



English Curling Association

Child Protection Policy

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SECTION 1

POLICY STATEMENT

1.1 FOREWORD

Within the English Curling Association (ECA) and all clubs affiliated to this organisation, and in accordance with national legislation and guidance, we have created a policy that promotes welfare, equal opportunities and safeguarding regardless of whether you are a participant, coach, volunteer, member, helper or spectator. We believe that it is everyone's responsibility to safeguard participants and to act in response to any concerns.

Every child should have the opportunity to take part in the sport in a safe environment. Sport provides an excellent opportunity to maintain a healthy lifestyle as well as developing skills and confidence. This is very important for all those affected by adversity and who may be particularly vulnerable.

1.2 DEFINITIONS

Child: is someone under the age of 18.

Coach: a person who has undertaken and qualified as an ECA, Scottish Curling or World Curling Federation (WCF) coach. Proof that their qualification is valid and up to date must be provided to the ECA prior to being involved in any event.

NOTE - WCF coaching certificate does not have a UK DBS and therefore ECA will have to undertake one.

Member: an adult person who is a fully paid-up full member of the ECA.

Participant: a person of the general public or a member of the ECA who is attending a curling event organised by the ECA or affiliated club/s.

Volunteer: a person who gives their time freely to instruct children and / or organise ECA associated curling events in which children may participate.

Helper: a person who is not involved in any curling instruction and may not be a fully paid up member of the ECA but is assisting at the event e.g. in a hostess or administrative role.

ECA Welfare Officer: a person appointed by the ECA council to administer this policy and procedures.

ECA Club Safeguarding Officer: a person appointed by each ECA affiliated club to administer the adoption of this policy and procedures at club level.

1.3 STATEMENT OF INTENT

The ECA is fully committed to promoting and implementing procedures that safeguard the welfare of all those who participate in the sport of curling in England. Adoption of, and adherence to this policy is mandatory for all clubs, members, coaches and volunteers affiliated to the ECA and any helpers authorised to be assisting at an ECA event. All our members need to accept and recognise their responsibilities to protect children from harm, abuse and exploitation. All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or

sexual identity have the right to protection. The ECA recognises that working together with children, individuals, parents/guardians and the relevant safeguarding organisations is essential for the protection of children.

All ECA members have a responsibility to report concerns to the appropriate officer. This policy has been developed in accordance with the:

- [Working Together to Safeguard Children 2018](#)
- [The NSPCC Child Protection in Sport Unit \(CPSU\) publication *Standards for Safeguarding and Protecting Children in Sport*](#)
- The Children Act 2004
- The Protection of Children Act 1999
- The Protection of Freedoms Act 2012
- Working Together 2006
- The Children Act 2016
- Data Protection Act 2018
- Human Rights Act 1998

1.4 RESPONSIBILITIES

The ECA will

- Require affiliated clubs, members, coaches, volunteers and helpers to adopt and abide by this Safeguarding Policy and Procedures.
- Respond to any allegations of misconduct or abuse in line with this Policy and these procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Regularly monitor and evaluate the implementation of this Policy and these procedures.
- Provide and implement a robust Safeguarding Policy and Procedures. Offer support and guidance to safeguard the wellbeing of all participants.
- Appoint a Welfare Officer to lead on welfare and child protection.
- Maintain confidential records of all complaints, concerns and sanctions against clubs and individuals.
- Promote the health and welfare of participants by providing opportunities for them to take part in curling safely.
- Respect and promote an individual's rights, wishes and feelings.
- Maintain confidentiality of both the child and the person against whom the allegation is made.
- Be prepared to challenge and alter poor practice.
- Promote an environment where all legitimate concerns can be raised without the fear of victimisation or reprisal.
- Ensure that equality and diversity is promoted at all times and that discrimination is prohibited at all levels.
- Undertake DBS checks and references checks on behalf of the ECA or affiliated clubs.
- Ensure appropriate training is available to Welfare Officers in the ECA and at local club level

All Members, Volunteers, Coaches and Helpers will

- All of the above.
- Observe the ECA Code of conduct for safeguarding children in sport (**Appendix A**).

The affiliated club or ECA development/promotional group will

- All of the above.
- Adopt this Policy and Procedures.
- Adhere to the guidelines and procedures contained within this policy.
- Appoint a Child Safeguarding Officer and advise the ECA Welfare Officer of the person appointed.

- Inform all members of this Policy and Procedures.
- Champion best practice, set up and implement club/group guidelines.
- Accept that all office bearers, committee members and club members have a responsibility for safeguarding children at risk, protection and are prepared to respond to any indication of abuse or poor practice.
- Implement any recommendations of the ECA relating to this area.
- Implement a system to ensure all those working with children have a satisfactory DBS check undertaken by the ECA Welfare Officer. **(Appendix F)**.
- Anyone working or volunteering with children will be required to sign the *Code of Conduct for Safeguarding Children in Sport* form **(Appendix A)**
Self Declaration Form **(Appendix G)**
Authority to undertake DBS checks **(Appendix F)**.

Ice rinks or venues offering curling will

- Have in place their own Policy and Procedures however if any ECA member is attending an independent event it is their personal responsibility to adhere to that Policy and satisfy themselves that good practice is being followed and to challenge and report any concerns if necessary.

1.5 REVIEW

This Policy and Procedures will be regularly reviewed

- In accordance with changes in legislation and guidance on safeguarding or following any changes within the ECA.
- Following any issues or concerns raised about safeguarding within the ECA.
- In all other circumstances, at least every two years by the ECA Council. Next Review Date : August 2024

1.7 CONTACTS

English Curling Welfare Officer: Nicola Hall

Role: First point of contact for welfare, child and adult protection, issues and enquires.

Contact: 07479 609210

Email: ecawelfare@gmail.com

SECTION 2

PROMOTING GOOD PRACTICE

2.1 CODE OF CONDUCT (Appendix A)

2.2 GENERAL GUIDELINES

Members, volunteers, coaches and helpers should be aware that someone might misinterpret their actions, no matter how well intentioned. Never exaggerate or trivialise child abuse issues or make suggestive remarks or gestures about, or to a child even in fun.

Any DBS unchecked members, volunteers and helpers will under no circumstances work regularly or have unsupervised contact with children.

Allegations made by a child will not go without investigation, unrecorded or acted upon

All activities should have the following adult : child ratios

One adult to eight 9 – 12 year olds

One adult to ten 13 – 18 year olds

2.3 PHYSICAL CONTACT

All forms of physical contact should be sensitive and respectful of the needs and wishes of the child and should take place in a culture of dignity and respect for all.

Coaching techniques are best delivered by demonstration (either by the coach, an athlete or video which can display the technique being taught).

Manual support should be provided openly and must always be proportionate to the circumstances.

The ECA does not encourage or expect members, coaches, volunteers or helpers to be carers however if it is necessary to help a child with personal tasks e.g. toileting or changing, the child and parents / guardian should be encouraged to express a preference and permission regarding the support to be given. The ECA would expect that a parent or the responsible adult would remain at the event, particularly for younger children, to deal with such eventualities.

Do not take responsibility for a task which you are not appropriately trained i.e lifting, manual assistance

2.4 FIRST AID

All Members, coaches, volunteers and helpers must ensure:

- All parents of children under 16 have provided relevant permission and information before their child participates in curling.
- There is an accessible and well-resourced first aid kit at the venue.
- They are aware of any pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required.
- Only those with current recognised first aid qualification treat injuries. In more serious cases assistance should be obtained from a medically qualified professional as soon as possible.

- A child's parents are informed of any injury and action as soon as possible.
- The circumstances in which any incident occur are reviewed to avoid future repetitions.

2.5 TRANSPORTATION

Where parents / guardians make personal arrangements for the transportation of children, it will be the responsibility of the parents / guardians to satisfy themselves about the appropriateness and safety of the arrangements.

Where practicable and planned, written parental /guardian consent will be requested if members, volunteers, coaches or helpers are required to transport children.

The ECA must ensure that parents/guardians of children, who are representing England abroad, are aware it is the responsibility of the parents/guardians to obtain relevant personal travel and medical insurance for the participants.

Where the ECA makes arrangements for the transportation of children by train or air the accompanying adult will notify the participants of a central meeting point at the train station or airport. Participants will be responsible for their own luggage and checking in.

Where the ECA makes arrangements for the transportation of children in road vehicles, the member, volunteer, coach or helper responsible for organising the transport will make sure that a risk assessment of the transportation to be used is undertaken covering the following issues:

- All vehicles are insured for the purpose.
- The driver has a valid and appropriate licence for the vehicle being used.
- All reasonable safety measures are available e.g. working seatbelts are fitted.
- Ensuring drivers are aware of the need to have adequate breaks and that opportunities will be available for them to do so.

To safeguard members, volunteers, coaches and helpers the following good practice is required to be undertaken when organising a trip:

- Agree a collection plan with parents / guardians which will include a clear and shared understanding of the arrangements for collection at the end of the activity.
- Always tell another member and the parent/carer that they are using a vehicle to transport the children, giving details of the route and the anticipated length of the journey.
- Have the parent/carer contact details.
- Take all reasonable safety measures.
- Where possible, have another adult accompany them on the journey.
- A written itinerary should be provided to ECA Welfare Officer, Club Welfare Officer and parents.
- Have a base camp contact for disseminating messages if required

Any team which represents England in an International Championship or National Championship if it includes a player who is under 17 years of age at the time of the competition must be accompanied by an adult who is DBS checked and briefed on Safeguarding procedures.

2.6 INFORMATION & COMMUNICATIONS TECHNOLOGY (Photo, film and videoing) (Appendix B – to be completed for all Junior members of the ECA)

These guidelines aim to ensure that children are protected from the misuse of opportunities to take or manipulate film or video footage in any way that harms them or places them at risk of harm.

Photographs, Film & Video

Curling takes place in facilities to which the general public have rights of access. The ECA will take all reasonable steps to promote the safe use of photographing and filming at events and activities with which it is associated. However, the ECA has no power to prevent members of the general public photographing or filming in public places.

Notification

Parents and children will be informed that they may, from time to time, be photographed or filmed whilst participating in curling. This could be for one of the following reasons:

- (i) Video footage for performance development.
- (ii) Media coverage of an event or achievement.
- (iii) Promotional purposes e.g. website or publication.

Materials promoting events will state, where possible, that photography and filming will take place.

Permission

Parents will be offered the opportunity to withhold their permission to photographing and filming.

Videoing as a coaching aid

There is no intention to prevent coaches using videoing as a legitimate coaching aid. However, where this is intended, the athletes and their parents / guardians should be aware that this is part of the coaching programme. Informed consent should be signed. Films will be stored safely and securely by the authorised person taking the video and held only as long as necessary having regard for the purposes they were taken.

Use of Images and Information

No unsupervised access or one-to-one sessions will be allowed unless this has been explicitly agreed with the child and parent / guardian.

No photographing or filming will be permitted in changing areas.

All images and accompanying information will comply with *the ECA's Safeguarding Policy and Procedures* where this is within the control of the ECA.

Images taken by coaches will not be shared with external agencies or uploaded onto social media sites unless express permission is obtained from the child and parent.

Easy Rules to Remember

P	Permission (written) should be granted by the player and parent/carer/s in order to take and use images. This ensures that the person and their responsible adult are aware of how the image will be used to represent the sport. Completion of the consent form is a good practice example.
H	Holding back the use of personal information such as; email addresses, telephone numbers, home address etc. This is paramount to not putting children at risk.
O	Only use images of participants/players that are suitably dressed (appropriate sportswear i.e. tracksuit, court clothing).

T	Try to focus on the activity rather than on an individual. As a good practice example, images that represent the broad range of people in the chosen activity are more beneficial.(i.e. male and female, different age ranges, BAME (Black, Asian and Minority Ethnic))
O	Only use images that promote positive aspects of children’s involvement in curling (safe, enjoyable, competitive, structured)

Concerns

Anyone behaving in a way which could reasonably be construed as inappropriate in relation to filming or photographing should be reported to the person in charge on the day. They should be approached for an explanation. If a satisfactory explanation is not provided, the circumstances should be reported to the ECA Club Safeguarding Officer/ECA Welfare Officer. Where appropriate, concerns should also be reported to the police.

2.7 INTERNET

Permission

Written consent must be obtained from a parent/guardian before publishing any information about a child. **(Appendix B)** If the material is changed from the time of consent, the parents must be informed and consent provided for the changes.

Where known, special care must be taken in relation to vulnerable children e.g. child fleeing domestic violence or a child with a disability, and consideration given to whether publication would place the child at risk.

Young curlers who have a public profile as a result of their achievements are entitled to the same protection as all other children. In these cases, common sense is required when implementing these guidelines. All decisions should reflect the best interests of the child.

Use of Images and Information

Information published on websites must never include personal information that could enable direct access to a child e.g. home address, e-mail address, telephone number of a child. All contact must be directed to the ECA.

Credit for achievements by a child should be restricted to first names e.g. Tracey was Player of the Year 2002 and team name unless permission has been granted for full name use by the parent. **(Appendix B)**

Children must never be portrayed in a demeaning, tasteless or a provocative manner.

Concerns

Any concerns or enquiries about publications or the internet should be reported to the ECA Welfare Officer.

2.8 MOBILE PHONES /TEXTING/SOCIAL MEDIA

Texting is a quick and easy way to communicate with others and is a popular and often preferred means of communication. Members, volunteers, coaches and helpers must be aware that intimidating, bullying or even abusive messages can be discreetly sent by text. Information sent in this way, even where well-meaning, could be misinterpreted.

Members, volunteers, coaches and helpers must consider whether it is necessary and appropriate to hold the mobile

phone numbers of children. The general principle is that all communications should be open, transparent and appropriate to the nature of the relationship.

In the first instance, contact should always be made at the phone number which the parent / guardian has provided on the child's behalf. Good practice would include agreeing with children and their parent / guardians what kind of information will be communicated directly to children by text message. This information should only be "need to know" information such as the last minute cancellation of a training session.

The following good practice is also required:

- The mobile phone numbers of children will be carefully stored (in accordance with data protection principles) and access will only be provided to those who need access for a legitimate reason
- Members, volunteers, coaches and helpers must never engage in personal or sensitive communications with children via text message/social media.
- All concerns about the inappropriate use of text messaging will be dealt with in line with the *ECA's Procedure for Responding to Disclosure, Allegations & Suspicions (Appendix C)*

In the UK, there have already been a number of cases where children have been placed at risk as a result of the ability to discreetly record and transmit images through mobile phones. The use of mobile phones in this way is very difficult to monitor.

The Procedure for the use of Photographs, Film and Video should be observed in relation to the use of mobile phones as cameras/videos. Particular care is required in areas where personal privacy is important e.g. changing rooms, bathrooms and sleeping quarters. No photographs or video footage should ever be permitted to be taken by anyone in such areas of personal privacy.

A Facebook page or any other social media site may be used as a means of communication. A personal account should never be used by Members, volunteers, coaches or helpers. If it is deemed a necessary tool for communication, it is recommended that a club/team page should be used and parents encouraged to join also.

Members, volunteers, coaches and people in authority should not personally friend Under 18 on social media.

It is also recommended that if it is necessary to use email and text these should be on mass mailing and a parent and AN other from club or organisation is included.

All concerns about the inappropriate use of mobile phones to record photographs or video footage will be dealt with in line with *ECA's Procedure for Responding to Disclosure, Allegations & Suspicions (Appendix C)*. This may include the concerns being reported to the police.

SECTION 3 SAFE RECRUITMENT

3.1 GENERAL

The ECA will ensure that all reasonable steps are taken to make sure unsuitable people are prevented from working with young people. The following steps are recommended when organising events and assistance is required from members, volunteers, coaches and helpers either full-time, part-time, or 'one-off's'.

Under the Protection of Children Act, all individuals working on behalf of, or otherwise representing an organisation are treated as employees whether working in a paid or voluntary capacity. No checks are required for anyone under 16 years old. **Appendix E** sets out the checking procedure for members, volunteers, coaches and helpers.

All members, volunteers, coaches and helpers will be expected to follow the ECA *Code of Conduct* as listed in **Appendix A**.

Existing members, volunteers, coaches and helpers. Though many have worked with, and supported, the organisation for a number of years, the ECA, upon adopting the procedures, also undertakes to lead by example. Therefore, all existing members, volunteers, coaches and helpers, involved in coaching or curling events where children are present, will be required to fill out the *Self Declaration Form (Appendix F)* to ensure they meet the relevant criteria. This should not be seen in any way as questioning the integrity or motives of willing volunteers, but an undertaking to ensure that all volunteers, new and existing, have provided common information against a clear policy.

A person who is qualified as a WCF coach will not have been DBS checked by the WCF and will therefore be required to complete the above.

A person who is qualified as a Scottish Curling coach is PVG checked and a copy of their current qualification will be requested by the ECA Welfare Officer. If the qualification has lapsed the above procedure will be undertaken.

Register of checked members, volunteers, coaches and helpers: After satisfactory submission of the application forms, and appropriate background checks have been completed a register will be maintained by the ECA Welfare Officer. This will stipulate if the individual is allowed to work Supervised (not in regulated activity) or Unsupervised (in regulated activity).

This will be reviewed annually as a minimum or more frequently as necessary and DBS checks will be renewed only if the volunteer is still active within the ECA curling programme. A person deemed in charge of an event may check with the ECA Welfare Officer those eligible and up to date.

All procedures should be adopted and applied consistently throughout the organisation. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children.

3.2 CHILDREN AND YOUNG PEOPLE WHO UNDERTAKE LEADERSHIP ROLES

Children and Young People are actively encouraged to undertake leadership roles in English curling. The ECA believes that supporting the development of young leaders will benefit the growth not only of the child but also of the sport and its coaching capacity. However, although a young leader may undertake a role such as providing instruction, club coach, volunteer or official, it is important to remember that anyone under the age of 18 is still legally a child.

ECA CHILD PROTECTION POLICY

The ECA acknowledges the increased risks of physical, emotional and verbal abuse that children and young people in these roles can be subject to and in order to manage this, it is recommended that young leaders should never have sole responsibility for other young people and they should be fully supported and supervised by an appropriately qualified adult at all times.

3.3 APPLICATION FORMS

(Members, coaches, volunteers and helpers likely to work with junior curlers).

All applicants wishing to or potentially likely to work with junior curlers must complete an *Application Form (Appendix G)* which should elicit the following information:

- Name and address
- Any former involvement with the sport of curling and coaching qualifications undertaken
- The names of **at least two** people (not relatives) willing to provide written references that comment on the applicant's previous experience of, and suitability for, working with children and young people
- The applicant's consent to criminal record checks being undertaken if necessary
- The applicant's commitment to abide by the ECA's *Code of Conduct (Appendix A)*

The form should also state that failure to disclose information or subsequent failure to conform to the Code of Ethics will result in disciplinary action and possible temporary or precautionary exclusion from the organisation.

In addition, the following information will be gained from the self-disclosure form:

- Any criminal record, including convictions, cautions and formal warnings
- Whether the applicant is known to any Children's 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 (including disciplinary action) in relation to child abuse, sexual offences or violence.

3.4 APPOINTMENT OF MEMBERS, VOLUNTEERS, COACHES AND HELPERS involved in events involving children

For an event being organised by the ECA a responsible person, whom has previously been DBS checked, will determine the amount of assistance needed, they will then liaise with the ECA Welfare Office to determine the status (ie DBS checks etc) of those willing to be involved.

It may not be possible to implement the procedures described above where volunteers are recruited at very short notice for a one-off occasion (e.g. a specific event). Where such recruitments are necessary (for example when students or members are recruited to help at events), the ECA will only approach known individuals, or those people for whom a teacher or club official can provide suitable verbal reference or recommendation. In these circumstances the individual must not work in isolation and must be supervised by someone who has been subject to appropriate checks.

An individual may be allowed to commence their duties (at the ECA's discretion) but care should be taken to ensure that a member, volunteer or coach, who has been DBS checked is always present.

3.5 DISCLOSURE AND BARRING SERVICES (DBS)

Owing to the nature of teaching curling to children, all relevant members, volunteers, coaches and helpers in regulated activity are required to have an **Enhanced Disclosure check with a child barring list check**.

The DBS enables the ECA and its clubs to make more informed decisions for positions. Any individuals wishing to work with children are required to undertake a Barred List check and /or Enhanced DBS Disclosure.

A Barred List check is a legal requirement for all individuals applying to work in Regulated Activity. This check will show

whether an individual is barred from working with children.

An Enhanced DBS disclosure is a record of all warnings, reprimands, cautions and convictions from local and national police records. Information may also be disclosed at the discretion of the police if that information is deemed relevant to the role the individual is applying for.

The definition of Regulated Activity is important (**Appendix E**) and it is vital that we all understand the definition so it can be applied:

1. An organisation is required by law to refer an individual to the DBS if they remove them from Regulated Activity because they have caused harm or because they may cause harm to a child.
2. An organisation can request a DBS disclosure on individuals in and out of Regulated Activity. Barred list information can only be requested for individuals applying to work in Regulated Activity

Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the position they are applying for, or are currently undertaking, is listed as an exception under the Act. Before any organisation considers asking a person to complete an application for a DBS check, they are legally responsible for ensuring they are entitled to ask that person to reveal their criminal record. In sport the positions eligible for DBS checks taken from the Rehabilitation of Offenders act 1974 (Exceptions) Order 1975 are:

‘Any position which otherwise involves regularly caring for, training, supervising or being solely in charge of children.’

The ECA Welfare Officer will be able to advise designated Club Safeguarding Officers in the coordination of required DBS checks.

3.6 INDUCTION AND TRAINING

All members, volunteers, coaches and helpers whom are involved in an event or running coaching sessions, where children will be involved, should receive a formal induction programme from the ECA Junior Convenor, ECA Welfare Officer or a Club ECA Safeguarding Officer prior to the commencement of their duties:

- Their qualifications are substantiated
- The expectations, roles and responsibilities of the job are clearly clarified
- Training needs can be identified
- Appropriate codes of conduct are agreed and signed and policies and procedures are explained

In order to ensure that they can be responsible for the planning, development and evaluation of delivery and report cases of poor practice and/or concerns of possible abuse, the ECA strongly recommends recognised Safeguarding and Child Protection basic awareness training be attended and refreshed at least every three years (e.g. sports coach UK ‘Safeguarding and Protecting Children’ workshop - www.sportscoachuk.org will help identify local workshops for volunteers or Scottish Curling equivalent). Particularly if the member, volunteer or helper is classed as working in ‘Regulated’ Activity. Scottish Curling and WCF qualified coaches may undertake this refresher within their own qualification requirements.

3.7 MONITORING AND APPRAISAL

At regular intervals (or following a programme or event), all coaches should be given the opportunity to receive formal feedback (e.g. through meetings) to identify training needs and set new goals. Members, volunteers, coaches and helpers in a position of responsibility should be sensitive to any concerns about poor practice or abuse and act on them at an early stage. They should also offer appropriate support to those who report concerns or make complaints.

SECTION 4

RECOGNISING POOR PRACTICE, ABUSE & BULLYING

4.1 INTRODUCTION

All adults involved in ECA coaching sessions or events have a duty to respond to allegations of abuse, inappropriate behaviour or poor practice by reporting them to the ECA. It is not always easy to recognise a situation where abuse may occur or has already taken place and it is not the responsibility of ECA members, volunteers, coaches or helpers to decide if abuse has taken place. The ECA will provide confidential communication lines for its members via the ECA Welfare Officer through which concerns can be expressed and reported (**Appendix C and D**) and will encourage a partner-wide approach between rinks and clubs to safeguarding, in order to create better communication, advice and support mechanisms.

4.2 POOR PRACTICE

Any action that contravenes the ECA *Code of Conduct* is considered poor practice and is not acceptable. Poor practice is also any action that infringes an individual's rights and / or is a failure to fulfil responsibility for the highest standards of care.

4.3 ABUSE

The effects of abuse on a child at any age can be damaging and long lasting.

People with disabilities

Some disabled children and young people are mentally or physically more at risk than others, which can make it easier for abusers to exploit them.

They may also

- Have an increased possibility of isolation.
- Be subject to greater negative experiences in society.
- Have additional needs of support.
- Need to use alternative methods of communication (both sending and receiving).
- Find it difficult to explain and thus be believed.
- Have medical needs that are used to excuse abuse.
- Not want to raise issues at the risk of exclusion or the lack or withdrawal of an activity from them.

Race and Racism

People from black and minority ethnic (BAME) groups are additionally at risk because they may

- Be harassed by other groups in society.
- Have difficulty in communicating through the English language.
- Want to fit into society and therefore, may not want to make a fuss about being abused.
- Experience racism through being ignored or targeted by people in authority.
- Experience racism and racist attitudes.

Equality

All young people have the same rights to be safeguarded from abuse, but it should be recognised that some children may face additional vulnerabilities and extra barriers to getting help. This could be because of their personal characteristics such as race, gender, age, religion, disability, sexual orientation, social background, or culture. There

should be aware that these characteristics may mean that they are at greater risk of abuse because of factors such as prejudice, discrimination, reduced ability to resist or report abuse, communication barriers or myths based on stereotypes. There are also factors that can make some talented athletes more vulnerable to harmful behaviours, either from themselves, their coaches or parents, or members of support staff.

4.4 TYPES OF ABUSE

Abuse and neglect are forms of maltreatment of a child or adult by an adult or adults or another child or children.

There are four main types of abuse towards children- **Physical, Emotional, Sexual and Neglect.**

1 Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, or otherwise causing physical harm to a child.

Examples of physical abuse in curling could be when the nature and intensity of a training activity or competition exceeds the capacity of the young person's immature and growing body or where drugs are used to enhance performance or delay puberty.

2 Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a person such that it causes severe and persistent adverse effects on their emotional development. Emotional abuse occurs when a person is not given help and encouragement and is constantly derided, ridiculed or ignored. Conversely, it can also occur if a person is over-protected.

Within curling this may extend to expecting a child to consistently perform beyond their developmental capability or being subjected to constant criticism, name-calling, sarcasm and bullying. Racially and sexually abusive remarks constitute emotional abuse and can be a feature of bullying. In the case of learning disability, emotional abuse can occur through failing to communicate important information accurately or appropriately, providing misleading statements or failing to ensure a person understands the information given.

3 Sexual Abuse

Sexual abuse involves forcing or enticing a child to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening.

Within the sport of curling, it could range from sexually suggestive comments, encouraging children to behave in sexually inappropriate ways, actual sexual contact or inappropriate photography or videoing for the gratification of the viewer.

Within this context there is an:

Abuse of Position of Trust

Sexual offences legislation already states that any sexual activity involving children under 16 is unlawful. The primary motivation for legislation which addresses the abuse of positions of trust is the need to protect young people aged 16 and 17 who, despite reaching the age of consent for sexual activity, are considered to be vulnerable to sexual abuse and exploitation in defined circumstances. This includes sexual activity and relationships with adults who hold a position of trust, responsibility or authority in relation to them and, as a result, have a considerable amount of power and influence in their lives.

As there is currently no offence of "abuse of trust" legislation relating to sport, the ECA will deal with these issues as poor practice under breach of the code of ethics and hence on a disciplinary basis.

The ECA will take disciplinary action in situations where an adult in a position of authority has abused their position of trust by having sexual contact with a 16 or 17 year old and hold the right to refer cases to the Independent Safeguarding Authority (ISA) when it is concerned that an individual is considered to be unsuitable to work with young people.

4 Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It is also failing to protect a child from physical and emotional harm or danger and failure to ensure adequate supervision.

Within curling this could include a coach/volunteer not ensuring the person is safe, exposing them to long periods of activity on the ice or to an unnecessary risk of injury. It may also be when a participant's personal or intimate requirements are ignored, particularly if they are disabled, or where they are not cared for in a way appropriate or according to their needs. A risk assessment should be carried out on site by an ECA delegated person.

4.5 BULLYING

Bullying is a common example of abuse and can be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves. Within the sport of curling, the bully can be:

- A parent, coach or teammate who pushes too hard.
- A coach who adopts a win-at-all costs philosophy or treats participants inconsistently.
- A member, volunteer, coach, helper, parent or another participant who intimidates inappropriately.
- A spectator who shouts abuse.
- An official or judge who places unfair pressure on a person.

Bullying can include:

- Physical: e.g. hitting, kicking and theft.
- Verbal: e.g. name-calling, constant teasing, sarcasm, racist or homophobic taunts, threats, graffiti and gestures.
- Emotional: e.g. tormenting, ridiculing, humiliating, excluding and ignoring.
- Sexual: e.g. unwanted physical contact or abusive comments.

It is important to note that bullying via mobile phone and email is also possible and commonplace among young people and will not be tolerated.

4.6 REDUCING THE POTENTIAL FOR VULNERABILITY

In order for the ECA to establish an environment that is safe, enjoyable, and educational which enables people to positively contribute to the sport, affiliated clubs should be vigilant in creating a safe culture. The ECA recommends that they

- Recognise and adhere to the ECA Safeguarding policy.
- Develop and implement recognised safeguarding procedures.
- Monitor and evaluate projects e.g. skills programmes, competition leagues, coaching programmes and communication with participants, members and sponsors.
- Understand and promote the Spirit of Curling.
- Respect cultural differences.
- Ensure an inclusive 'Club For All' ethos.
- Establish an environment that encourages feedback and where issues can be discussed.
- Acknowledge the increased vulnerability of specific individuals.

- Recognise that children and young leaders can naively be coerced into abusive situations such as “sexual grooming”.
- Implement a procedure for the use of photography and filming equipment.
- Ensure that coaching ratios are appropriate for the number of individuals in attendance.

4.7 INDICATORS OF ABUSE

There are signs that could alert you to the fact that a young or person at risk is being abused. These could include:

- Unexplained bruising or injury, particularly if situated on a part of the body not normally prone to such injuries.
- An injury for which the explanation seems to be inconsistent.
- Unexplained sudden changes in behaviour, e.g. withdrawing, very quiet, sudden outbursts of temper or emotion.
- Inappropriate sexual awareness or language, or engaging in sexually explicit behaviour.
- Being prevented from socialising with others or having difficulty making friends.
- Being distrustful of adults particularly those with whom a close relationship would normally be expected, i.e. parents, teacher, carer, relative, family friend.
- Displaying variations in eating patterns or weight.
- Becoming increasingly dirty or unkempt.
- Something which another person or child has said which suggests they are being abused.

This list is not exhaustive and the presence of one or more of these symptoms is not proof that abuse has taken place, but it should raise concerns.

It is NOT the responsibility of the ECA member, coach, volunteer or helper to decide that the young person is being abused but it is their responsibility to act upon their concerns without delay. (Appendix D)

SECTION 5

RESPONDING TO DISCLOSURE, SUSPICIONS & ALLEGATIONS (Appendix C)

5.1 INTRODUCTION

Concerns are more likely to be reported by an associated adult than the child themselves.

However disclosures do happen and must be dealt with carefully and quickly. A 'disclosure' is if a child informs you directly that he/she, or another child, is concerned about someone's behaviour towards them.

In the first instance, it is imperative that the young person is made and kept safe.

Then and upon receipt of the details, the ECA Club Safeguarding or ECA Welfare Officer will be responsible for gathering and clarifying information and mobilising the ECA Case Management Team (CMT).

If a Disclosure is made and it involves a Scottish Curling or WCF qualified coach the Scottish Curling or WCF, as appropriate, must be informed immediately and guidance sought and acted upon.

Case Management Team

- Will consist of the ECA Welfare Office, ECA Junior Convenor and a member of the ECA Council. (If one of these are to be investigated another member of the ECA Council is to take their place).
- Must work within the policies and procedures of the ECA to ensure that all decisions relating to safeguarding children and young people are reached following a fair, open and transparent process.
- Will be independently empowered to act and make an appropriate judgment and take any disciplinary action necessary.
- May call upon whatever professional input is required on an advisory capacity for each case.

The responsibilities of the team are to:

- Recommend, where appropriate, that a person is referred to the Disclosure and Barring service (DBS).
- Recommend to the ECA Council, where appropriate, that a person is temporarily suspended or banned from some or all activities related to curling.
- Monitor and review progress on all cases and recommend to the ECA Council any changes required to existing policies and procedures.
- All concerns must be responded to in a way that ensures that a child receives appropriate help and support, that appropriate action is taken against those who pose a risk to children and that protection is given to not only the child involved, but also all other children.
- It is the responsibility of the child protection experts and statutory agencies to determine whether or not abuse has taken place but it is everyone's responsibility to report any concerns.
- Personal information will be treated in strict confidence, within the limits of the law, (principally the Data Protection Act 2018 and the Human Rights Act 1998) which requires that the Police, Children's Services (social care) and/or any other statutory agencies including the NSPCC be informed where there are concerns that a child is at serious risk of harm or it is believed that a crime has been committed.

5.2 MINOR INCIDENTS within and ECA environment

It may be deemed, on the information given, that a situation has occurred through poor practice and could be due to a lack of awareness, lack of training, poor planning or lack of support. Minor incidents can be addressed internally and appropriate action should be taken to tackle the problem. This may involve reporting the problem to the organiser of the event, or may be addressed by speaking to the individuals concerned. Such actions and follow-up must be clearly communicated to the parties involved and must be felt to be satisfactory to all. A full report using the form in **Appendix**

C and D will then be sent to the ECA Welfare Officer.

5.3 MAJOR INCIDENTS within an ECA environment

Any significant, untoward or unusual incidents which cause concern about the welfare of a child should be recorded on the *Incident and Concern Record Form (Appendix C and D)* and reported to the ECA Welfare Officer as soon as possible. Parents / guardians, as long as they are not the subject of the allegation, should also be informed of the circumstances as soon as possible.

5.4 REPORTING AND RESPONDING TO DISCLOSURES, ALLEGATIONS AND OR SUSPICIONS

If the disclosure relates, to an ECA or ECA affiliated club, related curling activity then follow the procedures in **Appendix C**, contact the ECA Club Safeguarding Officer and/or ECA Welfare Officer immediately (see **Appendix L** for contact details). If the ECA Club Safeguarding Officer and/or ECA Welfare Office is unavailable or is the subject of the allegation, then the matter should be reported directly to the ECA President (**Appendix J**). If neither is available then the statutory agencies (**Appendix J**) should be contacted for advice.

Action

- Internally, the ECA Welfare Officer will mobilise the ECA Case Management Team
- Alleged minor poor practice will be dealt with by the ECA CMT via the Complaints Procedure (**Appendix C**) which will result in recommendations, e.g. attend specific training or no further action. If the allegation is from an affiliated club then the ECA Welfare Officer will follow the same procedures as above and below in consultation with the member club's Safeguarding Officer.

5.5 INTERNAL ECA CMT INVESTIGATION

Where the decision is made that the ECA will carry out its own investigation, then the CMT will collect information on the exact nature and extent of the incident and the person involved.

Investigating officers should be aware that the interviewing of individuals cannot be done if the matter is in the hands of the police.

Where an athlete or member, coach, volunteer or helper is to be interviewed or questioned about an incident, each will be allowed one representative to accompany them to the meeting. The person should be allowed to help with communication issues, but should not lead the individual or answer on their behalf. All parties should be made very clear about confidentiality and should agree to keep the nature and details of the meeting confidential.

If necessary, and in accordance with the code of ethics, persons involved may be temporarily suspended from duty whilst the investigation is undertaken. This will be done in writing by the chair of the CMT giving details as to why this action is necessary. Suspension is a neutral act not an assumption of guilt.

Following investigation, the CMT will produce a full report, detailing their findings and making recommendations regarding:

- Appropriate action to be taken.
- Criteria for re-instatement.
- Recommendations to avoid a similar incident re-occurring.

Where the allegation is found to have merit, and is of a significant nature, the Police and Social Services and the people concerned may also be informed of the incident (If concerns about abuse are indicated, this process should happen before any ECA process). It is not the ECA role to investigate or determine if an allegation has merit reporting it to the police and social service should be considered at 1st point of disclosure.

Time Scales

The first task of the CMT, on the advice of the ECA Welfare Officer, will be to set a time frame to deal with the complaint and advise all relevant parties. It is the ECA's intention that all cases should be dealt with as quickly as possible, while recognising that this will depend to a large extent on the complexity of the issue.

The CMT will aim to conclude minor incidents relating to poor practice within 1 month of receipt. This period may be widened depending on the requirements of partner/external agencies as this may delay the procedures of the CMT.

The CMT will maintain communication and continually update the complainant with regards to the status of their complaint.

Where an investigation is to take place, support for the alleged victim and the alleged perpetrator will be provided by separate individuals.

Appeals

On conclusion of an investigation, the individuals concerned maintain the right to appeal against the decision and the CMT findings. This should be done in writing to the ECA Secretary within 14 days, stating clearly the objection and reasons. Should an appeal be made, the ECA Council will convene to re-assess the decision, with findings being reported within 14 days. The decision will then be deemed to be final.

5.6 RESPONDING TO CONCERNS AND POSSIBLE ABUSE – outside the ECA environment

If a child or person at risk informs you directly that he/she is being abused **outside the ECA environment** (i.e. at home, school or some other setting) or through your own observations or through a third party you become aware of possible abuse outside the ECA environment you must **react immediately**. (See Indicators of Abuse section).

- Ensure the safety of the young or person at risk – if they need immediate medical treatment, call a doctor or ambulance, inform doctors of your concerns and ensure they are aware it is a possible abuse situation.
- Contact a specialist service for advice e.g. the NSPCC 24-hour free phone Helpline on 0808 800 5000 or Childline on 0800 1111. The Police have specially trained child protection teams who will give guidance and support and deal with enquiries (**Appendix J**).

If a child or person at risk within the ECA informs you directly that he/she is being abused or through your own observations or through a third party you become aware of possible abuse you must **react immediately**.

5.7 RESPONDING TO PREVIOUS ABUSE

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child, or by a member of staff or volunteer who is still currently working with children). Where such an allegation is made, the ECA will follow the procedures as detailed in Section 5 and report the matter as appropriate. This is because other children, either within or outside sport, may be at risk from this person.

5.8 RECORDS AND INFORMATION

Information passed to the Children's Social Care Services department or the Police must be as helpful as possible as it may be used in any subsequent legal action, hence the necessity for making a detailed record. **Appendix D**

5.9 DISCIPLINARY PROCEDURE

Disciplinary procedures (**Appendix C**) will be followed, where appropriate, if a complaint is made against any ECA member, volunteer, coach or helper.

5.10 PROCESS AND SUPPORT AFTER A DISCLOSURE OR INVESTIGATION

The ECA CMT and ECA Welfare Officer will take advice from the Police and Children's Social Care Services and consider all cases with regard to the appropriate reinstatement of any member, coach, volunteer or helper. It may be the situation that there is insufficient evidence for criminal proceedings. In this case the ECA will use all the information available to decide whether the allegation and evidence is enough to remove the alleged abuser from the organisation or to reinstate them. Such cases are extremely difficult and will be handled with sensitivity and tact. At all times the safety and wellbeing of the victim will be paramount. Also at this time a review of the child, who made the false allegation, continued participation in curling will be considered.

The ECA recognises the clear need to have support mechanisms for all those involved in or surrounding the issue, including those making the allegation, those who may be being abused and those against whom the allegation is made. The ECA is primarily concerned with the wellbeing and safety of all its members and participants. It will support any member, coach, volunteer or helper who in good faith and where they have reasonable grounds for doing so, reports concern that someone is, or may be, abusing a young person. The support provided to each individual will vary depending on their needs.

The victim of abuse:

Will be directed to specialist support via Children's Social Care Services. The ECA will also facilitate (as far as is appropriate) that the victim continues to enjoy the positive effects of curling throughout the case.

Parents or carers of the abused:

Will also be directed to specialist support via Children's Social Care Services and the ECA will maintain regular communication with the parents or carers throughout the case.

The alleged perpetrator of abuse:

Will be assigned a designated contact within the ECA. The designated contact will not be involved in any other way with the case (e.g. supporting the victim or managing the case). The alleged perpetrator will be able to contact the designate with questions about the case. They will be made aware of external agencies providing support (**Appendix L**).

If the investigation results in no action being taken against the alleged perpetrator, the ECA will take advice from the statutory agencies as to the appropriate reinstatement of the individual and their future involvement within the organisation.

ECA members, coach, volunteers and helpers involved in the disclosure:

Will be supported by regular contact, via email or face to face, location dependant, with the ECA Welfare or Club Safeguarding Officer and /or President. During these contacts appropriate additional support will be offered e.g. one to one counselling via a specialist external agency. Members, coaches, volunteers and helpers will also be made aware of other support channels they can access independently (**Appendix L**). The ECA will ensure that the support that is made available is long term and not just during the case.

NB - During the investigation and the case extreme care must be used when corresponding with any of the above. Guidance from the police and social services should be sought as to what can be shared for fear of jeopardising any investigation or potential criminal proceedings.

5.11 IF AN ALLEGATION IS MADE AGAINST YOU

All concerns and allegations will be taken seriously and investigated using the aforementioned procedures. If you are the person who has an allegation made against you, (after guidance is sought from the CMT/police/social services) the situation will be explained to you and you may be asked to cease working with children. You will be assigned a designated contact at the ECA who (after guidance is sought from the CMT/police/social services) will keep you fully informed as the case progresses. The statutory agencies will advise the ECA as to whether an immediate suspension is required whilst a full investigation is carried out. This is to protect all parties involved. For ECA members, volunteers or helpers this will mean a temporary suspension. If the investigation results in no action being taken against you, the ECA will take advice from the statutory agencies as to your appropriate reinstatement and future involvement within the organisation.

If you are a qualified ECA or WCF coach they will be informed immediately and the ECA will liaise with them regarding all of the points above, guidance and instruction will be sought from them.

5.12 RECORDS AND CONFIDENTIALITY

Confidentiality

The safety and wellbeing of children is paramount. Confidentiality should be maintained at all times. Information should be handled and disseminated very carefully on a need to know basis only. This may include the following persons:

- The person making the allegation.
- The parents/carers of the individual who is alleged to have been abused.
- ECA Welfare Officer, ECA Club Safeguarding Officer and CMT
- The alleged abuser (and parents/carers if the individual is a young person) upon guidance from Social Services/Police.

If completing an *Incident or Record* form electronically, do not save copies to the hard drive or an USB. **Print a copy, sign and date and then delete immediately.** The ECA Welfare Officer should store the information in secure online storage with data protection laws with access available only to the ECA Welfare Officer. If the ECA Welfare Officer is under investigation, then the Chair of the CMT should hold the information.

Information Sharing

One of the key principles embedding best practice in relation to safeguarding is ensuring that information relating to concerns is shared with/or between relevant bodies in order to protect potentially vulnerable children.

Guidance from the Child Protection in Sport Unit (CPSU) and from the (then) Department for Children, Families and Schools (DCFS) makes reference to the seven rules of information sharing. These are as follows:

- Data protection is not a barrier to sharing information – but provides a framework to ensure information is shared appropriately.
- Be open and honest – with the person from the outset about why, what, how and with whom information will, or could be shared.
- Seek advice – if you are in any doubt, without disclosing the identity of the person where possible.
- Share with consent where appropriate – and, where possible, respect the wishes of those who do not consent to share confidential information.
- Consider safety and well-being – base your information sharing decision on considerations of the safety and well-being of the person and others whom may be affected by their actions.
- Necessary, proportionate, relevant, accurate, timely and secure – ensure information you share is necessary for

the purpose for which you are sharing it, is shared only with those who need to have it, it is accurate and is shared securely.

- Keep a record of your decision and the reasons for it.

5.13 WHISTLE BLOWING (See Appendix C and D)

The ECA is committed to developing and promoting an environment that is open for people to voice their concerns. This procedure enables members, volunteers, coaches and helpers to share, in confidence with the ECA Welfare Officer, concerns they may have about a colleague's behaviour. This may be behaviour not linked to child abuse but pushes the boundaries beyond acceptable codes of conduct. The ECA supports and will provide protection for whistle-blowers. While it is often difficult to express concerns about colleagues, it is important that these concerns are communicated to the ECA Welfare Officer. Members, volunteers, coaches, helpers and parents should be encouraged to talk to the ECA Welfare Officer if they become aware of anything that makes them feel uncomfortable **(Appendix J)**.

Any concerns about the ECA Welfare Officer should be reported to the ECA President. All information received and discussed will be treated in the strictest confidence and only shared with the ECA CMT. On occasion it may be necessary for the ECA to seek advice, or inform the statutory agencies. All concerns will be taken seriously and managed accordingly within these policies and procedures.

If you do not feel comfortable reporting within the ECA, another reporting option is direct to the NSPCC Child Protection Helpline on 0808 800 5000 or Childline on 0800 1111

Section 6

List of Appendices

- A Code of Conduct for Safeguarding Children at Risk in Sport - Form
- B Photography & Filming Consent - Form
- C Procedure for Responding to Disclosure, Allegations and Suspicions - flowchart
- D Recording Disclosures, Allegations and Suspicions - Form
- E Disclosure & Barring Service Checking Procedure
- F ECA Self Declaration Form
- G Volunteer Application Form
- H Volunteer Reference Form
- I ECA CMT Disciplinary & Appeals Procedure concerning Poor Practice Issues
- J Useful Contacts

APPENDIX A

CODE OF CONDUCT FOR SAFEGUARDING CHILDREN IN SPORT

A Code of Conduct has a number of important functions. It:

- Sets out what behaviour is acceptable and unacceptable
- Defines standards of practice expected from those to whom it applies
- Forms the basis for challenging and improving practice
- Helps to safeguard participants, members, volunteers, coaches and helpers by encouraging them to adhere to agreed standards of practice
- Sets out for children and parents/carers the standards of practice which they and the organisation should expect from those who work/volunteer with children.

The English Curling Association supports and requires ***all*** members, coaches, volunteers and helpers, whether participating as a playing member or in an official capacity at any ECA event, to observe the following standards of practice, including verbal and non-verbal actions when involved in activities with children.

All concerns about breach of this Code of Conduct will be taken seriously and responded to in line with the English Curling Association's Safeguarding Policy and Procedures.

GOOD PRACTICE

- Make curling fun, enjoyable and promote fair play.
- Treat all children equally, with respect, dignity and fairness.
- Involve parents/carers wherever possible.
- Build balanced relationships based on mutual trust.
- Include children in the decision-making process wherever possible.
- Always work in an open environment, wherever possible. Avoid private or unobserved situations.
- Put the welfare of each child first before winning or achieving performance goals.
- Be an excellent role model including smoking or drinking alcohol responsibly.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Recognise the developmental needs and capacity of children.
- Avoid excessive training and competition, pushing children against their will and putting undue pressure on them.
- All curlers (including children) should be encouraged to accept responsibility for their own behaviour and performance both in training, competition and outside.
- Adult members, volunteers, coaches and helpers are responsible for setting and monitoring the boundaries between a working relationship and friendship with children and be aware that sexual contact with a 16 or 17 year old junior curler under his or her jurisdiction is prohibited.
- Any relationship between a member, coach or volunteer offering coaching and a child curler, relies on mutual trust and respect. The child and/or parent should be made aware of the qualifications and experience of this and given the opportunity to consent to or decline proposals for training and performance.
- Activities should be provided according to current good practice and in line with existing Health & Safety regulations.
- Members, coaches, volunteers and helpers must be familiar with and strictly adhere to the ECA Safeguarding policy and procedures.
- Members, coaches or volunteers working with juniors in a coaching, training or development role should be able to provide on request to the ECA Welfare Officer and/or ECA Junior Convenor a training schedule or plan with expected outcomes.

- Members, volunteers, coaches and helpers must accept responsibility for the conduct of their junior curlers insofar as they will undertake to discourage inappropriate behaviour.
- Members, volunteers, coaches and helpers should make every attempt to be aware of any medical or physical conditions which require special consideration and plan accordingly. Curlers should be made aware, however, that ultimately, they are responsible for their own health and medical condition and, in the case of junior curlers, parents should acknowledge responsibility too.
- Members, volunteers, coaches and helpers should welcome evaluation of their work by colleagues and be able to account to participants and professional bodies what they do and why.
- Those undertaking a coaching role within ECA inevitably gather a great deal of personal information about junior curlers in the course of a working relationship. They both must reach agreement as to what is to be regarded as confidential information, i.e. not divulged to a third party without express approval of the junior curler. Confidentiality does not preclude disclosure of information on a 'right to know' basis, for example when abuse is suspected.
- Respect the rights, dignity and worth of everyone they work with, and their ultimate right to self-determination.
- Each curler is unique and should feel valued as such, being supported and able to express and develop their individuality.
- Has a right to an environment which provides for their physical and personal safety, and within which they feel physically and personally safe
- Must be familiar with and strictly adhere to the ECA Safeguarding Policy and Procedures.
- Must consistently display high personal standards and project a favourable image of the ECA and its work to participants, other coaches, other organisations, the media and the general public.
- Act as a positive role model in terms of health and cleanliness and should not engage in any behaviour that adversely affects other coaches or curlers.
- Ensure the safety of their junior curlers as far as possible within the limits of their control.
- Reasonable steps should be taken to ensure a safe working environment for all concerned.
- Activity being undertaken should be suitable for the age, experience and ability of the participants
- Resources used must be appropriate for the activity and the participants concerned, and maintained in a safe condition.
- Junior curlers should be made aware of their personal responsibilities in terms of safety.
- All accidents must be recorded and reported as appropriate.
- Coaches should communicate and co-operate with each other and with other allied professions in the best interests of their curlers and the organisation

PRACTICE TO BE AVOIDED

In the context of your role within the **English Curling Association**, the following should be avoided:

- Having 'favourites' – this could lead to resentment and jealousy by other children and could be misinterpreted by others.
- Spending excessive amounts of time alone with children away from others.
- Entering children's bedrooms on trips away from home, unless in an emergency situation or in the interest of health and safety. If it is necessary to enter rooms, ideally have a witness, knock and say that you are coming in. The door should remain open, if appropriate.
- Where possible, doing things of a personal nature for children that they can do for themselves.

UNACCEPTABLE PRACTICE

In the context of your role within the **English Curling Association**, the following practices are unacceptable:

- Engaging in sexually provocative games, including horseplay.

- Engaging in rough or physical contact unless it is permitted within the rules of the game or competition.
- Forming intimate emotional, physical or sexual relationships with children under the age of 18 years.
- Allowing or engaging in touching a child in a sexually suggestive manner.
- Allowing children to swear or use sexualised language unchallenged.
- Making sexually suggestive comments to a child, even in fun.
- Reducing a child to tears as a form of control.
- Allowing allegations made by a child to go un-challenged, unrecorded or not acted upon.
- Inviting or allowing children to stay with you at your home.
- A member, volunteer, coach or helper sharing a room alone with a child.
- Members, volunteers, coaches and helpers must never advocate or condone the use of prescribed drugs or other banned performance enhancing substances.
- Members, volunteers, coaches and helpers should refrain from public criticism of colleagues. Differences of opinion should be dealt with on a personal basis and more serious disputes should be referred to the ECA.

Sign-up:

By being a fully paid up member of a Club affiliated to the ECA, and not working or volunteering with children will be the playing members acceptance of this Policy and Procedures. However, anyone working or volunteering with children will be required to sign.

I have read and agree to abide by this Code of Conduct

I have also read and agree to abide by the *English Curling Association's* Safeguarding Policy, Procedures and Guidelines.

Name of Member, volunteer or helper _____ **Date signed** _____

Witnessed by: _____ **Date signed:** _____

APPENDIX B - to be completed on behalf of all Junior members of the ECA PHOTOGRAPHY/FILMING CONSENT FORM

As parent/guardian/carer of the named child, I understand that **group** photographs and/or filming may be undertaken at training sessions and events by approved professionals, members or volunteers and that the named child may be included in these images.

In accordance with the ECA Safeguarding Policy, these images may be used for

- (i) Video footage for performance development.
- (ii) Media coverage of an event or achievement.
- (iii) Promotional purposes e.g. website or publication.

I give/do not give permission for **individual or close range** photographs to be taken at these times and understand that these may be used for archive and publicity purposes (please delete as appropriate).

I give/do not give permission for my child to be filmed for coaching purposes (please delete as appropriate).

I give/do not give permission for my child's full name to be tagged to a photo (please delete as appropriate).

Images taken by approved professionals on behalf of the ECA will not be shared with external agencies or uploaded onto social media sites unless express permission is obtained from the child and parent.

*If you do not give permission for these **individual or close range** photographs to be taken, please inform your child in order to avoid their disappointment.*

This authority is valid until the child is an adult unless I inform the ECA Welfare Officer of any changes to this information prior to any event/training session.

Curling takes place in facilities to which the general public have rights of access. The ECA will take all reasonable steps to promote the safe use of photographing and filming at events and activities with which it is associated. However, the ECA has no power to prevent members of the general public photographing or filming in public places.

Signed: (Parent/carer) _____

Name: (please print) _____

Date: _____

Emergency contact number: _____

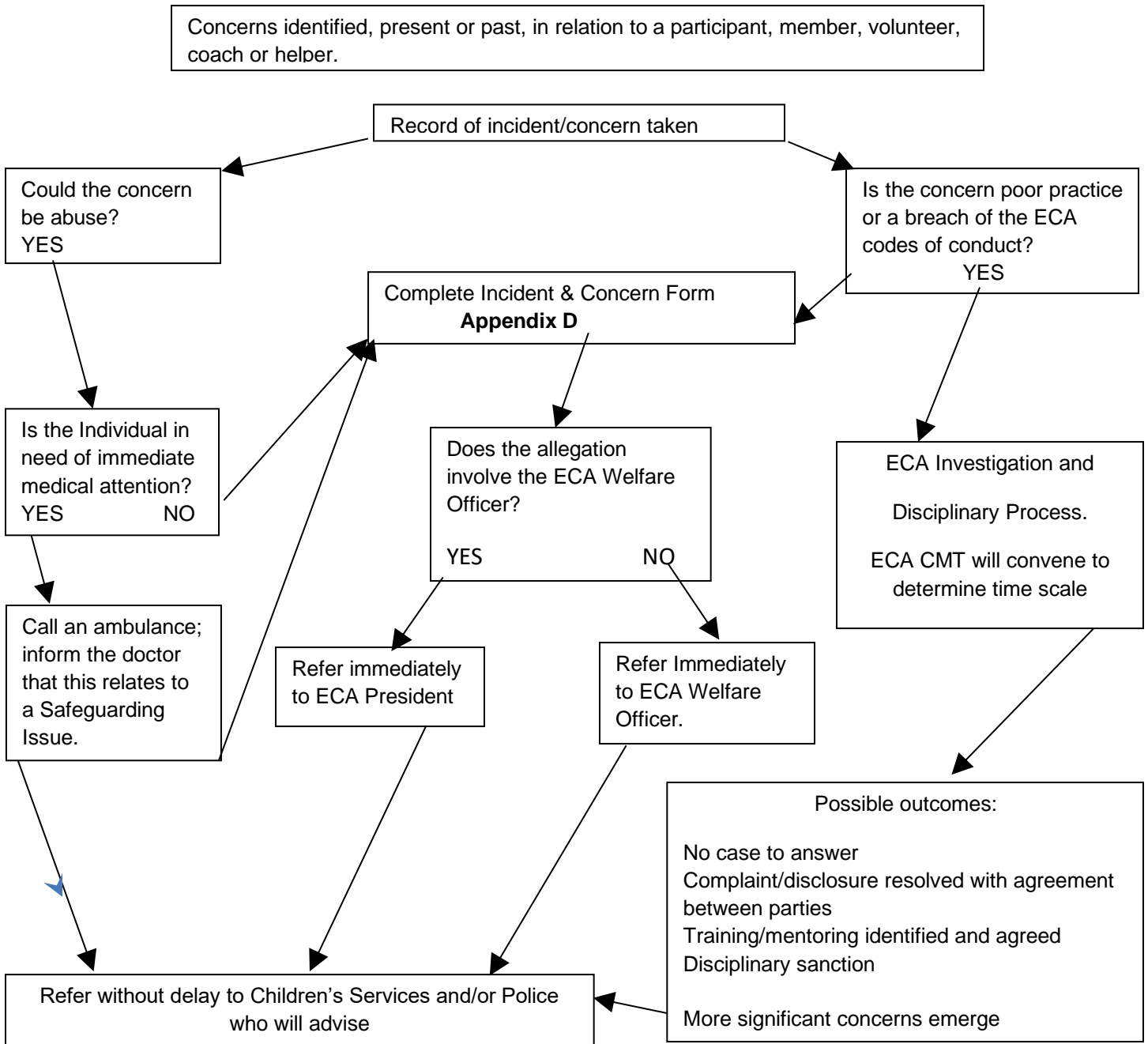
Name of child _____ D of B of child _____

NB if a parent gives permission to photograph but the child does not want to be photographed/filmed then the child's wishes should be followed.

Original to be held by the members Club and copy to be sent to the ECA Welfare Officer:

APPENDIX C

PROCEDURE FOR RESPONDING TO DISCLOSURE, ALLEGATIONS & SUSPICIONS flowchart



APPENDIX D

RECORDING DISCLOSURE, SUSPICIONS & ALLEGATIONS FORM

The person receiving the information should

- React calmly so as not to frighten the child.
- Thank them and say that he or she was right to tell someone.
- Take what they say seriously, recognising the difficulties inherent in interpreting what is said by a child.
- Keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said.
- Reassure them but do not make promises of confidentiality, which might not be feasible in the light of subsequent developments.
- Make a full and accurate record of what has been said, heard or seen as soon as possible **Appendix D**.
- Continue to follow the step-by-step process shown diagrammatically in **Appendix C**.
- Keep the information confidential, sharing with only those whom need to know.

The person receiving the information must not

- Panic.
- Allow their shock or distaste to show.
- Probe for more information than is offered.
- Speculate or make assumptions.
- Make negative comments about the alleged abuser.
- Approach the alleged abuser.
- Make promises or agree to keep secrets.
- Non-action is **not** an option.

N.B. It can be more difficult for some children to disclose abuse than for others.

Disabled children will have to overcome additional barriers before feeling they can disclose abuse. They may rely on their abuser for regular care and not know of alternative sources of care or residence. The abuse may be the only attention or affection they have experienced. Communication difficulties may mean that it is hard for them to complain or to be understood. However, where there are concerns about the safety of a young person, record exactly what has been observed in detail and follow the procedures to report these concerns.

Possible Abuse Situation

If a young or vulnerable person says or indicates that they are being abused, or information is obtained or observations are made which give concern that a young person is being abused, you must **react immediately**.

- Ensure the safety of the young person – if they need immediate medical treatment, call a doctor or ambulance, inform doctors of your concerns and ensure they are aware it is a possible abuse situation

Contact the ECA Safeguarding Officer/ECA Welfare Officer immediately, who will follow the reporting procedure detailed below but if he/she cannot be contacted, then the person that has the concerns about the young or person at risk's welfare should contact the ECA President. If nobody is available then the person should contact a specialist service for advice e.g. the NSPCC 24-hour free phone Helpline on 0808 800 5000 or Childline on 0800 1111. The Police have specially trained child protection teams who will give guidance and support and deal with enquiries (**Appendix J**).

Reporting Procedures

- The ECA Welfare Officer will refer the allegation to the Children's Social Care Services (out-of-hours services are available) who may involve the Police, or go directly to the Police
- Make a full and factual record of events utilising the *Incident and Concern Record Form* (**Appendix D**) and forward a copy of the recorded information, as directed, to the Local Authority Designated Officer

- The ECA Welfare Officer or President will deal with any media enquiries, only on advise from Local Authority Designated Officer or the police.
- The parents or carers of the young or vulnerable person will be contacted as soon as possible following advice from the Children’s Social Care Services department.

Possible Outcomes

Where there is a complaint of abuse against an ECA member, coach, volunteer or helper this may include a child protection investigation, a criminal investigation and or referral to the ECA CMT for action.

YOUR NAME:	
YOUR POSITION:	
YOUR CONTACT NUMBER:	
CHILD/VICTIM'S NAME:	
CHILD/VICTIM'S ADDRESS:	
PARENT/CARER/ADVOCATE'S NAME, ADDRESS and CONTACT NUMBER:	
CHILD/VICTIM'S DATE OF BIRTH:	
DATE AND TIME OF ANY INCIDENT:	
NATURE OF ALLEGATION: <i>e.g. physical, emotional, sexual or a combination</i>	
YOUR OBSERVATIONS. Including <i>Your knowledge of the relationship of the child and the alleged abuser. Information and details of the alleged abuser, where possible.</i>	
STATE EXACTLY WHAT THE CHILD/VICTIM SAID AND WHAT YOU SAID:	

Keep questions to a minimum – obtain sufficient information to only understand what is being said – do not lead them.

Include a description of any physical marks, and state the location of any injury or bruising

Include the person's account of how these occurred.

Let the person tell it in his or her own way.

Ensure relevant dates, times and frequencies are included.

Action taken so far:

Statement of concerns (section to be completed where no allegations have been made but you have concerns to record. Details of any alleged perpetrator including name, role and contact details)

Please state the nature of your concerns and any other relevant information:

ETHNIC GROUP - *Please choose the category that best describes the Child's ethnic group from the following list*

And tick the appropriate box

A1. British	A2. Irish	A.3 Any other White background (please write in)	
B1. White and Black Caribbean	B2. White and Black African	B3. White and Asian	B4. Any other Mixed background (please write in)
C1. Indian	C2. Pakistani	C3. Bangladeshi	C4. Any other Asian background (please write in)
D1. Caribbean	D2. African	D3. Any other Black background (please write in)	
E1. Chinese	E2. Any Other background (please write in)		

Please choose the description that best describes the nature of any disability and tick the appropriate box.

A. Visually Impaired	B. Hearing Impaired	C. Physical Disability
D. Learning Disability	E. Multiple Disability	F. Other/None (please write in)

External agencies contacted:		Details
POLICE	Yes/No	<p>If yes - which:</p> <p>Date</p> <p>Time</p> <p>Name and contact number:</p> <p>Details of advice received:</p>
SOCIAL SERVICES	Yes/No	<p>If yes - which:</p> <p>Date</p> <p>Time</p> <p>Name and contact number:</p> <p>Details of advice received:</p>
ECA Club Safeguarding Officer		<p>If yes - which:</p> <p>Date</p> <p>Time</p> <p>Name and contact number:</p> <p>Details of advice received:</p>

<p>ECA Welfare Officer Yes/No</p> <p>Date</p> <p>Time</p>	<p>If yes, which: Name and contact number:</p> <p>Name and contact number received:</p> <p>Details of advice received:</p>	
<p>LOCAL AUTHORITY Yes/No</p> <p>Date</p> <p>Time</p>	<p>If yes, which: Name and contact number:</p> <p>Name and contact number received:</p> <p>Details of advice received:</p>	
<p>OTHER (e.g. NSPCC)</p> <p>Date</p> <p>Time</p>	<p>If yes, which: Name and contact number:</p> <p>Name and contact number received:</p> <p>Details of advice received:</p>	

Signature:	
Print Name:	
Date:	

When Complete, please post this form, marking the envelope "Private and Confidential" to:

ECA Welfare Officer

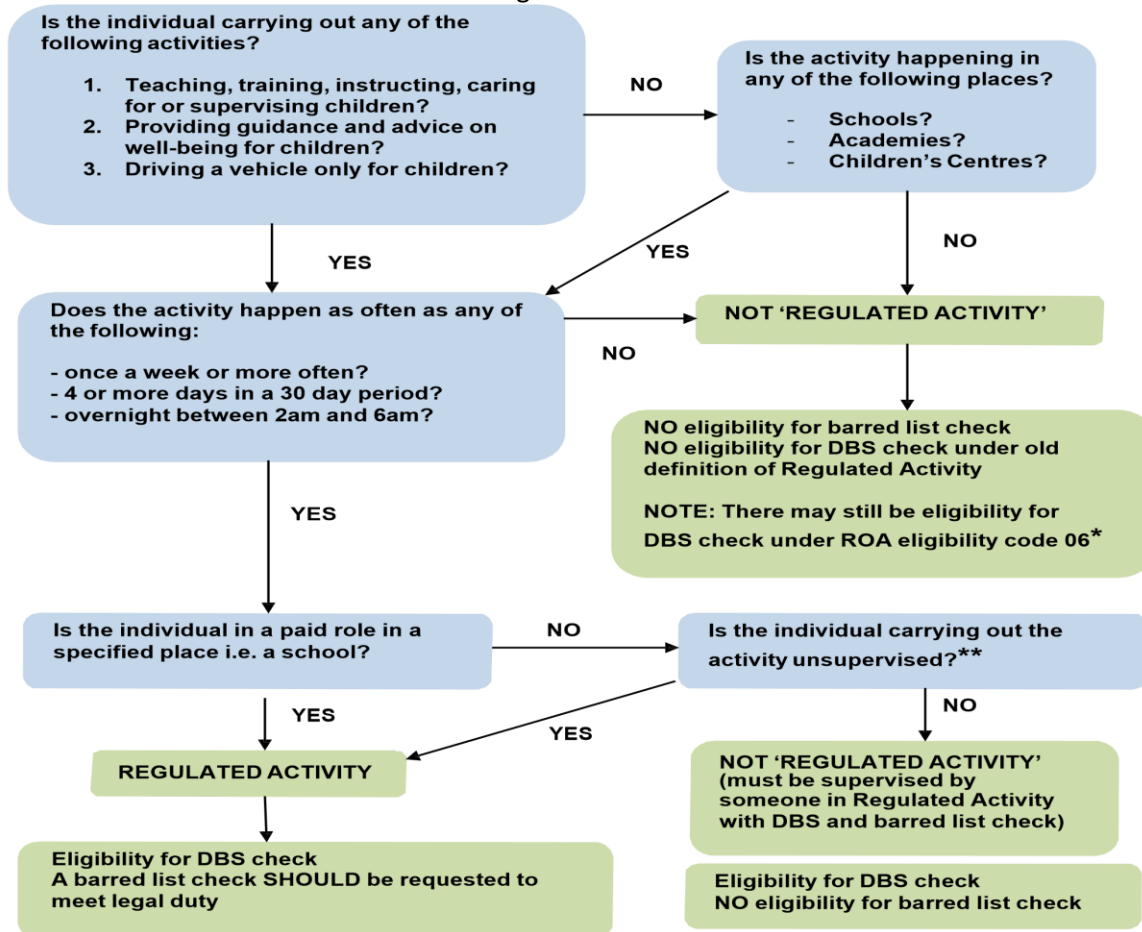
Appendix E

The Disclosure and Barring Service (DBS)

Checking procedure for Members, Coaches and Volunteers (and helpers if necessary)

Regulated activity is work that a barred person must not do. The ECA is required by law to refer an individual to the Independent Safeguarding Authority (ISA) if they have removed them from regulated activity because they have caused harm or because they may cause harm to a child or an adult at risk). The ECA can request DBS disclosures on individuals in and out of regulated activity, however barred information will only be provided for individuals who are in regulated activity.

Flow chart to determine if an individual is in 'Regulated



* Rehabilitation of Offenders Act eligibility code 06 'Any position which otherwise involves regularly caring for, training, supervising or being solely in charge of children' is still available for sport to use. The word 'regularly' in this eligibility code is not linked to the requirements in the definition of 'Regulated Activity' – it is open to define by the organisation. It is suggested annually is not enough but an argument could be made for eligibility if an individual does an activity 8 times over the summer period or once a month for example. Appendix B lists all eligibility codes.

** To answer 'No' to this question the individual carrying out the activity must be supervised by an individual who is in 'Regulated Activity' themselves.

Appendix F: ECA Self Declaration Form

CONFIDENTIAL

Volunteer Declaration Form Part A

Title	First Name	Surname
Please state any previous name by which you may be known:		
Address		
Postcode		
Phone number(s)		

Date of Birth:																			
-----------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Gender:	
----------------	--

Nat. Ins. No.																			
----------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Current clubs or teams with which you are associated:	Position & role:	Start date:

Coaching qualifications held	Course date

Previous clubs or teams	Start date	Leaving date	Positions held

Part B - Self declaration (for completion by the person named in Part A only)

1. Have you ever been cautioned or convicted of any criminal offences?

Yes/No? If yes, please provide full details.

Note: You are advised 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.

2. Are you a person known to any social services department as being an actual or potential risk to children?

Yes/No? If yes, please provide full details.

3. Have you had a disciplinary sanction (from a sports provider or other organisation or governing body)?

Yes/No? If yes, please provide full details below.

4. Declaration

I have read and understood the ECA Safeguarding Policies and Procedures. I hereby consent to the ECA undertaking DBS, Police and/or Social Services checks against me. I understand that the information contained on this form, the results of checks and information supplied by third parties, will be held by the ECA.

I am aware that failure to declare any existing or future concerns or convictions which are relevant in relation to assessing my suitability to work with children will result in disciplinary action.

I understand that this information may be made available to other clubs/ organisations, governing bodies or organisations that have an interest in child protection issues.

Signed _____ (person named in Section A) Date _____

Print Full Name _____

Return this form DIRECTLY to the ECA Welfare Officer.

Appendix G Application Form

This form is to be completed by any individual wishing to undertake a voluntary or occasional role with the ECA. This form is not intended for paid employees.

The information contained within this form will remain confidential.

Position Applied For:

Surname	First Name	Middle Name	Title
Any other names by which you have previously been known:			
Present Address and postcode			
Telephone Numbers: Day Evening Mobile			
Previous Addresses (if at present address for less than 3 years)			
Date of Birth	Place of Birth	National Insurance Number	
Current Occupation (including voluntary positions)			
Current Employer (name and address)			
Position and brief description of duties and start date			
Previous Occupation (including voluntary positions)			
Previous Employer (name and address)			

Position and brief description of duties

Start Date:

Finish Date:

Qualifications:

Interests:

Experience relevant to the post applied for:

Previous experience of working within a disability sport environment:

Reasons for applying for the position:

References: Please give the names of two people who have first hand experience of you working with children and whom we can contact for a reference. We may additionally contact your current employer. Referees must have known you for at least 2 years.

Name	Name
Organisation	Organisation
Address	Address
How long have you known this person and in what capacity?	How long have you known this person and in what capacity?

I agree to abide by the ECA Code of Conduct, Safeguarding and Equity Policies. I understand that prior to undertaking any role with the organisation, I will be required to complete a self-declaration form which will be used to undertake a police check. In addition, the ECA may also request the completion of an Enhanced DBS Disclosure and a Barred List Check. The results of which may be shared with partner agencies.

Sign.....

Date.....

Appendix H: ECA Volunteer Reference Form

_____ has expressed an interest in being a volunteer to coach children and/or organise ECA associated curling events in which children may participate and has given your name as a referee. This volunteer post involves substantial access to children. As an association committed to the welfare and protection of children, we are anxious to know whether you would have any reason at all to be concerned about the applicant being in contact with children or young people.

Would you consider the above named person to pose any risk to the welfare of children or young people?
Yes No (if answered Yes, we will contact you in confidence)

If you are happy to complete this reference form, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance. The information will only be shared with the person conducting the assessment of the candidates suitability for a volunteer post, if he or she named above is offered the role in question. We would appreciate you being completely open and honest in your evaluation of this person.

- 1. How long have you known this person? _____
- 2. In what capacity? _____
- 3. Please comment on this person’s suitability to work with children _____

- 4. How would you describe their personality? _____

5. Please rate this person on the following (please tick one box for each statement):

	Poor	Average	Good	Very good	Excellent
Responsibility					
Maturity					
Self-motivation					
Can motivate others					
Trustworthy					
Reliability					
Coaching or administration ability					

6. Is there anything else you feel we should know about this person? _____

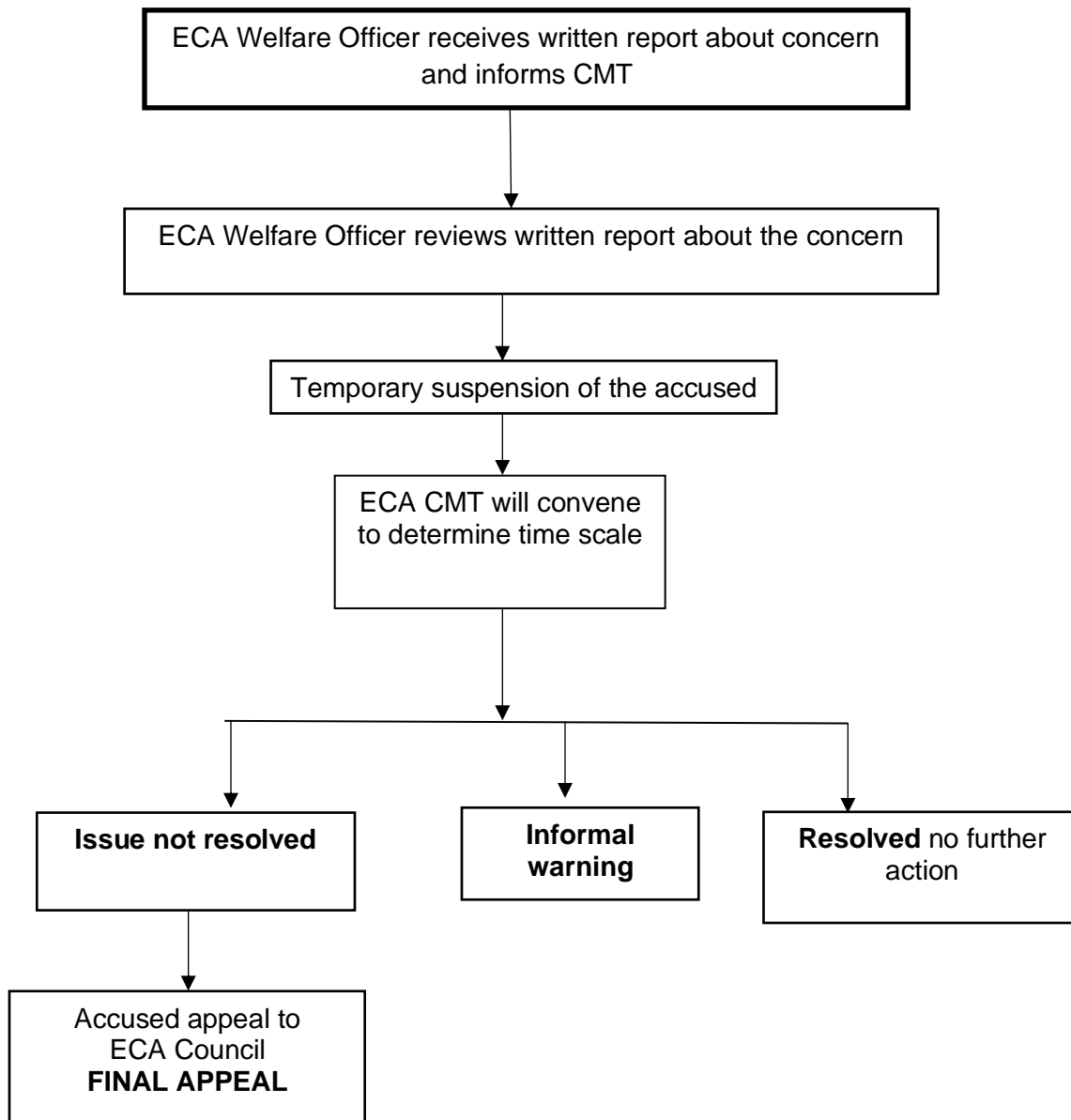
Print Name: _____

Signature: _____

Date: _____

Position: _____ Organisation: _____

Appendix I: ECA CMT Disciplinary and Appeals Procedures concerning Poor Practice issues with Members, Coaches and Volunteers



ECA Welfare Officer
Nicola Hall
07479 609210
ecawelfare@gmail.com

ECA President
Richard Hills
07525 851157

NSPCC Helpline

0808 800 5000

Website: www.nspcc.org.uk

A 24 hour free and confidential telephone Helpline that provides counselling, information and advice to anyone concerned about a child at risk of ill treatment or abuse.

Childline

0800 1111

Website: www.childline.org.uk

24 hour free and confidential telephone Helpline that provides counselling, information and advice to children and young people

Careline

020 8541 1177

Confidential crisis telephone counselling service for children, young people and adults.

The Samaritans

08457 90 90 90

www.samaritans.org.uk

Victim Support

0845 3030 900

Local victim support services provide emotional support, information and practical help for victims and witnesses.

there4me.com

An NSPCC run and funded website specifically for young people who can access individual mentors.

IWF – Internet watch Foundation

Website: www.iwf.org.uk

The Internet Watch Foundation (IWF) is the only authorised organisation in the UK which provides an internet 'hotline' for the public to report their exposure to potentially illegal child abuse images.

Child Protection in Sport Unit (CPSU)

0116 234 7278 or 7280

www.thecpsu.org.uk

Email: cpsu@nspcc.org.uk

The Criminal Records Bureau

0870 909 0811

www.crn.gov.uk

DBS

www.homeoffice.gov.uk/dbs

Local Authorities (Social Services)

Website: www.direct.gov.uk/en/H11/Help/Socoalservices/index.htm

English Federation of Disability Sport

0161 247 5294

Local contacts– Your local Police will have a dedicated Child Protection Officer or team of officers. Social Services will have Duty Officers who are available out of hours. Contact your Local Authority for more details.