Every young person that takes part in volleyball should do so in an environment where they feel safe and protected from harm.
FOREWORD

Volleyball England joined forces with the English Schools Volleyball Association several years ago and has responsibility for the development of volleyball across the wide spectrum of age range.

An important client group for volleyball, and indeed for any sport, is the youth market. This is needed in order for the sport to prosper in the future. It is essential that, during their formative years, the children who wish to participate in volleyball activity get an enjoyable experience which they can take into adulthood and in later years impart to future generations of volleyballers.

Not only must the experience be enjoyable but it must also be in a safe, non-threatening environment. This is both imperative and beneficial for all parties. It will ensure that parents can be safe in the knowledge that their children are taking part in sport in safe and child friendly volleyball clubs and that the standards of coaching and instruction are of the requisite quality.

By the publication of this policy it is intended to disseminate through all of Volleyball England the need to have effective policies in place on a whole range of matters, this one being particularly concerned with the protection of children and vulnerable adults.

It is hoped that all participating clubs, regions and areas in Volleyball England will welcome this document and actively incorporate the policies contained therein to their own handbooks, to sit alongside other policies and practices on coaching, refereeing, development and the like.

In the preparation of this policy many persons were involved and consulted. Specific acknowledgements must go to the efforts of the working party, under the guidance and leadership of Janet Inman, to the British Olympic Association for their preparatory work in establishing policies, and to others involved in the process.

Toomas Ojasoo
Chief Executive Officer
Volleyball England
Volleyball England believes:

- That the safety and welfare of children should always be of paramount importance, whatever the circumstances.
- That everyone with a role in working with children has a moral and arguably a legal responsibility to safeguard and promote a child’s welfare particularly when it comes to protecting children from abuse.
- That special care is needed in dealing with children whose age, inexperience or physical state makes them particularly vulnerable to abuse.

Volleyball England:

- Has therefore adopted this Child Protection Policy to ensure that the welfare and safety of children in VE’s care or custody is always the primary consideration.
- Is committed to providing an environment where children can learn about, participate in and enjoy volleyball free from harassment or abuse.

The Policy is predicated on the following three principles:

1. A child’s welfare is the paramount consideration.
2. A child, regardless of age, ability, gender, racial origin, religious belief and sexual orientation has a right to be protected from abuse.
3. The rights, dignity and worth of a child should always be respected.

The Children Act 1989 (as amended by The Children Act 2004) states that anyone who is involved in the care of children should “do what is reasonable in the circumstances for the purpose of safeguarding or promoting the child’s welfare”.

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**CHILD PROTECTION POLICY STATEMENT**

**BILL OF RIGHTS FOR YOUNG PEOPLE**

Young people participate in sport for many reasons including to make friends, have fun and learn new skills. Whilst competing and participating in volleyball activities young people have certain rights that should allow them to get the most from their experiences. Volleyball England believe every young person has the right:

- To participate in volleyball.
- To be treated with respect by all adults and players.
- To compete and train as a child.
- To report any problems to the Club Welfare Officer.
- To be considered for every match or competition.
- To train and compete safely and have appropriate medical treatment if required.
- To be coached by a Volleyball England qualified coach.
- To have fun.

**CHILD WELFARE OFFICERS (CWO)**

The implementation of the policy and good practice guidance requires increased awareness and active involvement from all those involved in working with young people. Volleyball England have identified Child Welfare Officers as key individuals in leading this process at national, regional and club level. Such individuals will promote good practice and provide the main contact for issues related to ensuring safe recruitment of volunteers and responding to concerns/allegations or disclosures. Role descriptions, guidance and training to help in supporting these critical positions have been developed and are available via the website or on request from the national office.
RESPONDING TO AN ALLEGATION

What should you do if you are concerned?

If a child or young person indicates that they have been abused, or you obtain information which gives you concern, you should:

• React calmly so as not to frighten the child
• Tell the child he/she is not to blame and that it was right to tell
• Take the report seriously, recognising the difficulties inherent in interpreting what is said
• Keep questions to the absolute minimum to ensure a clear and accurate understanding. Only ask questions if you need to - do not ask the child about explicit details
• Reassure but do not make promises of confidentiality which might not be possible to keep in the light of subsequent developments

INCIDENT REPORTING PROCEDURE

This reporting procedure is to be followed if:

• There has been an allegation of abuse made by any person concerning any child who is under the control, custody or supervision of VE, its officers, employees or volunteers
• Any member of the VE staff, officer, volunteer or accredited person has had any suspicions made known to them about any person or child
• Any incident that could be deemed as abuse has occurred.

What YOU should do:

1. Ensure the child is safe and receiving any necessary medical attention and is able to talk about their concerns, if they wish.
2. Report the incident to the Club’s Child Welfare Officer (CCWO), if your club does not have a CCWO, the report must be made to the Area or Regional CWO.
3. Fill in the VE CPIRF (page 7), giving full details of what occurred.

What the Club’s Child Welfare Officer should do:

1. Contact the child’s parents (unless they are implicated in the incident). If considered necessary, contact will also be made to the Social Services, Police, NSPCC etc.
2. Immediately contact the Area/Regional Child Welfare Officer and report the incident and actions.

Information passed on to the Social Service Department or the police must be as helpful as possible, it will be necessary to make a detailed record of the following:

• The nature of the allegation
• A description of the indicators of abuse
• The account of the young person, if it can be given, of what happened to them
• Any times, dates or other relevant information
• A clear distinction between what is fact and what is hearsay.

When a referral is made to the Social Service Department or the police a written report should be sent within 24 hours. A record should be kept of the name and title / number of the social service member or police officer to which the concerns were passed, together with the date and time of the call, in case any follow up is needed.
CHILD PROTECTION INCIDENT REPORTING PROCEDURE

**Respecting to signs or an allegation of abuse.**

A child shows signs of abuse or an incident is reported to a member of staff about abuse.

*Is immediate treatment necessary?*

**NO**

Inform the person in charge and / or the CCWO.

Take child to hospital or call an ambulance.

Inform doctor of concerns. Doctor will take further action.

Fill out the CPIRF and pass it on to the Area / Regional / VE CWO. Help authorities with investigation.

No further action required.

**YES**

Remember: Be calm, reassure the child. Be honest, do not make promises you can’t keep. Keep questions to a minimum. Make notes, so you can fill in the VE CPIRF.

Remember: It is not your responsibility to decide or investigate if abuse has occurred. It is your responsibility to take action, however slight your concern.

Inform the person in charge and / or the CCWO. Fill in the CPIRF. Report the incident to the Area / Regional CWO.

Area / Regional CWO to contact Social Services, police or NSPCC if not already informed.

Contact Social Services, the police or the NSPCC (0808 800 500).

**YES**

Does the allegation involve a parent, family member or carer?

**NO**

Inform the parents with the agreement of Social Services and the police.

Co-operate with Social Services or police enquiries. Keep CCWO and the Area / Regional / VE CWOs informed of outcome.

**NO**

Remember: Be calm, reassure the child. Be honest, do not make promises you can’t keep. Keep questions to a minimum. Make notes, so you can fill in the VE CPIRF.

Remember: It is not your responsibility to decide or investigate if abuse has occurred. It is your responsibility to take action, however slight your concern.

Inform the person in charge and / or the CCWO, unless they are implicated in the abuse. Fill in the CPIRF. Report the incident to the Area / Regional CWO.

Area / Regional CWO to contact Social Services, police or NSPCC if not already informed.

Contact Social Services, the police or the NSPCC (0808 800 500).

Is the incident poor practice or abuse?

Abuse?

Poor Practice?

Reports given to the VE CWO. The Child Welfare Panel (CWP) convened.

CWP decide what action to take whilst an investigation takes place. The member may be temporarily suspended or disciplinary / misconduct proceedings may commence. The VE National Office will deal with all media enquiries.

Relevant VE Officer deals with it as a misconduct issue referring to the VE disciplinary procedure.

Situation is monitored. Information stored. All involved informed of the outcome.

The VE CWO will pass reports to Child Welfare Panel.

**An allegation of abuse is made about a member or representative of VE.**

*Is immediate treatment necessary?*

**NO**

Inform the person in charge and / or the Club / Area CWO, unless they are implicated in the abuse.

Take child to hospital or call an ambulance.

Inform doctor of concerns. Doctor will take further action.

Fill out the CPIRF and pass it on to the Area / Regional / VE CWO. Help authorities with investigation.

The VE CWO will pass reports to Child Welfare Panel.

**YES**

Remember: Be calm, reassure the child. Be honest, do not make promises you can’t keep. Keep questions to a minimum. Make notes, so you can fill in the VE CPIRF.

Remember: It is not your responsibility to decide or investigate if abuse has occurred. It is your responsibility to take action, however slight your concern.

Inform the person in charge and / or the CCWO, unless implicated in the abuse. Fill in the CPIRF. Report the incident to the Area / Regional CWO.

Area / Regional CWO to contact Social Services, police or NSPCC if not already informed.

Contact Social Services, the police or the NSPCC (0808 800 500).

Is the incident poor practice or abuse?

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Relevant VE Officer deals with it as a misconduct issue referring to the VE disciplinary procedure.

Situation is monitored. Information stored. All involved informed of the outcome.

The VE CWO will pass reports to Child Welfare Panel.

*Includes but not limited to professional staff, registered coaches / referees, squad personnel and regional officers.*
INFORMATION SHARING

There has been confusion and uncertainty on the part of many professionals and volunteers working with children about when, how and with whom concerns about the welfare of children may be shared.

Information must be shared on a need to know basis. This includes sharing the information with the welfare officer, the police or social services and relevant people within the National Governing Body. If the matter is one concerning an allegation of abuse, the police or social services will take the lead in advising if others (including parents) can be informed. Remember there is a difference between information sharing and gossip. The latter should be avoided at all costs and could be unlawful (Data Protection Act).

There is advice on information sharing on www.everychildmatters.gov.uk or sports own information sharing protocol available via the website or on request from the national office.

THE LOCAL SAFEGUARDING CHILDREN BOARD

Local Safeguarding Children Boards (LSCBs) replaced Area Child Protection Committees (ACPCs) in April 2006 and have been set up to co-ordinate local work to safeguard and promote the welfare of children and to ensure the effectiveness of that work.

For our purposes the key agencies involved within the LSCB are the

1. Children’s Services of the Social Services Department,
2. The Local Police,
3. The Education Department and
4. The Health Services (Hospitals and GPs).

The Children’s Services and Police receive referrals relating to child protection concerns, the Education Department often work in partnership with sports in PESSCL programmes and the Health Services will treat children where their health has been impaired.

It is important that local clubs and welfare officers are familiar with the contact/referral details within their LSCB and know which local inter-agency procedures they are working to. The local authority children’s services will be pleased to advise and provide contacts.

Some LSCBs have been developing ‘Safeguarding through Sport’ sub-groups managed by the local authority and with representation across the sports and recreation sector. Regional / County welfare officers should be aware of these arrangements and mechanisms for communication with them.

Where the Panel does not consider that they have expertise relevant to the field of abuse to which the incident relates, the Chairperson will request a person with such expertise to the Panel.

THE CHILD WELFARE PANEL (CWP)

The Child Welfare Panel is to comprise at least three of the following:

- VE Solicitor (if appropriate)
- Chief Executive Officer (if appropriate)
- Club Child Welfare Officer (if available)
- Area / Regional Child Welfare Officer
- VE Child Welfare Officer
- Person with expertise in the field of abuse to which the incident may relate (e.g. Social Services or Police)

The confidential Group Discussion may take place by telephone, fax or email.

The Panel should immediately assess whether the child is, or is not at the risk of, suffering significant harm. If this is the case, ensure Social Services have been informed. Discuss and seek agreement with the child’s parent/guardian (provided that to do so, will not place the child at increased risk of significant harm).

The Panel should then consider the action to be taken, to include but not be limited to the following questions:

ACTION ON SITE

1. What action is required on site?
2. Is further information needed?
3. Who should obtain this?
4. What third parties at the sight of the incident should be informed (e.g. parents, Social Services, Police) if they have not been informed already?

When a decision has been reached, the CWP should take such action as is required immediately. The Chairperson will keep all other relevant parties informed about the decisions the CWP have reached.

Where the incident involves a member of the VE staff, an officer or volunteer, or anyone representing the VE (collectively referred to as the VE Individual) the CWP may, in circumstances which they deem appropriate, arrange for the suspension of the VE Individual from his/her duties immediately.

Continued consultation should take place between the members of the CWP and all other relevant parties until the situation has been resolved. There should not be any period without communication of more than 28 days with involved parties and case management processes should not normally extend over more than 3 months.
VOLLEYBALL ENGLAND CHILD PROTECTION INCIDENT REPORT FORM

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1. **CONCERNS** - Describe your concerns and who they are about, child or adult. Give the names and if possible the details of the people involved.

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Where and when did the above take place?

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Does anyone else know about it? Did anyone else see, hear or make any comment? Give their names and (if possible) their details.

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Are these your concerns or a third party’s? If the latter, give their name and, if possible, their details.

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2. **ACTIONS** Have you informed the CCWO/Person with overall responsibility for the child? If YES, please state what they said. If NO, please state why not.

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3. **WRITTEN STATEMENTS**

Have you got a written statement from the child involved/any third parties involved? If NO, please state why not.

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**NB:**
1. Please write only facts and avoid interpretation.
2. Include times, dates and locations wherever possible

Signed | Dated
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GUIDELINES FOR COMPETITIONS & EVENTS

USE OF PHOTOGRAPHIC EQUIPMENT

Professional photographers / filming / video operators wishing to record a VE event should seek permission from the event 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.

Students or amateur photographers/film/video operators wishing to record the VE event should seek permission from the event organiser by producing their student or club registration card and a letter from their club or educational establishment outlining their motive for attending the event.

All other spectators wishing to use photographic/film/video equipment should register with the event organiser.

Accreditation procedure: a system should be established whereby a record should be made of the name, address and club/organisation of anyone wishing to film or photograph a VE event. Professionals should register prior to the event and their identification records should be recorded. On registering, the event organiser will issue an identification label, which will serve to identify those who have been given permission to film or photograph the event. When events are held on a regular basis the identification label should be changed regularly to prevent unofficial replication.

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

Recommended wording: In line with the recommendations in the VE Child protection policy, the event organisers request that any person wishing to engage in any video or close range photography should register their details with them at the registration desk before carrying out any such photography.

There is no intention to prevent club coaches using video as a legitimate coaching aid. Participants and their parents should be aware that this is part of the coaching programme and care should be taken in the storage of such footage. If a club is 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.

TRAVELLING WITH GROUPS

Working with young people in sport often requires groups to move around in order to take part in competitions and attend events. There are some particular issues related to duty of care in these situations that require specific attention and include; careful planning, communication with parents/carers, transport arrangements, supervision and staffing, insurance, accommodation arrangements and emergency procedures.

Volleyball England have prepared specific guidelines for ‘Away Fixtures’, ‘Day Trips/Overnight Stays’ and ‘Travel Abroad/Hosting Teams’ that are available via the website or on request from the national office.

ORGANISING AN EVENT

Staging a tournament, competition or event can be a rewarding but sometimes daunting task. For individuals or groups considering any such activities there are certain responsibilities and a duty of care to those involved including; participants, spectators, event staff and the general public.

In addition to the general issues surrounding health and safety, events involving young people have some particular issues that organisers need to be aware of that relate specifically to child protection and include; discipline, injury and illness, changing rooms and drop off/collection by parents/carers.

Volleyball England have prepared specific guidelines for ‘Running Junior Events’ and ‘Running Camps’ that are available via the website or on request from the national office.
GOOD PRACTICE GUIDE

Volleyball England has developed specific guidelines for those individuals who are likely to work with young people including; parents, coaches, officials and clubs (available via the website or on request from the national office). In addition to some of the principles related to specific roles, there are a number that can be considered as general good practice and are relevant to all.

1. POSITIONS OF TRUST
Always remember that, whenever you are responsible for the care or supervision of a child, or where you are in a position of power or influence over a child, you are in a relationship of trust. You should never do anything to abuse that trust.

Good Practice
Always remember that the mental and physical welfare and the safety, health and the future of any child is the primary concern.

Remember that particularly where a relationship of trust exists and where that relationship is close or involves frequent contact, it is possible that either you or the child will develop feelings which are not directly related to the practice of sport such as fondness or love. Remember that young children will not have the same awareness or judgement to realise what nature of relationship is appropriate and what is not.

Always be alert to ensure you are setting and maintaining the appropriate boundaries in any relationship you have with a child.

Always remember that certain situations or friendly actions could be misinterpreted not only by the child involved but also by third parties motivated by jealousy, dislike or mistrust and could lead to allegations of sexual misconduct or impropriety.

Encourage and foster a child’s independence and encourage any children for whom you are responsible to accept responsibility for their own behaviour and performance.

Unacceptable behaviour
You must never:

- Enter into a sexual relationship with any child under your care or supervision
- Use your influence or power over any child for your own interests

2. PHYSICAL CONTACT

Good Practice
Physical contact should be generally for one or more of the following purposes and should be carried out by the individual(s) set out below:

i. To develop or demonstrate sport skills/techniques by a suitably and appropriately trained and qualified coach, official or team manager

ii. To treat an injury by a suitably and appropriately trained and qualified medical practitioner

iii. To give sport massage. Sport massages should only be given where necessary for physiotherapeutic, medical or physiological purposes and should only be performed by trained personnel.

iv. For any other purpose involving the treatment, diagnosis or examination of the child by a suitably and appropriately trained and qualified individual.

Physical contact is appropriate in other circumstances, such as consoling a child who is upset, or administering first aid. Always ensure that it is necessary and reasonable and takes place in a culture of openness.

Remember that interpretations of touching will be influenced by cultural differences, religious implications and by the age, sex, sexual orientation and physical status of you and the child.

If a child is vulnerable due to their physical state or learning or communication difficulties or requires special help, take particular care when proposing to use any kind of physical contact.

If possible, try to obtain the views of the child and their parent/guardian beforehand.
GOOD PRACTICE GUIDE CONTINUED

3. GENERAL SUPERVISION

Good Practice

You must work in pairs if groups of children have to be supervised in the changing room.

You must ensure that male and female responsible adults always accompany mixed children’s teams.

Unacceptable Behaviour

You must not, and must not allow other adults to, spend significant amounts of time alone with a child away from other children.

You must not take a child alone on a journey, however short, without the prior consent of the child’s parent(s)/guardian(s)/carer(s).

You must not be present at the home or in the private room or dormitory of a child where the child is on his/her own without the parents or guardian of the child or other responsible adult being present. You must not take a child back to its own home or private room or dormitory.

You must never share a room with a child, or enter a child’s room without another adult present.

You must never enter the room of a child unless at the child’s request or unless the door is left open to allow visual access to outsiders.

You must never conduct individual meetings with a child in the child’s room or in any other private space without another responsible adult present.

Never allow any physically rough or sexually provocative games, or inappropriate talking or touching by anyone, in any group for which you have responsibility.

Where changing or dressing rooms are used, you must not be present whilst children are showering or changing unless accompanied by another responsible adult.

4. SAFETY

Good Practice

Always ensure the safety of any children for whom you are responsible as far as possible.

Ensure that you have taken all reasonable steps to establish a safe working environment. The work done and the manner in which it is done should be in keeping with regular and approved practice within that sport or area.

Where any activity or event is taking place ensure, as far as possible, the location is secure from access by unauthorised third parties. Be vigilant for people who do not appear to be relatives or friends of children who are participating, but nevertheless, seem to spend a substantial amount of time videoing or photographing them.

Ensure that any activity being undertaken should be suitable for the age, experience and ability of the children.

Ensure where it is necessary or appropriate that parents have been kept informed of the activity undertaken and that the parents and the child have given their consent and that the child is made aware of his/her personal responsibilities in terms of his/her own safety.

5. CONFIDENTIALITY

Good Practice

Where there is a close relationship between you and a child, you must realise you may be in a position of confidence and you may gather (often very personal) information about the child.

If it seems that, because of a child’s youth or inexperience the child is not able to judge what information it is appropriate to confide, try and make the child aware of the importance and implications of the information he/she is imparting or is proposing to impart.

Where possible reach an agreement with the child as to what is regarded as confidential information.
Unacceptable Behaviour
You should never:

1. Encourage confidences beyond what is appropriate
2. Intrude into the private life of the child.

Finally, remember that often it will be necessary to divulge confidential information to a responsible third party. Remember that confidentiality does not preclude the disclosure of information to persons who have a right to know or to whom they have a legal duty to disclose, in circumstances where what is involved is:

1. The pursuit of disciplinary or legal action relating to alleged breaches of this Policy, or the enforcement of any applicable laws or any rules or regulations of VE.
2. The evaluation of the child’s performance in their sport.

6. INTEGRITY

Good Practice
Always remember that a child may not have the same awareness of the importance or implications of what is being said as an adult or of what is acceptable to say about others.

Discourage children from talking offensively about others except where the child seems to be hinting at or talking about an instance of abuse or irregularity.

Encourage children to obey the spirit of the rules and regulations of volleyball and compete in good faith and treat their opponents and officials with all due respect.

Emphasise the spirit of fair play in volleyball and the ideals embodied in Volleyball England.

Unacceptable Behaviour
Never advocate measures, which could be deemed to constitute seeking to gain an unfair advantage or cheating of any kind.

7. CO-OPERATION

Good Practice
Communicate and co-operate with other sports and allied professions if and when you feel it is in the best interests of the child.

If the child has medical, psychological or other problems you should be prepared to communicate and co-operate with the appropriate medical practitioners in the care and management of such problems.

8. PERSONAL STANDARDS

Good Practice
Always display high personal standards

Always project a favourable image of volleyball and of Volleyball England.

9. PERSONAL APPEARANCE

Good Practice
Always be suitably and appropriately attired and project an image of health, cleanliness and efficiency.

Unacceptable Behaviour
Never smoke or drink alcohol when in the company of children.

10. LANGUAGE

Unacceptable Behaviour
Never use profane, insulting, harassing or otherwise offensive language

Never use any form of sexually charged verbal intimacies or sexual innuendoes to or about children.

Where a situation occurs which is not adequately covered by these guidelines, or these guidelines are not suitable in the particular circumstance, or you are unsure of what is appropriate or necessary in the particular circumstance. Contact your supervisor, the Club Child Welfare Officer, the Area Child Welfare Officer, the Regional Child Welfare Officer, the VE Child Welfare Officer or Chief Executive Officer for guidance.
Main Forms of Abuse
It is generally acknowledged that there are four main forms of abuse:

Neglect
Neglect occurs where adults fail to meet a child’s basic needs like the need for food or warm clothing, or where adults fail or refuse to give children love, affection and attention. Children might also be constantly left alone or unsupervised.

Physical Abuse
Where adults physically hurt or injure children by hitting, shaking, squeezing, burning or biting or by giving children alcohol, inappropriate drugs or poison. Attempted suffocation or drowning also comes within this category.

Sexual Abuse
Adults – both male and female – who use children to meet their own sexual needs, abuse girls and boys. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing children pornographic material (books, videos, pictures) is also a form of sexual abuse.

Emotional Abuse
Persistent lack of love and affection, where a child may be constantly shouted at, threatened or taunted may make the child nervous and withdrawn. Emotional abuse may also occur when there is constant overprotection (which prevents children from socialising), or there is neglect, physical or sexual abuse.

Any kind of abuse, harassment or criticism based on racial or ethnic origins which amounts to racial discrimination can also amount to emotional abuse. Bullying of a child, perpetrated either by other children or by an adult with the care or supervision of the child, can also amount to emotional abuse.

Abuses of any sort can be perpetrated not only by adults, but may also be caused by other children.
Indications of Abuse

Abuse in all its forms can affect a child at any age. The effects can be so damaging that if untreated, may follow an individual into adulthood.

Recognising child abuse is not always easy - even for experts. The examples listed below are not a complete list and they are only intended to indicate behavioural signs in children which may have been caused by factors possibly including child abuse. They do not in any way confirm that child abuse has occurred.

- The child says that she or he is being abused, or another person says they believe (or actually know) that abuse is occurring
- The child has an injury for which the explanation seems inconsistent
- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to injury
- The child’s behaviour changes, either over time or quite suddenly, and he or she becomes quiet and withdrawn, or alternatively becomes aggressive
- The child appears not to trust adults, e.g. a parent or coach with whom she or he would be expected to have, or once had a close relationship, and does not seem to be able to make friends
- He or she becomes increasingly neglected-looking in appearance, or loses or puts on weight for no apparent reason
- The child shows inappropriate sexual awareness for his/her age and sometimes behaves in a sexually explicit way

Bullying

Another type of abuse is bullying, here the abuser may well be another young person. Both girls and boys can be bullies and they can do both physical and emotional bullying. Bullying usually occurs when there is inadequate supervision, in volleyball this could happen in the changing rooms.

Harassment

The main characteristic of harassment is that it is unwanted by the recipient. Each individual must determine what is and is not acceptable to them. It is the unwanted nature of the conduct that distinguishes harassment from acceptable behaviour.
RECRUITMENT GUIDELINES

These guidelines must be followed by all VE staff and affiliated groups recruiting new staff or volunteers who are or will become involved with working or interacting with children.

1. All individuals working or seeking to work or be involved with children, as a VE officer, employee or volunteer, must complete the CP1 Form (page 15).

2. All individuals must complete the self-declaration form CP2 (page 16). This will show that the individual has not been convicted of any offence involving child abuse or the neglect or mistreatment of children.

Individuals must be told clearly in writing that the positions which they are working or seeking to work in, as they involve work or contact with children, are therefore exempt from the provisions of the Rehabilitation and Offenders Act 1974. As such all convictions however old must be declared.

3. When an individual has no experience of paid or voluntary work with children or where VE considers it necessary, a reference will be sought from a reputable person on the form CP3 (page 17).

4. All individuals working or seeking to work with children must undergo a thorough interview conducted by a VE representative.

5. When an individual has been selected to work in a role or position that may involve working with children the responsible body must conduct an induction process that ensures that the individual:

   i) Is fully aware of the duties and responsibilities of the post;
   ii) Is aware of who their direct supervisor is and whom they are to report to;
   iii) Has fully read and understood the Volleyball England Child Protection Policy and understands their responsibilities and obligations
   iv) Is encouraged to attend a safeguarding and protecting children course such as Sports Coach UK's 'Safeguarding and Protecting Children: a guide for sportspersons' or a similar course organized by the Local Safeguarding Children Board (note: Welfare Officers should also undertake the 'Time to Listen' course)
# APPLICATION FORM FOR VOLLEYBALL ENGLAND STAFF / VOLUNTEERS

<table>
<thead>
<tr>
<th>Title</th>
<th>First Names</th>
<th>Surname</th>
</tr>
</thead>
</table>

**Previous names by which you might have been known**

- 
- 
- 

**Address**

- 
- 
- 

**Daytime Telephone Number**

- 

**Evening Telephone Number**

- 

**Any Previous Addresses you have lived at in the last 3 years**

- 
- 
- 

**Date of Birth**

- 

**Sex (tick) [ ] Male [ ] Female**

**Current Occupation**

- 

**Have you any previous experience of working with children (voluntary or paid)? If yes, please detail below:**

<table>
<thead>
<tr>
<th>Dates</th>
<th>Position</th>
<th>Organisation</th>
<th>Brief Description of Duties and Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

Please provide details of two references with experience of your work or contact with children

<table>
<thead>
<tr>
<th>Reference 1.</th>
<th>Reference 2.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Name</td>
</tr>
</tbody>
</table>

**Address**

- 

**Address**

- 

If you have no previous experience of working with children, Please detail below any situations where regular contact has been outside your home with children.

- 

Please provide details of two References

<table>
<thead>
<tr>
<th>Reference 1.</th>
<th>Reference 2.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Name</td>
</tr>
</tbody>
</table>

**Address**

- 

**Address**

-
## SELF DECLARATION FORM FOR VOLLEYBALL ENGLAND STAFF / VOLUNTEERS

<table>
<thead>
<tr>
<th>Title</th>
<th>First Names</th>
<th>Surname</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth</td>
<td>Sex</td>
<td>Male</td>
</tr>
</tbody>
</table>

| Have you ever been convicted of any criminal offences?  
(This does not include motoring offences) | YES | NO |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes, please supply details of any criminal convictions</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** You are advised that under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986 you should declare all convictions including "spent" convictions

<table>
<thead>
<tr>
<th>Are you a person known to any Social Services Department as being an actual or potential risk to children?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes, please supply details</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Have you ever had any disciplinary sanction relating to child abuse?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes, please supply details</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Have you read and understood the job description related to this post?</th>
<th>YES</th>
<th>NO</th>
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</table>

<table>
<thead>
<tr>
<th>Have you read the VE Code of Conduct related to your post?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Have you read the VE Child Protection Policy?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Do you know who your direct supervisor is to whom you report?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

I hereby consent to VE undertaking police and/or social services/Criminal Records Bureau (CRB) checks against me. I understand that VE is registered with the CRB and has the right to process all personal data, which I submit, in accordance with data protection legislation. I understand that such processing may include disclosure of police, CRB and social services checks and I hereby consent to the processing of my personal data by VE for the purposes of Membership Administration. I understand that this may involve, where strictly necessary, disclosing my details to other regulatory bodies and/or third parties and I consent to the transfer storage and processing of such data to/in countries within and outside the European Community.

Signed: ___________________________  
Date: ___________________________
Dear Name

[Name] has applied for the position of [Position] at Volleyball England and has given your name as a referee. A copy of the relevant job description is enclosed for your information.

I should be grateful if you would confirm how long you have known [Name] and in what capacity. It would also be helpful if you could give your opinion of the applicant’s ability, personality, health record and suitability for the post for which (s)he has applied, together with any other general information that you feel is relevant to this application.

The post may involve access to children and as an organisation committed to the welfare and protection of children, I should be grateful if you would also complete the attached document and return this to me with your reply.

Your comments will of course be treated in the strictest confidence and an early reply would be greatly appreciated. A pre-paid envelope is enclosed for your convenience.

I am grateful for your assistance in this matter and I look forward to hearing from you.

Yours sincerely
VOLLEYBALL ENGLAND CHILD PROTECTION POLICY

Name of Applicant

Name of Post

This post may involve substantial access to children. As an organisation committed to the welfare and protection of children, we should be grateful if you would indicate below whether or not you have any reason at all to be concerned about this applicant being in contact with children or young people.

Please place a tick in the appropriate box

☐ Yes* “If you have answered “yes” you will be contacted in confidence

☐ No

Signed

Name (Please print)

Address

Telephone

email
ABBREVIATIONS LIST

ACWO  Area Child Welfare Officer
CCWO  Club Child Welfare Officer
CPIRF  Child Protection Incident Report Form
CP1   Child Protection - Application form for staff volunteers
CP2   Child Protection - Self Declaration form
CP3   Child Protection - Reference letter
CP4   Child Protection - Reference return
CWP   Child Welfare Panel
NSPCC National Society for the Prevention of Cruelty to Children
RCWO  Regional Child Welfare Officer

USEFUL CONTACTS

Volleyball England
Suite B, Loughborough Technology Centre
Epinal Way, Loughborough
Leicestershire LE11 3GE
Tel: 01509 631 699    Fax: 01509 631 689
E-mail: info@volleyballengland.org
Website: www.volleyballengland.org

Child Protection in Sport Unit
NSPCC National Training Centre
3 Gilmour Close, Beaumont Leys
Leicester LE4 1EZ
Tel: 0116 234 7278/7280    Fax: 0116 234 0464
E-mail: cpsu@nspcc.org.uk
Website: www.thecpsu.org.uk

NSPCC
42 Curtain Road, London EC2A 3NH
Tel: 020 782 52500    Helpline: 0808 800 5000

NSPCC National Training Centre
3 Gilmour Close, Beaumont Leys
Leicester LE4 1EZ
Tel: 0116 234 7273    Fax: 0116 234 0464
Website: www.nspcc.org.uk

Childline UK
Freepost 1111, London. N1 0BR
Tel: 0800 1111
Website: www.childline.org.uk

Criminal Records Bureau (CRB)
Horton House, Exchange Flags
Liverpool L2 3YL
Tel: 0870 9090811    Fax: 0151 236 2677
Website: www.crbb.gov.uk

Kidscape
2 Grosvenor Gardens, London SW1W 0DH
Tel: 020 7730 3300    Helpline: 08451 205 204
Fax: 020 7730 7081
Website: www.kidscape.org.uk

Sports Coach UK
114 Cardigan Road, Headingley
Leeds LS6 3BJ
Tel: 0113 274 4802    Fax: 0113 275 5019
Website: www.sportscoachuk.org

www.there4me.com
www.bullying.co.uk
www.everychildmatters.gov.uk
www.children1st.org.uk

USEFUL LOCAL CONTACTS

Club Child Welfare Officer

Name
Address
Tel
Mobile
E-mail

Regional/ Area Child Welfare Officer

Name
Address
Tel
Mobile
E-mail

Volleyball England Child Welfare Officer (Out of Office Hours)

Tel 01427 718789Mobile 07980 122394
E-mail welfare@volleyballengland.org

LOCAL SAFEGUARDING CHILDREN BOARD

Local Social Service Contact

Tel
E-mail

Local NSPCC Contact

Tel
E-mail

Local Police Station

Tel
E-mail

Volleyball England

www.volleyballengland.org

Photographs courtesy of Janet Inman, Barbara Totterdell, Jon McGugan and Lynne Marshall