

# SAFEGUARDING POLICY



BRITISH  
DODGEBALL

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## **GUIDANCE AND GOOD PRACTICE**

- Role of the Club Welfare Officer
- Recruitment of staff and volunteers
- [Enhanced Voluntary DBS Check](#)
- Guidelines for the Use of Photography
- Parent-Coach relationship
- Transport
- Anti-bullying
- [Electronic Communication and use of Social Media](#)
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## **RESOURCES**

Available at: <https://www.britishdodgeball.org/club-support/>

[Template Safeguarding Referral form](#)

[Template Accident & Injury Policy and Accident Record Form](#)

[Templates club policies – such Club Constitution, Club Code of Conduct etc.](#)

[Template Disciplinary & Complaints Process](#)

[Template Equality and Diversity Policy](#)

[Template Anti-bullying Policy and Incident Report Form](#)

[Template Youth Player Consent Form](#)

## 1. INTRODUCTION

All individuals involved in dodgeball under the jurisdiction of British Dodgeball at every level, including players, match officials, coaches, administrators, club officials and spectators agree to abide by all British Dodgeball policies and procedures.

By participating or being involved in dodgeball, everyone is deemed to accept and agree to these policies which are available on the [British Dodgeball website](#). This safeguarding policy is mandatory for the sport as a whole and provides guidelines to everyone in dodgeball, whether working in a professional or voluntary capacity.

### 1.1 WHAT IS SAFEGUARDING?

Safeguarding refers to the process of protecting children and adults, to provide safe and effective care. This includes all procedures designed to prevent harm to a child. British Dodgeball recognise that it is always unacceptable for any individual to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all individuals, by a commitment to practice which protects them. This Safeguarding Policy has been developed using advice from [NSPCC](#), [GOV.UK](#), and [Childline](#).

### 1.2 WE RECOGNISE THAT:

- The welfare of all individuals is paramount
- All individuals, regardless of age, disability, gender, racial heritage, nationality, religious beliefs, sexual orientation or identity, have the right to equal protection from all types of harm or abuse
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

### 1.3 THE PURPOSE OF THE POLICY:

To provide protection for all individuals who receive British Dodgeball's services, including the children of adult members or users.

To provide staff and volunteers with guidance on procedures they should adopt if they suspect an individual or child may be experiencing, or be at risk of, harm.

Every person involved in dodgeball has a legal and moral responsibility to protect all individuals from abuse and neglect. All individual staff, board members, managers and committee members, paid staff, volunteers and sessional workers, referees, coaches, students or anyone working on behalf of British Dodgeball agree to abide by this policy as well as all other British Dodgeball policies.

## **2. RIGHTS AND RESPONSIBILITIES**

- To ensure volunteers are aware of vulnerable adult's need for protection
- To notify the appropriate agencies if abuse is identified or suspected
- To support and where possible secure the safety of individuals and ensure that all referrals to services have full information in relation to identified risk and vulnerability
- To check volunteers that have access to or work with Vulnerable Adults through the Disclosure and Barring Service
- To be familiar with the vulnerable adult protection policy
- To take appropriate action in line with the policy of British Dodgeball
- To declare any existing or subsequent convictions.

### **2.1 SUPPORT FOR THOSE WHO REPORT ABUSE**

All those making a complaint or allegation or expressing concern, whether they are coaches, members or the general public should be reassured that:

- They will be taken seriously
- Their comments will usually be treated confidentially, but their concerns may be shared with the appropriate authorities if they or others are at significant risk

## **3. KEY PRINCIPLES**

The guidance given in the procedures is based on the following principles:

- British Dodgeball are committed to ensuring that all individuals who take part in British Dodgeball activities can have fun and participate in an environment that keeps them safe from any form of harm or abuse
- All individuals, regardless of any protected characteristic including their age, gender, ability, any disability they may have, culture, racial origin, religious belief and sexual identity have the right to protection from abuse

- A child is recognised as being under the age of 18 years (Children's Act 1989 definition)
- An adult has a moral and statutory duty for the care, custody and control of any person under the age of 18 under their supervision
- All incidents of poor practice or suspicions of poor practice and allegations of neglect or abuse will be taken seriously and responded to swiftly and appropriately. Confidentiality will always be maintained appropriately, and the child's safety and welfare must be the overriding consideration when making decisions on whether to share information about them or not
- All safeguarding concerns reported will be conducted fairly and investigations and the subsequent outcomes will be fair and proportionate. Individuals including, children or young people should be given the opportunity to attend and contribute to meetings where appropriate. Should they not attend or not wish to attend, their wishes, thoughts and feelings should still be shared where appropriate.

**3.1 All those involved in the management of young participants in dodgeball have a duty to ensure they are:**

- Allowed access to the game in a way that is appropriate for their age and ability
- Coached and trained by appropriately qualified people
- Not required to play in so many games, or to attend training sessions, as to become a threat to their well-being
- Not subjected to verbal or racial abuse from any source, especially from the bench and spectator gallery, including references to height, weight etc.
- Not subjected to bullying, threats or undue pressure from any source
- Encouraged to achieve their full potential at all levels
- Instructed on how to behave, both on and off the court

**3.2 All British Dodgeball affiliates will seek to safeguard all individuals by:**

- Accepting the moral and legal responsibility to provide a duty of care to protect and safeguard the wellbeing of all individuals engaged in any activity which it has control over
- Respecting and promoting the rights, wishes and feelings of all individuals by valuing and listening to them
- Adopting protection guidelines through procedures and a code of conduct for staff and volunteers
- Recruiting staff and volunteers safely, ensuring all necessary checks are made

- Sharing information about child protection and good practice with children, parents, carers, staff and volunteers
- Sharing information about concerns with agencies who need to know, and involving only the appropriate parties
- Providing effective management for staff and volunteers through supervision, support and training.
- Recognise that some individuals could face additional barriers to getting help because of additional vulnerabilities which could include their ethnicity, gender, age, religion, disability, sexual orientation, social background or culture
- Respond appropriately to any complaints about poor practice, neglect or allegations of abuse.

#### **4. EQUALITY**

All individuals have the same rights to be safeguarded from abuse, but it should be recognised that some individuals 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 awareness 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.

#### **5. VULNERABLE ADULTS PROTECTION POLICY**

British Dodgeball is committed to ensuring that vulnerable people who use our services are not abused and that working practices minimise the risk of such abuse. All members have a duty to identify abuse and report it to our lead safeguarding officer Helena Law via [helena@britishdodgeball.com](mailto:helena@britishdodgeball.com)

##### **5. 1 DEFINITION**

Vulnerable adults are over 18 years of age and are getting or may need help and services to live in the community. Vulnerable adults may be unable to take care of themselves and unable to protect themselves from harm or exploitation by other people.

## **5.1 THE VULNERABLE ADULT HAS THE RIGHT:**

- To be made aware of this policy
- To have alleged incidents recognised and taken seriously
- To receive fair and respectful treatment throughout
- To be involved in any process as appropriate
- To receive information about the outcome

## **6.0 TERMINOLOGY AND DESCRIPTORS**

### **6.1 ABUSE & NEGLECT**

'Child abuse and neglect' are forms of maltreatment of a child. These terms include physical and sexual assaults as well as cases where the standard of care does not adequately support the child's health or development. Children may be abused or neglected through the infliction of harm, or through the failure to act to prevent harm.

### **6.2 BULLYING**

Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical, verbal and emotional.

### **6.3 CHILD**

Anyone who has not yet reached their 18th birthday, as per the Children Acts 1989 and 2004.

### **6.4 CHILD PROTECTION**

Process of protecting individual children identified as either suffering, or likely to suffer, significant harm as a result of abuse or neglect.

### **6.5 CHILD ABUSE**

Child abuse is any form of mistreatment or lack of care that leads to injury or harm of a person under 18 years of age. Abuse can happen to a child regardless of their age, gender, race or ability. Abusers can be adults (male or female) and other young people and are usually known to and trusted by the child and family. There are four main types of child abuse: physical, sexual, emotional and neglect.

## **6.6 CLUB WELFARE OFFICER (CWO)**

The club welfare officer is the person appointed at club level and provides the essential point of contact for welfare within the club. A Club Welfare Officer should be selected for their skills and knowledge, such as being able to handle matters of a safeguarding nature in an appropriate and confidential manner. They should be approachable for any concerns regarding safeguarding to be reported and be appropriately supported by other members of the club.

## **6.7 DISCLOSURE AND BARRING SERVICE (DBS) – ENGLAND AND WALES, DISCLOSURE SCOTLAND – SCOTLAND, ACCESSNI – NORTHERN IRELAND**

The [Disclosure and Barring Service \(DBS\)](#), [Disclosures Scotland](#) and [AccessNI](#) help employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children.

## **6.8 DESIGNATED SAFEGUARDING OFFICER (DSO)**

Staff member with responsibility for overseeing British Dodgeballs approach to safeguarding, including dealing with concerns about the protection of children. This is undertaken by our lead safeguarding officer Helena Law.

## **6.9 LOCAL AUTHORITY DESIGNATED OFFICER (LADO)**

The LADO works within Children's Services and will be involved in coordinating information sharing in cases in which it is alleged that a person who works with children (including as a volunteer) has:

- behaved in a way that has harmed, or may have harmed a child
- possibly committed a criminal offence against children, or related to a child
- behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

Ideally their contact details should be recorded within the clubs child protection policy and procedures to ensure they are accessible to all club members if needed. Where someone has concerns relating to anyone who holds a position of trust or responsibility with young people, these should be discussed with the LADO.

## **6.10 PARENT**

The term 'parents' also refers to carers or guardians, or people with parental responsibilities.

## **6.11 POOR PRACTICE**

Poor practice includes any behaviour that contravenes the Code of Conduct which is based around:

- Rights of the player, the parent, the coach, the official
- Responsibilities for the welfare of the players, the sport, the profession of coaching, and their own development
- Respect for other players, officials and their decisions, coaches, the rules

## **6.12 SAFEGUARDING**

The process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully.

## **6.13 STAFF**

Any person acting in an official role for a club/organisation whether this is paid or voluntary

## **6.14 VULNERABLE ADULT**

A person aged 18 or over who is or may need community care services and is or may be unable to protect themselves from harm.

*British Dodgeball recognises that it is not appropriate to operate combined policies regarding the safeguarding of children and of vulnerable adults, due to the vast differences in legal and statutory requirements.*

## **6.15 WELLBEING**

The five outcomes that are key to children's and young people's wellbeing, as first set out in Every Child Matters are to: be healthy; stay safe; enjoy and achieve; make a positive contribution; and achieve economic wellbeing. The Children Act 2004 requires local agencies to co-operate with a view to improving the wellbeing of children in relation to these outcomes.

## **6.16 YOUNG PERSON**

Reference to 'children' and 'young people' throughout this document apply interchangeably.

## **7. ABUSE**

Somebody may abuse an individual by inflicting harm, or by failing to act to prevent harm. People may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger. The effects of abuse can be extremely damaging and if untreated, they may follow a person into adulthood.

### **7.1 TYPES OF ABUSE**

There are four main types of abuse; Physical, Emotional, Sexual Abuse and Neglect. In addition, there are other less common types of abuse, and issues which are important to be aware of in the context of the sport. The following definitions have been adapted from the [NSPCC website](#).

Abuse can take place in any setting, public or private, and can be perpetuated by anyone.

Physical	<p>A form of abuse which involves someone hurting or harming a child or individual on purpose. It includes but is not limited to: hitting with hands or objects, slapping and punching, kicking, shaking, throwing, poisoning, burning and scalding, biting and scratching, breaking bones, drowning. Physical abuse is any way of intentionally causing physical harm to a child or individual. It also includes making up the symptoms of an illness or causing a child or individual to become unwell.</p>
Emotional	<p>A form of abuse that involves the continual emotional mistreatment of a child or individual. It's sometimes called psychological abuse. Emotional abuse can involve deliberately trying to scare, humiliate, isolate or ignore a child an individual. Emotional abuse includes but it not limited to: humiliating or constantly criticising, threatening, shouting at or calling them names, making the child or individual the subject of jokes, or using sarcasm to hurt a child, blaming and scapegoating, making a child perform degrading acts, not recognising a child's own individuality or trying to control their lives, pushing a child too hard or not recognising their limitations, exposing a child to upsetting events or situations, like <a href="#">domestic abuse</a> or drug taking, not allowing them to have friends, persistently ignoring them, manipulating a child, never saying anything kind, expressing positive feelings or congratulating a child on successes, never showing any emotions in interactions with a child (also known as emotional neglect).</p>
Sexual	<p>When an individual is sexually abused, they're forced or tricked into sexual activities. They might not understand that what's happening is abuse or that it's wrong. Sexual abuse can happen anywhere – and it can happen in person or online. Contact abuse is where an abuser makes physical contact with an individual or child. This includes but is not limited to: sexual touching of any part of a child's body, whether they're clothed or not, using a body part or object to rape or penetrate, forcing an individual to take part in sexual activities, making a child undress or touch someone else. Contact abuse can include touching, kissing and oral sex – sexual abuse isn't just penetrative. Non-contact abuse is where an individual or child is abused without being touched by the abuser. This can be in person or online and can include but is not limited to: exposing or flashing, showing pornography, exposing a child to sexual acts, making them masturbate, forcing a child to make, view or share child abuse images or videos, making, viewing or distributing child abuse images or videos, forcing a child to take part in sexual activities or conversations online or through a smartphone.</p>

Child sexual exploitation	Child sexual exploitation is a form of child sexual abuse. When a child or young person under the age of 18, is exploited they're given things, like gifts, drugs, money, status and affection, in exchange for performing sexual activities. Children and young people are often tricked into believing they're in a loving and consensual relationship. This is called <a href="#">grooming</a> . They may trust their abuser and not understand that they're being abused. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.
Extremism	Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society. Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist.
Neglect	<p>Neglect is the ongoing failure to meet a child's basic needs and the most common form of child abuse. A child might be left hungry or dirty, without proper clothing, shelter, supervision or health care. This can put children and young people in danger, and it can have long term effects on their physical and mental wellbeing. Neglect can be a lot of different things, which can make it hard to spot, but broadly speaking, there are 4 types of neglect.</p> <p><b>Physical neglect-</b> A child's basic needs, such as food, clothing or shelter, are not met or they aren't properly supervised or kept safe.</p> <p><b>Educational neglect -</b>A parent doesn't ensure their child is given an education.</p> <p><b>Emotional neglect-</b> A child doesn't get the nurture and stimulation they need. This could be through ignoring, humiliating, intimidating or isolating them.</p> <p><b>Medical neglect-</b> A child isn't given proper health care. This includes dental care and refusing or ignoring medical recommendations.</p>
Bullying and Cyberbullying	Bullying is behaviour that hurts someone else. It includes name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere – at school, at home or online. It's usually repeated over a long period of time.
Female Genital Mutilation (FGM)	FGM is when a female's genitals are deliberately altered or removed for non-medical reasons. It's also known as 'female circumcision' or 'cutting', but has many other names. FGM is a form of child abuse. It's dangerous and a criminal offence in the UK.

## 7.2 YOUNG PEOPLE WITH DISABILITIES

In respect of disabled young people, additional forms of abuse can occur:

<b>Psychological Abuse</b>	Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.
<b>Financial or Material Abuse</b>	Including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
<b>Neglect and Acts of Omission</b>	Including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
<b>Discriminatory Abuse</b>	Including racist, sexist, that based on a person's disability or other protected personal characteristic as defined in the Equality Act 2010, as well as other forms of harassment, slurs or similar unfair treatment.

## 7.3 INDICATORS OF ABUSE

**Indications that a young person may be being abused can include the following:**

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

A good working relationship with parent/ guardians will help to identify any concerns that a young person may be experiencing, e.g. family bereavement which could cause some of the changes listed above. However, you must be aware that in some cases, informing the person with parental responsibility may put the child or individual at risk of harm and in many instances, referral to the club Welfare Officer is the most appropriate course of action. The club welfare officer can then contact Helena Law as British Dodgeballs Safeguarding Lead where required.

**Remember it is not the responsibility of those working in dodgeball to decide if child abuse is occurring but it is their responsibility to act on any concerns by reporting them.**

## **8. PROMOTING GOOD PRACTICE**

Abuse, particularly sexual abuse, can generate strong emotions in those having to deal with such an allegation. It is important to understand these feelings and not allow them to interfere with your judgement about what action to take. Neglect or abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them.

A teacher, coach or club volunteer may have regular contact with young people and be an important link in identifying cases where protection is needed. All suspected cases of poor practice, neglect or alleged abuse should be reported following the guidelines in this document. All personnel should be encouraged to demonstrate exemplary behaviour in order to protect young people and to protect themselves from allegations. The following are common sense examples of good practice and how to create a positive culture when working in dodgeball:

- always putting the welfare of each young person first and making sport fun, enjoyable and promoting fair play
- always working in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment with no secrets);
- building balanced relationships based on mutual trust which empowers young people to share in the decision-making process
- giving enthusiastic and constructive feedback rather than negative criticism

- treating all young people equally and with respect and dignity
- maintaining a safe and appropriate distance both emotionally and physically (e.g. it is not appropriate for an adult to have an intimate relationship with a young person or vulnerable adult or to share a room with them)
- keeping up to date with the technical skills, qualifications and insurance in sport
- being an excellent role model - this includes not smoking or drinking alcohol whilst supervising children and promoting a healthy diet
- recognising the developmental needs and capacity of children – avoiding excessive training or competition and not pushing them against their will
- securing 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
- keeping a written record of any injury that occurs, along with the details of any treatment given, which is then reported to the parents at the first opportunity.

## 9. DATA PROTECTION

The Safeguarding Lead at British Dodgeball assess what information needs to be shared in accordance with the [Government guidance](#), which describes the '7 Golden Rules' of information sharing:

1. Remember that the General Data Protection Regulation (GDPR), Data Protection Act 2018 and Human Rights Law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from other practitioners, or your information governance lead, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.

4. Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.
5. Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely (see principles).
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

When we receive information that raises concerns about a child, decisions need to be made about information sharing. The designated safeguarding lead at British Dodgeball, Helena Law, will assess what action needs to be taken to address the concerns raised in a quick and appropriate manner. Part of this process will include consideration about what information needs to be shared and who this information needs to be shared with. This could include:

- Statutory organisations – the Police and/or Children’s Services must be informed about child protection concerns. As the safeguarding lead at British Dodgeball, Helena Law, should be consulted where there are concerns about someone in a position of trust or a concern about a child.
- Disclosure & Barring Service – must be informed of any concerns about someone who is working with children or vulnerable adults who is suspended or expelled from the organisation.
- Other clubs and other sports organisations – informing other organisations need to be considered according to the principles below in order that they can safeguard children in their care who may be at risk of harm.

- Individuals within the organisation – this will be decided on the basis of who needs to know what information in order to keep children safe.

## 10. SUPERVISION AND STAFF RATIOS

It is important to ensure that, in planning and running training sessions, fixtures or events for all individuals, including children and young people, consideration is given to providing an appropriate staffing/supervision ratio of adults to participants. This ensure that risk to participants is minimised, participants can receive enhanced benefits from the activities/fixtures, parents/carers feel reassured, and it provides protection for those responsible for providing, funding or commissioning the activity in the event of concerns or incidents arising.

### 10.1 KEY CONSIDERATIONS:

It is not possible to recommend 'one size fits all' guidance to cover all the potential variables for dodgeball activities, especially those for children or young people. There are, however, a number of key considerations that are recommended as good practice:

#### 1. What makes an individual suitable to supervise children or vulnerable adults?

It is important that those in charge of planning or providing dodgeball sessions/activities ensure that those coaching and assisting with the coaching are suitable to do so.

This includes:

- Being appropriately qualified for their role and the activity (e.g. has a [British Dodgeball Coaching Qualification](#))
- Being subject to a safe recruitment process, including criminal records checks for eligible roles (an [Enhanced Voluntary DBS check](#) can be completed through our website).
- Having insurance appropriate to their activity (a [British Dodgeball Premium Club Membership](#) offers clubs Public Liability insurance for their sessions).
- Adhering to the National Governing Bodies [Code of Conduct](#)
- Understanding their responsibility to safeguard children and the process of doing so

## 2. What factors inform appropriate supervision levels?

We recommend that each session has a minimum of two adults present, regardless of the recommended ratio of adult to children. This ensures at least basic cover in the event of something impacting on the availability of one of the adults during the activity (e.g. in the event of one participant requiring the attention of an adult during the activity following an accident). Supervision levels or the ratio of adults to children should be included in the risk assessment for the activity.

Key factors to assess and include:

- Ages of children
- Additional supervision/support needs of some or all participants (for example due to disability or age)
- Competence/experience of participants for the specific activity
- Nature of the venue - whether closed (e.g. sports hall) or open (e.g. outdoor games areas); private and exclusive to the group or open and accessible to the public); and what types of equipment children may have access to.

## 3. Recommended Minimum Supervision Ratios

While the risk assessment may well indicate the need for an enhanced level of supervision and staffing for a particular event, the table on the next page shows recommended adult to child ratios, based on Ofsted guidelines.

Child/ Young person's age	Number of Adults	Number of Children
0–2	1	3
2–3	1	4
4–8	1	6
9 – 12	1	8
13 – 18	1	10

Remember that regardless of the overall ratio, a minimum of two adult supervisors is recommended.

#### **4. Under 18s as Supervisors/Coaches**

Participants aged under 17 should not be included in adult to child ratios even if they have coaching qualifications. Young people can become involved in coaching but they should be assisting qualified coaches and not delivering sessions until they are appropriately qualified. A person cannot become a qualified Level 1 coach until they are 14+ years old, and it is expected that the person leading the session will be at least Level 2 qualified (for which you have to be 16 years old). In this case 2 adults would need to be present to supervise.

#### **5. Parents as Supervisors**

Parents should be encouraged to accompany their children to activities, but they should not be included in supervision calculations unless they are members of the club and acting in a volunteering role or other capacity during the activity. In these circumstances, they should meet all appropriate requirements in terms of; appropriate background checks; clarity about their role and responsibilities; who has overall responsibility for the group; what is acceptable practice.

## **11. CHANGING ROOMS**

At junior events, adults should not use the same changing facilities as children under the age of 18 unless there are separate cubicles unless they are parents helping their child. At community events where there are a range of ages, British Dodgeball will attempt to secure over 18's and under 18's changing rooms or one changing room with separate cubicles, but this may not always be possible. If there are no separate cubicles, over 18's should change in the specified changing room at adult events whilst under 18's should arrive changed and ready to play or change in a toilet cubicle. Conversely, under 18's should change in the specified changing room at junior events whilst adults should not enter unless they are parents helping their child or there is an urgent safety issue. If a young person is uncomfortable changing or showering in public, no pressure should be placed on them to do so and they should be encouraged to do this at home. If the club has children with disabilities, involve them and their parents in deciding how they should be assisted and ensure they are able to consent to the assistance that is offered but club members should avoid taking on the responsibility for tasks for which they are not appropriately trained. All players and staff should be aware that no photographic equipment (including but not limited to cameras, video cameras, mobile phones) should be used in the changing room environment.

## 12. MISSING PARTICIPANTS

Team staff are responsible for supervision of players in their team. If a player is found to be missing, the procedure below should be followed. A description of the player should be completed and circulated to those involved in searching. Particular times can give rise to increased risk, namely arrival time and time for leaving. Team staff should ensure good communication with players and families to ensure everyone is aware of changes in arrival/collection plans (e.g. a child being collected by parents or going home with another team member).

### 12.1 PROCEDURE FOR MISSING PARTICIPANTS

Absence of player noticed

Contact the Club Welfare Officer or Event Coordinator and ensure that the head coach is aware of the missing participant. Parents/guardians should be notified as soon as possible.

Search the immediate area for the participant

If the participant is not found, the search should expand to surrounding venues/areas, with venue staff being informed of the situation. **DO NOT SEND OTHER PARTICIPANTS TO SEARCH**

If the participant is not found within 30-minutes, the police should be contacted.

Create an Incident Report Form (club welfare officer or event coordinator to complete) and immediately report to British Dodgeball.

## 13. LATE COLLECTION

Every club is advised to develop their own policy on the late collection of children. Clubs should make clear that it is not their responsibility to transport children home on behalf of parents who have been delayed. Clubs are advised to follow a procedure such as:

- Promoting a staff contact number for parents to phone if there is any likelihood of late collection.
- Coaches may not be able to answer their phone during training/games but it should be possible to leave a message.
- Parents should be asked to provide an alternative contact name and number to be used if they can't be reached on their usual numbers.
- Coaches/volunteers should ensure good communication with players and families to ensure everyone is aware of changes in arrival/collection plans.

### **13.1 In cases of late collection, staff should:**

- Attempt to contact the child's parent on their contact numbers
- Use the alternative contact name/number if possible
- Wait with the child at the sport facility, with other staff or parents present if possible
- if the child is not collected within 30 minutes of the end of the session, the staff member should speak to the Club Welfare Officer to decide whether it is necessary to contact Children's Social Care, for example, where the staff member has not been able to make contact with a parent/guardian

### **In cases of late collection, staff should not:**

- Take the child home or to any other location without speaking to their parents
- Send the child home with another person without permission from a parent
- Leave the child on their own
- Ask the child to wait in a vehicle or sport facility with you alone (hence the need for two adults per session)
- Remind parents of the policy relating to late collection.

## **14. EVENT AND SESSION COLLECTION**

All teams competing in junior events and Leagues should have one coach/manager over the age of 18 to accompany the team. At the end of any event or league meet this coach or manager should not leave the venue until all players have been collected by a parent or guardian. As this is a safeguarding concern, should this coach or manager leave the event before all of their players have been collected and left the premises, they could face disciplinary action.

## **15. PHOTOGRAPHY, VIDEO AND LIVE STREAMING**

British Dodgeball is committed to ensuring that all individuals, children and young people are protected from the inappropriate use of their images. British Dodgeball's photographer may take photographs and videos of players at British Dodgeball events and leagues whilst competing in dodgeball matches. These photos and videos will be used for promotional purposes only. If you have any junior players whose parents do not wish them to appear in any photographs or videos, please indicate those individuals on the team sheet by highlighting them. It must be indicated on the event or league team sheet if a participant cannot have their photograph taken, and they must obtain a yellow photography band from the event coordinator to indicate this to the photographer. Parents and coaches are not permitted to film matches or take photographs of children other than their own. See the photography guidance document for more information.

## **16. POSITIONS OF TRUST**

A position of trust usually involves an adult in a position of authority over another person or group of people. There is a 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. Coaches and everyone involved in supervising children and adults at risk should be careful to ensure that the appropriate boundaries remain in their working relationships between themselves and participants. British Dodgeball considers it a breach of the Code of Conduct for someone in a position of trust to engage in sexual activity with a child in their care, even if that child is over the age of consent (16 or over). Even where there is no alleged criminal offence, Disciplinary Procedures will be instigated if it comes to British Dodgeball's attention that an inappropriate relationship, inappropriate communication or other perceived 'grooming' behaviour has been demonstrated by a volunteer or staff member in a supervisory capacity with Under 18s.

British Dodgeball will refer to statutory agencies including the LADO and Police, and proceed with a referral to the DBS Barred List when necessary. Relationships with children should always be supportive, positive and aimed at improving the young person's skill and progress.

## **17. APPROPRIATELY QUALIFIED AND VETTED**

It is essential that all people working or volunteering with young people are appropriately recruited. Clubs should develop a safe recruitment process that includes procedures such as checking documents to confirm the person's identity, obtaining references and conducting an interview if possible. For all roles which are eligible, an enhanced DBS disclosure should be completed.

It is essential that those working with young people are appropriately experienced or mentored/supervised until they have gained experience.

People in any role at a club which involves working/volunteering with young people should undertake regular safeguarding training to refresh and update their knowledge. Coaches working with young people must hold appropriate coaching qualifications and must be proactive in safeguarding by taking responsibility for familiarising themselves with any relevant guidance, policies or procedures. It is mandatory for all coaches and supervising personnel of junior teams who are eligible for a DBS disclosure to hold a valid and satisfactory DBS disclosure, and complete regular Safeguarding Training.

## **18. MANAGING CHALLENGING BEHAVIOUR**

Staff/volunteers who deliver sports activities may, on occasions, be required to deal with challenging behaviour. These guidelines aim to promote good practice and to encourage a proactive response to supporting individuals to manage their own behaviour. They suggest some strategies and sanctions which can be used and also identify unacceptable sanctions or interventions which must never be used by staff or volunteers.

These guidelines are based on the following principles:

- The welfare of the individuals is the paramount consideration.
- All those involved in activities (including children, coaches/volunteers and parents/carers) should be provided with clear guidelines about required standards of conduct, and the organisation/club's process for responding to behaviour that is deemed unacceptable.
- Individuals (including children and young people) must never be subject to any treatment that is harmful, abusive, humiliating or degrading.

Some individuals exhibit challenging behaviour as a result of specific circumstances, e.g. a medical or psychological condition, and coaches may therefore require specific or additional guidance. These and any other specific needs the individual may have should be discussed with the individual or the parents/carers along with the child or individual in planning for the activity, to ensure that an appropriate approach is agreed and, where necessary, additional support provided e.g. from external agencies. Sport can make a significant contribution to improving the life experience and outcomes for all children and young people. Every child or individual should be supported to participate and, only in exceptional circumstances where the safety of a child/individual or of other children cannot be maintained, should a child or individual be excluded from club activities.

## 19. E SAFETY

Children and young people may expose themselves to danger, whether knowingly or unknowingly when using the internet and other technologies. Additionally, some young people may find themselves involved in activities which are inappropriate, or possibly illegal through social networking sites etc. including 'cyber-bullying'. Young people who send naked or inappropriate photos of themselves to other people are actually sending indecent images of children and therefore committing a criminal offence. Although a lot of young people may see taking, sharing or receiving images as harmless, this can have a long-term lasting effect including blackmail, bullying, emotional distress and presents an opportunity for grooming and non-contact abuse to take place.

Where possible we should educate young people in the appropriate behaviours to enable them to remain both safe and legal when using the internet and related technologies.

Staff must ensure they adhere to the guidance outlined in the British Dodgeball [Electronic Communication and Social Media guidance](#). The guidance is in place to protect children and those working with children.

Links to further support:

- <https://www.net-aware.org.uk/>
- <https://www.ceop.police.uk/safety-centre/>

## 20. RECOGNITION OF POOR PRACTICE AND POSSIBLE ABUSE

Staff and volunteers in dodgeball are not expected to be experts at recognition of child abuse or neglect. However, they do have a responsibility to act if they have any concerns about the behaviour of someone (an adult or young person) towards an individual and to follow the reporting procedures in this document.

### 20.1 POOR PRACTICE

Allegations may relate to poor practice where an adult's or another young person's behaviour is inappropriate and may be causing concern/harm to others. In the application of this policy, poor practice includes any behaviour bringing the game into disrepute of a child protection nature or contravening any British Dodgeball policy or guidance, infringing an individuals' rights and/or is a failure to fulfil the highest standards of care.

#### Examples of poor practice:

- Use of excessive, physical or humiliating punishments
- Failure to act when you witness possible abuse or bullying
- Being unaware of or breaching any British Dodgeball policy such as the Code of Conduct
- Spending excessive amounts of time alone with young people away from others
- Inviting or allowing young people into your home where they will be alone with you
- Engaging in rough, physical or sexually provocative activity
- Allowing or engage in any form of inappropriate touching
- Allowing individuals to use inappropriate language unchallenged
- Making sexually suggestive comments even in fun
- Reducing a person to tears as a form of control
- Allowing allegations made by a young person to go unchallenged, unrecorded or not acted upon
- Doing things of a personal nature for young people that they can do for themselves
- Failing to meet the basic needs of individuals such as not allowing them to hydrate or not adhering to risk assessments put in place for their safety.

***N.B.*** We would usually recommend that personal care for very young or disabled children is not undertaken by coaches or other team staff. If a child is disabled to the extent that they need assistance with personal care, this should be carried out by their parent or carer.

**If any of the following incidents occur, you should report them immediately to another colleague and make a written note of the event. Parents should also be informed of the incident:**

- Sharing a bedroom with a young person you are not related to, even with parental permission
- if you accidentally hurt a player
- if he/she seems distressed in any manner
- if a player misunderstands or misinterprets something you have said or done.

Please refer to the [Template Accident Form](#).

## **21. REPORTING PROCEDURES**

Two procedures are explained in this policy, one for reporting concerns in dodgeball and another for concerns outside of dodgeball. If you are unsure which applies, please contact Helena Law at British Dodgeball for advice. It is acknowledged that the suggestion that an individual or child has been/is being abused can evoke strong emotions. It can be very difficult to hear suspicions or allegations, but it is important that concerns are acted on. It is not for you to decide if abuse has taken place but to report the concerns. It is helpful if an incident referral form is completed as this sets out the sort of information which is useful. You should be careful to report as much detail as possible but avoid hearsay or assumptions.

### **21.1 HOW TO RESPOND TO A CONCERN OR ALLEGATION RAISED BY A CHILD**

**If you witness or become concerned about someone's behaviour, or someone tells you they or another person is being or has been abused you should:**

- Stop and listen
- React calmly so as not to frighten or deter the child or person reporting the concern
- Listen carefully and take what they say seriously

- Keep the questioning to a minimum- you can ask clarifying open questions to gather important information that will assist you in assessing the immediate risk to a child. By using TED (Tell, Explain, Describe) questions you will not contaminate possible evidence
  - Tell them they are not to blame and that they are right to speak to you
  - Reassure them and explain you must share what they have said. Clarify what you will do next and who you will need to share this information with. This could include the police or statutory agencies, if you are concerned about their immediate safety, or the Club Welfare Officer and Helena Law as British Dodgeballs Designated Safeguarding Officer
- It is not for you to decide if abuse has taken place but to report the concerns
- Write down everything said (in their words as far as possible) and what was done – accuracy and detail is important. Where appropriate, record on a body map the location of any bruises, cuts or abrasions
  - Be aware that that medical or criminal evidence might be required
  - If someone is talking about non-recent abuse, act at all times as if you believe what they are saying is true
  - Act to immediately safeguard the child/children or individual. This may include seeking medical attention, contacting Children’s Social Care or the Police. You must contact your Club Welfare Officer, who in turn must contact British Dodgeballs Designated Safeguarding Officer (Helena Law) who will provide further advice. If they are not immediately available, then you should contact your local Children’s Social Care, LADO or Police without delay. If you are concerned about the immediate safety of someone, call 999. Expert advice can also be provided by the NSPCC Helpline on 0808 800 5000. You must clarify on the incident form whether the person, or a staff member or volunteer has contacted a relevant outside agency using the Incident Report Form.

## **21.2 ACTIONS TO AVOID**

### **The person receiving the disclosure should not:**

- panic or allow their shock to show
- ask questions other than to clarify that you have enough information to act
- speculate or make assumptions
- make promises or agree to keep secrets
- make negative comments about the alleged abuser

- approach the alleged abuser
- discuss the allegations with anyone who does not have a need to know
- take sole responsibility
- delay in reporting the concerns

*It should be noted that not all young people are able to express themselves verbally. Communication difficulties may mean that it is hard for them to explain or be understood. Sometimes it is difficult to distinguish the signs of abuse from the symptoms of some disabilities or conditions, in relation to the nature of an individual's impairment. However, the welfare of the child or individual is paramount and where there are concerns about the safety of a young person, record what has been observed in detail and follow the procedures to report these concerns.*

### **21.3 RECORDS AND INFORMATION**

Information passed to the Children's Social Care or the Police must be as helpful and comprehensive as possible, hence the necessity for making a detailed record at the time of the disclosure/concern. Ideally this information should be compiled utilising the Safeguarding Incident Referral Form.

### **21.4 INFORMATION WHICH MAY BE REQUIRED AT THE REFERRALS STAGE:**

#### **1. Young person/Complainant**

Name/age/gender/disabilities/ethnicity/address/details of parents/agencies already working with the family/relationship between them and the person under consideration.

#### **2. Person under Consideration**

Name/Date of Birth/gender/address/position in sport and occupation etc;  
Any other allegations/previous incidents.

If known, it is useful to advise statutory agencies about whether the person has their own children and when the person under consideration will next be at a club/event.

### 21.5 . Primary Evidence

- Facts from the person making the allegation including dates/times/venue/witness details; Records with dates, including any documents such as emails  
Has anyone else been informed or is anyone else already involved in the investigation.
- Reporting the matter to the Police or Children’s Social Care department should not be delayed by attempts to obtain more information. Wherever possible, referrals telephoned to Children’s Social Care should be confirmed in writing within 24 hours. A record should also be made of the name and designation of the Children’s Social Care member of staff or Police officer to whom the concerns were passed, together with the time and date of the call, in case any follow up is needed.
- A copy of this information should also be sent directly to Helena Law as the Designated Safeguarding Officer, within 24 hours and a copy should be retained by the Club Welfare Officer and stored in a secure place.

## 22. CONFIDENTIALITY

Where a child or individual is considered to be at risk of harm, consent to share concerns with appropriate agencies is not required. It is considered good practice to discuss any actions with the parent/carer/legal guardian **but should not be done** when this may place the child or individual at risk of further harm or there are suspicions of Fabricated Induced Illness. If in doubt contact the Designated Safeguarding Officer at British Dodgeball.

Information should be stored in a secure place with limited access to designated people. Every effort should be made to ensure that confidentiality is maintained with information shared on a ‘need to know’ basis only within organisations.

## 23. SUSPENSION

If a case is judged to be potentially serious poor practice, neglect or abuse, the decision may be made to take the neutral act of temporarily suspending the individual, without prejudice pending further investigations. Following a Children's Social Care or Police investigation, British Dodgeball will assess the available information to decide whether the individual can be reinstated to their role in dodgeball. This may be a difficult decision; particularly where there is insufficient evidence for the Police to act or obtain a conviction. British Dodgeball may decide that an individual should undertake a wide range of actions including but not limited to; compulsory training, verbal warnings, written warnings, restrictions on member's activities, temporary or permanent suspensions from the sport.

## 24. APPEALS

- The appeals procedure is available to anyone under investigation as part of natural justice. Anyone wishing to appeal against decisions by British Dodgeball must do so in writing, to be received by British Dodgeball via Helena Law ([helena@britishdodgeball.com](mailto:helena@britishdodgeball.com)) as the Designated Safeguarding Officer within the specified period of the original decision being made. An appeal may be made against any decision (involving disciplinary action against the club or individual making the appeal), to Helena Law (Designated Safeguarding Officer at British Dodgeball) within 7 days of the decision being made, unless otherwise specified.

The letter of appeal should set out the grounds for the appeal in full. Only the grounds for the appeal as listed in the letter of appeal will be considered. All submitted appeals will be addressed by a panel, which will be set up by Helena Law as Designated Safeguarding Officer for British Dodgeball. The Appeals Panel has the power to overturn outcomes or add additional sanctions where it deems necessary by reviewing the judgements made. If no appeal is submitted and the appeals deadline has passed, the outcome will be deemed as final and the outcome will, (where appropriate and to the degree necessary), be disclosed to the party who made the initial complaint (if a complaint was made by an individual or club) for the purposes of transparency. Any decision of the Appeals Panel made in accordance with these regulations shall be final and binding on the parties. There is no further course of appeal and when launching an appeal all parties agree to these terms & conditions.

## **25. MONITORING AND EVALUATION**

To be conducted at the close of the case to see if changes need to be made to policies/ procedures or lessons can be learnt. All involved in a case are able to offer feedback so procedures can be continually improved.

## **26. SUPPORT TO DEAL WITH THE AFTERMATH**

Consideration should be given as to whether any support may be appropriate to young people and others effected such as parents and members of staff. Use of helplines, support groups and meetings will maintain an open culture and help the healing process. Thought should also be given to what support may be appropriate for the person under consideration. See the list of essential contacts for expert organisations.

## 27. WHAT TO DO IF YOU ARE WORRIED ABOUT THE BEHAVIOUR OF ANYONE IN DODGEBALL

### CONCERNS IDENTIFIED

If the young person or vulnerable adult requires immediate attention call and ambulance and inform the doctor there is a child protection concern. If there is an immediate safeguarding concern, also contact the police and/or Children's Social Care.

Report incident/concerns to the club welfare officer or the relevant designated person who will:

- Complete the British Dodgeball incident referral form
- Report to the British Dodgeball Designated Safeguarding Officer (Helena Law)- if unavailable refer to Children's Social Care or Police.

Helena Law as Designated Safeguarding Officer at British Dodgeball conducts an initial assessment on if immediate statutory services is required.

British Dodgeball Safeguarding Team decide on the 'route' the case should take or is informed of statutory services referral.

No case to answer

Alleged poor practice

Alleged serious poor practice or possible abuse

A review and gathering of additional information is conducted as required. This may include conversations with police, outside agencies, the club welfare officer and anyone involved with the concern.

Poor practice outcomes include:

- Referred to club with advice on process to be followed
- Sanctions as outlined below via club welfare officer or disciplinary panel
  - Referral to another organisation
  - More significant concerns arise/emerge
  - Complaint resolved with agreement between parties

Serious poor practice/child abuse:

- Referral to the statutory services. British Dodgeball action dependent on statutory services investigation.
- Information gathered from involved parties
- Safeguarding panel meet to discuss and decide on action to take

Possible Outcomes (not an exhaustive list):

- No case to answer/no further action
- Disciplinary sanctions including but not limited to: warning as to future conduct, a fine temporary/permanent suspension, training/mentoring, conditions on continued involvement with dodgeball, and referral to an independent safeguarding authority.

Appeal

## 27. 1 WHAT TO DO IF YOU ARE WORRIED THAT A CHILD IS BEING ABUSED OUTSIDE OF THE DODGEBALL ENVIRONMENT

Concern identified

If there is an immediate safeguarding concern, contact the police and/or Children's Social Care. If the young person or vulnerable adult requires immediate medical attention call an ambulance and inform the doctor there is a child protection concern.

Report concerns to Club Welfare Officer or British Dodgeball Designated Safeguarding Officer if they are immediately available..

If either your club welfare officer or British Dodgeballs Safeguarding Lead are not immediately available, contact Children's Social Care or the Police to avoid delay.

Make a record of anything the young person has said and/or what has been observed, if possible with dates and times.

Discuss with Children's Social Care/Police whether it is appropriate to discuss the matter with the person's parents.

If the club welfare officer or British Dodgeball's Designated Safeguarding Officer are not readily aware, inform them of your actions. Every effort should be made to ensure confidentiality is maintained. Information should be handled and disseminated on a 'need to know basis'.

Complete a form and send it to Children's Social Care/Police within 48 hours. Send a copy to Helena Law as Designated Safeguarding Officer at British Dodgeball.

## **27.2 ACTION TO TAKE REGARDING ALLEGATIONS OUTSIDE DODGEBALL**

If a young person informs you directly that he/she is being abused or describes abusive behaviour outside the dodgeball environment (i.e. at home or some other setting outside of dodgeball) **OR** through your own observations **OR** through a third party you become aware of possible abuse outside the dodgeball environment you must **REACT IMMEDIATELY**.

If you have an immediate safeguarding concern such as if a crime has been committed or believe a child or individual to be at risk of immediate harm, contact the Police and/or Children's Social Care. Ensure the safety of the young person - if they need immediate medical treatment, take them to hospital or call an ambulance, inform doctors of concerns and ensure they are aware it is a child protection issue. If possible, contact the Club Welfare Officer or Helena Law at British Dodgeball immediately who will follow the reporting procedures detailed below.

## **27.3 REPORTING PROCEDURES**

Seek advice immediately from the local Children's Social Care or the police who will advise on the action to be taken, including advice on discussing with parents. Expert advice can also be provided by the NSPCC Helpline on 0808 800 5000 or Childline on 0800 1111.

Make a full and factual record of events utilising the Incident Referral Form and forward a copy of the recorded information, as directed by the Children's Social Care and/or Police, and also to the Helena Law at British Dodgeball. If not already involved, contact the Club Welfare Officer as soon as immediately.

## 28. ESSENTIAL CONTACTS

### **British Dodgeball Designated Safeguarding Officer**

Any member of staff, member or non-member who has a safeguarding concern should speak to the British Dodgeball safeguarding lead Helena Law via

[helena@britishdodgeball.com](mailto:helena@britishdodgeball.com)

**Childline:** [0800 111](tel:0800111)

**NSPCC:** [0808 800 5000](tel:08088005000)

### **NSPCC Child Protection in Sport Unit:**

[0116 366 5580](tel:01163665580) (England)

[028 9035 1135](tel:02890351135) (Northern Ireland)

[029 2033 4975](tel:02920334975) (Wales)

**Child 1<sup>st</sup> Parentline** - [08000 28 22 33](tel:08000282233) (Scotland)

We are committed to reviewing our policy and good practice annually.

Policy Updated: October 2020