



## Introduction

Ely Vikings Korfbal Club is committed to safeguarding the welfare of all participants.

Safeguarding means promoting the safety and welfare of children and adults at risk, ensuring a safe and transparent environment for everyone taking part in korfbal.

Ely Vikings Korfbal Club acknowledges the duty of care to safeguard and promote the welfare of all our participants and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance, complies with best practice and England Korfbal requirements.

England Korfbal Safeguarding and welfare policies and procedures can be found [here](#)

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children:

- have a positive and enjoyable experience of sport at Ely Vikings Korfbal Club in a safe and child centred environment
- are protected from abuse whilst participating in korfbal or outside of the activity.

Ely Vikings Korfbal Club acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our safeguarding policy Ely Vikings Korfbal Club will

- promote and prioritize the safety and wellbeing of all members and participants
- value and listen to all participants
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to do so
- ensure appropriate action is taken in the event of incidents or concerns of abuse and support provided to the individual(s) who raise or disclose the concerns

(Last reviewed September 2022)

## Ely Vikings Korfball Club Safeguarding and Welfare Policy



- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored, in line with [EK data protection guidance and legislation](#)
- prevent the employment or deployment of unsuitable individuals by recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made. The checks include:
  - two written references from either employment or other voluntary work
  - application form (see appendix D)
  - undertaking a criminal records check from the Disclosure and Barring Service (DBS) – England and Wales and subscribing to the Update Service.
- share information about safeguarding and good practice with all participants and parents/guardians through the following measures:
  - Ensure parents/guardians are aware that coaches have DBS checks and Safeguarding training
  - Ensure parents/guardians have contact details of club welfare officer
- make sure that all participants and if U18 their parents/guardians know where to go for help if they have a concern

This policy takes into account guidelines and policies from our sport's governing body, England Korfball, and recommendations from the NSPCC's Keeping Children Safe in Sport website. The policy and procedures will be widely promoted and are mandatory for everyone involved in Ely Vikings Korfball Club. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

### Monitoring

The policy will be reviewed then every three years, or in the following circumstances:

- changes in legislation and/or government guidance
- as required by the Local Safeguarding Children Board, UK Sport and/or Home Country Sports Councils and England Korfball
- as a result of any other significant change or event.

(Last reviewed September 2022)



### Procedure for Reporting Safeguarding Concerns

If anyone involved with Ely Vikings Korfbal Club has a safeguarding concern, they MUST report it to the Club Welfare Officer.

Ely Vikings Korfbal Club believes that the welfare of children and adults at risk is everyone's responsibility, particularly when it comes to protecting them from abuse. Everyone in korfbal –Club Welfare Officer (CWO), administrator, club official, coach, parent, friend, children themselves, everyone –can help.

Annex A attached to this policy provides definitions of abuse and possible indicators of which coaches and volunteers should be aware.

#### Serious Concerns/Imminent Risk

If you have a serious concern and you believe that a child (or adult at risk) is at imminent risk, in the first instance you must contact the Police using 999 or Children/Adult Services in your area. The Club Welfare Officer ([esthermcleish@hotmail.com](mailto:esthermcleish@hotmail.com) 07757667422) should also be informed and will support with contacting the relevant authorities if required. If you are in doubt as to whether your concern is serious, contact the England Korfbal Designated Safeguarding Lead (DSL), for advice on 07917388173 or [safeguarding@englandkorfbal.co.uk](mailto:safeguarding@englandkorfbal.co.uk) . If out of working hours and the DSL is unavailable, call the NSPCC ([help@nspcc.org.uk](mailto:help@nspcc.org.uk)) who are available 24/7 for help, advice and support: 0808 800 5000. Please then contact the England Korfbal DSL during normal working hours.

#### All Other Concerns

If there is no immediate risk, the concern should be reported to the Club Welfare Officer. If you are not comfortable speaking to the nominated welfare officer please contact the England Korfbal Designated Safeguarding Lead during normal working hours: Hannah Stockley on 07917388173 or [Hannah.stockley@englandkorfbal.co.uk](mailto:Hannah.stockley@englandkorfbal.co.uk) . Records of concerns will be kept by the CWO, who may require you to complete an incident report form (Appendix B)

#### Confidentiality

It is important that any adult who receives a disclosure from a child linked to a safeguarding concern does not promise to keep this secret. However, once the concern has been passed onto the relevant authorities and/or the CWO, it should be kept confidential.

#### Role of Club Welfare Officer

The Club Welfare Officer is responsible for acting as a source of advice on safeguarding and welfare matters concerning young people under 18 and also vulnerable adults. They should coordinate action within the club and to

(Last reviewed September 2022)



## Ely Vikings Korfball Club Safeguarding and Welfare Policy

other agencies and/or the England Korfball DSL on receipt of any concerns or referrals. They should endeavour to keep up to date with England Korfball's policies and keep up to date with the appropriate level of training. They should be a member of the club's committee.

The CWO should:-

- Provide information and advice on safeguarding within the club
- Ensure that the club has an up-to-date safeguarding policy and promote awareness of the policy within the club
- Keep records of all those who have been vetted within the club to ensure that DBS checks are updated on at least a three yearly basis (or are subscribed to the update service) and that all those working in regulated activities are compliant with current government guidance
- Receive information from club staff, volunteers, young people or parents and carers who have child protection concerns and record it
- Assess the information promptly and carefully, clarifying or obtaining more information about the matter as appropriate
- Make a formal referral to a statutory child protection agency if appropriate
- Report any referrals or concerns to the England Korfball DSL as soon as possible in line with England Korfball procedures
- Advise the club officers regarding the appropriate levels of child protection training and/or guidance for all adults working with children in the club
- Maintain a written record of training and relevant qualifications of those volunteering in the club.

## Safer Recruitment

Most people who want to work in a voluntary capacity with children within sport are well motivated. Without them, sports clubs and organisations such as Ely Vikings Korfball Club could not operate. It is important for the safety and wellbeing of members of the club that volunteers such as coaches have the right skills, knowledge and attitude for the role. Some individuals may not be suitable to work with children due to gaps in these or due to previous concerns about conduct.

Effective recruitment and selection procedures for volunteers will help to screen out and discourage those who are not suitable from taking on these roles.

For any new volunteer coaches for either the junior or senior section of the club, we would require:-

- two written references from either employment or other voluntary work
- application form (see appendix D)

(Last reviewed September 2022)



- undertaking a criminal records check from the Disclosure and Barring Service (DBS) – England and Wales and subscribing to the Update Service.

### Code of Conduct – Coaches and Team Captains

Volunteer coaches and captains at Ely Vikings Korfbal Club are expected to:-

- implement our safeguarding policy and procedures
- report any concerns about or allegations of abuse or poor practice to our CWO.
- listen to any concerns that parents or young people might have
- consider your behaviour – do not engage in any behaviour that constitutes any form of abuse or may leave you vulnerable to allegations of abuse. Always work in an open environment, where, as far as possible, you are not left alone with a young person where there is little or no opportunity for the activity to be observed by others. Obtain parental consent if you need to transport children in your car and ensure there is another adult present.
- respect your position of trust and maintain appropriate boundaries and relationships with young people and vulnerable adults. Language used around young people and vulnerable adults should be supportive, encouraging and appropriate.
- keep any coaching and safeguarding qualifications up to date. We require that coaches undertake the NSPCC's Keeping Children Safe in Sport training (at the club's expense).
- keep coaching sessions safe by supervising appropriately, using safe methods and techniques and always putting young people and vulnerable adults' safety first. This includes ensuring there is a sufficient ratio of adults to supervise children participating
- champion everyone's right to participate by not discriminating against anyone, regardless of gender, race, sexual orientation, gender identity or ability
- Stop play if an injury occurs and ensure first aid is administered if needed. The club will secure parental consent in writing to act in loco parentis, if the need arises, to give permission for the administration of emergency first aid and/or other medical treatment
- Keep a written record of each activity/session. This will include a register of children and staff and details of any significant incidents, including injuries that occur, along with the details of any treatment given
- Use constructive and positive methods of building skills that avoid humiliation or harm
- Behave appropriately online in accordance with the provisions in this policy
- Lead by example when it comes to good sportsmanship, positive behaviour and commitment to the sport
- Build positive relationships with parents, players and other volunteers and help our club to be a friendly and welcoming place to be

(Last reviewed September 2022)



## **Code of Conduct – Players under the age of 18**

- Treat opponents, team-mates, coaches and referees with respect and use appropriate language
- Play by the rules and have fun. Remember to show good sportsmanship, whether we win or lose
- When you're with us, stay in the places you're supposed to be. Don't wander off or leave without telling a coach.
- Respect everyone in our club by not discriminating against anyone, regardless of gender, race, sexual orientation, gender identity or ability
- Report any incidents of bullying, discrimination or behaviour that makes you feel uncomfortable to the coaches, even if you're a witness. If you can't speak to the coaches, tell another adult you trust such as your parent or guardian
- Take care of equipment provided and use it appropriately
- Encourage and support your team mates. Bullying is not acceptable
- Follow our guidelines for responsible online behaviour

## **Code of Conduct – Parents**

We will inform parents regularly of the contact details of the CWO. Our Safeguarding Policy will be available to view on our website. Parents have the right to see details of the coaching qualifications of our volunteers and to see proof of their DBS checks. We will communicate directly with parents regarding training, fixtures or anything else regarding their child. For players who are part of the junior adult section of the club, coaches and captains may (with parents' consent) contact the child directly but we would also copy in the parent into any communication. Our committee has parent and player representatives who will communicate any views of parents and/or young people about the club to the wider committee.

We would ask parents of children under 18 to:-

- Make sure your child has the right clothing and equipment as well as sufficient food and drink for any training sessions or matches
- Make sure your child arrives on time and is collected punctually. Let us know if they will be collected by a different adult or have your permission to travel home independently
- Complete consent, contact and medical forms immediately and let us know straight away if anything changes
- Talk to us about any concerns you have about your child or any aspect of the club. Contact details for the CWO are on the website or you could also contact the parent representative if your concern is not of a safeguarding nature

(Last reviewed September 2022)



- Be positive on the side-lines and encourage your child to show good sportsmanship and respect for officials and coaches.
- Encourage your child to respect our code of conduct
- Use social media responsibly and respectfully when talking about our club

### Physical contact

We want to ensure that all people involved in Korfball have the best experience possible, but at the same time, we want to ensure that everyone is safe. Coaches should keep in mind the following common sense tips in relation to physical contact. We recognise that physical contact between a child and an adult may be required to instruct, encourage, protect or comfort. It is important to recognise that Korfball is a multi-cultural sport attracting people from many different ethnic and religious backgrounds. We may also have participants who may be on the Child Protection Register or have previously been, or are currently being abused at home. Not everyone is used to, or is comfortable with any type of touching be it friendly or otherwise. In many cultures, people may be uncomfortable about being touched by strangers or people of the opposite gender. We need to be aware that touching may cause discomfort or embarrassment, and we need to show consideration.

In Korfball, there may be times where a coach may wish to assist someone to understand a move in order to improve their performance. There may be other instances when we may need to touch in order to carry out a task. In this case, consent should be obtained from all involved. If anyone is uncomfortable with physical contact, it should be made clear that they can make their feelings known privately to the adult. Any contact between children and adults should be led by the child and not the adult. **All physical contact should be done for a positive reason and with the consent of all involved.**

As a responsible adult, you should only use physical contact if its aim is to:-

- Develop sports skills or techniques
- Treat an injury
- Prevent an injury or accident from occurring
- Meet the requirements of the sport

You should seek to explain the reason for the physical contact to the child i.e. reinforcing the teaching or coaching skill. Unless the situation is an emergency, the adult should ask the child for permission. Physical contact should always be intended to meet the child's need NOT the adults.

The following guidelines should be adhered to:-



- If a child becomes injured during a coaching session and the injury requires the child to be carried to a place of treatment, always seek support from another adult before moving the child (unless the child is unsafe).
- Any first aid administered should be in the presence of another adult or in open view of others.
- If the child seems uncomfortable in any way with the physical contact, stop immediately.
- If the child you are working with is visually impaired, you should tell them who you are and ask their permission before you come into physical contact with them.
- Where physical contact is for motivational or celebratory reason, agree with the children, teachers or other appropriate adults that to praise good performance with a 'high five' or similar action will be used.
- Never help children dress, for example, bibs or clothing unless they request this and genuinely require assistance.

### **Bullying**

We are committed to providing a caring, friendly and safe environment for all our members so that they can participate in korfball in a relaxed and secure atmosphere. Bullying or Harassment of any kind is unacceptable in korfball. If bullying or Harassment does occur, all members should be able to tell and know that incidents will be dealt with promptly and effectively. This means that anyone who knows that bullying is happening is expected to tell the CWO as soon as they have concerns.

Bullying and harassment is behaviour that makes someone feel intimidated or offended. Harassment is unlawful under the Equality Act 2010. Examples of bullying or harassing behaviour include: spreading malicious rumours; unfair treatment; picking on or regularly undermining someone; denying someone's training or selection opportunities. Harassment is against the law and is defined as when the unwanted behaviour is related to age, sex, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief or sexual orientation. There is no legal definition of bullying. However, it is usually defined as behaviour that is repeated and is intended to hurt someone either physically or emotionally. It is often aimed at certain groups, e.g. because of race, religion, gender or sexual orientation. It takes many forms and can include physical assault, teasing, making threats, name calling, cyberbullying (bullying via mobile phone or online).

As a club, we take bullying & harassment seriously. Anyone involved in korfball should be assured that they will be supported when bullying & harassment is reported. Very simply, bullying & harassment will not be tolerated.

### **Procedures**

Report bullying and harassment incidents to the club welfare officer or another member of the club committee. In cases of serious bullying or harassment, the incidents will be referred to England Korfball's

(Last reviewed September 2022)



## Ely Vikings Korfball Club Safeguarding and Welfare Policy



Designated Safeguarding Lead. Where incidents or allegations involves a person under the age of 18 (whether victim or perpetrator), parents should be informed and asked to come in to a meeting to discuss the problem.

If necessary and appropriate in serious cases, police will be consulted.

### **Procedure for dealing with reported cases of bullying and harassment**

- On receiving an allegation of bullying or harassment, the CWO may ask for a bullying incident form to be completed (Appendix C)
- The situation should initially be dealt with by getting the parties together, with parents present if young people are involved. It may be that a genuine apology solves the problem.
- If this fails or is not appropriate, a small panel of club officers should meet with the parent (if appropriate) and individual making the allegation to obtain more information. This panel will normally include the Club Welfare Officer. Minutes should be taken for clarity, which should be agreed by all as a true account.
- The same panel should meet with the alleged bully and parent or carer(s) if appropriate, detail the allegation and allow them an opportunity of reply. Minutes should again be taken and agreed.
- If it is considered that bullying or harassment has taken place, the individual should be warned and put on notice of further action if the bullying or harassment continues, i.e. temporary or permanent suspension. Consideration should be given as to whether a reconciliation meeting between parties is appropriate at this time. The club committee should monitor the situation for a given period to ensure the bullying or harassment is not repeated. An attempt will be made to help the bully (bullies) change their behaviour, particularly where this involves young people.
- All appropriate coaches, volunteers or team managers involved with both individuals should be made aware of the concerns and outcome of the process i.e. the warning.
- If the situation cannot be resolved, then matters should be referred to England Korfball's Designated Safeguarding Leader who may in turn refer the matter to the England Korfball Disciplinary Committee. In serious cases, suspension or exclusion will be considered.

## **Safer Practice**

### **Photography and use of images and video**

Taking pictures and videos are an important part of sporting life as an aid to coaching, for keeping a record and promoting our sport. We are committed to doing our best to ensure that any imagery used within korfball promotes our sport in the best light but also ensures children's safety is paramount.

We will therefore ensure that any images or video is used in accordance with England Korfball's guidelines as follows:-

(Last reviewed September 2022)

## Ely Vikings Korfbal Club Safeguarding and Welfare Policy



- No photograph, video clip or other image of a young person involved in any aspect of korfbal should be published whether in print or electronically (e.g. on a website) without written, informed consent from the young person concerned and their parent or guardian.
- No personal information, other than their name and their club, should accompany published images. (Particular provisions apply in connection to photography at public events such as competitions and displays below.)
- While some editing of images is acceptable, images taken of young people involved in korfbal should not be modified, merged or manipulated in a way which might cause embarrassment or distress to the subject or cause the final image to be inappropriate
- Care must be taken to ensure that images of children who are under a court order are not recorded or published without permission.
- Simultaneous, live streaming of images onto a website or on social media platforms should be approached with caution. England Korfbal recommends prerecording and, where appropriate, editing material to remove any inappropriate images before it is published. Care must be taken to ensure that where young people are present, written informed consent from the young people concerned and their parent or guardian is sought.
- Any instance of the use or publication of inappropriate images of young people involved in korfbal should be reported to England Korfbal who may then inform the appropriate authorities.
- Clubs are recommended to introduce a consent form, ideally as part of the process applied when a player joins the club, concerning the taking of images for training purposes. When determining whether it is appropriate to publish a photograph on a website or another form of media, consideration should be given to both the potential for inappropriate use of an image and the possibility that an individual could make contact with a child by using any personal and club details placed on line.

The following steps can be taken to reduce the risk from the publication of imagery:

- Do not use any personal details if it is possible from the image to ascertain a specific location, or there are any details on your site about the training venue;
- If it is not possible to ascertain any training or competitive location, consider using a first name only next to an image;
- The dress of a child should be considered when using the photo
- Do not use images that can appear staged and potentially provocative;
- Always use a parental consent form to request the use of a child's image for publication. The parent should be encouraged to discuss the matter with their child before signing a consent form.

### Use of Video as an Aid to Coaching

(Last reviewed September 2022)



The use of video equipment can be a valuable aid to coaching. We will use the following procedures:

- Ensure that players and their parent/carer are aware of the purpose of the filming as a coaching aid and have given their written consent. This is particularly important if filming during a match or event involving players from another club.
- Not publish any footage without consent.
- Ensure that two responsible adults are always present when filming is taking place.
- Store any footage securely to avoid any inappropriate use.
- Only keep the footage for as long as is necessary for the purpose expressed at the outset.

## Changing rooms

As our training sessions take place in a public leisure centre, where members of the public use the changing rooms and showers, we require young people to arrive at training in their kit. Young people should only use the changing rooms with the consent and supervision of their parents.

## Lift-sharing

Members of the club providing lifts in their cars to young people should have the consent of parents or carers. It is also good practice to have another adult in the car.

## Online safety

- Coaches, captains, volunteers and other club members in positions of trust should not be in private or individual contact with young people through social networking sites and should decline invitations to become their friend on such sites.
- Social networking sites should never be used as a medium by which to abuse or criticise England Korfbal, Vikings Korfbal Club or other korfbal clubs. Any comments made on arenas such as the club Facebook page should be respectful and appropriate.
- The publishing of a photograph or video footage on a social networking site is governed by the same requirements as any other media –see the guidelines above.
- Club members should ensure they have permission to share any images of other players online. This should be done according to the guidelines above.

This policy was ratified by the committee on \_\_\_\_\_

Signed \_\_\_\_\_ Position \_\_\_\_\_

(Last reviewed September 2022)

**Ely Vikings Korfball Club Safeguarding and Welfare Policy**



Signed \_\_\_\_\_ Position \_\_\_\_\_

Signed \_\_\_\_\_ Position \_\_\_\_\_