religious belief or sexual identity, have the right to protection from abuse.

- All incidents of poor practice, suspicions and allegations should be taken seriously and responded to swiftly and appropriately.
- It is the responsibility of child protection experts to determine whether or not abuse has taken place, but it is everyone’s responsibility to report any concerns.

Young people have a lot to gain from Netball. Their natural sense of fun and spontaneity can blossom in positive sporting environments, which promote progress in a child-centred way. Netball provides an excellent medium in which young people can learn new skills, become more confident and maximise their own unique potential.

## 2.c. Recognition of Poor Practice, Abuse and Bullying

It is not always easy to recognise a situation where abuse may occur or has already taken place. It is acknowledged that members of a Netball Club/Association, whether in a paid or voluntary capacity, are not experts at such recognition. However, members do have a responsibility to act if they have any concerns about the behaviour of an adult towards a child or a child to a child, for example bullying. Netball Clubs/Associations should therefore encourage and expect members to discuss any concern they may have about the welfare of a child immediately with the person identified as a ‘Welfare Officer’.

It is the responsibility of the Welfare Officer to ensure that appropriate advice is obtained from the local Social Services Department, the Police or the NSPCC. If the identified person is unavailable or the concern is about this person, the person in receipt of the information should contact the NSPCC for advice or go to social services directly. (See Procedures Diagram page 12).

### Poor practice

Poor practice would include any behaviour that contravenes (a) Code/s of Conduct. This is normally constituted around the **three Rs**:

**Rights** - of the young person, the parents/carers and the coach.

**Responsibilities** - for the welfare of the young person, to Netball, to the profession of coaching and to their own development.

**Respect** - of other young people, officials and their decisions, coaches and the rules.

When members sign up to (a) Code/s of Conduct it will be much easier for:

- members to recognise and deal with both good and poor practice in others
- investigations to be carried out
- disciplinary action to be taken, when necessary
- the welfare of all the players to be maintained.

## What is Abuse?

There are four main forms of abuse: Neglect, Physical, Sexual and Emotional.

**Neglect:** Where adults fail to meet a child's basic needs like food or warm clothing, fail or refuse to give young people love, affection and attention. Constantly leaving young people alone or unsupervised would fall into this category.

*Neglect in Netball could include a coach not ensuring young people are safe, exposing them to undue cold or to unnecessary risk of injury.*

**Physical abuse:** Where adults and other young people, physically hurt or injure others by hitting, shaking, squeezing, burning or biting, bullying or by giving them alcohol, inappropriate drugs or poison. Attempted suffocation or drowning also comes within this category.

*In Netball, physical abuse might occur when the nature and intensity of training exceeds the capacity of the child's immature and growing body or if illegal drugs are advocated to improve the young person's performance.*

**Sexual abuse:** Girls and boys are abused by adults - both male and female - who use them to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing young people pornographic material (books, videos, pictures) is a form of sexual abuse. Taking pornographic photographs and videos of young people in inappropriate sporting positions is also classified as sexual abuse. Sports, which necessitate physical support with young people, could potentially create situations where sexual abuse may go unnoticed.

*In Netball, physical support is generally unnecessary; therefore physical contact should be minimal.*

**Emotional abuse:** Persistent lack of love and affection, where a young person may be constantly shouted at, threatened or taunted, which may make the child very nervous and withdrawn. Emotional abuse may also occur when there is constant overprotection (which prevents young people from socialising), or where there is neglect, physical or sexual abuse. Racism is a form of emotional abuse.

*In Netball, emotional abuse might occur if young people are subjected to constant criticism, bullying or unrealistic pressure to perform to high expectations consistently. The power of the coach over young performers, if misused, may also lead to abusive situations developing.*

**Indications** (☞) that a young person may be being abused include but is not limited to the following:

- ☞ someone else (a young person or adult) expresses concern about the welfare of another young person
- ☞ unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- ☞ distrust of adults, particularly those with whom a close relationship would normally be expected
- ☞ has difficulty in making friends
- ☞ displays variations in eating patterns including overeating or loss of appetite/weight
- ☞ is prevented from socialising with other young people
- ☞ becomes increasingly dirty or unkempt
- ☞ inappropriate sexual awareness
- ☞ engaging in sexually explicit behaviour
- ☞ the young person describes what appears to be an abusive act involving him/her
- ☞ unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- ☞ an injury for which the explanation seems inconsistent.

## Bullying

Another element of abuse is where the abuser may be a young person, for example in the case of bullying. Both girls and boys can be bullies and this can be both physical and emotional bullying. Although bullying often takes place in schools, it can and does occur anywhere where there is inadequate supervision, for example on the way to and from school or Netball, in the playground or in the changing rooms. The competitive nature of Netball makes it an ideal environment for the bully. The bully in Netball can be the parent/carer who pushes too hard, the coach who adopts a win-at-all-costs philosophy or even other competitors or teammates.

## Harassment

An essential characteristic of harassment is that it is unwanted by the recipient. It is for each individual to determine what behaviour is acceptable to them and what they regard as offensive. It is the unwanted nature of the conduct, which distinguishes harassment from acceptable behaviour.

**Indications** (☞) that a young person is being bullied/harassed may include, but is not limited to the following:

- ☞ behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go to school, training or work
- ☞ a drop off in performance at school or work or perhaps in Netball
- ☞ physical signs such as stomachaches, headaches, difficulty in sleeping, bed-wetting in young people, scratching and bruising, damaged clothes and bingeing (on food, cigarettes or alcohol)
- ☞ a shortage of money or frequent loss of possessions.

It should be recognised that these lists are not exhaustive and the presence of one or more of the indicators is not proof that abuse, bullying or harassment is actually taking place.

*It is not the responsibility of anyone working under the auspices of the Netball Club/Association in a paid or voluntary capacity to take responsibility or to decide whether or not child abuse is taking place. However, there is a responsibility to protect young people in order that appropriate agencies can then make enquiries and take any necessary action to protect the young person.*

## 2.d. Recommended Guidelines to Clubs/Associations

### 2d i) Policy Statement

A statement is generally needed by most Clubs/Associations to gain acceptance for new procedures and to ensure their effective implementation. It may be also advisable to work in partnership with other relevant people for example, parents/carers, teachers, EN Regional Managers, Local Authority Sports Development Officers, Local League Representatives, Local Education Authority Representatives, Local Social Services, Sport England Representatives and Sports Coach UK. The policy statement should include the following points, adapted to the specific needs of the Netball Club/Association.

The Netball Club/Association will:

- ✓ **accept** its moral and legal responsibility in relation to the Children Act 1989, and implement procedures to provide a duty of care for, and safeguard the well-being of young people and protect them from abuse
- ✓ **respect** the rights, wishes and feelings of young people
- ✓ **select**, train and supervise volunteers to raise awareness of the need to protect young people, provide an appropriate duty of care and promote the implementation of its policies and procedures
- ✓ **respond** to any allegations appropriately and have disciplinary and appeals procedures in place to deal with incidences of poor practice
- ✓ **require** coaches, umpires and volunteers to sign up to a 'code of conduct' to safeguard the welfare of young people and protect themselves from false allegations.

To ensure the adoption of these guidelines, a proposal will first need to be passed through the Netball Club/Association committee. A group including the people suggested previously should be formed to:

- ✎ review the current situation and existing policies within the Club/Association
- ✎ identify and establish roles and responsibilities
- ✎ determine how the guidelines will be adopted and assign responsibilities

- ✎ establish any training needs (e.g. for committee members) involved in writing and adopting the guidelines
- ✎ determine a method of monitoring and reviewing the effectiveness of the guidelines
- ✎ disseminate up to date information from EN.

### 2d ii) Recruitment, Employment and Deployment of people who Work with Young People

False allegations of abuse are rare. Following the '7 steps to success' will help you to safeguard young people, coaches, umpires, volunteers and your Netball Club/Association. All reasonable steps must be taken to ensure unsuitable people are prevented from working with young people. The same procedures should be adopted whether Club/Association officials are paid or unpaid, full or part time.

#### 7 steps to success...

#### ① Pre-recruitment checks

*(What to do before people start helping in your Netball Club/Association)*

Advertising for any coach, umpire and/or volunteer should reflect the:

- ✎ aims of the Netball Club/Association and, where appropriate, the particular Netball programme
- ✎ responsibilities of the role
- ✎ level and length of experience of working with young people or qualifications required.

#### ② Pre-application information

*(What you should give someone who wants to help at your Netball Club/Association)*

- ✎ a job description including roles and responsibilities
- ✎ a person specification - for example stating qualifications or experience required
- ✎ a registration form
- ✎ duty of care information.

#### ③ Registration forms\*F

All helpers, whether paid or voluntary, full or part-time, should complete a registration form which should elicit the following information:

- ✎ name, address and National Insurance Number (to confirm identity and right to work)
- ✎ relevant experience with young people, qualifications and training undertaken
- ✎ listing of past career or involvement in all sports (to confirm experience and identify any gaps)
- ✎ any criminal record, whether they are known to any Social Services Department as being an actual or potential risk to young people
- ✎ a self disclosure question to establish whether they have ever had action taken against them in relation to child abuse, sexual offences or violence
- ✎ the names of at least two people (preferably professional and not a relative) willing to provide written and verbal references that comment on the applicant's previous experience of and suitability for

working with young people and any former involvement in sport

- ✘ a nomination from someone involved locally with Netball
- ✘ evidence that they have been police and/or social services checked, and their consent to further checks should this be necessary
- ✘ their consent to abide by a code of conduct appropriate to the position sought (e.g. coach, competition official, volunteer)
- ✘ their consent to attend Child Protection training.

The registration form should also state that failure to disclose information or subsequent failure to conform to the Code of Conduct would result in disciplinary action.

#### ④ Checks and References

At least two references should be taken up - one associated with former work with young people. Written references should always be followed up and confirmed by phone. If the person who wants to help has no experience or knowledge of working with young people it is highly recommended that you interview them.

If possible, you should check with the Department of Health Consultancy Index who maintain information about individuals who are deemed to be unsuitable to work with young people. The checks are only part of the process to protect young people from possible abuse, and must be operated in conjunction with appropriate personal development of members. This ensures recognition of responsibilities with regard to good practice, and the need to report concerns about poor practice whether or not they constitute abuse.

*If any doubts or concerns are raised through the application form, references or checks, a police check is recommended.*

#### ⑤ Interview and Induction

It may not be appropriate to conduct a formal interview, but if it is, it should be carried out according to acceptable protocol and recommendations.\*E

All members (paid or voluntary) should undergo a formal or informal induction by someone identified within the Club/Association or an external advisor identified by the EN Regional Manager in which:

- ✓ their coaching/umpiring qualifications are substantiated
- ✓ they sign up to the Code of Conduct
- ✓ they complete a profile to identify practice appropriate to their role in the Club/Association
- ✓ the expectations, roles and responsibilities of the job are clarified (e.g. through a formal or informal work programme or goal-setting exercise)
- ✓ the duty of care guidelines, including child protection procedures, are explained and training needs established

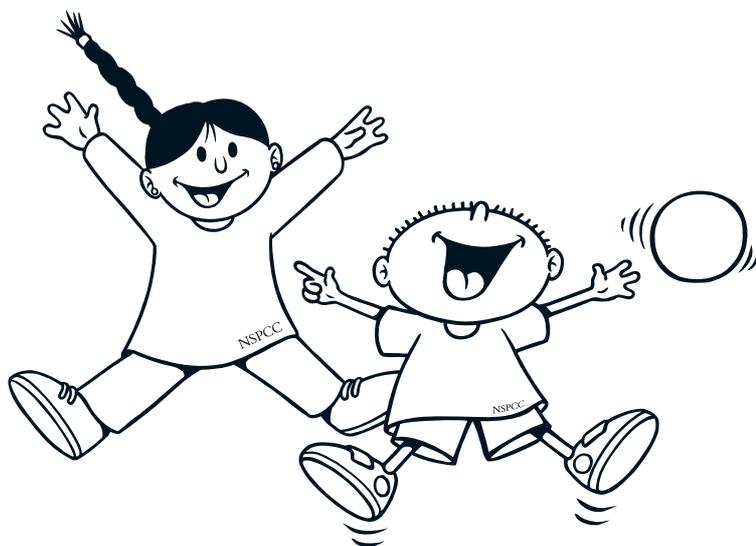
#### ⑥ Personal Development

If working with young people, you are recommended to require all members of your Club/Association to receive ongoing personal development training in the following areas:

- as an introduction, the NSPCC EduCare programme
- ‘Child protection awareness raising’ workshop (e.g. those run by Sports Coach UK)
- first aid
- training to enable them to work effectively at the level appropriate to their responsibilities with young people (e.g. Sports Coach UK ‘Working with Children’ & ‘Coaching and the Law’, EN Netball for Players aged 7-11, EN Netball for Players aged 12-16, see page 12 for further details.)

#### ⑦ Monitoring of Work with Young People

At regular intervals (or following a season), all members should be given the opportunity, if possible, to receive informal or formal feedback (e.g. through an ‘appraisal’ or ‘review’), to identify personal development needs and set new goals. Club/Association personnel should be sensitive to any concerns about poor practice or abuse and act on them immediately. They should also offer appropriate support to those who report concerns. Procedures should be established to deal with **complaints** and **appeals**.\*B These should be accessible to all members of the Club/Association.



## 2d iii) Responding to Disclosure, Suspicions and Allegations

Netball Clubs/Associations should have procedures in place and provide support to enable members to respond to disclosures of abuse, report suspicions of poor practice and deal with allegations. Some guidance is provided in the following sections and in the Appendix. It is imperative, however, to provide proper support and not simply to rely on these guidelines.

### ① Responding to disclosure

False allegations of abuse are rare. If a child says or indicates that he or she is being abused, or information is obtained which gives concern that a child is being abused, the person receiving this information should:

- respond calmly so as not to frighten the young person
- tell the child he/she is not to blame and that it was right to tell
- take what the child says seriously, recognising the difficulties inherent in interpreting what is said by a child who has a speech impairment and/or differences in language
- keep questions to the absolute minimum, to ensure a clear and accurate understanding of what has been said
- reassure the child, but do not make promises of confidentiality which might not be feasible in the light of subsequent developments
- make a full record of what has been said, heard and/or seen as soon as possible. However do not embellish or interpret what you have been told, simply record the facts and send a copy to the appropriate agency
- ensure a record of the information that has been provided is kept in order to be able to identify possible patterns of abuse.

### ② Responding to suspicions

*Netball Clubs/Associations should recognise the statutory responsibility of the Social Services Department, under The Children Act 1989, to ensure the welfare of young people and work with the local Area Child Protection Committee (ACPC) to comply with its procedures. When a child protection referral is made, the Social Services Department 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. Enquiries may be carried out jointly with the police.*

*What should you do if you are concerned?*

There is always a commitment to work with parents/carers, when there are concerns about their young people. Therefore, in most situations, it would be important to talk to parents/carers to help clarify any initial concerns. For example, if a child seems withdrawn, he/she may have experienced a bereavement in the family.

However, there are circumstances in which a child might be placed at even greater risk if such concerns were shared (e.g.

where a parent/carer 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 Welfare Officer as soon as possible and recorded.

*If you are not sure what to do, you can also obtain advice by telephoning the NSPCC 24 hour free phone Helpline: 0808 800 5000.*

It is the responsibility of the identified person to inform the Social Services Department without delay. If the identified person is unavailable, the person discovering or being informed of the abuse should immediately contact the Social Services Department or the police. Keep a record of the telephone numbers of the key contacts at the back of this guide. In these circumstances, you do not have to give your name, but it is helpful if you can. The Social Services Department, together with the identified person where appropriate, will decide how and when parents/carers will be informed.

### ③ Records and information

Information passed to the Social Services Department or the police must be as helpful as possible, hence the necessity for making a detailed record. Information should include the following:

- ✍ the nature of the allegation
- ✍ a description of the indicators of abuse
- ✍ the young person's account, if it can be given, of what has happened to them
- ✍ any times, dates or other relevant information
- ✍ a clear distinction between what is fact and what is hearsay.

Reporting the matter to the police or Social Services Department should not be delayed by attempts to obtain more information. Wherever possible, referrals telephoned to the Social Services Department should be confirmed in writing within 24 hours. A record should also be made of the name and title/number of the social services member of staff or police officer to whom the concerns were passed, together with the time and date of the call, in case any follow up is needed.

### ④ Allegations against members

This would include anyone working with young people in a paid or voluntary capacity (e.g. volunteers in Clubs/Associations, umpires, team managers, coaches). Child abuse can and does occur outside the family setting. Although it is a sensitive and difficult issue, child abuse has occurred within institutions and may occur within public settings. It is crucial that those involved in Netball are aware of this possibility and that all allegations are taken seriously and appropriate action taken.

The identified person may be informed of situations where there is uncertainty about whether the allegation constitutes abuse or not; they may therefore be unclear

about what action to take. There may be circumstances where allegations are about poor practice, rather than abuse, but those responsible should always gain advice from the NSPCC or, if there is any doubt, from Social Services. This is because it may be just one of a series of other instances, which together cause concern.

It may be uncomfortable to report colleagues and Club/Association members. It is important, however, that any concerns for the welfare of the young person arising from abuse or harassment by a Club/Association member should be reported immediately.

*Remember the welfare of young people must always remain paramount.*

EN will fully support and ensure anonymity for anyone who, in good faith, reports his or her concern about a colleague's practice or the possibility that a young person may be being abused. Where there is a complaint of abuse against a member, there may be three types of investigation:

- a criminal investigation (by police)
- a child protection investigation (by Social Services)
- a disciplinary or misconduct investigation (by EN).

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

**If there are concerns**, the actions as identified below should be taken. (*Also see process as illustrated in the Procedures Diagram page 12.*)

- If, following consideration, the allegation is clearly about poor practice, the person/s identified within the Club/Association as the 'Young People Welfare Officer' will deal with it as a misconduct issue.\*C
- If the allegation is about poor practice by the identified person/s, or if the matter has been handled inadequately and concerns remain, it should be referred to the EN Human Resources Manager who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.
- Any suspicion that a young person has been abused by a member should be reported to the identified person, who will take such steps as considered necessary to ensure the safety of the young person in question and any other young people who may be at risk.
- The Netball Club/Association will make an immediate decision about whether any individual person under suspicion of abuse should be temporarily suspended, pending further police and social services inquiries.
- The identified person/s will refer the allegation to the Social Services Department who may involve the police.
- The parents/carers of the young person will be contacted as soon as possible following advice from the Social Services Department.

- The identified person/s should also notify the EN Human Resources Manager, who will deal with any media enquiries.
- Every effort should be made to ensure that confidentiality is maintained for all concerned.
- If the identified person/s is the subject of the suspicion/allegation, the report must be made to the EN Human Resources Manager, who is then responsible for taking the action outlined above.
- Irrespective of the findings of the Social Services or Police inquiries, EN may assess individual cases under the EN disciplinary procedure, (See EN Handbook).
- Consideration should be given about what support may be appropriate for young people, parents/carers and members.

### ⑤ Allegations of previous abuse

Allegations of abuse may be made some time after the incident (e.g. by an adult who was abused as a young person or by a member who is still working with young people). Where such an allegation is made, the Netball Club/Association should follow the Procedures Diagram (see page 12). This is because other young people, either within Netball or outside it, 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 young people whether in a paid or unpaid capacity.

### ⑥ Action to help the victim

Anyone can be the target of abuse. Sometimes they are singled out for physical reasons - being overweight, physically small, having a disability or belonging to a different race, faith, culture, or because of their sexual preference. In order to help the victim:

- ✓ take all signs of abuse very seriously
- ✓ encourage all young people to speak and share their concerns
- ✓ report any allegations and take action to ensure the victim is safe
- ✓ reassure the young person that you can be trusted and will help them, although you cannot promise not to tell anyone else
- ✓ keep records of what is said and what you have done
- ✓ arrange to see the class teacher (if it is happening at school) or the coach (if at the Netball Club/Association) and monitor the action taken.

### ⑦ Action in cases of bullying

- ✓ talk to the bully to see if the allegation has any foundation, but ideally not one to one
- ✓ suggest an apology is given to the victim
- ✓ inform the bully's parents/carers
- ✓ impose appropriate sanctions in consultation with the parents/carers as necessary and ensure any possessions taken or destroyed are replaced
- ✓ help the bully to change their behaviour. Bullies come from any background regardless of class, race or

culture. Some have experienced excessive physical punishment, some little affection, others over-indulgence, some have been victims or are going through difficult times, while some just bully because the opportunity presents itself. Typically they have low self-esteem, are excitable, aggressive and are often poor performers at school. They tend to be very poised, more independent than their peers and seek power over others. They often target those who appear to have superiority in the areas in which they feel inferior (e.g. academically, sporting prowess).

### ⑧ Action by Netball Club/Association

- ✓ do not tolerate bullying - develop anti-bullying guidelines that are agreed to by the young people as well as the Netball Club/Association
- ✓ improve supervision.

### 2d iv) Promoting Good Practice with Young People in Netball

Child abuse can evoke strong emotions in those facing such a situation and it is important to understand these feelings and not to allow them to interfere with your judgement. 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, teacher, umpire or volunteer may have regular contact with young people and be an important link in identifying cases where a young person needs protection. Any case of poor practice should be reported and further guidance and/or support offered.

In addition, all members should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are specific examples of where **care must be taken** (✓) when working within Netball:

- ✓ always ensure you are never left alone with one child. Avoid situations where teacher/coach/umpire and individual child are completely unobserved
- ✓ if any form of physical support is required, it should be provided openly and according to guidelines as provided by EN. Young people should always be consulted and their agreement gained. Some parents/carers are becoming increasingly sensitive about physical support and their views should always be carefully considered and respected
- ✓ where possible, parents/carers should take on the responsibility for their young people in the changing rooms. If Clubs/Associations have to be supervised in the changing rooms, always ensure teachers/coaches work in pairs
- ✓ encourage an open environment (i.e. no secrets, always explain why you are doing something in that way, encourage a diplomatic approach to the Club's/Association's activities, with young people being able to put their views forward)
- ✓ where there are mixed teams away from home, they

- should always be accompanied by an adult male and an adult female coach/official
- ✓ where working with girls/young women's teams, male coaches/officials must agree with parents/carers when, or if, it is appropriate to enter the changing area. It may be prudent to set a time, for example, 10 minutes before a game, when the coach could enter the room accompanied by parent/carer
- ✓ include young people in committee decisions to ensure the young athlete's voice is heard.

**The following should be avoided (✗).** If cases arise where these situations are unavoidable, they should only occur with the full knowledge and consent of the identified person in the Club/Association or the child's parents/carers:

- ✗ avoid spending excessive amounts of time alone with young people away from others
- ✗ avoid taking young people alone on car journeys, however short
- ✗ avoid taking young people to your home where they will be alone with you.

The following must **never** (❖) be sanctioned. You should never:

- ❖ engage in rough, physical or 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 a young person, even in fun
- ❖ do things of a personal nature for young people that they can do for themselves
- ❖ invite or allow young people to stay with you at your home unsupervised
- ❖ allow allegations made by a child to go unchallenged, unrecorded or not acted upon.

It may sometimes be necessary for members to do things of a personal nature for young people, particularly if they are very young or have disabilities. These tasks should only be carried out with the full understanding and consent of parents/carers and the young people involved. There is a need to be responsive to a child's reactions. If a child is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly necessary if you are involved in any dressing or undressing of outer clothing, or where there is physical support or lifting or assisting a child to carry out particular activities.

If you accidentally hurt a child and they seem distressed in any manner, appear to be sexually aroused by your actions, or misunderstands or misinterprets something you have done, report any such incident immediately to another Club/Association member, and make a brief written note of it. The child's parents/carers should also be informed of the incident, preferably in person.

### 3. EN CHILD PROTECTION PROCEDURES

#### Procedures for dealing with concerns about someone's behaviour

Are you concerned about child abuse?

YES

Record what the young person has said, or what has been seen. Include dates, times and place.

Local Social Services ☎:

Report concerns to the identified person in the Netball Club/Association

Local NSPCC contact ☎:

If the identified person is unavailable, call the NSPCC or EN Human Resources Manager for advice. Then depending on their advice, refer your concerns to Social Services or the Police immediately

Identified person in Netball Club/Association ☎:

EN: 01462 442344 NSPCC: 0808 800 5000

The Social Services and the identified person reporting concerns will then decide how to proceed.

#### Procedures for dealing with concerns about the behaviour of a member of your Netball Club/Association

Are you concerned about child abuse by a member of your Netball Club/Association?  
if YES is it:

Poor practice?

Abuse?

Report concerns to the identified person in your Club/Association

Report concerns to the identified person in your Club/Association

If the concern relates to the identified person in the Club/Association refer to the EN Human Resources Manager

Identified person deals with it as a misconduct issue referring to the disciplinary procedure \*B

Identified person must ensure the safety of the child, i.e. stop access of the person causing concern to the child

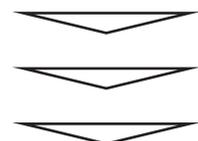
EN Human Resources Manager deals with the allegation

If concern remains, refer to the EN Human Resources Manager

Refer concern to Social Services who may inform the Police

Refer concern to Social Services who may inform the Police

Report to the EN Human Resources Manager



- EN decides whether to suspend member temporarily pending police enquires
  - Disciplinary/misconduct proceedings
  - EN handle all media enquiries

## 4. CODE OF CONDUCT FOR YOUNG PLAYERS

### Remember not to rumble the thunder...

**T**reat team-mates, coaches, umpires and opponents with respect  
**H**ave fun, reach for the top & always try your best  
**U**mpires are there to interpret the rules for you; accept their decisions  
**N**ever use bad language or insult opponents, coaches or spectators  
**D**o not try to gain an unfair advantage over opponents  
**E**njoy yourself, know the rules of Netball and play by the spirit of the rules  
**R**ealise that without opponents, there wouldn't be a game.

### Remember...

- ❖ A stranger is someone you do not know. You must never go anywhere with anyone you don't know. You must always ask your parents/carers if it is OK to go with someone.
- ❖ Other people (even relations) are not always good. They can hurt, bully and upset young people, so you must be very careful. Good adults do not ask young people to keep secrets. You must tell.
- ❖ If you tell your parents/carers or coach that you are going somewhere, you should always go there. If you change your mind you should let them know before you go.
- ❖ Your body belongs to you and the parts of your body that are covered by a swimming costume are private and shouldn't be touched. Sometimes a Doctor or Nurse might have to touch there, but your parents/carers must always be there. If not, you can ask for someone else to be there.
- ❖ If anyone does anything you don't like, you must tell an adult that you trust. If they don't believe you, you must tell another adult until you are believed.
- 📞 You should know your address and telephone number, and know how to make a reversed charge call should you need picking up or are in any sort of trouble.
- ✓ If your parents/carers send someone to pick you up from the Netball club, they should use a secret code word which your parents/carers and you have arranged. Your parents/carers should let your coach know when someone other than them is collecting you.
- ✓ If you see a friend getting into a car or going off with a stranger, you must not go near enough for them to get you, but you should shout and tell them not to go, and then go and tell an adult.
- ✓ It is always OK to say 'no' to someone, even a grown up, who is trying to make you feel uncomfortable.
- ✓ Shout and run away if someone frightens you or follows you. Go towards places where there are people, or knock on someone's door and ask for help.
- ✓ Remember keeping safe is the important thing. You can break normal rules in order to stay safe.

## 5. CODE OF CONDUCT FOR VOLUNTEERS

As a volunteer in the Netball Club/Association I will try to work within the following guidelines:

- ✓ always ensure I am never left alone with one child. Avoid situations where an individual child and myself are completely unobserved.
- ✓ if any form of physical support is required, it will be provided openly and according to guidelines as provided by EN.
- ✓ where possible, parents/carers will take on the responsibility for their young people in the changing rooms. If young people have to be supervised in the changing rooms, I will try to ensure teachers/coaches work in pairs.
- ✓ encourage an open environment (i.e. no secrets, always explain why I am doing something in that way, encourage a diplomatic approach to the Club's/Association's activities, with young people being able to put their views forward).
- ✓ where there are mixed teams away from home, I will ensure they are accompanied by an adult male and an adult female coach/official.
- ✓ if working with girls/young women's teams, I must agree with parents/carers when, or if, it is appropriate to enter the changing area.
- ✓ include young people in committee decisions to ensure their voice is heard.

### I will avoid (✗):

- ✗ spending excessive amounts of time alone with young people away from others
- ✗ taking young people alone on car journeys, however short
- ✗ taking young people to my home where they will be alone with me.

### I will never (❖):

- ❖ engage in rough, physical or 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 a young person, even in fun
- ❖ do things of a personal nature for young people that they can do for themselves
- ❖ invite or allow young people to stay with me at my home unsupervised
- ❖ allow allegations made by a child to go unchallenged, unrecorded or not acted upon.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## DISABILITY, VULNERABILITY AND ABUSE

It can be said that society has created a situation in which disabled young people and adults have been taught to be good victims. The way that society perceives disabled people as being different or inferior can increase their vulnerability. Every child who participates in Netball should be able to do so in a fun, safe environment, and be protected from harm, regardless of their ability/disability. The following list examines some of the reasons why disabled sports people may be more vulnerable:

- i) Disabled children and vulnerable adults will have to overcome additional barriers before feeling they can disclose abuse. Historically, some disabled people have been encouraged to comply with other people's wishes, for example, in residential homes and hospitals. This has made them easily forced, bribed and manipulated.
- ii) Limited life experiences and social contacts may mean that many disabled sportspeople have not had the same opportunities to acquire the social skills that non-disabled peers have had to assess the behaviour and attitudes of other people. This could also lead to them being unable to understand what is appropriate or inappropriate adult or peer behaviour. The abuse may be the only attention they experience.
- iii) Individuals with dependency and support needs may have found that it is easier to be pleasing and compliant, than to challenge those caring for them, because of the consequences. Any challenge or complaint could lead to more abusive practice or retribution. The person responsible for daily care may be responsible also for the abuse and the disabled person may be unaware of alternative sources of care.
- iv) Continuing dependency on others may make some people feel powerless.
- v) Lack of education regarding personal, sexual and social skills, and lack of information about individual rights, together with feelings of isolation and rejection, may make some disabled people more vulnerable. This includes those sportspeople with a sensory impairment who have not had the opportunity to learn appropriate and inappropriate touching or guiding.
- vi) A physical impairment may prevent individuals from defending themselves, or they may be unable physically to move away from a situation.
- vii) Some visually impaired sportspeople may not be able to read the facial expressions or body language of other people around them. They may also not be aware that another person or a number of people are near them.
- viii) There may be occasions when a visually impaired sportsperson would need to ask a stranger for help.

This could potentially be an opportunity for the sportsperson to be abused.

- ix) Communication difficulties may make it hard to complain or be understood. This could be that the individual is unable to speak to tell anyone or does not have the vocabulary to describe what has happened to them.
- x) Individuals requiring intimate care could be in an increasingly vulnerable situation, especially if they have to rely on a number of different carers to support their needs.
- xi) Intrusion into body space for physical and medical care can lead to disabled people never developing ownership of their own bodies.
- xii) Some individuals may be unable to recognise or understand abusive situations and behaviour by others, both potential and actual.
- xiii) Some disabilities may mean that an adult's emotional and development age is less than their chronological age.
- xiv) The general thought that no-one would abuse a disabled person, for whatever reason, has meant that procedures for reporting abuse have not been in place, as it has been felt that they are not necessary. Disabled people may need to overcome prejudices that can block others' willingness to believe that they have been abused. Medical conditions can be used to explain away indicators which in an able bodied child would concern us.
- xv) This belief may make it difficult for them to be believed if they report an incident.
- xvi) There may be misuse of treatments, for example, inappropriate use of medication or carers not being properly instructed or not adhering to a care plan.
- xvii) The stress that some parents/carers experience from looking after a disabled person may lead to abuse. Parents/carers especially are often seen as "pillars of strength" and "wonderfully caring", when they are in fact struggling to manage.

Self image, or how we see and feel about ourselves, is an important influence on the way we function in the outside world. Being made to feel inferior or different can affect people in different ways, but usually leads to individuals having low self-esteem and a poor self-image. This can be especially true for disabled people.

Society has made disabled people "tragic, brave victims" through the media, language and general imagery showing disabled people as ill or bad. Low self-esteem and a poor self-image can make disabled people vulnerable to manipulation by others. Many of the points listed can also compound feelings of low self-image. Research has repeatedly shown that, especially in relation to sexual abuse, the more vulnerable individuals are, the more likely it is that they will be groomed for abuse.

For more information please contact:  
**English Federation of Disability Sport**  
 Manchester Metropolitan University  
 Alsager Campus, Hassall Road  
 Alsager, Cheshire ST7 2HL  
 Tel: 0161 247 5294  
 Fax: 0161 247 6895  
 Minicom: 0161 247 5644  
 Email: federation@efds.co.uk

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## RACIAL ABUSE AND BULLYING

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1. Children from ethnic communities may experience racism, even from people in authority. They may believe it is not worth reporting racial abuse as they are likely to receive the same treatment from other authority figures.

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## DISCIPLINARY ADVISORY NOTES FOR CLUBS/ASSOCIATIONS

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1. Each year the Club/Association Committee should have the power to appoint an Investigation Committee composed of not less than 3 Club/Association members and including at least one person who is not a member of the Club/Association Committee.
2. The Club/Association Committee shall also have the power to appoint a Disciplinary Committee of 3 or 5 people and an Appeal Committee of 3 or 5 different people.
3. Complaints should be put in writing to the Club/Association Secretary.
4. On receiving a complaint, it shall be the duty of the Secretary to inform the Club/Association's appointed Investigation Committee.
5. The Club/Association Investigation Committee shall have the power to call for information, as required, to enable it to decide if there is a case to be heard. Before making a decision, the Investigation Committee shall make sure that the member 'under suspicion' is sent written notice of the alleged infringement and shall ensure that the member is given an opportunity to make written representation of the facts.
6. The Club/Association Investigation Committee may also decide to give the member and/or Club/Association the opportunity to be heard personally. This is left to the absolute discretion of the Investigation Committee. Should the person 'under suspicion' be called to a hearing he/she has the right to be accompanied by 'a friend' who may be an associate and/or legal representative.
7. If there appears to be a bona fide case to be answered, a Disciplinary Committee should be set up to consider the alleged incident.
8. The Club's/Association's Disciplinary Committee should consist of 3 or 5 persons. None of these should have any direct knowledge of the alleged incident, nor in any way be related to the parties concerned. They must be completely independent. The Disciplinary Committee might include a County League Official.
9. Details of the alleged infringement should be sent in writing to invite those concerned to attend a hearing or to choose to submit written evidence.
10. If the Disciplinary Committee is of the opinion that the complaint has been proved in whole or in part it shall reach a decision on whether a penalty is to be imposed and if so, what it should be.
11. The Club/Association Committee should be informed of the decision and the Club/Association should then inform the person under suspicion as soon as possible.
12. The 'person under suspicion' must at this stage be informed that within a given time, say fourteen days, of receiving notice of the decision he/she may give notice of an appeal to the Club/Association Secretary stating grounds for the appeal.
13. The Appeal Committee should consist of 3 or 5 independent people with no previous direct knowledge of the incident. (Personnel from other Clubs/Associations from the County/League Association should be approached).
14. An appeal hearing shall be arranged and the 'person under suspicion' shall be given the opportunity to be heard.
15. If the 'person under suspicion' does not attend and the Appeal Committee is satisfied that the notice of the hearing was received by the 'person under suspicion' the Appeal may proceed in his/her absence.
16. The Appeal Committee should consider the record of evidence and, if it thinks fit, receive fresh evidence.
17. The Appeal Committee may affirm, rescind or vary any penalty previously imposed by the Disciplinary Committee.
18. The Appeal Committee shall inform the Club/Association of the decision as soon as possible. The Club/Association shall inform the 'person under suspicion' in writing.

For more information refer to the EN Handbook.

## NETBALL WELFARE OFFICER FOR YOUNG PEOPLE: ROLES & RESPONSIBILITIES

Given the need to ensure that young people are valued within Netball Clubs/Associations, a Welfare Officer for Young People should be appointed by all clubs, subject to appropriate selection and screening. **It is strongly recommended that anyone taking on the role of a Netball Welfare Officer for Young People should be police checked prior to approval by the Club/Association.** Appointment of this person should be done in consultation with the young people in the club and their parents/carers. The Welfare Officer should have a child-centred focus and should have his/her primary aim as the establishment of a child-centred ethos within the club. To achieve this, the Welfare Officer should have the following functions:

- ✧ to promote awareness of the Code of Conduct for Young People within the Club/Association, particularly among the Young, by the production of information leaflets etc. and by the facilitation of regular information meetings;
- ✧ to influence policy and practice within the Club/Association, to ensure that all policy and decisions take account of the child's needs, as a matter of priority;
- ✧ to facilitate communication with young people and provide accessible resources through the creation of forums by which young people can express their views and can influence decisions within the Club/Association;
- ✧ to act as an advisory resource to coaches on child protection issues ensuring that statutory guidelines and procedures are followed:

The Welfare Officer should receive training in the following areas:

- ✓ the Code of Conduct for Young People;
- ✓ child protection procedures;
- ✓ basic understanding of child development;
- ✓ communicating effectively with young people; and
- ✓ being accessible to and being approachable to young people.
- ✓ equity training.
- ✓ protecting minority groups ie disabled people and those from and ethnic communities.

This training and possible retraining is available through Sports Coach UK,

The Welfare Officer for young people has no role in the investigation or validation of child protection concerns within the Club/Association and would have no counselling or therapeutic role.

## GUIDELINES FOR USE OF PHOTOGRAPHIC / FILMING EQUIPMENT AT COMPETITIONS

Professional photographers/filming/video operators wishing to record the event should seek accreditation with the event/tournament organiser, by producing their professional identification for the details to be recorded. Ideally they should request this at least 5 working days before the event/tournament.

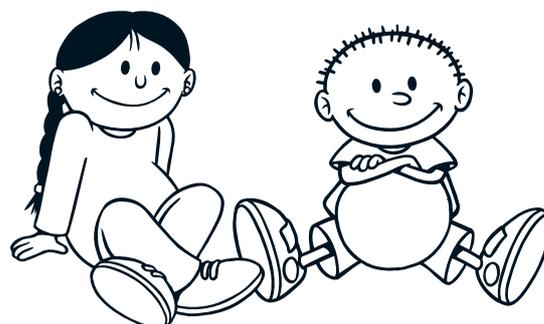
**Approval procedure:** a system should be established whereby a record should be made of the individual's name and address. Ideally identification details should be checked with the issuing authority prior to the event. On registering, promoters of events should consider issuing an identification label on the day which can serve to highlight those who have accreditation. Where regular events occur, the identifying label should be changed to prevent unofficial replication.

**All other spectators** wishing to use photographic/film/video equipment with a telescopic or zoom lens should register their intent with the promoter of the event on the day.

**Public Information:** the specific details concerning photographic/video and filming equipment registration should, where possible, be published prominently in event programmes and announced over the public address system prior to the start of the event. The recommended wording is:

*'In line with the recommendation in the EN Duty of Care Guidelines, the promoters of this event request that any person wishing to engage in any video, zoom or close range photography should register their details with staff at the event/tournament organisers desk before carrying out any such photography'*

There is no intention to prevent club coaches using videoing as a legitimate coaching aid. Netballers, however, and their parents/carers should be aware that this is part of the coaching programme and care should be taken in the storing of such films. If clubs are concerned that someone they do not know is using their sessions for photography or filming purposes, they should ask them to leave and contact the facilities manager.





## **CHILD PROTECTION GUIDELINES FOR USE OF VIDEO, ZOOM OR CLOSE RANGE PHOTOGRAPHY**

The EN Duty of Care guidelines recommend that all clubs should record the name and address of any spectator who wishes to use video, zoom or close range photography to record the activities at a tournament.

In line with this recommendation, the promoters of this event require that any person wishing to engage in any video, zoom or close range photography should register their details with staff at the event organiser's desk before carrying out any such photography.

The event/tournament organiser reserves the right of entry to this event/tournament and reserves the right to decline entry to any person unable to meet or abide by the event organiser's conditions. If you are concerned about any photography taking place at this event/tournament, please contact the event/tournament organiser who will be pleased to discuss the matter with you.

**Thank you for your co-operation in this matter.**

## NETBALL INTERVIEW QUESTIONS FOR HELPERS WITH YOUNG PEOPLE

It is unlikely that you will be able formally to interview all the volunteers who want to help. Therefore use these questions as reminders of what you should be asking when new volunteers want to help with young people.

Name: _____	
Date: _____	Time: _____
Use the boxes as a check (✓) to ensure you ask all the questions.	
1. Tell us about yourself.	<input type="checkbox"/>
2. What attracted you to apply to help at this club? What special skills can you bring to the club?	<input type="checkbox"/>
3. Have you any previous experience of working with children?	<input type="checkbox"/>
4. Tell us about a successful experience you have had working with children and why it worked well.	<input type="checkbox"/>
5. Tell us about an unsuccessful experience you have had working with children and why. What would you do next time to put it right?	<input type="checkbox"/>
6. Questions relating to the application form. (If applicable).	<input type="checkbox"/>
•	<input type="checkbox"/>
•	<input type="checkbox"/>
7. What do you think makes a 'good' activity session in the opinion of the children?	<input type="checkbox"/>
8. What makes a 'good' activity session in your view (bearing in mind the aim of the Club is to provide a quality learning experience in an enjoyable way)?	<input type="checkbox"/>
9. HEALTH & SAFETY - It is important that the Club runs safely. Using your knowledge of the facilities, what steps would you recommend to make sure the Club is as safe as possible for the children?	<input type="checkbox"/>

**SCENARIOS:** Comment on (one of) the following scenarios - what action would you take?

a. A child wants all your attention - what do you do?

b. You notice some bullying in the group - how do you deal with the problem?

c. A child refuses to take part in an activity. How are you going to deal with him/her?

d. Two children are being disruptive, despite your initial attempts to curb the problem it has continued, what do you do?

e. It has started raining and you are outside, what are you going to do?

**AVAILABILITY**

Are you available to work for the whole of the season?

Are you available for the Induction Day?

If you were not selected, would you be available to go on a reserve list?

**PREFERENCE:** What job would you prefer to do/what job do you think you would be best at?

**WORKING WITH CHILDREN:** Is there anything we should know that might affect your eligibility to work with children?

**ANY QUESTIONS?** Is there anything you would like to ask us?

**NOTIFICATION / OTHER INFORMATION**

**SUMMARY**

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**REGISTER OF NETBALL VOLUNTEERS**

1. For use by?	Clubs/leagues/activity organisers
2. When to use?	At the start of the season and for all new volunteers
3. Who to pass on to?	Club/league secretary who will keep confidential

**CONFIDENTIAL ONCE COMPLETED**

You have a right of access to information held on you and other rights under the Data Protection Act 1984

Surname: \_\_\_\_\_ (alternative address if less than 3 years): \_\_\_\_\_  
 First Name: \_\_\_\_\_  
 Initial: \_\_\_\_\_  
 (any previous name): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Postcode: (This MUST be completed) \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Gender: \_\_\_\_\_ Female  Male   
 Position: Coach  Umpire  Team Manager  Other   
 Current Club/s: \_\_\_\_\_

List of Previous Clubs: (with years if known)

Club: _____	Date: _____	Club: _____	Date: _____
Club: _____	Date: _____	Club: _____	Date: _____

Have you ever been convicted of any criminal offence? Yes  No

If YES, please supply details of any criminal convictions \_\_\_\_\_

NOTE: You are advised that under the provisions of the Rehabilitation of Offenders Act 1974 (exceptions) order 1974 as amended by the Rehabilitation of Offenders 1974 (exceptions)(Amendment) Order 1986 you should declare all convictions including "spent" convictions.

Are you a person known to any Social Services Department as being an actual or potential risk to children and young people? Yes  No

If YES, please supply details: \_\_\_\_\_

Have you had an EN disciplinary sanction relating to child abuse/poor practice? Yes  No

If YES, please supply details: \_\_\_\_\_

**EN reserves the right to carry out any checks deemed appropriate in relation to your work with young people.**

IMPORTANT: I have read and understood the information regarding Duty of Care.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

If a volunteer has answered Yes to any of the above, or you have any concerns please contact EN for advice.

**PLAYER REGISTRATION FORM**

1. For use by?	All players
2. When to use?	At the start of the season and for all new players
3. Who to pass on to?	Club/league secretary

I wish to register the player named below in \_\_\_\_\_

Netball Club.

Participant's name: \_\_\_\_\_

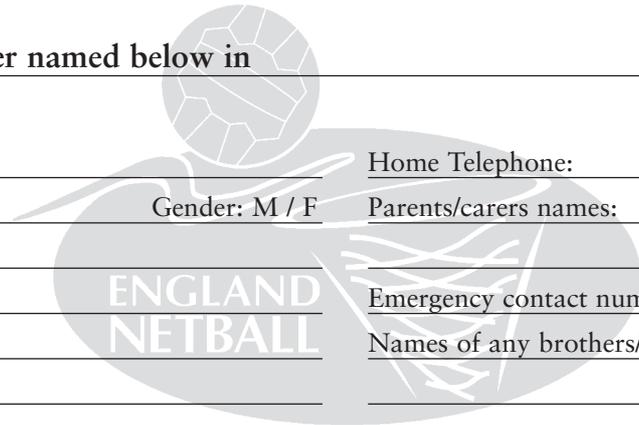
Home Telephone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Gender: M / F

Parents/carers names: \_\_\_\_\_

Address: \_\_\_\_\_


 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Emergency contact number(s): \_\_\_\_\_

Names of any brothers/sisters attending the Club: \_\_\_\_\_

Postcode: \_\_\_\_\_

**MEDICAL INFORMATION:**

(Please note if the player suffers from any allergies, takes any medication, has a hole in the heart or uses an inhaler.)

 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
**DIETARY INFORMATION:**
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
**OTHER INFORMATION:**

(e.g. Learning difficulties, mobility problems, etc.)

 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**CONSENT FORM FOR PARENTS/CARERS**

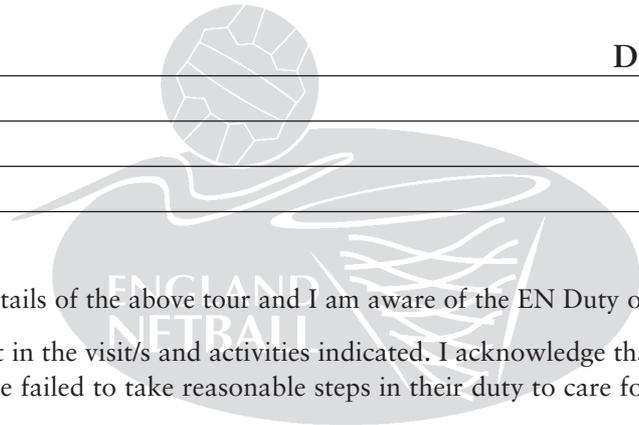
1. For use by?	Tour organiser for players aged 18 and under
2. When to use?	Before going on tour or away fixtures
3. Who to pass on to?	A copy to go with the tour organiser and a copy to stay with club secretary

Name of Child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name of Club: \_\_\_\_\_

Tour: \_\_\_\_\_

Date/s of Tour: \_\_\_\_\_



I have received comprehensive details of the above tour and I am aware of the EN Duty of Care guidelines in relation to tours.

I consent to my child taking part in the visit/s and activities indicated. I acknowledge that the Club will be liable in the event of any accident, only if they have failed to take reasonable steps in their duty to care for my child during the tour.

I consent to my child receiving medical treatment which, in the opinion of a qualified medical practitioner, may be necessary.

My child's NHS Card No is: \_\_\_\_\_ and Doctor's name is: \_\_\_\_\_

I undertake to pay the required sums by whatever date/s are specified to me and accept that, in respect of any withdrawal from the tour for whatever reasons, there can be no refund of the whole or part of the payment/s made unless the circumstances are covered by insurance.

Signed: \_\_\_\_\_ (Parent/Carer) Date: \_\_\_\_\_

**PLEASE COMPLETE THE SECTIONS BELOW**

1. Please give your home address and telephone number. If you will be away from home during the tour please give an alternative address where you, or a relative or friend acting for you, can be contacted.

Home Address: \_\_\_\_\_ Alternative Contact if Required: \_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_ Tel: \_\_\_\_\_

2. In your child's interest, it is important that the organising staff should know whether he or she suffers from any illness or medical condition. Please use this space to state, in confidence, any health or other matter concerning your child of which accompanying club members should be aware. Please indicate here also if your child is receiving medication, with details and dosage, and/or specific dietary requirements.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Email Address for Tour Contact: \_\_\_\_\_ (Club Contact)



**HAZARD CONTROL**

At present what do you do to control the hazard?

e.g.

- Adequate information
- Safety checks on equipment
- Full complement of qualified officials

- \_\_\_\_\_
- \_\_\_\_\_
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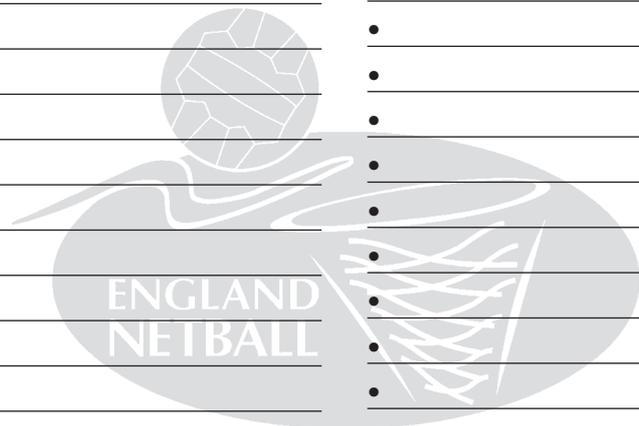
**FURTHER ACTION**

What could you do to reduce the risk of an accident?  
Do you meet EN Risk Assessment Standards?  
(Available September 2000)

e.g.

- Check equipment - balls/posts
- Get qualified officials

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
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**FURTHER ACTION**

The following changes are required to our Club's Code of Conduct:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I declare that the above information is true and accurate.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

A new risk assessment form must be completed at the start of each season, to ensure you cover the club should the incident happen again and any resultant changes made to the club's code of conduct.

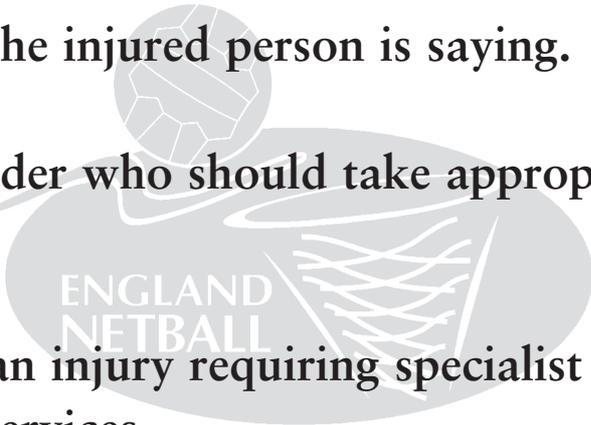
It is the responsibility of the club Chair/Secretary to ensure that equipment is regularly checked and repaired, and that members are informed of any risks.

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**GUIDELINES FOR DEALING WITH AN INCIDENT/ACCIDENT**

---

Name of Club: \_\_\_\_\_

- 
- Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
  - Listen to what the injured person is saying.
  - Alert the first aider who should take appropriate action for minor injuries.
  - In the event of an injury requiring specialist treatment, call the emergency services.
  - Deal with the rest of the group and ensure they are adequately supervised.
  - Do not move someone with major injuries. Wait for the emergency medics.
  - Contact the injured person's parent/guardian.
  - Complete an incident/accident report form.

**ACCIDENT\* REPORT FORM**

1. For use by?	Club/league/activity organisers
2. When to use?	When there has been an accident or incident
3. Who to pass on to?	Club/league administrator/secretary

This form is to be completed by all Clubs with regard to ANY accident\* within 24 hours (or immediately on return from a trip).

*\*An ACCIDENT is anything that may require further action to be taken.*

Club:

Authorised Tour Organiser/Team Captain/Coach/Club Co-ordinator:

(Please print in block capitals)

Date of Accident:

Time of Accident:

Names of individuals involved in accident plus EN Affiliation Number

Name: Affiliation Number:

Nature of Accident and Extent of Injury: (please give as much detail as possible)

Action Taken:

Cause of Accident:

### ACCIDENT ACTION FOLLOW UP

- 1. Has the cause of the accident been investigated? Yes  No
- 2. Was the accident due to insufficient training?  
If yes, has the correct training been given or arranged? Yes  No   
Yes  No
- 3. Was the accident due to faulty equipment or facilities?  
If yes, have steps now been taken to rectify the situation? Yes  No   
Yes  No
- 4. On a scale of 1 to 10 what do you rate the likelihood of the accident happening again?  
1 = Never and 10 = Often \_\_\_\_\_

5. Please explain what action you have taken to prevent this type of accident occurring again:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

#### 6. Relevant Contact Names, Addresses and Phone Numbers

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Tel: \_\_\_\_\_

Club Member Completing This Form: \_\_\_\_\_

Position In Club: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Club Chair/Secretary) Date: \_\_\_\_\_

#### FOR CLUB/FACILITY USE ONLY

Date Form Received: \_\_\_\_\_

Action Taken: \_\_\_\_\_

- Copy to parent/carer if a young person was involved

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



**RESCUE SERVICES**

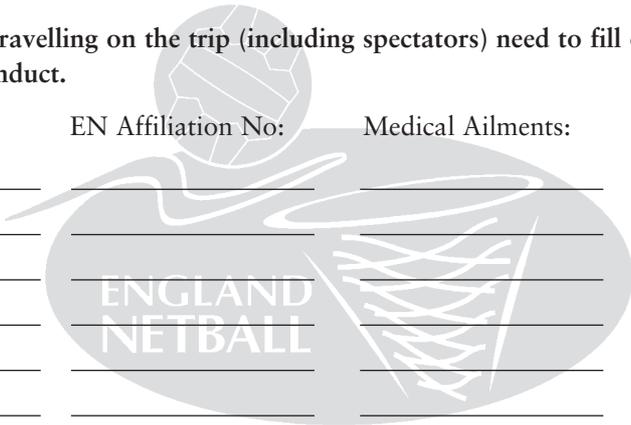
Where applicable, please ensure that the relevant services are informed of your expedition and trip itinerary.

**EQUIPMENT:** List ALL the equipment required for this tour.

Equipment:	Owner:	Date of last Safety Check:
_____	_____	_____
_____	_____	_____
_____	_____	_____

**TRAVEL LOG:** ALL people travelling on the trip (including spectators) need to fill out this section after reading the form and the Club's Code of Conduct.

Name: (in blocks please)	EN Affiliation No:	Medical Ailments:	Name & Contact No. of next of kin:
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____
11. _____	_____	_____	_____
12. _____	_____	_____	_____
13. _____	_____	_____	_____
14. _____	_____	_____	_____



- Medical ailments refers to any condition of which the Tour Organiser should be informed. (e.g. food allergies).

**FOR THE ATTENTION OF THE TOUR ORGANISER**

(Please ensure you tick (✓) each box)

- I have informed group members of the need for vaccinations (if required)
- I have ensured that I have adhered to the EN recommended adult/child ratios
- I have informed group members of the need for visas/passports (if required)
- I certify that all members going on the above tour have read and understood the Club's Code of Conduct
- I have completed an authorised Tour Registration Form
- I have the appropriate insurance cover to lead the tour
- All statements contained in this form are true and accurate and will be adhered to

Name: (please print) \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Tour Organiser)

<b>FOR CLUB USE ONLY</b>	
<b>Date Form Received:</b>	_____
<b>Signed:</b>	_____
Club Chair/Secretary	<b>Date:</b> _____
<i>N.B. For overseas tours please copy to EN</i>	

**PRIVATE VEHICLE REGISTRATION FORM****Purpose of this form:**

- To register the private vehicles used for the transport of individuals in connection with netball activities.
- To inform drivers of the need to amend their vehicle's insurance, if they intend to use their vehicle on behalf of the Club/Association and if passengers are being carried in connection with Club's/Association's activities or events.
- To allow drivers to claim expenses, if they are entitled to do so.

**This form is to be completed by:**

The driver of any private vehicle used for the transportation of individuals to or from a netball activity.

**Completed forms should be handed to:**

Club Chair/Secretary.

**DRIVER DETAILS**

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Tel: \_\_\_\_\_

Driving Licence No. and type: (e.g. full) \_\_\_\_\_

**VEHICLE DETAILS**

Registration No: \_\_\_\_\_

Colour: \_\_\_\_\_

Name of Registered Keeper: \_\_\_\_\_

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Other club members authorised to drive the vehicle: \_\_\_\_\_

MOT Expiry Date: \_\_\_\_\_

Insurance Company: \_\_\_\_\_

Insurance Expiry Date: \_\_\_\_\_

Road Tax Expiry Date: \_\_\_\_\_

**DECLARATION**

(Please ensure you tick (✓) each box)

- I have informed the insurance company of my intention to transport members on behalf of the netball Club/Association. I have also stated if I will be claiming expenses in connection with this additional use.
- I have extended the policy and paid the additional premium as required by the insurance company.
- My vehicle is roadworthy and complies with all current road traffic legislation.
- I will inform all passengers of the legal requirements to wear seat belts (if fitted) when the above vehicle is being used on behalf of the netball group.
- I am aware that it is not good practice regularly to give individual children a lift on their own.
- I declare that the information stated here is correct and will inform the netball Club/Association Chair/Secretary of any changes.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**NETBALL APPROVED DRIVER**

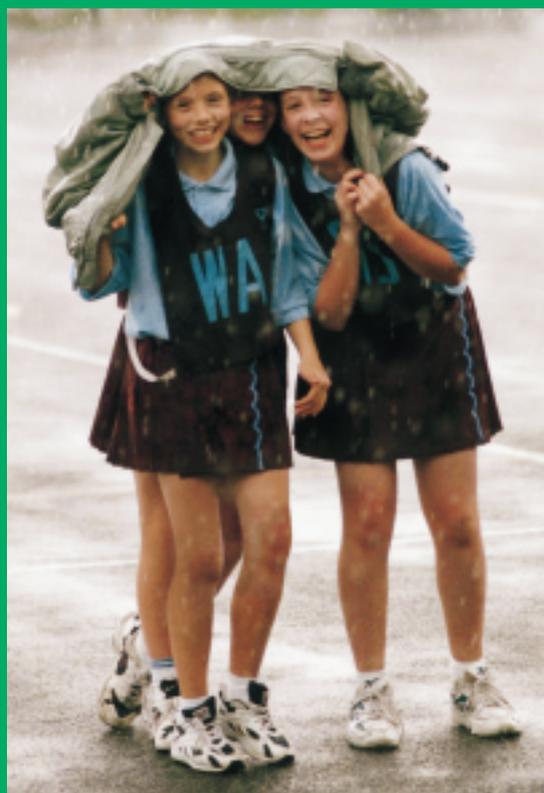
Name: \_\_\_\_\_

Registration Number: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Club Chair/Secretary: \_\_\_\_\_





### **England Netball**

Netball House, 9 Paynes Park, Hitchin, Hertfordshire SG5 1EH

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